

Thursday, December 16, 2021

Jail Committee Meeting

The Beaufort county Jail Committee met on Thursday, December 16, 2021, at 3:30 PM, in the Commissioners Board Room located at 136 West 2nd Street in Washington, NC with the following present:

Committee Members Present:

Chairman John Rebholz
Commissioner Jerry Langley
Commissioner Frankie Waters
Chris McLendon
Seth Edwards
Ray Leary
Marty Paramore

Staff Present:

Katie Mosher, Clerk to the Board
Anita Radcliffe, Chief Finance Officer
Jennifer Whitehurst, Register of Deeds
West Overman, Public Works

Approve Agenda and November 2021 Minutes

Chairman Rebholz called the meeting to order and asked for a motion to approve the agenda.

Motion: Commissioner Waters motioned to approve the agenda. Commissioner Langley seconded. The vote was unanimous.

Motion: Commissioner Waters motioned to approve the November 2021 minutes. Mr. Leary seconded. The vote was unanimous.

Chairman Rebholz said Commissioner Richardson I just wanted to let you know that in the minutes is the \$9.2 million, since that was an issue at the last meeting.

Commissioner Richardson said it's still an issue.

Chairman Rebholz said no, the issue was whether it was \$9.2 or \$14 million.

Commissioner Richardson said that issue hasn't gone away.

Chairman Rebholz said oh, okay.

Updated Report from Errol Warren

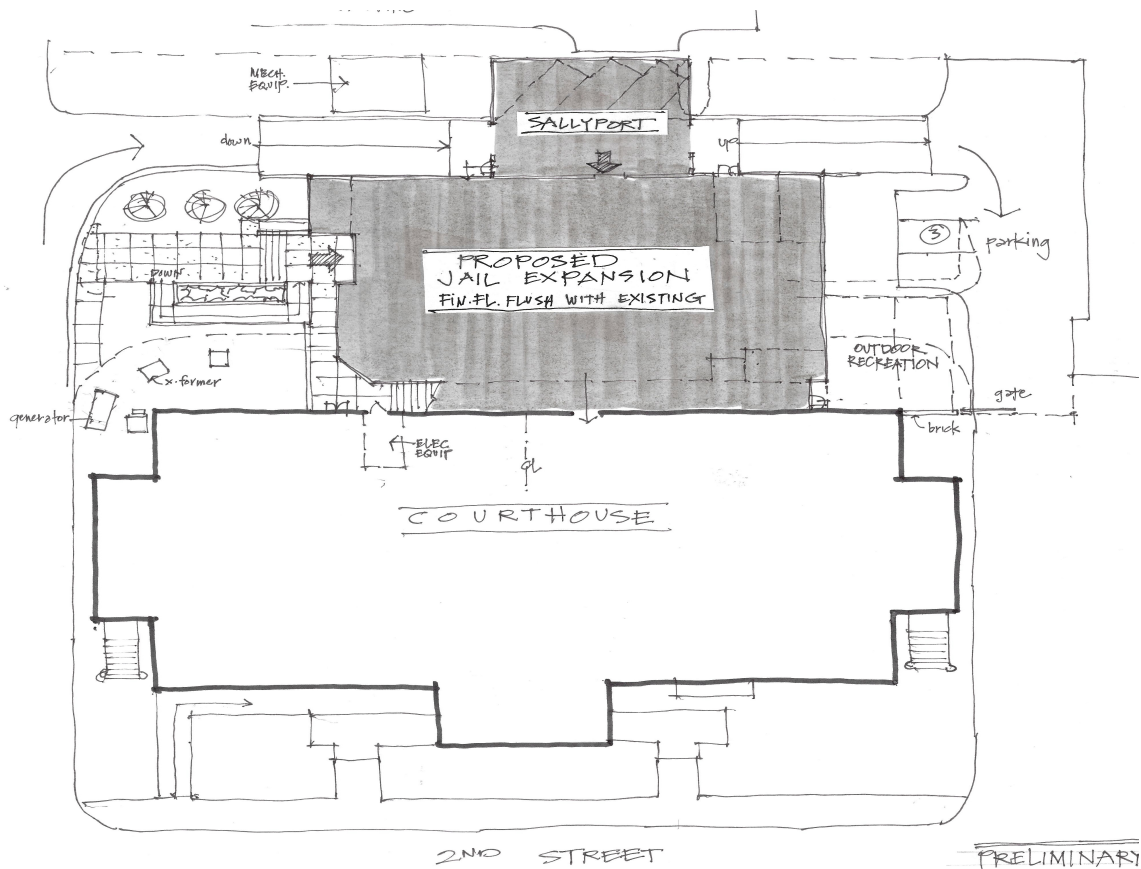
Chairman Rebholz said we'll move on to an update on the report from Mr. Warren and I think Mr. Warren is going to take us a little bit through the history of how we got where we are at right now and then talk about the costs that he's been able to develop so, it's all yours.

Mr. Errol Warren said the history has been, we took a look at the initial courthouse and compared it with the program requirements that you'd like to be incorporated into the facility and as we looked at those, adding on to the exterior of the building began to emerge. He said when you take the health clinic like we're showing here and the square footage for that, the processing, the holding cells, all of these things combined would not fit within the existing footprint and so we started looking at some alternatives and the alternative was to go behind the existing facility, tie into the jail as it is and reconfigure some of the spaces in the existing jail but creating a more efficient jail and processing and public point of contact. He said there were issues about access

Thursday, December 16, 2021

Jail Committee Meeting

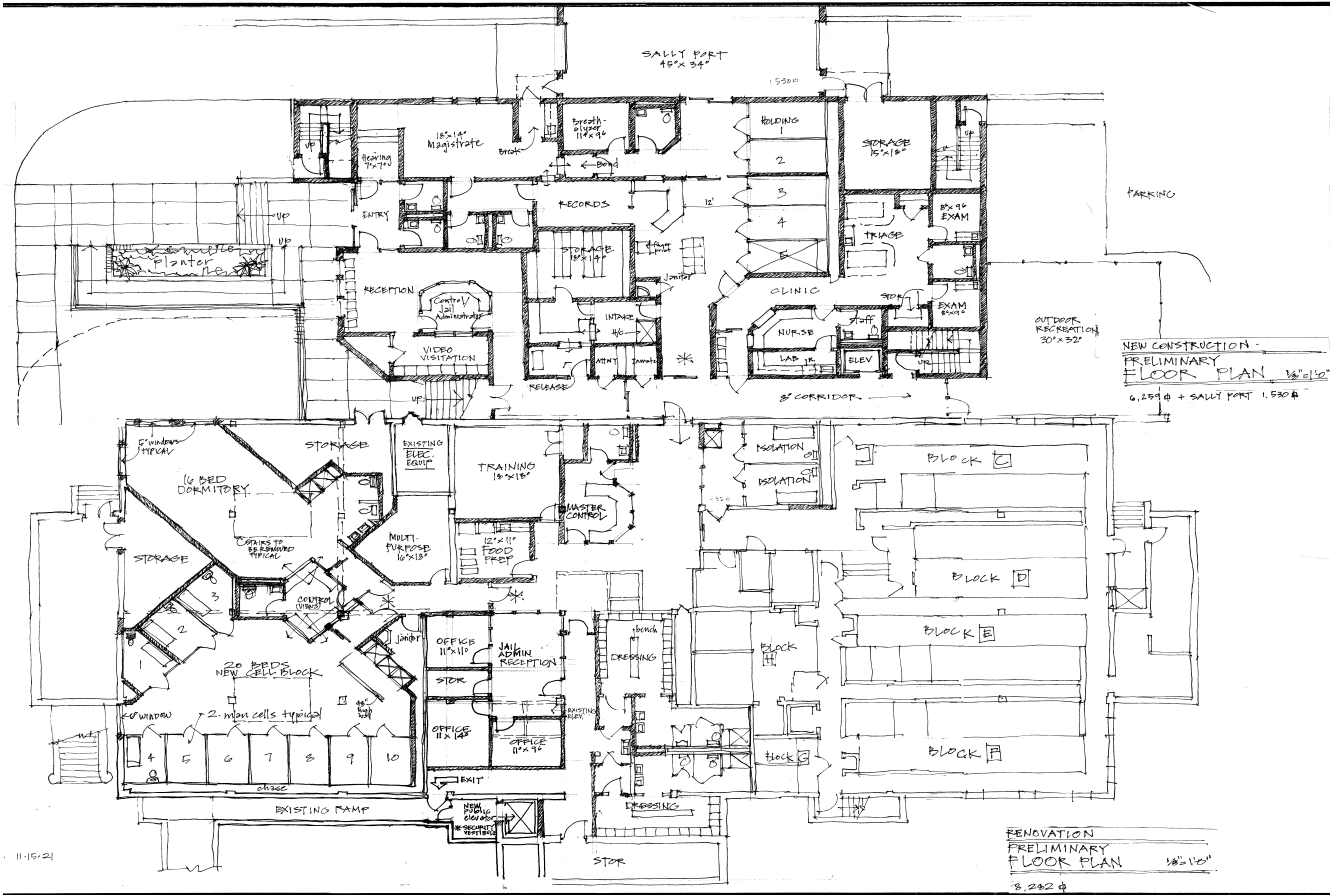
to the magistrates that was not only clinic but contact with the public and so what we've done is incorporated it in this scheme and then reconfigured. He said this scheme is predicated; this renovation is predicated on us moving that elevator to the front. He said really it's on the porch, there's a plan in here that kind of shows where that elevator could be located. He said kind of by relocating it I think it facilitates the security issues, the security vestibule issues, the tightness of that but by doing that it frees up the interior of the existing jail for other purposes. He said in this case, what I elected to do was show it as jail administration. He said we all know the state has had issues with day lighting and that more, or less pushed us to the west end of the existing facility to try and take advantage of as much daylighting as we could and that's what I've done. He said you've really got two horizontal accesses and one vertical access that facilitates the flow of prisoners, it makes it safer for the people that are working there, and it just works better. He said this is the culmination, whenever you approach a project like this and you're looking at doing an addition you want the addition to look like it should've been there since day one and that's what this addition is doing in this particular instance. He said there's some tweaking, sure there's some tweaking. He said we haven't had a lot of input from the Sheriff's office, but this gives us a sallyport, it gives us secure entry into the jail, the detainees stay up at the front, the people that are actually going to end up in the jail end up moving through. He said it's really just a linear process that gets them into a cross card or gets the prisoners into the old jail and then the new 20-bed cell block or the dormitory. He said now as this plan evolved, and you can see you've got the 8-foot corridor, we were able to create an outdoor recreation area which has been a concern and so one thing led to another. He said if we were going to take some of the Register of Deeds space where were we going to put the Register of Deeds and then that's where we began to look at going up and adding a second and third floor, or first and second floor to this building and that's what you can see as you look through these drawings. He said going through the drawings, the first page shows the jail expansion and the sallyport going out the back.



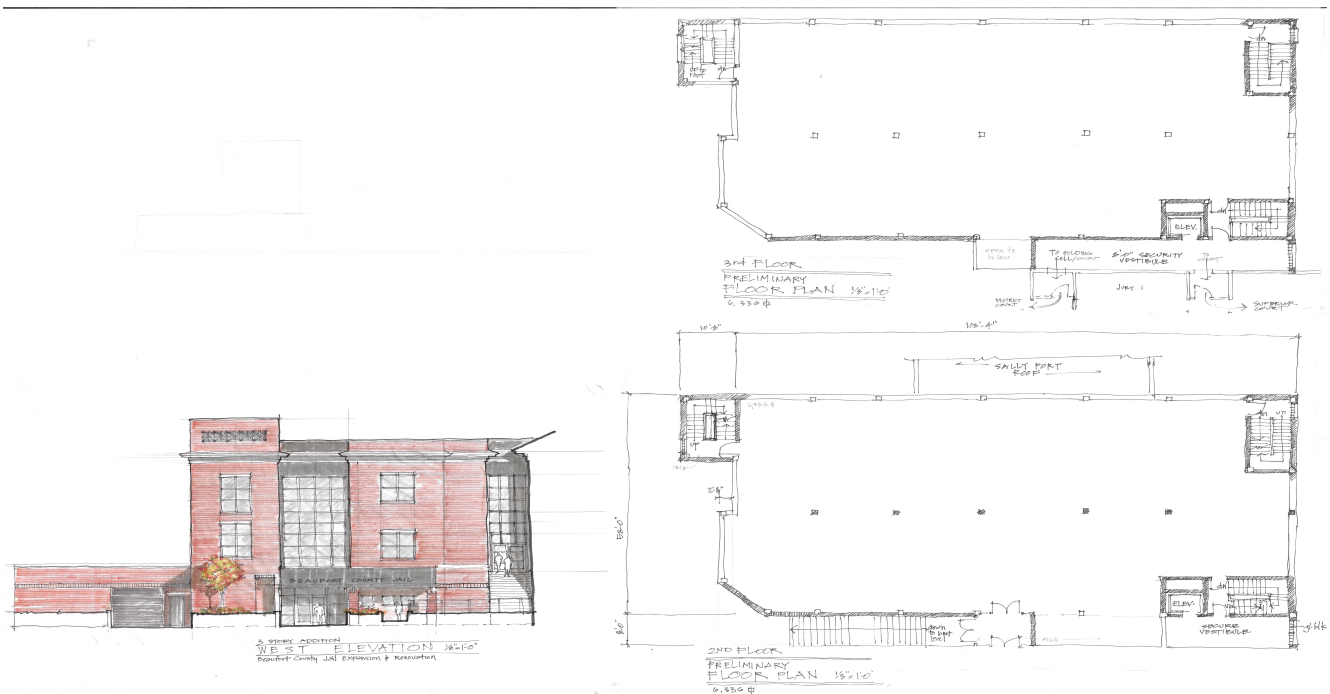
Mr. Warren said the jail is on the same level as, the expansion is on the same level as the jail, so it just makes the back and forth so much easier. He said you'd drop down into the sallyport as you can see on the site plan.

Jail Committee Meeting

Mr. Warren said it's labeled the one-story addition. He said it would be like we just came in, added the one-story addition and that shows up on the first page, flat rough building, down 3 ½ feet, the sallyport's here. He said what this is proposing is putting that elevator, stairs, and security vestibule, they would carry prisoners right on up to the third floor and we would eliminate some of that cross traffic you have up on the floors above. He said so that's a real enhancement. He said the next plan looks very similar, is what would change if we elected to do two stories on top of it.



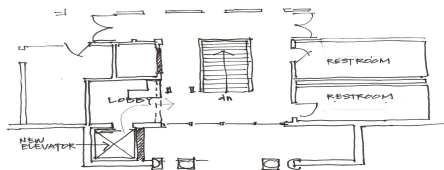
Mr. Warren said basically it's a stair here, which we took some of the storage space and added a stair here. He said so everything stays the same on first floor and it creates this.



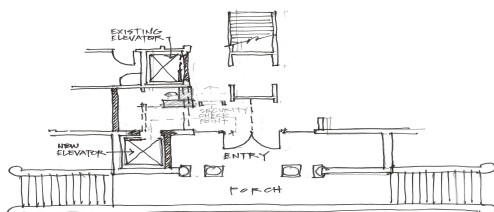
Thursday, December 16, 2021

Jail Committee Meeting

Mr. Warren said 6,300 square feet on the 2 floors above and there's a little sketch elevation of what it could look like added to the courthouse. He said we've been sensitive about some things like taking the cornice line and following the cornice line around the building. He said this would be a really nice addition to the back of that courthouse. He said so that's kind of what I had to start with since one of the things we were trying to come up with preliminary budget numbers for this work. He said now, as you can tell, based on my explanation things have to happen. He said it's almost just like a puzzle. He said the pieces kind of have to go together for everything to kind of work like they should. He said we've got the elevators here and the elevators there, a one-story building and a three-story building and heating and air conditioning so even though I broke down each one of the elements down it almost really should go all together. He said what I've had to do by breaking it down is replicate general conditions, the contractor's profit is put on top of each phase but be that as it may the new construction is based on spread concrete footings, steel frame, steel joists, single ply roof membrane, all masonry construction, brick veneer, there's some storefront and some interior finishes, like I say, and the heating and air conditioning. He said so in the one-story addition you can see, as I list them, there's some demolition, well, there's a lot of demolition, site work and re-working the parking lot, the masonry that's involved. He said you've got fire suppression and jail equipment in the one-story addition. He said jail equipment is limited to control wiring, security doors, and more in the package. He said the next item is security vestibule, stair, and elevator. He said that's all for that eight-foot corridor, which would continue up to the courthouse. He said so that's this part, the elevator, and a set of stairs. He said it would culminate in a vestibule at the top and a holding space for inmates to be entering the courtrooms in both directions so that number, the security vestibule, the stairs, and elevator. He said then you've got the new public elevator which shows up here in the front. He said you come down to the existing ramp into a new vestibule, access the elevator that goes up to the other floors and that is on this plan where the elevator comes up and you enter into the lobby.



RENOVATION - NEW ELEVATOR
PRELIMINARY
2ND FLOOR PLAN 1/8"=1'-0"



RENOVATION - NEW ELEVATOR
PRELIMINARY
FIRST FLOOR PLAN 1/8"=1'-0"

Mr. Warren said then the renovation of the existing jail, and this is based on this plan, with the elevator removed, you've got a heck of a lot of demolition, a heck of a lot of jail equipment, fire suppression and then the last page, the next to the last page is a two-story addition and if you take the \$1.7 million, which I don't have it in my bank account but that's an inexpensive 12,000 square feet, all things said and done. He said it's basically extending the steel structure up, using double studs, dry wall, and brick veneer. He said then the last page is the heating and air conditioning replacement. He said so all of this, if you said you wanted to do it today is \$9,966,000. He said it's over 20,000 square feet of new construction and renovation. He said it's really like 26,000 square feet total of new construction and renovation for under \$10 million.

Commissioner Waters said what happens to the existing elevator.

Mr. Warren said it's abandoned, it's thrown away.

Commissioner Waters said we're not going in and touch that.

Mr. Warren said we're going to take it out. He said we go in and replace it, we take it, actually it would go on this porch. He said you go up the stairs and it comes up here, the ramp down below ties right into it so when you get off that elevator you come out to a nice space and upstairs is the same kind of thing.

Commissioner Waters said on the existing basement and jail, let's go to that page, \$2.9 million. He said out of that we're going to pick up 20, we're not really picking up 20 additional cells because we're going to do away with an area that I call the community room.

Mr. Warren said you're still adding 20 cells because I'm relocating the dormitory in the, the dormitory slid from here to here and these are all new, there's a 20-bed cellblock.

Commissioner Waters said I guess I'm trying to do is come up with a cost for each new cell because to me that's what we're trying to do in that area is pick up additional cells. He said what is that \$150,000 apiece. He said I'm doing the math in my head.

Mr. Warren said close, yeah.

Commissioner Waters said how about if we leave that out. He said we've still got the same number of cells.

Mr. Warren said sure, you're right. He said that would be something to consider.

Commissioner Waters said when you look at our census it doesn't justify the additional 20. He said the new addition outside the present jail solves a lot of the issues that we keep hearing over and over again but when you look at the existing area, the cells, to me that's not, to add another 20, I'm not sure it's worth the expense.

Mr. Warren said I'm not sure you can just look at it through the prism of just the 20 cells because what we're doing is creating a jail administration area, some training space, a multi-purpose space. He said in addition to the dormitory we're creating some isolation cells that heretofore you didn't have any so we've made some provisions so I don't know if you can just divide 20 cells by \$2.9 million and say they cost this much when you consider all the things you're getting for that \$2.9 million.

Chairman Rebholz said all this blue has changed.

Mr. Warren said that's right, all that blue would change.

Commissioner Rebholz said everything stays the same in the master controls.

Mr. Warren said that gets changed a little bit because I've kind of turned it, so it extended it around the corner. He said we've done things like all the control rooms have bathrooms for the people that are working in there.

Mr. Alligood said I think one of the other things you had in there was facilities for staff in case there's blood borne pathogens, and somebody needs to shower down. He said we're keeping them safe without having to take it home with them.

Mr. Warren said sure, this whole side is that.

Commissioner Waters said I agree with what you're saying. He said you can't take the 20 and look at the total cost and say it's \$150,000 per bed.

Mr. Warren said right.

Commissioner Langley said it's more about modernization.

Mr. Warren said rejuvenation, I think this is, you know, this answers a lot of questions that would make this jail last another 50 years.

Commissioner Waters said that's assuming the building lasts another 50 years. He said maybe we can get some of that money out of Raleigh so we can build a brand-new courthouse.

Mr. Warren said good luck on that.

Ms. Dot Moate said what is the cost if we were going to build a new one.

Commissioner Waters said that figure 7 years ago was estimated to be between \$20 million and \$25 million.

Ms. Moate said do you know how many square feet that was.

Commissioner Waters said I don't have that, but Commissioner Langley might be able to tell you. He said Commissioner Booth has told me the same building today would probably be at least \$40 million.

Commissioner Langley said Bladen County built the same facility that we were going to build and when they finished it, it actually came in at \$17 million and I think what we had was, I can't remember, I've got it at home.

Mr. Warren said it was about 65,000 square feet.

Commissioner Waters said if I remember correctly it was going to be 200 plus cells. He said but that also included some work.

Commissioner Langley said what you also have to remember is with that facility it was also a Sheriff's Department, the 911 Center, as well as Emergency Management.

Commissioner Waters said but if you go with the three-story we've got the option of putting somebody like the Sheriff's Department on one floor, the Register of Deeds, I don't know how many square feet the Register of Deeds office needs. He said does anybody have that number.

Mr. Warren said we were looking at 4,500 last meeting. He said that's what they're in, not counting the downstairs so you would say 9,000 if you double their space. He said there has been discussion about digitizing things and moving things into storage and those kinds of things, and that should be a possibility. He said in fact in most of these floor plans, in the first and second floor expansions you've got access to that exit stair, which would work great for the Sheriff. He said he could actually go down and go right into the jail and courthouse or whatever. He said so that works pretty nice for him to move over there.

Ms. Moate said are there costs outside of the updates and additions.

Chairman Rebholz said well, the inmates would all have to go someplace else and that's part of the additional costs. He said I would guess we would have to find a place for the Register of Deeds before we started renovating that lower level.

Mr. Alligood said I think there's some challenges we face with court operations with heavy construction going on. He said they are very sensitive to, as you would be very sensitive in making sure everything is heard very clearly without any issues when you're having a trial that's dealing with someone's liberty.

Mr. McLendon said that was a real problem in Plymouth. He said of course they weren't doing nearly as much as this is, but it was very disruptive.

Chairman Rebholz said is this going to have to have pilings beneath it.

Thursday, December 16, 2021

Jail Committee Meeting

Mr. Warren said we won't know until we have some kind of soil report. He said I don't know; I'd hate to hazard a guess.

Ms. Moate said so that would be an extra cost.

Mr. Warren said no, those are soft costs. He said we provide a soil report and a survey, there's some soft costs that are involved in building something like this.

Ms. Moate said but it's not the total project cost.

Mr. Warren said no, it's not the total project cost.

Ms. Smith said along those same lines, regarding the soil investigation, as well as the survey, this project, if it is decided to move forward a more detailed survey is needed by Mr. Warren so we can get those elevations. He said those funds have not been allocated for but if it's decided to move forward with that it's something that would need to be brought before the full Board to allocate the funds.

Chairman Rebholz said other additional costs, I think you had said last year when we moved the prisoners out it was \$60.00 per day per inmate and so we would have to figure on an extended period of time we'd be doing that, the cost of transportation for inmates back and forth to the courthouse from wherever it is they're at. He said there's going to be extra jail personnel to handle this type of a plan once it's in operation and I've got a note into Chief Deputy Rose for a rough estimate of what that would be. He said then, of course, the cost of relocating the Register of Deeds someplace and then the moving of the court clerk's material.

Commissioner Waters said the Register of Deeds is going to end up being a problem whether we do this project or not so we're going to end up having to do something as it relates to moving so I think that's a, probably a moot point if we're not going to be able to accommodate her in the existing courthouse.

Mr. McLendon said the Register of Deeds is going to keep all of those books. He said there used to be a time when you, and Commissioner Richardson knows this, when you went to the Register of Deeds there were 20 lawyers back there, we were all picking up books and doing title searches. He said now there are none. He said they don't go back there because you do it in your office on-line but if you're going to keep all those books, they take up space and a lot of that space is old books that never get opened so there's a lot of space there but it's taken up by all the books, some from the 1600's and up and if you're going to, some people do some genealogical stuff but a lot of that stuff is now on-line. He said you can go on your computer right now and look at deeds from the 1800's. He said you can search the title to your house, right now, from your house. He said you don't have to go in there. He said She does, honestly have a lot of people go in there for marriage certificates and everything else and I understand office space is cramped but if you blew out that back wall and took some of those books, there's a lot of space in the back of that office that's all books, maps, everything else. He said just throwing that out. He said it's not used by lawyers like it was all through the 1900's, until fairly recently.

Commissioner Waters said when I asked Ms. Whitehurst when she was here, I think it was the last time, how often does she go downstairs. He said if I remember, it was once a week. He said I'm not sure what she does when she goes once a week, but I guess it's the maps.

Mr. McLendon said Commissioner Richardson probably spends more time down there than anyone, but my recollection is if you went down there it was generally for really old maps or if you needed something from way back, but I think even that is digitized now. He said I don't know; I haven't been down there in several years. He said there was a time that we would need to go down there but it became a storage bin down there for really old stuff that really wasn't getting used. He said I don't know what's down there now and I have no idea what Ms. Whitehurst keeps down there.

Thursday, December 16, 2021

Jail Committee Meeting

Commissioner Waters said I've only been down there twice and that was with Billy Mayo, and it was a drainage district issue and that's where he said we had to go.

Mr. McLendon said I have no idea if those records are on-line now but there's a lot of stuff in that office that if they have a fire, God forbid, it's a lot. He said just like all across the state you can go on your computer right now and do a title search in Ashville. He said in the old days you had to go all the way to Ashville and pull the books. He said now you can do it sitting in your office. He said I'm not saying some of those things are not necessary. He said Ms. Whitehurst knows and there are some lawyers that want to go over there and look things up. He said not many, less and less.

Ms. Moate said I've been doing genealogy for my family for years and I used to live on the west coast, and I'd come back here to do all that but that was before everything was put on-line. She said Raleigh has a lot of this stuff over there instead of here, either copies or originals and I don't see why we couldn't do something like that with some of these old records. She said as he said, people don't really look at them anymore. She said I ended up doing that and it was a lot easier to do that. She said now it's a lot easier that it's on-line. She said needless to say you can get just about anything on-line. She said we need to consider taking those old documents and putting them in the library.

Chairman Rebholz said Raleigh archives all that stuff but the microfiche it and then they send it all back.

Ms. Moate said they keep some of it because I've gone up there and looked them up, just like we have in the basement here.

Chairman Rebholz said when it comes to the added cost we've got to put, I've got the request out there to give us information to get a good handle on what that would all include because that would all be added to this project if it was done this way. He said before we talked about housing inmates, transportation cost for them going back and forth to the jail when they're having a hearing and maybe you can answer this, can we do first appearances remotely.

Mr. McLendon said they're going to start doing more of them remotely, they ought to do more of them remotely. He said during Covid we did, we've been doing more of them but there are a lot of preliminary things that we ought to be able to do by computer. He said it's safer, it's much safer. He said one of the problems, a lot of times they have, they get an inmate that says I'm not getting dressed or I'm not getting on that elevator or I'm not going up there, so we do many of them but it's not consistent. He said they're trying to do it state-wide because there's so much money spent, our guys go a long way and maybe pull somebody back and they get to court, and the case gets continued. He said they've got to be up there at 4' in the morning, bring them down here, the case gets continued, take them back, bring them back again for another hearing or whatever reason. He said it would be nice to do as much as we could on a computer.

Chairman Rebholz said is that an issue that the individual judge decides.

Mr. McLendon said not really, no. He said they relaxed the rules a lot during Covid, and we just had a conference the other day and they said they were going to try to go more statewide. He said I think we're heading that way.

Mr. Warren said you would add some cost if you were going to add fixtures and furniture and things like that, maybe consider adding a contingency to your construction costs, typically 5%. He said you don't have professional services in these costs.

Chairman Rebholz said I will be meeting with the judiciary to get a better feeling of what it is they're thoughts are before the next meeting, so we'll do that. He said incorporate that.

Mr. Leary said have you got a feel for additional staff required to operate this facility.

Mr. Warren said no.

Commissioner Rebholz said I sent a note to Chief Deputy Rose asking him, giving him the configuration, and asking him if he could figure that for us because there is another, actually there are two control centers in this plan. He said at least one of them would have to be staffed 24/7, which is the one that overlooks the dormitory and the new 20 beds.

Ms. Radcliffe said I just wanted to offer a total. She said right now we have about \$2 million left over from the ARP funds. She said I think we could tie those additional 20 cells to segregation and isolation. She said we could make a good argument to use that \$2 million to pay for that.

Commissioner Waters said that would also hold true, wouldn't it, on the heating and air update.

Ms. Radcliffe said yes.

Commissioner Waters said are you down to identify the next steps.

Chairman Rebholz said yes.

Identify Next Step

Commissioner Waters said last meeting we talked about going to the Commissioners, asking Mr. Warren to come to the meeting with these plans and explain where we're at.

Mr. Warren said I was planning on being there.

Chairman Rebholz said I think following that would be, depending on what the Commissioners decide, is to take these plans to the state and see if the state would even consider them.

Mr. Warren said they're not going to have any problem with these. He said they'll be jumping and shouting for joy, I think.

Mr. Alligood said Chairman Rebholz, I think you've been very clear on, or I think the committee has been very clear on what they feel their scope was and that was from a do nothing, not do anything, all the way to, as I thought I understood it, interim steps like this, would it also not be incumbent to look at the existing set of plans that are sitting in my office and say get us an update on what that number would be so you have a realistic number on comparing because I think where you're going is if this is \$10 million to \$12 million, then you add in \$4 million or \$5 million for all the additional things to make this happen, what's the true cost of an absolutely new facility that you just put people in after, without any issues. He said then knowing what that true cost, or the estimate of that cost to have something to compare it to. He said would that not make sense.

Chairman Rebholz said the intent was to look at all of those options because there's a cost associated with doing nothing, and find out what that cost is, all the way through a new facility and then late it out on a cost structure because funding wise, in my view there's only two options. He said you've either got to get it from Kidwell to find us \$20 million plus or you have to have a referendum. He said if you do a referendum you better have all your ducks in a row and be prepared to convince the public we need to spend this money.

Mr. Alligood said just to be fair about that though, and I'm not speaking from the political side, absolutely not speaking from the political side, I think there are financing and funding mechanisms where the Board, if they so choose, could do that under 168 Financing that would not require a referendum or a bond or anything like that. He said if the Board so chose to do that.

Commissioner Waters said I don't have any problems trying to get an updated price, but I think in order to compare apples to apples we have to, I can't remember, that facility, was it like 100 pod or building and then 100 in another one. He said if I remember correctly it was something like a pod where we would need to scale it back to where it compared with, say 100.

Mr. Warren said it was a great big rectangle.

Mr. Alligood said it was set up as a system where you could add to it with pods and increase the capacity. He said it had a core and then you add to it.

Commissioner Waters said but phase one was all in one building, is that what you're saying.

Mr. Warren said yes.

Commissioner Waters said how about the 911 Center and the Sheriff was all in there, it was not separate.

Ms. Smith said that was in the central portion and then the pods were the actual dormitory where you could add, you could add 50 or 75 inmates per pod. She said so you have the central core space with the kitchen, the Sheriff's Office, all the support personnel and then you add pods for the actual dormitories for the inmates.

Mr. Alligood said so again, just to try to think through that process, I'm not sure trying to pare it back to the number of bids to what this renovation would do to new construction would really be apples to apples because I think this is a step, this is one step and then you would be progressing to a higher level of service and quality and all those things so I'm not sure paring it back, it's obviously a higher cost.

Commissioner Waters said it would be a higher cost but I'm looking at the detention center as a cost center, so nobody is going to convince me that going out there and building 200 is, we're going to break even because we're going to take in federal money or state money so if we go anywhere to build a new structure, to me it's going to be pretty much in the area of 100 beds. He said from my standpoint it's the cost of doing business. He said it is nothing that we should look at as some kind of a profit center.

Mr. Alligood said we never suggested it would be a profit center. He said what we're saying is in this facility you already have some core structures that are already there, you're expanding off of those. He said if you looked at a new facility you've got to build those core facilities first to allow for expansion so the cost for that core facility, and then 100 beds, if you divide it by 100 beds it's going to look extremely more, a whole lot more because you've got to build the core facility first. He said it's like building a school, you've got to have the cafeteria sized at the right size so you can expand out so it's going to be difficult to look at it apples to apples. He said I would ask the architect how, in the past, have you dealt with those kind of things.

Mr. Warren said we've never had that one come up.

Chairman Rebholz said from the standpoint of making a decision it is apples to apples if you're looking at the dollar amounts of what you're going to spend. He said it wouldn't be the same facility but, yeah.

Commissioner Waters said but what you're saying is take the existing plans and not alter that any, just get a feel for the cost.

Chairman Rebholz said you could alter it; you could alter it and do what you feel your needs are now. He said I think there was a different business model back then.

Commissioner Langley said you've got to remember you were talking about moving a detention center. He said at that time, like I said before, you were talking before about having the Sheriff's Office there, 911, as well as Emergency Management. He said what you're talking about now is just strictly detention so therefore if you built a new one you can do detention the same way as strictly a detention center and none of the other. He said it frees up the existing space that's in the courthouse now and you would just simply have detention at the detention center and then you could do video first appearances and anything else they chose to cut out the transport so I think it's wise to look at what the cost would be as it currently is done, as the plan sits now, as well as to scale it back to where it's just functional as just a detention center.

Commissioner Waters said I think that's a good idea.

Mr. Alligood said Mr. Warren, is that something you could do for us or is that, I mean, that's not your set of plans.

Mr. Warren said I could overlay it and cut it back and at least have an idea.

Mr. Alligood said so it's something you could do for us.

Mr. Warren said yes.

Future Meeting Date

Chairman Rebholz said next meeting would be January 20th at 3:00 PM. He said is that okay with everyone.

Mr. Alligood said just a real quick question, and I think I know what the answer is, it's a hold on anything additional from Mr. Warren until the Board of Commissioners meeting. He said he's going to prepare for the meeting but there's no additional steps on his part to look at cutting that back until after the Board of Commissioners meeting.

Mr. Warren said so don't cut the other plans back.

Mr. Alligood said right, that's what I was making sure of.

Chairman Rebholz said right.

Mr. Alligood said so Mr. Warren, from your standpoint the only thing for you would be preparation for the Commissioners meeting and then they'll be a decision after that as to whether you continue to move forward.

Chairman Rebholz said we'll continue to move forward, that's part of the whole scale of the scope. He said but I think we're just trying to be up front and tell everyone where we're at right now.

Commissioner Waters said I'd just like to say thank you Mr. Warren for the work you've done up to this point. He said I think, for the first time, it's given us something to put our teeth in and say that we've actually accomplished.

Motion: Commissioner Langley motioned to adjourn. Commissioner Waters seconded. The vote was unanimous.

Meeting adjourned at 3:52 PM

Respectfully submitted to you by:

Katie Mosher,
Clerk to the Board.