

Regional Airport Board

Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

January 15, 2015

Call to order

Chair Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:00 pm on January 15, 2015 at the Kelso Airport Fixed Base Operator (FBO) meeting room.

Pledge of Allegiance and Roll Call

The Board and attendees said the Pledge of Allegiance, Chair Darold Dietz reminded the body that there were comment cards available for written Public comment, and then roll call was read. The following members were present: Darold Dietz (DD), Chet Makinster (CM), Dennis Weber (DW), Sharon Zimmerman (SZ), Janean Parker (JP), Rosemary Siipola, and Karyn Anderson (KA). Sharon Zimmerman asked that the record reflect that David Fletcher provided notification that he would not be attending the meeting. Norm Krehbiel was also unable to attend the meeting.

Approval of minutes from last meeting

The Operating Board approved the November meeting minutes. Dennis Weber commented that the minutes were in order, extensive, and motioned to approve. Chet Makinster seconded the motion. All were in favor to approve the meeting minutes with no corrections.

Agenda Items

- a. General Claims and Year to Date Summary – (attached in the packet)

Rosemary Siipola and Karyn Anderson provided copies of the General Claims year to date summary report to the Board members and the audience members attending today's Board meeting. Rosemary Siipola explained to the Board that the Airport is at 90% of the estimated Budget. She further described expenses to be paid, the \$20,000 note to be paid to the City of Longview, and the excise tax estimation.

Darold Dietz asked Rosemary to further describe some of the unexpected Airport expenditures. Rosemary replied that some of the Airport's unexpected expenditures included the Burlington Northern Lease agreement, the Airport's underground storage tank license (that hadn't been paid for over 2 years), Airport repairs (e.g. the fence repairs that resulted from the car wreck), and the Airport's

Rotating Beacon light repairs. Rosemary added that the bottom line budget amount and expenditures were very close and had the Airport not had assistance with the Beacon light repairs that would have resulted in another expense and going over budget. Rosemary extended another thank you to the Board members for assisting in the coordination of that repair effort.

Additionally, Rosemary shared that the Airport went over budget on fuel and electricity. The new budget for 2015 will be more in line with actual expenditures based on accounting from 2014. She pointed out that the second page captures CIP funds, bills, FAA funding, and revenue neutral items such as the quarterly leasehold tax, overpayments, and refunds. The Airport was also slightly over in legal and the maintenance salary area, and that she had submitted the monthly bills (general claims) to the City of Kelso.

Chet Makinster commented that he is pleased with what is going on at the Airport, Airport Management is capturing things that the Board wasn't aware of through the changes, are getting everything caught up, and it seems to him that the Airport is beginning to get in really good shape.

Sharon shared that a major milestone was regarding the utility billings that would be mailed to the Airport Office, City Hall, or other locations. Sharon described that Rosemary was able to get all of the meter bills (10 total) sent to the Airport Office. Rosemary added that it helped to get the bills in order and improve payment timeliness. Group discussion regarding the billing, updating the billing address and creating various accounts with local businesses.

Darold Dietz said that he had one comment that he would like to add regarding the Airport Management team. Darold said that he works closely with the team, probably more so than the other Board members, and that he sees the Airport Management team donating a lot of their time. He added that these are small triumphs, that the Management team does a great job, he wanted to make sure everyone was aware of this, and wanted to say Thank you. Other Board members concurred.

b. Personal Services Contracts:

i. Legal Services Update.

Sharon shared with the Board that she and David Futchter were the point persons nominated to outreach with Attorney Paul Roesch, that she and David had an opportunity to meet separately with Paul, and that he was here attending the Board meeting as a result. Sharon added that Paul now has an understanding of

some of the accomplishments we've made over the last year and things that are on our plate here at the Airport.

Sharon then introduced Paul Roesch to the Board and audience members. Paul Roesch spoke about himself and offered to the group a brief introduction. Paul shared that he had been practicing law since 1975, that his practice is limited to Civil law, and that the minutes from last month referenced his "retirement". He explained that he doesn't use the "retirement" word, rather he has reduced his practice and limited work to Tuesday, Wednesday's and Thursday to accommodate family and weekend activities.

Paul shared that he continues to work on planning and administration and with small business clients. He has a lot of experience representing small businesses, and smaller municipal agencies, other than cities. He enjoys the work he has been doing and thinks he can complement what Janean Parker (resigning Airport Attorney) has been doing. He also understands that Janean wants to avoid a conflict of interest and believes his role will be to recognize that this group is an independent legal body with a good set of legal shoulders that can help you move forward.

Paul stated that he is interested in working with the Airport Operating Board as legal representation if the Board is interested. He added that he takes minutes at the next PFD meeting and will need to leave this meeting early. He also understands there will be some contract work to be done and can get that done in a timely, competent and professional manner.

Darold Dietz asked Janean Parker if the Board needed to vote on approving Paul Roesch as the new Airport attorney. Janean replied that it would be best to put a professional services agreement contract together, similar to what they have with Janean. Paul stated that he'd like to look at the contract as well.

Dennis Weber motioned to have the Airport staff prepare a Personal Services Attorney Contract for Paul Roesch. Chet Makinster seconded the motion. All were in favor of approving a Personal Services Legal Contract for Paul Roesch.

c. Airport Insurance.

Sharon reviewed the Airport Insurance table summary with the Operating Board in response to their interest regarding the type of insurance held by the Airport and their current premiums. She also wanted to make sure to highlight for the Board the Hiscox Directors Liability, Automobile Policy for the Airport's truck, and the general aviation liability. That these three insurance policies were included in their Interlocal agreement. The Underground Storage Tank and the

WCIA Property and Employee insurance have been traditionally paid for by using airport funding.

In 2013, the WCIA coverage began excluding Airports in their coverage policies. Airport Management was assured that the Airport is still covered on the property side, and there are still some questions in regards to the employee coverage. This is something that Sharon plans to have Paul look into further. Sharon added that the Airport Management insurance item listed on the table, meets the contractual requirements of SWRA and the ZES agreement, and that ZES pays for this premium.

Darold Dietz asked if this also represented the months that insurance premiums are paid. Sharon replied yes. Sharon plans to have these policies streamlined to a common coverage and expiration period. A similar exercise to that of the Airport meter billing effort.

Darold Dietz asked how we know if these are the best “shopped” prices. He shared that at the Port every year they go out and shop for the best prices. He asked if this is something that happens every year and if we knew. Sharon said she doesn’t have an answer. Janean replied that she isn’t aware, as it relates to the Fournier policy, under the WCIA insurance Airports are excluded, and that’s why the City went out and got a separate policy for Airport Liability which is the other Fournier policy. To Janean’s knowledge the policy hasn’t been reviewed since the Board formed, when the Board became an entity the Director’s and Liability coverage was actually for the Board and there was a comparison done at that time with WCIA, and that’s the one that the Board chose to go with.

The WCIA property ownership and employee insurance is tracked through the City, and is not something that the Airport can set up and track independently. The last insurance listed on the table is because Sharon had to provide insurance, Fournier was able to add her onto the policy, and this becomes her insurance coverage. Janean believes that this could be “shopped” as well, but it could be more expensive in the long run. Janean added that she would be happy to research this further and is happy to answer any questions for the Board.

Brian Butterfield, audience member, offered some history regarding the insurance for the Board and the Officers. He shared that there were not a lot of companies that offered that coverage and that it took a couple of weeks for the broker here in town to find an insurer that would write that policy.

Darold Dietz asked if it was common practice every year for the City of Kelso to shop for better insurance rates. Brian Butterfield replied that for the liability insurance that he doesn’t recall doing that, because in the scheme of things it was

not a lot of money. Janean added that the \$5000 WCIA policy not only covered the employees but would be the insurance for Airport property coverage.

Dennis Weber asked for clarity regarding #1 and #5 on the table. Janean replied that #1 is the insurance for the Board and the Board added Sharon onto that as one of the insured. Janean explained that #5 is for the underlying property insurance for the Airport, Kelso has property and it needs to be insured, Kelso has a certain number of employees and as they understand Dan is covered under this.

Group discussion regarding the amount that is being paid for the WCIA insurance. The amount reflected on the table, \$5680 is accurate. Dennis Weber asked if the top three policies member entities agree that these should come out of their contributions. When the transition occurs to the Port of Longview that will be reduced or eliminated. Sharon replied that she assumes that the Port of Longview, as the new owner of the Airport, would be going through a similar exercise, establishing their own insurance.

Janean replied that the Port of Longview will most likely have the same issue, a lot of general public insurances exclude Airports but since we don't know what that transition will look like exactly, she can't speculate. Dennis Weber added that the Port of Longview will have access to policies that will most likely include more, and in addition will cover an Airport.

d. Financial Procurement Policy.

Sharon explained that at the last meeting they provided a draft to the Board, and that Janean had a few edits for the Board since that meeting. Janean replied that she made those changes, a few small edits and grammatical changes, and feels it's ready to go for the Board. The highlight is that the signatory limit for Airport Management is set at \$15,000 dollars. There was discussion at the last meeting that the group felt this was a reasonable amount based on budget and things that the Airport Manager would routinely see.

Dennis Weber motioned to concur with Management's recommendation to adopt the Final Procurement Policy. Chet Makinster seconded the motion. All were in favor of approving the Final Procurement Policy.

e. Airport Stormwater Fee.

Sharon explained that she is moving this forward based on a Board directive of developing a sustainable budget, better understanding the budget, and finances. She added that in reviewing the stormwater fee assessment there may be an opportunity to reduce the fee amount. Sharon explained that the Airport owns

over 25 parcels with varying levels of Development. Sharon explained the different parcel types while referring the Operating Board members to a large aerial map of the Airport properties. She explained that the City of Kelso ordinance authorizes the stormwater fee by property category and establishes the rate. She shared that the property located within the Airport, identified as undeveloped, has no fee charge. If the land is considered developed, than the property category is determined and the fee is assessed.

Sharon shared that currently the assessment takes into consideration about 5-6 parcels. When we consider the other remaining green space parcels it changes the impervious area to total surface area. Sharon highlighted, the City has combined all of the 5-6 parcels and calculated it all as one. She is interested in all of the airport owned parcels applying this methodology in the fee calculation.

This could result in a savings that the Airport could recognize. The stormwater fee is assessed regardless of ownership. Sharon added that the purpose of bringing this forward to the Board today was to see if they felt it was prudent to move forward or postpone it for another time.

Dennis Weber stated that it is \$2,500 dollars. Sharon replied, yes it is a couple of hangar gutters, or taxiway crack sealing. Darold Dietz asked how much time she planned to put into the project, understanding how much \$2,500 dollars means to the Airport, and if Management thinks they could get it accomplished without too many staff hours. Dennis Weber then asked if she had spoken to the City so that there is internal consistencies with all of their properties. Sharon replied that at this point she was looking to see if it was a viable option and if the Board had an interest in pursuing.

Chet Makinster agreed, regardless of who the owner is that there is Board interest. Sharon replied that she will explore how much of an effort it would be to work with the City. Darold Dietz agreed. Group discussion regarding how much time, what would be proposed, and whether or not they would accept it or not.

Dennis Weber motioned to approve the Airport Manager to work with the City of Kelso to update the Stormwater Fee Assessment methodology to include all SWRA parcels. Chet Makinster seconded the motion. All were in favor.

f. Airport Letter of Support: Cowlitz County Planning Commission Airport Overlay

Sharon shared the letter of support that was drafted for the Cowlitz County Planning Commission for their efforts to identify the Airport Overlay building zones. As permits come into the county that are within the Airport's restricted

airspace, it will trigger coordination with the Airport and assure that buildings aren't encroaching into the FAA regulated Airspace and causing safety concerns.

Dennis Weber added that another part of the land use is to support the City of Kelso's intent to annex certain parcels. Dennis is curious if we are supporting that, should we mention that, what the intent is, without an elaborate planning process. The Board is supportive of the City. Sharon mentioned that isn't something that the Board has discussed, nor has there been an official position taken.

Rosemary added that the intent with the planning group is to get something that will trigger the filing of a 7460 form with the FAA prior to issuing building permits. Rosemary shared that there were two properties within the last year that were in regulated airspace. Dennis Weber apologized, believes he is confusing his hats. Janean added that this is important, because there were a couple of permits issued that caused the Airport some trouble, so she believes this makes sense to keep the other separate, and make this something the Board fast tracks, and doesn't delay this because of the other annex issue.

Rosemary shared at the next commission meeting it is her understanding that they plan to adopt this. Audience member, Jerry Sorrell, shared with the Board that the Airport overlay plan is 170Feet in height, and that 10,000 feet from the Airport needs to be reviewed, and reminded everyone about the Grain elevator. Jerry added that it isn't only the County, that it is Longview and Kelso that needs to be aware of Airport intrusions. He also pointed out that there is a diagram in the Airport Masterplan.

Sharon added that this was an update for the Board and Management's effort to minimize impacts to our Airspace. Chet Makinster asked if Sharon would be following up with the City of Longview as well. She replied that they are well aware, but that yes it would be a good next steps to follow up with the City. Group discussion regarding the City of Longview's understanding of this process as well.

g. Airport Letter of Support: New Development and Building Hangar

Sharon shared with the Board that the attached letter of support was drafted in response to the interest in development of a new corporate hangar. Last month, the Board was interested in having Airport Management draft a letter of support or encouragement to Warren Longden of Long Air, Inc., so this is what was prepared for review and potential signature.

Chet Makinster thought that the letter of support looked good and asked audience member Warren Longden his thoughts. Warren replied that he thought it looked good and wondered what kind of time frame would be needed from FAA. Sharon replied that it is key to have an idea of what the applicant would need at the Airport in order to coordinate with FAA. The FAA process will be more difficult.

Warren expressed that time is of the essence, that they are very skeptical that the Hangar and the moving of the storage tank will ever happen because it has been so slow over the years. Additionally, Warren added that if the Airport doesn't want the flowage fee, than they would just leave the tank in its current location.

Currently Warren shared that they are going through about 60,000 gallons of fuel, that this would generate flowage fee income for the Airport, and that he would like to see it come to the Airport. Also, as fuel prices lower, they are tanking in more and more fuel all the time and that they pay their flowage fee up front. Warren said they pay all of their taxes up front.

Dennis Weber asked what the next steps would be for the Airport. Sharon replied that she understood that there was a key person that would need to be available on Warren's part and that key person would not be back until January. Warren replied yes, and that he was not back yet. Sharon asked if Warren would be available to meet with her next week. Warren said that he would try.

Chet Makinster asked for clarity. Chet asked if the Airport staff was waiting for Warren's person to be available before anything could move forward to FAA. Sharon replied yes, that she understands the proposed hangar orientation to be impacting other items at the Airport. Chet asked if the Airport had done everything that they could do at this point. Sharon replied yes, and that the owner and staff need to get together to determine the orientation and what obstacles are identifiable to determine what can be addressed.

- h. SWRA Current Business: Hangar Occupancy, Property Management-Long term lease update, Capital Improvement Project update, and Airport Ownership Transition.

Hangar Occupancy Report agenda item.

Karyn described to the Board that the Airport had leased a total of 53 hangars out of 70, which puts the Airport at 76% occupied. She pointed out that this is down from last month. She went on to explain that the Airport had one tenant leave Hangar C, however she does have a meeting scheduled on Monday with a potential new tenant that will be in the area. Sharon added that while this is a Holiday on Monday, she and Karyn plan to be in the Airport.

Property Management – Long term lease.

Sharon shared with the Board that two Long term lease hangars (#52 and #53) as of January 1, 2015 have converted over to the City of Kelso ownership, and therefore the fee being collected of a base fee of \$370 dollars per year, is going to approximately \$370 per month. We anticipate, given the current tenants remain, an increase in revenue of approximately \$6,000 a year.

Capital Improvement Project Update.

Sharon described to the Board that she was working with Don Barclay (Reid Middleton consultant/audience member) regarding project schedule. She explained that in regards to wetlands there were different thresholds, and that Don had provided a schedule that accounts for those different thresholds. She then asked Don Barclay to provide an update regarding the mitigation.

Don Barclay explained that he recently had a meeting regarding wetland banking. That he understands that the City had negotiated up to a half acre credit free of charge for the Airport project. This is very encouraging because that means the Airport won't have to actually do mitigation plans. The earliest the banking would be available is during the summer of 2016. The wetland banking developer is under great pressure to have it done by this summer so it would be available for a couple of larger public works projects. Don Barclay added that the timing looks encouraging.

Sharon shared that the City of Kelso has done a terrific job isolating that ½ acre for the stopway project. Dennis Weber asked if that had the potential of loosening up the county grant that was to go to mitigation toward other phases of the stopway project. Dennis asked Sharon to give Claire a call to find out what's needed, once they get to that point.

Sharon added that there is three different grants with three different scopes, and once they have more information they can move forward on that. Don Barclay added that the actual cost is \$200,000 which is a savings of \$100,000 dollars. Darold Dietz said that this was very good and exciting.

State Auditor's Update

Sharon explained to the Board that she did send the letter indicating an alignment with the City of Kelso's schedule. She hasn't heard back regarding the actual date, but understood it is in April-May timeframe. Brian Butterfield added that it

typically starts in May and ends in June. Darold Dietz asked if that was tentative and if they would align. Brian added that they have a lot of people they are trying to fit in, so the City of Kelso will typically take what they can get in regards to dates.

Legislative Update

Rosemary Siipola explained that the Diking District Assessment status will most likely take time. In addition, the Association of Washington Businesses has Aviation excise tax as a priority. She described that currently, 90% of the aviation excise tax collected goes to the State General Fund and only 10% of it goes back to Aviation. There is approximately \$700,000 a biennium, and could drop that line regarding the match that's required. These Aviation funds could be used by Airports to meet the FAA Grant Local Agency Match requirements.

Rosemary added that she plans to attend the Legislative breakfast on January 26, 2015, she plans to continue to support, and push this with legislators (e.g. Brian Hatfield). Chet Makinster said it is important to discuss with legislators. Rosemary agreed, and said it could go a long way on the state grant matching and will keep the local matching requirements very low.

One last item is that Airport Management sold the Airport pickup for \$1200 in December. Group discussion regarding what this could pay for. Rosemary mentioned that gutters would be repaired next week Tuesday. There was question regarding which Hangars would be repaired. Karyn replied Hangars 52, 53, 54, and 55.

Airport ownership transition update.

Sharon shared with the Board that at the last meeting we learned that Geir and Steve were going to meet and that meeting has occurred. Sharon is unaware of the outcome of that meeting. Sharon asked Darold if he knew the outcome. Darold replied yes, that he believed the City of Kelso had a concern which was in regards to the transition timing, making it sooner rather than later. Sharon asked Darold if there was still interest (Airport ownership transition) from both parties (the City of Kelso and the Port of Longview). Darold replied yes.

- i. Action Items: Karyn Anderson was asked to read back the meeting action items to the Board members.
 - a. The first action item (item # 1) is in regards to the Personal Services Contract for Paul Roesch. Dennis Weber had moved to approve that the

Personal Services Contract was prepared by Airport Management staff and Janean Parker.

- b. The second action item (item # 2) was for Sharon to follow up with the City regarding the Stormwater fee assessment methodology.
 - c. The last action item (item #3), the Board asked Airport Management to fast track the Cowlitz County SWRA Letter of Support for the Airport Overlay.
- j. Public Comment and Other General Business:
- a. Public Comment:

Jerry Sorrell (EAA1111)

Jerry Sorrell provided a handout on the maintenance budget for public record and review. He described the overhead and maintenance in the latest budget only being approximately \$6,000 dollars. On the Masterplan it identified needs of up to \$48,000 for maintenance needs that are a one-time fix or on a reoccurring basis.

He added that the last time he was aware of a major crack sealing project was in 2013. That he and other pilots had observed the need for more crack sealing and areas that need to be crack sealed again due to poor workmanship. He also believes that the Westside of the Airport gravel area needs to be kept clean so that the gravel is not moved onto the taxiway and believes that this is Dan Johnson's (Airport Superintendent) responsibility to keep that cleaned.

He pointed out that these are ongoing issues, not items that have just occurred in the last year. Jerry shared that the AWOS area has grown into a large brush area that now is surrounding the anemometer making it read improperly.

Jerry offered a solution, that a portion of the items that he's provided today could be maintained by the Superintendent, who has an \$88,000 cost to have him here. Jerry pointed out that having only one person on some of these tasked items could be unsafe and therefore should be accomplished with supplemental personal. Jerry gave an example, which no one should go out and cut trees down by themselves without someone there to spot and help. An additional person can also speed up the project effort.

Jerry explained that Dan Johnson is under the umbrella of the City of Kelso. Jerry recommended that the exchange of personnel would be a more efficient way to do business within the City's workforce and how the money is spent. Jerry added that he isn't sure how this will work, knows that Dan reports to Sharon for daily operations, and isn't sure how that works with Randy. Jerry said that his point is that it would be a better use of workforce if there could be an exchange of personnel.

Lastly, Jerry indicated that Dan had gone to the County to obtain a quote for the crack sealing project, that the County came and looked it over and said they could take care of the crack sealing for 1/3 of the cost. Jerry added that from a pilot's perspective, in 2015 there is a need to have the runway and north ramp protected for the long haul, promoting of an Interlocal agreement between the City, County and the State to get maintenance done on an on call basis. This will improve efficiency far beyond the budget that the Airport has, and if there is no work at the Airport in the winter months due to rain, Jerry recommends that because Dan is a City employee, he should go over and help out at the City, rather than doing jobs that aren't as necessarily important. Jerry ended by saying this is an administrative issue.

Jerry then said that he would like to comment to Don Barclay. Don shared that wetlands are around the perimeter, they are at a threshold, that there is several wetlands, and that he is working on the conceptual design. Jerry said that part of this is Burlington Northern's land and wonders what the status is on the BNSF issue. Jerry said that his point is that he doesn't want to pay for something twice. Jerry also hasn't heard the status regarding the comments provided by the Airport and the EAA club, as to what is being done regarding the impacts of the third rail.

Sharon shared that she hasn't received a response on storm drainage or wetland impacts regarding the third rail project. She has contacted FAA, WSDOT Aviation, and at this point doesn't have an answer yet. She will provide an update next month. Rosemary added that they will continue to work with project managers.

Sharon added that she is working with Mary Vargas (FAA). Don Barclay added that if the land is considered BNSF land (rather than Airport land), they are needing a 10 acre credit for their project, federal money is paying for that and is the reason for the 2015 pressure regarding the certification of the Wetland Mitigation Bank.

Janean added that the City Council passed an amendment dramatically expanding the amount of property that we are putting into that bank. Group discussion regarding mitigation, the bank, and coordination between the Airport, County, and Diking District.

Dennis Weber asked that at the next Board meeting Airport Management add the BNSF Third Rail as an agenda line item.

Scot Walstra (Economic Development Council EDC)

Scot Walstra (EDC) said that he had a comment regarding what Jerry presented and what Airport Management was working on. Scot said that it appears that from the listening side, this is a call for a workshop, because this could affect operations at the Airport and because of the land banking opportunities. Sharon replied that this is what Don Barclay is working on with the Airport in regards to the Stopway project.

Sharon than described the various meetings that have taken place with BNSF, Rail, WSDOT Aviation, but has not met with the Diking District. Group discussion regarding the culverts and the upcoming opportunity to have a workshop. Sharon offered to add the Diking District on the Stopway Coordination list, and thought it was a great observation and will follow up with them regarding the stormwater plan.

Dennis Weber offered his assistance with his staff.

Office Hours for the Holiday

Sharon shared that Monday is a Holiday – Martin Luther King’s Day. Brian Butterfield confirmed that Monday was a Holiday for the City of Kelso. Sharon shared than that Dan Johnson (Airport Superintendent/City Employee) will not be at the Airport, but that Karyn and Sharon would be in the Airport on Monday to coordinate with a potential new tenant.

Sharon thanked Janean Parker for all of her work with the Airport. Janean is going to make sure that Paul Roesch has her phone number and can call her if he needs any background information. Janean added that it was a true pleasure working with the Airport through the inception to now, and watching things evolve, and would like to be kept in mind for things in the future. Sharon also provided an update to the Board regarding the Port of Longview Commission meeting that she attended. The Port of Longview adopted a Resolution that provides \$25,000 dollars to the Airport. The intent of those funds are to unlock Federal funds so the Airport has the

required local funding needed for match and to continue to move forward on projects.

k. Meeting Adjourn and Next Meeting Date

Darold Dietz adjourned the Meeting. Meeting adjourned at 4:20 p.m. Next meeting date is on February 19, 2015.

Sign in Sheet/Attendees: Don Barclay (Reid Middleton), Scot Walstra (EDC), Jerry Sorrell (EAA1111), Brian Butterfield (City of Kelso), Paul Roesch (Attorney), and Warren Longden (Long Air Inc.).

Minutes respectfully submitted by: Karyn Anderson