

GHI Board of Directors
Open Meeting
(Virtual Zoom)
Thursday, April 7, 2022
7:45 pm

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Luly, McKinley, Mortimer

Excused Absences: Bilyeu, Lambert

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Onyel Bhola, Director of Technical Services

Jim Morris, Director of Maintenance

Bruce Mangum, Contract Processor

Everett Hitchner, Human Resources Manager

Talyzia Jenkins, Administrative Assistant, Member Services

Peter May, Program Administrator

Sam Lee, Audit Committee

Dave Benack, Audit Committee

Dale Wilding, Audit Committee

Molly Lester

Tom Adams

Ben Fischler

David Morse

April Ashpes

Barbara Stevens

Shawnda Atkins

Stephen Holland

Henry Haslinger

Susan Harris

Ann Samuels, Recording Secretary

Judith "J" Davis, Greenbelt City Council Member

President Brodd called the meeting to order at 7:45 pm

1. Approval of Agenda

Motion: To approve the agenda as presented.

2. Statement of a Closed Meeting Held on April 7, 2022

GHI’s Board of Directors held a closed meeting at 7:00 PM on April 7, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1.	Approve Minutes of the Closed Meeting held on February 17, 2022.	(vii)
2.	Consider Approval the Following Contracts: <ul style="list-style-type: none"> • Engagement Agreement for an Attorney to Represent GHI During Negotiations with WSSC – 2nd reading. • Cost Increase Requested by Contractor for 2022 Landscape Maintenance Contract – 1st reading. • 2022 Contract for Spring Concrete Repairs - 1st reading. 	(vi)
3.	Review Bids Received for Technical Writer Services to Reformat the Member Handbook and Board Policies.	(vi)
4.	Request by Estates of Two Former Members to Assign a Unit to GHI.	(iv)
5.	Member Financial Matters.	(viii)
6.	Member Complaint Matters.	(iv)

During the meeting, the Board authorized the Manager for second and final reading to sign the engagement agreement provided by Lerch, Early and Brewer to represent GHI during negotiations with WSSC based on the following fee-structure:

- Principals – up to \$625.00 per hour
- Associates – up to \$385.00 per hour
- Law clerks and paralegals – up to \$270 per hour

The motion to hold the closed meeting was approved during the open meeting of March 17, 2022, by Directors Brodd, Bilyeu, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley and Mortimer.

3. Visitors and Members (Comment Period)

None

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement:

- David A. Crouse, Sole Owner;
- Melissa S. Kirkendall, Sole Owner;
- Alison H. Barlow, Sole Owner;
- Ryan M. Bolt, Theresa H. Bolt, Tenants by the Entirety;
- Marie G. Unger, Sole Owner;
- Teresa A. Szabo, Thomas L. Szabo, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 7-0

Motion: I move that the Board of Directors approve the following Mutual Ownership recreation:

- Barbara A. Melvin, Jennifer L. Patterson, Joint Tenants.

Moved: James

Seconded: Hess

Carried 7-0

5. Committee Reports

Director McKinley reported that the Buildings Committee, per the Board's directive, is working on reviewing suggestions regarding the standards of transparency and protection for member rights when they are considering additions, permits, etc. She advised that the committee will eventually provide the Board with suggestions they believe should be considered.

Director McKinley reported that the Buildings Committee has forwarded the Plumbing+ Replacement Pilot Program Draft Report to General Manager Eldon Ralph and Board President Stefan Brodd. The Committee discussed separating out the evaluation of the heating piping in GDC's Parkway Apartment Buildings from the motion passed by the Board that included the heating piping along with the pipe replacement and refurbishment pilot study. The Committee hopes to finalize the swales information webinar in the near future.

Director McKinley reported that the Storm Water Management Subcommittee continues to explore a community-led mosquito control program. The Subcommittee is awaiting a revised storm water management proposal for the Larger Townhomes/Parcel X area.

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on February 17, 2022 – (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on February 17, 2022, as presented.

Moved: James

Seconded: Hess

Carried: 7-0

Discussion moved forward to item 6c.

6b. Review the Transition Survey Report – (Attachment #3)

The Transition Task Force recently conducted a membership survey to obtain valuable information that the Board will consider in planning and executing the leadership transition and selection process for a new General Manager when the current Manager decides to retire.

Mr. Tom Adams, Chair of the Transition Task Force will attend the Board meeting to present the Transition Survey Report (attachment #3).

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the Transition Survey Report that the Transition Task Force presented.

Moved: James

Seconded: Luly

Carried: 7-0

Discussion moved forward to item 6f.

6c. Proposal to Establish a Task Force to Administer a Project to Reformat the Member Handbook and Board Policies

On December 16, 2021, the Board authorized the Manager to seek the services of a technical writer, technical editor, or other professional with the necessary skill set to update, standardize, format, and revise the Member Handbook and Board policies for clarity and consistency.

A Request for Proposals that was sent to eleven consultants stated that a GHI task force comprised of three Board members and a staff liaison would be assigned to provide guidance and direction to the successful consultant during performance of the work.

This item is on the agenda for the Board to establish a task force to recommend selection of a consultant for the project based on the bids received and to provide guidance and direction to the consultant during performance of the work.

Motion: I move that the Board of Directors establish a task force, to be appointed by the President, with the General Manager as staff liaison, to interview consultants who submitted bids for Technical Writer Services to reformat the GHI Member Handbook and Board Policies and recommend a consultant to be hired. Further, I move that the Board direct the task force to provide guidance and direction to the consultant who is hired during performance of the work.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 7-0

6d. Proposed Revisions to GHI Rules Due to Creation of a NCOZ for Old Greenbelt – (Attachment #4a-4b)

After working on new zoning legislation for a number of years, the Prince George's County Council enacted a new Countywide Map Amendment (CMA) and Neighborhood Conservation Overlay Zone (NCOZ) regulations for Greenbelt (attachment #4a) with effect from April 1, 2022.

In particular, the following provisions are included in the NCOZ:

- An addition that increases the gross square footage of a unit by 15% or more will require review by the County Planning Director.
- Additions may not exceed 60% of the gross floor area of the original dwelling. Current GHI rules allow 100%.
- Garages may only be used for vehicle parking or general storage, and not for residential or other uses.

On January 20, 2022, the Board directed the Building Committee to recommend language revisions to relevant rules in the GHI Member Handbook, to make them consistent with the NCOZ. Attachment # 4b is a table of suggested Member Handbook rule changes that the Buildings Committee submitted, with recommendations that GHI should seek clarification on a few provisions of the NCOZ and the process that members must follow if they wish to obtain exceptions to construction standards specified in the NCOZ.

This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors adopt the language revisions to Sections IX.B, X.E.5, X.F.3 and X.G.7 of the Member Handbook as presented.

Moved: Mortimer

Seconded: Carter-Woodbridge

Carried: 7-0

Motion #2: I move that the Board of Directors authorize Board President Brodd to send a letter to Mr. Chad Williams, Master Planner with the Maryland-National Capital Parks and Planning Commission seeking clarification on the following items:

- a) Accessory Structures and Accessory Buildings definitions, since it appears that accessory structures, such as fences, are not permitted in the service-side yard.**
- b) What is meant by “Alterations, expansions, enlargements, or extensions shall maintain the roofline of the existing unit”, since application of this provision would preclude one-story additions?**
- c) The process that members must follow if they wish to obtain exceptions to GHI rules, that are regulated by the NCOZ provisions.**

Moved: McKinley

Seconded: Mortimer

Carried: 7-0

6e. Storm Water Management Subcommittee's Recommendations for Impervious Surface Rules and a New Rule re: Run-off Capture & Control Requirements – (Attachments #5a-5b)

The Storm Water Management Subcommittee is proposing that the Board of Directors establish new rules regarding Impervious Surfaces (attachment #5a) and Run-off Capture and Control Requirements (attachment #5b).

The Impervious Surface Rules are intended to reduce or prevent flooding in GHI and reduce negative effects on area streams, by limiting the amount of impervious surfaces in GHI yards and requiring use of permeable materials. The proposed rules regarding Run-off Capture & Control Requirements specify several measures that members can implement to capture and/or control any increased runoff resulting from the construction of an exterior alteration, improvement, or addition.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors direct the Manager to solicit comments from GHI's membership over a period of 30 days, regarding the proposed Impervious Surface Rules and Rule regarding Run-off Capture and Control Requirements as presented.

Moved: McKinley

Seconded: Carter-Woodbridge

Carried: 6-0

Director Hess was absent during the vote.

Discussion moved backward to item 6b.

6f. Staff's Recommendation to Revise the Pay Scales for GHI Employees – (Attachment #6)

In July 2020, GHI contracted Compensation GPS to undertake a full review of salaries and benefits and recommend updated pay scales for various job descriptions. On February 4, 2021, the Board of Directors accepted Compensation GPS's report with a revised job classification structure and pay scales for staff positions and authorized the Manager to implement the pay scales that were presented with effect from January 1, 2021.

It is important to adjust GHI's pay scales periodically to ensure that pay levels for groups of jobs are competitive externally. Staff recommends that GHI should hire a Compensation Consultant every 3-5 years to review our job classification structure and salary scales. In the meantime, the Board should consider adjusting the pay scales based on the annual average Consumer Price Index or rate of inflation. The U.S. Bureau of Labor Statistics reported that the average Consumer Price Index for the Washington Metropolitan area was 4.0% for the 12-month period ending December 2021; incidentally, the Bureau of Labor Statistics reported that the wages and salaries for private industry workers advanced at a 4.2 percent pace in the Washington Metropolitan Area during the same period.

Attachment #6 shows the current pay scales and new pay scales that staff is recommending, based on a 4.0 % adjustment for inflation.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors authorize the Manager to implement adjusted pay scales as presented for the various grades of GHI employees, which represent a 4.0% increase over the pay scales that the Board approved on February 4, 2021.

Moved: Hess

Seconded: Mortimer

Carried: 7-0

6g. Selection of an Option for Selling SRECS Produced by GHI's Solar PVES – (Attachment #7)

GHI will be able to sell Solar Renewable Energy Credits (SREC) generated by its Solar Photovoltaic Electric System that SES Inc. installed. A SREC represents the 'green' value of electricity generated by the Solar PVES. One SREC will be earned for every 1,000 kilowatt hours of electricity produced. Some states such as Maryland have passed legislation that require utilities and /or other energy suppliers to source a certain percentage of the electricity they generate from renewable sources. Utilities can secure this solar power by building their own solar projects or purchasing the renewable energy credits on an open SREC market.

SES Inc. projected that there would be \$61,558 earnings in SRECS from GHI's Solar PVES during the first ten years. Attachment #7 provides information from SES about options for selling SRECS.

Since the date of the registration application for a Solar PVES is defined as the date SRECS begin accumulating value, staff proceeded to register GHI's operational Solar PVES through Sol Systems as GHI's broker.

The Board should request the Finance Committee to recommend how the SRECS produced by GHI's Solar PVES should be sold over the long term.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Finance Committee to recommend how the SRECS generated by GHI's Photovoltaic Electric System should be sold. The Finance Committee shall provide its recommendation by September 30, 2022.

Moved: Luly

Seconded: Hess

Carried: 7-0

6h. Motion to Hold a Closed Meeting on April 21, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on April 21, 2022.

Moved: Hess

Seconded: McKinley

Carried: 7-0

7. Items of Information

7a. President's Items

President Brodd reminded members that the Board would hold a Special Meeting on April 14, 2022 at 5 pm to discuss the 2022 Auditor's Report and the 2022 Annual Meeting Agenda.

President Brodd encouraged members to consider running for Board or Audit Committee in the upcoming election.

7b. Board Members' Items

Secretary James advised that he believed N&E had candidates for all open positions.

Director McKinley asked for information on the Candidates Forum and N&E's plan for holding the event. President Brodd said he had only heard that N&E was exploring options.

7c. Audit Committee's Items

None

7d. Manager's Items

GM Ralph advised of an agenda item regarding Annual Meeting registration that is requested for the Special Meeting President Brodd acknowledged.

Motion: To adjourn.

Moved: Hess

Seconded: McKinley

Carried: 7-0

The meeting adjourned at 8:47 pm.

Ed James
Secretary