

APRIL 4, 2018

The meeting was called to order at 8:30 a.m. by Robert McDougal, Chairman. Those present were Larry Rackley and Carol Shank, Commissioners; Bryce Shields, District Attorney; Karen Wesner, Administrative Assistant; and Lacey Donaldson, Clerk.

APPROVAL OF MINUTES: Mrs. Shank made a motion to approve the February 21, 2018 meeting minutes as submitted. Motion seconded by Mr. Rackley and passed.

PUBLIC INPUT: There was no public comment at this time.

REVIEW OF ALL AGENDA ITEMS TO DETERMINE IF ANY DO OR DO NOT IMPOSE A DIRECT AND SIGNIFICANT ECONOMIC BURDEN ON A BUSINESS OR DIRECTLY RESTRICT THE FORMATION, OPERATION OR EXPANSION OF A BUSINESS: Mr. Shields reviewed the agenda and did not see anything of concern.

Mr. Rackley made a motion that no agenda items impose a direct and significant economic burden on a business or directly restrict the formation, operation, or expansion of a business. Motion seconded by Mrs. Shank and passed.

UNCLASSIFIED DEPARTMENTS:

ROAD DEPARTMENT – Dan Hill was present.

Mr. Hill reported that they finished some more blading in Grass Valley. He also received a complaint about Pit Dam Road, so they bladed that as well and will get more of the valley done in the coming weeks. Jason Barrick was hired to fill the mechanic position. The crew has also been spraying weeds as time permits. Mr. Monroe sprayed weeds at the wellhead in Imlay, the Imlay Senior Center and at the Road Shop there as well. They finished making gravel for the C-Punch project and the screening plant has been moved to Lower Valley to screen clay for the race track. The project behind Rye Patch was completed yesterday. The crew is also working on the road up Golconda Canyon. It is a secondary road, but the Vescos use it for their cattle operation and it is also used for recreation and hunting access.

Request to remove inventory items - Brother printer/fax copier, MFC-J435w and Makita 2414 Chop Saw, SN11242: Mrs. Shank asked how these are being disposed of. Mr. Hill stated that he isn't sure about the printer, but the chop saw will be thrown away. Mr. McDougal stated that the paperwork on the printer says it doesn't work. Mrs. Shank suggested asking Mr. Abbott if he can use it for parts.

Mrs. Shank made a motion to approve the removal of the Brother printer/fax copier and the Makita Chop Saw from the Road Department's inventory and dispose of them as necessary. Motion seconded by Mr. Rackley and passed.

Request to go to bid for chip seal projects: Mr. Rackley made a motion to approve going to bid for the annual chip seal projects. Motion seconded by Mrs. Shank and passed.

LANDFILL & RECYCLING – Dan Hill was present.

Mr. Hill reported that the Landfill crew is still working on the construction of the tire fence. Mr. Hill also reported that he went ahead and built a burn pit in Grass Valley. Clayton Randolph spent five hours there on Saturday. He turned three Humboldt County residents away. The Grass Valley Fire Department will be burning the material in the burn pit as necessary.

Request to go to bid for Landfill Loader: It was noted that both bids (chip seal oil and loader bids) were reviewed by the District Attorney.

Mrs. Shank made a motion to approve going to bid to purchase a loader for the Landfill. Motion seconded by Mr. Rackley and passed.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. McDougal stated that the District Attorney's office looks really nice. Mr. Handka stated that after the last Commissioner meeting they moved the DA's office into the Round Room. Flooring and painting were done in the office and then everything was moved back. At the same time, the roof of the Administration Building was re-done. The crew has also been busy getting all the water systems and outdoor restrooms up and running. They are also spraying weeds. It was noted that the restrooms in the Courthouse Park will be open during normal business hours during the week and closed on weekends. They will be open during special events like the Car Show and Frontier Days.

Mr. Rackley wanted to make sure that the damaged/stained ceiling tiles in the Justice Court are replaced immediately.

COMMUNITY CENTER/ECONOMIC DEVELOPMENT – Heidi Lusby-Angvick was present.

Request that the Commission draft a letter expressing their opinion of the I-11 Alternatives Analysis and the proposed routes through Northern Nevada: Mrs. Lusby-Angvick gave the same presentation to the City Council last night and they approved writing a letter in support of the B-1 route. Public Comment is due by April 13th.

Mr. Rackley made a motion to send a letter recommending B-1 as the proposed route of I-11 through Northern Nevada. Motion seconded by Mrs. Shank and passed.

Mr. McDougal stated that the Community Workshop for the Economic Development Strategic Plan is tomorrow at 5:30 p.m.

PERSHING COUNTY FIRE/AMBULANCE –

AMBULANCE: Chief Rodney Wilcox was present.

Chief Wilcox stated that the Ambulance had 70 transports, 4 were cancelled in route and 8 were refused. The EMT (Emergency Medical Technician) class just finished on Saturday. All students passed their practicals and one has already taken the final test. The others will have to make an appointment to take the final test. Chief Wilcox also stated that they are working on offering a "driver-only" class so new members can drive the ambulance prior to completing their EMT training.

Three people will be attending the National Rural EMS & Care Conference in Tucson, Arizona April 23-26, 2018. The Hospital was able to provide two grants to pay for the registration and travel. An item will be on the next agenda to approve the out-of-state travel.

LOVELOCK FIRE DEPT.: Chief Wilcox reported that there are currently 24 members on the roster. The first Firefighter I class was held and there were 4 participants from Imlay and 2 from Rye Patch that also attended. There is also a Hazmat Awareness class scheduled. There will be a Wild Land Refresher class with the BLM on April 17th. There is also a Chief's meeting with the BLM scheduled on April 21st in Winnemucca. All the Fire Chiefs from the rural areas have been invited.

Chief Wilcox also reported that he completed the two fire inspections that were needed.

Glen Rose spoke about 1099s vs W-2s for those members being paid for taking ambulance transports. Mr. Shields stated that the County has classified the Fire Department members as volunteers; therefore, they receive 1099s for any payments that they receive. Mr. Shields stated that he will do some more research.

COOPERATIVE EXTENSION – Steve Foster was present.

Mr. Foster stated that the 75th Annual Pershing County Junior Livestock Show and Sale will be held on April 29, 2018 this year. The free Radon test giveaway just ended. Twenty-one test kits were given out. The "Grow Your Own" program is still going on, but they haven't had much participation this time around. He is still working with the BLM on the outcome grazing impact project in Imlay. They are trying to get an increase to AUMs (Animal Unit Month) to help control the cheat grass. The next meeting is April 24th. He is also still working with the Grazing Response Index Program that was set up through the Western SARE (Sustainable Agriculture Research and Education). They visited several ranches.

Mr. Foster attended the Big Meadow Conservation District meeting. They are getting ready to give out trees to the school children. He is the State Coordinator for the Western SARE, so he participates in teleconferences and just completed the yearly report for last year and the grant proposal for the new year. Mr. Foster stated that he also sits on the Humboldt Water Shed Weed Management Association Board, but he would like to see if someone from our local Weed Board would be interested in serving as it would be more beneficial to them. Cooperative Extension is developing teams to identify needs for positions or programs within the various sectors of the department and Mr. Foster is participating on the Ag-Natural Resources team.

Mr. Foster will be holding a Pesticide Applicator's training in Lovelock on Friday, April 6th. Mr. Foster is working on the soy bean test plots and is waiting for the beans to be delivered.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that 15 new tickets were opened in March and 19 tickets were resolved. The average first response time was under two hours. He is working on changing how he reports the average resolution time as some of it is dependent on outside vendors, which is skewing the time. Mr. Abbott stated that since the last meeting he set up a temporary network in the Commission Chambers for the DA's Office and then re-set them back up upstairs when the construction was completed. Mr. Abbott reported that the Tyler install is still ongoing and the VOTEC server should be delivered tomorrow. He also stated that the new website has gone live.

Request for credit card with \$1,000.00 limit: Mrs. Shank made a motion to approve the request for a credit card with a \$1,000.00 limit for Justin Abbott. Motion seconded by Mr. Rackley and passed.

Mr. Shields thanked Mr. Abbott for keeping the interruption to the DA's office to a minimum.

The regular meeting recessed at 9:31 a.m. for a Liquor Board meeting and reconvened at 9:32 a.m.

CODE ENFORCEMENT – Fran Machado was present.

The Board was given the quarterly report for January through March. 101 new complaints were received. Mrs. Machado stated that she also met with local BLM representative to coordinate efforts.

Carolyn Hultgren thanked Mrs. Machado, as the exit at Rye Patch is so much more pleasant.

PUBLIC DEFENDER – A written report was received.

SAFETY/GRANT WRITER – *Request permission to apply for Preservation Assistance Grant; Community Connect Grant and Staffing for adequate fire and emergency response (SAFER) grants:* The Board did not have a lot of information on any of the grants. Mr. McDougal was ok moving forward as long as the County can decline the award if the requirements aren't fiscally reasonable. The Board does not want to miss any deadlines.

Mr. Rackley made a motion to approve applying for the Preservation Assistance Grant. Motion seconded by Mrs. Shank and passed.

Mrs. Shank made a motion to approve the Community Connect Grant and Staffing for Adequate Fire and Emergency Response (SAFER) grants. Motion seconded by Mr. Rackley and passed.

PERSHING COUNTY EMERGENCY OPERATIONS MANAGER/LEPC – Charlie Sparke was present.

Mr. Sparke reported that the State Emergency Response Commission performed an audit of our grants. They looked at all the physical inventory purchased with grant funding. There were no findings. LEPC will be meeting tomorrow and they will be discussing the United We Stand Grant.

Approval of the 2019 SERC Grant and the 2018 EMPG Grant: Mrs. Shank made a motion to approve the 2019 SERC grant in the amount of \$28,225.00 as presented. Motion seconded by Mr. Rackley and passed.

Mr. Sparke explained that the 2018 EMPG grant runs on a Federal Fiscal Year. The total grant is for \$25,000, with a 50/50 match.

Mrs. Shank made a motion to approve the 2018 EMPG Grant as presented. Motion seconded by Mr. Rackley and passed.

PLANNING AND BUILDING DEPARTMENT / IMLAY WATER: James Evans was present.

Mr. Evans gave the Board his monthly report. There will be a Planning Commission meeting tonight to consider a boundary line adjustment. Mr. Evans reported that his new employee is catching on quickly.

On April 18th and 19th, Mr. Evans will be in Carson City attending the Advanced Essential Management classes. He will also be out of the office on April 20th and 21st for School Board business.

The Imlay Water meters were read on Monday and the water samples were taken to Reno. The bills were sent out yesterday. The tank maintenance and cleaning will be scheduled in May or June.

Mr. Evans also reported that he would be on vacation starting tomorrow and coming back on April 13th.

FRED STEINMANN, DPPD, ASSISTANT RESEARCH PROFESSOR, COLLEGE OF BUSINESS, UNR: PRESENTATION FROM THE NEVADA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION AND THE NEVADA LEADERSHIP PROGRAM – UCED REGARDING THE FEBRUARY 2017 NEVADA PLANNING GUIDE AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES OFFERED BY THE CHAPTER AND THE NEVADA LEADERSHIP PROGRAM – Mr. Steinmann gave the Board a copy of the 2017 Nevada Planning Guide. The guide was published as a cooperative publication between the University and the American Planning Association. The guide provides information for planners, citizens and elected officials on how planning works in Nevada including information on Master Plans, implementation strategies, fiscal tools, and legal issues.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson reported that they mailed the Certified Letters to the 3 year delinquent property owners last week. They will also be sending the 1 year letters by regular mail this week. Mrs. Donaldson didn't have numbers to report, but it appears that the overall delinquencies are down from prior years. Mrs. Donaldson has been auditing the voter roll in preparation for the software conversion, which should start next week. Mrs. Donaldson also reminded the Board that the Primary Election is on June 12th and Early Voting starts on May 26th.

Approval of corrections/changes to the Tax Roll: There were no corrections or changes to the Tax Roll submitted.

Approval of Scope of Services for Bond Counsel in regards to the Humboldt River Ranch Special Assessment District and refund of assessment payments: This item will be on the next agenda.

Approval to advertise/hire vacant ¾ time Admin. Clerk I/II position: Mrs. Shank made a motion to approve the advertisement and hiring to fill the vacant ¾ time Administrative Clerk I/II position in the Clerk-Treasurer's Office. Motion seconded by Mr. Rackley and passed.

Salary Resolution for Barrie Medeiros: Mr. Rackley made a motion to approve the Salary Resolution for Barrie Medeiros moving her from ¾ time to full-time effective April 2, 2018. Motion seconded by Mrs. Shank and passed.

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board the month end reports. Mrs. Childs stated that she will have an item on the next agenda as the Board needs to review the critical need criteria for reserve deputies per the PERS requirements. Mrs. Childs spoke about the Tyler Technology conversion and stated that they are currently doing the acceptance testing for the Eagle Recording program. They are currently converting documents to the new system. The go-live date may

be as early as July. They will go forward with the financial package next. Right now, completing budgets is her top priority.

LAUREEN BASSO-CERINI, ASSESSOR – Ms. Cerini gave the Board some information in regards to the Landfill Assessments that Ms. Lerner has recovered.

BRYCE SHIELDS, DISTRICT ATTORNEY – Mr. Shields spoke about the office remodel. *Request to authorize NACO (Nevada Association of County Officials) to retain Resource Concepts, Inc. (RCI) to provide technical support to nine counties during the BLM's Nevada Greater Sage Grouse Land Use Plan Amendment process in the amount of \$6,000 to \$10,000:* Mr. Shields spoke about the resources RCI could supply in terms of research, time and effort. Mr. Shields stated that RCI expects to bill NACO approximately \$50,000. Right now there are ten counties contemplating entering the agreement as a third party beneficiary. The cost would be dependent on how many counties decide to enter the agreement. Mr. Shields also stated that this money could come out of the Litigation budget.

Mrs. Shank made a motion to approve authorizing NACO to retain RCI to provide technical support during the BLM's Nevada Greater Sage Grouse Land Use Plan Amendment process for an amount between \$6,000 and \$10,000, to be paid for out of the Litigation Budget. Motion seconded by Mr. Rackley and passed.

KAREN STEPHENS, JUSTICE COURT – *Approval to retain the Administrative Assessments and Court Facility fees for the ongoing and exclusive use of the Lake Township Justice Court:* Mrs. Shank made a motion to approve the Lake Township Justice Court retaining the Administrative Assessments and Court Facility fees for the ongoing and exclusive use of the Lake Township Justice Court as presented. Motion seconded by Mr. Rackley and passed.

JERRY ALLEN, SHERIFF – Sheriff Allen stated that there are currently 21 inmates in custody, 20 in-house and 1 at a different facility. Sheriff Allen stated that he is in receipt of correspondence from Devnet regarding the Business License programming, but he hasn't had a chance to speak with anyone yet. He also attended the 911 Advisory Board Meeting yesterday. Sheriff Allen reported that he has finally started receiving some correspondence back in regards to the letters of intent he sent to potential deputy candidates. A fire drill was performed at the Jail a few days ago.

Approval of Interlocal Agreement between Pershing County Sheriff's Office and the State of Nevada to use Silverflume for a business license portal: Mr. Shields stated that this agreement would give the Sheriff's Department access to the Silverflume Business License Portal. There is no cost to the County for using the portal. Mrs. Shank asked if any new hardware or software is needed. Sheriff Allen stated that he will need the ability to accept credit card payments.

Mrs. Shank made a motion to approve the Interlocal Agreement between Pershing County Sheriff's Office and the State of Nevada to use Silverflume for a business license portal. Motion seconded by Mr. Rackley and passed.

Approval of Youth Resource Officer Grant: It was noted that the current grant is supposed to be funded at 75% federal, 25% matching funds. Currently, the Federal Government is withholding funds, so the State paid the first quarter. Next year's grant funds will be 50/50. The cost for the position is \$48,992.86, so that is the amount Sheriff Allen wrote the grant for.

Mrs. Shank asked if Sheriff Allen has approached the School District to help with the grant match when the funding drops to 50/50. She also asked if an MOU (Memorandum of Understanding) with the School District is needed. Mr. Shields stated that if we aren't willing to offer the service without funding from the School, then yes, we would need an MOU. Sheriff Allen stated that he spoke with the School District a while ago and they are looking at budgeting some funding for the program.

Shayla Hudson, School Board Trustee, stated that the School District currently has \$10,000 budgeted for the Resource Officer. She also stated that with the recent events, the State may be looking at providing some additional funding.

Mrs. Shank made a motion to approve the submittal of the Youth Resource Officer Grant as proposed. Motion seconded by Mr. Rackley and passed.

Approval to exchange K9 "Jax" for new K9 and supervisor training: Sheriff Allen stated that the cost for the new K9 and the training would be \$10,333.00. Sheriff Allen would like to use the Asset Forfeiture Funds to pay for this. Mrs. Childs stated that there was only \$5,600.00 budgeted to be used out of the Asset Forfeiture Fund for this year. Sheriff Allen asked if this could be budgeted for in the FY2019 Budget.

Mrs. Shank made a motion to approve the exchange of the K9 Jax for a new K9, to include supervisor training with the funding to come out of the Fiscal Year 2019 Budget on the condition that the funding is available in the Asset Forfeiture Fund. Motion seconded by Mr. Rackley and passed.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: Mr. Rackley stated that they haven't received an update from LCA, so they don't have an estimated cost for the project. He and Sheriff Allen have some concerns about building on the Cornell/9th Street site. They did look at some other sites and have discussed remodeling the current building if that is a viable option. Mr. Rackley stated that there is one site that wasn't looked at before that he feels would be an ideal location.

Mr. Rackley also met with representatives from USDA (United States Department of Agriculture). Looking at a \$6-8 million dollar loan the interest rate could be between 3.85% and 4%. The annual payment would be between \$316,000 and \$369,000. Mr. Rackley spoke with Mrs. Childs on Monday about being able to make this large of a payment. We need to discuss how we are going to pay for it. Mr. Rackley stated that he has not moved forward with contacting the realtor about the other two lots by the current Law Enforcement Center.

Mr. McDougal would like to hear more about this ideal location. Mr. Rackley stated that it is on Amherst Avenue, north of Main Street. It may belong to the City, but more research needs to be done.

Sheriff Allen stated that the previous architect stated that adding on and remodeling the current building would be cost prohibitive, but no one has actually looked into it. Mr. McDougal has always felt that they could build new secure areas and convert the existing building to non-secure space for offices, etc.

Mrs. Shank stated that we need to designate the PILT (Payment in lieu of Taxes) funding for this project. Mrs. Childs stated that there isn't any excess PILT funding to put away, it is used to fund the Senior Center, the Library and the General Fund. Mrs. Childs also stated that a loan would have to be approved by the Department of Taxation and if we are not financially stable they could deny it.

The Board will continue looking at all options and Mr. Rackley will do some research as to who could do an assessment on the current facility.

JEFF ELERICK, PERSHING COUNTY ROAD DEPARTMENT: REQUEST FOR APPROVAL TO START A VEHICLE REPAIR SHOP, PURSUANT TO PERSHING COUNTY PERSONNEL POLICIES CHAPTER 6.4.8, "OUTSIDE EMPLOYMENT" – Mr. Rackley made a motion to approve the request from Jeff Elerick for outside employment to start a vehicle repair shop, pursuant to Pershing County Personnel Policies, Chapter 6.4.8. Motion seconded by Mrs. Shank and passed.

SALARY RESOLUTIONS: T. GALLAGHER, PLANNING AND BUILDING – Mrs. Shank made a motion to approve the Salary Resolution for Tina Gallagher moving her from an Administrative Clerk II, Range 26, Step 3 to a Planning Technician, Range 30, Step 1 effective March 27, 2018. Motion seconded by Mr. Rackley and passed.

PROCLAMATIONS AND AWARDS: NATIONAL VOLUNTEER WEEK – Mrs. Shank made a motion and read a Proclamation declaring April 1-7, 2018 National Volunteer Week. Motion seconded by Mr. Rackley and passed.

CHILD ABUSE PREVENTION MONTH – Mrs. Shank made a motion and read a Proclamation declaring April 2018 Child Abuse Prevention Month. Motion seconded by Mr. Rackley and passed.

11TH JUDICIAL DISTRICT COURT: REQUEST FOR DIRECTION ON HOW TO PROCEED WITH A GRANT FOR COURTHOUSE SECURITY INVOLVING PHYSICAL MODIFICATIONS TO HALLWAYS AND OFFICES IN THE COURTHOUSE OR HIRING PART-TIME SECURITY TO PERFORM SCREENING AT ONE ENTRANCE OF THE COURTHOUSE – Frank Wilkerson, District Court Administrator, was present.

Mr. Rackley stated that he is against putting up additional walls in the building and hiring security guards. He does agree with employees having key-card entry. Mr. McDougal agreed and thinks security should start at each office. Mrs. Shank stated that POOL/PACT will do a Safety Evaluation. The Board thought that would be a good idea. Mrs. Shank will call them and have the evaluation scheduled.

RESOLUTION CREATING A COMMITTEE TO WORK ON THE 100TH ANNIVERSARY CELEBRATION FOR PERSHING COUNTY IN 2019: Mr. Rackley made a motion to adopt Resolution #18-0403 creating a temporary committee to plan activities for the 100th Celebration of the founding of Pershing County. Motion seconded by Mrs. Shank and passed unanimously.

UPDATE ON MATTERS RELATING TO THE PERSHING COUNTY ECONOMIC DEVELOPMENT AND CONSERVATION ACT: There was no update given.

APPROVAL TO WRITE LETTER FOR SUPPORT FOR AMTRAK TO STOP IN LOVELOCK, NV: Mr. Rackley made a motion to write a letter of support for Amtrak to stop in Lovelock, NV. Motion seconded by Mrs. Shank and passed.

REPORT FROM LEGAL COUNSEL: Mr. Shields did not have anything to report.

REPORT FROM ADMINISTRATIVE ASSISTANT: REQUEST FROM HIGHER ROOM RATE FOR COMMISSIONER ROBERT MCDUGAL TO ATTEND CNRWA (CENTRAL NEVADA REGIONAL WATER AUTHORITY) MEETING IN EUREKA, NV ON APRIL 27, 2018 – It was noted that the room rate is \$96.89.

Mrs. Shank made a motion to approve the higher room rate for Commissioner McDougal to attend the CNRWA meeting in Eureka, NV on April 27, 2018. Motion seconded by Mr. Rackley. Mr. McDougal abstained. Motion carried.

ITEMS FOR FUTURE AGENDAS: Mr. Rackley stated that he will also need an agenda item for the next meeting to approve out of state travel and a higher room rate.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mrs. Shank spoke about the Grass Valley Town Hall, stating that there was a good turnout. There were also several compliments given to the Road Department. The signs with the new name of the Community Center have also been installed. They also discussed establishing a recycling center.

Mr. Rackley reported that the 911 Committee met yesterday. The body cameras were discussed as well as helping pay for them by increasing the surcharge. Mr. Rackley attended the Airport Conference in Gardnerville last week and it was very informative. He met with the FAA (Federal Aviation Administration) twice and discussed the plans for the Airport, short and long-term. Mr. Rackley will be attending the National Translators Association Meeting in Salt Lake on May 4th. He attended this meeting last year in Denver and it was very beneficial, especially with all of the changes that are going to be happening in the future.

Mr. McDougal stated that he has a phone conference tomorrow morning in regards to the Naval Air Station Expansion. Mr. McDougal also reminded everyone that PCEDA (Pershing County Economic Development Authority) is hosting a public meeting tomorrow evening to discuss the Strategic Plan. Mr. Rackley stated that the meeting will include a lot of group participation.

CORRESPONDENCE: There was no additional correspondence discussed.

PUBLIC INPUT: Carolyn Hultgren spoke about the discussion regarding security for the Courthouse. Mrs. Hultgren stated that the Courthouse is a beautiful historical building and to think that people couldn't visit the building is upsetting.

VOUCHERS: Mrs. Shank made a motion to approve the vouchers as submitted. Motion seconded by Mr. Rackley and passed.

PUBLIC INPUT: There was no public input at this time.

As there was nothing further to come before the Board the meeting adjourned at 11:52 a.m.

Approved 5/16/18: _____/s/
Robert McDougal, Chairman

Attest: _____/s/
Lacey Donaldson, Clerk