

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, April 16, 2015** in the **Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137** at **10:00 a.m.**

Present at the meeting were:

Dr. Stephen Davidson	Chair
Peter Chiodo	Vice Chair
Marie Gaeta (via telephone)	Assistant Secretary
Tom Lawrence	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Rick Woodville	Wrathell, Hunt and Associates, LLC
Scott Clark	District Counsel
Barry Kloptosky	Field Operations Manager
Robert Ross	Vesta/AMG
Ashley Higgins	Grand Haven CDD Office
Andy Bailey	Croquet Court Contractor
Jim Gallo	Resident
Rob Carlton	Resident
Ron Merlo	Resident
Don Plunkett	Resident
Bob Hopkins	Resident
Ivan Berke	Resident
Valerie Wright	Resident
Regina Zagumennikh	Resident
Paul Szabo	Resident
Leonard Zaslavsky	Resident
Chip Hunter	Resident
David Alfin	Resident
Brad Schaaf	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the meeting to order at 10:08 a.m., and noted, for the record, that Supervisors Davidson, Chiodo and Lawrence were present, in person. Supervisor Gaeta was not present at roll call. Supervisor Smith was not present.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

**PUBLIC COMMENTS (3-Minute Rule;
Non-Agenda Items)**

Ms. Regina Zagumennikh, a resident, recalled that her son was issued a trespass order by the Sheriff, at the request of the CDD. She apologized for his behavior and provided a copy of a newspaper article detailing her son's swimming accomplishments.

*****Supervisor Gaeta joined the meeting telephonically at 10:10 a.m.*****

Supervisor Davidson asked if the request is to have the trespass order lifted. Ms. Zagumennikh replied affirmatively. Mr. Clark advised that the process requires the person to appear before the Board and answer any questions posed. Ms. Zagumennikh pointed out that her son is in school during the day and it is important that he be in school. Mr. Clark noted that the decision is at the Board's discretion. Ms. Zagumennikh stressed the importance of school and the difficulty taking her son out of school at 10:00 a.m. Mr. Clark voiced his understanding and indicated that the Board could have her son write his request or act on the words of Ms. Zagumennikh.

Supervisor Davidson recommended that Ms. Zagumennikh arrange for her son to miss school on May 21, to attend the next meeting. Discussion ensued regarding when the school year ends.

Per Supervisor Lawrence's request, Mr. Ross reported that Ms. Zagumennikh was riding his bicycle on the tennis courts, "used bad language" and refused to leave when the facilitator tried to remove him from the tennis courts. He stated that a resident "came to the aid" of the facilitator and was treated the same. Mr. Ross acknowledged that the "resident" who came to the tennis player's aid was Sheriff Manfre, of Flagler County; therefore, officers were called and a trespass order was immediately issued.

Supervisor Davidson noted that two or three other young men were involved but Ms. Zagumennikh's son was issued the trespass order. He felt that this was an egregious act for which Ms. Zagumennikh's son should appear, show contrition and apologize.

Mr. Kloptosky indicated that school ends on June 7, 2015. Supervisor Davidson indicated that, if Ms. Zagumennikh's son cannot attend the May meeting, he should try to attend in June. Supervisors Chiodo, Gaeta and Lawrence concurred.

Mr. Ivan Berke, a resident, suggested that the CDD employ a contractor to remove leaves from the streets. Supervisor Davidson questioned if the CDD can pay to have leaves picked up, if residents rake them into piles. Mr. Clark indicated that the CDD cannot pick up leaves from residents' yards, as it is private property; however, the District is obligated to remove leaves raked into the street and could hire a contractor to perform the work. Supervisor Davidson indicated that the leaf "crisis" is over, for the season; this item will be discussed at a future meeting.

A resident noted that he asked his private lawn maintenance contractor about the leaves and was advised that it is not the contractor's responsibility to pick up leaves; he recommended that private contractors be directed to blow leaves into the street.

Mr. Brad Schaaf, a resident, discussed the status of Neighborhood Watch and questioned what the District plans to do about it, since Neighborhood Watch disbanded. He volunteered to lead Neighborhood Watch.

Supervisor Davidson reminded Mr. Schaaf that the District cannot be involved with Neighborhood Watch. He noted that a previous Neighborhood Watch captain was trying to resurrect the program and asked Mr. Schaaf to speak to her later.

FOURTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. MINUTES

- i. Approval of January 8, 2015 Community Workshop Minutes**
- ii. Approval of March 5, 2015 Community Workshop Minutes**
- iii. Approval of March 19, 2015 Regular Meeting Minutes**

B. UNAUDITED FINANCIAL STATEMENTS

- i. Approval of Unaudited Financial Statements as of March 31, 2015**

Mr. Wrathell presented the Consent Agenda Items for the Board's consideration.

Mr. Wrathell referred to the "Settlements" line item, on Page 2, and advised that the \$3,116 was the final distribution in the Crescent Resources case. The "Amenity activity share" line item, on Page 2, reflected the District's \$18,822 portion of the profit share arrangement with AMG. Regarding the "Interest and miscellaneous" line item, on Page 2, which was 419% of budget, Mr. Wrathell advised that Escalante Golf's reimbursements for the Marlin Drive Pump House project were booked to this line item.

Mr. Wrathell indicated that assessment collections were at 89%. Supervisor Lawrence questioned if that was typical, as it seemed low. Mr. Wrathell was unsure of last year's collections compared to this fiscal year but stated that he was not concerned, as the real estate market improved and, technically, tax bills are not due until the end of March so the District does not receive the revenue for about one month.

Supervisor Davidson pointed out numerous line items, under "Administrative", on Page 2, which had extremely low percentages and asked if those line items should be reclassified. Mr. Wrathell believed that Mr. Kloptosky was coding most of the District Engineer bills to capital projects. Regarding the "office supplies" line item, on Page 2, Mr. Wrathell confirmed that the line item was related to Management's office supplies and nothing was charged to the District. Mr. Kloptosky stated that the CDD office supplies expenditures appeared on the "Office supplies: field operations" line item, on Page 3. In response to Supervisor Davidson's question, Mr. Wrathell confirmed that, while the "office supplies" line item, on Page 3, is only \$500 of a \$3 million budget, the line item could be removed, if the Board wants it removed. Supervisor Davidson directed that the line item be removed from the Fiscal Year 2016 budget.

Mr. Kloptosky noted that the "Community maintenance" line item, on Page 4, was very high and expressed concern that items were incorrectly coded; he will research it. Supervisor Lawrence pointed out that the "Guardhouse & gate facility maintenance" line item, on Page 4, was also very high.

The following change was made to the March 5, 2015 Community Workshop Minutes:

Line 214: Change "Supervisor" to "Mr."

On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, the Consent Agenda Items, as amended, were approved.

FIFTH ORDER OF BUSINESS

STAFF REPORTS

A. District Engineer

There being no report, the next item followed.

B. Amenity Manager

Mr. Ross recalled that a new walk in cooler was being purchased; however, he was advised that a protection kit, for \$1,200, was needed. The Board agreed to the additional cost.

Mr. Ross discussed the increase in café customers and noted that extra equipment is necessary to cope with the increased demand.

C. Field/Operations Manager

Mr. Kloptosky provided a status of the Creekside croquet court resurfacing project and presented photographs. He expressed concern about future maintenance of the croquet court and reported that Austin Outdoor (Austin) was agreeable to removing the croquet court maintenance from their contract. Mr. Kloptosky stated that a golf course maintenance person informed him that the croquet court's moisture level was too high, which caused deterioration. He recommended hiring Mr. Andy Bailey, of Precision Land Grading, Inc. (Precision), the croquet court contractor, to maintain the croquet court. Mr. Kloptosky indicated that he previously met with Austin regarding the court conditions but nothing improved; he had no confidence in Austin's ability to maintain the croquet court. He contended that Austin's maintenance plan does not contain "anywhere near" the processes needed for proper maintenance.

Supervisor Lawrence asked if Austin's plan was representative of Austin's contract. Mr. Kloptosky replied affirmatively and stated that he was not faulting Austin for doing what is in their contract; the contract is not sufficient. In response to Supervisor Lawrence's question, Mr. Kloptosky indicated that approximately \$18,000 to \$20,000 of Austin's annual contract is related croquet court maintenance.

Mr. Bailey presented a proposal for croquet court maintenance and concurred with Mr. Kloptosky's concerns. He discussed the maintenance issues and, in his opinion, a lack of oversight of the conditions and of the weather, etc., which resulted in the poor condition. In response to a question, Mr. Bailey confirmed the maintenance process for The Village Center court; additionally, the proposal includes mowing, at least three days per week. The combined cost for the Creekside and The Village Center courts would be \$26,000 per year.

Mr. Kloptosky reiterated his opinion that Austin would be agreeable to removing this item from their current contract. He will verify the amount to be deducted from Austin's contract.

In response to Supervisor Lawrence's recommendation to proceed with Precision, Mr. Clark confirmed that Austin could change its mind and the District could be required to pay the contract amount. Supervisor Lawrence believed that Austin would not do so, if it wanted to continue doing business with the District, in the future.

Mr. Wrathell referred to the Precision proposal and noted that it is uncommon for a maintenance contract to require a 20% payment, up front, and recommended a prorated monthly payment. Mr. Bailey stated that he would like a little money up front. Mr. Wrathell pointed out that the concept is for the District to have the ability to withhold payment if not satisfied with the contractor's work. Supervisor Chiodo suggested a one-time up-front percentage payment of 5% or 10%. Mr. Clark noted that the up-front payment would be prepayment of two months and questioned if Precision would then bill a lower monthly amount so that the contract cost is paid in full, at the conclusion of the contract year. Mr. Bailey stated that he could bill the District using that method, or simply not bill the District for the final two months.

In response to Supervisor Lawrence's question, Mr. Bailey confirmed that these courts will be Precision's first maintenance contract.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Precision Land Grading, Inc., proposal for croquet court maintenance at Creekside and The Village Center, in a not-to-exceed amount of \$26,000, including a 10% down payment of \$2,600 and with the balance of \$23,400 prorated into 12 monthly payments, and authorization for District Counsel to prepare a contract with Precision Land Grading, Inc., and amend the District's contract with Austin Outdoor, were approved.

Mr. Clark asked for the details of the contract. Mr. Wrathell recommended a one-year term with one or two additional one-year options to renew or a contract that automatically renews. Mr. Clark was not in favor of the automatic renew option.

Supervisor Lawrence asked about the condition of The Village Center court. Mr. Bailey conceded that he did not thoroughly analyze it but it appeared to be in good condition.

Mr. Wrathell recommended that Mr. Kloptosky communicate with Austin regarding the contract amendment and that Austin's invoices will be reduced, beginning May 1, 2015.

Supervisor Lawrence suggested pressuring Austin to better maintain the soccer field.

In response to Supervisor Davidson's question, Mr. Bailey advised that the new sod will be installed one week from today. He noted that, depending upon the weather, play could resume in six to eight weeks.

Mr. Kloptosky reported that The Crossings entrance gates and operators are in fabrication. He noted that guards will be necessary during installation, which could take ten days to two weeks; he spoke to the security contractor about posting a guard at the gate 24/7. Mr. Kloptosky gave an overview of the installation process.

Regarding the slope issue at 37 Jasmine, Mr. Kloptosky recalled that he met with ICI Homes (ICI) and the District Engineer, on March 27, 2015, and agreed on a solution; however, to date, nothing was completed. He will contact ICI to determine their intentions and it might be necessary for District Counsel to send another letter.

Mr. Kloptosky stated that the final, amended proposal for the Sailfish Drive drainage project was received from S.E. Cline Construction, Inc. (Cline) and he will review it to ensure agreement regarding the list of qualifications. Mr. Clark confirmed that the contract is nearly completed. Mr. Kloptosky discussed the contract qualifications list. Mr. Clark stated that the contract should be completed today or tomorrow. Supervisor Davidson asked about the staging time. Mr. Kloptosky was unsure, as Cline will not schedule the work until the contract is executed. Mr. Clark recommended including a Notice to Proceed and the daily work times included in the contract. Supervisor Lawrence asked about penalties for failure to meet the specified completion date. Mr. Clark indicated that penalties could be included in the contract and noted that the Cline contracts usually do not include a penalty provision; however, this project is larger than most.

Regarding the 55/57 Osprey Circle stormwater drain repair, Mr. Kloptosky advised that the contract was forwarded to Cline, for review; if there are no issues, Cline will execute the agreement and provide the start date. He recalled that the mailboxes must be temporarily moved. Mr. Kloptosky indicated that the Cline proposal is approximately \$38,420, the mailbox temporary relocation is \$2,500 and sod will be \$2,760, for a total project cost of \$43,680.

Mr. Kloptosky reviewed photographs of the Creekside pool and explained the issues with the surface. He noted that the pool is currently closed, as a prior attempt to improve the surface appearance was not successful; a complete acid wash is being performed. If the acid wash does not rectify the issue, the current material must be removed and the pool must be resurfaced.

Mr. Kloptosky reported that the petanque courts were completed and reviewed photographs of the courts. He noted that benches or picnic tables will be installed. In response to a question, Mr. Kloptosky advised that the courts will be fully playable, once they are compacted

more. He indicated that the Capital Improvement Plan (CIP) projects list should be updated to reflect completion of the petanque courts.

Mr. Kloptosky stated that the Pond 10 lake bank repairs were completed and the invoice was submitted for payment; Management must bill this expense back to the condo association.

D. District Counsel

Mr. Clark received no update from the County regarding the traffic light bond; the matter is under review.

Mr. Clark recalled the City's attempt to charge additional water and sewer impact fees on Creekside. He discovered that the District entered into an agreement and, although it is not commonly done with impact fees, the City is permitted to charge the additional fee. Mr. Clark noted that the new agreement that the City wants the District to sign contains a similar clause; the District might want to advise the City that it will pay the fee but then "we are done". The Board was in agreement with that approach.

▪ **Field/Operations Manger**

Mr. Kloptosky resumed his report.

Mr. Kloptosky reported that Cline submitted the permit application for the pickleball courts; however, the permit was placed on hold because the City has a new employee in the permit department, requiring it to be fully reviewed, again. He explained that the permit stalled in the landscaping department due to revisions requested by the City; the plans were sent back to Cline for revisions. Mr. Kloptosky noted that the City is now requiring that the plans be stamped and sealed by a licensed landscape architect, which will cost an additional \$100. The permit will be resubmitted soon. He explained that additional information regarding irrigation was requested. Mr. Kloptosky confirmed that the contractor is prepared to start work.

E. District Manager

i. Upcoming Community Workshop/Regular Meeting Dates

○ **COMMUNITY WORKSHOP**

▪ **May 7, 2015 at 10:00 A.M.**

The next workshop is scheduled for May 7, 2015 at 10:00 a.m., at this location.

○ **REGULAR MEETING**

▪ **May 21, 2015 at 10:00 A.M.**

The next meeting is scheduled for May 21, 2015 at 10:00 a.m., at this location.

Supervisor Lawrence recalled that he drafted a letter to residents regarding people trespassing through private property to access Waterfront Park by going over the fence. He confirmed that notification was to be via e-blast. Mr. Wrathell will check with staff regarding the status of the e-blast.

SIXTH ORDER OF BUSINESS**BUSINESS ITEMS****A. Continued Discussion: Personnel Manual and Job Descriptions [BOS]**

Discussion ensued about paid time off (PTO) and a “use it or lose it” policy. Mr. Wrathell believed that the District currently allows employees to carry over equal to two times the annual PTO amount into the next benefit year. Mr. Kloptosky advised that employees have never been allowed to carry over unused PTO. Mr. Wrathell concluded that, then, the District policy was already “use it or lose it”.

The following changes were made:

Page 18, Section 301: Change “10 PTO days” to “15 PTO days” and change “15 PTO days to “20” PTO days”

Supervisor Davidson reiterated that employees will not be allowed to carry over unused PTO to the next benefit year.

Discussion ensued regarding the firearms policy and whether employees could have weapons on their person while working. Mr. Kloptosky stressed that the CDD office staff often feel threatened and pointed out that those staff members with a concealed weapons permit might feel safer if they could have a firearm on them during working hours for protection. Supervisor Lawrence noted that the office staff could have pepper spray.

Mr. Clark confirmed that the statutes discussed today related solely to firearms and pointed out that the difficulty with this matter is that the policy is grouping firearms with other things, such as the generic term “weapon”, which is subjective. He stated that firearms could be addressed separately.

Mr. Kloptosky reiterated his belief that the CDD office employees should be allowed to have “something” for protection.

Mr. Clark will consult with others and provide a recommendation.

Regarding Section 705, on Pages 40 and 41, related to personal appearance, Mr. Clark recalled that Mr. Kloptosky was previously concerned about an employee that wore facial jewelry, which could be dangerous when operating power equipment or offensive to residents.

He noted that this incident was partly responsible for the development of this policy manual. Mr. Clark recommended that the Board consider specific things that it wants to prohibit and list those in the manual.

Mr. Woodville, Mr. Kloptosky and Mr. Clark will review and discuss the personal appearance section and determine what to include on the list of prohibited items.

****The meeting recessed at 11:38 a.m.****

****The meeting reconvened at 11:48 a.m.****

B. Discussion: Resident Petitions and District Facilities

Mr. Wrathell indicated that Management received several requests to have petitions available at CDD facilities, for residents to sign. Mr. Wrathell advised against the District lending its facilities to this type of activity as, by nature, having a petition at a District facility gives the impression that the District supports the cause. He communicated with the residents who made the request.

Mr. Clark discussed the potential issues with allowing petitions at the District's facilities including that the District might be required to allow anyone to place a petition, on any subject, at a District facility; it is easiest to say no to all.

Discussion ensued regarding whether posting notices should be allowed at CDD facilities or on bulletin boards.

Mr. Ross indicated that the bulletin boards cannot be used to advertise a service but items for sale can be posted for up to four weeks. He confirmed that groups and organizations cannot post meeting notices.

A resident noted that he viewed advertisements for trips, the symphony, the casino, etc., posted on the bulletin board. Supervisor Gaeta noted that those items were social activities.

Mr. Bob Hopkins, a resident, advised that the email he received regarding the petition contained the official Grand Haven logo, which led him to believe that the information was from the CDD. He questioned how those promoting the petition were able to use the Grand Haven logo.

Supervisor Davidson indicated that he received a request from those promoting the petition to have it e-blasted to residents, via the CDD and AMG e-blast systems, and to place the petition in The Village Center office for residents to sign. After discussing this request with District Counsel, it was determined the District should not be involved in this type of matter; however, since the District did not have a policy prohibiting it, the petition was allowed to be

placed at The Village Center but CDD staff could not comment on it. Regarding the use of the Grand Haven logo, Supervisor Davidson noted that Grand Haven Realty owns the logo.

Mr. Wrathell felt that the main concern was to avoid postings intended to influence public policy of the District or other local governments. Mr. Clark advised that, if the CDD allowed one group to express a position on a controversial issue, it must allow all groups to do so; therefore, to remain neutral, the District should not allow it.

On MOTION by Supervisor Lawrence and seconded by Supervisor Chiodo, with all in favor, establishment of a policy that District facilities and bulletin boards cannot be used to advocate for a particular position, on a public issue, with the CDD Board's approval, was approved.

C. Presentation: Audited Financial Report for Fiscal Year Ended September 30, 2014, Prepared by Grau & Associates [CW]

Mr. Wrathell presented the Fiscal Year 2014 audit. He reviewed the financial highlights, on Page 3, and stated that the District's assets exceeded liabilities by \$20,277,297. He indicated that the change in the District's total net position in comparison to the prior fiscal year was (\$532,085), primarily the result of depreciation of physical assets. Mr. Wrathell stated that the District's cash position improved, partly due to receipt of money related to the Crescent Resources bankruptcy and under spending during the fiscal year. The District's ending fund balance was \$3,149,805, which was an increase of \$679,232, compared to the previous year.

Mr. Wrathell reviewed the "Balance Sheet", on Page 9. He advised that Page 10 contains an overall "snapshot" of how the \$20,277,297 "Net position of governmental activities" amount was derived. Mr. Wrathell recalled that, under the previous format, bond issuance costs were amortized over the life of the bond; however, the format instituted last fiscal year requires the write-off of bond issuance costs in a single year.

Mr. Wrathell referred to the "Statement of Revenues, Expenditures, and Changes in Fund Balances", on Page 11, which reflects changes in the fund balances. He stated that, overall, expenditures were under budget and revenues were over budget, resulting in a \$672,888 increase in the "General Fund". The "Debt Service Fund" exceeded the budget, slightly. Mr. Wrathell provided an explanation of the "Capital Assets" and depreciation, on Page 15. He indicated that Note 4, on Page 17 confirms that all of the District's general operating funds comply with Chapter 280 and that its investments are all in treasury and government-based money markets.

Mr. Wrathell pointed out Note 7, on Page 19, which detailed the receipt of funds related to the developer bankruptcy.

Mr. Wrathell referred to the “Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund”, on Page 21, which reflects the District’s actuals versus its budgeted amounts. Mr. Wrathell indicated that the Proposed Fiscal Year 2016 budget will be included for discussion at the next workshop.

Mr. Wrathell referred to the “Report on Internal Control Over Financial Reporting and On Compliance and Other Matters”, on Pages 23 and 24, and indicated that the auditor did not identify any deficiencies in internal control considered to be material weaknesses and there were no instances of noncompliance or other matters required to be reported. Mr. Wrathell stated that no current or prior year findings or recommendations were identified in the “Management Letter”, on Page 27.

Mr. Wrathell stated that the District received a clean audit.

- **Consideration of Resolution 2015-3, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2014**

Mr. Wrathell presented Resolution 2015-3 for the Board’s consideration.

On MOTION by Supervisor Chiodo and seconded by Supervisor Davidson, with all in favor, Resolution 2015-3, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2014, was approved.

D. Updates: Revised Policies

- **Storm Water Right-of-Way Utility Easements**

Supervisor Davidson indicated that Mr. Clark provided a clean copy of the policy. It was noted that the draft policy was forwarded to the new construction and modification Architectural Design Committees (ADC) for review; a response is pending.

Supervisor Davidson discussed the Option 1 and Option 2 Agreements.

The following change was made:

Page 1 on both Options, Third “WHEREAS” clause: Delete “unauthorized”

Option 2, #12: Change “at owner’s expense” to “by District or its contractors”

Mr. Wrathell recommended approving the agreements when the policy is adopted.

- **Clearing, Development and Planting of District-Owned Detention Pond Lake Banks**

Supervisor Davidson indicated that Ms. Louise Leister, District Horticulturalist, completed the surveys of the community. He reported that Ms. Leister developed a spreadsheet of areas where underground pipes are in jeopardy; Ms. Leister will attend the next workshop to present her findings. In response to a question, Supervisor Davidson indicated that the plot plan for each impacted residence must be pulled from the property appraiser website to determine ensure that all pipes were included on Ms. Leister’s spreadsheet. Discussion ensued regarding verifying the locations of all pipes. Mr. Kloptosky felt that, generally, Cline can locate pipes; it should not be necessary to hire a pipe locater.

Supervisor Davidson pointed out that, in a few locations, the pipes extend under the home’s concrete slab. Mr. Kloptosky voiced his opinion that, typically, those pipes would be terminated at the outfall and a new pipe run within the easement.

Supervisor Lawrence asked if Ms. Leister indicated the number of easements with issues. Supervisor Davidson stated that the information was not available yet. Supervisor Lawrence questioned who is legally responsible for repairs if a pipe, located under a home slab, collapses and the slab fractures. Mr. Clark advised that, if the pipe extends outside of the easement and under a slab, it is an issue and a huge liability to the District; however, the slab may be located into the easement, which would be the property owner’s or the builder’s responsibility.

SEVENTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

EIGHTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

There being no Supervisors’ requests, the next item followed.

NINTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business to discuss, the meeting recessed.

<p>On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, the meeting adjourned at 12:43 p.m.</p>

Secretary/Assistant Secretary

Chair/Vice Chair