

Minutes for Board Review
Kent Narrows Development Foundation
Board of Directors Meeting (in person & via Zoom)
July 26, 2022
BOARD REVIEW

Board Members Participating

Jody Schulz, Chair
Pat Worns, Secretary
Joe Pomerantz, Vice Chair
Victoria Hoffman, Treasurer
Justin Kiernan
Sheryl Jaros
Kelly Phipps
Jeff Smith
Walt Thompson

Absent with Notice

Mike Foster
Jason Ruth
Jason Tuel

Commissioner Liaison

Phil Dumenil (absent with notice)

Guests

Bente Cooney, Plastic Free QAC
Scott Davies, Narrows Pointe

Queen Anne's County Staff

Todd Mohn, QAC County Administrator
Nancy Scozzari, QAC Parks and Recreation
Paul Sidon, QAC Public Works
Heather Tinelli, QAC Economic Development and Tourism

Call to Order

The regular meeting of the Kent Narrows Development Foundation commenced at 9:00 a.m.
The meeting was conducted in person and via Zoom video call.

Minutes

RESOLUTION

Jeff Smith made a motion to accept the June 28, 2022, meeting minutes. The Board unanimously approved the minutes.

Financial Report

Victoria Hoffman read the following balances from the financial reports ending 6/30/2022.

The balance in the Shore United Checking Account was \$20,363.36; This reflected the \$20,000 deposit to the checking from the draw on QAC 570 fund and a \$100 deposit from a donor.

QAC/KNDF 570 Fund, due from QAC, \$186,576; (570 statement did not reflect the \$20,000 withdraw) . \$42,267.03 was collected between July 1, 22 and June 30, 20.

KNDF Amenities Fund, due from QAC, \$50,000. Future payment due from Amenities Fund \$17,191.

The balance in Chesapeake Charities Fund, \$8,131.50 (reflects balance Q 2 Statement 6/30/22).

A new June only report will be sent once the accountant make the final adjustments. The reports will be adjusted to show new lines for grants, the \$32,000 for landscaping, and the forthcoming KNDF special allocation from the County.

Public Comment

Bente Cooney of Plastic Free QAC reported on the *Rethink the Straw* Initiative which was launched last July. Seventeen restaurants in QAC signed a pledge give out straws only upon request; ten restaurants complied. Some restaurants reported saving significant amounts of money on straws as a result.

Commissioner's Report

None received.

Public Works Update on CHVC Bulkhead and Boat Ramp Phase One and Two

Paul Sidon reported that the bulkhead project is 99% completed. The only thing remaining is to install the pile caps on the pilings. The area will not **be open to the public** until the grass grows. The new pier was also installed. A second boat ramp was completed, and a boat lift added to the DNR site. Dredging was not necessary.

Additional fill was used for the project to facilitate better drainage of the site. The inlet will serve as a bio retention pond. The site will still be wet at times.

The second boat ramp, dredging and the pier were bid as an alternative project.

DPW consulted with James Wood about how the site will be managed. DPW is currently working on the next phase of the project and incorporating "as built" drawings into the plan to ensure everything matches up.

The permits for the next phase, which will include the parking lot and path redesign, will be submitted within the next month. The project will then go out to bid. Hopes are that the project can be started in fall or winter.

Paul explained how certain long-term structural and drainage issues were addressed. The new bulkhead sheeting was installed at a depth of 25 feet in most spots. Two separate drainage systems were created, one for the site and one for the road. A pipe that had been accidentally

sealed with concrete was fixed so the drainage should be improved significantly. Once the second phase is completed the nuisance flooding associated with the site should be alleviated. The contractor for the project was Merteck. The KNDF board complemented the County on getting this phase of the project done

Discussion occurred related to how large vehicles and motorcoaches will be able to navigate safely through the area. The fuel trucks that back into Piney Narrows must be able to do their K turns and motorcoaches must have safe places to drop off passengers without having to back up. Motorcoaches and cars with boat trailers will still need room to turn around at the end of Piney Narrows Road. Paul indicated that all the checks had been done and so this should not be an issue.

The rules for use of the docks and the management of shoreline activities is being worked on by Parks, public landings, and enforcement officials.

He suggested that informational and regulatory signs could be posted to notify visitors, staff, and enforcement officials as to the rules. Steve Chandler concurred. Steve Chandler suggested that fishing from the bulkhead continue to be permitted.

It was strongly suggested that fishing be disallowed from the dock because use conflicts will occur. The dock was originally envisioned as a stop-and-go dock for those using the visitor center. Docking at the pier should be limited to less than two hours and be only for those who are utilizing the CHVC and the Park. DNR can help enforce rules if there are proper signs. There should be an underlying emphasis on safety.

It was further suggested that the County direct those who wish to fish to a safer, smarter place to fish.

On another matter, Paul is working with the contractor to remove two submerged pilings in the Kent Narrows waterway which are a navigation hazard. The pilings have been marked so boaters know to avoid the area.

Economic Development

Heather Tinelli updated the group on the Rural Maryland Grant funds that will be awarded through the State and the Upper Shore Council. The County has selected the eligible organizations and projects that may apply for the \$2.9 million pool of money for infrastructure related projects. The same committee that reviewed the ARA grants is reviewing and making recommendations to the County Commissioners. County Commissioners will vote to make recommendations to the Upper Shore Regional Council, which sends the final applications to the State Department of Commerce.

The State Department of Commerce awarded QAC Tourism \$72,000 for Tourism Marketing this FY 23. There will be \$263,000 with a 50% match for Tourism Marketing for this year. This is a one-time grant.

Director's Reports

Text Amendments

According to Todd Mohn, a letter was received on 7/25 withdrawing the text amendment for the Jemal project. It was suggested that KNDF draft and mail a letter to Douglas Development asking that the site on the corner of Piney Narrows Road be cleaned.

The Yacht Club continues to work on the text amendment concerning RV permits with the Planning staff.

The Community Safety Grant

KNDF was awarded \$97,150 for the initial implementation phase of the Wayfinding and Gateway Program. A work team will need to be formed to see the project through. KNDF will work with County staff to complete the project. The proposed timeline is to have the signs up by next summer. The grant funds will pay for design fabrication and installation of the pedestrian-oriented and boater-oriented regulatory signs on County owned and leased properties in the WVC. Todd will help arrange a meeting with the key county staff needed to begin the project. Gigi will assist in developing a proposed plan of work, timeline, and refined budget.

Maintenance and Landscaping Project

\$32,000 was allocated for the KNDF to hire a firm to maintain the public lands in certain areas in the Kent Narrows. A meeting was held, and a color-coded map was made to illustrate the areas that will be maintained. Nancy will copy the map and deliver additional printed versions to the KNDF. The existing seasonal contracts that the County has will be honored and new bids will go out from the KNDF for the 2023 season. There is a question about who is currently maintaining the area on the west side of Piney Narrows Road between the Yacht Yard and the entrance to the Cross Island Trail.

The County enforces nuisance violations for properties that are not maintained. High grass is a violation. Nuisance complaints are received through Vivian at Planning and Zoning..

Streetlight Outages and Upkeep

Streetlight and bollard lights that are out in the WVC were reported to Delmarva and to the County. The replacement of some of the lights to LED by Delmarva is still pending. Gigi will check on this.

Nuisance Flooding Report

A discussion occurred related to nuisance flooding at the base of the Connector Trail on Kent Narrows Way North and Kent Narrows Way. The Parks Department will investigate and KNDF will try to get photos the next time it floods.

Rural Maryland Grant Application

KNDF wrote and submitted two applications, one for the Wayfinding Program and one for a Parking Study Update. The Parking study grant request was for \$65,000. The Parking Study -- along with the parking maps -- would help provide better parking management and needed improvements in the WVC.

A request for \$240,000 for the pedestrian sign part of the Wayfinding Program was made. It will include design, placement, and fabrication of the signs and other amenities. This complements the regulatory and instructional sign phase that is already funded through the safety grant.

The turnaround time for the submission of grant applications was only two weeks, so other projects were delayed so the grant applications could be written. Heather Tinelli provided technical assistance on selecting the most competitive projects.

The Rural Maryland Funds won't be awarded until September or October. Projects must be completed within 24 months. If funded, the Parking Study will be conducted throughout 2023 and will include the peak times in summer.

Promotion

The Kent Narrows Map with business listings was updated and printed for July and August. The ad for Chesapeake Bay Media's *Weekends on the Water* was submitted; the publication and website will be available by early August. It will be distributed at the Annapolis Boat Show.

The solicitation came out for the *Destination Maryland* Travel Guide (Official Maryland State Travel Guide and website) and the information on circulation and pricing was sent out for the board to review. KNDF normally places a half-page ad in the guide and cooperates with the County on a full page. The effort has proven to be effective in the past and it was recommended that the ad buy be repeated this year.

The final proof of the *Kent Narrows Travel Guide* is being revised to include up-to-date photos of the new business.

Photos and video drone footage of the WVC was shot this month. It is being cataloged and labeled and will be used for promotion this year.

Administrative

The estimate for the 2023 workers comp insurance is \$282.00. The policy renews on September 21, 2022 and is in effect for one year.

The paperwork for the Community Safety Works: Business District Improvement Grant was received and processed.

RESOLUTION

Victoria Hoffman made a motion for KNDF to arrange a space hold for a full-page ad with Miles Partnership for the Destination Maryland Guide and split the page layout and cost with QAC Tourism. This is with the understanding that the County will negotiate the final rate with the vendor. The motion also authorizes the Foundation to renew the existing workers compensation policy for one year at the cost of \$282.00. Walt Thompson seconded. The Board approved the motion.

RESOLUTION

Jeff Smith made a motion for KNDF to enter into the agreement with the Maryland Department of Housing and Community Development to accept the terms of Community Safety Works: Business District Improvement Grant. Sheryl Jaros seconded. The board also authorized a letter to go to the Commissioners recommending the applications for the Rural Maryland Grant Applications. The Board approved the motion.

New Business

Gigi is drafting a letter to DNR on water safety concerns.

Business Updates

The Yacht Club has hired a new general manager.

The addition at the Narrows restaurant is scheduled to open in late September or early October.

Hope Boutique will open at the in the retail space at the Boatel this month, as will the new Dock House Restaurant. A sweets and ice cream store called Sugar Doodles is scheduled to go in the new retail space at the Boatel in October.

The new Hyatt Place will be taking online reservations for rooms beginning December 29.

Adjournment

RESOLUTION

Pat Worns made a motion to adjourn the meeting.

The meeting was adjourned at 10:45 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 August 23, 2022.

Patricia P. Worns, Secretary, KNDF