



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, October 3, 2012, at 1602 Esmeralda Avenue, Minden, Nevada.

Board members present: Matt Bernard, Charlie Condron, Roxanne Stangle, John Stephans and Steve Thaler.

Staff present: Andy Concannon, Jenifer Davidson, George Keele, Trish Koepnick, and Bruce Scott.

The meeting was called to order at 5:30 p.m. by Chairman Stephans.

The Pledge of Allegiance was led by Chairman Stephans.

Bernard/Condron moved for the approval of the agenda as published. Motion carried unanimously.

Condron/Bernard moved for the approval of the minutes of the September 5, 2012 Board Meeting. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: None

PUBLIC COMMENT:

Bob Pohlman called for a moment of silent prayer for our beloved Mr. Bently. A moment of silence was taken.

Ron Garside representing the Veterans of Foreign Wars told the Board that the Carson Valley is one of the very few places in Nevada that has no hall for the veterans. VFW is actively looking for anything to get started; they currently used the Elks lodge for their meetings, but their greater need is for space to work out of to help the veterans. Mr. Thaler thanked Mr. Garside for his service. He suggested that when the new community center is built that the old senior center might be the perfect place for them. He would speak to it for him, and said that he would follow up with him on it.

Sandy Deyo thanked everyone for the park at Heybourne and Buckeye. He said it looked great and they waited a long time for it.

## **STAFF REPORTS**

### **1. Public Works: Monthly report of activities by Public Works staff. Andy Concannon filled in for Mr. Hill.**

At Well 7, there was more testing for arsenic at different depths; the mid range depth looked best at 6 parts per billion. They are still reviewing the data.

Buckeye Booster station has been running this week; a heat sensor was installed in the ceiling was installed and is operational.

The latest samples at the tank both came back absent for bac-t., and the chlorine residual was resolved. In the future we will be turning over the tank more often.

At Bougainvillea Park we are waiting for NV Energy to install the street light so the landscaping can be finished.

At Well 2 there is a noticeable difference in the noise level, it seems much better. The neighbors seem satisfied. There are more steps to take if is determined not adequate.

13 of 22 new decorative street signs are in; they should finish installing this month.

Maverik Gas station project is moving along with an expected finish date of Jan. 16, 2013.

### **2. Engineering Report: Monthly report by Bruce Scott.**

In regards to water quality sampling we have been increasing our liaison with NDEP, with an improved noticing process in place.

Routine filings on water rights, and we will be filing some water movement into Minden wells.

Allie and Friends is adding in the back; they had issues with sewer and water connections from old pipes. The Town has had a minimal involvement.

There is a possible water leak in 395 that will be explored tonight and responsibility defined later.

The NDOT Gateway lawsuit issue is in process; Mr. Keele said there is no status update from NDOT. Mr. Thaler asked what the lawsuit was about. Mr. Scott said that one division of NDOT has awarded us money, while another division has put a halt on this because of the lawsuit that they want resolved first. This lawsuit is related to the bond put up by the former owners, which needs to be resolved first. We are ready to proceed when given the go ahead, with the goal to coordinate our landscape work in conjunction with theirs. Maverik has committed \$45,000 to assist with our part. Maverik has also indicated they will work with us in the fence removal as long as the County ok's it.

**3. Attorney Report: Monthly report by George Keele.**

Mr. Keele reported he has coordinated with the Town manager concerning some issues.

Concerning the Mahogany Court water issue, he received another letter from the same resident. He said that Mr. Scott and Mr. Russell have done an exceptional job, and there has been no admission of liability by the Town. We are assured by Pool Pact that we are following the correct course.

Mr. Keele suggested that the chair might appoint someone to watch the legislative bill drafts as they are produced so we can remain up to speed, especially in respect to water matters. Might want him to register as a lobbyist it would not hurt for him to testify. He says this because we have seen some decisions that indicated water will be a significant issue. It behooves us to watch both municipality related items as well as water. Mr. Scott said he has registered as an unpaid lobbyist in prior years and he will be watching for water related issues.

**4. Manager's Report: Monthly report by Jenifer Davidson.**

The CVIC birthday bash is this coming Saturday; we had an article and photo in the paper and could use a last minute push to sell tickets. Two thirds of the ticket sales will be going to support the Arts Council. This event should be a lot of fun; there will be carriage rides, music, and amazing chocolate. Community sponsors are the Arts Council, CVI, The Entertainer, Tahoe Ridge and Minden Food Company.

Concerning the water quality notification, Ms Davidson was happy to report that the issues appear resolved and notification language worked well.

We need to make repairs to a trash truck as well as the CVIC Hall air conditioning unit. These will be paid out of maintenance and repair.

Ms Davidson said that she is very sorry to see Amber go; she has been an amazing part of the Minden Team. There will be a surprise going away lunch for her tomorrow.

Resident survey went out in the quarterly billing; results will be reported at the next Board meeting.

We will be purchasing a new high quality trash receptacle for Bougainvillea Park, as well as replacing a few old ones. Mr. Pohlman asked if we could consider a dedication ceremony for the park, which we will look into doing. We are also checking prices on picnic tables.

Air conditioning unit in the CVIC Hall has broken; we will be spending between \$10-15,000 to repair the unit.

Mr. Thaler asked what is being done to replace Amber. Ms Davidson said that there has been discussion about the job description. Her position is a senior secretary; we are focusing on trying to write a job description that encompasses the customer service aspect as well as accounting skills. Ms. Davidson said she intended to post it sooner but because of these considerations it will not be posted until Monday October 8.

Mr. Condron asked what office support will be given while going through this process, in the hope that the great office personality remains intact. Ms. Davidson was happy to report that the first part-time office assistant will start next Tuesday; we will also potentially hire Carol Aldax for on call work. It is also Jenifer's intent to do part of the coverage, and she asked for patience from the Board.

Mr. Bernard asked if the Town can write its own job descriptions and if what we are asking for is what we need. Ms. Davidson said we cannot write our own job description but there is leeway on the emphasis we can use in the advertising language. Also, she feels that this is what we need presently, but as the wholesale water grows we will need more accounting support. She felt that the two part time positions would be filled by the end of next week (October 12) and the soonest Amber's position can be filled is in four weeks.

**5. Board member reports:**

Mr. Bernard reported that the Christmas event planning is underway.

Ms. Stangle said that the Arts and Ag in the Park will be from 10-2 next Saturday at Minden Park; there will be 8-9 groups from the High School present. She encouraged everyone to attend. Also, this week there were two different bus groups from Canada. She said that they were impressed overall with the Town and loved

Minden. She wanted to be sure that it is known that people appreciate the effort of the Board and staff.

**Chairman's report:**

Mr. Stephans said that there will be a noticed public workshop next Tuesday with the rate consultants. It will be a baseline discussion to get people acquainted with the rate setting process.

**CONSENT AGENDA FOR POSSIBLE ACTION:**

1. Approval of September 2012 financial report including claims paid August 25, 2012 through September 20, 2012.

Bernard/Condrón moved to approve the consent agenda. Motion carried unanimously.

**ADMINISTRATIVE AGENDA:**

**1. Not for possible action: Discussion and presentation by Tom Pavletic and Marv Winer of Municipal Financial Services regarding the introduction to a "Rate Study in Conjunction with Town Staff for the Town of Minden Wholesale and Retail Water Systems." Appearance by Tom Pavletic and Marv Winer of Municipal Financial Services. Presentation will be approximately 30 minutes.**

Mr. Pavletic gave an overview of his firm and how they are going about doing the rate study. The objectives of this study are: 1. Working with the Town and County to allocate costs and the value of the assets between the wholesale and retail system. 2. Once that is done, evaluate fund balances for both of those systems. 3. Develop projections of water sales and use of each of the systems. The projection of the water sales will be the basis for the rates that are charged. They have already noted significant differences over the last two years based on weather. 4. Look at the cost that new development should pay to connect to the retail system.

They began gathering data in July, and are now beginning to position the tables to calculate rates, as well as starting to piece together a report. By next Board meeting they intend to have a draft report. Between then and January they will work with County, other water purveyors, Town engineer and Town attorney, to come up with final report. Then we will work on "structuring" the rate for the County. Report will have much more detail; this just gives a general idea. They will present results to County and other water users including Indian Hills and Carson City.

**Public comment:**

Bob Pohlman gave a handout to the public and the Board and presented the background. In April 2009 Minden started pumping water to Johnson Lane. In November of 2009 we created a water rate for the County. He assumes that information gathered from this rate study will be used to negotiate the rate with the County. It is his understanding no depreciation and treatment has been saved for three years because all money collected is used for operating and maintenance. Will we go back to year one in January? The new pump house may not be put in the depreciation schedule until probably 2015. He asked if the roughly 6 million dollars worth of material not in the depreciation schedule will be part of the rate structure. His real concern is how we will make up for the money that we have already lost, and he looks forward to the discussion on Tuesday.

Charley said Mr. Pohlman's comments define the issue. Essentially this agreement is not in place yet because of the pumping figures, so the table reflects that we are not at year one yet. If we are going to pump a lower amount of water; it costs more. Pohlman wonders if the County is using more water than was allocated. Mr. Condrón said that we are not 3 years behind. Mr. Pohlman said that once something is put into service, depreciation starts. If we do not put enough reserves aside, we will not be able to pay for repairs.

Mr. Stephans said we will be addressing these issues at the workshop, and invited Mr. Pohlman to attend.

Ms. Davidson clarified that we are pumping closer to 2600 acre feet right now and we will not be exceeding the amount in the agreement when Carson City comes on line.

**2. Not for possible action: Discussion and presentation by A.J. Frels, Executive Director of the Carson Valley Visitors Authority regarding the new Carson Valley branding campaign. Appearance by A.J. Frels. Presentation will be approximately 10-15 minutes.**

AJ was excited to be here to present this new branding campaign. It was an extremely detailed and well thought out study to determine a relevant brand for the Carson Valley. He shared numbers showing tourism spending and travel related jobs.

The study focused on what makes Carson Valley different from its competitors. The recurring themes were natural beauty, authenticity, diversity in outdoor activities, nature, outdoor adventure, western heritage, openness, unprocessed, location and geography and awareness. A major key to growing tourism will be building overnight packages that tie the area together.

The new brand was introduced as "Rugged, relaxed and reachable". Mr. Frels shared the marketing tools that will

be used to promote the area with the new brand. This included current ads, website reaching a broader market, and an improved calendar of events, as well as the use of social media. Everyone can help build the calendar by submitting events at [carsonvalleyvisitors.org](http://carsonvalleyvisitors.org). Street banners are being looked at. They also are hopeful to partner with local merchants with merchandise promoting the new rugged brand.

The brand partnership team will be coming in February to take this to the next step and all are encouraged to participate in this promotion.

Mr. Condron said that he had wondered what happened to this as he had participated in this and he is happy to see the result.

Public comment. None

**3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Mimi Moss, Douglas County Community Development Director, for the Town of Minden to dedicate a new right-of-way area to Douglas County in exchange for the abandonment by Douglas County and deeding to the Town of Minden of a portion of right-of-way at the intersection of Heybourne Road and Bougainvillea Drive at the southern entrance to Winhaven Subdivision, also known as Bougainvillea Park. Appearance by Dirk Goering, Associate Planner, Douglas County Community Development.**

Mr. Bernard noted that he would abstain from voting due to his involvement in this project as he works in a private capacity for the interest of others.

Dirk Goering gave the presentation with Mimi Moss available for questions.

The dedication by the Town of Minden of the new right of way portion in exchange for abandonment and deeding by Douglas County of Bougainvillea Park to the Town of Minden represent the final administrative steps in the Bougainvillea Park process.

Mr. Scott said that this is basically a housekeeping item. The park is essentially complete, thanks in part to Mr. Pegram and his commitment to make it happen. We agreed to get the park process going while this abandonment process moved forward; we have worked closely with the County and recommend approval. He also said that he met with both HOA's and they encouraged the process to move forward. He suggested following up with the homeowners to support this. The Towns' commitment is to maintain this park.

Mr. Stephans said that he had a talk with John Caulkins and Bruce Palmer. They are very happy that the process is completed. John thanks everyone for the cooperative effort.

No public comment.

Condron/Stangle moved to approve a request by Mimi Moss, Douglas County Community Development Director, for the Town of Minden to dedicate a new right-of-way area to Douglas County in exchange for the abandonment by Douglas County and deeding to the Town of Minden of a portion of right-of-way at the intersection of Heybourne Road and Bougainvillea Drive at the southern entrance to Winhaven Subdivision, also known as Bougainvillea Park. Motion carried unanimously. Mr. Scott said that Ms. Moss has taken a lot of heat on this project and he appreciates what she has done.

**4. For possible action: Discuss and possible action to approve, approve with conditions, continue or deny a request to accept a bid by Sierra Nevada Construction for the Town's 2012 Heybourne Booster Station Project in the amount of \$2,675,000; and if 4.1 is approved, 2) authorize Chairman to execute Agreement for the same. Appearance by Bruce Scott Town Engineer.**

The Booster station will be located on property purchased from Mr. Bently over a year ago. It is designed and built by Minden; we are the bank and this will be part of the monthly reimbursements. We have worked closely with involved entities to lower the costs, which include a \$200,000 contribution that has been approved by the Carson Water Subconservancy District Board. Mr. Scott has reviewed the cost reductions; he felt they were reasonable and will not compromise the function or the look of the building.

Mr. Stephans asked if the pump will be satisfactory. Bruce said that we will want to ultimately have 3 pumps, but initially just two, and it is not compromising to delay this.

Mr. Thaler questioned the difference in the bid amount; the amount asked to be approved was clarified to be \$2,669,000. Mr. Keele said this is OK to approve as the correct amount is less than the noticed amount. Mr. Thaler asked why would you not revisit it in order to be competitive, rather than negotiate a bid? Mr. Scott said that the Board is being asked to approve the bid subject to an immediate change order in order to avoid the rebidding process because it takes time and it is very uncertain. Labor costs are highly competitive; material costs have gone through the roof. Mr. Thaler said that the bids were all over the place, and this is the first time he has seen such a difference in the engineers estimate and the bids. Mr. Scott said that these bids are not rigid and detailed in scope;

they are more generalized. Mr. Thaler also said that he knows this is a pass through, but asked why Douglas County is not financing this? Mr. Scott said that what we are doing is acting as a responsible agent and working in close coordination with staff of the other entities. We work very closely with bidders and contractors to explore the market. We completely missed the escalation of costs of labor and materials since the Buckeye Booster station. Bruce said that the other entities are very comfortable with and support this.

Ms. Davidson said we are being the bank in this instance because it is part of the original agreement with the County. Mr. Scott said that we asked for that so we could control the operation and management of this facility, and feels it will prove to be very useful to the Town.

Mr. Bernard said that a few months ago Douglas County did not take the same approach when the costs came in higher and they re-bid. Mr. Scott said they completely redesigned while we just scaled back. Mr. Bernard asked if the two pumps will handle it if Carson City calls for all of the water that we are obligated for. Mr. Scott said that yes, it is mainly just a standby, and the only time this will be pumping will be when there is high demand and use, and the 24 inch line needs to push more water. Mr. Scott also clarified that the Subconservancy District has money that is approved to contribute for projects like this to go forward.

Public comment: none

Condron/Thaler moved to approve a request to accept a bid by Sierra Nevada Construction for the Town's 2012 Heybourne Booster Station Project in the amount of \$2,669,007; and authorize Chairman to execute Agreement for the same. Motion carried unanimously. Mr. Scott said that he had mentioned the idea that the Town would be making a direct payment for some of the equipment and we might need to clarify this in the motion. Mr. Keele said that we did not need to amend the motion to include this, as this is routinely done.

**5. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to (1) examine bids for the 2012 County Road Improvements Project and award the project to the lowest responsive and responsible bidder in an amount not to exceed \$100,000; and if 5.1 is approved, (2) authorize the Chairman to execute an Agreement for same. Appearance by Town Engineer**

Mr. Scott said that this item is an attempt to minimize the cost for the block on County Road between 6<sup>th</sup> and 7<sup>th</sup>. Mr. Scott said this utilizes NRS in regard to bidding requirements and prevailing wage costs. If less than \$100,000, the Town is not required to pay prevailing wage. They solicited four local contractors to give competitive bids. We are proposing to buy the material separately with informal bids.

Mr. Stephans verified that Jeff Lommori is the lowest bidder.

Public comment: None

Bernard/Stangle motioned to approve a request to examine bids for the 2012 County Road Improvements Project and award the project to Sierra Nevada Excavation in an amount of \$88,985, and authorize the Chairman to execute an Agreement for same. Motion carried unanimously. Mr. Scott asked to also authorize the expenditure of funds for the material. Ms. Davidson and Mr. Keele concurred that it was not noticed for action but that this was not necessary as it was already approved in the budget.

**6. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request by Minden Town Staff to set a budget of not to exceed \$25,000 for preliminary work associated with the trailhead and Martin Slough pathway from Jake's Wetlands to Lucerne. The preliminary work will be used to meet the requirements associated with completing grant applications through the Nevada Department of Transportation and the Department of Conservation and Natural Resources, Division of State Parks. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson said that it has come to her attention since authoring this item that part of Douglas County's grant application included trail improvements from Lucerne to Jake's, so what we will be considering tonight would be improvements to the dirt lot and possibly turning it into a parking lot. Mimi Moss said the County application does not extend past Lucerne. Ms. Davidson said that our approach would cover all bases and apologized for the confusion. This is for the purpose of applying for a grant, including an environmental study because of the wetlands. Something to consider is building into next years' budget an allowance for preliminary work in conjunction with grant applications.

Mr. Bernard said we are hoping to use funds for preliminary work that will then in turn be part of our grant match.

Mr. Scott said that you need details and preliminary studies to show that it is a reasonable project. He felt this is a good approach as there is money out there available and not as many people are seeking it as in the past.

Public comment: None

Bernard/Condrón moved to approve a request by Minden Town Staff to set a budget of not to exceed \$25,000 for preliminary work associated with the trailhead and Martin Slough pathway from Jake's Wetlands to Lucerne. The preliminary work will be used to meet the requirements associated with completing grant applications through the Nevada Department of Transportation and the Department of Conservation and Natural Resources, Division of State Parks. Motion passed unanimously.

**7. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to set the evaluation review date and adopt the procedure to serve as the basis for the Town Manager's annual evaluation as set forth in the Employment Contract between the Town of Minden and Jenifer Davidson, Town Manager. Appearance by Vice Chairman, Charles Condrón.**

Mr. Condrón brought forth this concept to open up for discussion how the Board would like to see this proceed. He would like to give a concept, and then we can come together with a methodology and a division of labor. December would be the time to have this in place. Ms. Davidson's contract states we also need to set strategic planning and goal setting for the Town in order to have some direction for the goals for next year. We can begin to use this process to evaluate her performance and setting goals for the next year. He would suggest that each Board member write a narrative giving feedback on Ms. Davidson's performance reflecting on the goals we have set for her, stating strengths and goals in all areas, and give to the Board member who is writing the item. Also, as far as the concept of quantifying, you can make a rating scale if you would like.

Mr. Stephans likes the outline. He thinks that every Board member needs to address every highlighted item. Everyone needs to reflect on strong and weak points. He would like to establish some sort of grading system to define as a number.

Mr. Condrón wanted to make sure they consider that Ms. Davidson gives some input on what she has done to get her perspective.

Mr. Thaler asked Mr. Keele if we write our comments can we give them to the other Board members. Usually this is done in an open meeting.

Mr. Keele said that Ms. Davidson may waive the time period for the evaluation to be done by. Mr. Thaler said that he could prepare this evaluation for an open meeting next month. Mr. Condrón does not have a problem with Mr. Thaler bringing everyone's comments to the next meeting. Mr. Keele said that a court reporter could be hired to come and take the comments. Ms. Davidson said that each Board member in Gardnerville and Genoa turns in comments and grading to administrative staff to assemble.

Mr. Bernard said we should all weigh in on all items. Closed door personnel sessions allow for more frank discussion.

Mr. Thaler said that the public needs to know what we are going to use to evaluate her. It is not open for public comment, it is just us telling her how she did and giving her areas to improve on. Mr. Thaler felt that we each should give comments at the meeting, and these notes will be compiled and given back to the Board and Jenifer and this will be the basis of what conclusions we come to at the end of the night.

Mr. Condrón said that we will need to write a goal based on Ms. Davidson's performance, and we might miss the perfect opportunity to establish the goal. This is what motivates the person to do better. If you only quantify it, only the numbers are remembered.

Mr. Stephans believed we need to do both written narrative and goals.

Mr. Keele said that two people could not write one item together; it becomes an open meeting issue.

Mr. Bernard said that he is happy with Mr. Condrón's ideas, but somehow he needs to find a way to quantify that.

Ms. Stangle said that she would like a number in there and they each need to do a narrative.

Mr. Stephans said that it is imperative that we sit down with Ms. Davidson also.

Mr. Condrón said he envisions this: One person authors, with input from each member with a quantifying number.

That person writes the narrative, discusses with Ms. Davidson, and this will be discussed in an open meeting. He is trying to avoid every one of them saying the same thing over and over.

Mr. Keele said that you can leave opportunity for concurring opinion. You can get public comment at the meeting but not during the evaluation process.

Mr. Condrón said that he favors doing goal settings later and more in line with the fiscal year.

Mr. Bernard said that maybe we could ask Ms. Davidson how she did, and she could write down how well she did. We could then change the goals after the evaluation.

Mr. Thaler said that he does not want to be swayed by what the other Board members think.

Mr. Stephans asked what is wrong with each person sitting down with her and going over the seven bullets. Mr. Bernard would also like her written thoughts in his hand.

Mr. Condrón proposed that the chair assigns one or more areas to Board members to be responsible for writing the final narrative; Ms. Davidson writes a summary of her performance in each of the seven areas and provides to each Board member; each Board member supplies written comments to the individual in charge of the area as well as a quantitative number with a scale of 1-10, and discuss narrative in open meeting in December.

Ms. Davidson said that she has a concern about the quantitative aspect; as she prioritized according to what she saw as Board priorities, and having a point system assigned that is not weighted based on priority will affect the overall score. Mr. Thaler said the downside is that it is a matter of perception. Mr. Condrón said that goals that are specifically measured can be objective. He really wants the Town to have goals so that her efforts can be matching their goals as a Town. At least we have a start; we need to have a post meeting to see how it worked.

Mr. Thaler said that all we have to do is put it on the agenda and evaluate during the Board meeting. If Ms. Davidson did not get to something because we loaded her plate that is not her fault.

Mr. Stephans asked where we go from here.

Mr. Condrón said that if his ideas are palatable, John assigns areas, sets a time limit for Board and Ms. Davidson, and have at least ten days before the next Board meeting.

John asked if anyone wants to champion any one goal item.

The items were assigned as followed:

John Stephans:

1. Become the leading expert in the Town of Minden's budget and finance process.

Rosanne Stangle:

2. Establish excellent communication systems to keep all interested parties informed.

Matt Bernard:

3. Develop the role as Minden's Ambassador to our community, county and state.

Charlie Condrón:

4. Design Personnel Management strategies that promote maximum workforce effectiveness.
5. Continue to develop the wholesale water enterprise program for Minden.

Steve Thaler:

6. Provide leadership in the future development within Town of Minden.
7. Seek Professional opportunities that will enhance the Town Manager's leadership role.

Mr. Scott suggested using a 1-5 numerical system rather than 1-10.

Mr. Bernard asked how you measure it at the end of the day. Mr. Thaler said by a vote. It will either be thumbs up or thumbs down; it is very subjective. Mr. Condrón said that a position at this level rarely uses a number system.

Mr. Thaler felt that we could come to the next meeting and give the evaluation.

Mr. Stephans questioned the time frame. Mr. Condrón said that the narrative will need to be published in the December packet; it will need to be in the office the week before the packet is published. Ms. Davidson's narrative will need to be ready to publish by November 3.

Mr. Keele outlined the procedure for the evaluation as follows:

1. Assign criteria 1-7 to the five members.
2. Ms. Davidson provides self evaluation for distribution to Board members by November 3.
3. Each of the members of the Board provides a narrative on the assigned topics.
4. At the December meeting the narratives are discussed, the evaluation is given and a vote is taken.

Mr. Keele said that if the Board desires to change the evaluation to a fiscal consideration, it can be considered as a separate agenda item.

Public comment: none

Condrón/Bernard motioned to approve the process for evaluation as described by counsel. Motion carried unanimously.

#### **ADJOURNMENT**

Condrón/Thaler motioned to adjourn the meeting at 8:45 p.m. Motion carried unanimously.