

**VIRGINIA:**

A meeting of the Lancaster County Board of Supervisors was held in the Administrative Building Board/Commission Meeting Room of said county on Thursday, January 25, 2018.

Members Present: William R. Lee, Chair  
Jason D. Bellows, Vice Chair  
Jack D. Larson, Board Member  
Ernest W. Palin, Jr., Board Member  
Robert S. Westbrook, Board Member

Staff Present: Don G. Gill, Assistant County Administrator and  
Planning/Land Use Director  
Crystal Whay, Building/Land Use Assistant

Mr. Lee called the meeting to order at 7:00 p.m.

Mr. Lee stated that Frank Pleva, County Administrator, was hospitalized yesterday and is in intensive care at Riverside Hospital in Gloucester. He asked that everyone keep Mr. Pleva in their thoughts and prayers. He stated that he would also like to thank Don Gill and Terry McGregor for going beyond the call of duty to ensure Mr. Pleva's well being.

**PUBLIC INPUT**

Milton Conrad, President of the Greenvale Creek Maintenance Association, stated that the jetty extension had been completed and there are many oyster boats coming in and out of Greenvale Creek everyday. He stated that the watermen are doing well in the creek.

Gene Underwood, a Greenvale Creek Maintenance Association member, stated that he had been the point of contact for the joint permit application process. He stated that they started the process to get a dredging permit and a jetty extension in August and finally have the permits. He stated that the Corps of Engineers has been very helpful and they have given the coordinates that are needed to stake the areas in the creek that will be dredged and where the dredged material will be placed. He stated that, as of February 1<sup>st</sup>, the contractor will be authorized to begin. He stated that the organization, with the County's help, has been able to accomplish these things.

## **PRESENTATIONS**

### 1. Mary Ball Washington Museum and Library Update

Mr. Lee stated that Ammon Dunton, Jr. was going to speak about the Mary Ball Washington Museum and Library.

Mr. Dunton stated that he was present on behalf of the Mary Ball Washington Museum and Library. He stated that the museum operates two County buildings, which are the Old Jail and the Clerk's Office as well as the history library. He stated that the history library is a great resource for the County and has been developed over a sixty-year period. He stated that the library contains over 9,000 volumes of original works that include manuscripts, census records, birth and death records and much information on local families. He stated that Lancaster County was one of the few counties that has unbroken records since its inception in 1651.

Mr. Dunton stated that last year he informed Chairman Lee that a new history library was greatly needed and that the old one was overcrowded with no room to receive new materials. He stated that he asked Chairman Lee to inquire about whether or not it would be possible to build a new history library on County land between the Old Jail and the museum. He stated that he understood that Chairman Lee had made informal inquiries with the Board and it was favorably received. He stated that after doing some research on a new building, it was determined that it would be too expensive.

Mr. Dunton stated that the Chilton House, adjacent to the Old Jail, is available and his organization has determined that there would be double the space that they currently have and provide room for the next generation. He stated that the architect, Randall Kipp, has designed a new interior for the Chilton House that would meet the needs of the history library. He presented the Board with a brochure that is still in the development phase and stated that they will use the brochure to help raise funds for the project. He explained the layout of the proposed plan.

Mr. Dunton stated that the Chilton House would cost \$145,000 for the land and the building and approximately another \$205,000 for renovations, which he thought was a good price for a library. He stated that they are trying to make it as reasonable as possible. He stated that his organization was going to ask the County to assist them in their efforts. He stated that his suggestion was to ask the County for a \$75,000 donation for the creation of the new history library. He stated that the new library would enhance the historic district and assist the tourism industry here.

Mr. Dunton stated that it would take two to three years to finalize the plans and raise the money for the history library. He stated that if the Board agrees with the suggested amount, they could pay the donation in three \$25,000 increments. He stated that it is a small amount of money for such a wonderful county resource. He stated that the library has spent a lot of time and resources on researching all local families,

including African-American families. He stated that in the old days there was only discussion of leading families in the Colonial era, but the history library researches everyone and it contains detailed information that he thought would be of interest to all. He stated that he would be happy to answer any questions of the Board and that Karen Hart, Executive Director of the Mary Ball Washington Museum was also present.

Mr. Lee stated that he thought the selection of the Chilton House was a better choice than building a new structure. He stated that his family has used the history library to research its history and it was helpful.

Mr. Larson referred to Mr. Dunton's comment of \$25,000 being a small amount and stated that the Board was getting ready to begin the budget process where hundreds of dollars would be looked at, so \$25,000 is not a small amount.

Mr. Dunton stated that he would expect the Board to be very careful with the budget process, but he hoped that the Board would consider that the library would be a long term resource for the County.

Mr. Bellows asked if the library had the first option on purchasing the Chilton House property.

Mr. Dunton replied yes.

Mr. Palin asked how much use the current library gets.

Mr. Dunton stated that the trouble with the current library is that it is very small and not comfortable. He stated that Ms. Hart would know about the volume of use.

Ms. Hart stated that the library receives several hundred requests a year for historical information. She stated that she thought the library's use would grow if it had better resources.

Dr. Westbrook asked about the County considering a donation on the back end instead of the front end of the project. He stated that if it is going to take two to three years to complete, would it be possible that some help could come in the third year. He stated that would also give the museum time to raise funds and they may find that they do not need any help from the County. He stated that five people decide what the taxes are going to be and there are certain obligations that the County is mandated to pay and if there is money left over, those five people decide who gets the money.

Dr. Westbrook stated that the history library is a worthy project and it does serve the County as a whole, to a degree, but when we take everybody's money, pay what has to be paid and then decide who gets what is left over, it doesn't seem fair to him. He stated that, as an individual, he may contribute to the project, but he did not know if it would be reasonable for the Board to use everybody else's money for the project.

Mr. Dunton stated that is the reason that the library has suggested that it raise \$275,000 for the project because they believe that there are companies and individuals that will assist with the necessary funds. He stated that raising those kinds of funds is not easy and it would help a great deal if the public knew that the County was behind the project and considers it worthy. He stated that they came to the County first because they would like its endorsement of the project. He stated that all he was asking for was consideration as the Board was making its budget decisions in the next year or two.

Dr. Westbrook stated to that if funds were spent on this project, then they would not be available to build the County's reserve back up or to prepare for what they know is coming and is mandated, which are new schools.

Mr. Lee stated that as far as endorsing the project, he did not think anyone on the Board would oppose it as it is a worthy project. He stated that they will be looking at this request as well as others during the budget process.

Mr. Dunton thanked the Board for its attention.

## **VIRGINIA DEPARTMENT OF TRANSPORTATION**

Robert Harper, VDOT Superintendent for the Brookvale Headquarters, stated that there had been two snow events so far this season and they will continue to be there twenty-four hours a day whenever those situations arise.

Mr. Bellows stated that he thought that VDOT had done a great job during the last storm. He stated that they were working hard through some extreme conditions.

Mr. Harper stated that there is a project on Route 3 in Richmond County that will begin soon and will affect any citizen from Lancaster that commutes west. He stated that the project site is at Laten's Swamp near Simonson Road. He stated that they will replace the culvert pipe there and it will be a lengthy project. He stated that traffic signals will be installed in the area soon.

Dr. Westbrook stated that he was concerned about the intersection between CVS and Walgreen's in Kilmarnock. He asked why it was not possible to alter the curve where the eighteen wheeled trucks were cutting across to access James B. Jones Highway instead of taking out the right hand turn lane for those wanting to access Route 3.

Mr. Harper stated that as they speak, VDOT engineers are working on the issue in the Fredericksburg office. He stated that they are working with the Town of Kilmarnock to resolve the issue. He stated that he did not have all of the details, but would look into it and report back to the Board next month.

Mr. Palin stated that this issue has been on-going for some time.

Dr. Westbrook stated that this meeting was his first official meeting on the Board of Supervisors and he had been concerned about that intersection since it had been changed by VDOT.

**PUBLIC HEARING**

None.

**CONSENSUS DOCKET**

Motion was made by Mr. Bellows to approve the Consensus Docket and recommendations as follows:

1. Minutes for December 6, 2017 Special Meeting, December 11, 2017 Regular Meeting and January 11, 2018 Organizational Meeting

Recommendation: Approve minutes as submitted

2. Wetlands Board Activity Report 2017

Recommendation: Approve report as submitted

3. Board of Zoning Appeals Activity Report 2017

Recommendation: Approve report as submitted

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Abstain

Dr. Westbrook stated that he was not a member of the Board of Supervisors in 2017 and did not think it was appropriate for him to vote on those items.

**CONSIDERATION DOCKET**

The Board considered the following items on its Consideration Docket:

1. Approval of December 2017 and January 2018 Salaries and Invoice Listings

The motion was made by Mr. Palin to approve the salaries for December 2017 in the amount of \$277,826.79 and invoice listings for December 2017 in the amount of \$651,767.48\*.

\*Capital Improvements - \$251,976.20

Mr. Larson stated that he hoped that the Board had received the email where he had questioned a salary amount on the check register in December. He stated that he had found out that the answer was that the amount was a lump sum leave settlement for an employee who has left County employment. He stated that he would like to look into limits on how much leave can be paid as a lump sum settlement.

Mr. Lee stated that he and Mr. Gill were going to research that issue.

Mr. Larson stated that the payment was proper, but he wanted to look at the policy closer in the future.

Mr. Palin continued his motion to include the approval of the salaries for January 2018 in the amount of \$286,437.47 and invoice listings for January 2018 in the amount of \$1,422,699.03\*.

\*Capital Improvements - \$11,558.50

\*Loan Payments - \$901,019.78

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

2. Acceptance of Bids for the Following EMS Items:

a. ALS-1 Replacement (Budgeted Capital Improvement Item in FY18)

Mr. Lee asked Chief McGregor to explain the issue.

Chief McGregor stated that the ALS vehicle is the advanced life support quick response vehicle that is staffed twenty-four hours a day to ensure that paramedic services are available at all times throughout the County. He stated that the

vehicle they are currently using was placed into service in September 2012 and has almost 130,000 miles. He stated that last year approximately \$10,000 was spent on that vehicle's maintenance.

Chief McGregor stated that the Capital Improvement Budget for fiscal year 2018 included the amount of \$85,000 for the replacement of the ALS-1 vehicle. He stated that a request for proposals was issued in December and they received two bids. He stated that the first bid was \$70,242.73 and the second bid from Priority Install was \$60,925.90. He stated that there are some items that are not included in the bid. He stated that he is asking that the bid from Priority Install be accepted at the amount of \$60,925.90 and authorize his department to spend no more than \$65,000 to finish outfitting the vehicle.

Dr. Westbrook stated that since \$10,000 was spent last year on the current ALS vehicle, the anticipation is that they will not continue to have maintenance costs to that degree.

Chief McGregor replied that he would not expect to have maintenance costs to that degree. He stated that last year they replaced the motor in the vehicle, which made it very expensive.

Dr. Westbrook asked if the motor had a warranty.

Chief McGregor replied that the new motor has a warranty.

Dr. Westbrook asked about its transmission.

Chief McGregor replied that the transmission has been operating fine.

Mr. Lee asked how many miles were on the vehicle.

Chief McGregor replied 130,000 miles.

Dr. Westbrook asked what would happen with the existing vehicle.

Chief McGregor replied that the existing vehicle will remain as a reserve vehicle. He stated that its purpose would be for coverage if one of the other vehicles was being serviced or if there was a large incident.

Mr. Lee asked how many vehicles were in the department.

Chief McGregor replied that they currently have two Chevrolet Tahoes.

Dr. Westbrook asked if another vehicle was going to be requested next year.

Chief McGregor replied that each vehicle is expected to last five to six years and the next vehicle scheduled for purchase is in fiscal year 2021.

Mr. Lee made a motion to Accept the bid from Priority Install for the ALS-1 Replacement Vehicle in the amount of \$60,925.90 with the total amount not to exceed \$65,000.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

b. Regional POD Trailers (Grant Funded by State Homeland Security Program)

Mr. Lee asked Chief McGregor to present the issue.

Chief McGregor stated that the trailer project has been on-going for the past two years with the ten counties of the Middle Peninsula and the Northern Neck. He stated that they are trying to address a regional lack of capability to distribute goods and/or medications in the event of a catastrophic disaster or a public health emergency. He stated that the Middle Peninsula Planning District Commission had an analysis done several years ago that has identified the needs and the ten emergency managers have located the grant. He stated that Lancaster County has agreed to serve as the fiduciary agent for the grant on behalf of the other ten counties. He stated that they have been awarded \$82,366 of pass through funding from the Department of Homeland Security through the Virginia Department of Emergency Management. He stated that the grant was accepted and the funds were appropriated by the Board of Supervisors in October 2017.

Chief McGregor stated that a request for bids went out in December and they received two bids. He stated that one bid was received from ProPac in the amount of \$78,694.07 which included an allowance for delivery and training. He stated that the second bid was from Yerde, Inc. in the amount of \$118,770, which certainly exceeds the amount of the grant.

Chief McGregor stated that the way the previous multi-jurisdictional projects have worked is that the jurisdiction that is the fiduciary agent has applied for the grant, expended the funds, accepted the reimbursement from the Department of Emergency Management and upon delivery distributed the tangible items to the

host localities. He stated that there will be three trailers which are fully stocked and equipped with everything necessary and positioned throughout the Middle Peninsula and the Northern Neck and can be utilized throughout the area.

Mr. Bellows asked about the trailers' on-going maintenance.

Chief McGregor replied it would be routine maintenance like greasing axles.

Mr. Bellows asked about the materials contained within the trailers.

Chief McGregor stated that the materials will have a shelf life and will be replaced on an as needed basis.

Mr. Bellows asked who would pay for those replacements.

Chief McGregor replied that the host jurisdiction has been responsible for paying for the material replacements in the past.

Mr. Larson asked what the estimated maintenance costs were as well as the material replacement costs.

Chief McGregor replied that the annual maintenance costs for the trailers would be less than \$100 per trailer. He stated that he estimated the materials replacement costs over a ten-year period would be about \$5,000.

Mr. Larson asked if the trailer project was entirely funded by grant money with no local match required.

Chief McGregor replied yes.

Mr. Larson asked, as the fiduciary agent, how does Lancaster County get reimbursed.

Chief McGregor replied that the reimbursement happens after the County provides proof of purchase and training to the Department of Emergency Management. He stated that the reimbursement is sent electronically to the Treasurer's Office.

Mr. Larson stated that his past experience has been that it was not always in the best interest of the County to act as the fiduciary agent. He stated that when these things come up in the future, he would ask that number one, the County try not to be the fiduciary agent and number two, if the County is the fiduciary agent, that the reimbursements are followed through.

Chief McGregor stated that in the four years that he has been with the County, it has accepted over a half million dollars in grant funding and have been reimbursed the entire amount.

Mr. Larson stated that was good.

Mr. Lee stated he had to commend Chief McGregor for always following up on the grants.

Dr. Westbrook asked if it was possible that Chief McGregor would enter into a secondary agreement with the other localities to share maintenance costs of the trailers. He stated that would seem reasonable to him.

Chief McGregor stated that part of the finalization of the grant is to enter into a memorandum of understanding between the counties and the on-going maintenance and sustainment of the project can be included in that memorandum.

Dr. Westbrook made a motion to Accept the Grant from the Homeland Security Program for the Purchase of the Regional POD Trailers.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

### 3. Annual Budget Preparation and Adoption Process

Mr. Lee asked Mr. Gill to speak about the budget process.

Mr. Gill stated that the Operating Budget call has gone out and those requests are due back by February 2<sup>nd</sup> at 5:00 p.m. He stated that the Capital Improvement Budget requests are due back by February 8<sup>th</sup>, so he can present that to the Planning Commission. He stated that last year, the Board of Supervisors held a joint work session with the School Board on February 9<sup>th</sup>. He stated that the School Board Budget's public hearing was held on April 20<sup>th</sup> and the adoption of the School Board Budget was April 27<sup>th</sup>.

Mr. Gill referred to the County Budget and stated that last year the first work session for the Operating Budget was April 27<sup>th</sup>. He stated that the public hearing for the County Budget was June 22<sup>nd</sup> and it was adopted on June 29<sup>th</sup>. He stated that in conversations with some members of the Board, he thinks there is a desire

to start the budget process sooner than later and that the Finance Steering Committee should be more involved this year than in previous years. He stated that last year, Treasurer Bonnie Dickson assisted Mr. Pleva with the preparation of the budget and assumed that would be the case this year.

Mr. Lee stated that he had spoken to Mr. Pleva prior to his illness and had stressed the desire to speed up the budget process. He stated that he would like to have Mr. Larson, Mr. Gill, Ms. Dickson and himself meet to discuss ways to streamline the budget process as soon as possible.

Mr. Larson stated that he wanted to publically thank Ms. Dickson for her efforts with the budget. He stated that as a constitutional officer, it is not a requirement. He stated that it was a duty above and beyond the call and was much appreciated.

## **BOARD REPORTS**

Mr. Lee asked Mr. Bellows to give an update about the Dominion Energy tower project.

Mr. Bellows stated that the SCC issued its ruling on December 21<sup>st</sup> and the County won its challenge against the towers and the lines are now to be run underwater. He stated that currently Dominion Energy is working through the General Assembly and the permitting process. He stated that hopefully construction will start sometime next year. He thanked all of the citizens that helped out with the efforts against the towers. He stated that it had taken a lot of hard work to make this happen.

Dr. Westbrook stated that Mr. Pleva had sent out an email notifying them that Senator Ryan McDougle was going to put forth in the General Assembly the bill that would let Dominion Energy have the right of way underwater. He stated that Mr. Pleva had asked if anyone on the Board had any comments. He stated that his response was that the question should be asked about the possibility of including fiber optic broadband cable along with the transmission lines. He stated that James Cornwell, the County Attorney, had contacted Dominion Energy concerning the issue and would like to know what he had found out.

Mr. Cornwell stated Dominion Energy had raised several issues and they cannot and would not support putting fiber optics inside the same conduit lines. He stated that Dominion's suggestion was, in an effort to save expense and time, use the same contractor to install the fiber optic lines at the same time as the transmission lines. He stated that he had received another email from an engineering firm that said it would be a complicated matter. He stated that Dominion Energy also suggested that approval of an underground fiber optic line be sought in the 2019 General Assembly session, because pending legislation would need to be amended.

Dr. Westbrook asked if there may be time to find out more details and possibly “piggyback” on what Dominion Energy is doing.

Mr. Cornwell replied that what he understood from the Dominion Energy emails is that they were saying “good luck, but they were not going to pay for it.”

Mr. Lee stated that one of the things they don’t want to do is jeopardize anything that has been accomplished already.

Dr. Westbrook stated that it could be worth asking the contractor what it would cost to add an additional line. He stated that it doesn’t cost anything to ask the question.

Mr. Lee stated to Mr. Cornwell that finding out prices would be fine with the Board.

Dr. Westbrook made a motion to nominate Rosie Kelley to the Economic Development Authority as an at-large member. He stated that she is a fifth grade teacher in our school system and has been teaching for thirty years.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

Dr. Westbrook made a motion to reappoint Glenn Tignor to the Building Code Appeals Board for another term.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

Mr. Lee made a motion to nominate Lewis Conway to the Economic Development Authority as the representative from District 4. He stated that Mr. Conway is a former Supervisor.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

**COUNTY ADMINISTRATOR**

1. Possible Use of “Board Docs” for Board Meeting Information

Mr. Gill stated that a couple of Board members have requested some additional information on “Board Docs”. He stated that “Board Docs” is a web-based, paperless meeting and board management software system. He stated that it is cloud based. He stated that he had placed a handout at each Board member’s desk, which gives some general information. He stated that there are two versions, one of which is BoardDocs LT, which is the same software system that the public school system has used since 2014. He stated that he knew Dr. Westbrook was familiar with that system. He stated that he went on-line and tried it and it was a very user friendly system. He stated that there was also an advanced version called BoardDocs Pro. He stated that there were annual fees associated with the systems. He stated that he had included on the information sheets, some estimates that he had obtained from the company. He stated that if the Board did decide to use the software, there is a one time start-up fee of \$1,000, which includes on-site training. He stated that the annual fee includes updates, enhancements and 24/7 US-based technology support.

Mr. Gill stated that the BoardDocs company will do a live web-based presentation which lasts about fifteen minutes. He stated that he had checked and they are available for the next regular Board of Supervisors meeting on February 22<sup>nd</sup>. He stated that the presentation could go live at 7:15 p.m. and then a question and answer session would follow. He stated that the live presentation would be at no cost to the County.

Mr. Lee asked the Board if they wanted to make the decision now or read over the materials at a later date.

Mr. Bellows replied that he thought the presentation should be scheduled.

Mr. Palin asked about its advantages.

Dr. Westbrook replied that he had used the software system for four years. He stated that once the County started putting its minutes on BoardDocs, the search

capacity is huge. He stated that once you are on, you can also search every locality's information that is on BoardDocs and that is a huge advantage. He stated secondly, the time currently spent by staff compiling these books and the costs of the ink and paper would be well worth the cost. He stated that the public can see the same information at the same time the Board sees it, with the exclusion of the items for closed session. He stated that it was certainly worth taking the time to view the presentation. He stated that it was well worth it in his opinion.

The consensus was to schedule the BoardDocs presentation at the next regular Board meeting on February 22<sup>nd</sup>.

**CLOSED SESSION**

Motion was made by Mr. Bellows to enter into closed meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act. The subject matter to be discussed in the closed meeting is Legal Consultation, § 2.2-3711.A.7 of the Code of Virginia, 1950, *as amended*. The subject and purpose falls within the following exemption under § 2.2-3711.A.7 (for consultation with legal counsel and briefings by staff members and consultants about actual or probable litigation where public discussion would adversely affect the negotiating or litigating posture of the County.)

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

**RECONVENE**

Motion was made by Mr. Lee to reconvene the open meeting.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

**CERTIFICATION**

**WHEREAS**, the Lancaster County Board of Supervisors convened in a closed meeting on January 25, 2018 pursuant to an affirmative recorded vote on the motion to close the meeting to discuss Legal Consultation, § 2.2-3711.A.7 of the Virginia Freedom of Information Act;

**WHEREAS**, § 2.2-3712 of the Code of Virginia requires a certification by the board of supervisors that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE BE IT RESOLVED** that the Lancaster County Board of Supervisors hereby certifies that, to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting to which this certification applies.

Motion was made by Mr. Palin to certify the closed meeting.

Before a vote is taken on this resolution, is there any member who believes that there was a departure from the requirements of number 1 and number 2 above? If so, identify yourself and state the substance of the matter and why in your judgment it was a departure. There was no comment.

Hearing no further comment, Mr. Lee called the question. A roll call vote was taken:

**ROLL CALL**

<b>VOTE:</b>	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye

This certification resolution is adopted.

No action taken on the closed meeting matters.

**ADJOURNMENT**

Motion was made by Mr. Bellows to adjourn.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye