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Minutes of the Board of Directors Meeting January 14, 2010

Approved January 28, 2010

14 The regular meeting of the Columbia Association Board of Directors was held on Thursday,
15 January 14, 2010, at 7:35 p.m. at the Columbia Association building. Present were the Chair,
16 Phil Kirsch, and members Cynthia A.S.H. Coyle, Alex Hekimian, Kathleen Dragovich, Pearl
17 Atkinson-Stewart, Russell Swatek, Suzanne Waller (via telephone), Shari Zaret, and Gregg
18 Schwind; Staff Liaisons Rob Goldman, Chick Rhodehamel, Steve Sattler, and Rafia Siddiqui,
19 and President Phillip Nelson.

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2. Board Monitoring Form The Chair reminded the Board members to complete the Board Monitoring Form.

3. Closed Meetings This item was not addressed.

4. Approval of the Agenda

Action: Ms. Coyle moved to approve the agenda and Mr. Swatek seconded. Ms. Coyle requested that item # 8.(b)1.b., which is a Board approval item, be moved to become item #7.(a). The Board unanimously approved the agenda as amended.

Vote: 9-0-0

For: Mses. Coyle, Waller, Atkinson-Stewart, Zaret, and Dragovich; and Messrs. Kirsch, Hekimian, Schwind and Swatek.

Against: None

Abstain: None

5. Approval of the Minutes

December 22, 2009

Action: Ms. Waller moved and Ms. Coyle seconded approval of the minutes. The following correction was made:

by Mr. Hekimian: page 4, line 158, should read, "...planning and engineering..." instead of "permitting process." The minutes were approved unanimously as amended.

Vote: 9-0-0

For: Mses. Coyle, Waller, Atkinson-Stewart, Zaret, and Dragovich; and Messrs. Kirsch, Hekimian, Schwind and Swatek.

Against: None

Abstain: None

The minutes were approved unanimously as amended.

6. Resident Speakout There were three residents who spoke during Resident Speakout.

- 43 a. Jud Malone of Town Center, representing Columbia Tomorrow, thanked the Board for its
44 participation in a recent biking event with the mayor of Columbia, Missouri, and
45 advocated for bicycle connectivity
- 46 b. Jack Guarneri, of Ellicott City, representing Bicycle Advocates of Howard County, spoke
47 about bicycle connectivity including such topics as evaluating the current system and
48 developing partnerships to create safe access for bike commuters.
- 49 c. Bob Bartolo, of Oakland Mills, a member of Bicycle Advocates of Howard County,
50 spoke about his past experience with the Rouse Company as a Transportation Planner, in
51 which his responsibilities included keeping track of the right-of-ways for Columbia's
52 future transit system. He believes those right-of-ways may assist in the development of
53 better pathway connectivity in Columbia.

54

55 **7. Chairman's Remarks** The Chair decided to skip his remarks.

56 **(a) Board Action Items—Approve the Revised Budget Calendar**

57 **Action:** The Board unanimously approved the revised budget calendar.

58 **Vote:** 9-0-0

59 **For:** Mses. Coyle, Waller, Atkinson-Stewart, Zaret, and Dragovich; and Messrs.
60 Kirsch, Hekimian, Schwind, and Swatek.

61 **Against:** None

62 **Abstain:** None

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64 **8. Committee Reports and Agendas**

65 **(a) Board Operations Committee—December Meeting Report**

66 **1. Initial Agenda Setting Logistics**

67 **2. Maintenance of Integrity of Committee Structure**

68 The above items were addressed summarily in the context of the Board participating in
69 the new meeting organization, which is maintaining the committee structure.

70 **(b) Committee Agendas—January Meetings**

71 **1. Planning and Strategy Committee**

72 **a. Approval of Minutes of December 9, 2009**

73 **Action:** Mr. Schwind moved, and Mr. Swatek seconded approval of the minutes.

74 The minutes were approved unanimously by the committee members.

75 **Vote:** 3-0-0

76 **For:** Ms. Coyle, and Messrs. Schwind, and Swatek.

77 **Against:** None

78 **Abstain:** None

79

80 **c. Develop a Business Commuter / Recreational Pathway System**

81 Mr. Rhodehamel gave a presentation on the bike pathways in Columbia and
82 discussed the findings of his staff's analysis of the pathway intersections with
83 streets and sidewalks.

84 **i. Value-added Elements** The PSC brainstormed ideas to make the business
85 commuter and recreational pathway system a reality.

86 **ii. Ties to Strategic Goals and Key Organizational Strategy Issues** The
87 committee agreed that this project is tied to its strategic goals and key
88 organizational strategy issues.

89 **iii. Developing Strategic Partnerships for Grant Applications and Fundraising**
90 The committee decided that the development of strategic partnerships for grant
91 applications and fundraising was the Performance Oversight Committee's
92 jurisdiction.

93 **iv. Recommendations to the Board of Directors**

94 **Action:** While the committee agreed that it did not have any recommendations
95 to present to the Board, it did want the staff to prioritize the ideas they had just
96 discussed.

97 98 **2. Performance Oversight Committee**

99 **a. Approval of Minutes of December 15, 2009**

100 **Action:** Ms. Dragovich moved, and Mr. Hekimian seconded approval of the
101 minutes. The minutes were approved unanimously by the committee members.

102 **Vote:** 2-0-0 (Ms. Atkinson-Stewart was not present at that meeting.)

103 **For:** Ms. Dragovich and Mr. Hekimian

104 **Against:** None

105 **Abstain:** None

106 **b. Develop a Business Commuter / Recreational Pathway System**

107 **i. Determine Funding Sources and Strategies for Short-term Capital**

108 **Financing of Pathways Projects** The committee discussed various funding
109 strategies, including applying for a grant funded by the Pepsi Company,
110 creating a 501(c)(3) organization, and sponsorship by bike companies.

111 **ii. Determine Staff Resources and Time Commitments in Project** 112 **Development and Implementation**

113 After discussion, the committee decided that the staff resources would be
114 manageable because the projects would be spread out over a long period of
115 time. Additionally, the commitment for creating and running a 501(c)(3)
116 organization would be negligible because much of the work has already been
117 completed, and it could be run by officers of CA. The Board should also
118 engage other groups (such as the Volksmarche group) interested in this issue to
119 reduce the impact on staff.

120 **iii. Initiation of Planning Strategies and Potential Service Bureau**

121 **Coordination Efforts** The POC needs to think about what must be done to
122 move the project forward, and how to delegate it, and whether it can be
123 accomplished in-house or not.

124 **iv. Recommendations to the Board of Directors**

125 **Action:** The committee thought it was premature for recommendations to the
126 board, but wanted the staff to get more information about Friends of Reston, to
127 see how that works, and specifically addressing alternatives to the make-up of
128 the 501(c)(3) organization's Board of Directors. The POC also thought that the

129 President should make the final decision as to whether or not to pursue the
130 Pepsi grant. Other considerations include prioritizing their actions and using
131 other organizations' expertise. At the President's suggestion, the committee
132 agreed to have staff develop the information from PSC and POC, put together a
133 plan that would split those things that the External Relations Committee could
134 work on (i.e., focus groups, etc.), and then come back with a comprehensive
135 plan for a step-by-step approach to the logistics of this project.
136

137 **3. External Relations Committee**

138 **a. Chair's Report** The Chair, Ms. Waller, said her report would be given at the next
139 meeting.
140

141 **9. Tracking Forms**

142 **(a) Tracking Form for Board Requests**

143 Ms. Atkinson-Stewart asked about an item from last month that did not show up on
144 the Tracking Form regarding asking the County if it intended to hire a Watershed
145 Manager. However, this was answered in the negative in an email today from the
146 President.

147 **(b) Tracking Form for Resident Requests** None.
148

149 **10. Complete Board Monitoring Form** The Chair reminded the Board members to complete
150 the Board Monitoring Form.
151

152 The committee applauded the staff for its public relations efforts with the Flier.
153

154 **11. Talking Points** The recording secretary, Erin Gilland Roby, iterated the following
155 Talking Points:

156 **(a) Budget Calendar** The Board approved the revised budget calendar.

157 **(b) Business Commuter / Recreational Pathways**

- 158 1. The Planning and Strategy Committee discussed developing a business commuter /
159 recreational pathways, brainstormed ideas, and asked the staff to prioritize those ideas.
- 160 2. The Performance Oversight Committee discussed funding possibilities for developing
161 the business commuter / recreational pathways including applying for grants and
162 establishing Friends of Columbia, a 501(c)(3) organization.
163

164 **12. Adjournment**

165 There being no further business, the meeting adjourned at 10:30 p.m.
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167

168 Respectfully submitted,
169 Erin Gilland Roby
170 Recording Secretary
171
172



FY 2011 – FY 2012 Budget Schedule

NOTE: *The Columbia Association’s budget process is designed to provide ample opportunities for input from the Board, Committees, residents, staff and any other interested parties.*

Wednesday, July 1, 2009

Planning and Strategy Committee (PSC) to review capital and operating parameters, and formulate a recommendation to the Board for approval. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
 - **Robert’s Rules of Order apply, as this is a regular PSC meeting.**
- **Format for information:**
 - **Staff will provide a schedule of the parameters.**
- **Process:**
 - **PSC will discuss the capital and operating parameters, and formulate and approve a recommendation to submit to the Board for its approval.**

Thursday, July 2, 2009

Letters to the CA Board of Directors, the Village Associations and all Advisory Committees will be sent from CA staff soliciting budget requests for FY 11 and FY 12.

- **Procedures or rules:**
 - **Not applicable – not a meeting.**
- **Format for information:**
 - **Letter soliciting budget requests.**
- **Process:**
 - **Staff to distribute.**

Thursday, July 23, 2009

CA Board to discuss and vote to approve the FY 11 and FY 12 capital and operating parameters. This is a regularly scheduled meeting of the Board, the agenda for which will include the vote on the parameters.

- **Procedures or rules:**
 - **Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
 - **Staff will draft a Committee Recommendation Form and submit the schedule of parameters as supporting documentation.**
- **Process:**

- ***The Board will discuss the proposed FY 11 and FY 12 capital and operating parameters as recommended by PSC, and vote to approve the PSC recommendations.***

Friday, August 28, 2009

FY 11 and FY 12 budget requests are due to staff from the CA Board of Directors, the Village Associations and all Advisory Committees.

- ***Procedures or rules:***
 - ***Not applicable – this is not a meeting.***
- ***Format for information:***
 - ***No documentation is required from staff.***
- ***Process:***
 - ***Staff gathers all of the requests to be compiled for the PSC and the Board.***

Wednesday, September 9, 2009

PSC hosts a public, pre-budget input session for the FY 11 and FY 12 draft budgets for all stakeholders (CA Board, CA staff, villages and residents). This is a regularly scheduled PSC meeting that is open to the public and that all Board members are expected to attend.

- ***Procedures or rules:***
 - ***The Board-approved “Guidelines for a Public Hearing” apply (see Attachment 1, or refer to pages 1-99 and 1-100 in the Board Orientation Binder).***
 - ***The PSC chair runs the meeting, and tracks the time for each speaker.***
 - ***Speakers are encouraged to also provide their remarks in writing.***
- ***Format for information:***
 - ***No documentation is required from staff.***
- ***Process:***
 - ***Staff gathers all of the requests to be summarized for the Board (see next date.)***

Thursday, October 1, 2009

Two binders to be delivered to the Board – one with Board and staff major capital projects and operating initiatives and one with Village Association and Advisory Committee requests and responses.

- ***Procedures or rules:***
 - ***Not applicable – this is not a meeting.***
- ***Format for information:***
 - ***See Attachment 2, sample from previous cycle.***
- ***Process:***
 - ***PSC and Board to review in preparation for work session on October 7.***

Wednesday, October 7, 2009

PSC hosts Board budget direction work session on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
 - **The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.**
- **Format for information:**
 - **The staff-provided binders referred to in the October 1 description.**
- **Process:**
 - **Board members would present their proposals. Division directors would present concept plans and budgets for major capital projects and new operating initiatives, as well as Village Association and Advisory Committee requests. The PSC will take straw votes, and formulate recommendations for Board direction on inclusion in the budget and whether or not to pursue detailed budget analysis.**

Thursday, October 15, 2009

PSC hosts Board budget direction work session on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests.

- **Procedures or rules:**
 - **The Board-approved “Policy on Conduct of Work Sessions”(Attachment 3) applies.**
- **Format for information:**
 - **The staff-provided binders referred to in the October 1 description.**
- **Process:**
 - **Same as October 7 work session.**

Thursday, October 22, 2009

The Board votes to include in the proposed budget major capital projects and new operating initiatives recommended by the PSC received to date from all stakeholders (CA Board, CA staff, villages and residents). This is a regularly scheduled Board of Directors meeting that is open to the public.

- **Procedures or rules:**
 - **Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
 - **The staff-provided binders referred to in the October 1 description.**
- **Process:**
 - **The Board will discuss the major capital projects and new operating initiatives recommended by the PSC for requesting detailed budget analysis and initial inclusion in the budget, and votes on each item.**

Tuesday, December 22, 2009

Proposed Draft FY 11 and Conditional FY 12 Budgets delivered to PSC and Board; delivered to villages the following day, December 23, 2009.

- **Procedures or rules:**
 - **Not applicable – this is not an agenda item for a meeting.**
- **Format for information:**
 - **Detailed, two-year budget document with all elements – introductory and explanatory materials, graphs, operating and capital detail for each division, rates, allocations, financial statements, etc.**
- **Process:**
 - **PSC and Board to review in preparation for public budget forum on January 6, 2010 (see next date).**

Monday, January 4, 2010

Board Operations Committee meeting

Wednesday, January 13, 2010

Public **presentation** of the Proposed Draft FY 11 and Conditional FY 12 Budgets at Slayton House. All Board members are encouraged to attend this **presentation** at which members of the community will have an opportunity to comment publicly on the proposed draft budgets.

- **Procedures or rules:**
 - **The Board-approved “Guidelines for a Public Hearing” apply (see Attachment 1, or refer to pages 1-99 and 1-100 in the Board Orientation Binder).**
 - **The PSC chair runs the meeting, and tracks the time for each speaker.**
 - **Speakers are encouraged to also provide their remarks in writing.**
- **Format for information:**
 - **No documentation required by staff – already distributed (December 22).**
- **Process:**
 - **Staff to present budget highlights and participate in a question/answer session. Staff gathers all of the comments and questions to be summarized and analyzed for PSC and Board for the next meeting.**

Thursday, January 14, 2010

Board of Directors meeting

Thursday, January 21, 2010

PSC hosts Board work session on the Proposed Draft FY 11 and Conditional FY 12 Budgets. This meeting is open to the public and all Board members are encouraged to attend.

- **Procedures or rules:**
 - **The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.**

- **Format for information:**
 - *The draft budget document distributed on December 22 and written responses to questions and comments received to date.*
- **Process:**
 - *Board members would review and discuss draft budget document, as well as the questions and comments, with staff responses, from the public budget forum.*

Wednesday, January 27, 2010

PSC hosts public budget hearing on the Proposed Draft FY 11 and Conditional FY 12 Budgets. All Board members are encouraged to attend this hearing at which members of the community have another opportunity to comment publicly on the proposed draft budgets.

- **Procedures or rules:**
 - *The Board-approved “Guidelines for a Public Hearing” apply (see Attachment 1, or refer to pages 1-99 and 1-100 in the Board Orientation Binder).*
 - *The PSC chair runs the meeting, and tracks the time for each speaker.*
 - *Speakers are encouraged to also provide their remarks in writing.*
- **Format for information:**
 - *Staff to provide analysis and responses to any additional questions received since the previous work session.*
- **Process:**
 - *Staff gathers all of the comments to be summarized for the next work session.*

Thursday, January 28, 2010

Board of Directors meeting

Monday, February 1, 2010

Board Operations Committee meeting

Wednesday, February 3, 2010

PSC hosts Board work session on the proposed draft FY 11 and FY 12 capital budgets. Financial Advisory Committee (FAC) provides a report to PSC and input on the proposed draft budgets. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.*
- **Format for information:**
 - *The FAC will present its report at the meeting and will provide copies.*
 - *Staff to provide analysis and responses to any additional questions received regarding the capital budgets since the previous work session.*
- **Process:**

- ***PSC will discuss the FAC's report, and formulate and approve a recommendation to submit to the Board for its approval.***

Wednesday, February 10, 2010

PSC hosts Board work session on the proposed draft FY 11 and FY 12 operating budgets. This work session is open to the public, and all Board members are encouraged to attend.

- ***Procedures or rules:***
 - ***The Board-approved "Policy on Conduct of Work Sessions" (Attachment 3) applies.***
- ***Format for information:***
 - ***Staff to provide analysis and responses to any additional questions received regarding the operating budgets since the previous work session.***
- ***Process:***
 - ***PSC will discuss the Proposed Draft FY 11 and Conditional FY 12 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.***

Thursday, February 11, 2010

Board of Directors meeting

Thursday, February 18, 2010

PSC hosts Board work session on the proposed draft FY 11 and FY 12 budgets.

- ***Procedures or rules:***
 - ***The Board-approved "Policy on Conduct of Work Sessions" (Attachment 3) applies.***
- ***Format for information:***
 - ***No documentation required of staff.***
- ***Process:***
 - ***PSC will discuss the Proposed Draft FY 11 and Conditional FY 12 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.***

Wednesday, February 24, 2010

CA Board discussion and vote to approve the recommendations of the PSC to approve the FY 11 and Conditional FY 12 Budgets and annual charge rates.

- ***Procedures or rules:***
 - ***Robert's Rules of Order apply, as this is a Board of Directors meeting.***
- ***Format for information:***
 - ***Spreadsheets prepared by staff for both the capital and operating budgets beginning with the proposed draft budgets, tracking all of the approved additions and deletions.***
- ***Process:***
 - ***The Board will discuss the Proposed Draft FY 11 and Conditional FY 12 Budgets and annual charge rate for both years, as recommended by PSC, and vote to approve the PSC recommendations.***

Thursday, February 25, 2010

CA Board discussion and vote to approve the recommendations of the PSC to approve the FY 11 and Conditional FY 12 Budgets and annual charge rates, **if necessary**, followed by a regularly scheduled meeting of the Board.

- **Procedures or rules:**
 - **Robert's Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
 - **Same as February 24 meeting.**
- **Process:**
 - **Same as February 24 meeting.**

Monday, March 1, 2010

Board Operations Committee meeting

Thursday, March 11, 2010

Board of Directors meeting

Thursday, March 25, 2010

Board of Directors meeting

Monday, March 29, 2010

Board Operations Committee meeting

Thursday, April 8, 2010

Board of Directors meeting

Thursday, April 22, 2010

Board of Directors meeting