

MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager
DATE: October 14, 2021
SUBJECT: Items for the **GHI OPEN** Board Meeting on October 21, 2021

GHI Open Meeting

6a. Selection of Board Member to Fill Vacancy – (Attachment #2)

This item is on the agenda for the Board to select a Board member to fill the vacancy created by the recent resignation of Christopher Carbone. GHI's bylaws stipulate that the Board shall, by a plurality of 50% or more of the remaining directors name a member to fill the vacant directorship until the next regular annual meeting of the members.

The following three candidates submitted applications (refer to Attachment #2) to serve on the Board in response to ads that were placed in the GHI E-newsletter and Greenbelt News Review:

Name	Address
Leah Cohen	4-D Hillside Rd
Chuck Hess	42-D Ridge Rd
Stephen Holland	56-E Ridge Rd

The procedures for selecting the new Board member are as follows:

- a) The Board President will ask each candidate to make a brief presentation to the Board, not exceeding 3 minutes.
- b) Once all candidates have spoken, the Board President will direct each Board member to send an email to president@ghi.coop with the name of the candidate that they are voting for.
- c) If one candidate has received a majority of the votes (5 or more), the Board President will announce the name of the winner, and the selection process will be complete.
- d) If no candidate received a majority of the votes, then the candidate with the fewest votes will be stricken from the ballot, and Board members will vote a second round.

- e) The candidate who is selected to serve on the Board will be officially seated at the Board meeting that is in progress. This Board member will serve until the next Annual Membership Meeting, which takes place on May 12, 2022.

6b. Approve Minutes of the Open Meeting Held on September 16, 2021 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on September 16, 2021 (as presented/as revised).

6c. Woodlands Committee Proposal re: Coordination of Woodlands Trail Maintenance Activities between GHI and the City of Greenbelt – (Attachment #4)

The Woodlands Committee supports coordination of trail maintenance in the GHI Woodlands with pilot maintenance activities in the Greenbelt City Forest Preserve and would like to know whether this arrangement needs some kind of formal communication or coordination between the GHI Board and City Government. Attachment #4 is an email from Director Zoe Carter-Woodbridge, Board Liaison to the Woodlands Committee, that provides information on the proposed coordination efforts.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors approve the Woodlands' Committee proposal to coordinate trail maintenance in the GHI Woodlands with pilot maintenance activities in the Greenbelt City Forest Preserve and direct the Manager to send a letter to the City of Greenbelt Manager requesting consideration of the Woodlands' Committee proposal.

6d. Task Force Recommendations re: Boat /RV Lot Regulations – (Attachments #5a-5b)

During the December 3, 2020, Board meeting, staff informed the Board that fourteen of twenty-four members with vehicles in the Boat/Recreational Vehicle Lots, had not provided evidence of their registration certificates to staff despite being initially requested to do so in July 2020. The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments. Staff also mentioned that there were a few instances in the past where members abandoned vehicles in the lots, and there were great difficulties in getting them removed.

The Board established a task force to draft regulations governing the storage of vehicles in GHI's Boat/RV Lots. The members of the task force are Shobha Duncan, James Hsu, Bill Jones, Pat Holobaugh, and Juanita Beck; Christine Gyemfi is the staff liaison. The task force prepared draft

regulations (Attachment #5a) and also a sample Boat/RV Lot termination letter (Attachment #5b) that staff may send to members who violate the Boat/RV Lot regulations.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to publish the draft regulations regarding the storage of vehicles in the GHI Boat/RV Lots (as presented/as revised) in the GHI E-newsletter for member comment, over a period of 30 days.

6e. Proposed Acquisition of a New Van for the Maintenance Department

The Maintenance Department proposes to purchase one utility van to replace Van #19 which is a Ford E150 van that is 27 years old and in poor mechanical condition. An amount of \$45,000 was included in the 2021 replacement reserves budget to replace this vehicle.

Staff obtained the following bids for a replacement vehicle:

Dealership	Vehicle	Options	Price
Sport Chevrolet Silver Spring	Chevrolet Express Cargo Van 2021	Power Lock Doors Keyless Entry Diesel Engine	\$46,616.00
Fred Frederick of Laurel	Dodge Ram ProMaster Cargo Van 2021	Roof Rack Interior Shelf Package Backup Camera Floor Mats V6 Engine	\$44,271.23
Koons of Silver Spring	Ford Transit Van 2021	Rear Door Windows Backup Camera Locking Storage Shelving	\$44,769.00

Price includes sales tax, title, and tags and are subject to change without notice based on dealer inventory.

The vehicle is intended to be mainly used in support of plumbing service work which often requires transport of numerous bulky tool assortments and water heaters, thus the need for a full-sized cargo van. Our research indicated that used vehicles with low mileage are not much less

expensive than a new vehicle, especially in today's market, without the benefit of new vehicle warranties. Hence, staff recommends purchase of a new vehicle.

In the event that any of the above-mentioned vehicles are not available by the time that the Board authorizes a purchase, staff requests that the Board pre-approve the purchase of another vehicle which shall be either a Ford, Chevrolet, Dodge, or Toyota, whose cost shall not exceed \$45,000.00.

Suggested motion: I move that the Board of Directors authorize the Manager to purchase a 2021 Dodge Ram ProMaster Cargo Van, or if not available at time of purchase, one new Ford, Chevrolet, Dodge or Toyota van from a local dealership at a total cost not to exceed \$45,000.00.

6f. Review Status of 2021-2022 Board Action Plan – (Attachment #6)

Attachment #6 is the 2021-22 Board Action Plan that has been updated as of October 14, 2021. The Board should review the activities that are in progress and discuss steps to initiate those tasks that have not begun.

6g. Motion to Hold a Closed Meeting on November 4, 2021

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on November 4, 2021.

Items of Information:

7a. Meeting Date with the Greenbelt City Council re: a Response to WSSC's Position Concerning Replacement of Water Pipes for Masonry Homes

During the last Board meeting, the Board selected the date of November 15th at 8:00 p.m. to meet with the Greenbelt City Council to discuss a joint response to a letter from WSSC's General Manager dated February 23, 2021; the letter stated that WSSC will not proceed with a proposed project to replace underground water pipes for masonry homes but will repair pipes as they fail.

The current City Council is not able to meet with the Board on November 15th and the newly elected City Council may have to provide input on a new date for a meeting, perhaps in late November or December.

7b. Recent Breach in Security of GHI's NCB Operating Account

During the Board meeting staff will inform the Board of a breach in security of GHI's NCB operating account and what steps have been taken to minimize the possibility of such a breach happening again.

Three forged checks with GHI's bank account information were presented to NCB for payment. NCB flagged the checks as possibly fraudulent and contacted GHI. GHI confirmed that the checks were fraudulent, and the bank denied payment.

GHI performed a review of all current bank activities and determined that one additional GHI check had been altered. Both the payee and the amount had been changed. GHI staff reported the matter to Greenbelt police and a case was opened. Staff has filed the necessary affidavit regarding all transactions.