

Minutes of the
Seventy-Sixth Meeting of the
Maryland Heritage Areas Authority
July 6, 2017

The seventy-sixth meeting of the Maryland Heritage Areas Authority (MHAA) was held on July 6, 2017 at 100 Community Place, Crownsville, MD 21032

Authority Members/Designees Present: Rob McCord, MDP, Assistant Secretary of Operations (representing Wendi Peters, Secretary, MD Department of Planning, and Chair, Maryland Heritage Areas Authority) Elizabeth Hughes (State Historic Preservation Officer); Pete Leshner (MD Municipal League representative); Amy Seitz (representing MD Department of Housing and Community Development Secretary Kenneth C. Holt); Lisa Challenger (Governor's Appointee for Heritage Tourism); Robert D. Campbell (Governor's Appointee for Historic Preservation); J. Matthew Neitzey (MD Tourism Development Board representative); Burton Kummerow (President of the Senate representative); Elizabeth Fitzsimmons (representing MD Department of Commerce Secretary R. Michael Gill); Thomas Bradshaw (MD Association of Counties representative); Lee Towers (representing MD Higher Education Commission Secretary James D. Fielder, Jr.) Wayne E. Clark (President of the Senate representative); Virginia Burke (representing MD Department of Transportation Secretary Pete K. Rahn); Rowland Agbede (representing MD Department of Agriculture Secretary Joseph Bartenfelder)

Authority Members/Designees Absent: John Wilson (representing MD Department of Natural Resources Secretary Mark J. Belton); Natalie Chabot (Representative for MD Greenways); Janice Hayes-Williams (Speaker of the House representative); Vacant (representing MD State Department of Education Secretary Karen Salmon); Donna Ware (Speaker of the House representative)

Staff Present: Bernadette P. Pruitt, Jennifer Ruffner; Ennis Barbery Smith; Rieyn Deloney and Paul Cucuzzella, Office of the Attorney General; Marci Ross, Department of Commerce (Technical Advisory Committee Member); Eric Beckett, State Highway Administration (Technical Advisory Committee Member); Adam Gruz, MD Department of Planning

Heritage Area Directors/Staff Present: Liz Shatto (Heart of the Civil War Heritage Area & Co-Chair, Maryland Coalition of Heritage Areas); Juli Strohmer (Heart of Chesapeake Country Heritage Area); Carol Benson / Hope Stewart (Four Rivers Heritage Area); Jeffrey Buchheit (Baltimore National Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Aaron Marcavitch (Anacostia Trails Heritage Area); Mary Ann Lisante / Brigitte Carty (Lower Susquehanna Heritage Greenway); Lucille Walker (Southern MD Heritage Area); Sarah Rogers (Montgomery County Heritage Area); Mary Catherine Cochran / Hannah Zinnert (Patapsco Valley Heritage Area); Deidra Ritchie (Canal Place Heritage Area); Jen Durben (Mountain Maryland Gateway to the West Heritage Area); Lisa Ludwig (Lower Eastern Shore Heritage Area)

CALL TO ORDER

The meeting was called to order at 10:10 a.m. by Rob McCord, MDP, Assistant Secretary of Operations who chaired the meeting in Secretary Peters' absence.

INTRODUCTIONS

Everyone in attendance introduced themselves. Jennifer Ruffner introduced the new MHAA Assistant Administrator Ennis Barbery Smith.

APPOINTMENT OF MHAA VICE CHAIR AS REQUIRED BY MHAA BYLAWS, ARTICLE V, SECTION 2

Mr. McCord called for requests for nominations for Vice Chair of the MHAA. Dr. Baker was nominated by Mr. Leshner to continue as Vice Chairman. No other nominations were made and nominations were closed. The motion was seconded by Mr. Bradshaw and approved unanimously.

MHAA CHAIR ANNOUNCEMENTS

Mr. McCord did not have any announcements. He thanked and encouraged MHAA to continue to do the great work of the program.

Resolution R-100 to Approve Minutes from April 13, meeting.

Mr. McCord called for a motion to approve the April 13, 2017 minutes. Mr. Campbell offered the following motion:

RESOLVED, that the Authority approves the April 13, 2017 minutes as presented with a minor change.

The motion was seconded by Mr. Campbell and approved unanimously.

Management Report

Maryland Heritage Areas Authority Financing Fund report (Jen Ruffner)

Ms. Ruffner reported that as of June 27, 2017, the current balance was \$287,387.21. This balance includes \$100,000 for 2017 emergency grants, and reflects an increase due to a number of grants that came in under budget or were cancelled.

Assistant Administrator Position (J. Ruffner)

Ms. Ruffner introduced Ennis Barbery Smith and summarized her background. Ms. Smith is scheduled to begin work on August 16, 2017

RFP for Economic Impact Study (J. Ruffner)

At the January 2017 meeting, MHAA instructed staff to include a discussion of an economic impact study of the Heritage Areas Program with the TAC and heritage area directors at their March meetings. At the April MHAA meeting, the decision was made to conduct an update of the 2003 economic impact report data, to be followed by a more in-depth study with a working group to determine what a larger program impact study might look like.

Ms. Ruffner reported that a RFP was released on May 30, 2017 and was due June 30, 2017. Two proposals were received, and the low bid was the proposal received from Mr. Massoud Ahmadi in the amount of \$6, 500.00. The paperwork / contract has been sent to Maryland Department of Planning for final approval and processing. The study is scheduled to be completed by December 2017.

Open Meetings Training for MHAA Members

A memo was distributed from Ms. Deloney and Mr. Cucuzzella regarding the Open Meetings Training. The memo summarized recommendations regarding guidance on Senate Bill 450—passed by the General Assembly during the 2017 Session and signed into law by the Governor, which requires members of public bodies to undertake Open Meetings training.

A public body may not meet in closed session unless it has designated at least one member of the public body to receive training on the Open Meetings Act. Once designated, the member must, within 90 days, complete the training requirement, which can be fulfilled by taking a free online course offered through the University of Maryland in cooperation with the Office of the Attorney General. There are modules and questions/answers on line. The law takes place on October 1, 2017 and at least one person from the MHAA must take the training.

Ms. Ruffner called for volunteers and Mr. Leshner and Mr. Bradford volunteered to take the training. Ms. Hughes mentioned that she took the two-hour training and found it to be useful. A certificate will be presented upon passing the course. MHAA members who complete the course should forward their certification to Ms. Ruffner to be retained in the files.

ACTION ITEMS

FY 2018 Maryland Heritage Areas Authority Grant Requests:

Ms. Ruffner reviewed the grant chart and recommendations. There was some discussion and she answered questions about the various projects.

Resolution R-300 to Approve Funding Requests: FY 2018 Maryland Heritage Areas Authority Grants

Mr. Clark made the following motion:

RESOLVED, that the Maryland Heritage Area Authority approves twelve (12) management grants, two (2) marketing grants, and thirty-three (33) project grants for the management and marketing of Certified Heritage Areas, and for projects and activities located within the Anacostia Trails Heritage Area, Annapolis, London Town and South County Heritage Area, Baltimore National Heritage Area, Canal Place Heritage Area, Mountain Maryland Gateway to the West Heritage Area, Heart of Chesapeake Country Heritage Area, Heart of the Civil War Heritage Area, Lower Eastern Shore Heritage Area, Lower Susquehanna Heritage Greenway Heritage Area, Montgomery County Heritage Area, Patapsco Valley Heritage Area, Southern Maryland Heritage Area, and Stories of the Chesapeake Heritage Area, under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2018” (the “Chart”), attached hereto and made part of Resolutions R-300 through R-600.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon grant recipients (the “Grantee(s)”) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.

AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grants in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantees, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.

The motion was seconded by Ms. Seitz and approved unanimously

Grants approved by separate resolution (excluding authority members with conflict of interest):

Resolution R-400 to Approve Funding Request: FY 2018 Maryland Heritage Areas Authority Grant to the County Council of Dorchester County for the “FY 2018 Management Grant” project. (Recused: Mr. Bradshaw)

Mr. Clark made the following motion:

RESOLVED, that, in addition to the twelve (12) management grants, two (2) marketing grants, and thirty-three (33) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the County Council of Dorchester County for the “FY 2018 Management Grant” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.

AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the

amount of matching funds that must be provided by the Grantees, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.

The motion was seconded by Ms. Challenger and approved unanimously. Mr. Bradshaw recused himself.

Resolution R-500 to Approve Funding Request: FY 2018 Maryland Heritage Areas Authority Grant to the County Council of Dorchester County for the “FY 2018 Marketing Grant” project.
(Recused: Mr. Bradshaw)

Ms. Hughes made the following motion:

RESOLVED, that, in addition to the twelve (12) management grants, two (2) marketing grants, and thirty-three (33) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the County Council of Dorchester County for the “FY 2018 Marketing Grant” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.

AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantees, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.

The motion was seconded by Ms. Seitz and approved unanimously. Mr. Bradshaw recused himself.

Resolution R-600 to Approve Funding Request: FY 2018 Maryland Heritage Areas Authority Grant to the Chesapeake Bay Maritime Museum for the “Restoration of the Edna E. Lockwood” project. (Recused: Mr. Lesher)

Mr. Kummerow made the following motion:

RESOLVED, that, in addition to the twelve (12) management grants, two (2) marketing grants, and thirty-three (33) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the Chesapeake Bay Maritime Museum for the “Restoration of the Edna E. Lockwood” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.

AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.

AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.

The motion was seconded by Mr. Bradshaw and approved unanimously. Mr. Lesher recused himself.

The group discussed options if additional FY 2018 were to become available. Mr. Clark made the following motion:

RESOLVED, that the Authority authorizes staff to produce a Statement of Fact regarding the unmet demand for grants in FY 2018.

The motion was seconded by Mr. Bradshaw and approved unanimously.

DISCUSSION ITEMS

Analysis of grants and revision of grant policies in anticipation of expanded funding

Ms. Ruffner noted that with the potential for increased funding, it would be a good time to examine the grant policies of MHAA and identify if there were any changes that need to be made.

Ms. Ritchie shared that the Maryland Coalition of Heritage Areas' Policy Committee had met with Ms. Ruffner and Ms. Deloney to discuss what changes might be possible.

Ms. Hughes suggested that a review of where funding had gone previously, what needs were not being met, and how funds are being spent would be useful in the determination of new policies.

This will be a discussion item for the Coalition, the TAC and the MHAA at their next meetings.

Proposed regulation changes relating to management plan amendments

Ms. Ruffner reviewed the current regulations regarding amendments to management plans, and the current waiver that the MHAA approved to allow for a more streamlined process. She shared a proposed revision of **14.29.03.06 – Revision of Management Plans** that would implement a more streamlined process both for minor amendments and boundary amendments, including a provision that public hearings would only be required in certain more significant circumstances. Ms. Ruffner asked the group to consider what those more significant circumstances might be.

This will be an action item at the October MHAA meeting

Program Impact Study Working Group

Ms. Ruffner reminded the group that a Program Impact Study Working Group will be formed to determine what type of program impact study would be useful for the program. She anticipates the group will begin work early in 2018, and is seeking volunteers from the Coalition, TAC and MHAA to participate.

Maryland Coalition of Heritage Areas (MCoHA) Report

Elizabeth Shatto (Co-Chair, MCoHA)

Ms. Shatto reported that the Maryland Coalition of Heritage Areas (MCoHA) was grateful to the MHAA Staff, TAC, and the Authority members for all the effort and work that culminated in the FY 18 grant awards. They know this was an especially challenging season for Ms. Ruffner,

working without an Assistant Administrator. She extended thanks to the additional individuals who pitched in to assist with reviewing grants.

In June, the directors had one-on-one meetings with the TAC about grants. Typically, the Coalition does not have a regular meeting in May. However, they held a day-long retreat in May and expect that it will be an annual event moving forward. Ms. Owings and Ms. Carty coordinated the retreat, which was hosted by Heart of the Civil War. The agenda covered a lot of ground, from a look back on the history of the Coalition to a continuation of the marketing discussions Ms. Rogers has been leading.

The following items came up during the retreat:

The Coalition members continue to be interested in the updated version of the 2003 heritage area economic impact study.

At the time of the retreat, the possibility of increased funding in FY 18 was discussed. Immediately after the retreat we received word from Ms. Ruffner that this was, indeed, a possibility through an over-the-target or deficiency request. Ms. Ruffner shared the likelihood that additional funds would allow MHAA to fund a larger number of the already submitted FY 18 grant applications. In addition, Ms. Ruffner mentioned the possibility that additional grants management support may be considered to handle the increased grant workload. The Coalition recommends that a portion of additional FY-18 funding be devoted to a the more comprehensive economic/program impact study that has been identified as a need.

The Coalition will convene more often, adding a Coalition-wide conference call to take place in the months prior to TAC meetings. This conference call is intended to allow the Coalition to consider and prepare written reports for TAC.

The Coalition was represented at the Maryland Municipal League (MML) conference and will be present at the upcoming Maryland Association of Counties (MaCo) conference as usual. Mr. Mr. Marcavitch and Ms. Ludwig gave brief summaries of their experiences attending MML.

MHAA Member Announcements/ MHAA Staff Announcements

Mr. Leshner reported that the Chesapeake Bay Maritime Museum is announcing a partnership with St. Mary's City to build the next Maryland Dove. Senator Mike Miller, Eastern Shore and Southern Maryland delegations and representatives from the Comptroller's and Senators offices are scheduled to attend the announcement on July 7.

Ms. Seitz announced that the DHCD took advantage of the MML event to highlight the 20th Anniversary of Maryland's Main Street Program.

Ms. Shatto announced that this weekend is the 153rd anniversary of the Battle of Monocacy, with public programs offered on July 8 and 9th. She also shared that President Trump's first quarter salary has been donated to Antietam National Battlefield, along with matching funds from

several other sources. A portion of the funds will support much needed exterior maintenance at the Newcomer House, where the Heart of the Civil War Heritage Area operates an exhibit and visitor center. They are delighted that the funding will help preserve the building and enhance the visitor experience.

Ms. Challenger shared that Salisbury was the selected as the host of the National Folk Festival, which will be held in Salisbury for the next three years. This is the first time the festival will be held in Maryland. The date is yet to be determined.

Ms. Fitzsimmons announced that as of July 1st, 2017--the Maryland Welcome Centers will be open 24 hours.

Ms. Lisanti raised her concern regarding a June 27th letter regarding a draft agreement between the Department of Transportation / State Highway Administration and the Maryland Historical Trust as to how they will deal with historic properties, tribes and certified heritage areas. She is concerned that heritage areas have no standing. Ms. Hughes noted that state and federal law does not include heritage areas, and suggested that the development of state agency program statements for the heritage areas program, as is required by statute, would be a good area where agencies could identify how heritage areas can play a role.

New Business

None.

Adjourn

The meeting adjourned at 12:17 p.m.