

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

June 15, 2015

The Lenoir County Board of Commissioners met in open session at 5:00 p.m. on Monday, June 15, 2015, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman Craig Hill, Vice-Chairman Jackie Brown and Commissioners, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse and Linda Rouse Sutton.

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, County Attorney Robert Griffin, members of the general public and news media.

Chairman Hill called the meeting to order at approximately 5:00 p.m. Ms. Brown offered the Invocation and Mr. Rouse led the audience in the Pledge of Allegiance.

Mr. Hill welcomed everyone to the meeting and stated at this time I would like to take the liberty to move Item No. 15A Resolution Approving Presentation of Badge and Service Weapon to Major James H. Ward to the front of the agenda.

Item No. 15A was a Resolution Approving Presentation of Badge and Service Weapon to Retiring Major James H. Ward. Sheriff Ingram asked the Board to approve the badge and service weapon (Glock 21 45, Serial Number NMA040) to retiring Major James H. Ward.

Sheriff Ingram stated in 1984 Major Ward began his career as a dispatcher for Lenoir County Sheriff's Office and in 1985 he completed Basic Law Enforcement training. Major Ward was a police officer with the City of Kinston from 1986-1996, and from 1996 until present he has been with the Lenoir County Sheriff's Office. Major Ward has worked his way through the ranks and will be retiring as Major. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15A was unanimously approved. Common Consent

Judge Les Turner presented Major Ward with a plaque and Sheriff Ingram presented Major Ward with his service weapon.

Major Ward thanked his sons, wife, family and friends for being present.

Mr. Hill stated it is an honor and we appreciate having Judge Les Turner with us today to present the service award to Major Ward. To the Ward family, we appreciate the many sacrifices that you've given to make sure Major Ward was able to perform his job duties. We realize without your support it would have been very difficult for him to do.

To all the family and friends, you have been behind him and supported him. He had an outstanding career and has served us well. Major Ward on behalf of the Commissioners we wish you the very best in retirement and moving forward.

Mr. Hill stated the next item was brought to the board just before the meeting. It is a Resolution from the Lenoir County Board of Education regarding the lease agreement with Apple, Inc.

Mr. Hill asked Dr. Steve Mazingo, Superintendent of Lenoir County Public Schools to come forward to present the Resolution.

Dr. Mazingo stated this Resolution is like the one the Commissioners approved last year for the first phase of the technology project. As indicated in an earlier meeting it is the intent of Lenoir County Public School Board to move ahead with phase two and three. The total cost of \$2,701,622.76 will be paid over a four year lease FY 15-16 and 17-18. The project last year was \$3.9 million and we'll add \$675,405.69 to the payment for a total annual payment of \$1,659,104.89 per year. We paid one year of the \$983,000 payment and we have three additional years at that cost and a new payment amount of \$675,405.69 for four years. The only change to this Resolution is the number amount and the years. As always we certainly appreciate the Commissioners support and I hope that you will take this step and allow us to move forward with phase two and three of the project. We will be supplying middle and high school students with Ipads and the equipment they need to live in a real world.

Mr. Daughety made a motion to move and support this Resolution. The motion died for lack of a second.

Mr. Hill stated at this point since the board just received this information today, the appropriate action might be to table the item and reconvene in a few days. I am aware of the time factor in regards to the agreement. However, this would give us a chance to review the agreement in its entirety in a timely manner.

Mr. Jarman stated he thinks July 9th was the commitment date listed in the payment history of the agreement. I understand Apple would like a commitment in time to have the products in place at the start of the school year.

Dr. Mazingo stated the prices they received have a sunset and this is the last quarter for Apple. I do apologize if you just received this package today, because we delivered it to you on Thursday. I'm sorry if you have not had the time to look at it. Apple Corporation is not going to give their bottom price until someone is ready to make a commitment. So this was not something I could do a month ago, this is a last minute deal.

Mr. Hill stated he understands, but the board needed a couple of days to look over the agreement.

Ms. Sutton asked if the board had to reconvene and couldn't we do it by email?

Mr. Jarman stated the board could recess this meeting, schedule a date and get back together to make the actual vote.

Dr. Mazingo stated again, this contract is the same one the board received last year the amounts and dates are the only changes there is nothing different. It's actually more of an extension of what we did.

Mr. Rouse stated I think it would be a good idea to allow attorney Griffin the opportunity to look at the information as well.

Mr. Hill thanked Dr. Mazingo for presenting and stated we will get in touch with you after the board reconvenes.

Dr. Mazingo stated to remember that time is a factor.

Mr. Hill stated the board needs to recall the conversation regarding phase 3 would be when we would consider putting the 1/4 cent sales tax out there. Remember we needed the \$300,000 additional revenue on top of what we currently have in order to do that.

Ms. Sutton stated regarding our agenda, I understand Dr. Mazingo mentioned he had the Resolution here on Thursday, but for the sake of the public we receive our agendas on Thursday.

Mr. Jarman stated the agenda deadline is 12:00 pm Tuesdays, and the schools have a deadline which is 12:00 p.m. on Wednesdays.

Ms. Sutton stated she feels like the agreement might be the same but let's give our attorney the opportunity to look it over.

Mr. Jarman stated you should do that, however I still have some of my same concerns maybe not as great. You are basically approving a Resolution where the county is saying the funds are available, and the funds that are being spent are not county funds which is a little cumbersome. The attorneys that reviewed it said since we budget by lump sum that covers it, but we request their budget by function code which is a concern. Their budget this year shows \$1.7 million budgeted for debt service so we do have a document that shows it's not included within our budget. Since the \$300,000 shows as additional local funds not the entire \$1.7 million, I would personally have something that would give us a strong argument they committed \$1.4 million state and federal funds.

Mr. Hill stated he would like for attorney Griffin to look over the lease agreement as well as other members of the board and then we will reconvene.

Ms. Brown stated Ms. Lisa Sylvia is in the audience and would like to introduce herself.

PUBLIC INFORMATION:

None

PUBLIC COMMENTS:

Ms. Lisa Sylvia thanked Ms. Jackie Brown for inviting her to the meeting. Ms. Brown and I attend the JCPC meeting together. Ms. Sylvia stated she is the new director of the Gate in Kinston and has been in that capacity since November 2014. I know the City of Kinston has been a big supporter of the Gate since the beginning.

I would like to thank you for your support and prayers. I appreciate the attendance of the police officers on Friday nights which is our big night at the Gate. We appreciate all that you do to support that. I love children and I love people and it's my hearts desire to service the people and the students in Lenoir County. If you would like to come and visit us we would love to have you. At this time I'll be glad to answer any questions.

CONSENT AGENDA:

Corrections were made to the May 28, 2015 Special Called Meeting minutes to reflect Commissioner Reuben Davis being absent instead of present.

1. Approval of Minutes: Regular Board Meeting: May 4, 2015.
Regular Board Meeting: May 18, 2015.
Budget Work Session: May 18, 2015.
Special Called Meeting: May 28, 2015.
Regular Board Meeting: June 1, 2015.
2. Budget Ordinance Amendment: Solid Waste Fund: Finance/Landfill: \$901.00. Increase.

Upon a motion by Ms Brown and a second by Ms. Sutton, the consent agenda was unanimously approved. Common Consent

Mr. Hill stated at this time we will move to the budget ordinance amendments and resolutions. We do have a series of Resolutions that have been screened and re-screened. I want the public to know as we move forward and if we go through these items relatively quickly without a lot of questions, it is because there have been a lot of questions asked on the front side of this budget.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 3 was a Budget Ordinance Amendment: General Fund: Sheriff/Civil Process Department: \$6,459. Increase. Martha Martin, Finance Director, stated this budget amendment is to appropriate funds from the concealed weapon permitting and renewals as well as appropriate additional funds for the salary and benefits of the part-time clerk. Based upon GS 14-415-19, \$35.00 from each concealed carry permit and each concealed carry renewal are to be used by the Sheriff's Department to administer this article and any other law enforcement purpose. Upon a motion by Ms. Sutton and a second by Mr. Best, item No 3 was unanimously approved. Common Consent

Item No. 4 was a Budget Ordinance Amendment: Finance/Sheriff's Department: \$4,032. Increase. Martha Martin, Finance Director, stated this budget amendment is to budget insurance proceeds received from Argonaut Great Central Insurance Company. This payment is for damages received to a sheriff's vehicle. Upon a motion by Mr. Davis and a second by Ms. Brown, item No 4 was unanimously approved. Common Consent

Item No. 5 was a Budget Ordinance Amendment: General Fund: Finance/Process Funds: \$15,827. Increase. Martha Martin, Finance Director, stated this budget amendment is to appropriate funds received from the NC Department of Public Safety. These funds will be used to offset the cost of training, purchase of EOC supplies and upgrades to technology. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 5 was unanimously approved. Common Consent

Item No. 6 was a Budget Ordinance Amendment: General Fund Debt Service: \$115,385. Increase. Martha Martin, Finance Director, stated this budget amendment is to appropriate funds to cover the debt service payment on the Eastern Region Loan for the Smithfield Sewer Extension. Whenever the budget was adopted in FY 13-14 for FY 14-15, the interest free loan from the Eastern Region had not been finalized. It was approved just prior to the end of FY 13-14. Therefore, the funds need to be appropriated for making this fiscal year's payment. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 6 was unanimously approved. Common Consent

Item No. 7A was a Resolution approving FY 15-16 Position and Pay Classification Plan. Lashanda Hall, Human Resource Technician, stated Human Resources has proposed a Pay and Position Classification Plan that promotes uniform and consistent pay and classification practices for all Lenoir County employees. The plan complies with the State Human Resources Act and the County Personnel Policy requirements and is presented in a format most commonly used by local units of government. The plan includes all of the position classifications that may be used in the new fiscal year. The classifications added are: Special Projects Officer, Paralegal I, Animal Control Supervisor I and District Administrative Specialist. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 7 was unanimously approved. Common Consent

Item No. 8A was a Resolution approving a lease agreement with NC State University in the amount of \$4,500. Tammy Kelly, Cooperative Extension Director, stated Cooperative Extension converted to the Mac Computer Lease System in 2007. The lease program is the best way to keep our agency aligned with our parent agency and educational institution in the most cost effective manner. The agency will install 13 new Mac Minis and one Mac Laptop. This amount includes installation, training, university technical support and any potential repair. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 8A was unanimously approved. Common Consent

Item No. 8B was a Resolution approving a maintenance contract with Charles Hughes Construction, LLC in the amount of \$6,000. Tammy Kelly, Cooperative Extension Director, stated Cooperative Extension wishes to enter into a 1 year contract to provide grounds maintenance. Charles Hughes Construction has provided quality lawn care and landscape maintenance for the past nine years. We have been very pleased with their service and wish to continue the contract for another year. Also, this year we have added the grounds surrounding the livestock arena to the contract. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8B was unanimously approved. Common Consent

Ms. Kelly invited all to attend the business after hours tomorrow from 5:00 pm – 7:00 pm. at the Farmers Market.

Item No. 9A was a Resolution approving the lease of copiers and a wide format scanner from COECO in the amount of \$9,500. Pam Rich, Register of Deeds, stated NC General Statutes require the Register of Deeds Office to be able to furnish copies to the general public. The copier will allow the public, attorneys, and office staff to make the necessary copies needed for everyday work requirements. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No 9A was unanimously approved. Common Consent

Item No. 9B was a Resolution approving an indexing services contract with COTT Systems in the amount of \$26,500. Pam Rich, Register of Deeds, stated, COTT Systems has provided the Register of Deeds with the highest level of support and services for many years. The indexing of real estate documents, marriages, births, delayed births, deaths, maps and DD214's has allowed the Register of Deeds to place many records on a computer for easy accessibility. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 9B was unanimously approved. Called to Question

Item No. 10 was a Resolution authorizing FY 15-16 service contracts and purchase orders for the Court Facility/Public Buildings Department in the amount of \$183,119. Mike Wiggins, Maintenance Director, stated this Resolution will allow the encumbrance of funds approved in the FY 15-16 budget, and the eventual payment for services billed. Upon a motion by Mr. Rouse and a second by Ms. Sutton, Item No. 10 was unanimously approved. Common Consent

Item No. 11A was a Resolution authorizing the issuance of blanket purchase orders yearly software/hardware maintenance for the MIS Department in the amount of \$202,816. Joey Bryan, MIS Director, stated Lenoir County has many software maintenance obligations that allow the County's services to continue. The contracts allow for MIS to receive upgrades, place service calls, and allow use of the software. Without these services contracts, any software/hardware malfunction or failure, would cause that service to no longer be available to anyone in the County. This would place us in the position of not having anyone to call to repair the application. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No 11A was unanimously approved. Called to Question

Item No. 11B was a Resolution approving the installation of a Fiber Connection between the Lenoir County Courthouse and the EOC/911 building located at 200 Rhodes Avenue in the amount of \$49,437. Joey Bryan, MIS Director, stated Lenoir County currently utilizes fiber connections to all of our locations via fiber except for EMS/911 center which utilizes a line of site wireless connection. Installation of this fiber will allow for the county to locate a new backup server farm as well as the redundant backup unit at the EMS/911 center. This center is staffed 24/7 for security and has emergency power. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 11B was unanimously approved. Called to Question

Item No.12A was a Resolution authorizing the issuance of blanket purchase orders to the following companies for fiscal year 2015-2016 in the amount of \$127,800. Chris Harper, Transit Director, stated the purchase orders will allow Transit to operate more efficiently by having vendors in place when the need for the services arises. Upon a motion by Ms. Brown and a second by Mr. Davis, Item No 12A was unanimously approved. Common Consent

Item No. 12B was a Resolution declaring property as surplus and authorizing the sale of surplus property by auction. Chris Harper, Transit Director, stated the Transit Department has one (1) van which has outlived its useful life. The vehicle is no longer of use to any county department and there are no plans to put it back into service. Upon a motion by Ms. Sutton and a second by Mr. Best Item No. 12B was unanimously approved. Common Consent

Item No. 12C was a Resolution approving Lenoir County Transit System Safety Program Plan. Chris Harper, Transit Director, stated the plan is required by the North Carolina Department of Transportation, Public Transportation Division to ensure operational compliance. To meet NCDOT requirements and to improve the usefulness of the SSPP, Lenoir County Transit updated all of the five (5) core areas: Driver/Employee Training, Safety Data Acquisition/Analysis, Drug and Alcohol Abuse Programs, Vehicle Maintenance, and Security. We have completed and submitted the information to the NC Department of Transportation. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 12C was unanimously approved. Common Consent

Item No. 13A was a Resolution authorizing FY 15-16 service contracts and purchase orders for the Emergency Services/Emergency Management Division in the amount of \$36,453. Roger Dail, EMS Director, stated all purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts and service contracts allow us to receive upgrades and place calls for service at no additional cost to the County. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 13A was unanimously approved. Common Consent

Item No. 13B was a Resolution authorizing FY 15-16 service contracts and purchase orders for the Emergency Services/Communications Division in the amount of \$141,840. Roger Dail, EMS Director, stated all purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts and service contracts allow us to receive upgrades and place calls for service at no additional cost to the County. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 13B was unanimously approved. Common Consent

Item No. 13C was a Resolution authorizing FY 15-16 service contracts and purchase orders for the Emergency Services/Communications Division Emergency Telephone Fund in the amount of \$379,173. Roger Dail, EMS Director, stated, all purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts and service contracts allow us to receive upgrades and place calls for service at no additional cost to the County. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 13C was unanimously approved. Called to Question

Item No. 13D was a Resolution authorizing FY 15-16 service contracts and purchase orders for the Emergency Services/EMS Division in the amount of \$582,817. Roger Dail, EMS Director, stated all purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts and service contracts allow us to receive upgrades and place calls for service at no additional cost to the County. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 13D was unanimously approved. Called to Question

Item No. 13E was a Resolution approving a memorandum of agreement between NC Department of Health and Human Services, Division of Health Service Regulation and Lenoir County Emergency Services. Roger Dail, EMS Director, stated in 2011, Lenoir County Emergency Services received hazard materials decontamination equipment, including a trailer, from Lenoir Memorial Hospital. Lenoir County Emergency Services have trained 14 employees with the knowledge to deploy this equipment. With this equipment and training Lenoir County Emergency Services became recognized regionally as part of the State Medical Assistance Team. Also, part of the recognition allowed Emergency Services to update, replace, and add equipment that was needed. Upon a motion by Ms. Sutton and a second by Ms. Rouse, Item No. 13E was unanimously approved. Common Consent

Item No. 13F was a Resolution approving a fireworks show for the Deep Run Independence Day Committee for June 27, 2015 at 9:00 p.m. Roger Dail, EMS Director, stated Per North Carolina Fire Code 2012 edition and North Carolina General Statue 14-410, County Commissioners must grant permission of firework displays before a permit can be issued. The Deep Run Committee has hired Class A Services and Storage, Inc. to handle all fireworks behind Deep Run Water Corporation. The Fire Marshal's Office will ensure all fire codes are met. Upon a motion by Ms. Sutton and a second by Ms. Rouse, Item No. 13F was unanimously approved. Common Consent

Item No. 14 was a Resolution approving FY 15-16 blanket purchase orders for the Health Department for clinics and services. Denise Bell, Administrative Assistant, stated Mr. Joey Huff was unable to attend this meeting and she would be making the presentation on his behalf. The Health Department utilizes various vendors and suppliers for medical supplies, office supplies, and contracted services. The purchase orders will allow the Health Department to simplify purchasing during the fiscal year. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 14 was unanimously approved. Called to Question

Item No. 15A was a Resolution approving the presentation of his badge and service weapon to retiring Major James H. Ward. Sheriff Ingram read the Resolution. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15A was unanimously approved.

Item No. 15B was a Resolution approving the purchase of equipment, services and supplies for the Sheriff's Department in the amount of \$467,910. Sheriff Ingram stated the Sheriff's Department has been very pleased with the equipment, services and supplies offered by these vendors in the past years. Therefore, we wish to continue with their service during this fiscal year. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 15B was unanimously approved. Called to Question

Item No 15C was a Resolution approving the purchase of equipment, services and supplies for the Lenoir County Detention Center in the amount of \$1,006,643. Sheriff Ingram stated the Detention Center has been very pleased with the equipment, services and supplies offered by these vendors in the past years. Therefore, we wish to continue with their service during this fiscal year. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15C was unanimously approved. Called to Question

Item No. 15D was a Resolution approving purchase order to B&G Electronics in the amount of \$35,000. Sheriff Ingram stated the Sheriff's office utilizes Dodge Chargers as patrol vehicles. The vehicles must have numerous pieces of equipment including protective dividers, electronics and emergency warning equipment installed on the vehicle. This purchase order will include the purchase of equipment and the installation of required equipment for the fleet of patrol vehicles. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 15D was unanimously approved. Common Consent

Item No. 16A was a Resolution authorizing FY 15-16 service contracts and purchase orders for the Department of Social Services in the amount of \$1,683,678. Tracy Chestnutt, DSS Administrative Officer, stated the purchase orders will allow encumbrance of funds approved in the FY 15-16 budget and the eventual payment of services as billed. Upon a motion by Mr. Davis and a second by Mr. Best, Item No 16A was unanimously approved. Called to Question

Item No. 16B was a Resolution approving provider agreements for subsidized day care for the Department of Social Services in the amount of \$2,633,308. Tracy Chestnutt, DSS Administrative Officer, stated in order to receive payments from DSS, providers must abide by state and federal regulations. This will be a one year agreement, renewable with modifications annually, subject to acceptable performance of the individual providers. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 16B was unanimously approved. Common Consent

Item No. 16C was a Resolution approving the Lenoir County Home and Community Care Block Grant funding plan with the Department of Social Services in the amount of \$538,259. Tracy Chestnutt, DSS Administrative Officer, stated the Home and Community Care Block Grant funds provide essential services such as meals, in-home aide care, operation of local senior centers, and transportation for the elderly population of Lenoir County. HCCBG funds are 90% Federal and State funds and require a 10% county match. The bulk of this money goes to the Council on Aging for some of their services and level 1 in-home aide services. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 16C was unanimously approved. Common Consent

Ms. Chestnutt stated effective July 1, 2015 the Crisis Intervention Program which provides assistance for heating and cooling will return to the Department of Social Services. In the past the applications were processed at the Salvation Army through a contract. We are happy to be able to provide the services in house again.

Item No. 17 was a Resolution approving appointments of citizens to boards, commissions, etc. This was the first appearance so no action is required at this time.

CURRENT VACANCIES: Lenoir County Health Board – (1) Optometrist, (1) Member, Equalization & Review (1), Lenoir County Parks & Recreation (1).

Item No. 18 were items from the County Manager, Mike Jarman. Mr. Jarman stated other than the typical financial performance summary and the permit/inspection report, I have a couple of reminders. The NC Association of County Commissioners has sent information regarding the annual conference August 20-23 in Pitt County. Please take a look at the scheduled events and decide if you will be attending or call Vickie if you need additional information.

Early registration fee runs through July 16th and if you are attending we would prefer to get the registration at the lower price. We are asking for this information at this time because we are not scheduled to meet again until July 20th.

Mr. Hill stated he will attend the entire event and commute back and forth daily.

Mr. Rouse shared a handout with information and updates regarding transportation projects in Lenoir County.

Mr. Griffin asked Mr. Rouse if there was a definite closing date on the Queen Street Bridge project?

Mr. Rouse replied the Free Press printed the incorrect date. The projected date for closure is July 6th.

Ms. Sutton stated she received an email from Ms. Alice Warren, Vice President of Continuing Education stating the scheduled NC State University Pack Prowl has been postponed until May 2016.

Mr. Best recognized Kinston Wheel Alignment for being in business in Kinston/Lenoir County for 60 years. Mr. Best stated that Mr. Burnie Braxton is a wonderful person, and it is great to be able to be successful for sixty (60) years.

Mr. Hill stated we will recess until Friday morning June 19th at 9:00 a.m.

Recessed at 5:45pm

June 19, 2015

The Lenoir County Commissioners' meeting reconvened at 9:00 a.m. Chairman Hill called the meeting to order. There was a moment of silence in respect of the murdered victims of Charleston, South Carolina.

All Commissioners were present.

Mr. Hill read the Resolution for the board and viewing public.

Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 19 Resolution regarding the Apple, Inc. agreement was unanimously approved.

Mr. Hill reminded the board of the next scheduled meeting on July 20, 2015 at 5:00 pm.

Meeting Adjourned at 9:25 a.m.

Respectfully submitted,

Vickie F. King

Clerk to the Board