

**SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
July 12, 2024
Minutes - DRAFT**

Signed as Acknowledged:

Ted Thomas _____

Larry Doss _____

Ed Lawson _____

Frank Muse _____

Barbara Willard _____

1. CALL TO ORDER 3:00 PM

<u>Roll Call</u>	<u>Present</u>	<u>Not Present</u>
Ted Thomas	<u>X</u>	_____
Larry Doss	<u>X</u>	_____
Ed Lawson	<u>X</u>	_____
Frank Muse	<u>X</u>	_____
Barbara Willard	_____	<u>X</u>

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance, led by Chairman Thomas was spoken.

4. APPROVAL OF THE AGENDA

Motion: Approve the meeting agenda.

First: Frank Muse

Second: Larry Doss

Roll Call: Yes: Ayes- Ted Thomas, Larry Doss, Ed Lawson, Frank Muse (Barbara Willard, Not Present/Attending Remotely as a member of the General Public)

5. PUBLIC COMMENT

5.1. Tammy Lebou - as follows.

5.1.1. Ms. Lebou read correspondence on behalf of another member of the public speaking to the importance of the Code of Civility.

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- 5.1.2. Ms. Lebou noted that in the resources previously circulated by the District regarding the Brown Act and best practices for parliamentary procedure, the publisher of said resources was the City of San Diego, not the County of San Diego. The error was acknowledged for amendment in the minutes. These resources may not reflect the recent 2023 changes to the Brown Act.

6. APPROVAL OF MINUTES

Motion: Approve minutes for Special Meeting on May 17, 2024 - as amended.

First: Frank Muse

Second: Ed Lawson

Roll Call: Yes: Ayes- Ted Thomas, Larry Doss, Ed Lawson, Frank Muse.

Motion Carried.

7. FIRE CHIEF REPORT TO BOARD

7.1. Frank Muse - as follows.

- 7.1.1. The Fire Department responded to 6 medical calls, one traffic collision, and one missing person. The missing child was found promptly with the assistance of about 20 community members.

- 7.1.2. The Fire Department raised \$1361.00 and \$1916.00 from the Tri-Tip Dinner and Pancake Breakfasts, respectively, over the 4th of July weekend, totaling \$3277.00 - two successful events over the weekend. The Tri-Tip Dinner was coordinated in partnership with the Stones Land Volunteer Fire Department, assisting with their fundraising goals as well.

Motion: Motion to Approve the Fire Chief's Report.

First: Ted Thomas

Second: Ed Lawson

Roll Call: Ted Thomas-Aye, Larry Doss-Aye, Ed Lawson-Aye, Frank Muse-Aye.

Motion carried.

8. GENERAL MANAGERS REPORT TO THE BOARD

- 8.1. Introduction of New Staff - The General Manager introduced the Administrative Assistant, Vince Rogers, identified by open recruitment and a rigorous selection process. Any questions may be directed to the Interim General Manager.

- 8.1.1. *Public Comment: as follows.*

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- 8.1.1.1. Barbara Willard: Welcomed new staff to the community and the District.
- 8.2. Sewer Report: Presented in the Board Agenda and Materials Packet are the flow rate chart for draft Quarterly Reports to the State Water Resources Board Water Quality Division - as compiled, but not yet submitted (due mid-month following the close of the quarter).
 - 8.2.1. *Public Comment: None*
 - 8.2.2. Board Comment: as follows.
 - 8.2.2.1. Director Thomas - Noted, the decimal points in the flow rate table; clarifies that this figure is in the hundreds of thousands and not millions, which would not be possible with the system. Data could be presented rounded to the nearest gallon.
 - 8.2.2.2. General Manager - Replied, on related matters, the SCADA (supervisory control and data acquisition), installed by Aqua Sierra Controls, Inc. just a few years ago, is already somewhat outdated, and some software in the system is no longer supported through their information portals and software maintenance schedules. It is recommended that some updates be performed. The previous General Manager has a report from Aqua Sierra and one other company recommending replacement of components of the system. There have been a couple of bids received for this work ranging from \$50,000 to more than \$70,000. The opinion and decision of the Interim General Manager is that the budget cannot accommodate these upgrades at this time, and that the existing system must be used if it is functional for compliance with our reporting requirements. The system is outdated, however, and in the future the District will have to address that concern.
- 8.3. Recreation Report: No Report
 - 8.3.1. *Public Comment: None*
 - 8.3.2. Board Comment:
 - 8.3.2.1. Director Muse - inquired whether the marina facilities have been closed.
 - 8.3.2.2. General Manager - Replied, yes; facilities have been closed this week. The water remains on in anticipation of Labor Day and the potential for Special Event activities. If no events are scheduled

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by Labor Day, the water will be turned off and the facilities winterized.

9. BOARD MEMBER REPORTS/BOARD MEMBER COMMENT

9.1. Director Muse.

9.1.1. Office Security: keys to be upgraded on office facilities, tentatively scheduled for Monday, July 15th, 2024 but has been delayed due to equipment errors and scheduling by the locksmith.

9.2. Director Lawson - no report.

9.3. Director Thomas.

9.3.1. Applications are available for Volunteer Fire Chief - online and in the office - return to General Manager by email, or deliver them to the office, by the August 9th meeting of the Board, at which time a determination will be made for appointment of the Fire Chief.

9.3.2. Announcement of Dissolution of Ad Hoc Committees

9.3.2.1. The Strategic Plan is now in the responsibility of staff.

9.3.2.2. General Manager selection committee - candidates were evaluated and information considered but no action taken at this time. The committees have done a good job in performance of the duties and Chairman Thomas expressed his gratitude to the citizens involved.

9.3.2.3. Resolution for Consolidation of Election - Elections for the upcoming Board vacancies will now be held in coordination with the Lassen County Elections Office. The period for Notice to File for Candidacy opens July 15th and closes August 9th. More information is posted in the office and should be online within the next week.

9.3.3. Director Thomas also announced that he will not seek re-election to the Board and encourages citizens to take this opportunity to help the community by signing up for candidacy.

9.4. Director Doss - as follows.

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- 9.4.1. Offered for consideration the recommendation to consolidate administrative staff to the front office, with operations and facilities staff in the back office, nearest the shop, for the sake of efficiency. Ed Lawson also voices his support of the suggestion offered by Director Doss.
 - 9.4.2. Director Thomas noted that it is a staff decision as to how the District will organize their offices and facilities.
 - 9.4.3. The Interim General Manager noted that under California Government Code the management of the staff and facilities falls under the purview of the General Manager, though the consideration is acknowledged, and the General Manager will make their determination.
10. NEW BUSINESS: Public Hearing - Budget Workshop for Fiscal Year 2024-2025.
- 10.1. The Chairperson announced recess of the General Meeting to enter into the Public Hearing portion of the Agenda and solicited the report of the General Manager.
 - 10.2. Presented was the Interim General Manager's Draft Budget for FY 24-25.
 - 10.3. The Interim General Manager stated that their report consists of the documents presented in the month's Board Meeting Agenda and Materials, specifically, the Draft Budget for the Fiscal Year 2024-2025. Following Public Comment and Board Comment, the Board will direct staff to refine or make changes to the budget as deemed appropriate by the Board following public comment. Other Public Hearings for the Budget Workshop can be scheduled at the Board's discretion, by motion. The budget is a dynamic living document, reflecting projections and estimates, and is subject to mid-term adjustment. Staff recommended the Board hear public comment, provide their own comments, study the materials provided, and then motion, if necessary, to continue the Public Hearing Budget Workshop Process at a later date for further refinement. The deadline to finalize a budget for the District is September 1st, according to state law.
 - 10.4. Staff recited the narrative preamble of the budget describing the challenges to be addressed and the changes to be made for the District's budget for Fiscal Year 2024-2025.
 - 10.5. The Chairman inquired as to any correspondence received to date on the matter. The General Manager states that no correspondence had been received.
 - 10.6. *Public Comment:*

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- 10.6.1. Dan James - Spoke to two issues he'd like to see the District address that are critical to budgetary concerns:
 - 10.6.1.1. Delinquent Accounts - Inquired as to efforts made by the District to address delinquent accounts - to terminate services and/or make collections on those accounts - as is critical for a balanced budget.
 - 10.6.1.2. Professional Services Expenditures - Inquired as to expenditures made to legal counsel for general expenditures on counsel in normal District operations, but also to expenditures for counsel advice and investigation related to private party complaints, the investigation of which costs all district customers and community members by adding to the districts expenses. Dan notes that a public records request has been submitted on this issue.
- 10.6.2. Barbara Willard - as follows
 - 10.6.2.1. Expense Tracking & Analysis - Stated that she would like the District to continue with efforts to track and make detailed analysis of expenses and revenues associated with the sewer department.
 - 10.6.2.2. Banking Fees - Stated that she shares concerns about the expense of private banking fees as stated in the District Goals for Fiscal Year 2024-2025 in the workshop materials provided.
- 10.7. Recess Called: 3:45p-3:55p - Copies of the budget were distributed to the Public.
 - 10.7.1. Board Comment: None.
- 10.8. Line-Item Adjustments, Recommendations, or Inquiries
 - 10.8.1. Linda Hembrey, re: Professional Services and Postage expenses, as follows:
 - 10.8.1.1. Linda Hembrey: Why are the FY24-25 estimates for expenses for Professional and Specialized Services (EXPENSES - 3002300) so high?
 - 10.8.1.2. Interim General Manager: The costs are largely associated with attorneys to respond to citizen inquiries, complaints, and

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demands e.g. cure and correct. A public records request has been submitted for a breakdown of the expenses for the last year. While covered by attorney-client privilege, precluding an exhaustive disclosure, a summary breakdown will be prepared for these expenses.

- 10.8.1.3. Why the significant change in Postage expenses (EXPENSES - 3002201)?
- 10.8.1.4. Mgr. Graton: The previously budgeted amount of \$800 dollars was an underestimate, and the new budgeted amount is based on actual expenses. It may be more affordable to return to the old system with a bulk mailing permit, or a USPS postage vendor kiosk, or to examine other subscriptions. Previous staff ended that contract to buy stamps as needed.
- 10.8.1.5. Postage meters may be more expensive in the long-run due to postage, plus the rental of the machine, transportation of the machine for reloading, as well as insurance on the machine.
- 10.8.1.6. Mgr. Graton: Investigate whether returning to those systems will create any savings. Numbers contained in the budget provided
- 10.8.1.7. Mgr. Graton: Brought to attention that the District does not include stamped return envelopes, which would double costs.

Action Item(s):

- Investigate the options for postage services packages to analyze for any savings that could be achieved.
- Investigate prepaid stamped return mailing envelopes.

10.8.2. Dir. Frank Muse, re: Solar System as follows.

- 10.8.2.1. Question regarding Bond/Solar (Special Items) (EXPENSES - 3008500); were we able to have anyone look at the solar system? Do we need to have it fixed? Are we receiving revenues? This line item is blank.
- 10.8.2.2. Mgr. Graton: When the solar was set up there was a legal loan, by the Board to take money out of sewer system capital reserves, and it was subsequently paid back. That line item remains.
- 10.8.2.3. Dir. Muse: Has anyone looked into whether it is currently operating properly?

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- 10.8.2.4. Mgr. Graton: No. That hasn't been a top priority. The top priorities have been the sewer, administration, communications, reducing the costs of banking and addressing potential fraud.
- 10.8.2.5. Dir. Muse: Are there any expenses associated with maintaining the solar system?
- 10.8.2.6. Dir. Thomas: The system was installed by Almanor Energy and the panels are under lifetime warranty, and any components or repairs should be covered. They will also assist with control systems.
- 10.8.2.7. Dir. Doss: Should we be receiving revenues from the panels?
- 10.8.2.8. Dir. Thomas: The money is used to offset the LMUD bill, but it is not certain whether there are revenues.
- 10.8.2.9. Dir. Doss: Should any credits for the marina solar panels be allocated to the marina budget items, given that the marina facilities are shut down most of the time?
- 10.8.2.10. Mgr. Graton: We are getting credits for the panels - the actual source is not sure. In the past energy was more affordable, and the system generated more credits than the District was spending, but this likely is not the case now because of increasing energy costs. It could also be that some panels are failing. LMUD has increased their rates and the District is paying more than prior years.
- 10.8.2.11. Dir. Doss: We would like to see the air conditioning adjusting and energy use for other facilities and perhaps putting the thermostat under locks or passcode.

Action Items:

- Investigate the functional condition of the solar arrays.
 - Investigate historic costs of energy as well as solar credits received.
 - Identify energy savings in district operations and adjust facilities energy use where possible.
- 10.8.3. Dir. Doss - regarding the Recreation Department, as follows.

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- 10.8.3.1. Under Revenues, there are no anticipated revenues shown for recreation facilities (Revenues - 2001300: Annual Parking Permits, Day Use Fees, Dock Permit & Slip Sales); there are typically a few hundred dollars in revenues, but nothing is listed.
- 10.8.3.2. Mgr. Graton: These revenues are uncertain because the lake levels have been low and the marina has not been installed or used. It is financially imprudent to plan for funds that are uncertain, but better to enjoy them as a bonus.
- 10.8.3.3. Dir. Muse: There are still some maintenance expenses associated with the marina - the restrooms, fish cleaning station, etc. How will we propose a budget for those costs?
- 10.8.3.4. Mgr. Graton: There are no expected revenues to budget for those costs. This highlights for the community the need to host special events at those facilities.
- 10.8.3.5. Barbara Willard: I would like to see some revenues listed - Bingo revenues and events cover the cost of the (State Lands Commission) lease. I would like to show that we are anticipating some money to cover the cost of the lease.
- 10.8.3.6. Mgr. Graton: We can estimate those, but we do not know those are certain.
- 10.8.3.7. Barbara Willard: Stated it is important to have it in the budget to state the goal for revenues to cover the costs of the lease.
- 10.8.3.8. Dir. Thomas: Concurred. It would be good to have a small amount - even if it is just \$1500 or so - or whatever amount covers the cost of the lease.
- 10.8.4. Dan James, re: State recreation fund allocations, as follows:
 - 10.8.4.1. The District used to receive state money for recreation disbursed to the District through Lassen County, roughly \$1500, that was budgeted for Recreation? Does this budget include those funds?
 - 10.8.4.2. Mgr. Graton: I was unaware of that practice, but we will investigate. Lassen County has been less responsive since previous staff severed our accounting with the County treasury. We are aware of the practice for counties throughout the state, but because SCSD has its own recreation department those funds may not be received. These questions can be posed to the County treasurer.

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Action Items:

- Estimate the revenues associated with Bingo, etc. and any anticipated special events to add to the recreation department revenues.
- Investigate the costs of the marina lease and any minimum maintenance costs and set a goal for recreation revenues to cover those costs.
- Inquire with the Lassen County treasurer as to any recreation funds that may be disbursed through the county from the state.

10.8.5. Dir. Muse, re: Conferences and Training, as follows:

- 10.8.5.1. For the sewer system, for Conferences and Training (EXPENSES - 3002901), for last year and this year there is no budgeted amounts for training - are we planning on doing any training?
- 10.8.5.2. Dir. Thomas: We should have something budgeted for training. We may have up to 4 new board members this year who will need training.
- 10.8.5.3. Mgr. Graton: Recommended to budget ~\$5000 or for as many new board members as needed to attend a California Special District Association conference and to enroll in training CSDA hosts for new board members.
- 10.8.5.4. Dir. Muse: Transportation and travel costs (EXPENSES - 3002900) should also be considered.
- 10.8.5.5. Mgr. Graton We will need to investigate the actual costs. Even if the costs are a little higher than estimated, all new board members should be well-trained. This helps to minimize attorney's fees or other costs potentially associated with uninformed governance.

Action Item:

- Investigate costs of training and transportation (for up to four new board members).

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- 10.8.6. Dir. Muse, re: Publications, Legal Notices, Delinquent Accounts, and Foreclosures, as follows:
- 10.8.6.1. Dir. Muse - Under Publications and Legal Notices (EXPENSES - 3002400), pertaining to Foreclosures, is the District assuming the task of issuance of Foreclosure notices, or are those responsibilities handled by the attorneys?
 - 10.8.6.2. Mgr. Graton: The preparation and issuance of Foreclosure Notices would fall under the attorneys services in Profession and Specialized Services.
 - 10.8.6.3. Dir. Muse: Publications and Legal Notices (EXPENSES - 3002400) is currently budgeted at \$1000 - this could potentially be cut by half.
 - 10.8.6.4. Mgr. Graton: This could also potentially be omitted - the Lassen County Times will publish for free. It is not a print publication, but previously, notices were published in Modoc county. No print publications are now published in Lassen County. Legal notices are now posted to websites, office windows and other normal posting sites. For example, the Lassen County Times agreed to post the notice for this hearing at no charge.
 - 10.8.6.5. Barbara Willard: What about publicity for recruitment or other notices? Do we need funds allocated for recruitment services or similar that may charge?
 - 10.8.6.6. Mgr. Graton: We can leave a small amount for now addressed as needed during a mid-term budget adjustment.
 - 10.8.6.7. Dir. Thomas: Recommend leave at \$1000.
 - 10.8.6.8. Barbara Willard: Agreed.
 - 10.8.6.9. Mgr. Graton: Agreed.
- 10.8.7. Dir. Muse, re: Fuel Expenditures, as follows:
- 10.8.8. Do we have the most recent annual cost for fuel (EXPENSES - 3001701: Maintenance Vehicles & Fuel)?
- 10.8.9. Mgr. Graton: With the fiscal year just closed, no figures are yet available. Fuel costs are quite variable. We will be examining accountability for tracking the use of fuel on the District. Need to ensure fuel costs are properly attributed to the respective departments.

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- 10.8.10. Dir. Muse: The amount listed - \$13500 - reduced from \$18500 the prior year, is likely not sufficient. Fuel costs are more likely to rise than fall.
- 10.8.11. Barbara Willard: Recommended looking at last year's costs and increasing that amount for the estimate.

Action Items:

- Internal audit of fuel tracking practices.
 - Determine fuel costs for the previous year.
 - Estimate increased fuel cost.
- 10.8.12. Dir. Doss re: Building/Capital Improvements, as follows:
- 10.8.13. Regarding Building Improvements (Expenses - 3006100: Buildings/Improvements - Capital Improv.) there are expected expenses listed at ~\$51,000 - can you describe?
- 10.8.14. Mgr. Graton: That line item is attributed to capital improvements to the sewer system. This is the only capital improvement program that past staff have included or budgeted for. The rate-study engineer recommended setting aside this amount for capital reserves and sewer capital improvements.
- 10.8.15. Barbara Willard: Why is this line item listed in expenses rather than revenues?
- 10.8.16. Mgr. Graton: It is listed as an expense because the amount is taken out of the sewer budget and set aside as capital reserves for capital improvement programs - hence it is an expense to the sewer budget.
- 10.8.17. Dir. Thomas: The amount listed would be taken out of the \$302,400 revenues for the sewer (Revenues -2010600: Sewer Operations/Maintenance Assessments).
- 10.8.18. Mgr. Graton: Correct. \$302,400 is the projected revenue from the sewer fees if all customers pay their bills.
- 10.8.19. Dir. Muse: Regarding shut-offs - how would expenses for that work be budgeted?

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- 10.8.20. Mgr. Graton: Currently, an ordinance would be required to authorize shut-offs for not paying sewer fees. The district does not have one at this time so we'd first have to develop one.
- 10.8.21. Dir. Thomas: Staff may need to be tasked with drafting an ordinance for this purpose.
- 10.8.22. Mgr. Graton: The fee would be \$1500, charged to the property owner, the same as a connection fee. Typically, a contractor would need to be hired to shut off the connection. The fee would be added to the unpaid bills, and the District would lien the owner for that total amount. Current process by existing ordinance to collect those fees would be to roll them into property tax assessment foreclosure. Currently, there is no way to collect unpaid Operations & Maintenance fees without an ordinance to do so. Considerable administrative work will be required to do so.
- 10.9. Barbara Willard, re: Development Impact Fees, as follows:
- 10.9.1. What is item Revenue - 2012200 Capital Improvements (Development Impact Fees)?
- 10.9.2. Dir. Thomas: That is a tax for new buildings. At one time, Lassen County would notify the district of any new building and provide the District with a certain share of the applicable fees.
- 10.9.3. Mgr. Graton: This is applicable to the Fire Department as well. When a landowner constructs a new building, fees are collected, based on square footage perhaps, for building permits or the like, and a portion is provided to the District.
- 10.9.4. Barbara Willard: Do we know if we are receiving or entitled to those fees for the last several years?
- 10.9.5. Mgr. Graton: Not aware for the last several years. The District has not been made aware by any official correspondence with Lassen County Building and Planning that we may have any revenue coming from them.
- 10.9.6. Dir. Doss: Recall the amount being ~\$0.60/sq. ft. for the CSD; somewhat different process for the Fire Department.
- 10.9.7. Mgr. Graton: Some question as to what fund these revenues would be allocated to should the District receive them. The only revenues received from Lassen County in recent years are for the Fire Department and collected from property tax assessment. It may be that the District should be receiving revenues but have not been pursuing them.

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- 10.9.8. Dir. Thomas: The District should follow-up with Lassen County on this matter.
- 10.9.9. Mgr. Graton: Recommend perhaps inquiring with Lassen County Building and Planning if there is withheld revenues the District should have been receiving, for five years or perhaps longer. Several new homes have been constructed. We may need to inquire with
- 10.9.10. Dan James: Revenues were historically earmarked for Fire Department capital improvements - structures, infrastructure and land purchases, etc.

Action Items

- Investigate existing ordinance and policy regarding revenue sharing with Lassen County for Development Impact or other building-related fees .
 - Inquire with County staff and/or leadership as to any withheld funds for a period of 5-10 years.
- 10.10. No further public comment was offered or questions posed.
- 10.11. Dir Thomas: We need to continue this public hearing and direct staff to affect the recommended adjustments.
- 10.12. Mgr. Graton: Public Hearings for Budget Workshops may be convened as needed with a legal deadline for final approval of the budget of September 1st.
- 10.13. Dir. Thomas: Proposed date and time, for Thursday, July 25th, at 1 p.m.
Motion: Schedule continuance of the Public Hearing for Budget Workshop for July 25th, at 1 p.m.
First: Larry Doss
Second: Frank Muse
Roll Call: Ted Thomas-Aye, Larry Doss-Aye, Ed Lawson-Aye, Frank Muse-Aye, Barbara Willard-Not Present
11. Dir. Thomas: Called Regular Meeting back to order.
12. **ADJOURN**
Motion: Motion to adjourn to the meeting.
First: Larry Doss
Second: Frank Muse
Roll Call: Ted Thomas-Aye, Larry Doss-Aye, Ed Lawson-Aye, Frank Muse-Aye, Barbara Willard-Not Present

Meeting Adjourned at 4:33 p.m, on July 12th, 2024.