

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Open Session Minutes
May 20, 2015

The Maryland-National Capital Park and Planning Commission met on May 20, 2015, at 9:30 a.m. at the Parks and Recreation Auditorium in Riverdale, Maryland.

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair
Dorothy Bailey (arrived at 10:55 a.m.)
Manuel Geraldo
A. Shuanise Washington

Montgomery County Commissioners

Casey Anderson, Vice-Chair
Norman Dreyfuss (arrived at 9:55 a.m.)
Natali Fani-Gonzalez
Amy Presley
Marye Wells-Harley

ABSENT

John Shoaff

Chair Hewlett convened the meeting at 9:41 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Washington to approve the agenda
Seconded by Wells-Harley
7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)

ITEM 2 APPROVAL OF COMMISSION MINUTES

April 15, 2015 – Open Session
April 15, 2015 – Closed Session
April 30, 2015 – Special Commission Conference Call Open Session
April 30, 2015 – Special Commission Conference Call Closed Session
ACTION: Motion of Geraldo to approve the minutes
Seconded by Wells-Harley
7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)

ITEM 3 GENERAL ANNOUNCEMENTS

Chair Hewlett made the following announcements:

- a) National Fitness Month – M-NCPPC has expanded Fitness Day to Health and Fitness Week. The agency has incorporated health and fitness into many other Commission programs and embraces this event 365 days a year.

- b) Asian-Pacific American Heritage Month – M-NCPPC held its One-Commission event this week which had an excellent turnout. Vice-Chair Anderson was commended for sharing his personal story. The Commissioners thanked the Asian-Pacific American Heritage Month Committee for a fantastic celebration.

Award for Excellence in Parks and Recreation (item not listed on the agenda)

M-NCPPC is a contender for the sixth Gold Medal for Excellence in Parks and Recreation Services. Chair Hewlett extended congratulations to everyone agency-wide for their efforts in having the agency become a finalist for this award.

ITEM 4 COMMITTEE/BOARD REPORTS – (For Information Only)

- a) Minutes – Executive Committee Open Session – May 6, 2015
- b) Minutes – Executive Committee Closed Session – May 6, 2015

ITEM 5 ACTION AND PRESENTATION ITEMS

- a) Resolution #15-03 – Resolution of Adoption for the College Park-Riverdale Park Transit District Development Plan (C. Williams)
Passed without discussion.
ACTION: Motion of Geraldo
Seconded by Wells-Harley
7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)
- b) Resolution #15-04 – Greater Baltimore Wilderness Coalition Accord (C. Lammers)
Passed without discussion.
ACTION: Motion of Wells-Harley
Seconded by Geraldo
7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)
- c) Resolution #15-05 – Resolution of Adoption of the Approved Aspen Hill Minor Master Plan Amendment (G. Kreger)
Passed without discussion.
ACTION: Motion of Washington
Seconded by Presley
7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)
- d) FY 2016 Employees’ Retirement System Operating Budget (A. Rose)
Passed without discussion.
ACTION: Motion of Washington
Seconded by Geraldo
7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)
- e) Central Administrative Services’ Request to Use FY15 Salary Lapse – DHRM, Merit System Board, Finance, and Legal (Barney/Zimmerman/Gardner)
General Counsel Gardner stated that the Legal Department was not ready to put forth its request at this time as it is in negotiation with vendors on some issues. He stated

that the Legal Department's request would be presented at next week's Planning Board meetings.

ACTION: Motion of Geraldo to approve the Central Administrative Services Request to Use FY15 Salary Lapse – DHRM, Merit System Board, Finance, with the exception of the Legal Department.

Seconded by Washington

7 approved the motion (Commissioners Bailey and Dreyfuss were not present for the vote)

f) Agency-wide Biennial Sustainability Report and Accompanying PowerPoint
(Nolan/Mason)

Sustainability Committee Chair Anthony Nolan presented the agency-wide Sustainability Report. He stated that the departments in Montgomery County and Prince George's County are working on a significant number of Sustainability initiatives in an effort to meet the goals of Practice 6-40, M-NCPPC Sustainability Standards. The Report highlighted some of the most significant programs and projects. Mr. Nolan shared that the Sustainability Committee is comprised of representatives from departments within Central Administrative Services, Montgomery County, and Prince George's County. He introduced the committee members:

- Montgomery County Parks Sustainability Co-chair Ellen Bennett
- Montgomery County Parks Sustainability Co-coordinator Geoffrey Mason
- Central Administrative Services Representative Lisa Dupree
- Prince George's County Planning Department Representative Michael Zamore
- Montgomery County Planning Department Representative Christine McGrew

Mr. Nolan stated that the Sustainability Committee's priority recommendation is to create positions and/or assign staff in Montgomery County and Prince George's County to serve in dedicated Sustainability Coordinator positions to oversee the management and implementation of each County's respective Sustainability Plan, related activities and reporting.

Utility and Energy Conservation

M-NCPPC is currently meeting the goals indicated in the Practice to reduce energy consumption, eliminate waste and improve efficiency. The agency has exceeded the specific goal of obtaining 40% of electricity procured from renewable energy sources by 2020. The agency currently purchases at least 50% of its electricity load via wind power.

M-NCPPC also is evaluating requests for proposals for the development of solar farms in Montgomery County (two) and Prince George's County (one) with each slated to generate 2 MW estimated to save \$250,000 in utility costs under a purchase power agreement in Montgomery County alone.

Mr. Nolan noted that the overall number of hybrids and electric vehicles in both counties' fleets is increasing.

The Sustainability Committee recommends the agency continue to implement a broad range of energy efficiency improvements and continue increasing the amount of energy acquired from renewable energy sources.

Sustainable Acquisition and Use of Agency Supplies

The agency is meeting goals with regard to reusing office supplies and furniture, and meeting goals in printing and copying. The agency also is in the process of meeting goals with regard to procurement.

The Sustainability Committee recommends embracing electronic documents for meetings, developing standard lists of “Preferred Green Products”, identifying “Green” vendors, and working with Central Purchasing to assist with development of on-line surplus venues for equipment, furniture, etc.

Recycling and Solid Waste Management

M-NCPPC meets many goals in this category. M-NCPPC has exceeded the recycling goal and is in the process of meeting the overall rate of 90% of recyclable materials. Montgomery County departments of M-NCPPC have exceeded the mandatory County recycling rate of 57.9% by achieving an overall recycling rate of 69.3. M-NCPPC departments located in Prince George’s County met with the County’s Department of Environment to discuss initiating a reporting process. If the process is implemented, M-NCPPC’s statistics would be included with Prince George’s County’s reporting requirements.

Chair Hewlett recommended that the agency invest in more recycling bins. New bins should be placed in all the conference rooms next to the trash receptacles. Mr. Nolan shared that Prince George’s County legislation has been proposed, requiring that every trash can have a recycling bin attached to it, particularly at large scale festivals.

Recommendations include expanding efforts to expand/promote recycling at area parks, expanding efforts to reduce waste at events, and exploring food waste composting. There is a cost associated with expanding these services. A pilot project has begun in Prince George’s County to assess food waste composting at the Western Branch.

Sustainable Infrastructure and Natural Areas

Mr. Nolan noted there are four focus areas that direct operations to use national/state or industry standards for the design and development of facilities and the management of natural resources:

- Sustainable building – LEED silver or equal
- Sustainable site work – SITES or LEED
- Natural resources management
- Community Planning and Development

Examples of the agency’s work in this area include:

- Extensive programs to manage non-native and invasive plants and nuisance wildlife (with the help of volunteers).
- Training on Integrated Pest Management practices for staff registered or certified to apply pesticides.

- Through planning documents, regulations, and plans, promoting smart growth principles, connectivity, and pedestrian and bicycle accessibility.
- Trail master plans which are being developed to incorporate these goals and highlight priority segments.

Recommendations include developing agency guidelines to incorporate LEED standards into operations and smaller projects, such as the administration building under construction at the Rock Creek Maintenance Yard, evaluating LEED and SITES pilot projects to provide guidance on future projects, and expanding funding for invasive management.

Health and Wellness

M-NCPPC meets the goals tied to supporting healthy communities, raising awareness of workplace health, safety and wellness, mitigating workplace hazards, and developing actions based on accident reviews.

Recommendations include developing a communication plan to share sustainability efforts with employees and the public, and proposing a Memorandum of Understanding with the Montgomery County Recreation Department to allow employees to receive discounts at County Recreation facilities.

Employee Education & Training

Both Prince George's County and Montgomery County departments have made progress in training staff on sustainability efforts. The instruction includes environmental trainings tied to the National Pollutant Discharge Elimination System (NPDES) storm water permit. Maintenance staff in Montgomery County and Prince George's County has attended training at North Carolina State at Oglebay Green School. Several staff has secured LEED credentials. Online training on sustainability and recycling are being developed in partnership with Human Resources.

The Sustainability Committee recommends: developing educational resources to provide information, tips and reminders to staff regarding sustainability efforts on Insite, via UPDATE and broadcast emails; expanding training opportunities with a focus on LEED certifications for both design and operation of buildings; and "Building Wellness" training and certification program; working with the Department of Human Resources and Management on the development of an essential job function focusing on Sustainability; and continuing to expand on achievements in the area of staff training on the sustainability practice and goals, e.g., a green technology demonstration center under construction at Watkins Regional Park.

The Commissioners thanked the Sustainability Committee for their effort.

ITEM 6

OFFICERS' REPORTS

a) Executive Director (Barney)

Employee Evaluations Not Completed by Due Date (April 2015) (For Information Only)

The Executive Director indicated that the monthly statistics are reported in the packet. Directors are aware and submitting the evaluations.

b) Secretary-Treasurer (Zimmerman) (For Information Only)

1) MFD Purchasing Statistics – 3rd Quarter FY15

The monthly report is in the packet.

2) Enterprise Resource Planning (ERP) Briefing (Zimmerman)

Secretary-Treasurer Zimmerman stated the Finance Department is continuing to work on issues in Human Resources/Payroll module to ensure employees are being paid accurately, and information is being properly reported with regards to the Employees' Retirement System interface. He stated that actual compared to budget reporting has improved in the financial system and expanded reporting is being developed for that module.

c) General Counsel (Gardner)

1) Litigation Report - (April 2015) (For Information Only)

2) Annual Legislative Report

General Counsel Gardner introduced Associate General Counsel Julio Aleman and Legislative Paralegal Assistant Sheronda Rose who supported the M-NCPPC during the legislative session. He provided as a handout, the Annual Report of the 2015 Session of the Maryland General Assembly. The following Bills were highlighted in his presentation:

- HB 652 – MC/PG 105-15 - Maryland-National Capital Park and Planning Commission – Montgomery County – Commissioner Terms (Passed).
- HB 585 – MC/PG 109-15 – Maryland-National Capital Park and Planning Commission – Regulations to Prohibit Smoking (Passed). M-NCPPC supported this Bill after working closely with the sponsor.
- HB 628 – MC/PG 111-15 – Prince George's County – Municipal Zoning Authority (Withdrawn). M-NCPPC strongly opposed this Bill. General Counsel Gardner expects a similar measure will be presented in future legislative sessions.
- HB 938/SB 564 – MC/PG 112-15 – Prince George's County – Maryland-Washington Regional District – Fairness in Zoning Act of 2015 (Passed). Bill was amended by narrowing the types of individuals who could challenge to just those with a standing to challenge, similar to the process used in the rest of the State.
- HB 675 – MC/PG 104-15 – Maryland–National Capital Park and Planning Commission Performance Audit (Passed). After working closely with the sponsor, M-NCPPC supported this Bill as substantially amended in order to require only an audit in Prince George's County on the Capital Improvement Program.

Associate General Counsel Julio Aleman highlighted three bills that overhaul the Maryland Public Information Act.

- HB 83/SB 444 – Public Records – Inspection (Passed).
- HB 674/SB 852 – Public Information Act – List of Contact Information for Governmental Unit Representatives (Passed).

- HB 755/SB 695 – General Provisions – Public Information Act – Enforcement, Fees, and Exemptions (Passed). General Counsel Gardner noted that this Bill creates a parallel structure with the Open Meetings Act.

Mr. Aleman also highlighted the following Bills:

- HB 113 – Local Government Tort Claims Act – Notice Requirements and Limits on Liability (Passed).
- HB 621/SB 656 State Highway Administration – Entrance to State Highway – Permit Process (Failed). M-NCPPC supported this Bill. General Counsel Gardner stated a commitment was made between the new Administration, the Building Trade Industry, the development community, and the Maryland Association of Counties (MACO) to work on this issue outside of the legislative process.
- SB 374/HB 405 – Maryland False Claims Act (Passed).
- HB 244/SB 526 – Maryland Second Chance Act of 2015 (Passed).

General Counsel Gardner thanked the Commissioners, various agency staff, Legislative Consultant Melony Griffith, and Michael Canning of Manis, Canning and Associates for their support during this legislative session.

ITEM 7

Pursuant to Section 3-305(b)(1) and (b)(7) of the General Provisions Article of the Annotated Code of Maryland, at 10:53 a.m., Chair Hewlett requested a motion to move to closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction and to consult with counsel for legal advice and to discuss Compensation Regarding Non-represented Employees.

ACTION: Motion of Geraldo

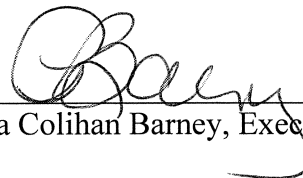
Seconded by Fani-Gonzalez

8 Approved the motion to move to closed session (Commissioner Bailey was not present for the vote)

The closed session moved to open session at 10:58 a.m. and Chair Hewlett requested a motion to adjourn the meeting.



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



Patricia Colihan Barney, Executive Director