



December 8, 2017

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, December 14, 2017 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | |
|---|---------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are not Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 2. Approval of Agenda | 1 min. |
| 3. Resident Speakout | |
| 4. Chairman's Remarks | 5 min. |
| 5. Work Session Topics | |
| (a) Transfer of Capital Funds in Watershed-Related Capital Projects
between Fiscal Years | 15 min. |
| 6. Adjournment – Anticipated Ending Time: Approximately 8:15 p.m. | |

Upcoming Board and Budget-Related Work Sessions and Meetings

December 14, 2017 – Board Meeting – Approximately 8:15 p.m.

January 11, 2018 – Board Work Session – 7:30 p.m.

January 18, 2018 – Public Budget Forum-Slayton House – 7:30 p.m.

January 25, 2018 – Board Meeting – 7:30 p.m.

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.

December 7, 2017

Chair's Remarks December 14, 2017 Board work session/meeting

Dec 7-17	20th Annual Holiday Art Show at Art Center	6:00 PM
Dec 11	Audit Committee meeting	7:30 PM
Dec 13	Joint Boards Holiday Reception	6:00 PM RR
Dec 14	CA Board Work Session followed by Board Meeting	7:30 PM
Jan 6	Board Tour of new Indoor Tennis Facility	10:00 AM RR
Jan 11	Board Work Session	7:30 PM
Jan 18	Public Budget Forum at Slayton House	7:30 PM
Jan 25	Board Meeting	7:00 PM

RR = Registration Required



December 8, 2017

To: Columbia Association Board of Directors
Milton W. Matthews, President/CEO

From: Dennis Matthey, Director of Open Space and Facilities Services
John McCoy, Watershed Management and Improvements

cc: Susan Krabbe, Vice President and Chief Financial Officer
Sheri Fanaroff, General Counsel

Subject: Transfer of unspent capital funds in watershed-related capital projects between fiscal years.

The purpose of this memo is to request CA Board approval to transfer unspent funds between several watershed-related capital projects over more than one fiscal year to complete two projects and to request general Board approval to transfer unspent funds, not to exceed \$75,000, from completed watershed capital projects to underfunded watershed capital projects in different fiscal years.

Background

Watershed projects are particularly hard to estimate due to regulatory requirements, adjustments in scope resulting from storm event impacts and project savings accrued when work is completed by CA staff as time and other commitments allow. CA's Board of Directors already allows for adjustments in funding levels in any given year, and this request would allow staff flexibility to move funding between fiscal years, as required. As some watershed-related capital projects continue to be completed under budget, staff has requested and received approval to transfer funding from one fiscal year to another. An example of a CA Board approval is attached.

There are currently two sets of projects where we would like to transfer unexpended funds to projects in need of funds. In the first set, the bioretention facility at Snowy Reach in FY 17 (P02-17-2) was completed for \$38,254, leaving

\$31,745 in available funds. The retrofit of the stormwater management facility treating the employee parking lot at the maintenance facility, FY 14, SE6, has \$45,571 available. The construction estimate by CA's on call contractor is \$73,000 for that project. Staff would like to move the remaining funds from the Snowy Reach project (P02-17-2) to SE6 to complete the retrofit of the stormwater management facility at the maintenance facility.

In the second set of projects, staff would like to move \$100,000 of the remaining funds available in FY 15 Watershed Improvement Projects (P02-15-3) to FY 16 Columbia-Wide Water Quality (P02-16-1). The funds in P02-15-3 were to be used to stabilize a segment of the stream channel between Little Patuxent Parkway and Lake Kittamaqundi. A segment of the same channel, but above Little Patuxent Parkway between the roadway and the Wilde Lake Dam, is in greater need of immediate stabilization. The \$100,000 would be used there. The segment below Little Patuxent Parkway is part of the grant application to the Maryland State Highway Administration (SHA), and staff is optimistic that this grant will be approved.

Staff believes a blanket approval, not to exceed \$75,000, to transfer unspent capital funds from completed watershed related projects to underfunded projects not in the same fiscal year would simplify the funding process and speed the flow of projects towards completion.

Requests

1. Board approval is requested to transfer the remaining funds of \$31,745 from the FY 17 Snowy Reach project (P02-17-2) to the FY 14 Maintenance Facility - Stormwater Detention Pond (SE6) to complete this estimated \$73,000 stormwater management project.
2. Board approval is also requested to transfer \$100,000 of the remaining funds available in FY 15 Watershed Improvement Projects (P02-15-3) to FY 16 Columbia-Wide Water Quality (P02-16-1) to stabilize a segment of the stream channel between the Wilde Lake Dam and Little Patuxent Parkway.
3. Staff requests that CA's Board of Directors approve the transfer of unspent funds up to \$75,000 among Board-approved water quality projects in different fiscal years, without requesting Board approval for each transfer. Any transfer request over \$75,000 would still require Board approval. The Board has previously given staff the ability to transfer Board-approved funds among water quality projects within a fiscal year.



February 3, 2017

To: Columbia Association Board of Directors
Milton W. Matthews, President/CEO

From: Dennis Matthey, Director of Open Space & Facilities Services
John McCoy, Watershed Management & Improvements

cc: Susan Krabbe, Vice President & CFO

Subject: Use of FY 15 Watershed Improvement Projects Capital Funds to Supplement Funds Approved for FY 13 Watershed Improvement Project RZ4

Background

The purpose of this memo is to request CA Board of Directors approval to move \$24,304 in unused FY 15 Watershed Improvements funding to FY 13 capital project RZ4 for work associated with repairs to the forebay at Jackson Pond.

Capital project RZ4 provides funding to repair an in-stream flow control structure left in place after an EPA and State of Maryland study of sediment control practices during the construction of the Village of Long Reach. The cover of the report, abstract and a picture of the structure from 1972 are included as Attachment 1.

The repair is necessary because downstream erosion threatens to undercut the structure and a failure of the structure would release all of the sediment stored behind it into Jackson Pond. Design and engineering for the project was more expensive than budgeted requiring an extensive topography survey of the stream and the examination of options for the repair. Removing the weir and the

sediment behind the weir was explored but determined not to be feasible. This project required State and Federal permits, adding to the engineering costs. The low bid for the repair project is \$82,431. Staff recommends including a 10% construction contingency in the cost of work (\$8,243), bringing the total required project funding to \$90,674 which exceeds the remaining available balance in RZ4 (\$66,370) by \$24,304.

The Board-approved FY15 Watershed Improvement Projects included seven capital projects. Funds were designated for: a bioretention facility for the Dog Park Parking Lot; design, engineering and permitting to enhance the sand filter at the Maintenance Facility; a bioretention facility at the end of Linden Linthicum in River Hill; a step-pool conveyance to convey runoff along the path behind Phantom Court in Harper's Choice; phase 1 for the stream bank stabilization between Little Patuxent Parkway and Lake Kittamaquandi; a bioretention facility below Long Look Lane in Oakland Mills; and, bank stabilization below New Leaf Court in Oakland Mills.

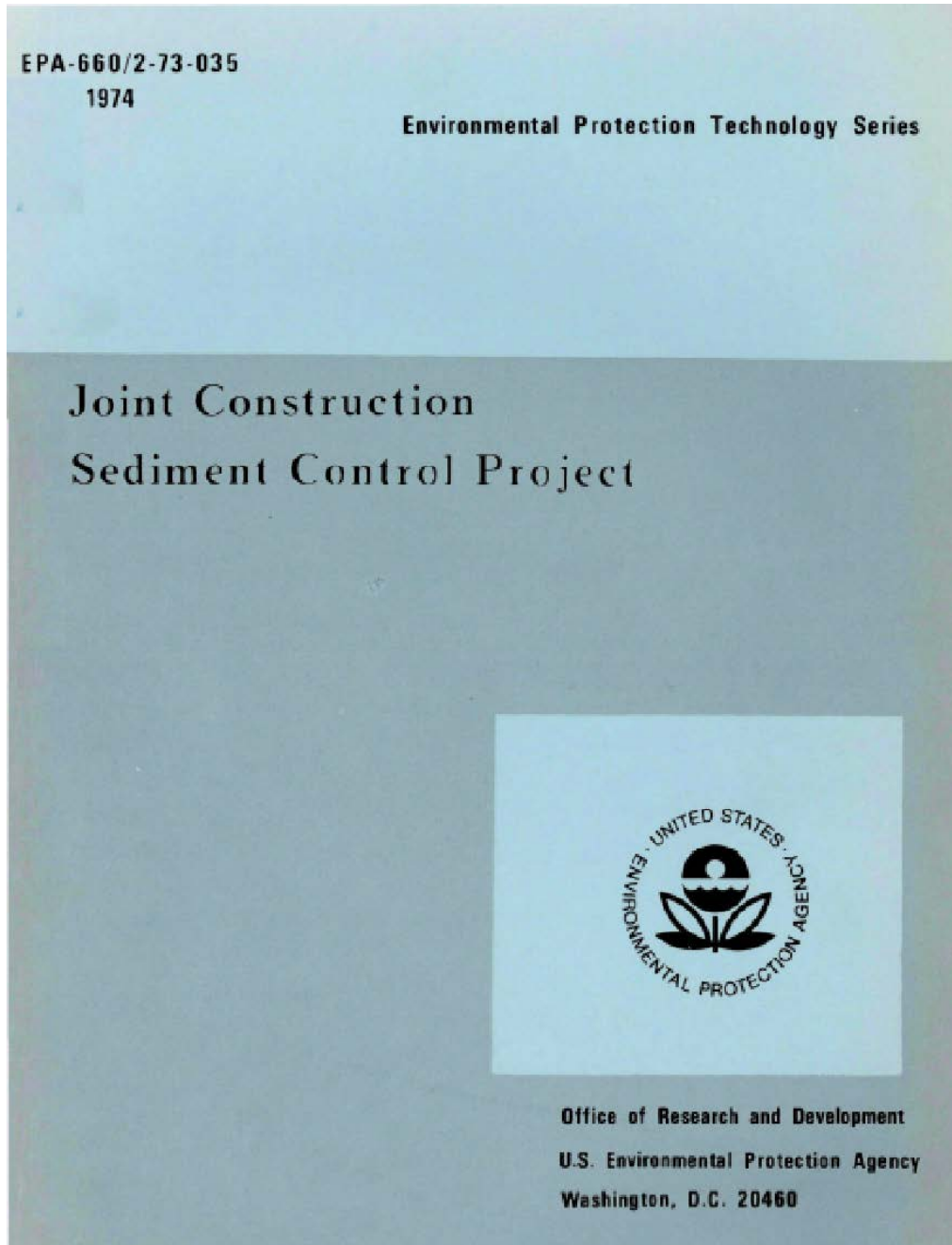
The Dog Park bioretention facility and the work on the Phantom Court projects have been completed. The Long Look project is going to construction and the New Leaf project is awaiting permits. The sand filter project at the Maintenance Facility is still in engineering. The bioretention facility at the end of Linden Linthicum and the stream bank stabilization project between Little Patuxent Parkway and Lake Kittamaquandi are on hold. The flooding issue at the end of Linden Linthicum was solved during a routine pathway repair, and CA staff and Village staff have not agreed on a replacement project to be submitted for CA Board approval. The stream bank repair project is on hold while the State Highway Administration looks at the same stream reach as a possible state project.

The total budget allocation for FY 15 Watershed Improvement Projects is \$440,000, of which \$212,330 remains. To date, the completed projects have come in at budgeted cost or below. Staff was able to complete the Dog Park bioretention facility project for 50% of the budgeted cost of \$80,000 by keeping design and engineering costs low, keeping the size of the project under the threshold for County permits and building the project in house.

Recommendation

Staff requests that the CA Board of Directors approve use of \$24,304 in FY 15 Watershed Improvement Projects funds to complete Capital Project RZ4.

Attachment 1 Joint Construction Sediment Control Project Report Cover, Abstract and picture of the weir above the forebay at Jackson Pond.



ABSTRACT

During the period of this demonstration, a natural and agricultural region is being converted to an urban community. This project consists of (1) the implementation, demonstration, and evaluation of erosion control practices; (2) the construction, operation, and demonstration of the use of a stormwater retention pond for the control of stormwater pollution; and (3) the construction, operation, and maintenance of methods for handling, drying, conditioning, and disposing of sediment. In addition, a gaging and sampling program was conducted as part of this project to determine the effects of urbanization on the hydrology and water quality of natural areas. This project was conducted in the Village of Long Reach, Columbia, Maryland.

This report was submitted in fulfillment of Grant No. 15030 FMZ by the Water Resources Administration, State of Maryland, under the partial sponsorship of the Environmental Protection Agency. Work was completed as of June 1973.

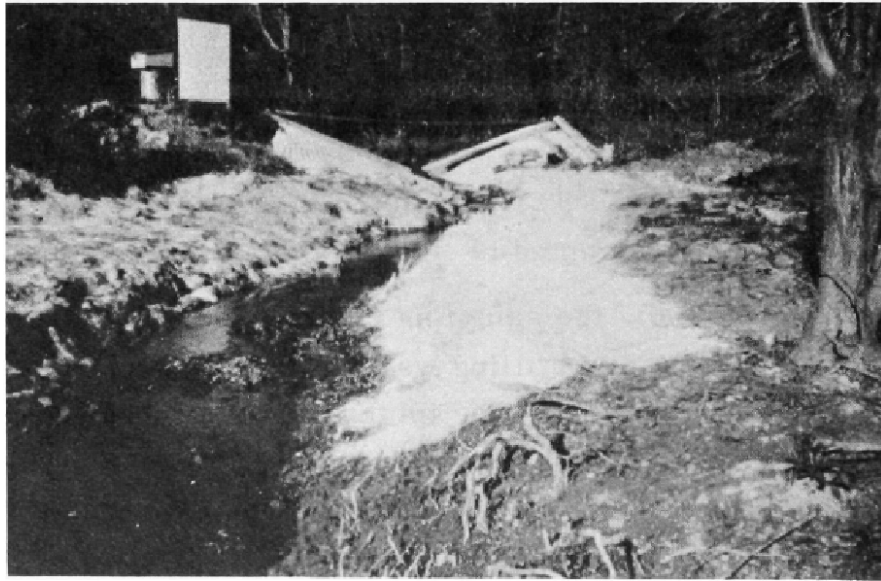


Figure 6. Gaging Station Above Pond