



June 3, 2011

SOUTHERN MARYLAND RC&D, INC.  
COUNCIL MEETING MINUTES – APRIL 21, 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  
Stanley Boothe, St. Mary's Soil Conservation District  
Bill Clark, Calvert Soil Conservation District  
John Czajkowski, Anne Arundel Soil Conservation District  
Jennifer David, Tri-County Council - Charles  
Luis Dieguez, Charles Soil Conservation District  
John Downs, Southern Maryland RC&D Board Appointed  
John Gray, Calvert County Commissioners  
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  
Bruce Young, St. Mary's County Commissioners

**Others:**

Brenda Bardsley  
Buddy Bowling, USDA NRCS  
Denitra Brawner, Southern Maryland RC&D Office Associate  
Karen Everett  
Franklin Holley, Southern Maryland RC&D Program Officer

There was a Quorum at this meeting.

**INTRODUCTION**

Franklin introduced Karen Everett. She is a potential applicant for the Executive Director Position.

Jim Bardsley introduced his wife Brenda.

### **Reappointment of Luis Dieguez**

Olga made a motion to accept Luis for another term on the board. John Downs seconded. Motion was passed.

### **Natural Resources Scholarship**

Jim reported that the Forestry Board Foundation which manages the money for the Forestry Board Association offers three scholarships a year to Maryland college bound students. Jim along with his wife Brenda wants to give \$500 for a Forestry scholarship for four years. He wants the RC&D to be responsible for the Scholarship. It would go to students in the four county member area. He is asking that RC&D match the \$500 for four consecutive years. Jim has endorsements from Gary Allen, President of the Forestry Board Foundation, Dawn Balinski, Treasurer of the Foundation and a letter from Bud Reaves, Chair of Anne Arundel Forestry Board. The agreement between RC&D & the Bardsley could be renewed annually. Olga made a motion to sponsor this project with a \$500 match. Luis seconded. Motion was passed.

Mike asked if there was a conflict with a board member giving money to the Board. Pat said that the only conflict would be if the Bardsley had a child receiving the scholarship.

### **Treasurer's Report**

Olga read the Treasurer's Report for the third quarter. Denitra mentioned that there was a mistake on page 1 under Supplies – Other. It should be \$16.26 not \$193.20 for total spent and \$268.03 not \$444.97 for YTD. It will be filed for audit after the corrections are made.

(At this time introductions were made by staff and board members)

### **Continuation of RC&D**

Pat said that the funding from NRCS has been cut. Meaning we won't have a Coordinator. Rent, supplies, phones and furniture are all provided by NRCS. She said that the Board has to decided if they want to official continue to operate as an RC&D or fold. It has to be sent to the National Board as to what we are planning to do. Pat read a letter that she drafted to send to the National RC&D and to our supporters, partners, sponsors and friends. John Gray made a motion that RC&D continue as a standalone nonprofit organization. Olga seconded. Motion was passed.

Olga mentioned that National RC&D is going to try to do as much as they can for the Councils. National will create a survey to send to the RC&D Board members.

Franklin said there is no reason why the admin fees cannot be adjusted to reflect increased costs.

### **Proposal to amend current engagement from Bookkeeper-Lakes & Company, LLC**

Franklin mentioned that the bookkeeper sent in a proposal suggesting we have them come monthly instead of biweekly. They also suggested we start using electronic checks. Bruce made a motion that they come once a month, send information electronically and start using electronic checks. John Downs seconded. Motion was passed.

Bruce also made a motion to solicit local bookkeepers. Jen seconded. Motion was passed.

(At this time Buddy had to leave. He thanked the RC&D board & staff for all their help while he was Coordinator. Pat presented Buddy with a Certificate of Appreciation award for being the RC&D Coordinator)

### **Bank Signatures**

Bruce recommended adding Stanley to the list of bank account signatures since he is near the office. Stanley recommended Bruce since he is in the building but not have Bruce sign any checks made out to the St. Mary's SCD. Luis made a motion to add Bruce as a signee on the bank accounts. Tommy seconded. Motion was passed.

Jen made a motion to amend the Policies and Procedures manual to reflect the change. John Downs seconded. Motion was passed.

### **Payment Disbursement/Mailing**

Franklin mentioned that there has been some difficulty with the checks being sent out to vendors. She asked that the board consider raising the limit to which checks can be sent regular mail instead of being sent and having a signature required. Tommy suggested transfer the money right into the contractors' bank account. John Downs made a motion to disband with the certification of checks and go with regular mail up to \$100,000. Olga seconded. Checks over \$100,000 will be sent Fed Ex. Jen second. Motion was passed. Jen made a motion to amend the Policies and Procedures manual to reflect the change. Bill seconded. Motion was passed.

### **Review Previous Minutes**

Olga suggested that the Executive board minutes be sent to the full board.

A motion was made to dispose of the reading of the minutes. It was seconded. Motion was passed.

Olga stated that the March 25<sup>th</sup> meeting was suppose to be a workshop but the minutes should state it was a meeting. Bruce said that we cannot say it was a meeting because it was not advertised as a meeting.

Olga wants the Chair to make an announcement when there is something the board has to sign before a meeting.

Mike said the on the January minutes Larry Sanders was going to provide a summary of what he discussed. He has not provided that summary yet. Mike also asked about the status of the lawyers. We did received bids in from two lawyers.

Pat said that the Executive committee will talk to both lawyers and bring information to the full board to make the final decision.

Franklin said that we need to get quotes for project liability for board members and volunteers.

Mike said that he thought that at the March 25<sup>th</sup> meeting the vote was to change the title to Executive Director for advertising the new position not for the current position.

Jen said that for the Hiring Committee, Bruce has agreed to be the Chair. The job announcement went out.

Bill said that in the March 25<sup>th</sup> minutes we have him as seconding a motion but do not show him in attendance. John Gray is also not shown as being there.

Bruce made a motion to accept as corrected. Jim seconded. Motion was passed.

### **Program and Project Updates**

Franklin reported on the project updates that were sent out prior to the meeting. The funds that were suppose to come from NRCS for Farmers and Hunters Feeding the Hungry (FHFH) will not be available now because of budget cuts. The Community Foundation grant for FHFH was accepted. Tommy suggested checking with J.F. Taylor for donations.

Franklin said that she will be going from full time to part time. She and Denitra have discussed scheduling. Franklin will be in the office Monday and Wednesday. She will work from home or attend meetings for the last five hours of her 21 hours work week. Denitra will be in the office Tuesday thru Friday and work from home on Monday if needed.

Franklin will update the project spreadsheet before she leaves.

Olga made a motion to accept the project updates. Bill seconded. Motion was passed.

### **Hiring Committee Update**

Bruce Young reported that six applicants have applied for the Executive Director position. We are looking to have the person start in June.

### **Chair Items**

Office Furniture – Pat said that our current furniture is very old. Bruce said that in the budget \$5,000 was allotted for the RC&D move. Since RC&D did not have to pay for the move he wants to rededicate the money to buy new furniture. Bruce made a motion to redirect the money to buy new furniture. Jim seconded. Motion was passed. The staff will look into reasonably priced furniture, get three estimates and get back to the Executive Board.

Anne Arundel County Funding – Anne Arundel County has not contributed to RC&D for the last few years. Olga made a motion to continue on as we are without Anne Arundel County support. If they need help with project we might have to charge an admin fee. Luis seconded. Motion was passed.

RC&D Annual Dinner – Pat mentioned that the RC&D dinner is coming up and she wanted everyone to let Denitra know if they will be attending.

### **Executive Director Items**

Franklin mentioned that everyone had a copy of the Coordinator's project summary that Buddy was in charge of. She said that we will do everything we can to keep up with the projects. The contacts for the projects have been informed that they can still call RC&D regarding the projects.

Franklin reported on the following:

Historic St. Mary's City Road Repair – Everyone present received a Request for Assistance from Mary Alves for the Chancellors Point Road Repair project. Franklin showed a slideshow of the project while Bruce gave a little history. They are asking for assistance in road repair work in

Chancellor's Point. RC&D would receive \$1500 for Admin Fee. The money that Historic St. Mary's City Commission has will come to RC&D and RC&D will do the contracting. Olga made a motion to accept the project. Tommy seconded. Motion was passed.

Tommy said that we should go up on our admin fees. Pat suggested reviewing our fee schedule at the next meeting.

Charles County Green Expo – The Expo will take place on June 18, 2011 at North Point High School. The cost is \$50. Olga made a motion to pay the \$50 and set up the display. John Downs seconded. Motion was passed. Olga said she would be available to man the display. Denitra will check her schedule to see if she can help Olga. Bill Clark mentioned that he and John Gray attended the Calvert Expo. A lady from the Bay Weekly talked to Bill and found out a little more about RC&D and wants to do a story when they are working on conservation stories Jen David and John Czajkowski attended St. Mary's Earth Day on the Square event.

Jen mentioned that there was an article in the Washington Post Parade booklet that mentioned the Potomac Heritage Trail.

Mobile Science Labs – This was a project that Buddy was handling. There was a grant submitted by Buddy to the Maryland Grain Producers to fund a Mobile Science Lab. The grant was not accepted. The cost of the Mobile Lab is \$1800.00. Charles County Board of Education (CCBOE) already has \$500.00. They are asking RC&D to fund \$1300.00. Bruce made a motion to send a notice to Monique Wilson (CCBOE), stating that the person in charge of this project for RC&D is now gone because of budget cuts. Ask her get back in contact with us this fall when school starts again and to contact Charles SCD for financial support. Tommy seconded the motion. Motion was passed.

Conflict of Interest Forms – Franklin asked that the SCD and Navy representative needed to complete the forms. The SCD and Navy representative need to state that yes there is a potential conflict with District or Navy projects and that they will recuse themselves from any associated decisions.

### **Policy & Procedures Committee**

Jennifer David reported on the following:

Mini Grant Program – The board received the Mini Grant Program packet prior to the meeting. Franklin stated that we need to come up with a budget figure to put in the operating budget. Jen would like a committee formed to oversee this Mini Grant Program. Olga made a motion to accept the packet and insert it into the Policy & Procedure Manual. Mike seconded. Motion was passed. Pat appointed Olga, Mike, John Gray and Tommy to the committee.

Work Environment Investigation Update – Jen summarized some issues that were discussed at the March 25<sup>th</sup> meeting for members who were not in attendance. The Policy & Procedures Committee consulted an attorney on the matter to review employee documents on the workplace environment. The committee met with the attorney. The attorney determined that the information provided did not constitute a hostile work environment according to the law. He recommended an internal review of the board members. The Policy & Procedures committee will conduct an audit of the board and staff to clarify the roles and responsibilities of each person. Bill made a motion to

have the Policy and Procedures Committee develop the audit and present it to the Board for comment and discussion. Olga seconded. Motion was passed. The attorney will review what is developed. He has donated his travel time. John Gray said that he admired and congratulated the committee on the work they have done so far. Bruce said that input for this procedure will have to come from everybody.

**Discussion of Board Meeting Dates/Places**

Pat asked that the board think about changing the meeting dates for the Board meetings. We will discuss it at the July board meeting.

**For the Good of All**

Meeting was adjourned at 10:23 pm.

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

*(NOTE: It was decided on June 9<sup>th</sup> that because the MASCD Summer Meeting would be held on June 21<sup>st</sup>, the RC&D meeting was moved to July 28, 2011)*

Reviewed and Submitted for  
Council Approval By

A handwritten signature in black ink, appearing to read "Olga Walter". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Olga Walter  
Treasurer/Secretary

*Prepared by Denitra Brawner, Office Associate*