

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
MAY 29, 2003 MINUTES**

The Pitt County Board of Commissioners met on Thursday, May 29, 2003, at 5:00 PM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

Commissioners present:

Beth Ward, Chairman
Eugene James, Vice Chairman
John Minges, Commissioner
Jimmy Garris, Commissioner
Mark Owens, Jr., Commissioner
Glenn Bowen, Commissioner
Tom Coulson, Commissioner
David Hammond, Commissioner
Randy Royal, Commissioner

Staff present:

Scott Elliott, County Manager
Susan Banks, Clerk
JoAnne Burgdorff, County Attorney
Michael Taylor, MIS Director
Melonie Bryan, Deputy County Manager/Financial Services
Loretta Lewellyn, Budget Administrator
John Bulow, Deputy County Manager/Human Services
Phil Dickerson, Deputy County Manager/Facility Services
Mac Manning, Sheriff

Call to Order

Reconvene Meeting from May 22, 2003

Invocation and Pledge

The invocation was offered by Commissioner Hammond.
The Pledge of Allegiance was led by Commissioner Minges

Approval of Agenda

Motion:

Motion to approve agenda as presented.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Items for Report

Manager's Overview

Meeting Notes

Chairman Ward reminded the Commissioners and public that the purpose of this meeting was for the Manager and Finance Officer to return to the Board with some suggestions and

budget proposals. She thanked the board members for their attention and support. She said she wanted everyone to understand the two options.

Mr. Elliott said Ms. Bryan would present some overview information about requests and/or expansion. He said he hoped that the Board would give him their final plan for the budget. Ms. Bryan said the current budget as presented of \$177 million is a 1.65% decrease, with the use of \$9.6 million of appropriated fund balance. She said that if over \$3 - \$3.8 million is budgeted of fund balance, than they would definitely go into fund balance and be using those funds for operations. She said the fund balance will drop from 40% to 34% by this June, 2003. She stated that she estimates that at June 2004 the fund balance will be around 28%. Ms. Bryan said the fund balance needs to stay at a minimum of 20%. The County tax rate is at 68 cents to support general government operations, which is around the State average. The average in the State is 66,000 per capita but Pitt County has 49,700, which is a much lower tax base to work with than the average. The County has \$18 million in additional revenue but has a lower than average tax base with an average tax rate and provide superior service for the cost.

Mr. Elliott presented Options A and B. Option A has a proposed tax increase and Option B has an additional use of fund balance over and above \$9.6 million. He said a 1 cent tax increase generates \$650,142 and 2 cents generates \$1.3 million.

He cited the preliminary budget revisions in Options A and B. He said they added \$5,000 for Farmville Child Development Center and removed the funding for Winterville Historical Society who volunteered to withdraw their funding request in light of the budget deficit. Chairman Ward noted that Winterville withdrew their requests and not that they gave the money back as was reported in the newspaper. There is a 50% reduction in non-affiliate requests. He said both options include funds for plans for the Jail space utilization/expansion and the Department of Social Services/Mental Health Space utilization start-up funding for programming and design. He said the EMS fund has a proposed 1-cent district tax in both options. He also presented the projected effect on FY 04-05 budget and how the budget will reflect the decisions from this fiscal year 03-04 budget.

He reviewed the proposed Options A and B.

Budget Option A - Tax Increase

FUNDING SOURCE

Tax Increase	Each 1-cent nets \$650,142	2 cents	
		=	1,300,284
	Difference - Reduce Fund Balance Appropriated/ Consider Other Non-Affiliate Agencies		74,479

PRELIMINARY BUDGET REVISIONS

<u>Department/Agency</u>	<u>Item</u>	<u>Amount</u>
Detention Center	Basic Detention Officers - 3 @ \$36,193 each (salary, benefits, uniforms, training)	108,579
Social Services	Income Maintenance Worker II - Food Stamps	14,671
	Social Worker III - Adult Protective Services	31,325

Health	Public Health Nurse	15,687
Pitt County Schools	Fully Fund Compact Goal of \$1.8 Million	780,043
Pitt Community College	Additional \$ for Revised Request	73,000
Affiliate/Non-Affiliate Agencies	Farmville Child Development +\$5000 (half of prior year funding-in line with recommendations to other agencies) and Winterville Historical & Arts Society -\$2,500 (withdrew request)	2,500
Start-up Funding - "Jail Space Utilization / Expansion Study"	(Repay through long term financing)	100,000
Start-up Funding - "DSS/MH Space Utilization / Programming & Design"	(Repay through long term financing)	100,000
Total		1,225,805

EMS Fund

Includes 1-cent EMS District tax increase (4-cents total) to adequately fund department. Moves forward with service area reconfiguration, construction of two new stations, and purchase of four county fleet ambulances. The 1-cent tax equates to net revenue for the district of \$357,388.

Option A - Projected Effect on FY 04-05 Budget

Proposed "Base" Budget	\$ <u>177.60</u> M
<i>Estimated Additions</i>	
Additional Expenses from Above	1.20
Education Compact for FY 04-05	1.90
"Uncontrollable" Cost of Doing Business Increases (~1.5%)	1.20
Debt Service for Capital Projects (BOE \$57.7M = PCC @ \$4.4M = \$62.1 M)	<u>4.00</u>
<i>Total New Expenses, No Growth/Expansion of Services</i>	8.30
<i>Revenue</i>	
Normal Growth in Revenue	0.90
Fund Balance Use - Unreplaceable (Estimated use out of \$9.6 M budgeted)	-5.80
Revaluation (Rough Estimate at Current Tax Rate)	<u>10.60</u>
<i>Total New Revenue</i>	5.70
Shortfall/Deficit for FY04-05	-2.60
Projected Tax Rate for FY 04-05:	70¢

Additional Tax Needed to Cover \$2.6 M Deficit (1¢ = ~\$807,000):

3.25¢
73.25¢

NOTE: This scenario does not take into account the CIP needs of DSS, Detention Center or any other discussed projects.

This Option A does not take any expansion into account and there is still a tax increase.

Budget Option B - Fund Balance Appropriation

Funding Source

Fund Balance Appropriation	Brings amount to \$10.8 million (Higher levels of use impacts future capacity to retire debt service)	1,225,805
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PRELIMINARY BUDGET REVISIONS

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Affiliate/Non-Affiliate Agencies	Farmville Child Development +\$5000 (half of prior year funding-in line with recommendations to other agencies) and Winterville Historical & Arts Society -\$2,500 (withdrew request)	2,500
Start-up Funding - "Jail Space Utilization / Expansion Study"	(Repay through long term financing)	100,000
Start-up Funding - "DSS/MH Space Utilization / Programming & Design"	(Repay through long term financing)	100,000

Total

1,225,805

EMS Fund

Includes 1-cent EMS District tax increase (4-cents total) to adequately fund department. Moves forward with service area reconfiguration, construction of two new stations, and purchase of four county fleet ambulances. The 1-cent tax equates to net revenue for the district of \$357,388.

Option B - Projected Effect on FY 04-05 Budget

Proposed Base Budget \$ 177.60 M

Estimated Additions

Additional Expenses from Above	1.20
Education Compact for FY 04-05	1.90
"Uncontrollable" Cost of Doing Business Increases (~1.5%)	1.20
Debt Service for Capital Projects (BOE \$57.7M = PCC @ \$4.4M = \$62.1 M)	4.00
<i>Total New Expenses, No Growth/Expansion of Services</i>	8.30

Revenue

Normal Growth in Revenue	0.90
Fund Balance Use - Unreplaceable (Estimated use out of \$10.8 M budgeted)	-7.00
Revaluation (Rough Estimate at Current Tax Rate)	10.60
<i>Total New Revenue</i>	4.50

Shortfall/Deficit -3.80

Projected Tax Rate for FY 04-05:	68¢
Additional Tax Needed to Cover \$3.8 M Deficit (1¢ = ~\$807,000):	4.75¢
	72.75¢

NOTE: This scenario does not take into account the CIP needs of DSS, Detention Center or any other discussed projects.

Mr. Elliott said with the fund balance use, would mean replacing the whole \$7 million because you are using fund balance to balance the budget. In Fiscal Year 04-05, the County will need a tax rate of 72.75 cents to cover the increase in the budget. This does not take into account any facilities. He said when he did the original budget he knew that education is the top priority and the goal was to create some capacity to make debt payments for capital facilities. This is why he proposed the reduced funding for Schools which dropped the funding from \$1.8 million to \$1.0 million based upon the CPI and the new enrollment. This created a \$780,000 capacity that could be put towards debt payment on capital projects. If they did the same thing in 04-05 where there is a scheduled \$1.9 million in the compact, the funding would to \$1,060,000. If you looked at both it would leave \$1.5 million in additional capacity to retire debt, if the Board chose not to raise taxes.

Mr. Elliott said he needs to know if the Board wanted to support Option A with a two cent tax increase plus the 1 cent EMS tax or use Option B that utilizes fund balance and an additional 1 cent EMS tax. He said each side has consequences in the following year's budget. He said one option has a 5.25 cent tax increase and the other has a 4.75 cent tax increase, which either of these choices would fall on top of the 68 cents even with the income from revaluation in Fiscal Year 2004-2005. He said he wanted the Board to see the entire picture. There is a projected increase in revaluation of 35% in 2004-05 for property taxes plus the increase recommended this year. He said he is trying to maintain the fiscal integrity of the County.

Commissioner Bowen asked about fund balance in Option B. Ms. Bryan said it would leave about 25% in fund balance. Ms. Bryan said the Board needs to decide if they want to do away with the plan to use the fund balance for education. Ms. Bryan said there has been nothing added to savings in the last three years. Commissioner Bowen asked about the \$100,000 for the jail study. Commissioner Bowen said he could not support cutting the municipalities from the budget and still fully fund education. Commissioner Bowen said he wanted to see the municipalities get the same thing they got last year, including Stokes and add back to the budget the Pitt County Girls Softball League and Jackie Robinson at \$2,000 each. Commissioner Hammond asked about the reason for the County's low tax base. Ms. Bryan said the tax base is low because of large employers being tax exempt. Commissioner Hammond said he worked on the Education Compact with Chairman Ward and Commissioner Shank. He said he wanted the Board to do as the compact says "to strive" to meet the \$1.8 million in the education compact.

Commissioner Garris stated that he supported the Income Maintenance Workers and the Adult Protective Services Position in the Social Services request. On the Affiliated and Non-affiliate, he stated his support of the Manager's recommendation except he supported the Pitt County Girls Softball League (PCGSL) for the \$14,200 they have requested noting that they have served over 6000 girls in this area. They have done everything with private funding and fund raising. He asked about the supplement being included the Pitt Community College's request. He said the Board voted against this and now they are asking for it to be tripled. He stated he had received research from other community colleges that does validate that Pitt Community College's supplement is low on the State average but it is greater than the average on salary. He said they are \$2000 greater than the State average on salary. Supplements and bonuses are not going up like they used to, especially in the private sector. People are not getting raises and some are getting reductions. He noted an article from the local paper saying that 60% of families can not meet their basic needs. He expressed concern about the \$20,000 supplement and said he would support reducing the \$73,000 request from Pitt Community College by \$20,000.

Vice Chairman James said that in June 30, 2004 there will be \$28 million in fund balance. He said he would rather see the people of the County have the money. The County should not be using funds for investment but the funds should be used to meet the County needs. He supported Commissioner Garris' comments on the \$20,000 reduction from Pitt Community College's request. He supported funding the Education Compact fully this year. He also supported putting \$2,000 on recreation by including the PCGSL.

Commissioner Minges agreed with funding the \$14,200 for the PCGSL. He stated his support for the \$57.7 million on capital for Schools facilities. Ms. Bryan said she was not sure about the benefit of using COPS versus GO bonds without doing some research. Commissioner Minges said he supports COPS versus GO bonds. Ms. Bryan said if the bond referendum fails then the needs will still be there.

Commissioner Coulson said the County staff needs to sharpen their pencils more on this budget. He said he told everyone last year that if the pencils weren't sharpened and additional reductions were not taken, the County would be in this boat. He said he is appalled that the departments did not come back with additional savings. He said that if the County effects a tax increase, the Board is saying that they have no control and they want to pass the burden to the taxpayers. He said there has been low sales in real estate and there are low wages. Citizens are

getting double the burden. He said it is alright to give seed money to the non-affiliates but does not want the County to maintain those agencies. He said the Board should use Option B but should still go back to departments to mandate savings. Department heads are not taking advantage of technology and saving money. He said he cannot vote for a tax increase when County government is not trying to abate uncontrollable increases.

Commissioner Owens thanked everyone for the support of the Education Compact and their support of the money back to Farmville Child Development Center. He spoke about the Farmville library. He said when the Board looks at the benefits of having these large employers like the hospital even if they are tax exempt, this County is better off for them. He supported funding the proposal for the MH/DSS space needs, Pitt Community College capital fund and to go through COPS for long term financing because it lessens the strain on the taxpayers. He said the County needs to keep funds on hand for emergencies. He said it is a pay now or pay it later scenario. He said he thought it was better to do a little at a time with taxes and use some of the hospital funds as in Option A.

Commissioner Royal said this Board should not dry up the funds from the hospital because that would be irresponsible of this Board. He said he supported the continuation of the Education Compact. He said the Schools have kept their word so the Board should keep its word. He did not want to get in to the Community College's issue on the \$20,000 supplement. Commissioner Royal said the departments have been doing savings and cuts for the past two or three years. He supported the three detention officers, the DSS and Health workers, and stated the need to look at the non-affiliates that came up following the flood. He supported funding the West Greenville agencies which have helped with juvenile delinquency over the years.

Chairman Ward asked about the funding of the libraries and stated that she had asked the Manager to provide the Board with a formula for funding the libraries. Mr. Elliott said they looked at the library funding and presented a formula which ranks the libraries as small, medium, and large libraries. The recommendation was as follows:

Potential Levels	Option A	Option B
Large: Farmville	\$10,000	\$8,000
Medium: Grifton Ayden	\$5,000 \$5,000	\$4,000 \$4,000
Small: Winterville* Bethel*	\$2,000 \$2,000	\$2,000 \$2,000

*Subsidiaries of Sheppard Memorial Library

Chairman Ward stated her support for the library formula as proposed. She supported the Pitt County Girls Softball League with a suggested \$7,100 which was half of their request. She spoke on the Affiliates and Non-Affiliates stating that some were called and chose not to respond. She said being that they did not follow through with requesting funds, she would not support putting funding back in the budget. She said she was struggling with what the Board has before them to decide now. She spoke to the fact that when fund balance is used, the County would still have to fund what has been taken out of savings because it is not being put money back in. She said at some point the Board is going to have to find the money to keep paying the fund balance in each budget that is used. She said she is in a quandary between Options A and B. She said the County needs to find money to start putting back in the budget.

Commissioner Bowen asked about how to figure the fund balance. Ms. Bryan said it takes this County \$8 million a month just to pay the bills. She said fund balance is figured against the general fund, not the whole budget.

Motion:

Motion to eliminate Budget Option A which had a 2 cent tax increase and 1 cent EMS tax.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Tom Coulson.

Vote Record:

Jimmy Garris	Yes
John Minges	No
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	No

Total Yes Votes: 5

Total No Votes: 4

Motion Passed.

Motion:

Motion to move all of the funds from the Hospital Portfolio to the general fund balance.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner David Hammond.

Commissioner Garris said there was an Investment Oversight Committee appointed to make a recommendation on these funds but the committee has not yet met. Chairman Ward said \$4.6 million more would have to come out of fund balance. Ms. Bryan said if the Board is going to continue to spend the funds it would be much easier for staff to handle the funds in-house. Commissioner Hammond asked how much is left of the hospital portfolio. Ms. Bryan said since the \$4 million would be used there would be \$16 million in fund balance. Commissioner Coulson said no one was considering the option he suggested to go back to the departments for reductions.

Substitute Motion:

Substitute Motion to table this motion to move all the portfolio funds into the general fund balance until the Investment Oversight Committee reports to this Board.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Tom Coulson.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	No

Total Yes Votes: 6
Total No Votes: 3
Motion Passed.

Motion:

Motion to choose to use Certificates of Participation to fund debt service. Motion was with drawn.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner David Hammond.

Motion:

Motion to reduce additional funds in Pitt Community College's fund by \$20,000.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Vice Chairman Eugene James.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	No
Eugene James	Yes
Randy Royal	No

Total Yes Votes: 5

Total No Votes: 4

Motion Passed.

Chairman Ward suggested the Board start at the top of the additions/expansion items and vote on them individually.

Motion:

Motion to fund 3 Detention Officers @ \$36,193 each for a total of \$108,579.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Motion:

Motion to fund Income Maintenance Worker II for Food Stamps (\$14,671) and Social Worker III for Adult Protective Services (\$31,325).

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	No
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

Total Yes Votes: 8
Total No Votes: 1
Motion Passed.

Motion:
Motion to fund Public Health Nurse (\$15,687).
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Randy Royal.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	No
David Hammond	Yes
Eugene James	No
Randy Royal	Yes

Total Yes Votes: 7
Total No Votes: 2
Motion Passed.

Motion:
Motion to fully fund the Education Compact Goal of \$1.8 million (add back in to budget \$780,043).
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Jimmy Garris.

Motion:
Substitute motion offered to fund the \$1.8 million for the Education Compact and request that a higher percentage of the funds to the classroom teachers.
Motion made by Commissioner Bowen
Motion seconded by Vice Chairman James.

Vote Record:

Jimmy Garris	Yes
John Minges	No
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	No
David Hammond	No
Eugene James	Yes
Randy Royal	No

Total Yes Votes: 3
Total No Votes: 6
Substitute Motion Failed.

Motion to fund Education Compact at \$1.8 million in FY 03-04.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	Yes
Beth Ward	Yes

Glenn Bowen **Yes**
Tom Coulson **No**
David Hammond **Yes**
Eugene James **Yes**
Randy Royal **Yes**

Total Yes Votes: 8
Total No Votes: 1
Motion Passed.

Pitt County
REQUESTS FOR FUNDING - AFFILIATE / NON-AFFILIATE AGENCIES
Fiscal Year 2003-04

Agency	FY 01-02 Actual	FY 02-03 Budget	FY 03-04 Request	FY 03-04 Mgr Rec
AFFILIATE AGENCIES				
Sheppard Memorial Library	530,459	536,509	428,701	427,338
Pitt County Council on Aging	133,020	150,000	366,081	153,900
Pitt Area Transit System	0	8,858	22,750	15,050
Eastern Carolina Vocational Center*	25,000	35,000	55,000	35,000
	688,479	730,367	872,532	631,288
* Funded with Solid Waste Funds				
NON-AFFILIATE AGENCIES				
Public Safety 104379				
Sentencing Services Program	10,500	10,500	10,500	5,250
Human Services 105800				
Women's Commission	808	758	758	379
Committee - Employment of People w/Disabilities	1,700	900	900	450
New Directions-Family Violence Program, Inc.	10,000	10,000	25,000	5,000
Mediation Center	3,250	3,250	6,712	1,625
Little Willie Center	1,750	1,750	1,750	875
Farmville Child Development Center	10,000	10,000	10,000	5,000
Cultural & Recreational 106100				
Radio Reading Program	1,500	1,500	6,000	750
Farmville Public Library	2,000	2,000	14,568	2,000
Grifton Public Library	2,000	2,000	10,000	2,000
Fountain Public Library	2,000	2,000	0	0
Ayden Public Library	2,000	2,000	3,000	2,000
Winterville Public Library	2,000	2,000	2,000	2,000
Bethel Public Library	2,000	2,000	2,000	2,000
Jackie Robinson League	2,000	2,000	0	0
Grifton Recreation	2,000	2,000	10,000	1,000

Stokes Recreation	2,000	2,000	0	0
Bethel Recreation	0	2,000	2,000	1,000
Farmville Community Arts Council	7,000	7,000	7,000	3,500
Ayden Arts and Recreation	7,000	7,000	7,000	3,500
Greenville Museum of Art	7,000	0	7,000	3,500
Winterville Historical & Arts Society	6,000	5,000	5,000	0
Grifton Civic Center	5,000	5,000	6,000	2,500
	89,508	82,658	137,188	44,329
NEW REQUESTING AGENCIES				
Westside Community Service Ctr	0	0	52,121	0
West Greenville Regional Resources	0	0	5,000	0
Martin Co Community Action	0	0	25,000	0
Youth Today	0	0	15,000	0
Pitt Co Girls Softball League	0	0	14,200	0
	0	0	111,321	0
Totals - Nonprofit/Affiliate Agencies	777,987	813,025	1,121,041	675,617

Motion:

Motion to fund the Pitt County Girls Softball League in the amount of \$14,200 per their request.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner John Minges.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	No
Tom Coulson	Yes
David Hammond	No
Eugene James	No
Randy Royal	No

Total Yes Votes: 3

Total No Votes: 6

Motion Failed.

Motion:

Motion to fund \$1,750 for Little Willie Center, \$758 for Women's Commission, \$900 for Committee for Employment of People with Disabilities, \$2,000 for Jackie Robinson League and \$2,000 for Stokes Recreation.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion:

Substitute Motion to fund the Non-Affiliate Agencies as they are funded in the current year budget with the addition of \$2,000 for the Pitt County Girls Softball League and adopt the Option B proposal for the Library funding. Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Mark Owens, Jr.

Motion Passed Unanimously.

Motion:

Motion to approve Start-up funding for Jail Space Utilization/Expansion Study (Repay through long term financing) and the DSS/MH Space Utilization/Programming & Design(Repay through long term financing).

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner John Minges.

Commissioner Bowen asked that the Manager and Engineer work to get these study and design costs down. Mr. Dickerson stated that is his job.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	No
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

Total Yes Votes: 8

Total No Votes: 1

Motion Passed.

Adjourn

Motion:

Motion to adjourn meeting at 7:00 p.m.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Respectfully Submitted,

Susan J. Banks, CMC
Clerk to the Board