

Minutes for Board Review
Kent Narrows Development Foundation
Board of Directors Meeting (in person & via Zoom)
August 23, 2022
BOARD REVIEW

Board Members Participating

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

Absent with Notice

Mike Foster
Jason Ruth
Walt Thompson
Jason Tuel

Commissioner Liaison

Phil Dumenil

Guests

Bente Cooney, Plastic Free QAC
Scott Davies, Narrows Pointe
Bill Oertel, Harris Crab House
Mark Lacoste, Best Western

Queen Anne's County Staff

Nancy Scozzari, QAC Parks and Recreation
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. Joe Pomerantz led the meeting.

Minutes

RESOLUTION

Jeff Smith made a motion to accept the July 26, 2022, meeting minutes. The Board unanimously approved the minutes.

Financial Report – Victoria Hoffman

The following balances are from the financial reports ending 7/31/2022.

Shore United Checking Account: \$14,099.52;

QAC/KNDF 570 Fund, due from QAC, \$204,805; reflects \$37,999 in tax billing. (This is the figure in the report from the county which will not yet be reflected in the QuickBooks Report.)

KNDF Amenities Fund, due from QAC, \$50,000. Future payment due from Amenities Fund \$17,191.36;

Chesapeake Charities Fund: \$8,131.50 (reflects balance Q 2 Statement 6/30/22);

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.

The FY 23 operational supplement from the County has not yet been received.

The tax table has changed related to the withholding tables, so the payroll was adjusted slightly.

Adjustments are still being worked out with the accountant re: changes in the accounting software and import of data.

Public Comment

Bente Cooney of Plastic Free QAC reported that there will be a cleanup of Kent Narrows on September 17; refreshments are sought for the volunteers

Commissioner's Report – Phil Dumenil

The Commissioners will vote on the KNDF's operating allocation of \$40,000 at tonight's meeting. It was inadvertently omitted from the budget.

The County is offering a scrap tires collection at the central transfer station in Centerville. The Commissioners attended the MACO conference in Ocean City.

Parks and Public Landings -- Nancy Scozzari

Eleven rangers are now on staff for the season. Joe Quinton, who managed the trail, has retired. A contractor cut down the vegetation on the north side of the drawbridge. (KNDF will take that on as regular maintenance.) Erosion on those slopes has increased since the crape myrtle was planted. She will try to get a meeting with SHA to discuss this area since this is their property. A meeting was held with SHA to get an engineer to move forward with the trail project under the east side of the bridge. The NEPA study for that project is complete.

The only option to get a trail to connect the west side of Kent Narrows to Road 552 would be if Rt. 18 is widened.

Jody expressed concern about the undermining of the bridge. The muddy area between the parking lot and the northeast side of the footbridge must be improved. Nancy pointed out that they cannot use impervious materials to improve that area.

Nancy is working with SHA to get crosswalk safety signs and blinking lights and bike dismount signs at the trail crossing of Rt. 18 and the Fisherman's Inn area.

Jody brought up the continuous issues related to the public lands being used during hours that are not allowed. Park Hours are sunrise to sunset, and although this information is posted, the regulation is often not followed or enforced. Jody suggested that more signs be placed to emphasize the permitted hours of use. Part of the signage project that KNDF has underway will address this concern. In the meantime, some temporary signs and added enforcement after hours around the boat ramp might help.

Economic Development – Heather Tinelli

A grant was submitted to the State Office of Tourism Development to conduct a study of all the Counties that touch the Bay.

The EDA Grant for the multi-county feasibility study for the creation of passenger ferry transportation has been funded. The study will address whether the ferry can come to Kent Narrows, where it would go, and the projected cost.

The projects selected for funding with the \$2.9 million grants through the Upper Shore Regional Council are going undergong the approval process at the State level. She expects a final decision at the end of October.

Director's Report – GiGi Windley

New Businesses Opened

The Dock House Restaurant opened to the public the weekend of August 6. It's getting good reviews. Hope Boutique also opened at the Boatel, and they are pleased with the amount of business they are receiving. The owner is Lauren Clough, 410-924-4178 | info@shophopeboutique | shophopeboutique.com

Status of QAC Projects in the WVC

CHVC Project Update:

Phase One of the DNR ramp, and the shoreline improvements -- including a pier for boats to dock during visits to the CHVC -- is completed. The shoreline area will not be opened until the grass grows. The County is still working to articulate the rules and regulations associated with the upgraded facility. Phase Two of the project—the parking lot and pathways in front of the CHVC -- are going out to bid. This Phase will begin in late fall or winter.

Oyster Recovery Partnership Event Held at Harris Seafood

The Oyster Recovery Partnership celebrated the planting of 1 billion oysters in the Bay. A celebratory event was held at Harris Seafood; Jason Ruth and Gov. Hogan were on hand for the ceremonial oyster planting in the Eastern Bay. Karen Oertel of Harris Crab House is Vice President of the Partnership and has played a significant role in its success. KNDF documented the event with photos and video.

WVC Parking Lots

Parking Lots in the WVC (except for the CHVC lot) will be paved and restriped this year. In a recent meeting with Shane Moore and Todd Mohn, KNDF requested that they and Parks be involved in the design (traffic patterns and wayfinding) of the restriping and the placement of regulatory signs. It was suggested that a designated area for motorcoach parking be added to the lot on the east side. This would

enable motorcoaches whose passengers use the public landing at Wells Cove and at the CHVC to drop off and pick up at their destinations without taking up parking spots in the Wells Cove or CHVC lot. The area in the middle of the KN west parking lot with the post-and-rail fence should be redesigned.

Street Light Report and LED Light Update

On 8/21/22, KNDF reported to Delmarva Power that one streetlight was out by the boat ramp.

KNDF spoke with Katherine Shinseki at Delmarva to get a status report on when the new LED lights would be installed under the bridges. Delmarva Power hopes to install the lights in late September or early October. She will notify us when they have the materials in hand and the project scheduled. There have been supply chain disruptions and they have had trouble getting LED lights and transformers.

Letter to DNR about Speeding Boats

A letter to DNR was drafted and is ready for review. Gigi met with Edward C. Burke, Jr., of the U.S. Coast Guard Auxiliary. He is interested in partnering with KNDF on Boat and Water Safety promotions. He would like us to spread the word that they have publications that promote water safety that are available free to marinas, boat suppliers, and related organizations.

Promotion and Community Outreach

KNDF completed the ad for Destination Maryland and will submit it this week. The County will pay for the placement this year since they received a significant, one-time bump in their budget. This saves the Foundation at least \$5000. KNDF worked with QAC Tourism to ensure that our ad complemented QAC's ad.

Concierge maps for the brochure racks were printed and distributed. The map will need further updates when the hotel and other new businesses open.

A print run of 500 Kent Narrows postcards have the QR code on the back to drive people to KNDF's website, Kentnarrowsmd.com. The free cards are popular with visitors and at trade and consumer outreach events.

The travel guide is almost ready for a final proofing; the job was held so that photos of the newly constructed buildings could be included.

The KNDF website was updated to include newly opened businesses and information about the 2023 Watermen's Basket Tree event.

Chesapeake Bay Media's *Weekends on the Water* ad was published along with a robust editorial spread on Kent Narrows. The publication is mailed to all subscribers and overruns are distributed at the Annapolis Boat Shows. A half page ad for Kent Narrows appears in the periodical and on the website. <https://chesapeakebaymagazine.com/kent-narrows-maryland/>

KNDF will be attending the Capital Region USA event in October. This two-day event is in Washington, D.C. KNDF will have pre scheduled appointments with tour operators and media reps.

Administrative

QuickBooks

KNDF is still working with ASG on determining how the new reports should look. We want them to better reflect and report on restricted and non-restricted funds. Victoria and Gigi will set up a meeting with the accountant to fine tune.

Operating Allocation

No new funds have been received yet for FY 23. The KNDF expects those monies to be forthcoming once the Commissioners do a budget amendment that is on the agenda for the August 23 meeting.

Workers Comp Insurance

The workers comp insurance policy with Chesapeake Insurance was paid. It expires September 1, 2023.

Old Business

WVC Text Amendment Updates:

#22-02 – Kent Island Yacht Club, Inc: § 18:1-26 D. Accessory uses in Waterfront Village Center (WVC) District. At the August 9th Commissioner’s Meeting, an Amendment was introduced and a public hearing will be scheduled, likely in September. The revised amendment will be sent to the KNDF board for review.

22-07 Jemal’s Kent Narrows , L.L.C. : § 18:1-26. Waterfront Village Center
The applicant requested a postponement of the hearing. No date is set for a future hearing.

Wayfinding Project Update

Gigi met with Todd Mohn, Steve Chandlee, Paul Sidon, Heather Tinelli, April Plumer, and Shane Moore to go over the next steps to develop a workplan for the design, placement, fabrication, and installation of the instructional and regulatory signs funded through the Business District Safety Grant (Community Safety Works Grant Program) awarded to the Foundation. KNDF was awarded \$97,150 in grant funds. The group will meet again once all signs and messaging are inventoried to develop a more detailed work plan and determine final specifications for the materials and sign graphics.

The master plan that was developed because of the work with Gable was reviewed by the board and will be rolled out in several phases over a period of years.

Gigi reviewed the highlights of the Gable Report and distributed them to the board. The board will receive a copy of the report and the Kent Narrows Community Plan on a flash drive prior to the next board meeting.

The report looked at regional arrival points and gateways, regulatory signs, circulation and connectivity, and suggested pedestrian, vehicular and gateway design strategies. The pedestrian and waterfront regulatory signs are funded, so the first phase of the project implementation will focus on that. Subsequent phases will be as follows:

- Parking areas to trails
- Pedestrian wayfinding to quadrants and main destinations
- Vehicular gateways including waterway gateway

- It was recommended that careful attention be paid to the materials used for the signs to ensure that they are not so specialized that they can't be ordered when the signs, posts and kiosk can't be replaced easily.

Landscaping and Mowing Contract

A meeting was held with Todd Mohn , Steve Chandlee, and Nancy Scozzari to discuss the transition of mowing contracts from the County to KNDF management. Nancy Scozzari created a color-coded map that shows the areas to be maintained. It was decided that the transition will take place in December. This allows time for the current contracts to run out and new contracts to be executed. KNDF will work with the County this Fall to contract with a vendor to handle next year's land upkeep. KNDF is working with the County to reconcile and produce the maintenance map that defines the areas of responsibility and the projected frequency of service.

The check for \$32,000 from the County was deposited in KNDF's checking account. That money will be restricted for WVC for maintenance of the public lands that will be identified in the map the County and KNDF is producing.

Rural Maryland Grant Fund/ Upper Shore Regional Council Application

The Foundation was not chosen to receive \$240,500 to fund a subsequent phase of the pedestrian wayfinding project---the pedestrian-oriented signs and wayfinding devices that would enhance and improve safety throughout the Kent Narrows Waterfront Management and Commercial District. Most of the funds went to workforce/small business development projects and economic development studies. KNDF is pursuing other sources of funding for this project. The Economic Development Office will assist KNDF in finding additional funding, as the project was deemed worthy.

MDOT Tour

The MDOT pre-tour meeting will be held by the Zoom on September 9. A staff level online meeting will be held in preparation for the MDOT visit to the Queen Anne's County Commissioners Meeting and Transportation Workshop in October. Steve Cahoon is the coordinator, and he will be writing the letter on behalf of the County to articulate QAC's transportation priorities.

A lengthy discussion occurred related to the need for the multiple issues that have previously been identified in and around the Kent Narrows Bridges to be included as a discussion item both at the pre-tour staff level meeting and during MDOT's annual visit to Queen Anne's County. Steve Cahoon prepared the annual letter to MDOT that articulates the transportation priorities.

It was noted that the storm water runoff from the bridges causes flooding and pollution in the sensitive waterways. Nancy Scozzari mentioned that this was brought up to DNR, but DNR will not handle the remediation because SHA has the funds to do the work and DNR doesn't. More advocacy is needed at the state level to get the situation resolved.

A list of other important issues concerning the bridges was compiled -- including the need for frequent cleaning of the grates on the exit ramps and the areas around the ramps. The 50/301 bridge also needs more frequent sweeping. The bridge abutments are also in need of repair.

KNDF will send a letter to the County, through Steve Cahoon and prior to the pre-tour meeting, requesting that attention be paid to needed improvements and maintenance on and around the Kent Narrows bridges.

New Business

Nominating Committee

Three current board members' terms expire on December 31 (Foster, Schulz, and Smith). They will be contacted re: their desire to continue on the board. One position is vacant.

Joe Pomerantz will chair the nominating committee. The committee will meet on September 27 to determine board needs and review candidate applications. Gigi will work with the County to ensure that the notice is properly advertised. A discussion occurred about attendance requirements; currently, board members may have no more than three unexcused absences. An attendance roster will be provided to the nominating committee.

Adjournment

RESOLUTION

Jeff Smith made a motion to adjourn the meeting.

The meeting was adjourned at 11:11 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 September 27, 2022.

Patricia P. Worns, Secretary, KNDF