

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held: November 12, 2015**

Approved: December 10, 2015

A meeting of the Columbia Association Board of Directors was held on Thursday, November 12, 2015, at the Columbia Association Building. Present were Chairperson Jeanne Ketley and members Reg Avery, Dick Boulton, Brian Dunn, Janet Evans, Nancy McCord, Gregg Schwind, Andy Stack, and Chao Wu. Member Alan Klein was absent. Also present were CA President/CEO Milton Matthews, Chief Staff Liaisons Susan Krabbe and Norma Heim, General Counsel Sheri Fanaroff and Governance Chief of Staff Jane Dembner.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:30 p.m. by the Chairperson, Jeanne Ketley.

**2. Announcement of Closed/Special Meetings Held/To Be Held:** None

**3. Approval of Agenda:**

**Action:** Mr. Stack moved that the agenda be approved as presented. Ms. Evans seconded the motion, which passed unanimously. Vote: 7-0-0  
For: Messrs. Avery, Boulton, Stack, and Wu, and Mses. Ketley, Evans, and McCord

*Mr. Dunn arrived at 7:32 p.m.*

**4. Disclosure of Conflicts of Interest:** none

**5. Resident Speakout:**

(a) Leo Bruette, Columbia Tennis Committee, spoke about CA providing a new tennis facility.

*Mr. Schwind arrived at 7:36 p.m.*

(b) Joel Hurewitz, Harpers Choice, spoke about connectivity, the bell tower and living wage rates.

(c) Tom Loudon, Hickory Ridge Village Board chairman, spoke about funding for a park in Hickory Ridge.

**6. Approval of Minutes of October 22, 2015**

**Action:** Mr. Avery moved that the minutes be approved as presented. Ms. McCord seconded the motion, which passed unanimously.

**7. Chairperson's Remarks:** None.

**8. President's Remarks:** Mr. Matthews urged board members to read information sent by Dr. Jerome Paige in preparation for their November 19 retreat. He also said: 1) 108 CA team members attended the Service and Excellence program kickoff on November 6; 2) GhanaFest2 was well attended and a local delegation will visit Ghana in February; and 3) County government held a meeting this week regarding redevelopment of Long Reach Village Center. The Department of Planning and Zoning will present a plan to the Planning Board on December 3 and the target date for a public hearing before the County Council is January 19.

**9. Committee Chairs' Remarks**

(a) Board Operations Committee: none

(b) External Relations Committee: Mr. Boulton thanked Mr. Matthews for attending the recent Dorsey Search Village Board meeting. Ms. Heim gave an update on responses to the invitation to the November 23

stakeholders dinner. Ms. Heim also said that a dinner with the boards of directors of Howard County Citizens Association and League of Women Voters of Howard County will be scheduled for January.

(c) Planning and Strategy Committee: None

(d) Strategic Implementation Committee: None

(e) CA Representatives to the Inner Arbor Trust Board of Directors: None

## 10. Special Topics and Presentations – None

## 11. Committee Agendas

(a) Planning and Strategy Committee

### 1. Work Session to Discuss Open Budget Items:

(a) Long Reach Tennis

Open Space and Facilities Services Director Dennis Matthey explained that CA surveyed open space parcels to determine their feasibility for a new indoor tennis center. After further exploring sites in several villages, they determined that Long Reach Lot 96 seems best for the facility. Mr. Schwind asked staff to consider connecting the proposed facility to the nearby village center.

Dan Burns, Director of Sports and Fitness, said the operating cost of a new, more energy-efficient facility would be lower than the operating cost for the existing “bubble” facility in Owen Brown. When new courts are built, the Owen Brown courts will be maintained as outdoor courts.

The sense of the Board is to proceed with Lot 96 in Long Reach for an indoor tennis facility.

(b) Hickory Ridge Park

The sense of the board is to move funding for a Hickory Ridge Park from the FY17 budget to FY18.

(c) Waiting Spring Pond

John McCoy, CA Watershed Management and Improvements Manager, explained that Waiting Spring Pond in Jeffers Hill (Long Reach) has an earthen dam that needs repair. He said an engineering study is needed to evaluate the safety requirements for the pond and its function as a stormwater facility.

Mr. Stack suggested that the option of the facility no longer serving as a pond be examined during the study. Noting that CA’s survey of its ponds will be completed in the Spring, Ms. Krabbe suggested that the money be included in the budget but that any contract for engineering services be written after CA’s pond survey is complete and would need Board approval. The Board agreed with Ms. Krabbe’s suggestion.

(d) Pushcart Pond

Mr. McCoy explained that there is a repair order from Howard County to remove accumulated sediment from Pushcart Pond in Oakland Mills and to do other repairs.

The sense of the board is to include funds to proceed with Pushcart Pond in the FY17 budget and discuss it further when the budget is presented in February.

(e) Bell Tower

Mr. Matthey presented a timeline for construction of a new Bell Tower before Columbia's 50<sup>th</sup> Birthday celebration in 2017. He said construction of the tower is likely to cost more than \$500,000 (including \$250,000 in the FY 2017 budget). The board discussed the feasibility of: 1) putting the tower on the other side of Lake Kittamaqundi (which would require running electric lines to the site); 2) getting sponsors to help fund it, such as a veterans organization that is looking for a site on which to build a monument; or 3) asking the Inner Arbor Trust to place the bells in Symphony Woods. The Board also discussed uncertainty about how a Bell Tower would fit into the Lakefront once the area is more fully developed.

The Board removed funding for the Bell Tower from the FY17 budget. CA staff will study putting the bells on the gazebo near Clyde's and playing them during the 50<sup>th</sup> anniversary celebration, or finding a place where recordings of the bells' sounds could be played.

(f) Living Wage

Ms. Krabbe explained the financial impact of CA adopting a living wage program. If extended to all full-time, part-time and temporary/seasonal employees, the estimated additional cost to CA during the first year of the program would be \$1 million. The first-year cost to implement a living-wage program for only full-time employees would be \$30,000. The Board decided to include funds in the budget for a living wage program for full-time employees, based on the Howard County single adult rate, which is currently \$12.36 per hour. They directed staff to annually review the program and wage amount to ensure that CA stays in compliance.

2. Discussion

(a) Update on the Strategic Plan

Ms. Dembner described the Strategic Plan Progress Report for FY15. The Board decided to revive the CA strategy-making process, beginning in January 2016, so that a set of top priorities can be identified by the start of the new fiscal year.

(b) Committee Tracking Form

(b) Strategic Implementation Committee

1. Discussion

(a) Update on the Swim Center

Mr. Matthey described slide options developed by the Moody Nolan design firm: 1) replace with a slide with a travel path nearly identical to the existing slide, 2) replace with one with a more intricate travel path, 3) replace with a slide that would have visitors run out at the bottom of the slide instead of landing in the main pool. He recommended Option 2, saying that Option 3 would be more expensive and would require an easement from the Board of Education to expand onto their land. The new slide is expected to be completed by October 2017.

**Action:** Mr. Schwind moved that the SIC accept the staff's recommendation to pursue Option 2 regarding replacing the Swim Center slides. Ms. Evans seconded the motion, which was approved. Vote: 3-0-0.

(b) Committee Tracking Form

In response to Mr. Avery's questions, Ms. Krabbe said staff will provide updates in December regarding monitoring watershed program, monitoring lake water quality, and monitoring CA's comprehensive sustainability plan efforts.

(c) External Relations Committee

1. Discussion

(a) Committee Tracking Form

Ms. Heim said efforts to build strategic partnerships with Howard County schools, Festival of the Arts, and Columbia 50<sup>th</sup> Birthday Celebration are ongoing. She also said a vendor has been identified to redo CA's website. Lastly, she shared a template Board members can use to report on advisory committee meetings they attend. To date, Ms. McCord is the only Board member who has turned in reports about her meetings with advisory committees.

**12. Recommendations for Board Action**

- (a) Consent Agenda – None.
- (b) Recommendations for Board Action
  - 1. Approval of Language in the Columbia Association Board of Directors Committee Structure Governing Documents regarding Selection of Committee Chairs

**Action:** The Board unanimously approved the BOC's recommendation to accept guidelines addressing the change in the Board Chair position after six months and any impact on, and/or leadership in, the three standing committees of the Board of Directors.

**Swim Center**

**Action:** Mr. Stack moved that the Board suspend its rules to allow a vote tonight on an SIC recommendation to pursue Option 2 regarding replacing Swim Center slides. Mr. Avery seconded the motion, which passed unanimously.

**Action:** The Board unanimously approved the SIC's recommendation to pursue Option 2 regarding replacing Swim Center slides.

**13. Tracking Forms**

- (a) Tracking Form for Board Requests: No additions
- (b) Tracking Form for Resident Requests: No additions

**14. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

**15. Adjournment:** The meeting was adjourned at 10:14 p.m.

Respectfully submitted,

Valerie Montague  
Recording Secretary