

**MINUTES OF A  
REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
JANUARY 19, 2021**

The Jackson County Board of Commissioners met in a Regular Session on January 19, 2021, 1:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman  
Boyce Deitz, Vice Chair  
Mark Jones, Commissioner  
Tom Stribling, Commissioner  
Gayle Woody, Commissioner

Don Adams, County Manager  
Heather C. Baker, County Attorney  
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

**(1) PROCLAMATION FOR MARTIN LUTHER KING, JR. DAY OF SERVICE:**

Commissioner Jones read a Proclamation to proclaim January 18<sup>th</sup> as Martin Luther King, Jr. Day of Service. Commissioner Deitz moved to approve the Proclamation. Commissioner Woody seconded the Motion. Motion carried.

**(2) AGENDA:** Commissioner Deitz moved to approve the agenda. Commissioner Woody seconded the Motion. Motion carried.

**(3) MINUTES:** Commissioner Woody moved to approve the minutes of a Public Hearing (CDBG Grant Blue Ridge School) of January 05, 2021 and a Regular Meeting of January 05, 2021, as presented. Commissioner Jones seconded the Motion. Motion carried.

**(4) CHAIRMAN'S REPORT:** None.

**(5) COMMISSIONER REPORTS:**

**(a)** Commissioner Woody stated that she wanted to commend Emergency Management and the Health Department for the rollout of the Coronavirus Vaccine. She had the privilege of volunteering at the Call Center and it was so well organized. She was so pleased to see how different agencies within the county were supporting the effort.

Also, she had the privilege of participating in the North Carolina Association of County Commissioners Legislative Goals Conference. Jackson County's goal was accepted unanimously, so it would be one of the goals going forward to the Legislature. That goal asked that the county have the ability to oversee projects with the water and soil if it was state or federal land. This would give local oversight ability to be on the job and hopefully, would avoid situations like they had over the past year in some of the projects.

Governor Cooper spoke to them and emphasized how much words mattered in the way they had interactions with each other in the public and private sectors. It was so important to remember what they said and how they said it to one another made a huge difference. Governor Cooper mentioned that he was so pleased that in the last two weeks he had the most productive meetings with the Legislature that he had so far.

Tim Moore, Speaker of the North Carolina House spoke to them and stated the same. They had very productive meetings so far and their goal during the next legislative session was to work together with the Governor and both the House and Senate to deal with the issues they were facing in the unprecedented times. They started with a bipartisan tone and wanted to continue, so that was very positive.

(b) Commissioner Stribling stated that he was working to put together a list of community resources to help with churches, nonprofits, individuals and residents this winter, especially with the pandemic. This was to help with firewood and anything they may need because it was tough on a lot of people at that time. He wanted to try to help these people in any way they could.

(c) Commissioner Jones stated that he echoed Commissioner Woody about the departments working together with part-time staff and various departments from Emergency Management, the Health Department and the Rec Center. How many calls did they get the day she volunteered?

Commissioner Woody stated that she did not know, but when she was there, eight people were answering the phones and it was nonstop.

Commissioner Jones stated that Macon County, Jackson County, Cashiers and Highlands were partnering together with the Highlands Hospital to do Covid Vaccines starting on Wednesdays. There were many partnerships working together.

**(6) COUNTY MANAGER REPORT:** Mr. Adams stated that he did not have a formal report, but provided the Board with the monthly December Zoning and Building Permits report.

**(7) INFORMAL COMMENTS BY THE PUBLIC:** Christine Taber stated that the most common complaint she heard from her friends and neighbors was poor or nonexistent high-speed internet. She urged the Commissioners to include running fiber and other support whenever sewer, water lines, etc. were improved or replaced. Also, the Board had a historic opportunity to repudiate the racism and white supremacy of Andrew Jackson. She did not buy the argument that history was history. In fact, countless roads, schools, parks, etc. had been renamed to honor John F. Kennedy, Martin Luther King and others. Jackson was not being erased from history, he would simply not be honored anymore.

**(8) CONSENT AGENDA:**

(a) Darlene Fox, Finance Director, presented the Finance Report for December, 2020 for approval.

(b) Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for December, 2020, for approval.

***Motion:** Commissioner Woody moved to approve the Consent Agenda. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(9) COVID-19 UPDATE:** Todd Dillard, Emergency Management Director and Shelley Carraway, Health Director, were present via Zoom video conferencing for this item.

(a) Ms. Carraway stated that she was reporting from the new Health Department Building. She thanked them for that. All the staff was very excited.

As they all knew, Covid was there, community spread was bad and they had outbreaks in the nursing homes. She thought vaccination was on everyone's minds most of all. In North Carolina, the challenge was that the vaccine was only being given to health departments and hospitals. For small counties, it was a challenge and a daunting task. The first phase was a little slower, but the week of the move was when it was announced for 75 years or older and that was when the phone system crashed. The volume of calls became overwhelming and they realized they could not handle the calls coming in, so they shifted all the calls to the EOC, which helped them at the health department unbelievably.

Not only did they have vaccines, but they had systems to deal with. They had to enter information for the medical record into a system, which would handle scheduling. There was also the Covid-19 management system, CVMS, they used to report to the state, who reported to the feds. This would let them know how many vaccines had been given and how many should be given back to them to get more. The electronic medical record did have HIPAA issues and was a slowdown that could be a bottleneck, so it was a process. When they logged information, they had to include where the vaccine was administered and the date of the second vaccine. They were working through their processes.

At the beginning they started out slow doing about 200 vaccinations per week. They realized that was not going fast enough, so they started talking about mass vaccination events doing 500 per week. The problem would be the supply they were receiving. They were planning more events and felt as they did more vaccinations, they would get more doses. Every time they had a mass vaccination event, in four weeks those folks had to come back to get the second dose, so there was a lot of planning in the next couple of weeks. They had great partners talking about how they were going to do this.

They had a very successful event at the Cullowhee Rec Center on Friday, doing 200 vaccinations in four hours. That day, they were very successfully doing a drive-thru event from 10:00 a.m. – 4:00 p.m. with 300 scheduled. They would be doing another drive-thru event on Thursday, where they would try to do 380.

They had so many people volunteering to do so many things and it was wonderful. Next week, the National Guard would be coming in and they would have two vaccinators, two data entry people and two more helpers, all expenses paid. They were promised to them for a month, but could be extended, if needed.

North Carolina was having problems with vaccine availability. They were behind other states because they were following the rules. The phases were changed last week to make it broader, but they were doing everything they could to exhaust all vaccines to make sure they got all of their allocations.

Also, WCU became an enrolled provider and would be getting their own separate allocation from the state in the future. Highlands-Cashiers Health Foundation would be holding an event the next day and would start an event in Cashiers the next week. They were getting their allocation from Mission Hospital. This would be a tremendous help. Finally, there was a Western North Carolina pilot program happening over multiple counties. They were working directly with the state to have additional allocation for those pilots.

This was all evolving every day, but there were so many great partners and conversations happening. She knew some were still frustrated, she apologized, but they were doing the best they could with what they had.

Mr. Adams stated that he wanted to stress to the Board and to the public about the CVMS System. He had been participating in a weekly meeting with managers, along with DHHS. He had heard stories of other larger communities that were initially allocated thousands in a week's time, but did not enter information into the CVMS System, which was the federally recognized system that showed registration for the vaccine and that the vaccine was received. That was how the state decided what the allocation would be on a weekly basis.

The state was following through with what they told them that if they did not have the people they vaccinated signed in to CVMS, they would not allocate more vaccines to them. The good news was, that the National Guard sending the data entry people would help them in the future when they continued the mass vaccination clinics.

**(b)** Mr. Dillard reported that they opened the Emergency Operations Center last Monday, after speaking with Mr. Adams and Ms. Carraway, as the Health Department system was overwhelmed. As of Friday, including people going online and signing up, with the majority coming through the EOC, they had close to 5,000. Many people were concerned that they had not received a call back about an appointment. They were asking people to bear with them as it took time. He thanked all of the departments in the county, especially Rusty Ellis's department.

He was currently on scene at the mass vaccination site at the Department on Aging. He thanked Eddie Wells and his staff also. So far, they were up to 130 vaccinations that day. Emergency Management was there to support the Health Department and they were doing that with the help of Public Works employees that came in to assist. He thought they had a good system setup and it had gone very well.

Mr. Adams stated they were seeing individuals and departments help set up at the EOC and they appreciated that. He thought it was good for the Board and the public to know how the state was allocating the vaccines at that point. They would be judged on the amount of vaccines they administered by Monday. The overall goal would be to get the vast majority by Thursday. The state used the CVMS System to calculate how much vaccine had been allocated according their rules.

Ms. Carraway stated that it was the feds that decided on Monday, January 25<sup>th</sup>. They would scrutinize all of the states and penalize those that were not exhausting their vaccine. Before, they were allocated on hospital size and population size, but now they were saying some were doing better than others and they would be rewarded by getting more. They would find out on Tuesday at 8:00 p.m. how much vaccine the state would get. By Wednesday or Thursday, they would find out how much the county would receive. It would be based on performance, not population.

Mr. Adams stated they would continue to schedule mass vaccinations on Tuesdays and Thursdays, although they did not know necessarily how many vaccines they would have. They were dependent upon the state to allocate the vaccines.

Commissioner Woody thanked them all for the extra work they were doing and serving the citizens so well.

*Informational item.*

**(10) CASHIERS DOG PARK AGREEMENT:** Mr. Adams stated that this item was discussed by the Board at the work session. Vision Cashiers had fundraised \$50,000 to go toward the dog park in the Cashiers area. He noted that #1 in the Agreement referred to “the areas to be designated as Cashiers Dog Park was shown in more detail on Exhibit A”. Exhibit A would be the pictures they had seen before, although it was not included in the packet. Also, #3 referred to Exhibit B being the specification and design of the park. Exhibit B would come forth with an agreement with Vision Cashiers.

He requested authorization for staff to move forward with the Agreement with the understanding that Exhibits A and B would be finalized at a later time.

***Motion:*** *Commissioner Jones moved to approve the Cashiers Dog Park Agreement. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(11) MUNICIPAL GRANT APPLICATIONS:** Mr. Adams presented:

(a) Town of Sylva: Requested \$5,000.00 for a sidewalk connection at the intersection of Main Street and Mill Street.

(b) Town of Webster: Requested \$4,999.58 for four picnic tables and one trash can to be placed on the Board of Education property that surrounded the school’s softball field, adjacent to Southwestern Child Development Center.

(c) Town of Dillsboro: Requested \$5,000.00 for improvements to Town Hall Park with additional seating and enhanced landscaping, to include improvements to the walking path, addition of picnic tables and a welcome sign.

Mr. Adams stated that they did reach out to Dillsboro regarding Commissioner Jones’ question, but they had not received any feedback. This was regarding Dillsboro and Webster buying picnic tables for approximately \$1,000 each. Commissioner Jones had received a quote from the same vendor for \$650 each, plus shipping. If the Board wanted to proceed forward, they could reward the grants with the understanding that the county would reimburse them up to \$650 each, plus shipping for the tables.

Commissioner Jones stated that he knew it did not sound like much, but it could be a couple thousand dollars they could use for another project.

***Motion:*** Commissioner Woody moved to approve the three municipal grant applications, with \$650 per table, plus shipping and handling. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

**(12) PROPOSED BUDGET CALENDAR:** Mr. Adams presented the Proposed FY2021-22 Budget Calendar:

January 12	Regular Commissioner Work Session – Set budget calendar- 1:00 pm
February 23	Commissioner’s Budget Retreat, location and meal TBD- 1:00 pm
February 25	Manager’s preliminary meeting with staff
March 2	Non – Profit Grant Applications Disseminated
March 11	Special Called Budget Meeting-Revenue Discussions- 1:00 pm
March 22	All requests submitted to Finance
March 31	Non – Profit Grant Applications Due
April 13	Regular Commissioner Work Session –summary of all new requests- 1:00 pm
April 19–April 30	Manager / Finance Budget Meeting with Departments & Agencies
May 11	Regular Commissioner Work Session – Capital Projects, update on new requests- 1:00 pm
May 18	Regular Commissioner Meeting – Manager’s Recommended Budget- 1:00 pm
May 20–May 21	Special called budget work sessions to hear presentations if needed (safety, education, non-profits, other departments) - 8:30 am – 1:00 pm
June 1	Regular Commissioner Meeting – Budget Public Hearing - 6:00 pm
June 3–4	Special called budget meetings as needed and regular work session (June 8 at 1:00 pm) to make final adjustments.
June 15	Adoption of budget- 1:00 pm

***Motion:*** Commissioner Woody moved to approve the FY201-22 Budget Calendar, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

**(13) FIRE AND RESCUE BONUSES:** Mr. Adams stated that this item referred back to providing bonuses for fire and rescue of \$500 per member listed on the current rosters of all fire departments and rescue squads in the county.

Ms. Fox stated that the total amount would be \$149,000, which they could move from contingency to the fire and rescue line item. After this transfer, they would have just over \$300,000 of public safety funds remaining.

Mr. Adams stated that this bonus would go to all active members of fire and rescue. If a someone was a member of more than one organization, they would only receive one bonus.

***Motion:*** Commissioner Woody moved to approve the allocation of \$500 per enrolled member of Fire and Rescue in the county, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

**(14) HIRING POLICY REVISION:** Kathleen Breedlove, Human Resources Director, was present for this item.

Mr. Adams stated that this went back to the issue regarding the Health Department finding nurses and other personnel. He requested that Ms. Breedlove include additional language for Public Health Registered Nurses and other nurses. They were trying to be able to recruit these individuals from hospitals, doctor offices, etc. and give them direct one-to-one experience.

Ms. Breedlove presented the following revisions:

**“Public Health:**

*In addition to the above, registered nurses who apply to be employed as a public health nurse with the Department of Public Health may also qualify for direct experience under the following conditions:*

*1. Must possess an active current license to practice as a Registered Nurse in North Carolina issued by the North Carolina Board of Nursing.*

*2. The applicant must be actively working as a full-time registered nurse in the State of North Carolina at the time of application. Employment in the private or non-profit sector which would normally be considered as indirect experience may be evaluated as direct experience.*

*3. Only the consecutive years of North Carolina registered nursing employment up to the time of application may be counted towards direct experience.*

*Any starting salary above the minimum must be approved by a management team including the Human Resources Director and Finance Director prior to County Manager approval.”*

Commissioner Jones inquired if there was any movement on using Covid money as signing bonuses or something of that nature?

Mr. Adams stated that they had to get the applications in before they could look at that. They would also have to consider existing nurses. At that point, it was their goal to use this process to get someone hired. They would have to take that into the context of all the nurses.

General discussions were held.

***Motion:*** *Commissioner Deitz moved to approve the Hiring Policy Revisions, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

**(15) DECLARATION OF STATE OF EMERGENCY PERSONNEL POLICY**

**CHANGES:** Ms. Breedlove stated that the ongoing State of Emergency, along with the county’s need to strategically implement vaccine distribution, may require the county to quickly identify and hire essential personnel (SOE Staff) to assist the Health Department with vaccination clinics and other needs associated with the COVID-19 pandemic.

SOE Staff may be hired as part-time temporary employees or contractors qualified to administer the vaccine, communicate with non-English speaking patients, direct clinic flow, educate patients about the vaccine, greet patients, provide administrative support, provide emergency medical services, security, traffic monitoring for drive-through or curbside clinics, patient registration, including collection of insurance information (if applicable), screen for vaccine eligibility, including contraindications and precautions and to assist with any other needs associated with the COVID-19 pandemic.

Therefore, it was recommended that hiring of SOE Staff bypass the normal processes outlined in the Human Resources Manual related to pay, recruitment and selection, conditions of employment. The Human Resources office will continue to comply with the Department of Homeland Security, US Citizenship and Immigration Services’ requirement to verify the identity and employment authorization of individuals hired for employment. During the State of Emergency, it was requested that the Board of Commissioners provide the County Manager direct authority to set the hourly rates of pay for essential SOE Staff in accordance with market demands.

Additionally, due to market demands, the Department of Public Health has had several resignations over the past six months of permanent, full-time Public Health Nurses. Public Health has also experienced a recent Physician Extender II resignation. In relation to providing experience as factor for new hire salary calculations, the Hiring Policy states “The County Manager has the authority to approve up to Step 12. Any starting salary above Step 12 or a starting salary that does not meet the approved guidelines must be approved by the Jackson County Board of County Commissioners.”

During the State of Emergency, in order to attract qualified registered nurses and nurse practitioners to public health employment, it was requested that the Board of Commissioners provide the County Manager direct authority to hire applicants for Public Health Nurse II and Physician Extender II (nurse practitioner) applicants above step 12 without seeking approval of the Board of County Commissioners. All other hiring policies will be adhered to.

***Motion:*** Commissioner Stribling moved to approve the Declaration of State of Emergency Personnel Policy changes, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

**(16) MODIFICATION TO MEETING RULES:** Chairman McMahan stated that Commissioner Deitz suggested this item at the Organizational Meeting. The suggested language had been presented to them previously at the work session:

**Rule 3. Remote Participation in Board Meetings:**

*“(c) Commissioners are encouraged to attend meetings in person to the fullest extent practicable and should give as much notice as possible when not able to attend a meeting in person. When not able to attend a meeting in person, a Commissioner should make every effort to attend the meeting remotely by video or phone.”*

***Motion:*** Commissioner Deitz moved to approve the Modification to Meeting Rules, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

**(17) RESOLUTION CERTIFYING AND APPROVING RESULTS OF BOND REFERENDUM R21-01:** Mr. Adams stated this resolution was the first step in order to proceed forward with the indoor pool project. This was an item from the work session.

***Motion:*** Commissioner Jones moved to approve Resolution Certifying and Approving Results of Bond Referendum R21-01, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

**(18) RESOLUTION FOR REIMBURSEMENT FOR INDOOR POOL FACILITIES R21-02:** Mr. Adams stated this resolution was required by law for the Board to pass in order to reimburse expenses, the county was about to incur, at a later time with a loan or bonds.

***Motion:*** Commissioner Stribling moved to approve Resolution for Reimbursement for Indoor Pool Facilities R21-02, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

**(19) BUDGET ORDINANCE AMENDMENT FOR INDOOR POOL FACILITIES:** Ms. Fox presented one Budget Ordinance Amendment for fiscal year ending June 30, 2021, for approval.

***Motion:*** Commissioner Woody moved to approve the Budget Ordinance Amendment, as presented. Chairman McMahan seconded the Motion. Motion carried by unanimous vote.

**(20) CAPITAL PROJECT ORDINANCE FOR INDOOR POOL FACILITIES:** Ms. Fox presented one Capital Project Ordinance for Indoor Pool Facilities in the amount of \$1,487,488 for approval.

***Motion:*** Commissioner Jones moved to approve the Capital Project Ordinance Amendment, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

**(21) CLARK NEXSEN CONTRACT FOR INDOOR POOL FACILITIES:** Rusty Ellis, Recreation and Parks Director and Chad Roberson, Clark Nexsen Principal Architect, were present for this item via Zoom video conferencing.

Mr. Adams stated that the contract had been reviewed by Legal and all was in accordance with all requirements and the funds had been put in place. He requested consideration by the Board for approval.

***Motion:*** *Chairman McMahan moved to approve the Clark Nexsen Contract for Indoor Pool Facilities, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

**(22) RESOLUTION CDBG APPLICANT R21-03:** Michael Poston, Planning Director, stated both R21-03 and R21-04 were the same resolution. They were accessing money from two different fiscal years of CDBG money, so they had to include two additional applications. The resolutions empowered the County Manager as the designated signatory for all documents involved.

***Motion:*** *Commissioner Deitz moved to approve Resolution CDBG Applicant R21-03, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(23) RESOLUTION CDBG APPLICANT R21-04:**

***Motion:*** *Commissioner Deitz moved to approve Resolution CDBG Applicant R21-04, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

**(24) AGRICULTURAL ADVISORY BOARD:** *Carry over.*

**(25) EQUALIZATION AND REVIEW BOARD:** Chairman McMahan stated that Tabitha Ashe, Tax Assessor, provided recommendations for the Equalization and Review Board.

***Motion:*** *Commissioner Jones moved to reappoint Gail Cooper, Robert Edwards, Richard Robson, Norman West and David Noland. All to serve one year terms on the Equalization and Review Board, expiring April 04, 2022. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(26) BUSINESS AND INDUSTRY ADVISORY COMMITTEE:**

***Motion:*** *Commissioner Jones moved to reappoint Mark Letson to serve another three-year term on the Business and Industry Advisory Committee, term expiring December 31, 2023. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(27) CULLOWHEE PLANNING COUNCIL:** *Chairman McMahan moved to appoint Donna Huguelet to an unexpired term on the Cullowhee Planning Council, term to expire December 31, 2023. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(28) FIREMEN'S RELIEF FUND:** Recommendations for appointments were submitted by the respective fire departments.

***Motion:*** *Commissioner Woody moved to reappoint BB Cantrell of the Balsam VFD; Darren Messer of the Canada VFD; Phillip Farmer of the Cashiers VFD; and Nick Stewart of the Qualla VFD; and to appoint Gordon Brown of the Cullowhee VFD and Toby Moore of the Savannah VFD to two year terms on the Firemen's Relief Fund Board of Trustees, terms expiring January 1, 2023. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*



(29) **HISTORIC PRESERVATION COMMISSION:** Commissioner Stribling recommended reappointment of Bill Crawford. Chairman McMahan recommended reappointment of Jane Eastman.

***Motion:*** Commissioner Stribling moved to reappoint Bill Crawford and Jane Eastman to serve additional three-year terms on the Historic Preservation Commission, terms expiring December 31, 2023. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.

(30) **PLANNING BOARD:** Carry over.

(31) **RECREATION AND PARKS ADVISORY BOARD:** Chairman McMahan stated that the Board of Education requested consideration of Dr. Kevin Bailey of Human Resources as the School Representative. Rusty Ellis, Recreation and Parks Director requested consideration of Jay Spiro as the Greenway Advisory Committee Representative.

***Motion:*** Commissioner Woody moved to appoint Kevin Bailey and Jay Spiro to serve unexpired terms on the Recreation and Parks Advisory Board, terms expiring November 4, 2022. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(32) **TRANSIT ADVISORY BOARD:** Carry over.

(33) **PRESS CONFERENCE:** Beth Lawrence of the Sylva Herald asked when they could expect the fire and rescue bonuses?

Ms. Fox stated they would go out on January 25<sup>th</sup>.

(34) **CLOSED SESSION:**

***Motion:*** Commissioner Deitz moved that the Board go into closed session pursuant to G.S.143-318.11(a)(6) Personnel and G.S.143-318.11(a)(7) Criminal Investigations. Commissioner Woody seconded the Motion. Motion carried.

Chairman McMahan called the regular meeting back to order and stated that no action was taken in closed session except the approval of the minutes.

There being no further business, Commissioner Woody moved to adjourn the meeting. Commissioner Stribling seconded the Motion. Motion carried and the meeting adjourned at 3:18 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Brian Thomas McMahan, Chairman