

**Churchill Community Foundation
Board Meeting Minutes
February 24, 2021
Via Zoom Video Conference**

The Board of Directors of the Churchill Community Foundation (CCF) met for the regularly scheduled monthly meeting via web-conference on February 24, 2021.

Present:

Daniel Talmage
Joey Chambers
Amy Fickling
Patricia Jones-Butler
Eric Leavitt
Jennifer Jones (arr. 7:40 pm)

Others Present:

Alan Siefert, Management Agent
Karelyn Donahue, Recording Secretary

Not Present:

Will Knowland

I. Call to Order

Mr. Talmage called the meeting to order at 7:32 p.m.

II. Management Report

a. Meeting Minutes

The Board reviewed the January 27, 2021 meeting minutes and made revisions.

Motion: To accept the January 27, 2021 meeting minutes as amended.
Fickling/Chambers. 4/0/1. Talmage, Fickling, Chambers, and Jones-Butler for.
Leavitt abstained. Motion passed.

b. Pathway

Motion: To ratify the email vote to accept Bourn Environmental's value engineered solution to raise the pathway on prefabricated concrete slabs in the proposed five (5) locations with treated wooden piers, without guard rails, for a cost of \$26,000. This is to be paid for with reserve money.

The original email motion form February 18, 2021 was made by Mr. Leavitt and seconded by Mr. Knowland with all Board members voting for.
Chambers/Jones-Butler. 5/0/0. Talmage, Fickling, Chambers, Leavitt, and Jones-Butler for. Motion passed.

c. Grant Funds Received

Mr. Siefert reported that the first payment of funds from the grant was received by Potomac Conservancy this past week.

d. Tree-Mendous

Mr. Siefert provided a list of trees available through the Tree-Mendous program. The Board suggested a few areas where trees are needed. Mr. Siefert will order a handful of various trees for these areas.

e. Churchill East Village Stream - Monitoring

Mr. Siefert reminded the Board that the Foundation is required to perform monitoring of the restored stream at Churchill East Village. Bids were requested, received, and reviewed from KCI Technologies and CPJ.

Motion: To accept the proposal from KCI Technologies for the monitoring of the Churchill East Village stream for four years at a cost of \$34,000 with a fifth year extra, if required.

Jones-Butler/Chambers. 6/0/0. Talmage, Fickling, Chambers, Leavitt, Jones, and Jones-Butler for. Motion passed.

f. Esprit Stream

The Board reviewed the proposal from KCI Technologies for the engineering of the restoration of the Esprit stream along with the engineering of the bottom project. This contract would be between the Foundation and KCI with understanding that Esprit will be reimbursing the Foundation for their portion.

Motion: To accept the proposal from KCI Technologies for the initial engineering of the Esprit stream and lower river section restoration at a cost of \$79,355 with the understanding that Esprit Condominium will spend \$44,700 on the project.

Chambers/Jones. 5/0/1. Talmage, Chambers, Leavitt, Jones, and Jones-Butler for. Fickling abstained. Motion passed.

Motion: To approve the drawing up of a contract laying out the payback terms from Esprit Condominium to Churchill Foundation.

Leavitt/Jones-Butler. 5/0/1. Jones-Butler made a friendly amendment to change from a formal contract to a written instrument. Leavitt accepted the amendment.

Talmage, Chambers, Leavitt, Jones, and Jones-Butler for. Fickling abstained. Motion passed.

g. Churchill View Stream

Churchill View Condominium reported that there was erosion in the stream behind the condominiums. Mr. Siefert and Mr. Talmage both looked and agreed that the stream is in decent condition. However, it was noted that there were some fallen trees that crossed the stream and a lot of manmade trash. Mr. Siefert requested that the

Condominium take care of the trash and that the Foundation would be willing to take care of the fallen trees.

d. Seedling Purchase

Mr. Siefert reported that 150 seedlings were ordered for a cost of \$155 and that they have not yet been received. He is currently looking at costs for protective tubes and for installation.

e. Reserve Study

The Board reviewed the reserve study since the last meeting and asked Mr. Siefert to review and adjust some of the prices and then represent it to the Board at the next meeting.

h. Operating Checklist/Pending Projects

The Board reviewed the operating checklist and pending projects with Mr. Siefert. Mr. Siefert informed the Board that the 1st Annual Meeting notice was mailed out. Mr. Siefert will invite the insurance agent to the March or April meeting to go over the Foundation's policies.

III. Old Business

a. Website Update

Mr. Talmage informed the Board that Dinos Papoulias would be modifying the home page to give the website a fresh look.

IV. Closed Session

The Board moved to the closed part of the meeting at 8:22 p.m.

V. Next Meeting

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, March 31, 2020 at 7:30 p.m. at the Waters Landing Community Center or via web-conferencing depending on the current Maryland and CDC recommendations.

VI. Adjournment

Motion: To adjourn the February 24, 2021 Board meeting at 8:31 pm.
Jones-Butler/Leavitt. 6/0/0. Talmage, Fickling, Chambers, Leavitt, Jones, and Jones-Butler for. Motion passed.

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Motion List
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1. Motion: To accept the January 27, 2021 meeting minutes as amended. Fickling/Chambers. 4/0/1. Talmage, Fickling, Chambers, and Jones-Butler for. Leavitt abstained. Motion passed.

2. Motion: To ratify the email vote to accept Bourn Environmental's value engineered solution to raise the pathway on prefabricated concrete slabs in the proposed five (5) locations with treated wooden piers, without guard rails, for a cost of \$26,000. This is to be paid for with reserve money. The original email motion from February 18, 2021 was made by Mr. Leavitt and seconded by Mr. Knowland with all Board members voting for. Chambers/Jones-Butler. 5/0/0. Talmage, Fickling, Chambers, Leavitt, and Jones-Butler for. Motion passed.

3. Motion: To accept the proposal from KCI Technologies for the monitoring of the Churchill East Village stream for four years at a cost of \$34,000 with a fifth year extra, if required. Jones-Butler/Chambers. 6/0/0. Talmage, Fickling, Chambers, Leavitt, Jones, and Jones-Butler for. Motion passed.

4. Motion: To accept the proposal from KCI Technologies for the initial engineering of the Esprit stream and lower river section restoration at a cost of \$79,355 with the understanding that Esprit Condominium will reimburse \$44,700 back to the Foundation. Chambers/Jones. 5/0/1. Talmage, Chambers, Leavitt, Jones, and Jones-Butler for. Fickling abstained. Motion passed.

5. Motion: To approve the drawing up of a contract laying out the payback terms from Esprit Condominium to Churchill Foundation. Leavitt/Jones-Butler. 5/0/1. Jones-Butler made a friendly amendment to change from a formal contract to a written instrument. Leavitt accepted the amendment. Talmage, Chambers, Leavitt, Jones, and Jones-Butler for. Fickling abstained. Motion passed.

6. Motion: To adjourn the February 24, 2021 Board meeting at 8:31 pm. Jones-Butler/Leavitt. 6/0/0. Talmage, Fickling, Chambers, Leavitt, Jones, and Jones-Butler for. Motion passed.