

NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY

Thursday, August 17, 2017 2:00 p.m.

Carson City Community Center - BONANZA ROOM

851 East William Street (Highway 50 and South Roop Street) Carson City, Nevada 89701

MEETING MINUTES

Notice: Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time. This is the tentative schedule for the meeting. The Commission reserves the right to take items in a different order to accomplish business in the most efficient manner.

The following minutes are a summarized explanation of the topics discussed. A taped recording of these proceedings will be kept for review. A copy has been e-mailed to the Project Coordinator.

2:00 P.M. CALL TO ORDER

Chairman Millard called the meeting of the Nevada Commission for the Reconstruction of the V&T Railway to order at 2:00 p.m. and called for the roll.

1. ROLL CALL

Candy Duncan called roll.

PRESENT

Dwight Millard, President
Bob Crowell, Commissioner
Jack McGuffey, Vice Chairman
Ron Allen, Treasurer
Stephen Lincoln, Commissioner
Candy Duncan, Project Coordinator
Bob Robinson, Accountant

ABSENT

Dave Nelson, Commissioner
Delsye Mills, Commissioner
Jack Hastings, Commissioner

OTHERS:

Ken Dorr, Engineer
Michael Smiley Rowe, Legal Counsel
Hugh Gallagher, Virginia City Treasurer
Kim Fegert
Nicole Barde
Candy noted there was a quorum present.

2. APPROVAL OF THE AGENDA

This is the tentative schedule for the meeting. The Commission reserves the right to take items in a different order to accomplish business in the most efficient manner. The Commission may combine two or more items for consideration and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Chairman called for a motion to approve the agenda. Commissioner McGuffey made the motion to approve the agenda. Commissioner Lincoln seconded the motion. Chairman called for discussion with none noted he called the question. The motion carried and was so ordered.

3. PUBLIC COMMENT ON NON-AGENDIZED ITEMS: *Discussion may be limited to three minutes per person at the discretion of the Chairman. No action may be taken on a matter raised under this portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

Chairman called for public comment. Kim Fegert said the last time he was here Candy had provided him with tapes from 2015 but he has nothing from 2016 and when he asked Candy she didn't have them nor did she know anything about them. He referred to the

Freedom of Information Act. If those records have not been kept anyone asking for them could have a law suit. Kim said he asked over a year ago for an accounting of the money being spent. Kim said he was leaving it for the record that that information is under request.

Chairman called for discussion on Kim's comments. Bob Robinson said in the last meeting he recalled that the Mayor said the printed minutes were all that was required and nothing more. Candy said the minutes for 2016 are all on the website. Candy thought she gave Kim the tapes for 2016 and he hadn't contacted her so she didn't know he was missing them. Candy said she will check for the tapes but the minutes are on the website. Kim implied that the minutes were not complete as the tapes. Dwight said he didn't think the tapes were required but if they have them they will be made available. Kim said he would also like to see the contracts on the railroad. Dwight said he would have to think on the #18 because he thought that agreement was for time and materials for the operator.

4. FOR POSSIBLE ACTION – APPROVE THE MINUTES OF MAY 24, 2017

Chairman called for approval of the minutes of May 24, 2017. Commissioner Allen noted an error on those minutes. Ron said that under who was there and not he was left out of both places on the May and June minutes but he was not here. Commissioner Lincoln made the motion to approve the minutes of May 24, 2017 as corrected. Commissioner McGuffey seconded the motion. Chairman called for discussion with none noted he called the question. The motion carried and was so ordered.

5. FOR POSSIBLE ACTION – APPROVE THE MINUTES OF JUNE 6, 2017

Chairman called for approval of the minutes of June 6, 2017. Commissioner Allen noted the same comment. Commissioner McGuffey made the motion to approve the minutes of June 6, 2017 as corrected. Commissioner Lincoln seconded the motion. Chairman called for discussion with none noted he called the question. The motion carried and was so ordered.

6. FOR POSSIBLE ACTION – APPROVE THE TREASURER'S REPORT – RON ALLEN

Chairman called for the Treasurer's report. Commissioner Allen asked Bob Robinson for the report. Bob started with the Enterprise Fund Profit and Loss for June 2017. For the month of June 2017 the ticket sales came to \$50,753.74. Then with partnerships, miscellaneous income, sales, merchandise the total income for June 2017 was \$58,947.01. The expenses for June came to \$95,301.34. So we had an operational loss of \$36,354.33 for the month of June. With grants we come in with a net income of a negative \$31,736.70 for the month of June. Calendar year to date the standard season ticket sales through June came in at \$83,360.02 and we had a total income of \$93,827.03. The expenses for the year so far through June are \$227,731.52 leaving us with an ordinary income from operations with a loss of \$133,904.49. Then with Commission funding of \$50,000 and grants in the amount of \$12,347 and coffee donation and interest income our loss for the year to date is a negative \$71,405.92. Dwight asked if they had more income interest. Bob said this was enterprise not general. On the Balance Sheet as of June 30, 2017 we had in the bank \$52,783.06 in the Enterprise Fund. On Accounts Payable as of June 30, 2017 there were payables of \$25,987.89 for the Enterprise Fund. Moving on to Accounts Receivable as June 30, 2017 there was \$12,847. Bob then went on to the fiscal year for the Enterprise Fund. The tentative fiscal year (July 1, 2016-June 30, 2017) the year end tentative figures are; Polar ticket sales of \$747,430.12 and standard ticket sales of \$302,461.75. The total ticket sales for fiscal year of \$1,049,891.87, then if you add in hotel partnerships of \$1500, Polar revenue, Polar photo revenue of \$11,440 and miscellaneous income of \$7,895.40, sales of merchandise of \$59,109.29 less the cost of goods and merchandise. There was a Total Gross Income for the fiscal year for the

Enterprise Fund of \$1,101,363.69. Commissioner Allen asked if the \$7,895.40 in miscellaneous income was donations. Bob said that is the rebate they get from Polar. On the expense side we had a total \$1,252,299.22. Ordinary income from operations, before Commission funding and grant funding, was a loss of \$150,935.53. Bob went through the sub categorized figures for Polar. On the next page, after \$50,000 from the Commission, Depot coffee donations of \$239.00, interest income of \$374.56, and grants in the amount of \$12,347.00 we have a net loss of \$87,974.97 for the fiscal year for the Enterprise Fund. Chairman asked if there were any Commissioner questions. Something was said and Bob said expenses were exceeding revenues and it is the summer season. Dwight said, go back to the July through June and take the \$1,252,299.22 and deduct \$519,940.88 and that should give the total expenses for the regular standard season which is \$732,358. Dwight said that is what it cost to run the summer season. We are spending more than double what we are taking in. Candy said because of the smaller engine #29 they were only able to use two passenger cars which holds 144 passengers. For the last six run days that train has been sold out and they have had to turn people away. Candy said with engine #18 under repair they can't use three cars. A lot of the loss is made up during the Polar season. Bob discussed the overall finances of operations. Nicole Barde asked something about the trend and Bob said it was down. Candy said sales for season is down because most people have ridden the regular line and they want something different so that is why the special event train sales are increasing. The marketing was discussed. Bob went back to his report saying, in the 2017/2018 budget they budgeted in a fifth car for Polar but that may not happen now and they may have to pull that out that \$119,000. Bob said that per the interlocal agreement the tax money collected by Storey County, that money was for augmenting the difference between income and ticket sales on a monthly bases. They will be requesting from Storey County the difference between income and operating expenses on monthly bases to get that \$119,000 back in the budget. He went over the request letter asking for a total of \$137,758. Further discussion was held regarding the report and budget.

Bob continued on with the Commission/General Fund report for Fiscal year ending June 30, 2017. The Commission's total revenues of \$367,362.88 and operating expenses of \$275,155.17. There was one item that is not operational of \$5,500 which was the work done at the Depot. With the \$5,500 it leaves a total of expenses of \$280,655.17. The net earnings is \$86,707.71. There was a footnote: "The City has not yet closed the fiscal year as it is required to stay open in order to cap payable and receivables for sixty days. We will close the Commission's fiscal year around September 15th."

With that Bob ended the report. Dwight said it looks like the Commission is in the black and holding its own. Nicole Barde asked if they have money in the Commission's fund to pull from. Dwight said the Commission's ending fund balance is \$180,667. Bob said some of that is held for the work to be done on Engine 18. Chairman called for other questions on the report and then a motion. Commissioner Lincoln made the motion to approve the Treasurer's report as presented. Commissioner McGuffey seconded the motion. Chairman called for discussion with none noted he called the question. The motion carried and was so ordered.

7. FOR POSSIBLE ACTION - RATIFY THE PAYMENT OF COMMISSION AND ENTERPRISE FUND BILLS

Chairman called for Bob to discuss bills. For the Enterprise Fund the total of the bill check list is \$343,860.55. Dwight said they are always approving in the arrears. For the Commission General Fund the total of the bill check list is \$44,404.16 this is from May 25th through August 17. Dwight said those are checks issued by the City on behalf of the Commission. Someone asked who Brenda Frank was and Candy explained she transcribes the minutes. Then they asked who Ingalls LLC was and Bob said it was the insurance. Chairman called for other questions on the report and then a motion.

Commissioner Lincoln made the motion to approve the ratification of payment of bills from the check lists for the Commission and Enterprise Funds from May 25th through August 17th. Commissioner McGuffey seconded the motion. Chairman called for discussion with none noted he called the question. The motion carried and was so ordered.

8. FOR DISCUSSION AND POSSIBLE ACTION -2017/18 BUDGET REVIEW TO INCLUDE POSSIBLE SOLUTIONS TO BUDGET SHORTFALL

Chairman said when they did the budget. Bob said it was for the General fund budget. Dwight said the Enterprise Budget was also submitted to the State and when we submitted that we included a fifth car which made it \$250,000 and expenses of \$130,000 leaving us with a net of \$119,000. It is apparent that the car is not going to be on line. They have come up with new budget for the Enterprise Fund which will be short \$119,000 for the year. Dwight said if he remembered right they deleted \$75,000 from Carson City and \$75,000 from Storey County and we added the car to make it balance. Now with the car out we are not in compliance with the budget. After discussion Dwight said now that we know we are running a deficit what do we do. Hugh Gallagher said budgets are basically a map that tells Taxation what we think we are going to do for a period of time. Hugh said it will be referenced in the annual audit and we will have to send to Taxation the reasons why and if those are accepted that pretty much it. Hugh said they have an augmentation process that is a tool. You can get loans to help or draw from other sources. Dwight said they are only in the second month of the year and it could be that Carson City will give us a grant but as of today we made ourselves negative. If we are in the same situation in April then it will be difficult. Dwight said they are pretty much wound up in December. Hugh said they would have to look at things then and Dwight said then they may have to augment the budget. Dwight asked if there were any question because he wanted it brought up so everyone knew the situation. Some asked if it were possible to bring in a car for Polar from another railroad that is closed for the season. Ron Allen said we would have to pay for the shipping and he didn't know if they would be able to afford it. Another car was discussed.

9. DISCUSSION AND POSSIBLE ACTION TO IDENTIFY INTERIM FINANCING IN THE AMOUNT OF \$322, 771.00 TO PAY FOR THE STORM DAMAGE REPAIR WORK FOR "BID NO. 006 – V&T RAILWAY (VTRW) STORM DAMAGE REPAIRS – PROJECT #1," FOR CONSTRUCTION MANAGEMENT SERVICES FOR THIS PROJECT, AND FOR THE TUNNEL #2 REPAIR WORK IN CONSIDERATION THAT UP TO 75% OF THESE COSTS ARE ELIGIBLE FOR REIMBURSEMENT BY FEMA UNDER THE FEDERAL STORM DISASTER EMERGENCY DECLARATION FEMA-4303-DR-NV.

Chairman said that Items 9, 10, 11, 12, and 13 are what primarily brought them together today to identify interim financing. Dwight said the Chair would entertain that Ken would combine them together with an explanation. Ken agreed and Candy asked if she could make a request that anyone making a comment please state their name for the convenience of the transcriber. Ken said the first and the next three are related and the fifth is kind of a separate one. The first item refers to the letter of July 16th that Ken put out summarizes the bids and cost of repairs and what projects have been approved by FEMA. Has a lot of emails and in his e-mail of June 28, Ken asked how much is going to get reimbursed and the projects out to bid are reimbursed up to 75%. His second e-mail was to confirm what was already stated. There are four projects approved by FEMA and are identified as Projects 1, 2, 3, and 4. Project #1 is for the storm damage repairs, for the management services for the project and Project #2 is for Tunnel 2 repairs and it has been approved. Project #3 is the emergency work done back in January and February. These three projects have been approved. What hasn't been approved is Project #4 which are projects that have gone out to bid. The July 16th letter was to get a summary of what kind of cost they were looking at so they would know what 75% would be. The first item they got three bids from Railworks, Koonz and Industrial Railways. Railwork's bid for storm damage repairs was for \$242,924.00. On the second page of the letter he tried to find what

the Commission was going to have to come up with to undertake the contract. FEMA has a rule that since Ken designed the work he couldn't do the inspections so we have to hire a construction manager. They went through bid and proposal process and they received one proposal from Kent Hanford Consulting. Also included is Tunnel #2 that has been approved by FEMA but it was underfunded by FEMA and they have not yet done the work. There is about \$16,000 worth of repairs and inspections. So if we are going to do this work we are looking at about \$322,771.00 we are going to have to come up with plus there will be some administrative costs. So we are looking at probably \$327,000 if we go forward with the contracts as bid. The last paragraph of his letter is a summary of the three projects that have been approved by FEMA which we will be reimbursed at least 75% of the \$344,322. So the big question is where are we going to come up with the \$327,000. Ken talked about some options he sent in an e-mail where; first they can award the contract and the construction manager contract as it is and authorize Tunnel #2 for \$327,000. Another thing is take no action because it has to be done within 60 calendar days of June 27th so there is another week and it goes away. The second is if you don't want to award the contract you can basically direct Ken go out and solicit separate informal proposals and he could set it up so the total contract amount would be less than \$100,000. The \$100,000 limit triggers the Davis Bacon wages. Ken went through the processes they would have to go through. Thirdly they can go with Gabe and do some of the work on a time and material basis up to a certain amount and do what we can but none of that work would be reimbursable. The fourth item is we don't do anything which he doesn't recommend because the only reason he didn't get written up by the State Utilities Inspector was we told him we were going to fix the ditches. Next time he comes and we haven't fixed them we will be written up for the violation. So the decision is, do you want to try and get the \$327,000 do you want to go out for separate project and let that one expire and try to get FEMA money or just forget it. Ron asked how long it would take to get the FEMA money and Ken said the work has to be done within 18 months of the storm. The time it takes for FEMA to pay was discussed along with the process you have to go through. Jack said it could take a while and the money will be out of our pockets until they decide to cut us a check. It was said that it could take years and if you try to do some of the work yourself FEMA could deny you. Ron Allen said maybe they don't even want to think about FEMA and what they might do is go out and see if we can get three bids for under \$100,000 and get the reimbursement on that. Ken said to get the reimbursement they have to follow the guidelines of FEMA. Doing it ourselves there is no reimbursement. Ken said the reason he suggested the \$100,000 was to keep them under the Davis Bacon threshold. Everyone was talking at the same time discussing FEMA and options. Dwight said he went up and visited with Gabe and Tom and rode the track and with exception of Tunnel 2 he thought we should go do the work and it maybe could be done for \$75,000 to \$100,000. After comments Dwight said they should forget FEMA and just do the work. Then we don't have to do it in 18 months, we do what needs to be done now and keep working on it, and say over the next two years we spend \$50,000 a year of money we don't have. That would be better than \$300,000 and may not get the money back. There was discussion and Ken discussed the problem with Tunnel #2 saying the ceiling work that needs to be done on Tunnel #2 needs to be done as soon as possible. Ken said he'd like to see the tunnel done and the rest of the work could be done over time. Ron asked about the money and Ken said they overestimated the cost of the Horseshoe Curve by a factor of three and that money we will get because we agreed to use their cost basis. The Horseshoe Curve work is done. Ken said the emergency repairs done in January and February, Project 3, is reimbursable. Project 2 Tunnel #2 won't be reimbursed unless we do the work. Horseshoe Curve Project 3 had to be done before they started operating and it's good. Discussion was about the work they have to do and what has been approved. Ron asked Jack if it was still possible to get a loan from Storey County as was discussed in a meeting they had a time back. Jack said he didn't say they would but that he would

look into it. Dwight said there were two parts to the issue. One being coming up with the full amount to pay for the project and two is the part that won't be reimbursed. Dwight and Commissioners discussed ways to do this and how. Hugh Gallagher, Virginia City Treasurer, said they could take a look at the situation and bring it before their Commission on September 15 and Chairman Millard may have to give a presentation. Dwight said they had until August 27th to award the contract or it goes away. Options were discussed as to what happens and can they rebid the project, possible loan options and how to make good on the loans. Everyone talking at same time. Dwight asked for comments from Board, Staff or Public, Gabe Willaman made a comment but it was unclear. Ken said something in response about being thrown in jail for a violation. Dwight asked the Board what they wanted to do. Commissioner Allen said they should table it until everyone can get together and discuss it. Dwight said if they table before approving it they could have problems. Dwight suggested they approve it subject to getting a loan from Virginia City or Carson City. If both agree to front the money then the contract will be awarded subject to that approval if it's not approved then it's dead. Bob asked if that was the motion. Dwight said it was a suggestion for a motion. Ken said it would work if they knew about the loan before the 27th. Dwight said it would be Jack and Bob along with both tourism from Carson and Virginia City and anyone else involved. If they want to front the money, take Drako or whatever, they come up with the criteria and they approve it then we can award the contract. If for any reason it is a hang up they can say no and come back for a rebid. Bob said he would get with Jack and come up with something. Ken asked if they were conditionally approving Items 10 and 11. Dwight said yes upon a loan being approved acceptable to both Storey County, Carson City and the Chairman. Commissioner McGuffey said he would make the motion to approve Items 10 and 11 pending potential funding. Counsel Rowe said they would need the same motion to apply to Items, 9, 10 and 11. Commissioner McGuffey agreed and Commissioner Allen seconded the motion. Chairman then called the question and the motion carried and was so ordered.

10. **DISCUSSION AND POSSIBLE ACTION TO AWARD THE CONSTRUCTION CONTRACT ENTITLED "BID NO. 006 – V&T RAILWAY (VTRW) STORM DAMAGE REPAIRS – PROJECT #1" TO RAILWORKS TRACK SYSTEMS, INC., AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR AN AMOUNT OF \$242,924.00 BASED ON BIDS OPENED JUNE 27, 2017 AND TO AUTHORIZE AN EXPENDITURE OF A MAXIMUM 10% CONTINGENCY AMOUNT OF \$24,292.00 AS APPROVED BY THE ENGINEER (TOTAL \$267,216).**
11. **DISCUSSION AND POSSIBLE ACTION TO AWARD THE CONSTRUCTION MANAGEMENT CONTRACT FOR THE "V&T RAILWAY STORM DAMAGE REPAIRS: FEMA-4303-DR-NV CONSTRUCTION MANAGEMENT SUPPORT" TO HANFORD CONSULTING LLC AS THE BEST RESPONSIVE AND RESPONSIBLE PROPOSER FOR A TIME & MATERIALS AMOUNT NOT-TO-EXCEED \$39,555.00 BASED ON THEIR STATEMENT OF QUALIFICATIONS RECEIVED JUNE 19, 2017 AND THEIR SUBSEQUENT PROPOSAL RECEIVED JUNE 27, 2017 (TOTAL \$39,555).**

The above items were discussed under Item 9.

12. **DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ENGINEER TO PROCEED WITH CONTRACTING FOR STORM DAMAGE REPAIRS FOR TUNNEL #2 WITH AN ESTIMATED CONSTRUCTION AND INSPECTION COST OF \$16,000.00 AS PREVIOUSLY AUTHORIZED BY THE LOCAL FEMA JOINT FIELD OFFICE AS PROJECT NEVA-C02 FOR AN AMOUNT OF \$8371.00 AND TO DIRECT THE ENGINEER TO REQUEST ADDITIONAL REIMBURSEMENT FOR COSTS IN EXCESS OF THE \$8371.00 IDENTIFIED BY FEMA (TOTAL \$16,000).**

Dwight said Item 12 is for approval and he thought they should do it so they can sleep at night. Bob said if they approve it they needed to identify a source of money to pay for it and it isn't in the budget. Dwight said they didn't because it is coming from the Commission's ending fund balance and they are only spending \$16,000. There Dwight said there was a motion Commissioner McGuffey made it. Commissioner Lincoln seconded the motion. Chairman then called the question and the motion carried and was

so ordered.

13. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ENGINEER TO CONTINUE TO SEEK A GRANT OR GRANTS FROM THE NEVADA DIVISION OF EMERGENCY MANAGEMENT (NDEM) UNDER THE STATE DISASTER RELIEF ACCOUNT FOR MITIGATION WORK IN SEVERAL LOCATIONS ON THE RAILROAD.

Ken said all this item was is some of the work they were trying to get under FEMA damages and they said it wasn't damage because it was caused before they received the grants. Ken said all he wanted here was permission to continue the paperwork to obtain a grant. Commissioner McGuffey made the motion to authorize the engineer to continue to seek a grant/grants from the Nevada Division of Emergency Management under the State Disaster Relief Account for mitigation work. Commissioner Lincoln seconded the motion. Chairman called for discussion. Dwight asked if there was a good chance of getting money from them. Ken said as long as he used the terminology as a threat to life there is a good chance. Chairman then called the question and the motion carried and was so ordered.

14. FOR POSSIBLE ACTION- VIRGINIA AND TRUCKEE RAILROAD CO. REPORT INCLUDING REPAIRS TO ENGINE #18 – TOM GRAY

Commissioner Lincoln suggested they move this item to the next meeting as Mr. Gray was not present.

15. FOR POSSIBLE ACTION- ENGINEERING REPORT – KEN DORR

Ken had nothing else to discuss.

16. FOR POSSIBLE ACTION- ATTORNEY'S REPORT- MICHAEL SMILEY ROWE

Mike said he thought they could consider the Drako note an instrument under UCC Article 3. We can't do anything on it today but they can follow the process under Article 3 to sell the note. Everyone talks at once regarding the Drako parcel. Mike said it was secured by First Deed of Trust. Dwight said it was 5% and it is in the second year of five. Bob said in July the value of Drako note was \$469,881. Mike said otherwise he is just working with Ken on this pile of paperwork.

17. FOR POSSIBLE ACTION – MARKETING REPORT- CANDY DUNCAN

Candy said at the end of June she attended Polar Express camp in Durango, Colorado. It was paid for by Rail Events. They wanted the railroads that did Polar Express, about 55 in the States and 5 in Europe, to hear their new vision for Polar Express. They want to make it standardized so it matches the movie experience. They gave out scripts to use this year and costume ideas. They lost their director, Tammy Shelton, as she wants to pursue her masters but we hired Carla Wilson who has been with them from the beginning and she will be great. Candy said they are working on getting the cast together, doing auditions and are working on a better way to make hot chocolate. All that she learned was about improving the Polar. Everyone is looking forward to the season. Someone asked if they send a person out to observe the operation. Candy said they did every year and out of the 55 we were rated 7. Candy said a lot of the December VIP's are sold out. Bob said they have sold 210,000 tickets as of today.

18. COMMISSION CHAIRMAN REPORT – DWIGHT MILLARD

Chairman said they need to continue to figure out how to get people to ride the train. In order to use Gold Hill Dwight said he asked Candy to look at the possibilities of having a night with the Governor and dinner to raise money. Dwight asked how many more melodramas they had left to do. Candy and Bob both said two. They have three more canyon runs.

19. COMMISSIONER COMMENTS

Chairman called for commissioner comments.

Dwight said it was their intention to finish the engine 18 in June.

- 20. PUBLIC COMMENT ON NON-AGENDIZED ITEMS:** Discussion may be limited to three minutes per person at the discretion of the Chairman. No action may be taken on a matter raised under this portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

There were no public comments.

- 21. FOR POSSIBLE ACTION: Set Next meeting Date**

Chairman said they wouldn't set a date for the next meeting at this time.

- 22. FOR POSSIBLE ACTION: ADJOURNMENT OF COMMISSION BOARD MEETING**

Chairman called for adjournment. Commissioner Lincoln made the motion to adjourn and Commission McGuffey seconded the meeting. The meeting adjourned at 4:30pm

Submitted by:

Brenda Frank

September 8, 2017