

**CENTRAL COAST REGIONAL DISTRICT**  
*“Serving Central Coast Communities to Advance Economic Self-Reliance, Good Health  
and Cross Cultural Reconciliation”*

**REGULAR BOARD MEETING MINUTES – December 10, 2009**

In attendance:	Electoral Area A	Director Steve Emery
	Electoral Area C	Director Brian Lande (Portion)
	Electoral Area C	Alternate Director Martin Antoniuk (Portion)
	Electoral Area D	Director Kevin O’Neill
	Electoral Area E	Director Christine Hyde
Staff	Chief Administrative Officer	Joy MacKay
	Chief Financial Officer	Donna Mikkelson (Portion)
	Economic Development Officer	David Anderson (Portion)
	Emergency Coordinator	Stephen Waugh (Portion)
	Administrative Assistant	Cheryl Waugh (Portion)

**PART I - INTRODUCTION**

**1. Call to Order**

The Administrator called the meeting to order at 9:35 am.

**2. Strategic Planning Update: Goals 3 & 4**

The Administrative Assistant, Chief Financial Officer, Economic Development Officer and Emergency Coordinator joined the meeting and together with the Administrator, presented the objectives, strategies and tactics associated with proposed goals 3 and 4 of the Regional District Strategic Plan. Following the presentation, directors asked questions and offered suggestions. Further consideration will be given to the proposed Mission Statement of the organization. It is anticipated that the draft Plan will be presented in full on January 28, 2009.

**3. Election of Chair/Vice Chair**

Director Lande joined the meeting by telephone.

The Administrator called for nominations for the position of Chair.

Director O'Neill Nominated Director Hyde and the nomination was seconded by Director Emery. No further nominations were received. The Administrator declared Director Christine Hyde elected Chair for 2010.

The Administrator called for nominations for the position of Vice-Chair.

Director Hyde Nominated Director O'Neill and the nomination was seconded by Director Lande. No further nominations were received. The Administrator declared Director Kevin O'Neill elected Vice-Chair for 2010.

Director Hyde assumed the Chair.

Director Lande left the meeting.

**4. Oath of Office – M. Antoniuk**

The Oath of Office was administered to Alternate Director Antoniuk who then joined the meeting.

**5. Adoption of Agenda**

**09-12-01** M/S Directors O'Neill/Antoniuk that the Agenda be adopted as presented.  
**CARRIED**

**6. 2010 Board Meeting Calendar**

The Administrator presented a proposed board meeting calendar for 2010.

**09-12-02** M/S Directors O'Neill/Emery that the 2010 Board Meeting Calendar be approved as presented.  
**CARRIED**

**(IC) IN CAMERA MATTERS**

**PART II – POLICY MATTERS**

**(A) ECONOMIC MATTERS**

**(a) Economic Development – Economic Development Officer Report – December 10, 2009**

Economic Development Officer David Anderson updated directors on progress relative to the Economic Development Operating Plan. This month's report included updates on the Entrances Project and the Bella Coola Valley Trails Master Plan.

**09-12-03** M/S Directors O'Neill/Antoniuk:

WHEREAS the Central Coast Regional District considers hiking trails important community infrastructure;

THEREFORE BE IT RESOLVED we herewith sanction submission of a proposal to the Union of BC Municipalities' Community Tourism Program for the Bella Coola Valley Hiking Trail Master Plan.

**CARRIED**

EDO Anderson updated directors as to progress on the Bella Coola Harbour Improvement Project, advising that the permitting process was now complete, paving the way for the Project to proceed.

**09-12-04** M/S Directors O'Neill/Antoniuk:

WHEREAS the Central Coast Regional District Board of Directors considers the Bella Coola Harbour and Rodeo Grounds critical economic infrastructure;

THEREFORE BE IT RESOLVED we extend our sincerest gratitude to Western Economic Diversification for their recent investments in our community.

**CARRIED**

EDO Anderson advised that the Central Coast Chamber of Commerce (CCCC) has confirmed a number of outstanding invoices to the General Contractor from suppliers and/or sub-contractors in relation to the Central Coast Enterprise and Tourism Centre. The CCCC Building Committee is working to resolve the outstanding matters and has advised it will keep the Regional District informed.

**(b) Economic Development – Letter from Bella Coola Consumers Co-operative Association**

A letter was received from the Chair of the Bella Coola Consumers Co-operative Association advising that the assistance of Mr. Duncan Morgan has been confirmed to work with the Association to provide accounting assistance.

**09-12-05** M/S Directors O'Neill/Emery that the Economic Development Report be received.

**CARRIED**

**RECESS**

A recess was called for lunch at 12:15 pm.

**RECONVENE**

The meeting reconvened at 1:20 pm.

**(B) LOCAL GOVERNANCE MATTERS**

**(a) Airports – Bella Coola Airport Commission – December 2, 2009 Meeting Minutes**

Minutes were received from the December 2, 2009 Bella Coola Airport Commission meeting. Appended to the Minutes was a report from Administrative Assistant/Airport Commission Secretary Cheryl Waugh, outlining information received during her attendance at a recent Safety Management Systems Workshop.

**(b) Airports – Bella Coola Airport Commission – Letter from Solicitor General to MLA Gary Coons regarding Airport Security during 2010 Olympic Games**

A copy of a letter from Solicitor General Kash Heed to MLA Gary Coons regarding security issues during the 2010 Olympic Games was received.

The Administrator further advised that recent discussions with the Ministry of Public Safety/Solicitor General and the RCMP Integrated Security Unit had confirmed that the Bella Coola Airport would not receive temporary security screening resources during the Olympics but that flights enroute to Vancouver from Bella Coola (and Anahim Lake) would stop at Port Hardy or Campbell River for security screening of passengers. Emergency medical flights are expected to be exempt from this requirement.

Further communication by the Administrator with Pacific Coastal Airlines management has confirmed that some service reduction is anticipated during the Olympic period, with two fewer flights per week being scheduled for the month of February.

**(c) Airports – Denny Island Airport Commission – November 17, 2009 Meeting Minutes**

Minutes were received from the November 17, 2009 Denny Island Airport Commission meeting. The Commission has been working on budget planning for 2010, concentrating on improvements to the runway.

**(d) Centennial Pool – Application to Fraser Basin Council Remote Community Implementation (RCI) Program**

Directors reviewed an application to the Fraser Basin Council's Remote Community Implementation Program. Funding in the amount of \$10,000 is requested to assist the Pool Commission with replacement of the existing in-ground fuel tank.

**09-12-06** M/S Directors that an application in the amount of \$10,000 be submitted to the Fraser Basin Council Remote Community Implementation Program on behalf of the Centennial Pool Commission, to assist with replacement of the existing in-ground fuel tank at the Centennial Pool.

**CARRIED**

**(e) Emergency Planning/Management – EPC Monthly Report – December 3, 2009**

Emergency Coordinator Stephen Waugh presented his monthly report on Regional District Emergency Management Issues. Discussion on the month's events focused on communication challenges and flood mitigation issues.

Some frustration was expressed by Emergency Coordinator Waugh, with respect to continuing misinformation regarding the Regional District's role in various flood mitigation projects. The recent Thorsen Creek bedload removal project, for example, was undertaken by the Ministry of Transportation and Infrastructure however some agencies appear to mistakenly believe the CCRD was leading the project. In an effort to clear up such misunderstandings, EC Waugh recommended a letter be sent to Solicitor General Heed, explaining the challenges associated with flood mitigation in the Central Coast, and requesting further assistance in funding such efforts.

Pursuant to a request from Emergency Management BC, Emergency Coordinator Waugh presented a draft preliminary assessment of flood management issues in the Central Coast Regional District. Many significant issues are identified however Coordinator Waugh stressed that a complete, professional assessment of each issue is required before an accurate cost assessment can be undertaken.

**(f) Emergency Planning – Draft Letter to Solicitor General/Minister of Public Safety re: Flood Management**

Further to discussion on flood mitigation issues, a draft letter to the Minister of Public Safety/Solicitor General Kash Heed was reviewed by directors. The letter is an effort to detail the challenges faced by the Regional District in addressing the issue of flood control and mitigation in the region. Assistance is requested in the form of funding to undertake flood management issues.

**(g) Fire Protection – Bella Coola Fire Department – Staff Report re: Purchase of Fire Truck**

Bella Coola Fire Chief Fred Sorensen joined the meeting while directors reviewed a staff report detailing the purchase of a used fire truck that is hoped to see the department through until a much newer fire truck can be purchased. The need for a temporary replacement pumper truck became acute when it was determined that the truck currently in use, may not pass a future road inspection due to defects in the frame.

**09-12-07** M/S Directors O’Neill/Emery that reimbursement of expenses associated with the purchase of a 1979 Scott Pumper Truck by Bella Coola Fire Chief Fred Sorensen be approved.

**CARRIED**

**(h) Recreation – Bella Coola Valley Recreation Facility Feasibility Study Request for Proposals**

**(i) Recreation – Bella Coola Valley Recreation Request for Proposals - CCRD Policy A-15**

Directors reviewed the Request for Proposals for the Bella Coola Valley Recreation Facility. The RFP is scheduled to close on December 15<sup>th</sup> with a contract to be awarded by January 8<sup>th</sup>. As there is no board meeting scheduled until January 28, 2010, directors were asked to consider how the board wishes to review proposals in light of CCRD Policy A-15 which requires that the board of directors carry out contract awards. Directors agreed that a special meeting should be convened to consider responses to the RFP.

**09-12-08** M/S Directors O’Neill/Emery that a Special Meeting be convened on December 17, 2009 at 9:00 am to consider responses to the Bella Coola Valley Recreation Facility Request for Proposals; and

That directors attend the December 17, 2009 Special Meeting via electronic communication.

**CARRIED**

**09-12-09** M/S Directors O’Neill/Emery that Local Governance items **B(a)-(f)** and **B(h)-(i)** be received for information.

**CARRIED**

**(j) Solid Waste Management – Request for Proposals – 2010 Thorsen Creek Landfill Contract**

The Administrator advised that no proposals were received in response to the Request for Proposals for the 2010 Thorsen Creek Landfill Contract. A number of inquiries have been received subsequent to the close of the RFP.

**09-12-10** M/S Directors O'Neill/Antoniuk

WHEREAS no proposals were received in response to the Request for Proposals for the 2010 Thorsen Creek Landfill Contract;

THEREFORE BE IT RESOLVED the Administrator be authorized to hire equipment and an attendant for the Thorsen Creek Landfill, on an interim basis, until such time as a contract for services is awarded;

AND BE IT FURTHER RESOLVED that, if necessary, hours of operation at the Thorsen Creek Landfill be reduced to two days per week on an interim basis.

**CARRIED**

**(k) Waterworks – Bella Coola Waterworks Maintenance Contract**

One Tender was received in response to the Invitation to Tender for the Bella Coola Waterworks Maintenance Contract.

**09-12-11** M/S Directors O'Neill/Emery that the Bella Coola Waterworks Maintenance Contract for 2010 be awarded to Bradley King in the amount of \$375.00 per month.

**CARRIED**

**(l) General Administration – CCRD Office Janitorial Services Contract**

One Tender was received in response to the Invitation to Tender for the Regional District Office Janitorial Services.

**09-12-12** M/S Directors O'Neill/Antoniuk that the Central Coast Regional District Office Janitorial Contract be awarded to Gladi Hammer in the amount of \$200.00 per month.

**CARRIED**

**(m) General Administration- CCRD Board Appointments to Commissions, Committees and Affiliations**

**09-12-13** M/S Directors O'Neill/Emery that the following appointments to Commissions, Committees and affiliated organizations for 2010 be approved:

BOARD OF DIRECTORS	ELECTORAL AREA	ALTERNATE DIRECTOR	
Steve Emery Rhoda Bolton Brian Lande Kevin O'Neill Christine Hyde (Chair)	A B C D E	Cathi McCullagh Medric (Bo) Reid Martin Antoniuk Donald Mikkelson Michel Bazille	
<b>CENTENNIAL POOL COMMISSION</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
1 Karen Lansdowne 2 Pauline Russell 3 Kathy Flegel 4 Joan Cole 5 Margaret Nash 6 Vacant 7 Vacant		7 Members B/L 227 Chair	None Required
<b>BELLA COOLA AIRPORT COMMISSION</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
1 Catherine Hammer 2 Marisa Blewett 3 Keith Corbould 4 Malcolm Mackenzie 5 Markus Schieck 6/7 Vacant		Chair 7+1 Members B/L 208 Admin. Assistant is secretary	Christine Hyde
<b>DENNY ISLAND AIRPORT COMMISSION</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
1 Doug Sharkey 2 Jason Dornan 3 John Gerry 4 Paul McNaughten 5 Vacant		5+1 Members B/L 244	Steve Emery
<b>DENNY ISLAND RECREATION COMMISSION</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
Mark Schlicting Jean Wood Pete Kolanda Jayme Kennedy Cathi McCullagh Skye Mitchell Maggie Sawyer		7+1 Members B/L 320	Steve Emery



<b>BELLA COOLA PARKS AND RECREATION</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
1 Melanie Kloss 2 Croydon Lansdowne 3 Lorrein Gurr 4 Caroline Granander (AOL) 5 Tim deGrace 6 Abra Silver 7/8 Vacant		Chair 8+1 Members  B/L 210  Quorum is ½ members present	Kevin O'Neill
<b>AGRICULTURAL ADVISORY COMMITTEE</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
1 Gary Runka 2 Christina Mecham 3 Wayne Padgett 4 Kristeva Dowling	R# 07-03-12	Committee Chair 4 + 1 Board Rep	Christine Hyde
<b>EMERGENCY EXECUTIVE COMMITTEE</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
Heather Ross Stephen Waugh (EPC) Roger Harris (Ernie Tallio - Alternate) Gail Glass Doug Sharkey		B/L 325 Nuxalk Nation Rep  Dep. Coordinator – OF Dep. Coordinator – DI	Kevin O'Neill (Chair)
<b>SOLID WASTE MANAGEMENT COORDINATOR</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
Joan Sawicki	December 2006		Kevin O'Neill
<b>FIRE DEPARTMENT EXECUTIVE COMMITTEE</b>	<b>RESOLUTION</b>	<b>OTHER</b>	<b>BOARD REPRESENTATIVE</b>
Chief - Fred Sorensen Deputy Chief - Gilles Dionne Secretary - Janice Kyle		B/L 217 3+1 Members	Christine Hyde

APPOINTMENTS	RESOLUTION	OTHER	CCRD APPOINTEE
Coast Sustainability Trust – Regional Steering Committee	December 2009	HTC (Medric Reid) OKNTC (Deborah Nelson)	Kevin O’Neill Brian Lande
Bella Coola Harbour Authority	December 2009		Kevin O’Neill
Bella Coola Watershed Conservation Society	December 2009		Brian Lande
Municipal Finance Authority (MFA)	December 2009		Christine Hyde Alt - Brian Lande
Municipal Insurance Association (MIA)	December 2009		Christine Hyde
Vancouver Island Regional Library (VIRL)	December 2009		Steve Emery
Regional Transportation Advisory Committee	December 2009		Brian Lande
Bella Coola Resource Society	December 2009		Brian Lande
Northern Development Initiative (NDI)	December 2009		Christine Hyde Alt – Brian Lande
Bella Coola Valley Tourism	December 2009		Kevin O’Neill
Coastal Community Network (CCN)	December 2009		Brian Lande

**CARRIED**

**09-12-14** M/S Directors O’Neill/Emery that a Letter of Thanks be sent to Director Brian Lande for his many years of service as Chair of the Regional District.

**CARRIED**

Alternate Director Antoniuk expressed appreciation, on behalf of the Bella Coola Museum for the ongoing support of the Regional District in the form of the Regional District Grant-in-Aid.

**PART III– PUBLIC CONSULTATION**

There were no delegations.

**PART IV– GENERAL BUSINESS**

**(C) ADOPTION OF MINUTES**

**(a) November 12, 2009 Regular Meeting**

**09-12-15** M/S Directors O’Neill/Emery that the minutes of the regular meeting held November 12, 2009 be approved as presented.

**CARRIED**

**(D) GENERAL CORRESPONDENCE**

**(a) Association of Vancouver Island and Coastal Communities – Planning for AVICC Annual Convention**

Directors discussed attendance at the upcoming Association of Vancouver Island and Coastal Communities. Next spring’s Convention will be held April 9-11 in Powell River.

**(b) BC Ferry Services - November 13, 2009 Ferry Advisory Committee Meeting Report**

Directors reviewed a report from North Coast Ferry Advisory Committee representative Stephen Waugh. Highlights included a presentation by BC Ferries on proposed Route 10A. The proposed new route would see as many as 10 sailings from the annual Route 10 schedule between Port Hardy and Prince Rupert, redirected to launch a new sub-route that would see the Northern Expedition carry on from Port Hardy to Tsawwassen.

**(c) BC Ferry Services – Request for Letter of Support from Central Coast Chamber of Commerce**

A copy of a letter from the Central Coast Chamber of Commerce to BC Ferries Captain Steve Poole was received. The Chamber of Commerce is requesting a letter of support from the Regional District relating to a number of concerns held by the Chamber relative to BC Ferries service to Denny Island. The concerns relate to the Route 40 Alternate Service Provider initiative, the 2009/10 Route 40 Summer schedule, Water Access to the Bella Bella ferry terminal, and scheduling and reservations for the Nimpkish.

**09-12-16** M/S Directors O’Neill/Emery that a letter be written in support of the Central Coast Chamber of Commerce’s request to BC Ferries to address a number of issues of concern relating to BC Ferries service to Denny Island.

**CARRIED**

**(d) BC Utilities Commission – Letter re: Central Coast BC Hydro Rate Structure**

A letter was received from the BC Utilities Commission in response to the Regional District's request for an explanation of BC Hydro's rate structure within the Regional District.

**09-12-17** M/S Directors O'Neill/Antoniuk that a letter be written to the British Columbia Utilities Commission, requesting that the Bella Coola Valley hydro rates be restructured to receive Zone 1 rates, based on the Clayton Falls Generating Station and the corresponding minimal reliance on diesel-generated power on an annual basis.

**CARRIED**

**(e) Bella Coola General Hospital – Request for Letter of Support for Application to CMHC**

Directors reviewed a draft application to Canada Mortgage and Housing Corporation from Bella Coola General Hospital for funding from the CMHC Seed Funding for Housing Development Program.

**09-12-18** M/S Directors O'Neill/Emery that a letter be written to Canada Mortgage and Housing Corporation in support of Bella Coola General Hospital's application for funding to the CMHC Seed Funding for Housing Development Program.

**CARRIED**

**(f) City of Burnaby – Letter re: User Fee for Police Records**

A letter was received from the City of Burnaby regarding proposed costs and governance structure associated with the Police Records Information Management Environment. The City of Burnaby has expressed concern about the proposed changes and has requested the Solicitor General review the proposed changes and is urging all UBCM members to petition the Provincial Government to ensure local governments are represented on the PRIME board of directors and have a voice in determination of the costs related to the operation of the system.

**(g) Judy Ratcliff – Letter re: Facilities for Travelers**

A letter and photographs were received from Judy Ratcliff regarding newly installed restroom facilities near Alexis Creek. Mrs. Ratcliff would like to see similar facilities installed in the Bella Coola Valley.

**09-12-19** M/S Directors O'Neill/Antoniuk that a letter be sent to Judy Ratcliff, thanking her for providing information on the recently installed restroom

facilities near Alexis Creek, and that the issue of public restroom facilities in the Bella Coola Valley be referred to Bella Coola Valley Tourism for consideration by that organization.

**CARRIED**

**(h) Northern Development Initiative Trust – Letter re: “Invest in BC”**

A letter was received from Northern Development Initiative Trust regarding the Invest in BC Initiative.

**(i) Ocean Falls Improvement District – Letter from MLA Gary Coons to Ministers of Transportation and Forests & Range re: Ocean Falls Causeway**

A copy of a letter from MLA Gary Coons to the Ministers of Forest and Range and Transportation regarding the Ocean Falls Causeway was received. The letter requests the Province repair or replace the failed causeway between the community of Ocean Falls and the Central Coast Power Plant. The Regional District has addressed this issue on previous occasions.

**(j) Sustainable Marine Fisheries and Communities Alliance – Background Information and Meeting**

Information was received regarding a proposed meeting of communities on sustainable marine fisheries planning. The meeting is planned for January 12-14, 2010, in Prince Rupert.

**(k) Central Coast Health and Wellbeing Charter – September 22, 2009 Meeting Minutes**

Minutes were received from the September 22, 2009 meeting of the Central Coast Health and Wellbeing Charter Management Committee.

**09-12-20** M/S Directors O’Neill/Emery that General Correspondence Items **D(a)-(b), (f) and (h)-(k)** be received.

**CARRIED**

**(E) GENERAL REPORTS**

**(a) Chair’s Report**

As former Chair Lande was not present there was no Chair’s Report.

**(b) VIRL Report**

Director Emery advised that he had attended the most recent meeting of the Vancouver Island Regional Library board of directors, at which time the proposed 2010 Budget was approved.

**(c) Administration Report**

The monthly Administration Report included updates on the month's administrative activities. Highlights of this month's Report included meetings with Ministry of Public Safety staff regarding the 2010 Olympic airport security issue, progress on funding to repair damage to the Centennial Pool, and Solid Waste Management.

**09-12-21** M/S Directors O'Neill/Emery that the VIRL and Administration Reports be received.

**CARRIED**

**(F) FINANCIAL REPORTS**

**(a) Accounts Payable Report – November 2009**

**09-12-22** M/S Directors O'Neill/Emery that the payments of expenditures in the amount of FIFTY-SEVEN THOUSAND FOUR HUNDRED TWENTY DOLLARS AND TWENTY-SIX CENTS (\$57,420.26) as represented by cheques #13864 to #13889 for the month of November and issued pursuant to the Central Coast Regional District's policies and budgets for the year 2009 be approved and ratified.

**CARRIED**

**(G) REFERRALS FROM OTHER AGENCIES**

**(a) ILMB Land File No. 14675-20-1610480 – Application for Development of Mineral Tenure 592417 by Clifford Sharkey for Sand and Gravel Quarry Operation**

A Referral was received from Front Counter BC for an Application for Development of Mineral Tenure 592417 by Clifford Sharkey for Sand and Gravel Quarry Operation.

Directors expressed concern about the potential effects on the Eddie Lake Trail, however information was recently received that Mr. Sharkey's Application has been withdrawn.

**(H) BYLAWS AND POLICIES**

No bylaws or policies were considered, pending completion and adoption of the Regional District's Strategic Plan.

**(I) BUSINESS BY ELECTORAL AREA DIRECTOR**

**Area A**

Director Emery advised that BC Hydro has expressed an interest in contributing to a feasibility study for provision of potable water to businesses and residences on Denny Island. Director Emery requested a matching funding contribution from the Regional District Community Works Fund be approved.

**09-12-23** M/S Directors O'Neill/Emery that an application to the Community Works Fund in the amount of \$8,000.00 to undertake a feasibility study for provision of a water purification and distribution system for Denny Island be approved, subject to a matching contribution of \$8,000.00 from BC Hydro.

**CARRIED**

**Area D**

Directors discussed the continuing issues related to the absence of a full time Conservation Officer in the Bella Coola Valley. Information has recently been received that the Conservation Service may be considering elimination of the Bella Coola Valley position, due to inability to fill the vacancy, and may instead attempt to cover the area from the Cariboo.

**09-12-24** M/S Directors O'Neill/Antoniuk:

WHEREAS no full time Conservation Officer has been posted in the Bella Coola Valley since 2008; and

WHEREAS there exists a high rate of human-wildlife interaction in the Bella Coola Valley;

THEREFORE BE IT RESOLVED that the Central Coast Regional District strongly urge the Ministry of Environment Conservation Officer Service to immediately post a full-time Conservation Officer in the Bella Coola Valley.

**CARRIED**

**(J) MATTERS BROUGHT OUT OF CAMERA**

There were no matters released from the in camera session.

**(K) ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:20 pm.

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**Chair**

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**Administrator**