



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

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

Staff present: Greg Hill, 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 John Stephans.

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

Condron/Stangle moved for the approval of the minutes of November 7, 2012 Board Meeting. Motion carried unanimously.

**ACKNOWLEDGEMENT OF GIFTS:** CVI donated cookies to the Town for the festivities on the night of the gazebo lighting, as well as the advertising for the weekend on their electric sign. A letter of thanks will be sent to the Inn.

**ACKNOWLEDGEMENT OF SERVICE AWARDS:** None

**PUBLIC COMMENT:**

Clarence Burr, President of Carson Valley Agriculture Association, spoke concerning their mission to promote and protect agriculture. There are issues that we can work together on with local government, including weed and ditch problems. Empty lots need to be cleaned and trash in the ditches need to be dealt with. Also there is a storm drain ordinance that no one upholds. Mr. Burr was invited to come back to address this as an agenda item.

Sandy Deyo complimented Mr. Hill for all the work in decorating the Town for Christmas. Greg said that the credit really needed to go to his staff.

## **STAFF REPORTS:**

### **1. Public Works: Monthly report of activities by Greg Hill.**

Mr. Hill said that the staff has spent most of the month getting the Town ready for the holidays. Weather was good for both events.

The concrete is complete on the County Road project. Planting will be done in the spring.

We are working on the Well 7 permitting for the upsizing of the transformer.

Mr. Condron asked Greg to thank B.J. for all of his work in the parade. He mentioned that there were several street lights that needed fixing.

Roxanne asked about the noise at Well 2; there has been no noise as the pump has been off. Mr. Hill will be installing a sound proof curtain. Ms. Francoeur has been pleased with all their efforts.

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

Mr. Scott said the street light at Bougainvillea Park is on.

CVI is actively working in the back parking lot. They are working on dealing with the noise requirements, which will entail time constraints.

He noted that he felt there could be real value in dealing with the weeds on lots in town and cleaning up

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the ditches. Pole Line ditch is definitely in need of periodic maintenance.

There has been discussion on staff level regarding the rate study. There is a commitment on the part of Carson City to purchase a minimum amount of water. This will help project a reasonable figure for projected sales, which will help determine the rate.

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

Mr. Keele commended the board for the position they have taken on the rates, and Mr. Scott for taking the lead. The more information that staff produces gives a better position to negotiate. Only when people are willing to listen and provide facts can you move forward.

He has spent considerable time with the attorney for NDOT concerning the Minden Gateway right of way. Money is in their coffers; they will be ready to proceed in the NDOT construction season.

He has been working with the Town manager concerning a few letters that have come in from citizens.

Mr. Scott said he would like to get a release to begin work at Gateway. The design is ready; we need the authorization to bill for the preconstruction work. He is hopeful that they will authorize the environmental group (the source of the grant) to set up an agreement with Minden. George said that he thinks that we should see progress on this very soon.

Mr. Bernard said there was a bond required by the previous developer, and we have our landscaping plan that we have a grant for. Mr. Scott noted that the legal people said there would be no work until resolution on legal side; this has been resolved. However, District 2 still needs to approve our plans. He is not sure how they have linked the grant that we are awarded and the bonding issue. Mr. Bernard is hopeful to separate these two issues. Mr. Scott said that the people holding up the grant need to hear that it is OK to proceed.

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

Ms. Davidson extended a heartfelt thank you to the Minden staff for the hard work with the Christmas preparation and activities; it was a joy to be a part of. There were lots of compliments and positive comments.

She will be attending a management class at UNR the next two days and will report back to the Board concerning this. The topic is legal liabilities as it relates to personnel.

### **5. Board member reports:**

Mr. Bernard was sorry he missed the Christmas event but thanked staff for all the work.

Mr. Condron said the events were wonderful and also thanked the staff. He encouraged the attendance at the CVAC 2nd concert Friday night concert, which will be a portion of Handel's Messiah.

Mr. Thaler commented that this years' Christmas celebration was special. When they arrived at the Town of Minden it was quite warm, and had a different look this year. Compliments to Mr. Chernock for the event; it was gorgeous. What Roxanne did in the COD was fabulous. He looks forward to next year, and hopes the tradition for the Board members continues.

Ms. Stangle said that people are still bringing people down on Friday night. She took 164 pictures of the children with Santa. These are the kinds of things that can only happen in a small town and she feels we are very lucky to live here.

Mr. Stephans thanked the staff, the Board, Mr. Keele, Mr. Scott, the people who come to the board meeting, and the residents of Minden. He enjoyed his term as chair, and thanked all for the honor of being the chairman.

## **CONSENT AGENDA FOR POSSIBLE ACTION**

- 1. Approval of November 2012 financial report including claims paid October 19, 2012 through November 21, 2012.**
- 2. Approval of a request for the Town of Minden to waive the fees for the use of the CVIC**

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**Hall by the Carson Valley Arts Council for the 2012-2013 concert series for a total of six (6) concerts. Thaler asked to pull item to the administrative agenda.**

Stangle/Condrón moved to approve the November 2012 financial report including claims paid October 19, 2012 through November 21, 2012. Motion carried unanimously.

Recess was taken until 6:30 p.m.

### **ADMINISTRATIVE AGENDA**

**Consent item #2: Approval of a request for the Town of Minden to waive the fees for the use of the CVIC Hall by the Carson Valley Arts Council for the 2012-2013 concert series for a total of six (6) concerts.**

Mr. Thaler said that he pulled this to see the value of the waiver. There are a lot of requests to waive fees, and it bothered him a bit that there was no one at this meeting representing CVAC. He would like to see this type of item with more background information, in particular to see the value of the request. If someone was here representing CVAC, he would ask why no one showed up at Minden's most recent event that we put on for the Arts Council.

Ms. Davidson noted that the value of the waiver request is a total of \$2,197.

Ms. Stangle questioned Mr. Condrón if the Arts Council had discussed this. He said they were embarrassed but there were extenuating circumstances on why there was no attendance. One of the things he has found is a hardworking core of people who do the lion's share of the work. He feels that for the \$2,197 we are doing a service to the community. Perhaps they did not think it was necessary to attend the Board meeting, as it was a consent item. He cannot support their efforts enough.

Public comment:

Bob Pohlman said that we have gone through this with the County. If people ask the county beforehand to pull the item, the right people will be at the meeting to answer the questions.

Stangle/Condrón moved for approval of a request for the Town of Minden to waive the fees for the use of the CVIC Hall by the Carson Valley Arts Council for the 2012-2013 concert series for a total of six (6) concerts. Motion carried unanimously.

**1. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Jim Todd, California Gold Development, to approve a development application (DA) 12-053, a major design review, for a 19,831 sq ft Tractor Supply Co. store with approximately 15,000 sq ft of fenced outdoor display area and other permanent display areas in front of the store. The project also includes an attached 7,200 sq ft non-speculative retail area and a third retail area, approximately 6,000 sq ft on a separate pad. The subject project is located at 1653, 1655 & 1657 State Route 88 in the GC (General Commercial) zoning district within the Town of Minden and the Minden/Gardnerville Community Plan (APNS: 1320-30-701-020, 1320-30-802-025&-026). Appearance by Jeremy Hutchings, P.E., RO Anderson Engineering Inc.**

Mr. Bernard excused himself as he has a commitment in a private capacity as he works at R.O. Anderson Engineering.

Jim Todd, one of the corporation owners, made some general remarks. He acknowledged the history of the lot and said they are trying to address the concerns of the Holiday Inn Express. He would like to see a successful center that is an enhancement to the community.

This is a national retailer, with 1100 stores nationally and 33 in the west. They provide goods and services in rural residential lifestyles. They have attempted to reiterate some of the elements integrated with the Maverik, and they would like to see this with the associated retail store. He also appreciates Ms. Davidson's time and efforts. They have offered to work with the hotel on parking concerns.

Mr. Hutchings gave a PowerPoint presentation. He said they have tried to stay on the main building pad with a non-specific retail building adjacent. There will be less parking required than the original plans for a grocery store at this site. Loading and unloading will be in the rear; they have made sure of truck

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circulation.

Mr. Scott's review letter was excellent, but he questioned if it would be OK to cut through some parking stalls instead of tearing up some of the existing water lines. Mr. Scott said they would be happy to work this out on the specifics. He is also hoping to adjust the parcel lines and is working with the hotel on this.

Mr. Stephans said he is concerned with the public safety; trash vehicles having room, and the parking spots. He encouraged the design and colors being coordinated with the staff, and he would like to see a water meter for each building.

Ms. Stangle said as a fellow business person she is anxious to hear from the Holiday Inn Express.

Mr. Thaler said he has been in one of these stores, and was very impressed. He asked if they get approvals, what the time lines would be. They said they are hopeful to open by the early third quarter of 2013. He verified that that ROA is good with Mr. Scott's comments.

Mr. Hutchings said that large delivery trucks will have the main access off of Highway 395 to the back directly back to Highway 88 with a right turn. Unloading will be in a 12 foot width in the rear on a mobile loading dock. They have revised the site to enhance public safety closer to the High School.

Public comment:

Deb Lang, general manager of the Holiday Inn Express passed out a handout showing the original plans of the Minden Gateway center, which is what the owners of the hotel agreed to. The CCRs have not changed and they have been living by since 2008. On Nov. 7 she was at a meeting to discuss monument signs and it came to her attention that the plans for this development had been submitted. They had no notification and she proceeded to request the plans. Original plans show the south end with approximately 18 parking spaces 45 feet before the road ingress egress to original project. The new plans showed the parking spaces in the back of their building removed. The CCRs would not allow this. They have made everyone involved aware that they are not happy with this, and the parties involved have looked at property to see what they could do. Some rearranging was done, changing the 9 feet off of the building to 27 feet, as well as adding parking spaces to their count. They have discussed this adjustment. She likes the idea of this new company in the center and thinks it will be beneficial to the community; she is hoping for a compromise that is agreeable to both entities.

Jesse Dhami, CEO of the Minden Hotel LLC, said the primary concern as a business owner is that the drive isle south of the Holiday Inn express building is too close for the safety of employees and guests, and the access to the dumpster is not acceptable. He is in favor of the development; he would really like to see the two islands and the landscaping compliment the gas station and the existing hotel. He asked how often the 395 driveway will be used for this business, as right now it is very hard to make a left turn out to 395. There will be too much congestion turning left, as well as cars trying to get into the center and the gas station; this is a big safety concern.

Mr. Scott said that we will want to see a landscape plan and make sure there is a compatible situation

Mr. Condron is excited about this business coming into the community, and would like to see the continued attempt to solve the concerns. He feels that some of the conflicts are resolved in the new plan.

Mr. Stephans questioned if all deliveries will come in off of 88.

Mr. Thaler said regardless of how we develop that area we will have a traffic problem.

Mr. Hutchings said that the 395 access is a real problem. He believes the traffic will go to the light. The recession has caused a reduction in traffic. As far as residential neighbors, it is hard zoned for commercial and they are living next to that. CCRs that Ms. Lang spoke of are controlled by Maverik, and they can be modified. He will try to address as many concerns of the hotel as he can.

Mr. Todd said that we are obviously trying to make lemonade out of lemons, and they want to work with the rest of the center as it is in their best interest. Also, the trucks that deliver are not full size trucks. This is not a destination type of use; it is a planned trip. The use will be more of a day use. In most every center you will see the buildings in line with one another, and they have turned it to take advantage of the entrance to the south; this gives more frontages and makes access points less offensive use. The traffic off of 395 will be very small in the grand scheme of things. He recognizes the value of something

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standing alone on its own merit. He is committed to landscaping and taking responsibility for anything they affect, and wants to be a partner not an adversary to the other entities at the center.

Mr. Condron encouraged them to consider donating funding towards the landscaping project at the north of the center.

Mr. Dhami said he appreciates the efforts of Jim and Jeremy working with them on their concerns. As the center develops there will be more traffic. He is concerned and would like to see everyone work together to keep the vacant areas of the center presentable. It still appears that the hotel is not open because of the surrounding.

Mr. Thaler asked Mr. Dhami if he feels better about this. Mr. Dhami said he feels that they have a lot of interest involved in the center and wants to be proactive to achieve what has not been done. This will help all of them as well as the community.

Public comment:

Sandy Deyo said that it is refreshing to hear how these people are working together to solve the problem.

Mr. Todd said that he really believes that we have an opportunity to exercise leverage over the CCRs. As a part of their purchase and sale agreement, they have an opportunity for amendments so the types of things that Jesse is bringing up can be addressed.

Thaler/Stangle moved to approve with the conditions laid out in Bruce Scott's letter a development application (DA) 12-053, a major design review, for a 19,831 sq ft Tractor Supply Co. store with approximately 15,000 sq ft of fenced outdoor display area and other permanent display areas in front of the store. The project also includes an attached 7,200 sq ft non-speculative retail area and a third retail area, approximately 6,000 sq ft on a separate pad. The subject project is located at 1653, 1655 & 1657 State Route 88 in the GC (General Commercial) zoning district within the Town of Minden and the Minden/Gardnerville Community Plan (APNS: 1320-30-701-020, 1320-30-802-025&-026). Motion carried unanimously.

**2. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to 1) rescind previous approval of the First Amendment to the Interlocal Agreement to Provide Wholesale Water Service Between Douglas County and the Town of Minden; and to 2) direct Town of Minden Staff to begin to negotiate and generate options for a new Agreement for Wholesale Water Service Between Douglas County and the Town of Minden, including a retroactive \$.54 interim rate per thousand gallons for water delivered from July 1, 2012 through June 30, 2013, and a new rate effective July 1, 2013 through June 30, 2014 for possible consideration at a subsequent meeting of the Minden Town Board. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson noted that we are asking to rescind the amendment to the interlocal agreement. Initially the language took into consideration that the amendment would be signed by all parties. Because the interim rate did not affect all parties, there were then questions raised by Douglas County. The agreement lacked a sunset date for the interim rate. We learned from Indian Hills that the timeline for approval is in the spring of 2013. Instead of taking an amendment, then a rate study, then a new agreement, it was determined that it makes sense to revise one new agreement that each entity would need to approve. Last board meeting the Board expressed concerns about proceeding with negotiations. Staff recommends that we start at staff level and bring options back to the Board.

Mr. Thaler asked if we rescind the rate that we approved what the rate would then be. Ms. Davidson said it would be 45 cents. However, the County has indicated that they remain committed to the 54 cents; we just need to revise the language.

Mr. Bernard said that at the end of June we need a new agreement. The County authored the original agreement and we approved it but they did not approve it. This was bothersome to Mr. Bernard.

Mr. Condron agreed that the County authored the agreement. The final language that we approved was

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then not approved by the County.

Ms. Davidson said that the agreement was modified by the Town and they approved our modifications. They contemplated that all parties would be signing. Their concern is at what rate Carson City comes on line if we do not have a sunset date. Carson City did not approve the amendment because they felt that it did not apply to them.

Mr. Thaler said it is obviously confusing. His concern is that we did what we were supposed to do; it then went to the County and stopped at the staff level instead of going to the commissioners. Now we are stuck trying to balance the budget with an unknown number. His fear is this is too big of a guesstimate for budgeting.

Mr. Condron said he is equally frustrated but we still have the hold card and we have section 19 of dispute resolution. The issue is that we want to work with them to make this functional, and he believes that this is a good plan.

Mr. Thaler said that we formerly had no idea what a rate report would say. He thinks if we went to arbitration we would have a good position as it is our water that they want to purchase.

Mr. Bernard said he is happy with this proposal, and at the onset of the partnership everybody was on the same page, but he does not sense that with the interim rate; he has a hard time finding good faith. He is perplexed by the fact that the partners are going a different direction at the staff level.

Public comment:

Sandy Deyo asked if the County Commissioners know of the problems we have had here. Mr. Stephans said they are aware, and he believes that we will make progress.

Bob Pohlman said that technically we could be charging 68 cents, and asked if we picked out 54 cents from the air. We are still missing money that we should have taken in anyway, in particular for depreciation.

Condron/Bernard motioned to rescind previous approval of the First Amendment to the Interlocal Agreement to Provide Wholesale Water Service Between Douglas County and the Town of Minden; and to 2) direct Town of Minden Staff to begin to negotiate and generate options for a new Agreement for Wholesale Water Service Between Douglas County and the Town of Minden, including a retroactive \$.54 interim rate per thousand gallons for water delivered from July 1, 2012 through June 30, 2013, and a new rate effective July 1, 2013 through June 30, 2014 for possible consideration at a subsequent meeting of the Minden Town Board. Motion carried unanimously.

**3. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to conduct an updated phase 1 environmental analysis of the Douglas Iron Works Building and the adjacent lot at the expense of the Town of Minden for an amount not to exceed five thousand dollars (\$5,000.00). Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson said that since the original phase one study of the site, the regulations governing environmental analysis has changed. Staff has been investigating opportunity at the site; the cost of a parking structure is quite hefty. She is also investigating the abandonment of 2<sup>nd</sup> Street.

Mr. Thaler said he is not in favor of the cart before the horse. He does not support spending \$5,000 to update a report. A new report would only be better as they have done some work on it. He questioned where we would find the money. We need parking but do not have the money right now.

Mr. Bernard said that before he would be willing to spend \$5,000, he would like to know where we are headed. The best it would be is a surface parking lot. He feels we need more analysis; how many parking spots would this generate, etc?

Ms. Stangle said she also would like to get more information; however it is the last big property in the Town that would benefit the downtown corridor, and we very much need more parking. She would like to direct Manager to bring back more information.

Mr. Condron asked how different a phase one study is today than when this was done. Mr. Scott said it is

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more stringent, but the \$5,000 puts a framework on how much you would negotiate with the owner on price. Potentially there could be other testing such as asbestos, lead based paint, etc. The investment gets an updated study and the framework to decide if you want to proceed with negotiating for a purchase. The initial concept of the parking structure was multi use, and could be a catalyst for retail in downtown.

Mr. Condran agreed that it is intriguing and agrees with Ms. Stangle. He wished we had a good plan on where we want to go with this. He would like to pursue and hate to spend a lot of money doing this.

Mr. Thaler said we might as well prepare to spend \$300,000. A new report would be public information that we paid for. Regardless, we should not buy a piece of property without a plan.

Mr. Bernard differed with Mr. Scott on one point. Before he can decide to buy a property or invest in the analysis, he needs a vision of the use for the property. Is there any chance of partnering with the County or the Arts Council?

Mr. Stephans agreed with Ms. Stangle that it is the last good piece of property. It is a negotiable price. He sees where everyone is coming from yet he hates to see it slip through the hands of the Town.

Mr. Keele noted that with Ray Smith every street abandonment turned to platinum. We own 2<sup>nd</sup> street already, which gives us the advantage.

Public comment:

Sandy Deyo said that Mr. Hellwinkel had approached the owner and investigated the price of improvements; the Town could see if owner would drop the price by \$100,000,

Stangle moved to approve a request to conduct an updated phase 1 environmental analysis of the Douglas Iron Works Building and the adjacent lot at the expense of the Town of Minden for an amount not to exceed five thousand dollars (\$5,000.00). Motion died for lack of a second.

Thaler/Bernard moved to deny a request to conduct an updated phase 1 environmental analysis of the Douglas Iron Works Building and the adjacent lot at the expense of the Town of Minden for an amount not to exceed five thousand dollars (\$5,000.00). Stangle, Stephans and Condran voted no, and motion did not pass.

Stangle/Condran moved to direct the Town manager to bring this item back in January with more information with the questions raised tonight. Motion passed with Thaler voting no.

Mr. Keele said that concerning the 3<sup>rd</sup> motion that passed 4-1, any Board member could ask for this to be placed back on the agenda; the ultimate significance of the motion passing was neutral.

#### **4. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to promote one Maintenance Technician II (Grade 30) to a Maintenance Specialist II (Grade 37) with a 10% increase in salary. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson outlined the achievements of this individual, and noted that this individual has sought training and advancement opportunities in the Town. He has also stepped up to pay for the training in some cases. She said that he has passed exams on the first try every time and she cannot speak highly enough about him. Ms. Davidson noted that as the Town has accepted the Douglas County personnel ordinance, this item needs to be approved by the Town as well as the County Commissioners.

No public comment

Condran/Stangle moved to approve a request to promote one Maintenance Technician II (Grade 30) to a Maintenance Specialist II (Grade 37) with a 10% increase in salary. Motion carried unanimously.

#### **5. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to 1) band the Maintenance Technician I (Grade 27) to the Maintenance Technician II (Grade 30) position for the Town of Minden; and to 2) band the Maintenance Specialist I (Grade 32) to the Maintenance Specialist II (Grade 37) position for Town of Minden employees. Appearance by Jenifer Davidson, Minden Town Manager**

Ms. Davidson introduced this item and gave the background for the request. This item also would need to

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be approved by the County commissioners

Mr. Stephans noted that this process needs to be done, and felt it is overdue. Mr. Thaler agreed. He believed it is the right thing to do and provides good employee incentive.

No public comment

Thaler /Condrón moved to approve the request to 1) band the Maintenance Technician I (Grade 27) to the Maintenance Technician II (Grade 30) position for the Town of Minden; and to 2) band the Maintenance Specialist I (Grade 32) to the Maintenance Specialist II (Grade 37) position for Town of Minden employees. Motion carried unanimously.

**6. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to review and evaluate employee performance in accordance with paragraph 10 (C) of the Employment Contract between the Town of Minden and Jenifer Davidson (the Contract). Discussion and possible action may include approval of merit pay in an amount not to exceed 10% of the base salary amount, based upon the employee's specific job performance, in accordance with paragraph 7 (B) of the Contract.**

Ms. Davidson said that this afternoon she received information that she believes should be taken into consideration for her evaluation; she said she would waive the requirements of the contract and asked to continue this item until next month.

Mr. Thaler said it was their duty to evaluate Ms. Davidson and wanted to get this done.

Mr. Condrón said he respected her request, as she feels there is information that the Board needed to see.

Mr. Bernard and Ms. Stangle agreed.

No public was present to make comment.

Bernard/Condrón moved to continue a request to review and evaluate employee performance in accordance with paragraph 10 (C) of the Employment Contract between the Town of Minden and Jenifer Davidson (the Contract). Motion carried with Thaler voting no.

**7. For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to 1) elect the Minden Town Board Chairman for calendar year 2013; and to 2) elect the Minden Town Board Vice-Chairman for calendar year 2013.**

No public comment

Bernard/Stangle nominated Charlie Condrón to serve as Chairman of the Minden Town Board for calendar year 2013.

Mr. Thaler asked what is on everyone's mind. Mr. Bernard said that he is interested in having Mr. Condrón serve as chairman is because the water issue is critical, and his involvement this last year will bring consistency and continuity to the process they have been involved in. This will best serve the Board with the leadership he has already invested. Mr. Thaler commented that any one person on this Board could take on a leadership position, and he does not want to underestimate anyone.

Motion carried unanimously.

Stangle/ Condrón moved to nominate Matt Bernard as Minden Town Board Vice chairman for calendar year 2013. Motion carried unanimously.

### ADJOURNMENT

Thaler/Condrón moved to adjourn the meeting at 9:05 p.m. Motion carried unanimously.

Mr. Bernard thanked Mr. Stephans for his guidance and leadership in the past two years. Mr. Condrón reiterated this and hoped to do as well. Mr. Stephans agreed with Mr. Thaler that there is no one on this Board that couldn't take a leadership position.