

**Minutes for Board Review**  
**Kent Narrows Development Foundation**  
**Board of Directors Meeting (in person & via Zoom)**  
January 24, 2023  
FOR REVIEW

**Board Members Participating**

Jody Schulz, Chair  
Patricia Worns, Secretary  
Victoria Hoffman, Treasurer  
Jake Boulay  
Bill Oertel  
Kelly Phipps  
Jeff Smith

**Absent with Notice**

Mike Foster  
Sheryl Jaros  
Justin Kiernan  
Joe Pomerantz, Vice Chair  
Jason Ruth  
Jason Tuel

**Commissioner Liaison**

Phil Dumenil

**Guests**

Scott Davies, Narrows Pointe Community  
Linda Friday, Queen Anne's County Chamber of Commerce  
Lt. Johnston, Queen Anne's County Sheriff Dept.  
Mark Lacoste, Best Western

**Queen Anne's County Staff**

Todd Mohn, County Administrator  
Heather Tinelli, QAC Economic Development and Tourism

**Call to Order**

The regular meeting of the Kent Narrows Development Foundation commenced at 9:02 a.m.  
The meeting was conducted in person and via Zoom video call.

**Agenda Additions/Deletions**

Due to project conflicts, Jody Schulz adjusted the agenda so that certain business items could be heard earlier in the meeting.

## **Public Comment**

Bente Cooney of Plastic Fee QAC is encouraging businesses to sign their “Ban the Bag” petition against single-use plastic bags. So far, nine states, including Delaware, have banned single-use bags. Bans already exist in Baltimore City, Chestertown, and other jurisdictions. The petition will go to the QAC Commissioners in hopes that they will create and pass legislation to eliminate single-use plastic bags in the County.

Linda Friday announced that the QAC Chamber’s 2023 Directory is now available. Fifteen hundred were printed, and links to the electronic version were sent to 30,000 email addresses.

## **Minutes**

### ***RESOLUTION***

***Kelly Phipps made a motion to accept the KNDF meeting minutes of November 15, 2022, and December 20, 2022. The Board unanimously approved.***

## **Old Business**

### **Denison Landscaping Proposals**

Gigi reported that the Executive Committee worked with Todd Mohn to review final agreements on the mowing and landscape maintenance contracts. KNDF and the County agreed not to finalize the contracts for the CHVC site due to upcoming construction at the Center. That area will be revisited again in FY 2024-25 after construction is completed.

The Executive Committee met online to review and approve the final contracts for low-maintenance and high-profile areas. The one-off contract for the slopes along the sides of the Watermen’s Drawbridge was revisited by the contractor. This was necessary because Delmarva Power mowed certain areas to make way for power lines, and SHA mowed some spots around the ends of the bridge.

The costs are as follows: Two 6 month contracts (1/1/23-6/30/23); high profile areas (\$12,990) and low maintenance areas (\$8,350)

Two 12 month contracts (7/1/23-6/30/24); for the high profile areas (\$19,322) and low maintenance areas (\$16,775)

One time contract: The hillside bush hogging may be less expensive than projected, but it’s difficult to predict how long it will take. The cost will range from \$2650-\$5,300, depending on the amount of debris that will need to be removed by hand.

### ***RESOLUTION***

***Jody Schulz made a motion to formalize the new quotes from Denison Landscaping, Inc. Victoria Hoffman seconded; the Board unanimously approved.***

### **Trail Map and Interpretive Guide - ESHI Agreement**

Gigi Windley explained the grant agreement between KNDF and Eastern Shore Heritage, Inc., that gives the Foundation matching funds to create the Kent Narrows Waterways Trail Map and Interpretive Guide. The up-front payment will be \$1,500; the balance will be paid upon

successful completion of the project. KNDF will agree to the \$1,200 cash match. The rest of the match can be volunteer hours and a portion of the director's salary.

**RESOLUTION**

***Victoria Hoffman made a motion to sign the grant agreement between Kent Narrows Development Foundation and Eastern Shore Heritage, Inc., that gives matching funds to KNDF for creating the Kent Narrows Waterways Trail Map and Interpretative Guide. Kelly Phipps seconded; the Board unanimously approved.***

**Accounting Agreement**

As KNDF grows and projects increase, grant-income accounting is becoming more complicated. More information has to be recorded, so a meeting with ASG is necessary to ensure that future grants and income are classified properly. The recommended strategy is to switch to a different bookkeeper, who is less expensive on the day-to-day bookkeeping and payroll management processing, and to utilize ASG's management for grant discussions. This will result in a slight increase in cost over last year's contract. Bookkeeping alone, without tax prep, is \$2250; prepping the tax return is \$600 a year, for a total of \$2850. If KNDF assets exceed \$500,000, or total revenue exceeds \$200,000, our tax filing requirement will change. If we do meet the threshold, the tax filing cost will increase to \$1000. The other items will be billed separately per hour, as needed.

**RESOLUTION**

***Victoria Hoffman made a motion to accept the engagement letter from Accounting Strategies Group for \$2800 for the standard services, which include regular bookkeeping and accounting, and the tax return. In addition, KNDF will schedule a meeting with ASG to ready the books for increased grant income and associated reporting and tracking. Kelly Phipps seconded the motion; the Board unanimously approved.***

**Financial Report** (Victoria Hoffman)

The following balances are from financial reports ending 1/31/2023:

- Shore United Checking Account: \$111,269.85 (includes the maintenance and the operating supplement).
- QAC/KNDF 570 Fund, due from QAC: \$217,109.19 This figure does not include September and October, November and December interest. The total revenue for FY 23 as of 12/31/22 is \$50,117. The decrease in the interest rate assigned to this account is under review; KNDF also has asked for an explanation.\*
- KNDF Amenities Fund, due from QAC: \$67,191.36. (Note: \$50,000 shows on the Statement of Financial Position the 67,191.36 will be reflected on the next statement. No projects that would contribute additional monies to this fund are in progress or planned.
- Chesapeake Charities Fund: \$8,099.61

\*An attached letter from the County explained that the blended interest rate used by the County to calculate interest on the 570 Fund is as follows: 2018, 2.21 percent; 2019, 1.60 percent; 2020,

0.10 percent; 2021, 0.06 percent; 2022, 2.28 percent. Victoria will follow up on this, because the calculations are not consistent and she thinks a higher interest rate can be achieved.

Victoria reviewed the total expenditures by category between January 1, 2022, and December 31, 2023.

### **Commissioner's Report**

Phil Dumenil reported that he was pleased that the Dennison contracts were completed.

Josh Kurtz, the new secretary of DNR, is scheduled to speak about the future of the Bay and the Eastern Shore on Sunday at 11A.M. at the Talbot Community Center.

Phil announced that he will remain the KNDF liaison, since our meeting times don't work with Commissioner Patrick McLaughlin's schedule. Should Commissioner Dumenil be unable to attend, Todd Mohn will attempt to come in his place.

Todd distributed information about Governor Wes Moore's new Cabinet secretaries. The secretary of Transportation has not yet been selected; Jim Portz will remain in that spot until a replacement is selected.

### **Hyatt Place Update**

Jody reported that the new Hyatt Place is doing well. There is a market of people who focus on traveling to new hotels. A lot of events have been booked and the event stays are overflowing into other hotels in the Kent Narrows. A ribbon cutting will be planned, and a Chamber mixer is scheduled for June. The hotel is already booking into 2024. The hotel will generate a significant amount of additional room tax.

The special fee in lieu of fund monies associated with the Hyatt project and the Boatel project has been paid in full. This brings the total in the Kent Narrows amenities fund to \$67,191. That money is programmed to be used by the KNDF for capital public improvements such as pedestrian and bicycle pathway systems, landscaping, signs, lighting, and other improvements needed to enhance pedestrian access and safety throughout the Kent Narrows.

[Jody Schulz left at 9:40 a.m., turning the meeting over to Victoria Hoffman to chair]

### **Sheriff's Office Report (Lt. Johnston)**

Lt. Johnston gave an overview for calls for service from Jan 1, 2022, to Jan 23, 2023. A specific report for Kent Narrows will be provided at a later date.

It is still illegal to smoke cannabis in public and in a vehicle. The cannabis possession laws have changed. A civil citation currently is issued for 1.5 oz or less. Laws associated with cannabis products are expected to change in July.

Law enforcement has been alerted to watch out for a much stronger and deadly purple fentanyl drug; a first case has been reported. They have seen increases in crack cocaine. There is a decrease in overdose incidents but an increase in other drug-related events. The office is working to have more deputies certified as drug-recognition experts.

The Board thanked him for attending the meeting and for all that the Sheriff's Office does to protect Queen Anne's County.

### **State Legislation**

There is an effort to make rye whiskey the State beverage.

### **Parks, Recreation, and Public Landings** (Steve Chandlee)

Steve's conversations with DNR re: how to fix the damage at Ferry Point Park caused by the summer storm are in the beginning stages.

The Parks Department has hired a new vendor for mowing the county park areas. That vendor will mow parts of Wells Cove beginning in April. A new recreation manager was hired; the division has six other full-time vacancies. The division is also looking for part-time staff for the summer.

The July 4 fireworks will originate from Ferry Point Park. Due to the construction scheduled at the Chesapeake Heritage and Visitors Center, the Family Fun event will not be held this year. Instead, the Department is working to secure the Jemal property at the old outlets for parking so people can tailgate and watch the fireworks. The event will be similar to the one in 2020.

### **Director's Report** (Gigi Windley)

The Hyatt Place Kent Narrows Hotel and Marina opened its doors to the public on Thursday, December 29. The hotel has 120 rooms and features 4,000 square feet of indoor meeting and event space for both business and social occasions. An additional 3,000 square feet of waterfront patio space is available for outdoor events. There is a swimming pool and a restaurant breakfast area for guests. The lobby bar is open to the general public. A grand-opening celebration is planned for spring.

### **Property Improvements**

#### **Safe Harbor Narrows Point**

The new Q dock is now on the north side of the property. Work continues on the east side of the property.

#### **Piney Narrows Marina**

The efforts to rebuild A-dock have begun. The new floating docks will be completed by April 1.

#### **The Dock House Restaurant**

The Dock House has new lighting, wall paper, and additional wall décor. More windows were added to the wall on the north side of the dining room and the divider was lowered. Now the view of the water from the dining room is fully visible.

### **Properties for Sale**

Kent Narrows Yacht Yard property on the waterfront is still listed. (Piney Narrows Road)

### **Potholes on Kent Narrows Way South**

The deep pothole and pavement were fixed on Kent Narrows Way South, between Hyatt Place and The Narrows. Thanks went to the County Administrator and the County Roads Division for addressing the problems in such a timely manner.

### **Regional Tourism Product Development Effort**

#### **Ferry Feasibility Study**

A request for proposal (RFP) for a feasibility study, a cost benefit analysis, and an economic impact analysis on the possibility of developing a passenger ferry service that would connect the western and eastern shores of the Chesapeake Bay, was issued January 3 by the Visit Annapolis & Anne Arundel County Conference and Visitors Bureau.

The RFP states that it seeks to establish sustainable passenger ferry service to destinations along the Chesapeake Bay, including Annapolis, Galesville, Chesapeake Beach, Solomon's, St. Mary's City, Leonardtown, Crisfield, Cambridge, St. Michael's, Easton, Kent Narrows, Rock Hall, Chestertown, Chesapeake City, North East, Havre de Grace, and Baltimore.

A consortium of four county destination marketing organizations – Calvert, Somerset, St. Mary's, and Queen Anne's -- have joined with Anne Arundel County to lead the study and to select a qualified firm to determine if the idea of a passenger ferry system is economically and physically viable. The study is funded by a grant through the federal U.S. Economic Development Administration.

The result will be a written report that will include projected outcomes. The hope is to have it delivered in the first or second quarter of 2024. It is important to note that this is only a study and does not indicate that there will be a ferry system across the Chesapeake in the near future.

Although Kent Narrows is mentioned in the RFP, the Kent Narrows Development Foundation is not involved with the selection process at this time.

#### **Chesapeake Bay Recreation Area Legislation**

Senator Van Hollen has introduced a bill that would begin to form a Chesapeake Bay Recreation Area. Public comment on the bill is due by February 15. Gigi requested comments from the board by Friday, February 10, for the KNDF's collective response. Comments also may be submitted directly. The bill is not expected to show movement this year, but comments should still be on the record.

Link to comment:

<https://www.vanhollen.senate.gov/cnra>

#### **Travel Guide**

The 2023 Kent Narrows Travel Guide is here! They were distributed locally and will be distributed regionally during the month of January. Because so many changes are happening this year, the PDF version will be updated often. Corrections and updates should go directly to the KNDF office.

Dates for the spring 2023 Delmarva Life Proposal were received from WBOC.

Possible shoot dates and times are:

March 21 at 11 a.m. & 4 p.m.

March 23 at 2 p.m.

March 29 at 11 a.m. & 1 p.m.

April 5 at 2 p.m.

Air Date: Monday, April 12

Gigi will talk to businesses to see if spring, fall, or both seasons are a possibility.

### **Administrative Items**

The 4th quarter and annual 2022 payroll forms were e-filed by ASG. The W2 was sent. Financial disclosure forms are due into the County by January 31, 2023.

### **Basket Tree Pick Up Days**

The Watermen's Basket Trees will be disabled this weekend. Basket pick up days are 1/28 & 1/29 from 9 a.m. - 1 p.m. at the tree site, Crab Deck Parking Lot. Also on 2/5 from 9 a.m. - Noon at the VFW in Grasonville.

### **Long-Range Planning**

Planning Staff is currently working on a comprehensive update to the Chesapeake Bay Critical Area Act, Chapter 14:1, of the County Code.

### **Adjournment**

#### ***RESOLUTION***

*Victoria Hoffman made a motion to adjourn the meeting.*

The meeting adjourned at 10:25 a.m.

Respectfully submitted,  
Georgeanna (Gigi) Windley,  
Executive Director  
Kent Narrows Development Foundation

Certification:

I hereby certify that this is a true and correct copy of the Minutes that were adopted by the Directors of this Foundation on February 28, 2023.

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*Patricia P. Worns, Secretary, KNDF*

