



April 12, 2011

SOUTHERN MARYLAND RC&D, INC.  
COUNCIL MEETING MINUTES –JANUARY 20, 2011

Chair Patricia Pinnell called the RC&D Council meeting to order at 7:00 PM. The following members were in attendance:

**RC&D Members:**

Jim Bardsley, Anne Arundel Forest Conservancy District Board  
Bill Clark, Calvert Soil Conservation District  
John Czajkowski, Anne Arundel Soil Conservation District  
Jennifer David, Tri-County Council - Charles  
Michael Pellegrino, Charles County Commissioners  
Patricia Pinnell, St. Mary's Forest Conservancy District Board  
Olga Walter, Southern Maryland RC&D Board Appointed  
Tommy Wright, Southern Maryland RC&D Board Appointed  
Khadijah Brooks, Charles County Student Representative (non-voting)

**Others:**

Buddy Bowling, USDA NRCS Southern Maryland RC&D Coordinator  
Denitra Brawner, Southern Maryland RC&D Office Associate  
Roussan & Karon Etienne, Zoe Group Foundation  
Franklin Holley, Southern Maryland RC&D Program Officer  
Larry Sanders, Edward L. Sanders Insurance Agency

There was a Quorum at this meeting.

**Board Insurance**

Larry Sanders from Edward Sanders Insurance Agency made a presentation about Board insurance. He went through what insurance Southern MD RC&D currently has. He also suggested that when RC&D seeks legal counsel, they find out what they are personally responsible for. Larry will give the Board some of the terms that need to be addressed with legal counsel. The first question that should be asked to the legal counsel is "Are you familiar with Maryland Contract Law?" Larry will also give a summary of what was talked about at this meeting.

Susan Smith from Beehive Insurance joined in by telephone to also discuss Board insurance. She has previously worked with RC&Ds in other states. Information was sent to Board Members prior to

the meeting. She discussed risk management and general liability. Coverage with \$1,000,000 occurrence and \$2,000,000 aggregate would cost \$425 annually. Susan's quote for the Directors and Officers insurance was \$750 a year for \$1,000,000 worth of coverage. Susan will send Buddy some more information. Olga recommends looking for a local company. Pat said we may have to continue with Edward Sanders Insurance Agency for now because there isn't enough time to get all the research from other companies before the renewal date. The staff will work with the officers on the quotes because of the timing of the next Board meeting then share with the full Board.

### **Zoe Group Foundation**

Roussan & Karon Etienne gave a presentation on their Request for Assistance for the Zoe Group Foundation. They have been in existence for three years and have conducted three summer camps in Brandywine. They bring at-risk kids out for a day of Healthy C.H.O.I.C.E.S. C.H.O.I.C.E.S is an acronym for Character, Help, Opportunity, Integrity, Career, Entrepreneurship and Sexuality. There is horseback riding, arts and crafts, etc. They are hoping to add an agricultural component. The age group for the camp is 10-13 years of age. They are asking for assistance of knowledge and expertise of agriculture. They already have their own grant writer. Jim Bardsley made a motion for RC&D to offer technical support. Olga seconded. Motion was passed.

### **Patuxent River Estuary & Calvert Cliffs Waterbird Studies**

Buddy discussed the project. He said that since Versar was going to take on the subcontractors they needed to supply a Certificate of Insurance that shows RC&D is insured on their policy. They did provide that but did not include a hold harmless clause that would hold RC&D not liable for any liability. It was reported in a teleconference with Buddy, Pat and members of Versar that the project had already started. Mike said we need to tell them to stop working.

Jen David made a motion to draft a letter to Versar with the statement saying that this situation was brought to the attention of the Board with tonight's date with the understanding that they are currently conducting work under a proposed contract without a signed document and at Versar's own risk and no obligation to pay. Jim said to reference this meeting in the letter because some Board Members were not aware of the situation prior to tonight, and they are acting with due diligence. Olga seconded. Motion was passed.

### **Treasurer's Report**

Olga read the Treasurer's Report for the second quarter. It will be filed for audit.

### **Review Previous Minutes**

Jennifer David made a motion to dispose of the reading of the minutes. John Czajkowski seconded. Motion was passed.

### **Program and Project Updates**

Franklin reported on the following:

2010 RC&D Week is complete with the distribution of awards.

Potomac Heritage National Scenic Trail – Charles SCD has printed some plotter size maps with the trail route. They will be used for planning purposes. The draft of the rack card was sent to NPS.

Mill Brook Grist Mill – RC&D received the mini grant from Southern MD Heritage Area Consortium. Andy Gordon has looked over the MOU with RC&D and Silbaugh family. He had a few suggestions. Maryland Heritage Authority has project grants coming up. She said that RC&D is hoping to apply for the \$30,000 grant.

FHFH – She has a meeting with Steve White to go over a couple grants for the Farmers & Hunters Feeding the Hungry Program.

Southern MD Heritage Area has a couple of events happening. Franklin passed around a flyer.

St. Mary's Beer Fest will be held on May 22 in St. Mary's City.

Olga made a motion to approve the program and project updates. Jim seconded. Motion was passed.

### **Chair Items**

Thank You Card – Pat read the thank you card from Baltimore County Forestry Board. They thanked RC&D for the \$200 donation for a memorial fund for Mel Noland.

Check Delivery – Policy Clarification – There was discussion about how checks were sent to vendors and the amount of each check. Tommy made a motion to send checks under \$1,000 by regular mail and checks over \$1000 by certified mail or fed ex. Mike seconded. Motion was passed. Franklin said the Policies and Procedures Manual will be updated to include this change.

Discussion of RC&D Attorney – Pat said that Request for Proposals were sent out to several Lawyers. We have received no responses. She asked the Board to forward any contact information about contract lawyers to the RC&D office or talk to them themselves.

Carryover Funds - \$8730 is available for Southern MD RC&D from National Headquarters. Funds need to be obligated by March 1<sup>st</sup>. The projects need to have specific deliverables outlined in an agreement, to be signed with NRCS and Southern MD RC&D, and can be a mixture of natural resource and community/economic development issues. Some projects suggested were: Farmers and Hunters Feeding the Hungry, Mill Brook Grist Mill, Indian Head Trail Town Initiative and RC&D week. Pat said to go ahead and apply for it.

MD Nonprofit Conference – Pat asked to attend a Sustaining Nonprofit Leadership conference in Annapolis. Olga made a motion to send Pat to the conference. Mike seconded. Motion was passed.

### **Leonardtown Office Space**

Pat said that the last thing she heard was that the move in date would be March 1<sup>st</sup>.

### **Program Officer Items**

Franklin reported on the following:

Potomac Heritage Trail will be having a fundraiser ride this year. The organization, Civista that usually hosts the event cannot do it this year. Jim Hudnall from Oxon Hill Bike & Trail asked if

RC&D could coordinate the ride. There is a fundraising ride in RC&D's Area Plan but the completion date is June and typically the Civista ride happens in the fall. Franklin asked if the Board could extend the date to December 31<sup>st</sup>. Olga made a motion to extend date to December 31<sup>st</sup>. Tommy seconded. Motion was approved.

Ecosystem Solutions wants permission to publish their Indian Head Habitat Assessment report on their website. Franklin asked if the Board would agree to let the company put the report on the website and acknowledge RC&D and add our logo or link to the website. Tommy said that it would have to be reviewed by the Navy. Olga made a motion to approve Ecosystem Solutions posting the Habitat Assessment paper provided they acknowledge RC&D. Jen seconded. Motion was passed.

Bike Maryland Symposium will be held February 22<sup>nd</sup>. Franklin asked for permission to attend. The Board gave her permission to attend.

### **Coordinator Items**

Buddy reported on the following:

Ag Use Chart – This item was on the Area Plan. Buddy has been working on the chart and asked Anne Arundel, Calvert, Charles and St. Mary's Counties to provide information on how they define agricultural use. It was decided by Buddy and Pat that since the counties were using their comprehensive plan or zoning ordinance why should RC&D reinvent the wheel. Olga made a motion to accept the chart and for Buddy to close the project in POINTS. Mike seconded. Motion was passed.

Retreat – The RC&D retreat letters have gone out to Pennsylvania, Virginia, West Virginia, Delaware, MD Eastern Shore RC&D and Western MD RC&D. It will be held March 24-25. Overnight accommodation will be at the DoubleTree Hotel, and the meetings will be held at the Maryland Department of Agriculture building. One of the agenda items that was requested was Chesapeake Bay topics. Buddy is working on the agenda.

### **Office Associate Items**

Denitra reported on the following:

She asked everyone to fill out the conflict of interest policy and turn them in before they leave.

There were copies of the Southern Maryland Heritage Tidekeeper Times newsletter available that had a photo of the Mill Brook Grist Mill.

Annual Dinner – She mentioned that it was Anne Arundel's turn to host the Dinner. Olga suggested that we find a place that was centrally located and have the dinner there every year but have the different counties be the host. Jim Bardsley and John Czajkowski volunteered to plan the dinner.

Awards – She asked for volunteers to be on the committee. Olga and Mike volunteered.

Science Fairs – She asked for volunteers to be judges at the county science fairs

The following volunteered:

Charles County – Olga and Buddy  
St. Mary's – Pat and Olga  
Calvert – Pat and Olga

Charles County History Day – The committee is asking for judging. The Board decided not to help with judging this year.

**For the Good of All**

Charles SCD dinner will be April 13<sup>th</sup> American Legion.

St. Mary's SCD dinner will February 25<sup>th</sup> at the Crystal Room.

Calvert SCD dinner will be March 10 at the fairgrounds.

Tommy mentioned that his daughter and former RC&D Student Board Member, Naomi, will be having her first baby in June.

Meeting was adjourned at 10:04 pm.

The next full Board Meeting will be April 21, 2011.

Reviewed and Submitted for  
Council Approval By

A handwritten signature in black ink, appearing to read 'Olga Walter', written in a cursive style.

Olga Walter  
Treasurer/Secretary

*Prepared by Denitra Brawner, Office Associate*