

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting Minutes  
December 21, 2016

The Maryland-National Capital Park and Planning Commission met in the Airport Operations Building second floor conference room in Prince George's County, Maryland.

PRESENT

Montgomery County Commissioners

Casey Anderson, Chair  
Gerald Cichy  
Norman Dreyfuss  
Natali Fani-Gonzalez  
Marye Wells-Harley

Prince George's County Commissioners

Elizabeth M. Hewlett, Vice-Chair  
Dorothy Bailey  
William Doerner  
Manuel Geraldo

ABSENT

A. Shuanise Washington

Chair Anderson convened the meeting at 9:34 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion Hewlett  
Seconded by Dreyfuss  
9 approved the motion

ITEM 2 APPROVAL OF COMMISSION MINUTES

Open and Closed Session – September 8, 2016 – Conference Call  
Open and Closed Session – November 10, 2016 – Conference Call  
ACTION: Motion of Wells-Harley  
Seconded Fani-Gonzalez  
9 approved the motion

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Anderson made the following announcements:

- a) Prince George's Department of Parks and Recreation Winter Festival of Lights (Watkins Regional Park – November 25 – January 1)
- b) Montgomery Parks Department Winter Garden Walk Through Holiday Light Display (Brookside Gardens – November 25 – January 1)

Other Announcements:

- a) Chair Anderson and Vice-Chair Hewlett thanked everyone who worked to make the One-Commission Holiday Party a great success.
- b) Chair Anderson and Vice-Chair Hewlett introduced and welcomed Prince George's County Commissioner Dr. William Doerner to the M-NCPPC.
- c) The Commissioners wished Commissioner Geraldo a Happy Birthday.

ITEM 4

COMMITTEE MINUTES/BOARD REPORTS – (For Information Only)

- a) Executive Committee Meeting Open Session – (November 2, 2016 and attachment to minutes: Practice 2-16, Contract Employment)
- b) Executive Committee Meeting – Open Session – December 7, 2016
- c) Regular Board of Trustees Employees’ Retirement System Meeting – September 13, 2016
- d) Special Board of Trustees Employees’ Retirement System Meeting – September 23, 2016
- e) Regular Board of Trustees Employees’ Retirement System Meeting – November 1, 2016

ITEM 5

ACTION AND PRESENTATION ITEMS

- a) Resolution #16-26 – Authorizing the conveyance of M-NCPPC owned property to Third Try, L.C., a Maryland Limited Liability Company, for the John Clark Memorial Cemetery (2391 square feet, more or less) at Kings Local Park in Clarksburg, MD (Gries)  
ACTION: Motion of Hewlett  
Second by Wells-Harley  
9 approved the motion
  
- b) Resolution #16-27 – Approve the conveyance of 0.3608 ± acres, along with 0.0362 ± acres for a storm drain easement, to the DPW&T to construct facilities on the Sandy Hill Creative Disposal Area (Weinrich)  
ACTION: Motion of Cichy  
Second by Hewlett  
9 approved the motion
  
- c) Resolution #16-28 – Approve the conveyance of 5,910 ± square feet of Park Property to the DPW&T for Widening of Church Road South by the developer of the Oak Creek project (Weinrich)  
ACTION: Motion of Geraldo  
Second by Wells-Harley  
9 approved the motion
  
- d) Resolution 16-29 – Commission’s FY 2018 Proposed Operating and Capital Budget (Kroll)  
Corporate Budget Manager John Kroll presented for approval, Resolution #16-29 – FY 2018 Proposed Operating and Capital Budget. Mr. Kroll provided a summary stating that the Proposed Budget Resolution for FY18 reflects the Proposed Budgets approved by each Planning Board, as modified by a decrease in OPEB costs and other non-substantial adjustments. He stated the Proposed Budget totals \$469.8 million in funding excluding reserves, ALARF, Capital Projects and Internal Service Funds. Compared to the FY17 Adopted Budget, the FY18 Proposed Budget is \$23.3 million greater, for an increase of 5.2%. He highlighted Exhibit 1, a comparative summary of the proposed budget for each county as contained in the meeting packet. The Commissioners voted on the Resolution.  
ACTION: Motion of Geraldo  
Second by Wells-Harley  
9 approved the motion
  
- e) Boomershine Presentation: Actuarial Valuation and Recommendation to Approve Contribution for Pension Plan in the Amount of \$24,822,301 (Boomershine Consulting Group, LLC, and A. Rose)  
Employees’ Retirement System (ERS) Administrator Andrea Rose introduced actuary David Boomershine from Boomershine Consulting Group. Ms. Rose stated they were presenting on behalf of the ERS Board of Trustees, a recommendation for the Employer Contribution to the

Employees' Retirement System for Fiscal Year 2018. Every year, the Retirement System has an actuarial valuation performed to determine the funding requirements. Mr. Boomershine explained that when his group conducts an actuarial valuation, four primary components are used in the model: employee census data, plan provisions, plan assets, and the actuarial assumptions used for future projections.

Mr. Boomershine reviewed the following components of the Actuarial Valuation and Recommendation to Approve the Contribution for Pension Plan in the amount of \$24,822,301, as detailed in the meeting packet:

- Demographic Highlights
- Market Value of Assets Changes
- Plan Assets: Market Value and Actuarial Value
- 8-Year History of Plan Asset Values
- Rates of Return on Plan Asset Values
- 2016 Valuation Assumptions
- Total Funded Status
- 8-Year History of Funded Status
- Total Recommended Commission Contribution
- Commentary
- 5-Year Contribution Projection
- Funding Outlook – Baseline
- Baseline Contribution Projection
- GASB 67: Net Pension Liability
- GASB 68: Contribution's Pension Expense

Following questions from the Commissioners, a vote was taken to approve the employer contribution.

ACTION: Motion of Hewlett  
Seconded by Geraldo  
9 approved the motion

f) Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016  
(C. Lehman – SB and Company, LLC, and Walsh)

Secretary-Treasurer Joseph Zimmerman presented the CAFR for the fiscal year ending June 30, 2016. He commended the Accounting Division on their efforts in producing an excellent product. He also explained that M-NCPPC had a new external auditor, SB and Company LLC. Secretary-Treasurer Zimmerman introduced external auditor Chris Lehman, Partner with SB and Company, LLC, and M-NCPPC Finance Manager Barbara Walsh. Mr. Lehman stated that SB and Company, LLC completed the audit and issued a clean, unmodified opinion on the financial statements, which is the best opinion. Ms. Walsh presented highlights of the CAFR as contained in the meeting packet:

- Land Use Article Requirements
- Auditor's Opinion
- Commission Wide Activity (Millions)
- Montgomery County Administration Account – General Fund
- Montgomery County Park Account – General Fund
- Prince George's County Administration Account – General Fund
- Prince George's County Park Account – General Fund
- Prince George's County Recreation Account – General Fund
- Enterprise Funds

Ms. Walsh also presented the actual fund balances as of June 30, 2016, compared to Commission policy for the following:

- Montgomery County Fund Balance Policy – General Fund Accounts
- Prince George’s County Fund Balance Policy – General Fund Accounts
- Montgomery County Cash Balance Policy – Enterprise Fund
- Prince George’s County Cash Balance Policy – Enterprise Fund
- Montgomery County Fund Balance Policy – Special Revenue Fund
- Prince George’s County Fund Balance Policy – Special Revenue Fund
- Fund Balance Policy – Risk Management Fund

Executive Director Barney mentioned the difference in size of the Montgomery County Fund Balance and the Prince George’s County Fund Balance of the M-NCPPC. She explained there is a difference in the way the two counties handle the M-NCPPC budget and the long-term fiscal plans. In Prince George’s County, the tax rate was increased some years ago. There is a long-term fiscal plan that shows the planned spending of the funds over the six-year plan on Capital Programs, Debt Service, and other operating expenditures. The plan is reviewed by the Prince George’s County Spending Affordability Committee.

In Montgomery County, the tax rate is adjusted every year along with the Montgomery County tax rate. In Prince George’s County, the rate is set and remains stable for future years. The Prince George’s County Government has the Tax Reform Initiative by Marylanders (TRIM), and does not adjust its tax rates every year.

NOT LISTED ON THE AGENDA – DIVERSITY COUNCIL STRATEGIC PLAN

Executive Director Barney stated the Diversity Council Strategic Plan was distributed. She complimented and congratulated the Diversity Council on the Plan. She also thanked the Commissioners for their support of the Council.

ITEM 6 OPEN SESSION – OFFICERS’ REPORTS

**a) Executive Director**

Employees’ Evaluations Not Completed by Due Date – (October and November 2016)  
(For Information Only)

**b) Secretary-Treasurer**

Investment Report (August, September, and October 2016) – (For Information Only)


**c) General Counsel**


- 1) Litigation Report (For Information Only)
- 2) Legislative Update – No comments were made.

**d) Chief Information Officer**

ERP Update will be given quarterly.

There being no further business to discuss, the meeting adjourned at 10:33 a.m.

  
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Gayla I. Williams, Senior Management Analyst/  
Senior Technical Writer

  
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Patricia Colihan Barney, Executive Director