

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

JANUARY 23, 2017
OTHERS PRESENT

Tracey L. Kendrick
Gordon Powell
Jimmy B. Clayton
Kyle W. Puryear
B. Ray Jeffers

Heidi York, County Manager
C. Ronald Aycock, County Attorney
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in recessed session on Monday, January 23, 2017 at 8:00am in the Commissioners' meeting room in the Person County Office Building. The purpose of the meeting was to enter Closed Session for the purpose of considering appointment of individuals through an informal interview process with applicants of competitive committee, boards, and commissions per General Statute 143-318.11(a)(6) as well as take action for appointment to such boards and committees.

Chairman Kendrick asked for a motion to call the recessed meeting to order.

A **motion** was made by Commissioner Puryear and **carried 5-0** to move the meeting from recess to order.

CLOSED SESSION #1

A **motion** was made by Commissioner Jeffers and **carried 5-0** to enter Closed Session at 8:01am for the purpose of considering appointment of individuals through an informal interview process with applicants of boards and committees per General Statutes 143-318.11(a)(6).

A **motion** was made by Commissioner Jeffers and **carried 5-0** to return to open session at 8:59am.

Due to the time constraints, it was the consensus of the Board to add to the regular meeting agenda action to make appointments to the Tourism Development Authority.

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, January 23, 2017 at 9:00am in the Commissioners' meeting room in the Person County Office Building.

Chairman Kendrick called the meeting to order. Commissioner Clayton gave an invocation and Commissioner Puryear led the group in the Pledge of Allegiance.

January 23, 2017

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

Chairman Kendrick asked the Board to add to the agenda an item for appointments to the Tourism Development Authority.

A **motion** was made by Commissioner Jeffers and **carried 5-0** to add appointments to the Tourism Development Authority to the agenda, and to approve the agenda as adjusted.

APPOINTMENT TO TOURISM DEVELOPMENT AUTHORITY:

Chairman Kendrick presented the following applicants to the Board for nomination for appointment for a 3-Year Term:

1 position representing a Motel/Hotel/Bed & Breakfast/Inn

- 1) Denise Hallett requested reappointment
- 2) Dr. Claudia Berryhill requested appointment

A **motion** was made by Commissioner Jeffers and **carried 5-0** to appoint Dr. Claudia Berryhill to the Tourism Development Authority for a 3-year term.

1 position from the general public available

- 1) Norwood Walker requested reappointment
- 2) Angela King requested appointment
- 3) Eldridge Meeler requested appointment
- 4) Doug Mabe requested appointment
- 5) Katherine Love requested appointment
- 6) Larry Cole requests appointment

A **motion** was made by Commissioner Puryear to reappoint Norwood Walker to the Tourism Development Authority for a 3-year term.

A **substitute motion** was made by Commissioner Jeffers and **failed 2-3** to appoint Larry Cole to the Tourism Development Authority for a 3-year term. Commissioners Jeffers and Clayton voted for the failed motion while Chairman Kendrick, Vice Chairman Powell and Commissioner Puryear cast the dissenting votes.

The original **motion** was voted on and **carried unanimously**.

RECOGNITION:

RESOLUTION OF APPRECIATION:

Chairman Kendrick read and presented a Resolution of Appreciation to Person County Retiree, Al Rhew.

RESOLUTION OF APPRECIATION

WHEREAS, Alward "Al" Rhew has served the people of Person County during his tenure working for Person County Sheriff's Office as Chief Deputy to Sheriff Dewey Jones; and

WHEREAS, Al Rhew has served the citizens of Person County with honor, integrity, sincerity and dedication, providing accurate, concise services for ten years, December, 2006 – December, 2016; and

WHEREAS, Al Rhew has earned the respect and admiration of all who have known him and worked with him throughout his career; and

WHEREAS, the County of Person recognizes the many contributions Al Rhew has made to the County and offers him sincere best wishes for his retirement.


NOW, THEREFORE, I, Tracey Kendrick, Chairman of the Person County Board of Commissioners, do hereby extend this Resolution of Appreciation to Al Rhew for continually striving to make Roxboro and Person County a better place to live and work.

Adopted this the 23rd day of January, 2017.




Tracey Kendrick, Chairman
Person County Board of Commissioners

Attest:


Brenda B. Reaves, NCCCC, CMC
Clerk to the Board

January 23, 2017

Sheriff Dewey Jones thanked the former Chief Deputy Rhew for his ten years of service to the Sheriff's Office and presented to him a plaque commemorating his badge and service to the citizens of Person County.

INFORMAL COMMENTS:

The following individual appeared before the Board to make informal comments:

Ms. Susan Naylor of 481 Valhalla Drive, Timberlake, and a volunteer at the Person County Senior Center, advocated for the proposed renovations of the newly acquired Senior Center site stating there was a necessity for the upgrades to improve accessibility throughout the facility for a safe experience by the seniors. Ms. Naylor thanked the Board for purchasing a facility for the senior programming and urged them to outfit the facility for its best use by the citizens of the County.

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve the Consent Agenda with the following items:

- A. Budget Amendment #13,
- B. Public Transportation Consolidated Capital Call for Projects Program Resolution

NEW BUSINESS:

PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016:

Mr. James Winston, II, CPA of Winston, Williams, Creech, Evans & Company, LLP presented to the Board the Comprehensive Annual Financial Report (CAFR) for Person County for the Fiscal Year ending June 30, 2016. Mr. Winston's presentation follows:

Person County
June 30, 2016

Audit Presentation

Winston, Williams, Creech, Evans & Co. LLP

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Overview



- ♦ Person County has received an unmodified opinion on their June 30, 2016 financial statements.
- ♦ Person County again received the Certificate of Excellence in Financial Reporting for fiscal year 06/30/15 and submitted the 6/30/16 report to GFOA.

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January 23, 2017

GASB # 34 Highlights

- ♦ Management's Discussion and Analysis
- ♦ Statement of Net Position

	<u>2015</u>	<u>2016</u>
Total Assets	\$ 66,021,785	\$ 75,690,052
DO of Resources	(1,020,774)	(1,159,423)
Total Liabilities	15,131,185	17,935,108
DI of Resources	<u>3,985,261</u>	<u>761,878</u>
Net Position	<u>\$ 47,926,113</u>	<u>\$ 58,152,489</u>

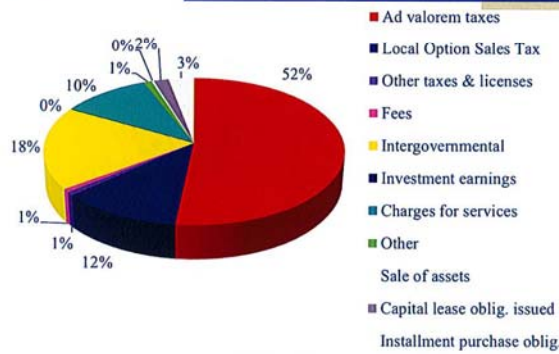
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Statement of Activities

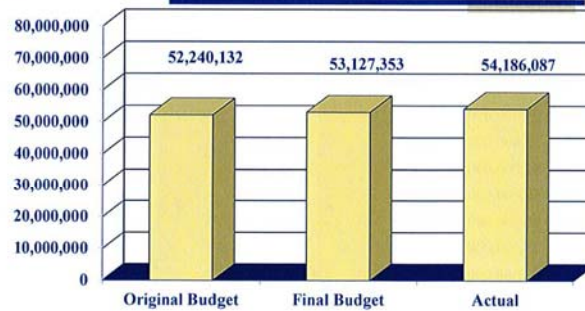
	<u>2015</u>	<u>2016</u>
Revenues	\$ 67,510,928	\$ 64,166,404
Expenditures	<u>52,863,027</u>	<u>54,392,915</u>
Change in Net Position	\$ 14,647,901	\$ 9,773,489
Net Position – Beginning, previously reported	35,400,212	47,926,113
Restatement	(2,122,000)	452,887
Position – Beginning, restated	<u>33,278,212</u>	<u>48,379,000</u>
Ending Net Position	<u>\$ 47,926,113</u>	<u>\$ 58,152,489</u>

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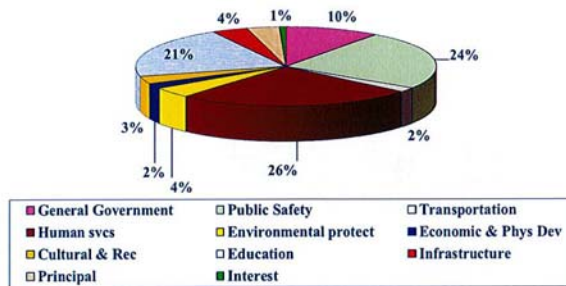
Governmental Revenues



General Fund Revenues

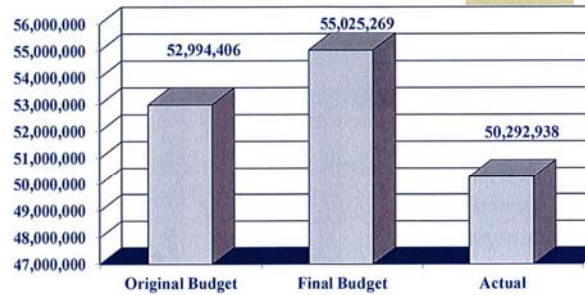


Governmental Fund Expenditures

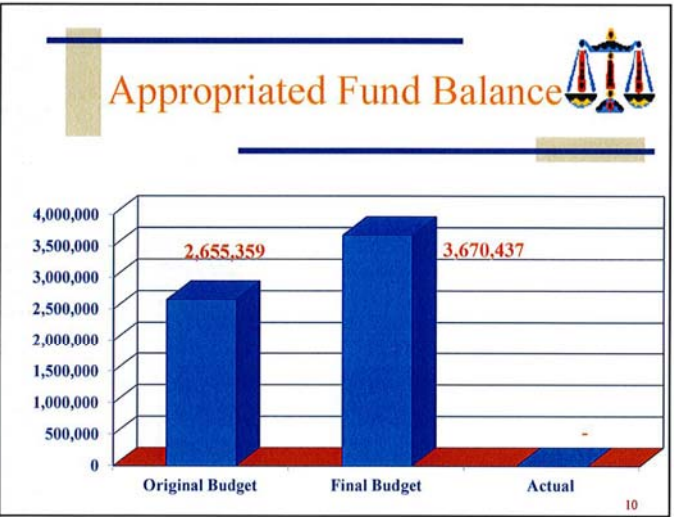
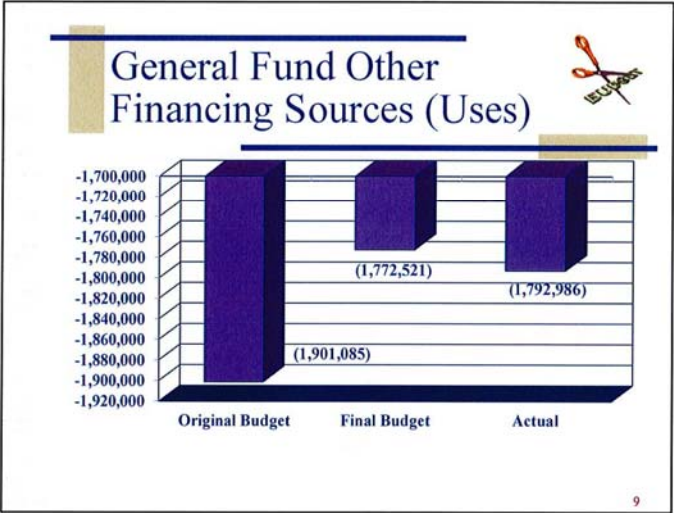


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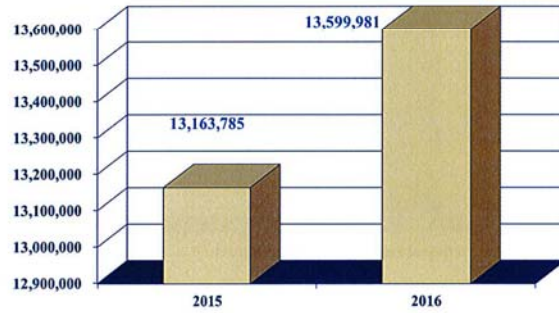
General Fund Expenditures



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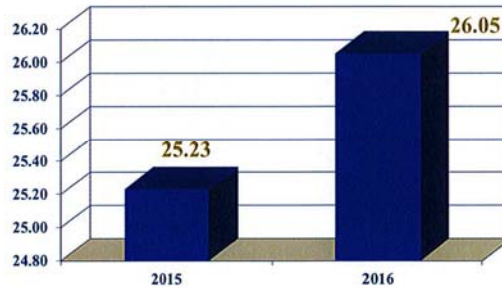


Unassigned Fund Balance- General Fund



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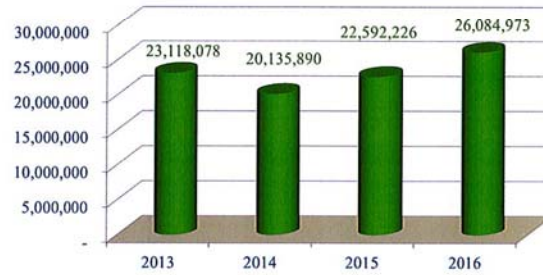
General Fund Unassigned Fund Balance- as a % of Expenditures



12

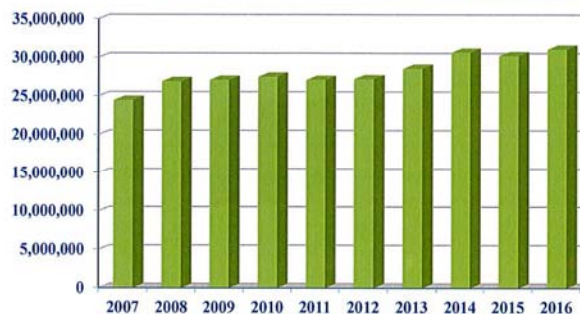
Cash & Investments^{*}

(Excluding Fiduciary & Agency Funds)



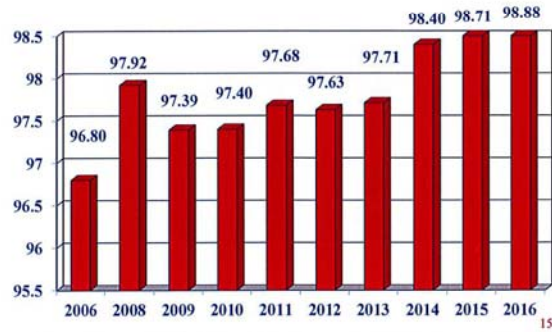
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Adjusted Tax Levy



14

Tax Collection Percentages



15

THANK
YOU!

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TECHNOLOGY FUNDING REQUEST BY BETHEL HILL CHARTER SCHOOL:

Mr. Stephen Hester, Principal of Bethel Hill Charter School, and on behalf of Mr. Joe Berryhill, Bethel Hill Charter School Chair, appeared before the Board of Commissioners to request a special appropriation for instructional technology funding to purchase 240 student laptops. This special appropriation would allow a laptop to be assigned to every 3rd-5th grade student and a laptop for every two students in grades 1st and 2nd. The total cost of this project was projected to be \$96,000. Mr. Hester noted these laptops are instructional tools that will be used directly by students to enhance student learning and develop students as 21st century learners. Mr. Hester further noted that any funding approved will be serving students who come from all locations of Person County.

UPTOWN DEVELOPMENT REPORT FOR 2016:

Ms. Lauren Wrenn, Uptown Development Director gave the Board the following report summarizing new developments, projects, expansions and events that took place in the Uptown Roxboro during 2016.

Special Year-End Report from the Office of the Uptown Development Director

2016 was an exciting year in Uptown Roxboro. With a record number of private and public supporters, the Roxboro Development Group and Uptown Development Department successfully accomplished more than three-fourths of their goals for the year. The following are some highlights of this year's notable achievements for Uptown Roxboro.

- *Nearly \$2 million in public and private investments in the 2015-2016 fiscal year*
- *11 new businesses opened, creating multiple new jobs*
- *Record setting attendance at joint Personality/Alive After 5 concert event*
- *Received \$94,340 in grant money from the State for "Downtown Revitalization"*
- *Maintained National Accreditation status for the second year in a row*
- *Erected new "Welcome" and parking signage for visitor accommodation*
- *Witnessed the opening of 5 new residential units in a newly renovated building*

In addition to the major accomplishments of the Uptown district, the Roxboro Development Group also saw notable growth in 2016. The following are highlights of Roxboro Development Group successes over the calendar year.

- *Issued \$5,000 in Façade Grant monies to local property owners in Uptown*
- *Hosted an Open House of Available Properties, which resulted in numerous inquiries regarding the vacant buildings*
- *Continued to draw large crowds to the popular Rox N' Roll Cruise-In event, despite many dates of inclement weather*
- *Logged nearly 1,000 hours of volunteer service hours from community members*

January 23, 2017

- *Received recognition at the NC Main Street Conference for an award-winning completion of the Kirby Rebirth Project*

As one can see from this list, Uptown Roxboro continues to grow with new businesses, activities, and residents. The Uptown Development office is proud of the partnerships created with more than 50 local business, who believe in the importance of Uptown revitalization, and donate time and money towards our projects. Equally as important to the success of local revitalization efforts is the support of the public. From the increase in social media followers, to the sheer number of requests to become a part of the Roxboro Development Group, it is obvious that the people of Person County are happy to see these changes taking place.

Looking forward to 2017, the Roxboro Development Group and Uptown Development office plan to find ways to further engage members of the community in projects and events Uptown. The 2017 “Plan of Work” will be available for public view very soon, and it is our hope that you will find excitement in many of our planned projects. We look forward to the continued support of the Commissioners, staff, and people of beautiful Person County. Thank you.

RESOLUTION FOR ADOPTION OF THE NC LAKES DISTRICT REGIONAL BIKE PLAN:

Ms. Diane Cox, Executive Director, Kerr-Tar Regional Council of Governments and Mr. Michael Kelly, Regional Planning Director, Kerr-Tar Regional Council of Governments shared the following presentation summarizing the North Carolina Lakes District Regional Bike Plan as well as introduced a resolution for the Board’s consideration to adopt the plan.

Ms. Cox noted that the NC Department of Transportation contracted with the Kerr-Tar Regional Council of Governments (COG) in 2012 to develop and write a comprehensive regional bike plan for the Kerr-Tar region. The plan was conceived as an economic development tool to spur recreational tourism in the region using the Rural Regional Transportation Planning Organizations (RPO) boundary as the planning area boundary. The planning area includes the RPO portions of Franklin and Granville Counties, as well as Person, Vance and Warren Counties.

Mr. Kelly stated the project was in the final phase of completion, the adoption phase. As of January 4, 2017, Mr. Kelly noted resolutions have been adopted by the Kerr-Tar Regional COG Board, the RPO Transportation Advisory Committee and Technical Coordinating Committee, Franklin County and Vance County. Ms. Cox added that staff would be presenting the request to Warren and Granville Counties in February.

The final plan can be accessed on the Kerr-Tar Regional COG website.

January 23, 2017



Project History

- The NC Lakes District Regional Bike Plan originated as a component of a broader plan, the NC Lakes District Plan. Conceived as an economic development tool, the NCLD includes the Kerr-Tar region of the Northern Piedmont.
- NCDOT contracted with Kerr-Tar Regional Council of Governments (KTCOG) in May 2012 to write a comprehensive regional bike plan for the Kerr-Tar Lakes District region.
- NC Lakes District Regional Bicycle Plan
 - Map of Regional routes
 - Signage Plan
 - Route Recommendations
 - Education Plan
 - Design Guidelines
 - Regulatory & Policy Recommendations



Segment K Route | County Line to Stovall

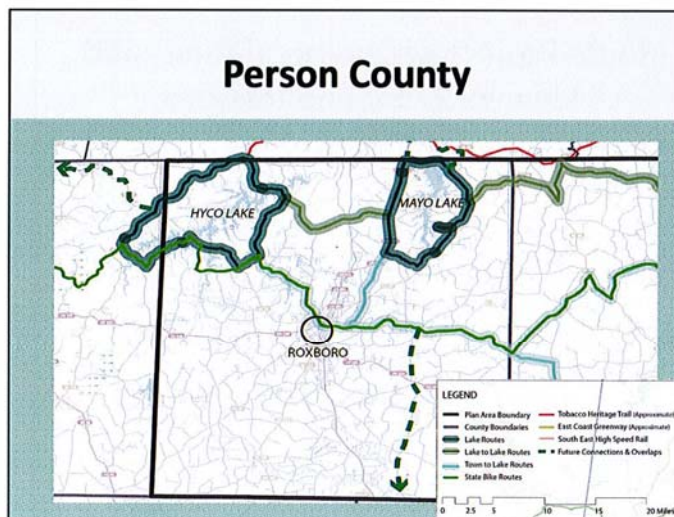
NC Lakes District Regional Bike Plan and Vision concept

- This plan is evolved around a core of issues including mobility, economic development and environmental development and human health.
- A connection between lakes and communities
- A planned course to residents, visitors by providing a beneficial and appealing new means of recreation and mobility.
- A catalyst to some of the region's issues and to harness new opportunities.



Plan Study Area

- The RPO boundary was used as a planning area boundary for the draft plan. The planning area for this study encompassed: Person County, Granville County, Vance County, Warren County and Franklin County.



Draft Plan Evolution

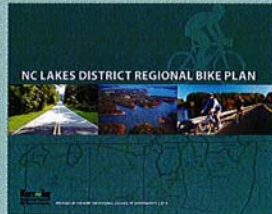
- Existing Conditions: Current Bike Routes, Trails, Greenways and State Parks
- Concept drawing was drawn by Kerr-Tar staff and NCLD steering committee
- Final Concept drawing was developed early 2014.

Route Project Recommendations and Signage Recommendations

- Throughout the development of this plan there were a few sections of recommendations; Route Project, Signage, Design Guidelines, Regulatory & Policy Recommendations.
- These are all the components for this plan.
- The route project and signage recommendations are what is shown on these two maps.

Conclusion

- The project is in the final phase of completion, adoption phase.
- We received resolutions from KTCOG Board and TAC/TCC committees.
- Final plan can be accessed on KTCOG website;
http://www.kerrtarcog.org/wp-content/uploads/2016/04/NCLD_BikePlan_Alta_Final_May2016.pdf



A **motion** was made by Commissioner Clayton and **carried 5-0** to approve a Resolution for Adoption of the NC Lakes District Regional Bike Plan.

January 23, 2017

**A RESOLUTION FOR ADOPTION OF THE
NC LAKES DISTRICT REGIONAL BIKE PLAN**

WHEREAS, NCDOT's Bicycle and Pedestrian Division provides funding and technical assistance to develop comprehensive regional bicycle plans, and

WHEREAS, Kerr-Tar Regional Council of Governments Regional Transportation Planning Organization (KTRPO) initiated the NC Lakes District Regional Bike Plan, including the counties of Franklin, Granville, Person, Vance and Warren; and

WHEREAS, the NCDOT provided funding for the Kerr-Tar area for a regional bicycle plan due to its history of coordination and collaboration on land use, transportation, and economic development issues; and

WHEREAS, Person County recognizes a need to promote alternative modes of travel to reduce congestion, improve air quality, increase tourism, promote recreation, improve health, and increase safety for existing bicyclists and motorists; and

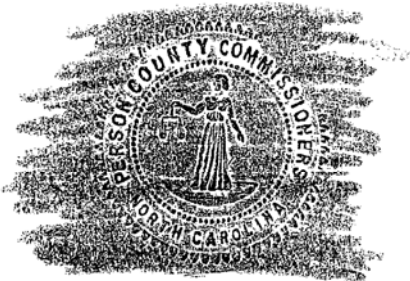
WHEREAS, the NC Lakes District Regional Bike Plan and its supporting text were developed with input from a wide range of constituents and public input from residents to reflect local conditions and preferences; and

WHEREAS, Person County will consider implementation of the NC Lakes District Regional Bike Plan through the recommended implementation strategies as listed in the plan; and

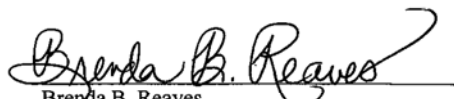
WHEREAS, representatives from Franklin, Granville, Person, Vance and Warren Counties participated on the NC Lakes District Regional Bike Plan Steering Committee.

NOW, THEREFORE BE IT RESOLVED that the Person County Board of Commissioners adopts the NC Lakes District Regional Bike Plan on this, the 23rd day of January, 2017.

A motion was made by Commissioner Jimmy B. Clayton for adoption of the resolution, and upon being put to a vote was duly adopted unanimously, on this, the 23rd day of January, 2017.




Tracey L. Kendrick, Chairman
Person County Board of Commissioners


Brenda B. Reaves
Person County Clerk to the Board

January 23, 2017

NEW SENIOR CENTER RENOVATIONS:

General Services Director, Ray Foushee presented to the Board the low bidder quote from Kevin Oakley Builders related to the renovations/modifications requested by the Senior Center staff for the recently purchased facility. Mr. Foushee outlined the quotes for each space as listed below:

1. Space 1 – Fitness area – no modifications requested
2. Space 2 – Photography Studio – install a chair/pedestrian lift between spaces 2 & 3 \$19,668
3. Space 3 – Salon – A)remove cubicle walls/cabinets and check out station \$8,214, and B) to add folding wall \$11,300
4. Space 4 – Office Suite – add electrical/data outlets for 6 computers and remove wall between to offices \$3,608
5. Space 5 – Church – add sink, make serving window, create office in storage area \$3,135
6. Canopy – create a covered entrance/canopy for client drop off and a covered walkway to Space 5 \$59,928

Mr. Foushee stated that in a previous meeting, the Board had authorized staff to move forward with renovations to Space 5 as soon as a low bid was secured.

Mr. Foushee noted the grand total for all renovations proposed with the low bidder quote was \$105,853. He requested the Board to direct staff on how to proceed.

A **motion** was made by Commissioner Clayton to approve the low bid quotes for all spaces as presented and to reimburse the County by including the expenses in the financing.

When asked by Commissioner Jeffers of the impact of the renovations costs on the annual debt payment, Finance Director, Amy Wehrenberg stated the renovations would be a minimal adjustment to the \$2,050,000 acquisition costs. She projected the annual debt payment to be between \$200,000 and \$300,000 dependent upon the terms of the financing.

A **substitute motion** was made by Chairman Kendrick and **carried 3-2** to approve the low bid quotes for all spaces with the exception of the folding wall for \$11,300 and the canopy for \$59,928 and to reimburse the County by including the expenses in the financing. Chairman Kendrick, Vice Chairman Powell and Commissioner Kendrick voted in favor of the substitute motion. Commissioners Clayton and Jeffers voted in opposition to the substitute motion. The total expenditures for the renovations/modifications approved by the Board was \$34,625.

RESOLUTION AMENDING THE PERSON COUNTY ECONOMIC DEVELOPMENT COMMISSION FOR A CHANGE IN MEMBERSHIP:

Chairman Kendrick presented to the Board a Resolution amending the Person County Economic Development Commission for a change in membership.

The changes reflected in the amended Resolution included the addition of the final “Whereas” statement and the insertion of “or alternate” in Section 2, A. These changes allow for the Elected Chair or alternate of the Person County Board of Commissioners to serve on the Economic Development Commission with full right to vote.

Chairman Kendrick stated that the amendment would allow for the Chairman to assign an alternate (a member of the Board of Commissioners) in his stead should the Chairman of the Board of Commissioners deem appropriate to serve for the annual term of the Chairman.

Commissioners Clayton and Jeffers noted their opposition to the change noting the duty was a responsibility of the Board’s Chairman. Chairman Kendrick countered that an alternate would be appropriate should another member have a passion and interest in economic development.

A **motion** was made by Commissioner Puryear and **carried 3-2** to adopt a Resolution Amending the Person County Economic Development for a change in membership. Chairman Kendrick, Vice Chairman Powell and Commissioner Puryear voted in support of the motion. Commissioners Clayton and Jeffers cast the dissenting votes.

Chairman Kendrick assigned Vice Chairman Powell to serve as the alternate representative of the Person County Board of Commissioners on the Economic Development Commission.

**A RESOLUTION AMENDING THE
PERSON COUNTY ECONOMIC DEVELOPMENT COMMISSION
FOR A CHANGE IN MEMBERSHIP**

Whereas NC GS Chapter 58 authorizes counties to create county economic development commissions and to periodically make changes to such commissions; and

Whereas the Person County Board of Commissioners created the Person County Economic Development Commission at its meeting on February 16, 1981; and

Whereas that 1981 Resolution authorized the Board of County Commissioners to change the membership on the Economic Development Commission for any reason; and

Whereas the Board of County Commissioners changed the membership by action at its meeting on August 20, 2012; and

Whereas the Board of County Commissioners at its meeting on May 19, 2014 took action to further amend the resolution to change the membership and responsibilities of the board; and

Whereas, the Board of County Commissioners at its meeting on June 2, 2014 took action to formalize and ratify the action taken at its May 19, 2014 meeting; and

Whereas, the Board of County Commissioners at its meeting on May 18, 2015 took action to establish an ex-officio seat for a Farmland Preservation Plan stakeholder non-voting representative; and

Whereas, the Board of County Commissioners at its meeting on January 4, 2016 took action to amend the resolution to change the composition of the title as it relates to an ex-officio, non-voting representative of Piedmont Community College; and

Whereas, the Board of County Commissioners at its meeting on January 23, 2017 desires to further amend the resolution to change the appointee of the Board of Commissioners in Section 2. A below.

Now therefore be it resolved that:

- 1- The 1981 resolution creating the Person County Economic Development Commission as amended is further amended as follows:
 - (a) Existing Section 2 is repealed and the following section 2 is inserted therefore:

“Section 2. MEMBERSHIP, TERMS OF OFFICE, ETC.

“The commission shall consist of 9 members. The members shall be appointed for 3 year staggered terms except for those members appointed by virtue of their respective offices which such members shall serve for the period which they occupy those offices. The membership of the Board shall be as follows with the members serving the initial terms indicated by the number indicated after their names and thereafter for 3 year terms:

January 23, 2017

- A. Elected Chair or alternate of the Person County Board of Commissioners serving ex-officio with full right to vote (term of office), provided however if not present the county manager is authorized to vote.
- B. The mayor of the City of Roxboro serving ex-officio with full right to vote (term of office), provided however if the mayor is not present the city manager is authorized to vote.
- C. The President of Piedmont Community College serving ex-officio with full right to vote (term of office).
- D. Elected Chair or an alternate from the executive board of the Board of Directors for the Roxboro Development Group (term of office).
- E. Elected chair or an alternate from the executive board of the Board of Directors for the Roxboro Chamber of Commerce (term of office).
- F. A representative of a business with a presence in Roxboro appointed by the Roxboro City Council for a 3-year term.
- G. A representative of a business with a presence in Person County appointed by the Board of Commissioners for a 3-year term.
- H. Two Members at Large appointed by the Board of County Commissioners each for a 3-year term.

Any member of the Economic Development Commission may be removed at any time with or without cause by a majority vote of the appointing authority.

The following person shall be permitted to participate fully in the activities of the board as non- board members but shall have no right to vote on any matter except as authorized in Section 2 A above as to the County Manager and in Section 2 B above as to the City Manager:

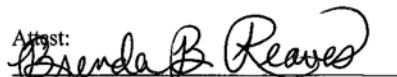
- 1- Person County Manager serving ex-officio
- 2- Roxboro City Manager serving ex-officio
- 3- Piedmont Community College's representative of workforce training
- 4- Farmland Preservation Plan stakeholder representative

2- This resolution shall be effective upon its adoption.

Adopted, this, the 23rd day of January, 2017.




Tracey L. Kendrick, Chairman
Person County Board of Commissioners

Attest:

Brenda B. Reaves, NCCCC, MMC
Clerk to the Board

January 23, 2017

CHAIRMAN'S REPORT:

Chairman Kendrick reported that Ms. Brozy from Roxboro Community School extended an invitation to the Board for lunch and a tour of the high school. He asked the Board members to consider dates available.

MANAGER'S REPORT:

County Manager, Heidi York reported the Board's next meeting would be its Retreat scheduled on February 6, 2017 at 9:00am at the newly acquired Senior Center site. She stated she would be calling each of the commissioners for input for the retreat agenda.

COMMISSIONER REPORT/COMMENTS:

Commissioner Jeffers had no report.

Commissioner Clayton had no report.

Commissioner Puryear had no report.

Vice Chairman Powell reported that a request would be forthcoming to the Board related to naming a roadway or a portion thereof in honor of veterans.

CLOSED SESSION #2

A **motion** was made by Commissioner Puryear and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a) (3) to consult with an attorney at 9:49am with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycok, and Assistant County Manager, Sybil Tate.

A **motion** was made by Vice Chairman Powell and **carried 5-0** to return to open session at 10:15am.

Chairman Kendrick asked the Board if they would like to tour the Roxboro Community School. There was no consensus of the Board to set a date with Roxboro Community School for a tour. Commissioner Puryear suggested individual tours, as needed.

ADJOURNMENT:

A **motion** was made by Chairman Kendrick and **carried 5-0** to adjourn the meeting at 10:19am.

Brenda B. Reaves
Clerk to the Board

Tracey L. Kendrick
Chairman