



January 9, 2012

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

Chair Patricia Pinnell called the RC&D Council meeting to order at 7:05 PM. The following members were in attendance:

**RC&D Members:**

Stanley Boothe, St. Mary's Soil Conservation District  
Bill Clark, Calvert Soil Conservation District  
John Czajkowski, Anne Arundel Soil Conservation District  
Luis Dieguez, Charles Soil Conservation District  
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

**Others:**

Denitra Brawner, Southern Maryland RC&D Office Associate  
Matt Mudd, Lake & Company (Southern Maryland RC&D Accountant)  
Tim Reyburn, Oxbow Project  
Jay Shepherd, Oxbow Project  
Al Stewart, Southern Maryland RC&D Executive Director

There was a Quorum at this meeting.

Pat welcomed everyone to meeting. She welcomed Al Stewart as the new Executive Director.

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Tim Reyburn, Vice President, Russett Community Association (Oxbow Project) and Jay Shepherd appeared before the Board and made their presentation. There are some problems with the A.A. County Government that Russett Community is working on. They asked RC&D to help with planning, fundraising, and grant research. Bruce moved to reaffirm RC&D's 2004 commitment to assist the Oxbow Project in looking for grants and help develop an RFP for construction. Olga seconded. Motion was passed.

Matt Mudd, Lakes & Company (Southern MD RC&D Accountant) – Matt gave the Board a presentation of what the auditor suggested the staff do with the QuickBooks accounting to make future audits go more smoothly. We have to change our accounting to the accrual basis method.

Duns and Bradstreet – Pat mentioned to Matt that RC&D received a request from Duns & Bradstreet asking for our latest financial statement. Bruce suggested writing back to Duns & Bradstreet and tell them that RC&D is a nonprofit.

Olga thanked Matt for coming.

### **Treasurer's Report**

Olga presented the Treasurer's Report. There were no comments. It will be filed for audit.

### **Review Previous Minutes**

Bruce moved to accept the minutes. John Downs seconded. Motion was passed.

### **Program and Project Updates**

Millbrook Farm Grist Mill - John Gray reported that he and Al attended a meeting in LaPlata on October 5<sup>th</sup> put on by the Charles County Archeology Society on old mill restoration, and got to talk to Dr. James Gibb, one of the presenters, after it was over. After some thought, John is recommending to the Board that we meet with the Silbaughs, owners of the mill, and ask them how they want us to proceed. John is recommending that we offer them an option of adding up to \$4,000 dollars in RC&D grants to the existing \$2,000 in grants we currently hold to have a study prepared to estimate costs of restoration if the Silbaugh's will agree to some form of easement. The Board directed John, John Downs and Al to set up a meeting with the Silbaughs to get an idea of where they are now on the project.

RC&D Scholarship - Jim Bardsley presented a list of criteria for the scholarship program. The scholarship will be available in the spring of 2012. It was recommending to Jim to add a request for a letter of interest as one of the requirements to demonstrate interest and add agriculture as a declared or intended major. Olga moved to accept the criteria after adding the requirement and agriculture. Jen seconded. Motion was passed.

### **Chair Items**

Pat reported on the following:

Laptop – Olga made a motion to purchase a new laptop that has the function to play a dvd for presentation purposes. John Downs seconded. Motion was passed.

2010 Audit Invoice – Pat reported that the invoice was in from the auditor, Bridgett and Mock for \$11,690. She recommended we pay the audit and start fresh with a new firm.

2011 Audit Solicitation – Pat mentioned that three solicitation letters were sent out for new auditors. Askey, Askey & Associates is located in Leonardtown but they could not give us a quote in time. Murray, Wamsley & Associates and the Reznick Group were too high. Rogers and Company is from Vienna, VA. They have worked with the National RC&D. John Gray moved to hire Rogers and Company for one year. Bruce seconded. Motion was passed.

National RC&D Dues Invoice – Bruce asked Olga what National RC&D is doing for the local RC&Ds. A sheet was given to everyone present that National RC&D Director Andy Gordon had sent down. Luis moved to pay the dues and reevaluate next year. John Downs seconded. Motion was passed. (Bruce voted no)

Selection of Nominating Committee for New Executive Board – The following were picked for the committee: John Czajkowski, John Gray and Jennifer David.

(At this time Denitra was asked to leave the room. Sometime later Al was asked to leave the room)

Office Associate Evaluation – Pat presented Denitra’s evaluation to the Board. The board voted that Denitra would receive her step increase according to the Policy and Procedures manual. It was also voted that if the federal government gives a COLA in January then she would receive hers. Denitra received an excellent rating. John Gray made a motion to give Denitra \$1,200 bonus and Al a \$600 bonus for the months he has worked. Bruce seconded. Motion was passed.

#### FYI Items

Lease Update – The lease for the RC&D space was signed. Rent will be \$1,506 a month. Bruce said that it is a five year lease with an option to renew.

Thank You Letter from St. Mary’s SCD – Mini Grant Award – Pat passed around a thank you letter from the Envirothon team. The thanked RC&D for helping pay expenses to the Canon Envirothon that was held in Canada.

Thank you note from Bruce – Pat read a thank you note from Bruce and his family for making a donation in honor of his mother.

#### **Executive Director Items**

Al reported on the following:

Project & Program Updates – Al asked if there were any questions/comments about his report.

Admin Fee Schedule/Change in RC&D income in future – Al handed out some information showing annual expenses before and after NRCS’ exit, admin fees as they currently are and possibilities for increasing fees. Al recommended asking Jeff and Susan at the Navy about how they felt about RC&D raising their admin fees. He asked the Board if he could have permission to present the proposed fee schedule to the Navy.

Phase III Mod – Al gave an update of the project. We are currently awaiting action by the Navy.

**Mill Brook Grist Mill** – The dvd of the Mill Brook Grist Mill was shown. Because of the time, the Board decided to put this subject on the January agenda to discuss further.

**Office Associate Items**

Denitra reported on the following:

Brain Battles – The Brain Battles competition will be held on December 7<sup>th</sup> 8am – 6pm at Spring Ridge Middle School. Pat and Al volunteered to judge.

**For the Good of All**

Pat thanked everyone for coming and staying late for the meeting.

The meeting was adjourned at 9:58pm.

Reviewed and Submitted for  
Council Approval By

A handwritten signature in cursive script, appearing to read "Olga Walter".

Olga Walter  
Treasurer/Secretary

*Prepared by Denitra Brawner, Office Associate*