



June 19, 2020

To: Columbia Association Board of Directors
(E-Mail: Board.Members.FY21@ColumbiaAssociation.org)
 CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Virtual Meeting will be held on Thursday, June 25, 2020 at 7:00 p.m.

AGENDA

	5 min.	Page Nos.
1. Call to Order		
(a) Announce the procedures being used to conduct the virtual meeting		
(b) Roll Call to determine Directors/senior staff in attendance		
(c) Announce that both audio and video of the meeting are being broadcast. Anyone using the link to the meeting on CA's website will be able to see and hear the proceedings.		
(d) Remind Board and senior staff members to mute their phones and speak slowly and clearly so they can be heard		
(e) Remind Board and senior staff members to announce their name when they speak so everyone knows who is speaking		
2. Announcement of Closed/Special Meetings Held/To Be Held	1 min.	
3. Approval of Agenda	1 min.	
4. Verbal Resident Speakout will be available to individuals who submitted the Resident Speakout form on CA's website by the specified due date. Residents may also send written comments to CA's Board of Directors at Board.Members.FY21@columbiaassociation.org . Please note that, due to time constraints, it may be necessary to limit the number of people at Verbal Resident Speakout.		
5. Consent Agenda	1 min.	
(a) Approval of Minutes May 14, 2020 BOD Mtg May 28, 2020 BOD Mtg		3 - 9
(b) Appointment of the Representative from Oakland Mills to the Watershed Advisory Committee		10
(c) Easement Requests		
(i) Talbott Springs Temporary Construction Easement (TCE) and Outfall Easement		11 - 18
(ii) Tamar Drive TCE and Revertible Slope Easements		19 - 36
6. Board Votes	10 min.	
(a) Policy on E-Scooters	<i>(5 min.)</i>	37 - 43
(b) Form – Proposed New Topics for Board Discussion	<i>(5 min.)</i>	44 - 47
7. Board Discussion – Future of Columbia Association – Focused on FY 2022	60 min.	48 - 50
8. Chairman's Remarks	5 min.	51

9.	Reports/Presentations	15 min.	
(a)	President's Report – See written report – Follow-up questions from the BOD	<i>(10 min.)</i>	52 - 55
(b)	Report from the CA Representatives to the Inner Arbor Trust Board of Directors	<i>(5 min.)</i>	56 - 57
(c)	Financial Reports - None		
10.	Tracking Forms	5 min.	
(a)	Tracking Form for Board Requests		58
(b)	Tracking Form for Resident Requests		59
11.	Proposed New Topics	5 min.	
12.	Talking Points	2 min.	
13.	Adjournment – Anticipated Ending Time: Approximately 9:30 p.m.		

Upcoming Scheduled Virtual Work Sessions and Meetings

Thursday, July 9, 2020 – Board of Directors Virtual Work Session – 7:00 p.m.

**Thursday, July 16, 2020 – Board of Directors Virtual Work Session-
Advisory Committee Reports – 7:00 p.m.**

Thursday, July 23, 2020 – Board of Directors Virtual Meeting – 7:00 p.m.

CA Mission Statement

Engage our diverse community, cultivate a unique sense of place, and enhance quality of life

CA Vision Statement

CA creates and supports solutions to meet the evolving needs of a dynamic and inclusive community.

DRAFT
Minutes of the
ORGANIZATION MEETING OF
COLUMBIA ASSOCIATION'S
BOARD OF DIRECTORS
Held: May 14, 2020

To be approved: June 25, 2020

The organizational meeting of Columbia Association's Board of Directors was held virtually on Thursday, May 14, 2020. Participating in the meeting were Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Andrew Stack, Virginia Thomas, and Shari Zaret.

1. Call to Order: The Board of Directors Meeting was called to order at 7:17 p.m. by Columbia Association (CA) Board Chair Andrew Stack.

2. Approval of Agenda:

Action: Ms. Thomas moved to approve the agenda; Ms. McCord seconded the motion. Hearing no objections, the agenda was approved.

3. Election of Chair and Vice Chair of the CA Board of Directors

Ms. Eagan nominated Mr. Stack to be Chair of the Board of Directors. Ms. Thomas seconded the motion.

Ms. Zaret nominated Ms. Thomas to be Chair of the Board of Directors. Ms. DuBois seconded the motion.

Ms. Thomas declined the nomination, stating she supported Mr. Stack's continuation as the Board Chair. Discussion centered on topics such as shared leadership of the Board Chair position in the past, the possibility of having more ad hoc committees to address issues, and Board members' assistance to the community and Board Chair throughout the fiscal year.

Hearing no objections, Mr. Stack was elected Chair of the FY 2021 CA Board of Directors.

Mr. Boulton nominated Ms. Thomas to be Vice Chair of the Board of Directors. Ms. Zaret seconded the motion. Hearing no objections, Ms. Thomas was elected Vice Chair of the FY 2021 CA Board of Directors.

5. Appointments to Committees

Audit Committee: Mr. Boulton and Mmes. DuBois and Evans volunteered to be members of the Audit Committee. Hearing no other nominations, they were appointed to serve on the Committee in FY 2021.

Risk Management: Mmes. Duvall, Eagan, and McCord volunteered to be members of the Risk Management Committee. Mme. DuBois also volunteered to serve. It was noted that Board membership on the committee was increased to four members in FY 2020 to allow an additional Board member to serve. Traditionally, three Board members have served on the Committee, and it was suggested that Board membership return to that level. Ms. DuBois withdrew her nomination. Hearing no objections, Mmes. Duvall, Eagan, and McCord were appointed to serve on the Committee in FY 2021.

Board Operations Committee: The Board Chair and Vice Chair, together with the CA President/CEO, are the sitting members of the Board Operations Committee (BOC), which meets four times per year to set agendas for upcoming Board of Directors work session and meetings. Mr. Stack asked for volunteers to serve on the BOC at the four designated meetings. Mmes. DuBois and Zaret volunteered to serve at the June 1, 2020 meeting; Mmes. Duvall and Eagan volunteered to serve at the September 1, 2020 meeting; Mr. Klein and Ms. Evans volunteered to serve at the November 30, 2020 meeting; and Mr. Boulton and Ms. McCord volunteered to serve at the March 1, 2021 meeting.

Board Member Liaisons to Advisory Committees

Mr. Stack previously asked Board members to designate the advisory committee on which each would like to serve as Board member liaison. Following is list of advisory committees and each committee's Board member liaison:

Aquatics Advisory Committee	Nancy McCord
Climate Change & Sustainability Advisory Committee	Ginny Thomas
Columbia Art Center Advisory Committee	Janet Evans
Golf and Green Advisory Committee	Lin Eagan
Health and Fitness Advisory Committee	Dick Boulton
Information Technology Advisory Committee	Andrew Stack
International & Multicultural Advisory Committee	Alan Klein
Millennial Advisory Committee	Shari Zaret
Senior Advisory Committee	Renee DuBois
Teen and Middle School Advisory Committee	Jessamine Duvall
Tennis Advisory Committee	Nancy McCord
Watershed Resident Advisory Committee	Shari Zaret

6. Selection of CA Representatives to the Inner Arbor Trust Board of Directors

Ms. Thomas nominated Mmes. Eagan and Evans to be selected as representatives of Columbia Association, Inc. to the Inner Arbor Trust, Inc. for the period from May 14, 2020 until their successor(s) is/are selected by Columbia Association's Board of Directors. Ms. DuBois seconded the nomination. Hearing no objections, Mmes. Eagan and Evans were selected as the representatives.

7. Reappointments of Officers of Columbia Association

Ms. McCord moved that the Board of Directors reappoint the slate of officers as presented. Ms. Thomas seconded the motion. Hearing no objections, the slate of officers as presented was approved.

The officers are:

Milton W. Matthews	President/CEO
Susan Krabbe	Vice President and Secretary
Mary Lynn Schwartz	Treasurer
Don Van Deusen	Assistant Secretary

In response to a question from Mr. Boulton, responsibilities of the officers are delineated in the bylaws of the corporation.

8. List of Dates for BOD Work Sessions and Meetings in FY 2019

Mr. Stack reviewed the list of dates for Board of Directors work sessions and meetings in FY 2021. Ms. DuBois suggested that, in light of CA's current financial situation, a work session be scheduled in August for an update on finances. Mr. Stack suggested that a work session be scheduled on the third Thursday of August – August 20, 2020.

Ms. DuBois moved that the Board of Directors approve the schedule of CA Board work sessions and meetings in FY 2021, as amended. Ms. Zaret seconded the motion. Hearing no objections, the amended schedule was approved.

Prior to the adjournment of the meeting, discussion took place on a variety of topics including the status of an orientation session for new Board members hosted by the Board of Directors; the date of the President/CEO's mid-year review (November 30, 2020 following the adjournment of the BOC meeting) and final review (April 2021); finalization of the proposed evaluation form for the President/CEO; adding time for an update on CA's financial condition on upcoming work session and meeting agendas; status of loan negotiations; status of the first quarterly payment to the villages; plans for reopening facilities and safety measures to be taken; and the protocol to be followed if team members become ill and test positive for COVID-19.

9. Adjournment: Hearing no objections, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Janet F. Loughran

Executive Assistant to the President/CEO

DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: May 28, 2020

To be approved: June 25, 2020

A virtual meeting of the Columbia Association Board of Directors was held on Thursday, May 28, 2020. Participating were Chairman Andy Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret. Other participants were CA Vice President/CFO Susan Krabbe; Director of Finance/Treasurer Lynn Schwartz; Director of Planning and Community Affairs Kristin Russell; Senior Community Planner Jessica Bellah; and Director, Office of Audit and Advisory Services Jackie Tuma.

1. Call to Order: The Board of Directors Meeting was called to order at 7:02 p.m. by Chairman Andy Stack. Mr. Stack read prepared remarks outlining how the meeting would be conducted. He then proceeded with a roll call to determine which Directors were participating. Mr. Stack noted that both video and audio of the virtual meeting were being streamed, enabling anyone using the link to the meeting on CA's website to see and hear the proceedings.

2. Announcement of Closed/Special Meetings Held/To Be Held:

CA's **Board of Directors** held a virtual closed work session on May 21, 2020. Members participating were Chairman Andy Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Jessamine Duvall, Renee DuBois, Lin Eagan (joined after the vote to close), Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret (joined after the vote to close). The vote to close the meeting was 5-3-0.

For: Mr. Stack and Mmes. Duvall, Evans, McCord, and Thomas

Against: Messrs. Boulton and Klein; and Ms. DuBois

Abstain: none

The closed work session was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(i), Discussion of matters pertaining to employees and personnel; and (iv), Consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The work session was closed from 4:35 p.m. until 5:31 p.m. to discuss issues related to the coronavirus pandemic.

CA's **Board of Directors** held a virtual closed work session on May 25, 2020. Members participating were Chairman Andy Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans (joined at 7:08 p.m.), Alan Klein, Nancy McCord (joined at 7:10 p.m.), and Shari Zaret. The vote to close the meeting was 8-0-0.

For: Messrs. Boulton, Klein, and Stack, and Mmes. DuBois, Duvall, Eagan, Thomas, and Zaret

Against: none

Abstain: none

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(i), Discussion of matters pertaining to employees and personnel. The work session was closed from 7:08 p.m. until 8:10 p.m. to discuss a personnel issue.

3. Approval of Agenda

Action: Ms. Thomas moved to approve the agenda. Ms. Eagan seconded the motion, which was approved unanimously.

52 **4. Resident Speakout:**

53 No one registered for resident speakout.

54
55 **5. Consent Agenda**

56 (a) Approval of Minutes – April 23, 2020 BOD Meeting

57 The minutes were approved by consent.

58
59 **6. Board Votes**

60 (a) Proposed Revision to the FY 2021 Operating Budget

61 Ms. Krabbe gave an overview of the budget approval timeline, beginning with the approval of the initial
62 FY 2021 operating and capital budgets on February 27, 2020 through the approval of the revised FY 2021
63 capital budget and Proposed 2 operating budget on April 23, 2020.

64
65 Since April 23, new information on membership revenue expected after the reopening of closed athletic
66 facilities has become available, and Governor Hogan’s “Roadmap to Recovery” has been announced. These
67 new scenarios resulted in changes to the assumptions used to forecast the operating budget, leading to
68 further reductions in projected income and the need to seek approval for an FY 2021 Proposed 3 operating
69 budget.

70
71 The FY 2021 Proposed 3 operating budget projects total income to be \$55,997M, a reduction of
72 approximately \$4M or 6.7% from the \$60,030M projected income in the Proposed 2 operating budget.
73 Offsetting the decrease in projected income are expense reductions in personnel costs, operating costs, and
74 fees, and a proposed 75% reduction in facility credit for three months.

75
76 Discussion focused on the proposed 75% reduction in facility credit for three months. Concern was
77 expressed about the impact on the villages’ finances, communications with the villages about the proposed
78 reduction, and whether it necessitated an amendment to the management contract. Other discussion centered
79 on proposed programming changes, extension of the current furlough period for CA employees, additional
80 staff reductions, and other working assumptions.

81
82 (b) Policy on E-Scooters

83 Local organizations such as The Mall in Columbia, Howard Hughes Corporation, and Howard County
84 General Hospital are advocating the use of e-scooters on their property, which often intersects with CA’s
85 pathways. CA’s Board of Directors is asked to address two policies related to e-scooters – (1) changing
86 current rules and regulations to allow this new transportation device to use CA’s pathways and (2) granting
87 permission for commercial e-scooter companies to operate their products on CA’s pathways.

88
89 The first policy seeks to reconcile CA’s existing open space policies, which do not allow the operation of
90 any motorized conveyance, other than class-one electric bicycles and personal mobility devices, with the
91 operation of e-scooters, which have been categorized as bicycles for the purposes of the Maryland Vehicle
92 Law. Discussion focused on safety issues, enforcement of speed limitations, CA’s liability if an individual is
93 injured by an e-scooter on a pathway, and signage needed on pathways.

94
95 The second policy seeks permission from CA to allow commercial e-scooter companies to operate on CA’s
96 pathways. Howard County’s Office of Transportation is developing guidelines for commercial e-scooter
97 companies that address registration of commercial e-scooters; limitations on where e-scooters can travel and
98 enforcement of those limitations; speed limits; safety concerns including use of helmets; docking stations for
99 pick-up and return; and retrieval of e-scooters not properly returned to docking stations. Commercial
100 companies would be required to abide by these guidelines, which would also indemnify CA against any
101 liability caused by improper use of commercial e-scooters on its pathways.

(c) Update on the Howard County General Plan

Ms. Russell reviewed the draft of the “HoCo By Design General Plan Guidelines: A Strategic Framework” prepared by the Planning Board. The draft, which is dated May 7, 2020, will be submitted to the County Council on June 1, a public hearing is scheduled for June 15, and a vote on the guidelines will be held in July. Once approved, an 18-member General Plan Advisory Committee will begin meeting. Ms. Russell will be CA’s representative on the Advisory Committee.

Ms. Russell outlined the five planning cycles of the process to update the General Plan:

- Phase 1 – Initial project research and general guidelines development;
- Phase 2 – Identify and refine emerging important planning themes;
- Phase 3 – Scenario modeling and testing;
- Phase 4 – Develop and refine growth framework; and
- Phase 5 – Draft, present, and revise the “HoCo By Design” document.

The Advisory Committee will be chaired Ms. Mary Kendall, recently hired as Deputy Director, Department of Planning and Zoning, reporting to Director Amy Gowan. Ms. Russell will provide the names of the committee members when they are available.

Columbia Association has hired Mahan Rykiel, a consulting firm with an international team of experts, as the firm to assist CA in providing input and feedback to the General Plan Advisory Committee throughout the planning process.

7. Board Votes

Action: Ms. DuBois moved that the Board of Directors waived the Three-Reading rule to vote on the FY 2021 Proposed 3 Operating Budget. Ms. McCord seconded the motion.

Mr. Klein offered an amendment to the motion, proposing that a Two-Reading rule apply for the overall budget, but not to a vote on the budget. After discussion by the Board members regarding the timing of a second meeting and the need to vote on the FY 2021 Proposed 3 Operating Budget quickly, Mr. Klein was asked to restate his amendment.

The restated amendment proposed that a Two-Reading rule apply to the overall budget and that the Three-Reading rule be waived, leading to a vote on the budget on Thursday, June 4. The amendment was accepted by Ms. DuBois

The amended motion passed unanimously.

Action: Ms. DuBois moved that the Board of Directors hold a closed meeting on the FY 2021 Proposed 3 Operating Budget no later than Thursday, June 4, 2020 to discuss the personnel implications of the proposed budget, on a project-by-project basis. Mr. Boulton seconded the motion, which was approved without objection.

Action: Ms. DuBois made a motion, as a first reading, that the Board of Directors freeze the FY 2021 Capital Budget until further notice. The motion did not receive a second and thus failed.

Action: Ms. DuBois moved that a working group composed of three CA staff members, three CA Board members, and three village managers be established to enhance communications between the villages, CA staff, and CA’s Board of Directors. Ms. DuBois seconded the motion. After discussion by the Board, the motion was withdrawn.

Action: Mr. Klein moved that the Board of Directors put a bracket around the proposed three-month facility credit reductions and require a meeting of village managers, staff, and CA Board members to give staff

the opportunity to make a case-by-case reason for the reductions, thus giving the Board an opportunity to make a decision on the proposed facility credit reductions. Ms. DuBois seconded the motion, which failed by a vote of 2 – 7 – 1.

For: Messrs. Boulton and Klein

Against: Mr. Stack and Mmes. Duvall, Eagan, Evans, McCord, Thomas, and Zaret

Abstain: Ms. DuBois

8. Chairman's Remarks

Mr. Stack called the Board's attention to his written report.

9. Reports/Presentations

(a) President's Report - Mr. Matthews submitted a written report.

(b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors – A written report was submitted.

(c) Financial Reports – None

10. Tracking Forms

(a) Board Requests – No submissions have been received.

(b) Resident Requests – No submissions have been received.

11. Proposed New Topics

(a) Nancy McCord - Communications should be sent to the community as soon as possible

(b) Alan Klein – Working group between the villages and CA

12. Talking Points - Deferred

13. Adjournment: Without objection, the meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Janet F. Loughran

Executive Assistant to the President/CEO



To: Columbia Association Board of Directors
From: Watershed Advisory Committee
Subject: Nomination of Robert Marietta to serve as Oakland Mill's representative
Date: 5/27/202

The Oakland Mills Community Association has nominated Robert Marietta to serve as its representative on the Watershed Advisory Committee. Attached please find Mr. Marietta's bio and Oakland Mill's recommendation.

The Charter for the Watershed Advisory Committee allows for one representative from each Village. The Watershed Advisory Committee meetings are open to the public and anyone may attend. Only the confirmed Village representatives and the Member at Large have voting rights.

The Oakland Mills Community Association and The Watershed Advisory Committee submit Mr. Marietta's nomination to the Columbia Association Board of Directors for approval.



Easement Request Form

Date: 6/11/2020

Easement Grantee: Howard County Board of Education

Project Name: Talbott Springs

Proposed Easement Location:

Village of Oakland Mills - Section 4 - Area 1 - Open Space Lot 215

Purpose of Proposed Easement:

Request for Drainage & Utility Easements and a Temporary Grading Easement associated with the construction of the new Talbott Springs Elementary School.

Alternatives to Proposed Easement:

Howard County Public School System will need to delay construction of the school in order to redesign the drainage outfall.

Briefly describe who will be impacted and how they will be impacted:

Residents in adjacent lots will experience construction activities. Improved public amenities and preservation of open space for the residents of Columbia.

Additional Notes:

Staff recommends approval, subject to Howard County Board of Education paying \$49,500 in exchange for acquiring the easement. This fee will cover the costs for CA to stabilize the outfall. Approval will also be subject to the final review of documents.

Contact Information

Name: _____

E-mail: _____

Phone #: _____

PROPERTY OF
TALBOTT SPRINGS NEIGHBORHOOD CENTER
VILLAGE OF OAKLAND MILLS
TALBOTT SPRINGS
SECTION 4 AREA 1
ZONED = NEW TOWN

PROPERTY OF
HOLLY COURT
VILLAGE OF OAKLAND MILLS
TALBOTT SPRINGS
SECTION 4 AREA 1
PARCEL C
PLAT BOOK 17 FOLIO 54
ZONED = NEW TOWN
TOWNHOUSE

PROPOSED
TEMPORARY
GRADING EASEMENT
(306 SQ.FT.)

PROPOSED 20'
DRAINAGE &
UTILITY EASEMENT
(657 SQ.FT.)

EX. BUILDING

5 TAXUS MEDIA
'HICKSII' (2'-3' HT)

EX. SEWER
MANHOLE

PROPOSED 20'
TEMPORARY
UTILITY EASEMENT

PROPOSED 20'
DRAINAGE &
UTILITY EASEMENT

**HOLLY COURT
PRIVATE ROAD**



DENOTES PROPOSED
PERMANENT PRIVATE 20'
DRAINAGE & UTILITY EASEMENT



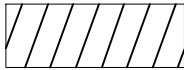
DENOTES PROPOSED
TEMPORARY PRIVATE
GRADING EASEMENT

EXHIBIT FOR PROPOSED EASEMENTS
FROM COLUMBIA ASSOCIATION TO
HOWARD COUNTY PUBLIC SCHOOLS
**TALBOTT SPRINGS
ELEMENTARY SCHOOL**

ZONED: NT TAX MAP NO.: 36
PARCEL NO.: 313 GRID NO.: 3
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND
SCALE: 1" = 30' DATE: APRIL 2020

FISHER, COLLINS & CARTER, INC.
CIVIL ENGINEERING CONSULTANTS & LAND SURVEYORS

CENTENNIAL SQUARE OFFICE PARK - 10272 BALTIMORE NATIONAL PIKE
ELLICOTT CITY, MARYLAND 21042
(410) 461 - 2855



DENOTES PROPOSED
PERMANENT PRIVATE 30'
DRAINAGE & UTILITY EASEMENT

PROPERTY OF
VILLAGE OF OAKLAND MILLS
TALBOTT SPRINGS
SECTION 4 AREA 1
LOT 215
ZONED = NEW TOWN

PROPOSED 30'
DRAINAGE &
UTILITY EASEMENT
(474 SQ.FT.)

EXHIBIT FOR PROPOSED EASEMENTS
FROM COLUMBIA ASSOCIATION TO
HOWARD COUNTY PUBLIC SCHOOLS
**TALBOTT SPRINGS
ELEMENTARY SCHOOL**

FISHER, COLLINS & CARTER, INC.
CIVIL ENGINEERING CONSULTANTS & LAND SURVEYORS
CENTENNIAL SQUARE OFFICE PARK - 10272 BALTIMORE NATIONAL PIKE
ELLICOTT CITY, MARYLAND 21042
(410) 461 - 2855

ZONED: NT TAX MAP NO.: 36
PARCEL NO.: 283 GRID NO.: 3
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND
SCALE: 1" = 30' DATE: APRIL 2020



May 28, 2020

Al Edwards, P.E.
Assistant Director
Open Space and Facilities Management
Columbia Association

Dear Mr. Edwards:

Thank you for your letter dated May 13, 2020 and attached regarding the Talbott Springs Elementary School Easements. We would like to express our gratitude to you and the Columbia Association staff for working with Fisher Collins & Carter, Inc. (FCC) and the Howard County Public School System (HCPSS) on this matter. The HCPSS staff has discussed the letter and options both internally and with Stephanie Tuite at FCC.

After review of the options clearly identified within your letter, we feel the project and process would be best served by Option 3. As you have noted, this option would allow the project plan to continue while we work on an agreed easement document. Included within the easement would be the indicated easement fee \$49,500. This would allow for your staff to address the drainage channel.

Again thank you for the letter and effort to work with us on this matter. If you have any questions or require additional information, please do not hesitate to contact me at 410.313.8203 or daniel_lubeley@hcpss.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Lubeley", with a horizontal line drawn through it.

Daniel Lubeley
Acting Director, Capital Planning and Construction

cc: Stephanie Tuite, FCC
Scott W. Washington
Bruce Gist
Douglas Pindell



May 13, 2020

Mr. Terry Fisher, P.E., L.S.
Fisher, Collins & Carter, Inc.
Centennial Square Office Park
10272 Baltimore National Pike
Ellicott City, Maryland 21042

Subject: Talbott Springs Elementary School Easements

Mr. Fisher,

Columbia Association (CA) has been working with Fisher, Collins & Carter, Inc. (FCC) to get the drainage system designed and necessary private easements approved, in order to allow the development to proceed as soon as possible. Please note, these suggestions are offered from CA's technical staff, but ultimately, the final decision and approval will come from the CA Board of Directors (BOD), which is currently scheduled to be presented and decided in June. While the legal paperwork for the easements proceed, CA's technical review still has a lingering issue regarding the eroding outfall area that is impacting CA Open Space Lot 1.

As you know, this outfall drainage is primarily from the school site, has been out-letting on CA property with no SWM controls, and has eroded a drainage channel on Open Space Lot 1. CA cannot support a development that increases the impervious condition, thus increasing the flow to a situation that continues to damage CA's property. It is imperative that the drainage ditch, which has formed as a result of this upstream development, be addressed to create a stable outfall.

After a field inspection, CA staff has determined that in order to create a stable outfall, a stable armored drainage channel will need to be prepared, from the outlet of the proposed structure HW-1 down to the existing pathway, approximately 190 linear feet. Our construction department has conceptually analyzed the situation, and proposed a fix, as well as a cost estimate as follows:

• Clear the work area	<u>Estimate:</u>	
• Widen the channel	Construction	\$30,000
• Lay the sides back	Engineering & Permits*	\$15,000
• Line the channel with class 1 rock	<u>10% Contingency</u>	<u>\$ 4,500</u>
• Install class 2 check dams	TOTAL:	\$49,500

*For permit purposes, the estimate considers the project as stabilizing a drainage ditch effort.

Normally, this would have been discussed with CA early on in the development process and be designed as part of the overall development. However, CA understands that this project is now in somewhat of a time crunch and does not want to interfere with the progress of the school construction project. Therefore, we are offering several options for you to present to your client, in order to address the situation.

Option 1

CA approves the requested private drainage easements with a requirement that the outfall is stabilized by your client, as described above, as a condition of approval. It is assumed that this would be added to the design plans and proceed as part of the larger project development. You are likely aware of the plan revisions, processing at the County for approvals and extra permit requirements from the State. This option likely would impact the development schedule.

Option 2

Your client may elect to make arrangements with a third party, separate from this development, to complete the drainage channel repairs separate from the rest of the project. Howard County DPW, or some other entity, would have to be involved in order to complete the repairs and stabilize the outfall. CA would write a separate Temporary Right of Entry for Construction for this activity. This has the benefit of allowing the school development project to proceed through the developer agreement stage without delay. However, the Temporary Right of Entry for Construction of the drainage channel would have to be negotiated and signed before CA could sign off on the required private drainage easements. This may have a delay, and the cost of engineering, permitting, and construction would be the responsibility of your client.

Option 3

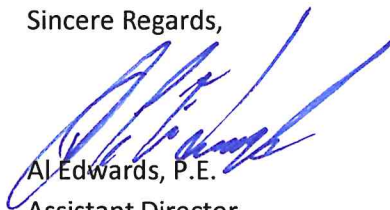
CA's technical staff could make the recommendation to the BOD to approve the required private drainage easements for a fee equal to the repair estimate above. The details of this option would be spelled out in the private drainage easements currently being prepared by your client's legal counsel. Going forward, it would be incumbent on CA to engineer, permit and construct the improvements to the drainage channel. This option would allow your client's plans to continue uninterrupted, and has the added benefit of having a fixed cost of the repairs.

In order for CA to proceed with the planned presentation in June, we will need to know by the end of day on May 28, 2020, which option your client chooses, or some other favorable option that addresses the additional drainage and a stable outfall. If this is not achieved, the request will be presented to the BOD at a future date.

Finally, CA has been in communication with the Development Engineering Division who has the technical review of the plans submitted for County approval. They conceptually agree with the currently designed outfall and the notion of a stable outfall. They have offered to participate or even host a virtual meeting to discuss this if necessary so that all parties are in accord prior to the BOD presentation.

We respectfully wait your reply.

Sincere Regards,

A handwritten signature in blue ink, appearing to read 'Al Edwards', is written over the printed name.

Al Edwards, P.E.

Assistant Director

Open Space and Facilities Management

Columbia Association

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to grant an easement, subject to payment of the \$49,500 fee, as well as staff final review, to Howard County Public School System relating to the Talbott Springs Elementary School construction on CA Open Space Lot 215, located in the Village of Oakland Mills, Section 4, Area 1, a copy of which is attached to this Resolution (the “Easement”). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Easement is expected to produce civic betterments or social improvements consisting of improved public amenities and preservation of open space; and
3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA’s purpose to promote the social welfare of the people of Columbia.

Having made these findings, the Board hereby authorizes the execution of the Easement on behalf of CA.

BE IT SO RESOLVED

_____, 2020



Easement Request Form

Date: 6/11/2020

Easement Grantee: Howard County

Project Name: Tamar Drive Roundabout

Proposed Easement Location:

Village of Long Reach - Intersection of Tamar Drive & Old Montgomery Road -
Open Space Lots 4, 12, 222

Purpose of Proposed Easement:

1. Request for land acquisition (Lot 4: 0.0879 ac; Lot 12: 0.0510 ac; Lot 222: 0.0449 ac).
2. Request for easements to construct a new roundabout

Alternatives to Proposed Easement:

Howard County plans have already been approved. The roundabout would have to be redesigned entirely should the request be denied.

Briefly describe who will be impacted and how they will be impacted:

Traffic will be impacted during construction. Residents in adjacent lots will experience construction activities. Improved safety and road conditions for the residents of Columbia.

Additional Notes:

Appraisal amount for the land acquisition to be forthcoming from Howard County pending the Appraisal Report. No consideration for the easement. Staff recommends approval, subject to final review of documents.

Contact Information

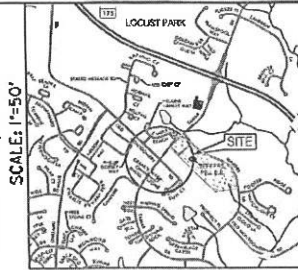
Name: _____

E-mail: _____

Phone #: _____

REVERTIBLE SLOPE EASEMENT AREA - PART 1		
A	N 00°30'36" E	11.01'
B	S 44°15'34" E	46.49'
C	S 46°26'33" E	48.95'
D	S 47°26'15" E	46.36'
E	S 45°26'42" E	49.61'
F	S 46°37'40" W	14.26'
G	N 44°29'24" W	185.16'

MARYLAND COORDINATE SYSTEM
NAD 83/91



LEGEND

- FEE SIMPLE ACQUISITION
3,830 SQ. FT. OR 0.0879 AC.
- REVERTIBLE SLOPE EASEMENT - PART 1
2,066 SQ. FT. OR 0.0472 AC.
- REVERTIBLE SLOPE EASEMENT - PART 2
174 SQ. FT. OR 0.0040 AC.

VILLAGE OF LONGREACH
OPEN SPACE
LOT A 140
PLAT 6476

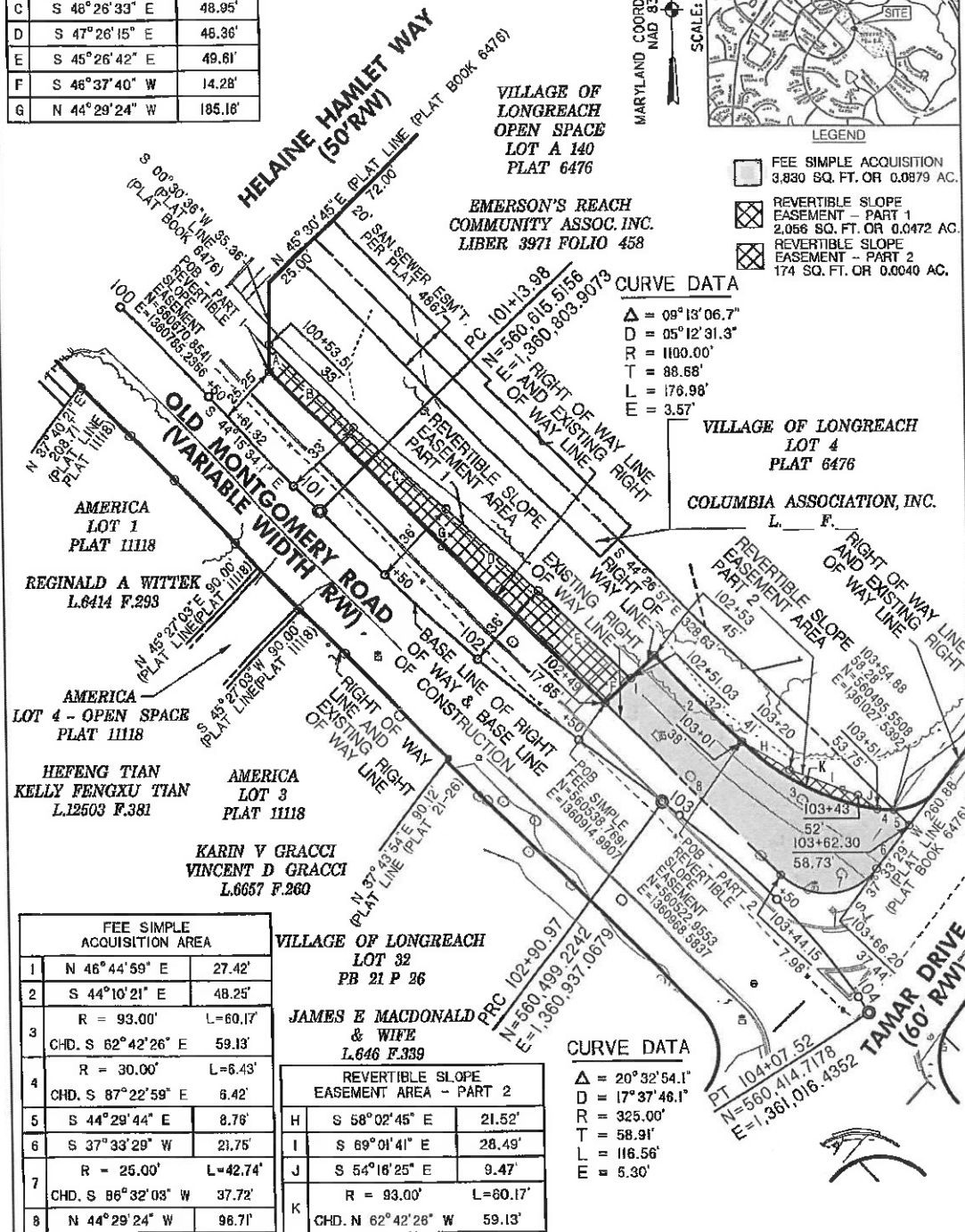
EMERSON'S REACH
COMMUNITY ASSOC. INC.
LIBER 3971 FOLIO 458

CURVE DATA

Δ = 09°13'06.7"
D = 05°12'31.3"
R = 1100.00'
T = 88.68'
L = 176.98'
E = 3.57'

VILLAGE OF LONGREACH
LOT 4
PLAT 6476

COLUMBIA ASSOCIATION, INC.
L. F.



FEE SIMPLE ACQUISITION AREA		
1	N 46°44'59" E	27.42'
2	S 44°10'21" E	48.25'
3	R = 93.00' L=60.17'	
	CHD. S 62°42'26" E	59.13'
4	R = 30.00' L=6.43'	
	CHD. S 87°22'59" E	6.42'
5	S 44°29'44" E	8.79'
6	S 37°33'29" W	21.75'
7	R = 25.00' L=42.74'	
	CHD. S 86°32'03" W	37.72'
8	N 44°29'24" W	98.71'

VILLAGE OF LONGREACH
LOT 32
PB 21 P 26

JAMES E MACDONALD
& WIFE
L.646 F.339

REVERTIBLE SLOPE EASEMENT AREA - PART 2		
H	S 58°02'45" E	21.52'
I	S 69°01'41" E	28.49'
J	S 54°16'25" E	9.47'
K	R = 93.00' L=60.17'	
	CHD. N 62°42'26" W	59.13'

CURVE DATA

Δ = 20°32'54.1"
D = 17°37'46.1"
R = 325.00'
T = 58.91'
L = 116.56'
E = 5.30'

I HEREBY CERTIFY TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THAT THE PROPERTY LINES SHOWN HEREON ARE CORRECT.

WALLACE MONTGOMERY
ENGINEERING & SURVEYING
19130 Rockwell Road, Suite 200
Baltimore, Maryland 21237
410.634.9093 Tel / 410.667.0925 Fax
www.wallacemontgomery.com

JEFFREY L. BLEACH
PROF. LAND SURVEYOR NO. 21307
EXP. DATE 06/26/2020

DATE

REVISION

PLAT NO.: T-7106-01

PROJECT NO.
T-7106

SCALE: 1" = 50'

DATE: MARCH 2, 2020

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
FEE SIMPLE ACQUISITION AND
REVERTIBLE SLOPE EASEMENTS
COLUMBIA ASSOCIATION, INC.
TAX MAP 36 PARCEL 391 LOT 4 LIBER FOLIO
VILLAGE OF LONGREACH, SECTION 1 AREA 9, LOTS A-105 TO A-142
AND LOT 4, A RE-SUBDIVISION OF LOTS A67 TO A104 AND LOT 3
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND

APPROVED:
BUREAU OF ENGINEERING

DATE

REAL ESTATE SERVICES
DIVISION

DATE

REVERTIBLE SLOPE EASEMENT AREA - PART 2		
G	N 17°24'49" E	18.40'
H	N 27°37'56" E	62.94'
I	N 38°09'23" E	9.01'
J	S 00°05'57" E	6.14'
K	S 22°28'28" W	13.34'
L	S 27°23'42" W	54.37'
M	S 21°55'49" W	18.36'
N	N 44°29'24" W	4.73'

TEMPORARY CONSTRUCTION EASEMENT AREA		
O	S 44°29'24" E	10.68'
P	S 69°51'11" W	9.34'
Q	S 39°10'11" W	38.01'
R	N 33°25'43" E	24.46'
S	N 36°50'33" E	13.58'
T	N 22°06'21" E	9.74'

EMERSON'S REACH
COMMUNITY ASSOC. INC.
LIBER 3971 FOLIO 458

VILLAGE OF LONGREACH
LOT 4
PLAT 6476

COLUMBIA
ASSOCIATION INC.
L. F.

$\Delta = 09^{\circ}15'01.1''$
 $D = 13^{\circ}58'28.5''$
 $R = 410.00'$
 $T = 33.17'$
 $L = 68.19'$
 $E = 1.34'$

VILLAGE OF LONGREACH
LOT 4
PLAT 6476

COLUMBIA
ASSOCIATION INC.
L. F.

PT 302+82.30
N=560,485.30
E=1,361,078.55
EXISTING RIGHT OF WAY LINE
PC 302+16.30
N=560,434.69
E=1,361,036.04

OLD MONTGOMERY
(VARIABLE WIDTH)

VILLAGE OF LONGREACH

PB 21 PG 26

LOT 32

**JAMES E MACDONALD
& WIFE
L 646 F 339**

I HEREBY CERTIFY TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THAT THE PROPERTY LINES SHOWN HEREON ARE CORRECT.

JEFFREY L. BLEACH
PROF. LAND SURVEYOR NO. 21307
EXP. DATE 06/26/2020

DATE _____

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
FEE SIMPLE ACQUISITION, REVERTIBLE SLOPE
EASEMENTS AND TEMPORARY CONSTRUCTION EASEMENT
COLUMBIA ASSOCIATION INC.,
TAX MAP 36 PARCEL 373 LOT 222 LIBER 3324 FOLIO 191
COLUMBIA VILLAGE OF LONG REACH - LOTS 222 & 223
A RESUBDIVISION OF LOT 2, LOT 4 AND PARCEL G - PB 25 P 65
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND

PLAT NO.: T-7106-03

PROJECT NO.
T-7106

SCALE: 1"=50'
DATE: MARCH 2, 2020

REVISION

APPROVED:
BUREAU OF ENGINEERING

DATE _____

REAL ESTATE SERVICES DIVISION

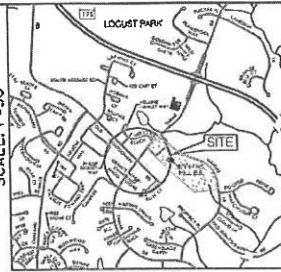
DATE _____

CURVE DATA

Δ = 09°15'01.1"
D = 13°58'28.5"
R = 410.60'
T = 33.17'
L = 66.19'
E = 1.34'

VILLAGE OF LONGREACH
LOT 4
PLAT 6476
COLUMBIA ASSOCIATION INC.
L. F.

MARYLAND COORDINATE SYSTEM
NAD 83/91
SCALE: 1"=50'



LEGEND

- FEE SIMPLE ACQUISITION
2221 SQ. FT. OR 0.0510 AC.
- REVERTIBLE SLOPE
EASEMENT
31 SQ. FT. OR 0.0007 AC.

VILLAGE OF LONGREACH
LOT 222
PB 25 PG 57

COLUMBIA ASSOCIATION INC.
L.726 F.532

CURVE DATA

Δ = 11°44'40.5"
D = 19°05'54.9"
R = 300.00'
T = 30.86'
L = 61.49'
E = 1.58'

VILLAGE OF LONGREACH
LOT 12 - OPEN SPACE
PB 21 PG 22

COLUMBIA ASSOCIATION INC.
L.726 F.532

VILLAGE OF LONGREACH
LOT 32
PB 21 PG 26
JAMES E MACDONALD
& WIFE
L.646 F.339

JOSEPH RYAN M DEFLIN
ASHLEY LAUD
L.16257 F.475

REVERTIBLE SLOPE EASEMENT AREA		
A	S 44°29'24" E	4.73'
B	S 35°50'01" W	13.22'
C	N 17°24'49" E	14.77'

FEE SIMPLE ACQUISITION AREA		
1	S 17°24'49" W	14.77'
2	S 02°05'45" E	32.57'
3	S 44°29'24" E	13.56'
4	S 50°18'42" W	15.05'
5	N 44°29'24" W	41.99'
6	R = 25.00' L=35.80'	
7	CHD. N 03°27'57" W	32.82'
8	N 37°33'29" E	28.73'
9	S 44°29'24" E	27.42'

VILLAGE OF LONGREACH
LOT 218
PB 22 PG 33

DAMIEN PFISTER
CARLY WOODS
L.16918 F.150

CURVE DATA

Δ = 11°08'09.8"
D = 14°19'26.2"
R = 400.00'
T = 36.99'
L = 77.74'
E = 1.90'

VILLAGE OF LONGREACH
LOT 219
PB 22 PG 33

TYRLE LANN HUGHES
L.16733 F.320

I HEREBY CERTIFY TO THE BEST OF MY PROFESSIONAL
KNOWLEDGE, INFORMATION AND BELIEF, THAT THE
PROPERTY LINES SHOWN HEREON ARE CORRECT.

**WALLACE
MONTGOMERY**
10150 York Road, Suite 200
Hunt Valley, Maryland 21036
410-498-0020 Tel / 410-667-0925 Fax
www.wallacemontgomery.com Licensed Land Surveyor

JEFFREY L BLEACH
PROF. LAND SURVEYOR NO. 21307
EXP. DATE 06/26/2020

DATE

REVISION

PLAT NO.: T-7106-04

PROJECT NO.
T-7106

SCALE: 1"=50'
DATE: MARCH 2, 2020

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
FEE SIMPLE ACQUISITION AND
REVERTIBLE SLOPE EASEMENTS
COLUMBIA ASSOCIATION INC.
TAX MAP 38 PARCEL 337 LOT 12 LIBER 3324 FOLIO 191
COLUMBIA VILLAGE OF LONGREACH, SECTION 1, AREA 2 - PB 21 P 22
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND

APPROVED:
BUREAU OF ENGINEERING
DATE
REAL ESTATE SERVICES
DIVISION
DATE



HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

3430 Courthouse Drive

■ Ellicott City, Maryland 21043 ■

410-313-4401

James Irvin, Director
jirvin@howardcountymd.gov

FAX 410-313-3408
TDD 410-313-2323

April 16, 2020

Columbia Association, Inc.
10221 Wincopin Circle
Columbia, Maryland 21044

Re: Capital Project No. T-7106
Old Montgomery Road at Tamar Drive Roundabout

Dear Property Owner:

Howard County has approved plans to construct a roundabout at the intersection of Old Montgomery Road and Tamar Drive in Columbia. A review of the construction drawings indicates that the acquisition of fee simple areas, revertible slopes easements, and a temporary construction easement will be needed from the properties listed on the attached sheet. Copies of the right of way plats are enclosed for your information.

Please be advised that the Department of Public Works has requested Landmark Realty Advisors, LLC to prepare an appraisal of your property to estimate the fair market value to be offered for the acquisition. The appraiser, Mr. Bruce Dumler, will contact you prior to entry onto your property.

If you have specific questions concerning the capital project, please contact the Project Manager, Yan Zhang, by telephone at 410.313.5742 or by email at yzhang@howardcountymd.gov.

If you have any questions concerning the appraisal, please contact me at 410-313-0014 or jzeller@howardcountymd.gov.

Sincerely,

Jeremy Zeller
Real Estate Services Division
Department of Public Works

Enclosures

cc: File

List of Property

Name and Address of Property Owner: COLUMBIA ASSOCIATION INC

Location of Property: SW OLD MONTGOMERY RD

Tax Map: 36 Parcel No. 391, Lot 4 Election District: 6

Acreage: 0.3700 AC

Zoning: NT

Type of Acquisition: 1 Fee Simple Area and 2 Revertible Slope Easements

Plat No. T-7106-01

Name and Address of Property Owner: COLUMBIA ASSOCIATION INC

Location of Property: 6031 TAMAR DRIVE, COLUMBIA

Tax Map: 36 Parcel No. 373, Lot 222 Election District: 6

Acreage: 4.2900 AC

Zoning: NT

Type of Acquisition: 1 Fee Simple Area, 2 Revertible Slope Easements, and 1 Temporary Construction Easement

Plat No. T-7106-03

Name and Address of Property Owner: COLUMBIA ASSOCIATION INC

Location of Property: TAMAR DRIVE, COLUMBIA

Tax Map: 36 Parcel No. 337, Lot 12 Election District: 6

Acreage: 1.8000 AC

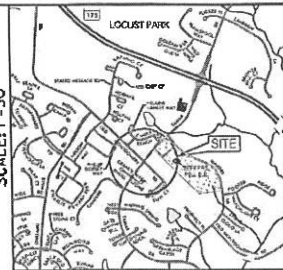
Zoning: NT

Type of Acquisition: 1 Fee Simple Area and 1 Revertible Slope Easement

Plat No. T-7106-04

REVERTIBLE SLOPE EASEMENT AREA - PART 1		
A	N 00°30'36" E	11.01'
B	S 44°15'34" E	46.49'
C	S 46°26'33" E	48.95'
D	S 47°26'15" E	46.36'
E	S 45°26'42" E	49.61'
F	S 46°37'40" W	14.26'
G	N 44°29'24" W	185.16'

MARYLAND COORDINATE SYSTEM
NAD 83/91



LEGEND

- FEE SIMPLE ACQUISITION
3,830 SQ. FT. OR 0.0879 AC.
- REVERTIBLE SLOPE
EASEMENT - PART 1
2,066 SQ. FT. OR 0.0472 AC.
- REVERTIBLE SLOPE
EASEMENT - PART 2
174 SQ. FT. OR 0.0040 AC.

VILLAGE OF
LONGREACH
OPEN SPACE
LOT A 140
PLAT 6476

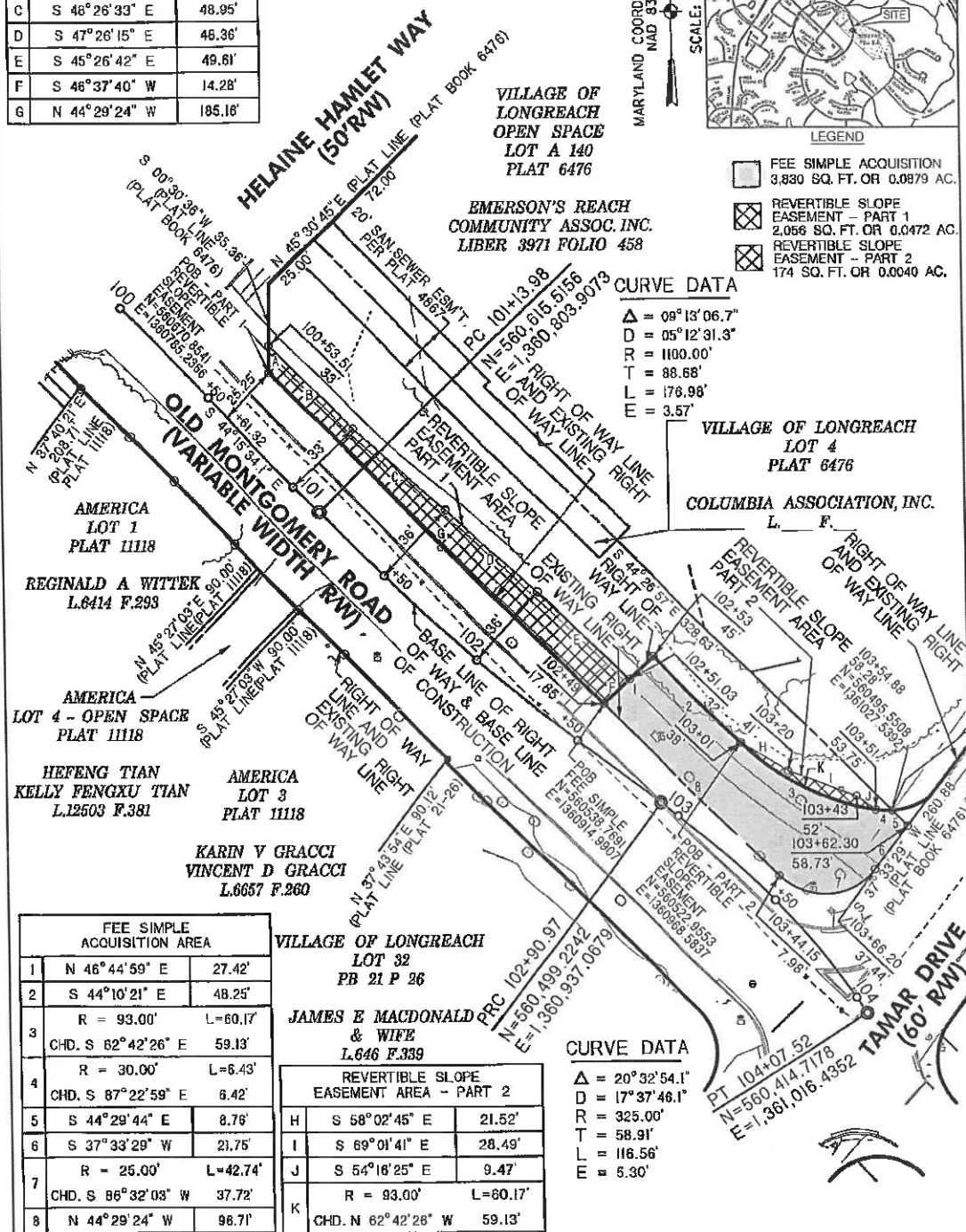
EMERSON'S REACH
COMMUNITY ASSOC. INC.
LIBER 3971 FOLIO 458

CURVE DATA

Δ = 09°13'06.7"
D = 05°12'31.3"
R = 1100.00'
T = 88.68'
L = 176.98'
E = 3.57'

VILLAGE OF LONGREACH
LOT 4
PLAT 6476

COLUMBIA ASSOCIATION, INC.
L. F.



FEE SIMPLE ACQUISITION AREA		
1	N 46°44'59" E	27.42'
2	S 44°10'21" E	48.25'
3	R = 93.00' L=60.17'	
	CHD. S 62°42'26" E	59.13'
4	R = 30.00' L=6.43'	
	CHD. S 87°22'59" E	6.42'
5	S 44°29'44" E	8.79'
6	S 37°33'29" W	21.75'
7	R = 25.00' L=42.74'	
	CHD. S 86°32'03" W	37.72'
8	N 44°29'24" W	98.71'

VILLAGE OF LONGREACH
LOT 32
PB 21 P 26

JAMES E MACDONALD
& WIFE
L.646 F.339

REVERTIBLE SLOPE EASEMENT AREA - PART 2		
H	S 58°02'45" E	21.52'
I	S 69°01'41" E	28.49'
J	S 54°16'25" E	9.47'
K	R = 93.00' L=60.17'	
	CHD. N 62°42'26" W	59.13'

CURVE DATA

Δ = 20°32'54.1"
D = 17°37'46.1"
R = 325.00'
T = 58.91'
L = 116.56'
E = 5.30'

I HEREBY CERTIFY TO THE BEST OF MY PROFESSIONAL
KNOWLEDGE, INFORMATION AND BELIEF, THAT THE
PROPERTY LINES SHOWN HEREON ARE CORRECT.

**WALLACE
MONTGOMERY**
Surveying & Mapping Services
19130 Rockwell Road, Suite 200
Baltimore, Maryland 21237
410.634.9093 Tel / 410.667.0925 Fax
www.wallacemontgomery.com

JEFFREY L. BLEACH
PROF. LAND SURVEYOR NO. 21307
EXP. DATE 06/26/2020

DATE

REVISION

PLAT NO.: T-7106-01

PROJECT NO.
T-7106

SCALE: 1" = 50'

DATE: MARCH 2, 2020

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
FEE SIMPLE ACQUISITION AND
REVERTIBLE SLOPE EASEMENTS
COLUMBIA ASSOCIATION, INC.
TAX MAP 36 PARCEL 391 LOT 4 LIBER FOLIO
VILLAGE OF LONGREACH, SECTION 1 AREA 9, LOTS A-105 TO A-142
AND LOT 4, A RE-SUBDIVISION OF LOTS A67 TO A104 AND LOT 3
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND

APPROVED:
BUREAU OF ENGINEERING

DATE

REAL ESTATE SERVICES
DIVISION

DATE

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

Project # T-7106
Plat # T-7106-01

DESCRIPTION OF FEE SIMPLE ACQUISITION

Columbia Association, Inc.
TO
Howard County, Maryland

BEING a strip or parcel of land as described as follows, in, through, over and across the property of the Grantor acquired by the owner from Long Reach Joint Venture, by deed dated ____, and recorded among the Land Records of Howard County, Maryland in Liber ____, at Folio ____, said property being shown as Lot 4 on a plat of Village of Long Reach, Section 1, Area 9, Lots A-105 to A-142 and Lot 4, A Re-subdivision of Lots A67 to A104 and Lot 3, recorded among the aforesaid Land Records as Plat No. 6476.

FEE SIMPLE ACQUISITION

BEGINNING FOR THE FIRST for the said strip or parcel of land at a point having a coordinate of North 560,538.7691 East 1,360,914.9907 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, on the North 44°26'57" West 281.87 foot line of Lot 4 on the aforementioned Howard County plat, 185.16 feet from the end thereof, being the easterly right of way line of Old Montgomery Road, also being 17.85 feet left of station 102+49 on plat T-7106-01 intended to be recorded herewith, and running with all bearings and coordinates being referenced to an assumed plat datum, for the new right of way limits through, over and across the lands of the Grantor the next four (4) courses and distances, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- (1.) North 46°44'59" East 27.42 feet to a point.
- (2.) South 44°10'21" East 48.25 feet to a point of curvature.
- (3.) 60.17 feet along the arc of a curve to the left, said curve having a radius of 93.00 feet and a chord bearing and distance of South 62°42'26" East 59.13 feet to a point of continuing curvature.
- (4.) 6.43 feet along the arc of a curve to the left, said curve having a radius of 30.00 feet and a chord bearing and distance of South 87°22'59" East 6.42 feet, to a point on the line of division between Lot A 140 and Lot 4 as shown on the aforementioned Howard County plat; thence with the remainder of said line of division.
- (5.) South 44°29'44" East 8.76 feet to a point on the northerly right of way line of Tamar Drive, thence leaving said line of division and running with said right of way
- (6.) South 37°33'29" West 21.75 feet to a point of curvature.
- (7.) 42.74 feet along the arc of a curve to the right, said curve having a radius of 25.00 feet and a chord bearing and distance of South 86°32'03" West 37.72 feet to a point of tangency on the easterly right of way line of Old Montgomery Road.
- (8.) North 44°29'24" West 96.71 feet to the place of beginning.

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

Containing 3,830 square feet or 0.0879 acres of land, more or less.

AND ALSO:

The said Grantor does hereby grant unto the said Grantee the right to use 2 additional revertible slope easement strips or parcels of land of irregular shape on the easterly side of the right of way of Old Montgomery Road, adjacent and contiguous to the first hereinabove described strip or parcel of land during the period of original construction for any and all purposes pertinent thereto.

REVERTIBLE SLOPE EASEMENT ACQUISITION – PART 1

BEGINNING FOR THE SECOND for the said strip or parcel of land at a point having a coordinate of North 560,670.8541 East 1,360,785.2366 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, at the end of South 00°33'09" West 35.36 foot line of Lot 4 on the aforementioned Howard County plat, being the easterly right of way line of Old Montgomery Road, also being 25.25 feet left of station 100+61.32 on plat T-7106-01 intended to be recorded herewith, and running reversely, with all bearings and coordinates being referenced to an assumed plat datum, with a part of said plat line, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- A. North 00°30'36" East 11.01 feet to a point; thence leaving said right of way line and running for the new limits of a revertible easement through, over and across the lands of the Grantor the next four (4) courses and distances.
- B. South 44°15'34" East 46.49 feet to a point.
- C. South 48°26'33" East 48.95 feet to a point.
- D. South 47°26'15" East 48.36 feet to a point.
- E. South 45°26'42" East 49.61 feet to a point on the 1st call of the fee simple area described above, 14.28 feet from the beginning thereof, thence running reversely with said first call.
- F. South 46°37'40" West 14.28 feet to a point on the easterly right of way line of Old Montgomery Road, thence with said right of way.
- G. North 44°29'24" West 185.16 feet to the place of beginning.

Containing 2,056 square feet or 0.0472 acres of land, more or less.

REVERTIBLE SLOPE EASEMENT ACQUISITION – PART 2

BEGINNING FOR THE THIRD for the said strip or parcel of land at a point having a coordinate of North 560,522.9553 East 1,360,968.5837 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, at the end of 2nd call of the fee simple area described above, being the proposed easterly right of way line of Old Montgomery Road, also being 38.00 feet left of station 103+01.00 on plat T-7106-01 intended to be

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

recorded herewith, thence leaving said proposed right of way line, with all bearings and coordinates being referenced to an assumed plat datum, and running through, over and across the lands of the Grantor the next three (3) courses and distances, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- H. South 58°02'45" East 21.52 feet to a point.
- I. South 69°01'41" East 28.49 feet to a point.
- J. South 54°16'25" East 9.47 feet to a point on the proposed easterly right of way line of Old Montgomery Road, being at the end of the 3rd call of the fee simple area described above; thence running reversely with the entirety of the 3rd call.
- K. 60.17 feet along the arc of a curve to the right, said curve having a radius of 93.00 feet and a chord bearing and distance of North 62°42'26" West 59.13 feet, to the place of beginning.

Containing 174 square feet or 0.0040 acres of land, more or less.

Intended to be recorded herewith as Plat No. T-7106-01

Description and surveying work associated with its preparation has been prepared under my responsible charge and is compliant with the regulations of the Maryland Minimum Standards of Practice of Professional Land Surveyors.

REAL ESTATE SERVICES
DIVISION

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

Project # T-7106
Plat # T-7106-03

DESCRIPTION OF FEE SIMPLE ACQUISITION

Columbia Association, Inc.
TO
Howard County, Maryland

BEING a strip or parcel of land as described as follows, in, through, over and across the property of the Grantor acquired by the owner from Howard Research and Development Corporation, by deed dated June 27, 1975 and recorded among the Land Records of Howard County, Maryland in Liber C.M.P. 726 at Folio 532, said property being shown as Lot 222 on a plat of Columbia Village of Long Reach, Lots 222 & 223 and Re-Subdivision of Lot 2, Lot 4 and Parcel G of PB 25 P 65, recorded among the aforesaid Land Records as Plat Book 25 Plat No. 57.

FEE SIMPLE ACQUISITION

BEGINNING FOR THE FIRST for the said strip or parcel of land at a point having a coordinate of North 560,414.5136 East 1,361,086.1130 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, on the North 44°26'57" West 590.51 foot line of Lot 222 on the aforementioned Howard County plat, 563.09 feet from the beginning thereof, also being 50.27 feet right of station 302+34.85 on plat T-7106-03 intended to be recorded herewith, and running with all bearings and coordinates being referenced to an assumed plat datum, with the remainder of said plat line, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- (1.) North 44°29'24" West 27.42 feet to a point on the southerly right of way line of Tamar Drive; thence leaving said plat line and running with said right of way line.
- (2.) North 37°33'29" East 137.15 feet to a point; thence leaving said right of way and running for the new right of way limits through, over and across the lands of the Grantor the next four (4) courses and distances
- (3.) South 54°36'50" East 10.62 feet to a point.
- (4.) South 38°09'23" West 62.07 feet to a point.
- (5.) South 27°37'56" West 62.94 feet to a point.
- (6.) South 17°24'49" West 18.40 feet to the place of beginning.

Containing 1,954 square feet or 0.0449 acres of land, more or less.

AND ALSO:

The said Grantor does hereby grant unto the said Grantee the right to use 2 additional revertible slope easement strips or parcels of land of irregular shape on the southerly side of the right of way of Tamar Drive, adjacent and contiguous to the first hereinabove described strip or parcel of land during the period of original construction for any and all purposes pertinent thereto.

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

REVERTIBLE SLOPE EASEMENT ACQUISITION – PART 1

BEGINNING FOR THE SECOND for the said strip or parcel of land at a point having a coordinate of North 560,603.4820 East 1,361,197.1646 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, at the beginning of South 44°26'57" East 1017.67 foot line of Lot 222 on the aforementioned Howard County plat, being the southerly right of way line of Tamar Drive, also being 27.42 feet left of station 304+48.67 on plat T-7106-03 intended to be recorded herewith, and leaving said right of way and running, with all bearings and coordinates being referenced to an assumed plat datum, for the new limits of a revertible easement through, over and across the lands of the Grantor the next four (4) courses and distances, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- A. South 22°08'21" West 9.74 feet to a point.
- B. South 36°50'33" West 13.58 feet to a point.
- C. South 33°25'43" West 24.46 feet to a point.
- D. South 37°21'40" West 29.02 feet to a point on the 3rd call of the fee simple area described above, 4.62 feet from the beginning thereof, thence running reversely with said first call.
- E. North 54°36'50" West 4.62 feet to a point on the southerly right of way line of Tamar Drive, thence with said right of way.
- F. North 37°33'29" East 76.56 feet to the place of beginning.

Containing 270 square feet or 0.0062 acres of land, more or less.

REVERTIBLE SLOPE EASEMENT ACQUISITION – PART 2

BEGINNING FOR THE THIRD for the said strip or parcel of land at a point having a coordinate of North 560,414.5136 East 1,361,086.1130 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, on the North 44°26'57" West 590.51 foot line of Lot 222 on the aforementioned Howard County plat, 563.09 feet from the beginning thereof, also being 50.27 feet right of station 302+34.85 on plat T-7106-03 intended to be recorded herewith, and running reversely, with all bearings and coordinates being referenced to an assumed plat datum, with the 6th, 5th and 4th calls of the fee simple area described above, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- G. North 17°24'49" East 18.40 feet to a point.
- H. North 27°37'56" East 62.94 feet to a point.
- I. North 38°09'23" East 9.01 feet to a point; thence leaving said 4th call and running for the new limits of a revertible easement through, over and across the lands of the Grantor the next four (4) courses and distances.

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10150 York Road, Suite 200
Hunt Valley, Maryland 21030

- J. South 00°05'57" East 6.14 feet to a point.
- K. South 22°23'29" West 13.34 feet to a point.
- L. South 27°23'42" West 54.37 feet to a point.
- M. South 21°55'49" West 18.36 feet to a point on the line of division between Lot 222 and Lot 12; thence with said line of division.
- N. North 44°29'24" West 4.73 feet to a point to the place of beginning.

Containing 482 square feet or 0.0111 acres of land, more or less.

Intended to be recorded herewith as Plat No. T-7106-03

AND ALSO:

The said Grantor does hereby grant unto the said Grantee the right to use 1 additional construction strip or parcel of land of irregular shape adjacent and contiguous to the first three courses and distances of the second hereinabove described strip or parcel of land for the construction of a sidewalk during the period of original construction for any and all purposes pertinent thereto.

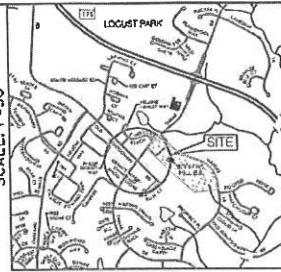
Description and surveying work associated with its preparation has been prepared under my responsible charge and is compliant with the regulations of the Maryland Minimum Standards of Practice of Professional Land Surveyors.

CURVE DATA

Δ = 09°15'01.1"
D = 13°58'28.5"
R = 410.60'
T = 33.17'
L = 66.19'
E = 1.34'

VILLAGE OF LONGREACH
LOT 4
PLAT 6476
COLUMBIA ASSOCIATION INC.
L. F.

MARYLAND COORDINATE SYSTEM
NAD 83/91
SCALE: 1"=50'



LEGEND

- FEE SIMPLE ACQUISITION
2221 SQ. FT. OR 0.0510 AC.
- REVERTIBLE SLOPE
EASEMENT
31 SQ. FT. OR 0.0007 AC.

VILLAGE OF LONGREACH
LOT 222
PB 25 PG 57

COLUMBIA ASSOCIATION INC.
L.726 F.532

CURVE DATA

Δ = 11°44'40.5"
D = 19°05'54.9"
R = 300.00'
T = 30.86'
L = 61.49'
E = 1.58'

VILLAGE OF LONGREACH
LOT 12 - OPEN SPACE
PB 21 PG 22

COLUMBIA ASSOCIATION INC.
L.726 F.532

VILLAGE OF LONGREACH
LOT 32
PB 21 PG 26
JAMES E MACDONALD
& WIFE
L.646 F.339

JOSEPH RYAN M DEFLIN
ASHLEY LAUD
L.16257 F.475

REVERTIBLE SLOPE EASEMENT AREA		
A	S 44°29'24" E	4.73'
B	S 35°50'01" W	13.22'
C	N 17°24'49" E	14.77'

FEE SIMPLE ACQUISITION AREA		
1	S 17°24'49" W	14.77'
2	S 02°05'45" E	32.57'
3	S 44°29'24" E	13.56'
4	S 50°18'42" W	15.05'
5	N 44°29'24" W	41.99'
6	R = 25.00' L=35.80'	
7	CHD. N 03°27'57" W	32.82'
8	N 37°33'29" E	28.73'
9	S 44°29'24" E	27.42'

VILLAGE OF LONGREACH
LOT 218
PB 22 PG 33

DAMIEN PFISTER
CARLY WOODS
L.16918 F.150

CURVE DATA

Δ = 11°08'09.8"
D = 14°19'26.2"
R = 400.00'
T = 36.99'
L = 77.74'
E = 1.90'

VILLAGE OF LONGREACH
LOT 219
PB 22 PG 33

TYRLE LANN HUGHES
L.16733 F.320

I HEREBY CERTIFY TO THE BEST OF MY PROFESSIONAL
KNOWLEDGE, INFORMATION AND BELIEF, THAT THE
PROPERTY LINES SHOWN HEREON ARE CORRECT.

**WALLACE
MONTGOMERY**
10150 York Road, Suite 200
Hunt Valley, Maryland 21036
410-498-0020 Tel / 410-667-0925 Fax
www.wallacemontgomery.com Licensed Land Surveyor

JEFFREY L BLEACH
PROF. LAND SURVEYOR NO. 21307
EXP. DATE 06/26/2020

DATE

REVISION

PLAT NO.: T-7106-04

PROJECT NO.
T-7106

SCALE: 1"=50'
DATE: MARCH 2, 2020

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
FEE SIMPLE ACQUISITION AND
REVERTIBLE SLOPE EASEMENTS
COLUMBIA ASSOCIATION INC.
TAX MAP 38 PARCEL 337 LOT 12 LIBER 3324 FOLIO 191
COLUMBIA VILLAGE OF LONGREACH, SECTION 1, AREA 2 - PB 21 P 22
SIXTH ELECTION DISTRICT
HOWARD COUNTY, MARYLAND

APPROVED:
BUREAU OF ENGINEERING

DATE

REAL ESTATE SERVICES
DIVISION

DATE

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

Project # T-7106
Plat # T-7106-04

DESCRIPTION OF FEE SIMPLE ACQUISITION

Columbia Association, Inc.
TO
Howard County, Maryland

BEING a strip or parcel of land as described as follows, in, through, over and across the property of the Grantor acquired by the owner from Howard Research and Development Corporation, by deed dated June 27, 1975 and recorded among the Land Records of Howard County, Maryland in Liber C.M.P. 726 at Folio 532, said property being shown as Lot 12 on a plat of Columbia Village of Long Reach, Section 1, Area 2, recorded among the aforesaid Land Records as Plat Book 21 Plat No. 22.

FEE SIMPLE ACQUISITION

BEGINNING FOR THE FIRST for the said strip or parcel of land at a point having a coordinate of North 560,414.5136 East 1,361,086.1130 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, on the North 44°26'57" West 590.51 foot line of Lot 12 on the aforementioned Howard County plat, 563.09 feet from the beginning thereof, also being 58.37 feet left of station 104+45.57 on plat T-7106-04 intended to be recorded herewith, and running, with all bearings and coordinates being referenced to an assumed plat datum, for the new right of way limits through, over and across the lands of the Grantor the next four (4) courses and distances, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- (1.) South 17°24'49" West 14.77 feet to a point.
- (2.) South 02°05'45" East 32.57 feet to a point.
- (3.) South 44°29'24" East 13.56 feet to a point.
- (4.) South 50°18'42" West 15.05 feet to a point on the easterly right of way line of Old Montgomery Road; thence running with said right of way line.
- (5.) North 44°29'24" West 41.99 feet to a point of curvature.
- (6.) 35.80 feet along the arc of a curve to the right, said curve having a radius of 25.00 feet and a chord bearing and distance of North 03°27'57" West 32.82 feet to a point of tangency on the southerly right of way line of Tamar Drive; thence with said right of way line.
- (7.) North 37°33'29" East 28.73 feet to a point where the line of division between Lot 12 and Lot 222 intersects the southerly right of way line of Tamar Drive; thence leaving said right of way line and running with a part of said line of division.
- (8.) South 44°29'24" East 27.42 feet to the place of beginning.

Containing 2,221 square feet or 0.0510 acres of land, more or less.

Wallace Montgomery
10150 York Road, Suite 200
Hunt Valley, Maryland 21030

AND ALSO:

The said Grantor does hereby grant unto the said Grantee the right to use 1 additional revertible slope easement strip or parcel of land of irregular shape on the southerly side of the right of way of Tamar Drive, adjacent and contiguous to the first hereinabove described strip or parcel of land during the period of original construction for any and all purposes pertinent thereto.

REVERTIBLE SLOPE EASEMENT ACQUISITION

BEGINNING FOR THE SECOND for the said strip or parcel of land at a point having a coordinate of North 560,414.5136 East 1,361,086.1130 in the Maryland State Reference System NAD '83/'91 as projected by Howard County Geodetic control stations No. 36CA and No. 36CB, on the North 44°26'57" West 590.51 foot line of Lot 12 on the aforementioned Howard County plat, 563.09 feet from the beginning thereof, also being 58.37 feet left of station 104+45.57 on plat T-7106-04 intended to be recorded herewith, and running, with all bearings and coordinates being referenced to an assumed plat datum, reversely with a part of said plat line, as now surveyed by Wallace Montgomery in October 2015, referring to the true meridian, viz:

- A. South 44°29'24" East 4.73 feet to a point; thence leaving said line of division and running for the new revertible easement limits through, over and across the lands of the Grantor.
- B. South 35°50'01" West 13.22 feet to a point at the end of the 1st call of the fee simple area described above; thence running reversely with said 1st call.
- C. North 17°24'49" East 14.77 feet to the place of beginning.

Containing 31 square feet or 0.0007 acres of land, more or less.

Intended to be recorded herewith as Plat No. T-7106-04

Description and surveying work associated with its preparation has been prepared under my responsible charge and is compliant with the regulations of the Maryland Minimum Standards of Practice of Professional Land Surveyors.

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to grant an easement, subject to staff final review, to Howard County Board of Education relating to the Tamar Drive roundabout construction on CA Open Space Lot 222, Lot 12, and Lot 4, located in the Village of Long Reach, a copy of which is attached to this Resolution (the “Easement”). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Easement is expected to produce civic betterments or social improvements consisting of improved public amenities and safety improvements; and
3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA’s purpose to promote the social welfare of the people of Columbia.

Having made these findings, the Board hereby authorizes the execution of the Easement on behalf of CA.

BE IT SO RESOLVED

_____, 2020



To: Columbia Association Board of Directors
From: Jessica Bellah, Senior Community Planner
Via: Kristin Russell, Director, Office of Planning and Community Affairs
Subj: CA Policy - Electronic Scooter Operations on CA Pathways
Date: May 20, 2020

There are two policy decisions for the CA Board to consider related to the use of electronic low-speed scooters (e-scooters) on CA pathways. The first policy update is recommended to reconcile CA's existing open space policies with recent state legislation that reclassifies e-scooters as bicycles in the state code. The second policy discussion is whether to allow commercial operation of e-scooter sharing services on CA pathways and property. This memo outlines the issues and provides staff's recommendation for these two policy issues.

CA Open Space Policy

Background

The current CA-posted Open Space Rules and Regulations do not allow the operation of any motorized conveyance except for class one electric bicycles and personal mobility devices. Under this policy, electronic low-speed scooters were a prohibited vehicle within CA parklands and pathways. Effective January 2020, state code was updated to categorize electronic low-speed scooters as bicycles for the purposes of the Maryland Vehicle Law. Effectively, the same rights, rules and regulations that govern bicycle users in the public rights-of-way now also pertain to electronic scooters.

Discussion and Recommendation

With the recent change in state code and the growing popularity of e-scooters, it is anticipated that these devices will be used on sidewalks, pathways, and on-road bicycle facilities throughout the county. The CA pathway system is an integral part of the Columbia transportation network, functioning hand-in-hand with the County's on- and off-road multi-modal infrastructure. Given the degree to which CA's pathway network intersects with the County's, e-scooters will likely be found in CA open space areas and pathways regardless of CA's stated policy. There is also merit in CA's policies reflecting the State and County standards when it comes to transportation and micro-mobility devices.

The primary purpose of the proposed changes to CA's Rules and Regulations is to provide clear and comprehensive guidelines that further CA's community goal of seamless and safe multimodal transportation opportunities to all residents and users of CA open space areas. Of continuing concern,

however, is that not all sections of the CA pathway are suitable for the use of e-bikes, e-scooters, or personal mobility devices. Narrow sections of trail and those located on steep slopes may pose hazards to users. The current CA rules and regulations note this fact and advise users to use caution when operating e-bikes and personal mobility devices. Another CA policy states that such devices should only be in use if conditions and circumstances allow for their safe operation, taking into account the safety of all path users.

Given all these considerations, it is recommended that:

- a) CA policies specifically allow the use of electronic low-speed scooters, classifying and considering them to be the same as bicycles.
- b) Staff be directed to update posted policies to reflect this change and the Open Space Rules and Regulations be updated to allow the use low-speed e-scooters on CA pathways and parklands.
- c) The updated policies continue to reflect the fact that not all CA pathways or circumstances are suited for such use and user caution and discretion is advised.

Commercial E-scooter Operations

Background

In fall 2019, several Howard County commercial and residential property owners and tenants expressed interest in establishing an e-scooter sharing system in Howard County, similar to those currently operating in Baltimore, Washington D.C., and Montgomery County. In response to this interest, the County Council considered and passed Council Bill 3-2020. The bill updated Howard County Code to be in agreement with state law regarding definitions and regulation of bicycles/e-scooters. The bill also enabled the Office of Transportation to adopt and administer a permit process for regulating e-scooter sharing systems and operators in the County. CA submitted written testimony in support of the bill, as a permit process is the most appropriate tool to manage integration and operation of this new transportation option in Howard County.

Acknowledging the integral nature of CA's pathway system to that of the County's overall transportation network, the adopted bill requires any operator to receive permission from CA to operate on CA pathways as part of their County permitting process. The proposed area of operation and deployment is focused in Downtown Columbia and the Gateway area, although operations may extend to the entire Columbia Planning area. At this time a single commercial operator, Spin, is working with area landowners to secure operation agreements for deployment of their system in these locations.

There are many potential impacts, concerns, and opportunities created by introducing an e-scooter sharing system to the County. E-scooters have the potential to support many of Columbia's goals for equitable alternative transportation opportunities and redeveloping Downtown as a vibrant, connected neighborhood in line with modern trends.

Similar to the bike-share system, e-scooter sharing services have the potential to serve as a valuable

addition to Columbia's transportation options. They are more flexible in supporting direct point-to-point access which can benefit businesses and serve as an attractive alternative to vehicular trips. These devices fill a transportation niche that is especially well suited to Columbia's suburban roots and growing downtown, helping connect locations that are just outside comfortable walking distance. They are more accessible than bicycles and take up less parking area. There are, however, operational concerns and potential issues such as clutter and user education that would need to be coordinated and resolved between system operators, users, and CA.

Because CA's land holdings are so extensive, it is unlikely that e-scooter users will be able to differentiate between operating on CA lands and County rights-of-way, especially in downtown. The ability of CA staff to restrict users from accessing CA property is unrealistic and would be detrimental to achieving many of CA's goals for supporting micro-mobility and the continued improvement of Columbia. The benefits of entering into an agreement with e-scooter operators includes the ability to coordinate on parking, areas of deployment, collection and redeployment of scooters, set speed limits, review signage, and to address operational concerns in real time through the terms of an established agreement.

Given these considerations, it is recommended that the CA Board give permission for commercial e-scooter sharing services to operate on CA pathways.

Staff will available to answer questions at the upcoming CA Board meeting.



To: Columbia Association Board of Directors
From: Kristin Russell, Director, Office of Planning and Community Affairs and Jessica Bellah,
Senior Community Planner
Subj: Information Memo - Electronic Scooter Contract details
Date: June 18 2020

Background

On June 11, the Office of Planning and Community Affairs (OPCA) presented to the CA Board information on potential policy changes that would allow use of CA pathways for e-Scooters. The next step will be for the Board to vote to update CA's open space policies to treat electric scooters as electric bicycles in line with Maryland's transportation guidance. Second, the Board will also vote on allowing commercial electric scooter sharing companies to operate on CA land.

In the course of the June 11 presentation, the Board discussed their concerns related to commercial e-scooter operations on CA property. The purpose of this memo is to advise the Board as to how these concerns can be addressed through a license agreement or through already-existing County regulations.

Fees and Operation Management

- No operating fee is proposed at this time; however, in the event that allowing e-Scooters to operate on CA property becomes a cost or operational burden on CA, fees could be negotiated within the next licensee agreement term.
- CA open space staff will have the right to collect or move e-Scooter vehicles in the normal course of CA operations if they are deemed to be interfering with user safety or staff operations. Such vehicles may be collected and brought to the CA facility for pickup by the e-Scooter operator for no additional fee. The purpose of this provision is to reduce any impact to CA operations. In the event this becomes an issue, negotiation of a fee or alternative practice is recommended within the course of the current agreement term and/or future terms.
- The agreement will require the e-Scooter company to reimburse CA for the cost of recovering scooters when CA staff must mobilize outside of the course of regular operations.

Clutter

- A license agreement will outline the process for an e-Scooter company and CA to mutually agree to the locations of any docking stations on CA property.
- CA may choose to create designated parking areas that encourage orderly parking of scooters. Parking in such locations can be incentivized by an e-Scooter company, in coordination with CA.
- Scooters may be parked in any other legal location that bicyclist would be allowed to park.
- E-Scooter companies have the ability to disallow the ending of trips in undesirable locations via their geo-fencing tool.
- Per above, CA open space staff will have the right to collect or move e-Scooter vehicles if they are deemed to be interfering with user safety.

Speed Limit

- CA reserves the right to designate scooter-free zones and to set speed limits, subject to limitations of the technology.
- The speed of e-Scooters can be set by the company and can be reduced in certain areas via a geo-fence control. Although the geo-fence is not fine-tuned enough to differentiate at a smaller scale, it would be possible to designate large areas of the CA pathway system, such as the Lake Kittamaqundi loop, with a lower speed limit if desired.
- Rather than set a speed limit within the agreement itself, staff can require an e-Scooter company to demonstrate the vehicles to CA staff prior to deployment in order to determine the safest speed limit.

Enforcement of bad behavior/Renter education and safety guidance

Most enforcement and education concerns are addressed by the Howard County's permit process and management including:

- All e-Scooters are individually marked with large serial numbers. In the event a user is reported for bad behavior, the user can be identified by reporting the serial number. An e-Scooter company can take corrective action including banning that user in the future.
- Scooter users are subject to the same police enforcement procedures as bicyclists.
- All commercial operators are required to conduct two training events per year in addition to providing tutorial information at the point of rental to users of their vehicles.
- E-Scooter companies are required to incentivize the use of helmets and parking or "ending trips" in designated parking areas.

Signage on CA property

- Limited signs may need revision to clarify for the public that e-Scooters are permitted, and/or in locations where conditions warrant.
- If CA desires to post additional signage indicating speed limits or scooter free zones, this would be an additional cost for CA. However, these are not necessary at the outset and it is advisable to determine the ultimate speed limit, no-go areas and identify best directional signage by observing usage patterns prior to posting new signs.

Liability

- The license agreement includes an indemnification section to protect CA.

CA Board Votes:

- A) Update on CA open space policy to consider e-scooters as electric bicycles.

Old Policy Language

Traffic and parking on CA open space are under the direction of CA staff or Howard County Police. Operating any motorized conveyance (with the exception of class one electric bicycles as defined under Maryland law and personal mobility devices) within parklands, on pathways or in any other place not customarily used for motorized vehicular traffic is prohibited. Not all of CA's pathways are suited for the use of electric bicycles and personal mobility devices, and caution should be used in operating them. CA open space may not be used in such a way as to infringe upon the safe flow of traffic in neighboring streets.

New Policy Language

Traffic and parking on CA open space are under the direction of CA staff or Howard County Police. Operating any motorized conveyance within CA parklands or on CA property not customarily used for motorized vehicular traffic, is prohibited. A motorized conveyance may be used on CA pathways if it is a class 1 electric bicycle or electric scooter as defined under Maryland law or a personal mobility device. Not all of CA's pathways are suited for the use of electric bicycles, electric scooters and personal mobility devices, and caution should be used in operating them. Class 1 e-bikes, where allowed, may not be ridden at a pedal-assisted speed in excess of 20 miles per hour and must yield to pedestrians. E-scooters, where authorized, may not be ridden at a speed in excess of 15 miles per hour and must yield to pedestrians. Certain areas, such as the Plaza by Lake Kittamaqundi, are designated for pedestrian use only, and the use of motorized conveyances as well as bicycles is prohibited. Signs to that effect are posted in those areas. CA open space may not be used in such a way as to infringe upon the safe flow of traffic in neighboring streets.

- B) To allow commercial e-scooter sharing services to operate on CA pathways subject to a license agreement between the parties.

CA Board of Directors Agenda Submission

(Expected time for review and determination is five minutes or less.)

Proposed Agenda Item: _____

As a _____ (beneficiary of the proposed item),
I would like _____ (desired action),
so that _____
_____ (expected benefit of action).

Brief Supporting Information:

-
-
-

Associated Strategic Priority: _____

Why Now? _____

Time Sensitivity? _____

CA Board of Directors Agenda Submission – Additional Information

Proposal: Adopt new form to for more consistent evaluation and inclusion of proposed agenda items

Goal for adopting form: Clearly state expected outcome for any topics recommended as a future agenda item so the board can easily decide whether or not to include it on an agenda.

Proposed procedure:

1. Board member completes form to provide a brief summary of proposed future agenda item, being as clear and succinct as possible.
2. Board reviews proposed idea in meeting during “New Business” agenda item,
 - a. Submitted prior to the board meeting – included with materials, reviewed by topic only and given an up/down vote to proceed or not (Expected time per review: 1-2 min)
 - b. Form completed during the board meeting - read aloud and given an up/down vote to proceed or not. Any materials introduced during the board meeting are to be submitted electronically for inclusion in a Google drive folder that all board members have access to. (Expected time per review: < 5 min).

The potential outcomes for proposed agenda items are:

Outcome	Board # Required*	How Achieved
Add item to an agenda within the next six months	Majority of members at the meeting	Board members give the idea thumbs up to be added to a future agenda, with the expectation that it will be included within the next six months.
Add item to in-progress board meeting due to time sensitivity	2/3 or more of present members	Board members determine that an issue is both important and needs to be addressed in a finite time period (e.g., prior to some type of hearing or event date) with two possible results: a) Up to 30 minutes of time will be provided in the current meeting OR b) the topic requires a separate meeting ASAP to provide adequate time for discussion within a certain time period to be able to determine appropriate action.
An item is not added to a future agenda	Less than a majority of board members present	The idea does not move forward nor does it get placed on a list for future consideration.

* Please note: To vote in favor of adding an item to a future agenda only indicates that a board member believes the topic deserves further discussion and is willing to put in the time to have that discussion, not necessarily that the board member supports the issue. Any issue added to a future agenda and requiring a vote will still require the necessary votes to pass.

Benefits:

1. Allows for swift board action to add agenda items with minimal but targeted discussion.
2. Helps ensure that suggestions include focused information and rationale to support #1.
3. Links suggestions to our strategic priorities to ensure they are consistent with what the board has deemed priorities.
4. Provides timely feedback to board member proposed topics.
5. Allow for the possibility of pre-submission so that the board may have time to review the proposal and that the form is available when the New Business agenda item is reached. Form is short enough that it could be completed during a board meeting and circulated electronically or read aloud to facilitate the adoption of additional agenda items.
6. Makes forgetting to bring it up at the right time less likely.

Disadvantages:

1. Submitted forms can add minutes onto an in-progress agenda for evaluation and add more substantial time when the board supports a time-sensitive issue for immediate discussion and vote.
2. Offers the possibility that we would need to suspend our rules in the event that the board supports discussion a time-sensitive addition.
3. All additional items will need to be fit into future agendas in the time frame agreed upon or could require an additional meeting, depending on the expected length of discussion.

Easy reference to relate to a Strategic Priority or Objective

2019 STRATEGIC PLAN, MISSION, VISION, GOALS & OBJECTIVES

Mission: Engage our diverse community, cultivate a unique sense of place and enhance quality of life.

Vision: CA creates and supports solutions to meet the evolving needs of a dynamic and inclusive community.

Strategic Priority: Identity

Goal: Significantly improve CA's visibility as a valued partner in enriching the quality of life and community cohesion/connections.

Objective 1: Develop a baseline assessment of CA's awareness, understanding, and perception in the community by the end of (FY) Q1 2020. Use the assessment to identify shortfalls and opportunities.

Objective 2: Increase CA's awareness and value perception by 15%.

Objective 3: Create true partnership with village boards (i.e. form work groups, host town halls).

Objective 4: Drive community cohesion via events sponsored by CA.

Objective 5: Improve communications from CA to community and partners.

Objective 6: Monitor CA's reputation and recognition in the community by surveying the community every 2-3 years and developing a subsequent plan for optimization and improvement. The first survey should be conducted toward the end of FY2020 to assess communication effectiveness following baseline.

Strategic Priority: Resource Stewardship

Goal: Create systems to align physical assets and financial resources to meet CA's strategic goals and mission.

Objective 1: Create a system to assess the physical condition of CA's assets by 4.30.20.

Objective 2: Create a system to evaluate community impact of CA's assets.

Objective 3: Create a scorecard combining assessments and evaluation to prioritize capital and budget resources/investments by 8.31.21.

- Action Step A: Identify opportunities to provide greater access for all residents.
- Action Step B: Develop assessment tool to prioritize community needs and opportunities against available budget resources.
- Action Step C: Develop a process to identify assets that should be acquired, modified, or consolidated.

Objective 4: Create a 5-10 year capital investment plan based on the outputs above by 4.30.22.

Objective 5: Determine quality of revenue (consistency, dependability) needed to support programs and services by 4.30.23.

- Action Step A: Create a zero-based budget review (that includes a competitive analysis to other similar organizations).

- Action Step B: Develop 10-year forecast.

Strategic Priority: Environmental Sustainability

Goal: Advance Columbia as a leader in environmental sustainability in Maryland.

Objective 1: Maintain and advance CA's climate change mitigation and adaptation efforts.

- Action Step A: CA will advocate for and support access to multi-modal public transportation in the community.
- Action Step B: CA will advance best procurement and waste management practices that increase source reduction, increase the use of recycled content materials, increase recycling/composting rates, and reduce single use plastic consumption.
- Action Step C: CA will continue efforts to reduce energy consumption and support clean energy through its existing solar farm and procurement of renewable energy credits.
- Action Step D: CA will work to reduce fossil fuel consumption associated with its vehicle and equipment fleet and encourage similar practices in its contractors.
- Action Step E: CA will conduct a Columbia-wide climate change vulnerability assessment to identify key climate risks affecting its operations, property, and public safety.

Objective 2: Advance sustainable land use practices and improve the quality of streams, ponds, and lakes.

- Action Step A: CA will refine its use of best practices for fertilization, weed, and pest management so as to maintain aesthetically pleasing open space while reducing the potential harmful impacts to humans and wildlife.
- Action Step B: CA will enhance its open space management practices to support native species of grasses, increase rainwater retention, support pollinators, and increase carbon sequestration.
- Action Step C: CA will advocate for advanced storm water management practices in developments in and around Columbia.
- Action Step D: CA will reduce stream erosion and flooding by deploying advanced stream stabilization techniques and reducing upstream runoff volume by promoting best management practices for impervious surface area.

Objective 3: Educate and connect citizens to CA's open spaces and best practices for sustainability.

- Action Step A: CA will partner with villages to develop opportunities for resident engagement and education.
- Action Step B: CA will develop engagement programs and materials that help advance community sustainability and connection to open space.
- Action Step C: CA will work to more effectively promote its activities and performance associated with improving the environmental sustainability of its operations and land management practices.

Strategic Priority: Leadership Development

Goal: Increase participation among a demographically diverse community to serve in leadership roles on CA advisory committees, community groups, and the CA Board.

Objective 1: Outreach to cultural and diverse community.

- Action Step: Annually conduct at least one new outreach initiative.

Strategic Priority: Advocacy

Goal: Advocate on issues that are key to Columbia's values and are key to our future as a unique, diverse, master planned community.

Objective 1: Conduct an annual evaluation of CA priorities that considers all stakeholders.

Objective 2: Coordinate advocacy efforts with Village Boards where appropriate.

Objective 3: Monitor issues in the following categories for advocacy:

- New town zoning
- Environment
- Land use
- Alternative housing
- Smart development

Columbia Association 2019 5-year Strategic Plan

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June 19, 2020

Chair's Remarks June 25, 2020 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Jun 20, 2020	Major CA facilities re-open (see website)	Varies
Jun 24, 2020	Zoning Board Hearing (continuation) for Hickory Ridge Village Center (County Virtual)	6:00 PM
Jun 25, 2020	CA Board meeting (Virtual)	7:00 PM
Jul 9, 2020	CA Board work session (Virtual)	7:00 PM

RR = Registration Required or there is a Cost associated with this Activity

CA has a revised budget (operating and capital) which was approved by the CA Board. The revised budget can be found on the CA website at <https://www.columbiaassociation.org/wp-content/uploads/2020/06/Revised-FY2021-summary-budget.pdf> and I encourage you to read it. It is a short document with a cover letter from our CA President/CEO, Milton Matthews. The budget realistically addresses the financial situation facing CA. And the revised FY-2021 operating and capital budget continues to be aligned with and support the five strategic priorities in CA's Strategic Plan. In spite of the pandemic, CA is still focused on meeting its mission: *Engage our diverse community, cultivate a unique sense of place and enhance quality of life.*

Many of CA's facilities have reopened with the health and safety of both our members and our employees in mind. CA is following state regulations which means your experience in our facilities may be quite different from before the pandemic. CA has prepared a reopening playbook which is available on the CA website. I want to thank all of our team members who were involved in the effort to have our facilities reopen.

Remember that CA has a web page (<https://www.columbiaassociation.org/annual-charge/annual-charge-faq/>) which provides answers to a number of questions regarding the Annual Charge.



SENIOR
LEADERSHIP
TEAM

Milton W. Matthews
President/
Chief Executive
Officer

Susan Krabbe
Vice President/
Chief Financial Officer

Dan Burns
Director of
Sport and Fitness

Sheri Fanaroff
General Counsel

Paul Gleichauf
Acting Chief
Marketing Officer

Janet Loughran
Executive Assistant
to the President/CEO

Dennis Matthey
Director of Open Space
and Facility Services

Monica McMellon-Ajayi
Director of
Human Resources

Michelle Miller
Director of
Community Services

Kristin Russell
Director of Planning
and Community Affairs

Chuck Thompson
Chief Information
Officer

Jackie Tuma
Director of
Internal Audit

June 2020

Office of the President/CEO

Following the march and vigil in Downtown Columbia on 2 June, the President/CEO issued a statement noting that “Columbia Association...stands with all peaceful efforts that lead to changing systems that perpetuate disparate treatment of anyone.” Mr. Matthews highlighted CA’s Mission to “*engage our diverse community and cultivate a unique sense of place to enhance the quality of life for everyone*” and CA’s Vision “*to create and support solutions to meet the evolving needs of our dynamic community*.” The statement noted that the march and vigil were “peaceful and safe” and ended by stating “We are so proud of our community... We are all in this together.” Several days following the march and vigil, there was a tweet from former President Barack Obama complimenting the many young people who organized and participated in this event. Also, there was an acknowledgement from Edward Norton.

The President/CEO attended the virtual annual meeting of the Howard County Chamber, a first in the 51-year history of the Chamber. The Chamber welcomed Charles (“Chuck”) Phillips, KCI Technologies, as its new Chair of the Board of Directors, together with six new board members.

The President/CEO continues his participation in virtual meetings of those entities in which he serves as a board or committee member, including the Howard County Economic Development Authority (EDA); the Incentives Committee of the EDA; Downtown Columbia Partnership; Howard County Chamber Board of Directors and Executive Committee; and the Inner Arbor Trust. The President/CEO also continues to participate in the County Executive’s weekly *Economic and Business Update* conference call.

Columbia Festival of the Arts is holding its *Columbia Film Festival* from 17-26 June 2020. The ten-day virtual event will feature movies, free live workshops, and audience Q&A’s with filmmakers. More information, including ticket prices and registration information for some events, may be found at <https://columbiafestival.org/>

Downtown Columbia Partnership launched a new program to spread color and excitement throughout Columbia, with a focus on the Downtown area. Individuals are encouraged to “grab some sidewalk chalk, be creative (draw a picture, share an inspiring quotation, or thank our healthcare and other frontline workers), and then share their creations on Facebook and Instagram with the hashtags *#ColorColumbia* and *#ChalkYourWalk*.”

Two in-person events have been held to date. The first took place on 31 May and involved chalking the multi-use pathway from Howard County General Hospital, a Member of Johns Hopkins Medicine, to the lakefront. The second took place on 13 June at the Lakefront.

Department of Administrative Services

Highlights

The Administrative Services team continues to exemplify a level of teamwork, commitment and work ethic that is humbling and inspiring, in spite of the significant challenges – personally and professionally – each person is experiencing.

The Human Resources (HR) Division delivered the reopening protocols and training, described in the May President's report, to returning staff in facilities reopening on Saturday, 20 June. HR also continues to provide amazing support to team members on furlough. The HR and the Payroll teams are working relentlessly to make the transition a smooth process for fellow team members who are returning to work. Assistance from the Office of Audit and Advisory Services has been invaluable in checking the accuracy of pay transactions each pay period.

Information Technology (IT) Division team members physically inspected the systems in each of the reopening facilities to ensure applications are working properly, following more than three months of inactivity.

With invaluable analysis and advice from outside counsel, the Finance Team continues to see progress on new financing options for CA.

Challenges

The HR Division continues to seek creative alternatives to lessen the financial and other impacts to team members who are trying to navigate the Maryland State Unemployment system. Fortunately, through a contact of CA's HR project manager, a possible solution to this taxing situation has been identified, and CA's HR team has submitted the applicable material to the state. We hope to have a decision soon on this alternative.

Department of Sport and Fitness

Highlights

Tennis

Outdoor tennis expanded its offerings and opened to doubles play and lessons on 3 June. Since reopening in mid-May, Owen Brown and Wilde Lake Tennis Clubs have seen increasing traffic.

Golf

Hobbit's Glen and Fairway Hills Golf Clubs continue to see high usage for the driving range and 9- and 18-hole rounds. On 3 June, the golf clubs also brought back lessons for members.

Reopening Indoor Activities Centers

The Columbia Athletic Club, Supreme Sports Club, Columbia Gym, Long Reach Tennis Center, Columbia Swim Center, Haven on the Lake, and SportsPark spent the first two weeks of June preparing for their reopening on 20 June.

Department of Communications and Marketing

Highlights

During the third month of closure of our facilities and cancellation of programs due to the coronavirus pandemic, Department of Communications and Marketing (DCM) continued to support CA stakeholders, including fellow team members, through the following:

- **Reopen Preparations:** DCM prepared all signage, social media announcements and website updates to communicate reopening on Saturday, 20 June of CA fitness clubs, swim center, indoor tennis, and Haven on the Lake, as well as the dog park and some tot lots earlier in the month. The team continues to prepare for additional re-openings anticipated in the months ahead.
- **Communications:** DCM staff provided support to the Departments of Sport & Fitness (DSF) and Community Services (DCS) to communicate services that would not be reopening during 2020 due to the pandemic and other reasons, specifically outdoor pools and camps.
- **Customer and Member Service Center (CMSC):** CMSC staff continues to work remotely, with schedules focused on providing a one business day response to incoming email and telephone messages. As a result of revisions to the operating budget for Fiscal Year 2021, The Membership Advantage Program (which provided members access to Baltimore Ravens Tickets via an annual lottery, Orioles tickets, and movie theatre tickets) has been eliminated.
- **CA at home:** DCM continues to grow its library of on-line fitness and wellness videos and programming for family activities. See <https://www.columbiaassociation.org/blog/ca-at-home/>. DCM is preparing a business plan for *CA on Demand*, to transition CA at home to a subscription service post pandemic.
- **Work Processes:** DCM team members continue to refine remote work systems, procedures and tracking tools. The team has adapted well to the new realities of telework, making full use of the tools furnished and maintained by CA's IT Division.

Department of Open Space and Facility Services

Highlights

Sustainability

CA provided 350 live stakes (Red Osier Dogwood and Black Willow trees) to CA Weed Warriors through a grant from the Chesapeake Bay Trust to facilitate stream stabilization in Columbia. The live stakes were planted on two dates (6 May and 22 May) to accommodate the number of volunteers and comply with social distancing requirements

Facilities

CA staff continues to maintain many facilities in a "stand-by" mode until day-to-day operations can resume. These efforts include regular inspections of all facilities, exercising water fixtures, and making adjustments to HVAC systems to save energy, while also maintaining air quality. CA staff also facilitated the procurement of air sanitizing fans suitable for S&F facilities to support the provision of a healthy and safe environment for members, guests and team members.

Open Space

Reopening 157 of the 170 tot lots is now underway, together with various open space public access basketball courts located throughout the Columbia community. Turf maintenance continues in high-use areas, such as the three Columbia lakes, prioritized for better service to the community.

Capital Improvements

The Rustling Leaf / Farbell Row stabilization project is underway. When completed in mid-July 2020, this project will restore access to the Lake Elkhorn path system for the neighborhoods adjacent to Downdale Place.

Department of Community Services

Highlights

Camps continued to answer questions about its programs and process refunds.

School Age Services team members worked on re-opening contingencies.

The Teen Center held virtual meetings with parents and teens, and assisted the Howard County Police Department with holding dialogue sessions with teens.

The Senior Advisory Committee held a virtual meeting.

Office of Planning and Community Affairs

Highlights

The Office of Planning and Community Affairs (OPCA) has entered into a formal contract with Mahan Rykiel to develop and facilitate information sessions for the CA Board and senior staff the topic of planning principles as related to the New Town (NT) zoning concept and the future of Columbia.

Challenges

Without knowing exactly when facilities operated by the village community associations (villages) will reopen, planning for the future is difficult. Some villages are anxious to reopen facilities but the logistics of doing so (safety, etc.) are complicated.

Opportunities

The CA/consultant-led discussion of planning principles and CA's forthcoming participation in the County's process to update its General Plan provide opportunities for CA to facilitate community introspection on the Columbia community and visualize actions needed for a viable future. The results sought from both efforts are actionable plans vital to the ongoing advocacy of OPCA and CA on behalf of the Columbia community.

Thought of the Month

"Tradition is the albatross around the neck of progress."

Bill Veeck
Professional Baseball Executive, Owner, and Promoter

Report from the Inner Arbor Trust June, 2020

Pathway Update:

The Chrysalis Connector Pathway is under construction by CA Open Space. The Trust pre-paid the full construction cost to CA, using CA's generous grant. The Trust again thanks CA for its generosity in providing the grant for our 1st pathway in the Park.

We are still in a holding pattern with the County funded pathway over concern about the memorandum of understanding and the date for Wine in the Woods.

Re-opening Plan:

As open space, the Park remains open for recreation and exercise for socially distanced guests. It is heartening to see so many people walking, picnicing, and enjoying the Park. There are still tables set up and the Chrysalis is always an attraction. The Park, like the rest of CA's open space, has never been closed.

Limited Access to the Chrysalis Programming from June 27-September 6, 2020:

1. Streaming from the Chrysalis

Virtual programming, primarily streamed from the Chrysalis, will begin at the end of June after the conclusion of the Columbia Festival of the Arts virtual film festival.

2. Pop-up Drive-in

We continue to work with Howard Hughes, DCACC, Columbia Festival of the Arts, and others to bring a "pop-up drive-in" with, potentially, a movie screen in the Park and cars in the adjacent Howard Hughes. We are working with the County to provide a different kind of experience from the Rotary event at the Fairgrounds. This is still in the "potential" category.

Limited Rental of the Chrysalis Use Area—July 6-September 6, 2020

1. Weekday Art Camp rental

We are working with a Howard County arts partner to have a daytime modified "camp" as allowed by the State and the County. This weekday activity allows a safe and beautiful place for children's arts experience and also gives the Trust essential revenue.

2. No-concession Rentals

Groups and congregations that want to use the Park for small (250 or fewer) gatherings without food service.

Socially Distanced On-site Programming—September 7-October 31, 2020

1. Columbia Orchestra Series

Beginning On September 12, if state and county regulations allow, Columbia Orchestra and the Trust will provide 4 programs—2 for adults and 2 for families—all ticketed, but affordable events, with some family tickets offered for free. We are also working on potentially bringing another small free concert, for all ages, during the same time period.

2. Hops and Harvest

We remain committed to, and optimistic about, Hops and Harvest on October 10. This event is an important outreach to the young adult community that we struggle to connect with throughout the season, plus it is potentially a major growth event. We are working with the

Maryland Brewers Association, the Howard County Health Department, and the Police Department to create as safe an event as possible.

3. Party Rentals with Concessions

In lieu of larger gatherings and fundraisers during the pandemic, we have a number of organizations interested in having small events at the Chrysalis with concessions. These developing revenue streams offer potential as well.

Trust Losses and Grant Applications

Candidly, the Trust has lost almost all of its grant funding for 2021, including the CA grant and its event sponsorships. Our primary tenant has not paid rent. The various ancillary revenue streams that the Trust has developed have disappeared along with the events. The Trust is aggressively applying for all available emergency grant funding, no matter how small, and is being very creative in finding new ways to bring in revenue. Our biggest revenue producing events for 2020 were cancelled and, while we have cut spending dramatically, FY2021 is exceptionally difficult, as it is for most organizations.

State of the Land:

The Trust continues to work cooperatively with CA to manage land use of the Park with particular concerns regarding construction staging and construction issues.

Board Request Tracking Log
FY 2021
As of June 18, 2020

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
2	Nancy McCord	Communications to the Community	5/28/2020	BOD; Communications and Marketing	On-going	The BOD is working on a draft overall communications strategy to ensure that a consistent message is given to the community. Communications and Marketing is using the website and social media to inform the community of CA's reopening plans.
3	Nancy McCord	Members wish to pay dues and help CA's financial situation in hopes of using the facilities sooner	5/28/2020	Accounting	On-going	Membership billing to be sent on 6/19/2020. CA is a 501(c)(4) organization and cannot accept donations.
4						
5						
6						
7						
8						

Resident Request Tracking Log
FY 20
As of June 18, 2020

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
2						
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