



STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

TUESDAY, APRIL 7, 2020 10:00 A.M.

DISTRICT COURTROOM
26 SOUTH B STREET, VIRGINIA CITY, NEVADA

MINUTES

MARSHALL MCBRIDE
CHAIRMAN
ATTORNEY

ANNE LANGER
DISTRICT

JAY CARMONA
VICE-CHAIRMAN

LANCE GILMAN
COMMISSIONER
TREASURER

VANESSA STEPHENS
CLERK-

ROLL CALL via zoom: Chairman McBride, Vice Chairman Carmona, Commissioner Gilman, County Manager Austin Osborne, District Attorney Anne Langer, Clerk-Treasurer Vanessa Stephens, Sheriff Gerald Antinoro, Fire Chief Jeff Nevin, Tourism Director Deny Dotson, Interim Comptroller Jennifer McCain, HR/Administrative Officer Jen Chapman, Emergency Management Director Joe Curtis, Jeanne Greene

1. CALL TO ORDER REGULAR MEETING AT 10:00 A.M.

Meeting was called to order by Chairman McBride at 10:00 A.M.

2. PLEDGE OF ALLEGIANCE

Chairman McBride led the Pledge of Allegiance.

3. DISCUSSION/POSSIBLE ACTION: Approval of Agenda for April 7, 2020.

County Manager Austin Osborne requested items 9, 10, 25, 26, 27, 28, 29, and 30 be continued to the April 9, 2020 meeting.

Public Comment:

Nicole Barde, Storey County Resident asked if this meeting was being recorded and will it be available after the meeting.

Chairman McBride: Yes.

Motion: I move to approve the Agenda for April 7, 2020, with the changes requested, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

4. DISCUSSION/POSSIBLE ACTION: Approval of the Minutes for February 18, 2020.

Public Comment: None

Motion: I move to approve the Minutes for February 18, 2020, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

5. DISCUSSION/POSSIBLE ACTION: Approval of the Minutes for March 17, 2020.
Public Comment: None

Motion: I move to approve the Minutes for March 17, 2020, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

6. CONSENT AGENDA:

I. For possible action, approval of claims in the amount of \$1,332,525.94

II. For possible action, approval of business license first readings:

- A. Hexagon Metrology, Inc. - General/250 Circuit Dr ~ North Kingston, RI
- B. Staffing Technical Services Inc. - General/528 W Roosevelt Rd. ~ Wheaton, IL

III. For possible action, approval of 1st reading for general business license for The Roasting House, 55 N C St., Virginia City, NV 89440 - Applicants are Robert & Mandy Manyose.

IV. For possible action, approval of the first amendment to the voting system agreement by and between Dominion Voting Systems, Inc. and Storey County, NV.

Public Comment: None

Motion: I move to approve today's Consent Agenda, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

7. DISCUSSION ONLY (No Action - No Public Comment): Committee/Staff Reports

Joe Curtis, Emergency Management Director:

- Currently Storey County remains free of any cases of Covid19.
- It is apparent that residents and businesses are following the Governor's recommendations.
- In the quad-county group, cases are: Carson City - 10 active, 1 recovered; Douglas County - 6 active, 4 recovered; Lyon County - 3 active. No deaths at this time in the quad-county.
- Storey County has an "infectious disease plan" in place- a 5-stage plan. The County is currently at level 4. A Level 5 response is if there actually is an active case of an infectious disease of any kind. The County is prepared to move to Level 5 if that happens.
- The quad-county hazmat response team of Storey, Lyon, Douglas counties and Carson City was formed in 1994, and it works extremely well.
- In 2016, the Quad Counties Multi-Agency Assistance Group (MAC) was formed, and has been recognized for its innovation in forming a group of regional counties to assist each other in managing major disaster events affecting one or more of the four counties.
- This Quad County concept provides the public with unified command, public information, and response to a disaster in the interests of businesses and citizens of the four county region.
- Emergency Management maintains daily conference calls with the Quad County EOC in Carson City and with the MAC group to insure that the four counties are on the same page.
- Emergency Management has weekly conference calls with the State Division of Emergency Management and Homeland Security.

- The members of the Quad County EOC have provided position specific personnel to staff the EOC.
- We have provided Washoe County with one of our three, 100 bed shelter trailers as a mutual aid item.
- We have been searching for PPE (personal protective equipment) for EMS and response personnel. This has been a “trying” situation. Eye protection and masks have been obtained - gowns are almost non-existent. Resources are being “chased down” daily.
- We have worked with Tesla to acquire a warehouse to store incoming PPE. This warehouse goes into operation by the National Guard today. Tesla has gone above and beyond in providing space, tables, chairs, electrical power, internet, and snacks for Guard personnel. They have offered trucks to distribute in-coming materials. This will be helpful for Northern Nevada in storing supplies acquired from the State.
- Bottles of hand sanitizer have been distributed to departments and employees.
- Thank you to Lara Mather who has stepped up in this situation.

Chairman McBride thanked Mr. Curtis who has been giving daily briefings on this situation.

County Manager Austin Osborne:

- Thank you Joe and all who are involved in this. Erik Schoen at Community Chest has done so much, as well as Deny Dotson and his team, who are working on what we do post-event to lessen the impact on residents and businesses in town.
- The H.R. department has worked on individual employment plans, as well as social distancing programs, and telecommuting. There are statutory requirements for some departments to be open and some that are not. Those that are open are doing so in a safe way - we could not get through this without those people that are involved.
- People can go on-line to see what we are doing, what is going on. Events have been cancelled and non-essential businesses have been closed. Court dates and county meetings have been extended. On-line bill pay is also available.
- Employees who are sick, stay home.
- Seniors are not forgotten. The Senior Center can make arrangements for food, Meals on Wheels, to pick up prescriptions, make bank deposits, health services, as well as other items.

8. BOARD COMMENT (No Action - No Public Comment):

Vice Chairman Carmona:

- “Our team” really shines at a time like this. Thank you to everyone involved.

Chairman McBride:

- Storey County is a government and is open for business, except of DMV.
- Everyone is working hard, especially “first responders” - deputy sheriffs, firemen, paramedics. The hard work they are doing is greatly appreciated.
- Residents are also doing a good job. Look after your neighbor - save them trips to the store or post office.
- There are no active cases yet.
- Social distancing seems to work.
- Follow what the County is doing by looking at the County website. There is also information posted on facebook, twitter, and Instagram.

9. DISCUSSION/POSSIBLE ACTION: Switch Presentation to Virginia City Silver Bricks FIRST Robotics.

Continued to April 9, 2020.

10. DISCUSSION/POSSIBLE ACTION : Special Use Permit 2020-012 is a request to operate a two-room bed and breakfast inn within an existing residence in the R1 - Residential zone. The property owners will occupy the residence and two bedrooms, along with common rooms, will be available for guests. Parking for the inn will be provided onsite. The subject property is located at 120 N. Howard, Virginia City, Storey County, Nevada and having Assessor's Parcel Number 001-023-06. Continued to April 9, 2020.

11. DISCUSSION/POSSIBLE ACTION: For possible action, approval of policy 613, a new policy that allows for the paid leave provisions of Families First Coronavirus Response Act (HR 6201) passed by Congress and signed by the President on March 18, 2020.

Jeanne Greene presented policy 613, allowing for the provisions of Families First Coronavirus Response Act, providing for two types of leave for eligible employees. Full time, eligible employees can be provided up to 80 hours of emergency paid sick leave. Part-time employees can receive a pro-rated amount. Definitions of who can take leaves are set out in the policy. Ms. Greene reviewed each section of policy 613. This policy includes employees who are unable to work under FMLA.

Public Comment: None

Motion: I, Commissioner Carmona, move to approve policy 613, Families First Coronavirus Response Act as presented, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

12. RECESS TO CONVENE AS THE STOREY COUNTY BOARD OF FIRE COMMISSIONERS

13. DISCUSSION/POSSIBLE ACTION: For possible action, approval of policy 065, a new policy that allows for the paid leave provisions of Families First Coronavirus Response Act (HR 6201) passed by Congress and signed by the President on March 18, 2020.

Chairman McBride explained this is the same as the previous item, however it applies to the Fire District. Jeanne Greene concurred this is the same as the policy just approved.

Public Comment: None

Motion: I move to approve policy 065, Families First Coronavirus Response Act, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

14. DISCUSSION/POSSIBLE ACTION: Review and possible approval of the 2020-2021 474 Fire District Tentative Budget for submission to the Department of Taxation.

Interim Comptroller, Jennifer McCain, reviewed changes to the budget. The Comptroller's Office has been working with the County Manager and other department heads, to get a capital improvement plan integrated into the capital projects fund, and infrastructure into the equipment acquisition fund.

Ms. McCain reviewed the Fire District budget, with increases in wages and benefits. Fire general fund revenue is a little short of expenses. Grants are being looked at, which could be added to the final budget. Tesla negotiations are on-going which could affect their contribution to the Fire Department. This budget does not include funds from Tesla at this time.

\$150,000 has been transferred from Mutual Aid fund into the Fire general fund to bring it into the black.

The Fire Capital Projects Fund has a balance over \$500,000. \$28,000 is budgeted for this year which includes refurbishing of an ambulance.

The Fire Emergency budget is set up to help the Fire Department through an in-county fire without touching the Fire General Fund.

Public Comment: None

Motion: I, Jay Carmona, move to approve the filing of the 2020-2021 474 Fire District Tentative Budget for submission to the Department of Taxation, **Moved by:** Vice Chairman Carmona
Seconded by: Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

15. RECESS TO CONVENE AS THE STOREY COUNTY WATER/SEWER BOARD

16. DISCUSSION/POSSIBLE ACTION: Review and possible approval of the 2020-2021 Water-Sewer Tentative Budget for submission to the Department of Taxation

Ms. McCain explained that revenues were not covering operations in both funds. Farr West was asked to do a study and agreed there was a need for a rate increase. This is included in the budget. We will work with Public Works “to get a handle on” expenses prior to the final - however, operation costs are what they are. There is a healthy balance to get them through the first year with the rate increase and then they will catch up.

Public Comment: None

Motion: I, Jay Carmona, move to approve the filing of the 2020-2021 474 Water-Sewer Tentative Budget for submission to the Department of Taxation, **Moved by:** Vice Chairman Carmona
Seconded by: Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

17. RECESS TO CONVENE AS STOREY COUNTY BOARD OF COUNTY COMMISSIONERS

18. DISCUSSION/POSSIBLE ACTION: Review and possible approval of the 2020-2021 Storey County Tentative Budget, with the exclusion of the Sheriff’s budget, for submission to the Department of Taxation.

Ms. McCain reviewed the County’s tentative budget. General fund revenues are increased slightly over projections the current year. Tax revenue has been budgeted as provided by the Department of Taxation.

No adjustments have been made to the budget as a result of the Covid19 situation. This will be looked at prior to the final budget with scenarios put together as to what direction this is going.

Ms. McCain reviewed each department’s budget separately. Most department wage increases are mostly due to merit and a 2% AFSCME pay chart increase. Some items to note:

- o Justice and Communication departments have expense increases due to anticipated moves in location.

- The Comptroller's budget for a new employee will be mostly covered by the V&T Railroad.
- Emergency Management has added an overtime line-item to cover situations like the Covid19 emergency.
- The Emergency Mitigation Fund is designed to carry the County through situations like the current one and the flood of several years ago. Funds have been transferred each year from the General Fund. The Emergency Mitigation Fund is at its limit which is 10% of the County's expenses.
- County Grants have changed. The County is no longer contributing to RSVP. Youth services, the library, and St. Mary's Art Center contributions have increased. A grant of \$25,000 will be given to the cemetery.
- Senior Center budget looks like a large increase, this is due to issues in last year's budget with miscalculations in changing the split between the Virginia City and the North Senior Centers. This year is actually the same with a split \$202,000 to Virginia City Senior Center and \$70,000 to the North Senior Center. Help to obtain a vehicle has been requested until receipt of a grant which has been approved.
- Budgeted equipment acquisitions include a pickup truck for Public Works, a snowplow, a lift for the Service Department, and 2 patrol vehicles for the Sheriff's Department.
- More items may be added as we work through the capital improvement plan. More transfers may also be needed.
- A transfer will also be made this year to Pipers Opera House to keep them operating.
- Capital Projects - Working closely with the County Manager and department heads to utilize this fund and keep in line with the Capital Improvement Plan. Budgeted are the following: a dog kennel at the jail facility; the new Justice Center at the Divide; projects at the V&T Depot; a community center in the Virginia City Highlands; with other items that may be itemized. Currently the majority of funds are being spent on IT projects.
- TRI payback funds are currently in negotiations. Funds will continue to be transferred from the General, Equipment Acquisition, and the Fire Funds as has been done in the past.
- Note that the VCTC Fund will be affected significantly due to cancellations of events and closures of hotels during the current COVID19 situation. Prior to the final, there will be decisions on how this fund will be budgeted working closely with the VCTC and its Board. In order to keep Pipers operating, the general fund will supplement its revenue in 2021 with a transfer of \$80,000. This could go up when the current situation is reviewed.

Ms. McCain reported that over-all, all funds are healthy putting Storey County in a good position for the unknown situations the pandemic may bring. The budget team is working on scenarios for possible reduction of expenses to the final budget. The Commission and the public will be kept apprised of all possibilities.

Mr. Osborne said, depending on what happens with this Covid19 event, we are aware and prepared not to send all that is in the budgets - equipment, re-classification, other staffing needs - that sort of things. This will not put at risk any on-going projects, such as the Highlands Community Center, the road projects slated to be completed, etc.

Commissioner Gilman: Ms. McCain has done a wonderful job on this budget. It is clear and easy to follow - very professional. To re-confirm - we are focused to continue with a line-item budget as opposed to increasing a percentage basis on to the budget for the previous year.

Ms. McCain: We are following the same process done over the past several years. Each department comes with their budget and we go through it line by line. We decide if things are necessary, or not, line item by line item.

Commissioner Gilman: Will quarterly reviews of the budget continue?

Ms. McCain: We plan on quarterly reviews. With the current situation, it is important to stay on top of how each department is doing and hold off excess spending until we know how the situation unfolds.

Commissioner Gilman thanked Ms. McCain for her professionalism and said he is excited for the future.

Mr. Osborne explained that a difference now is we are taking the equipment, infrastructure, capital improvements, and planning projects, and putting them into the proper CIP fund. They can be monitored to see when projects start and when completed. Projects budgeted for 2020-21 may not start now depending on what happens with this emergency situation. Quarterly updates can also be given on what is being done to build the CIP fund for the next five years. This is aligned with line item budgeting.

Commissioner Gilman said this is a terrific start. He is anticipating that depending on what happens in the next month or so, there will be some flexing - whether on the expense or revenue side.

Vice Chairman Carmona agrees with Commissioner Gilman. He appreciates what Ms. McCain has done.

Chairman McBride said he is very happy with the way the elected officials and department heads have put their budgets together. As Mr. Osborne said, just because it is in the budget, doesn't mean that it has to be spent. Any revenue short-fall will be seen in the first quarter. If there is a short-fall, some of these projects will be put on the back-burner.

Public Comment:

Nicole Barde, Storey County resident: Does not see an agreement with Tesla this year. And there was not an agreement last year. This is a hole in the budget. Also, this is the first year where she sees a number for "centrally assessed" at \$1.8 million. In prior years, there was nothing listed. If we hadn't been centrally assessed in the past, why are we being assessed money coming in now? Tesla never seemed to agree to their obligations in time for anybody or at any other time during the year.

Chairman McBride explained "centrally assessed" has always been there. It is on the spread sheet so it can be seen a little bit better. Call Ms. McCain or Mr. Osborne - they can explain it in detail.

Motion: I, Jay Carmona, move to approve the filing of the 2020-21 Tentative Budget, with the exclusion of the Sheriff's budget, to the Department of Taxation, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

19. DISCUSSION/POSSIBLE ACTION: Review and possible approval of the 2020-2021 Storey County Sheriff's Tentative Budget, for submission to the Department of Taxation.

Commissioner Gilman stated that litigation between himself and Sheriff Antinoro has been resolved. Therefore, he will be able to vote on the Sheriff's budget.

Ms. McCain explained this budget includes wage and benefit increases due to general merit **increases and estimated health insurance increase of 12 ½%.** Overall, wages went down due to changes in staff. Approval was given for addition of a part-time administrative assistant. Union

negotiations are currently on-going for deputies. Expenses have gone up - which includes replacement of 13 computers as directed by IT.

Public Comment: None

Motion: I, Jay Carmona, move to approve the filing of the 2020-2021 Storey County Sheriff's Tentative Budget, for submission to the Department of Taxation, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

20. RECESS TO CONVENE AS STOREY COUNTY LIQUOR LICENSE BOARD

21. DISCUSSION/POSSIBLE ACTION: Approval 2nd reading of On-Sale liquor license for Café Del Rio, 394 S C St., Virginia City, Nv, 89440 - Applicants Sarah Burnet and Kimberly Moore.

Sheriff Antinoro said background investigations have been completed. There is nothing to preclude Ms. Burnet and Ms. Moore from holding this liquor license. Approval is recommended.

Public Comment: None

Motion: I, Jay Carmona, move to approve the 2nd reading of on-sale/off-sale liquor license for Café Del Rio, located at 394 S C St., Virginia City, NV, 89440 - Applicants Sarah Burnet and Kimberly Moore, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=4)

22. DISCUSSION/POSSIBLE ACTION: 1st reading for approval of a Cabaret License for The Roasting House, 55 N C St., Virginia City, NV 89440 - Applicants are Robert & Mandy Manyose.

Sheriff Antinoro commented this is for a Cabaret License. Applicants are not seeking anything for alcohol at this time. No preclusions are shown at this 1st reading. Approval is recommended.

Public Comment: None

Motion: I, Jay Carmona, move to approve 1st reading of a Cabaret License for The Roasting House, located at 55 N C St., Virginia City, NV 89440 - Applicants are Robert & Mandy Manyose, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=4)

Chairman McBride commented that both the Roasting House and Del Rio have been open for curbside pickup during this time of closure.

23. RECESS TO RECONVENE AS THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS

24. DISCUSSION/POSSIBLE ACTION: Approval of 2nd reading for General Business License for the Café Del Rio, 394 S C St., Virginia City, NV 89440. Applicants are Sarah Burnet & Kimberly Moore

Public Comment: None

Motion: I, Jay Carmona, move to approve the 2nd reading for General Business License for Café Del Rio, located at 394 S C St., Virginia City, NV 89440, Applicants are Sarah Burnet & Kimberly Moore,
Action: Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman,
Vote: Motion carried by unanimous vote, **(Summary:** Yes=3)

25. DISCUSSION/POSSIBLE ACTION: Parcel Map 2020-013 is proposed to create two parcels from one previously consolidated parcel. Originally, the land in question was two individual parcels of land. The two original parcels were consolidated into one legal lot of record in 2013. This Parcel map will divide the consolidated parcel into two individual parcels, returning the land to two parcels. The property is located at 140 South Q Street, Virginia City, Storey County, Nevada and having Assessor's Parcel Number 001-257-08.
Continued to April 9, 2020

26. DISCUSSION/POSSIBLE ACTION: First reading of Bill 115, Ordinance 20-304, text amendments to Storey County Code Title 17 Administrative Provisions to clarify and modify language, and align to NRS noticing requirements in section 17.03.050, 17.03.060, 17.03.070 and 17.03.080.
Continued to April 9, 2020.

27. DISCUSSION/POSSIBLE ACTION: First Reading of Bill 116, Ordinance 20-305, text amendments to Storey County Code Title 17 Zoning adding, modifying, clarifying, elaborating upon, and consolidating land use and other terms and definitions in Chapter 17.10 Definitions and as those terms and definitions apply to and within all regulatory zones and all other provisions in the zoning ordinance. Terms include Animal Boarding and Grooming, Beekeeping, Crisis Care Facility, Equestrian Establishments, Veterinary Services and Wild Animal Keeping.
Continued to April 9, 2020.

28. DISCUSSION/POSSIBLE ACTION : First Reading of Bill 117, Ordinance 20-306 Text amendments to Storey County Code Title 17 Zoning Chapter 17.12 General Provisions adding, modifying and clarifying provision within the chapter including home enterprises, height of buildings and structures, accessory buildings and shipping containers, accessory dwellings, Comstock Historic District standards, setback encroachments, perimeter fencing, public utility uses, minimum lot area, off-street parking, open storage, general provisions for all zones including crisis care and wireless communications facilities, and property located within mapped FEMA floodplain.
Continued to April 9, 2020.

29. DISCUSSION/POSSIBLE ACTION: First Reading of Bill 118, Ordinance 20-307, text amendments to Storey County Code Title 17 Zoning Districts CR Commercial-Residential; C Commercial; R1 Single-Family, R2 Multi-Family Residential; E Estate; F Forestry; A Agriculture; I1 Light Industrial and I2 Heavy Industrial; NR Natural Resources and SPR Special Planning Review zones. Additions, modifications, elimination, and clarification including the listed land uses minimum floor area, setbacks, minimum parcel area, distances between buildings and home enterprises are proposed.
Continued to April 9, 2020.

30. DISCUSSION/POSSIBLE ACTION: Resolution No. 20-568 to reduce on a day-to-day prorated basis the total rent/lease of all "non-essential" commercial tenants of properties owned by Storey County effective the day of Governor Sisolak's Directive 003 (March 20, 2020) to remain closed, and for the rent reduction to remain effective until "non-essential" businesses may reopen to the public per the Governor, but not to exceed 60 calendar days from Directive 003.
Continued to April 9, 2020.

31. DISCUSSION/POSSIBLE ACTION : Approval of business license second readings:

- A. Bank of America ATM - General/440 USA Parkway Ste. 106 ~ McCarran, NV
- B. Buzzard Creek - General/110 S C St ~ Virginia City, NV
- C. Integrity Tennessee, Inc - Out-of-County/2071 Elkton Pike ~ Pulaski, TN
- D. Ipsen Construction LLC - Contractor/30 Granite Way ~ Carson City, NV
- E. Sierra Floor Covering, Inc. - Contractor/4601 Goni Rd. Ste B ~ Carson City, NV
- F. CTA, Inc. - General/13 N 23rd St. ~ Billings, MT

Mr. Osborne: Community Development recommends approval of all licenses A through F.

Public Comment: None

Motion: I, Commissioner Carmona, move to approve the second reading of Business Licenses A through F, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

32. PUBLIC COMMENT (No Action)

33. ADJOURNMENT OF ALL ACTIVE AND RECESSED BOARDS ON THE AGENDA

The meeting was adjourned by the Chair at 11:10 AM

Respectfully submitted,

By: _____
Vanessa Stephens Clerk-Treasurer