

**Minutes of the
BOARD OF DIRECTORS MEETING
Held: October 23, 2014**

Approved: November 13, 2014

A meeting of the Columbia Association Board of Directors was held on Thursday, October 23, 2014, at the Columbia Association Building. Present were the Chair, Andrew Stack; and members Reg Avery, Michael Cornell, Brian Dunn, Jeanne Ketley, Alan Klein, Nancy McCord, Tom O'Connor, Gregg Schwind and Russ Swatek. Also present were CA President/CEO Milton Matthews, Chief Staff Liaison Susan Krabbe (arrived at 8:25 p.m.) and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:55 p.m. by the Chair, Andrew Stack.

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

The Architectural Resource Committee held a closed meeting at the Columbia Association Building on October 13, 2014. Members present were: Michelle Miller, Denis Ellis, Michael Shaw, and Debbie Bach. Also present were Ingrid Hatz, Laura Parrish, Debbie Nix, Carl McKinney, Karen Turcan, Dale Wasmus, Sheri Fanaroff and Anne Kulesza. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv), Consultation with staff personnel, consultants, attorneys or other persons in connection with pending or potential litigation. The meeting was closed from 1:15 p.m. until 1:40 p.m.

3. Approval of Agenda:

Action: After a brief discussion about the anticipated length of this meeting, Ms. McCord moved to approve the agenda. Mr. O'Connor seconded the motion, which passed. Vote: 7-3-0.

For: Messrs. Avery, Klein, O'Connor, Stack, and Swatek; and Meses.
McCord and Ketley

Against: Messrs. Cornell, Dunn and Schwind

Abstain: None

4. Disclosure of Conflicts of Interest: The chairman said none were disclosed to him.

5. Resident Speakout:

(a) Dick Boulton, Dorsey Search, spoke about Inner Arbor's Symphony Woods Plan.

6. Approval of Minutes of October 9, 2014

Mr. Klein asked that the Residents' Speakout portion of future minutes include clearer, brief descriptions of what residents say. Ms. Ketley asked that the minutes note whether residents are in favor or opposed to the issues about which they speak. The matter of more informative Residents' Speakout summaries will be placed on a future BOC meeting agenda.

Action: Ms. McCord moved to approve the minutes of October 9, 2014. Mr. Cornell seconded the motion, which passed. Vote: 9-1-0.

For: Messrs. Avery, O'Connor, Stack, Cornell, Dunn, Schwind and Swatek;
and Meses. McCord and Ketley

Against: Mr. Klein

Abstain: None

7. Chairman’s Remarks:

Mr. Stack thanked the ERC and CA staff for “Columbia Speaks, CA Listens.” He said the next Board meeting will be on November 13 and a work session will be held on November 20. Messrs. Stack and Matthews have visited several village board meetings and plan to attend more, including Wilde Lake’s on November 3. Mr. Stack then reminded everyone of the civility principles the Board adopted last month.

8. President’s Remarks:

In responses to questions from board members, Mr. Matthews said there will be a walking tour when the completed Lake Kittamaquondi path opens. He also said Haven on the Lake is still on pace to open in early December and the new Hobbits Glen golf course clubhouse is scheduled to open in February.

9. Committee Chairs’ Reports

- (a) **Board Operations Committee:** None
- (b) **External Relations Committee:** Ms. McCord thanked everyone for coming to the “Columbia Speaks, CA Listens” event
- (c) **Planning and Strategy Committee:** None
- (d) **Strategic Implementation Committee:** None
- (e) **CA Representatives to the Inner Arbor Trust Board of Directors:** Mr. Matthews said the County Planning Board’s public hearing on the Inner Arbor Trust will be held on November 6 at 7:00 p.m. People who want to testify must be present at the hearing.

10. Special Topics and Presentations: None

11. Committee Agendas

- (a) Strategic Implementation Committee

1. Discussion

- (a) Update – On-Line Enrollment – Next Steps

CA Chief Information Officer Chuck Thompson, assisted at times by Valerie Barnard, presented a draft version of an online enrollment process. Mr. Thompson anticipates that the system could undergo final testing in early December and be ready in January for use by the public. He said the plan assumes that 11 membership options would be offered for online processing. Haven on the Lake registrations will not be included in the initial rollout. He said CA is not incurring additional costs to develop the online registration site.

- (b) Committee Tracking Form

In response to a question from Mr. Klein about when updates on dashboard items will be available, Ms. Krabbe said the next update would be given in December.

- (b) External Relations Committee

1. Discussion

- (a) Discussion Regarding CA Practices for Annexation

CA General Counsel Sheri Fanaroff said questions about CA’s annexation process have arisen as a result of a River Hill Village Board request that the CA Board support annexation of a new development adjacent to the village.

Ms. Fanaroff explained that, when a property owner asks that his or her property be annexed to CA, the CA president, CFO, Director of Open Space Management, and the General Counsel weigh potential benefits (such as additional annual charge revenue) against potential costs (such as a demand for CA-supplied amenities). After a property owner and CA decide on annexation, the village adjacent to the annexed property can decide whether or not to include the land in the village. She said the CA Board need not be involved in decisions by CA to annex properties, nor in a village’s decision of whether to include that property in the village.

(b) Update – Advisory Committee Enhancements

CA Sports and Fitness Director Marc Kolp said most of CA’s advisory committees have submitted their annual reports and committee charges. He shared a chart showing which items committees have submitted. Mr. Cornell asked Mr. Kolp to update the chart to include the Watershed Committee and IT committees.

Ms. McCord noted that Board members are attending advisory committee meetings. She asked each Board member to let her know which committee meetings they attend and any feedback the committees offer to the Board.

Mr. Kolp said some committees are unclear about their requirement to meet annually with the CA Board. He asked whether it refers to committees providing budget testimony or hosting a meeting with Board members, or something else. Some committees are also unclear of what form their required charge should take. Ms. McCord said the specifics had not yet been determined.

Mr. Kolp recommended that updating each committee’s annual charge become a bi-annual responsibility, aligned with CA’s two-year budget process.

Action: Mr. Cornell moved that the ERC recommend that the Board require its advisory committees to update their charges every two years instead of annually. Ms. Ketley seconded the motion, which passed unanimously. Vote: 3-0-0.

(c) Recap – Columbia Speaks, CA listens

This topic will be discussed when staff has had a chance to document lessons learned and recommend ways to use the information collected at the event.

(d) Update – Stakeholders’ dinners

CA will host a dinner for members of Howard County’s state legislative delegation on Monday, November 24 at Linden Hall in Dorsey Search. Current legislators have been invited. After the November 4 election, new delegates and/or senators will also be invited.

Ms. McCord has spoken with Howard County School Superintendent Renee Foose about meeting with the CA Board, but no date has been set.

(e) Update on Lakefront Carillon Bells and Proposed Engagement Process

CA Landscape Services Manager Jan Clark said the FY16 capital budget includes \$75,000 to develop options for restoring carillon bells at Lake Kittamaqundi. If the Board decides to reinstall the bells, construction funds would need to be included in the FY17 budget in order to complete the project in time for Columbia’s 50th birthday celebration. Mr. Stack noted that CA would need approval from the Army Corps of Engineers in order to rebuild the bell tower. Plans to rebuild at the tower’s previous location at the Lake Kittamaqundi pier might also be subject to the Downtown Planning Process. An alternative location for the bells might be near Kennedy Gardens, on the east side of the Lake.

(f) Committee tracking form

(c) Planning and Strategy Committee

1. Discussion

(a) Recommendation Regarding the Benefits Study

CA Chief Human Resource Officer Michael Collins said Mr. Matthews, Mr. Swatek, and he met with consultants to review a proposal to conduct an employee benefit study at a cost of \$32,000, which is not included in the FY15 budget. One proposal was received. Mr. Collins

said the company, Spectrum HR Solutions, is qualified to do the study. Mr. Cornell wants the consultant to also predict the budgetary impact if CA paid all employees at least a living wage of approximately \$13 an hour.

Action: Mr. Swatek moved that the PSC recommended that the Board hire Spectrum HR Solutions to complete an employee benefits study and allocate the \$32,000 -\$33,000 needed to fund it. Mr. Dunn seconded the motion; it passed unanimously. Vote: 3-0-0.

12. Recommendation for Board Action

(a) Consent Agenda – NONE

(b) Recommendation for Action

1. Approval of Recommendation regarding the Benefits Study

Action:The Board approved the PSC’s recommendation to hire Spectrum HR Solutions to complete an employee benefits study and allocate the \$32,000-\$33,000 needed to fund it. Vote: 9-1-0.

For: Messrs. Avery, Cornell, Dunn, Klein, Stack, Schwind and Swatek, and
Mses.McCord and Ketley

Against: Mr. O’Connor

Abstain: None

13. Tracking Forms:

(a) Tracking Form for Board Requests

Mr. Cornell asked CA to include the subject of a living wage in the kick-off meeting with the consultants conducting the benefits study.

Mr. Cornell asked for a timetable of when CA will end the use of pesticides containing neonicitides.

(b) Tracking Form for Resident Requests

Mr. Avery asked about a request for CA to assess where a community garden could be sited.

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

15. Adjournment: The open Board meeting was adjourned at 9:50 p.m.

16. Closed Meeting: A closed Board meeting followed the open meeting.

Respectfully submitted,

Valerie Montague
Recording Secretary