

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF  
SIERRA LAKES COUNTY WATER DISTRICT**

**Date:** Thursday July 14, 2022 / **Time:** 6:30 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was teleconferenced as provided by Government Code Section 54953(e), which modified the Brown Act teleconference rules during “State-declared emergencies.”. In-person attendance by the public at the District Office was not be permitted.

**I. Open Meeting:**

Roll Call:

Directors in attendance at the Sierra Lakes Boardroom:

Director Dan Stockton  
Director Karen Heald

Directors present by teleconference:

Director Jennifer Jackson

Directors absent from the meeting:

Director Jon Harvey  
Director David Keatley

Staff members in attendance at the Sierra Lakes Boardroom:

Anna Nickerson, Financial Consultant  
Patrick Baird, Utility Operator

Staff present by teleconference:

Paul Schultz P.E. Inc., General Manager  
Jeffrey Mitchell, District Counsel

Guests present at the Sierra Lakes Boardroom:

Carrie Hoyt

Guests present by teleconference:

Victoria/Peter Bailey  
Bob Gudz  
Tim Kustic  
Roger Drosd  
Sabr Abraham  
Jon Sorger  
Dick Simpson

Minutes Recorder:

Anna Nickerson, Financial Consultant

## **II. Decision to Meet Telephonically:**

The Board discussed whether or not to continue meeting telephonically. Directors Head and Stockton said they were happy with the combination of in person and telephonically. Director Heald said she preferred in person but understood that it was difficult for some to attend in person. Director Stockton said it was better for the public because the boardroom couldn't handle separation.

**A motion was made by Director Heald and seconded by Director Jackson to hold the next meeting telephonically.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson. Directors Harvey and Keatley were absent.

**III. Public Forum:** An opportunity for members of the public to address the Board on items that were not on the agenda. There were no comments.

**IV. Approve Agenda:** The agenda was presented to the Board for approval.

**A motion was made by Director Heald and seconded by Director Stockton to approve the agenda.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

**V. Public Comments:** An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. There were none.

## **VI. Operations:**

- A. Paul Schultz P.E. Inc., General Manager, presented his operations report to the Board for consideration and possible action. He reported the following:
- On June 21, 2022, a 4" water main, that runs along Soda Springs Road, broke. A proposal to fix the leak was on the agenda for discussion.
  - Confirmation from the California Rural Water Energy Association for the leak detection grant was still pending. He would be contacting them in the next week and hoped to be getting an answer.
  - The District successfully received a GIS Survey grant from the Rural Community Assistance Corporation. A kick off meeting was scheduled for Wednesday. A task order would be issued to Farr West Engineering to begin building the District's infrastructure GIS data base.
  - The PG&E Energy Audit would be discussed later in the meeting.
  - The previous Mutual Aid Agreement, that was entered into by Mr. Quesnel in 2018, was re-executed. The new agreement updated signatures for new districts general managers. The agreements allow support for other districts in the event of an emergency.
  - An introductory letter and revised Lake Management Plan was sent to all lakefront property owners to familiarize them with the changes. The annual inventory of docks and piers was scheduled to be completed within the next two weeks.

- The Zero Emission program was progressing. Other Districts submitted lists of equipment that could not be converted to zero emission in a timely fashion. The District did not submit a list because the District's equipment was redundant to the other district's equipment. However, he would sign the group letter once it was prepared.
- A couple of defensible space inspections were completed and one had to be rescheduled. CalFire would be in the area on July 21, 2022, to conduct a training exercise to teach wood cutters to fell trees.
- Three new task orders would be issued for the District Engineer; one would be to look at Woodard and Curan's AC Pipe Corrosion report to determine if a follow up was necessary or if the information could be used to identify where the worn out or eroded lines were. He had a couple other task orders on the agenda that would be discussed later in the meeting; one for the Soda Springs sewer overflow issue and one for the acquisition of the Ice Lakes Dam and Serena Creek channel.
- The remaining Policies and Procedure were reviewed by Directors Heald and Jackson and would be discussed later in the meeting.
- Sewer Infrastructure project was progressing well. There had only been one small request for extra work and credits were anticipated on other portions of the project to offset the extra work.
- The District was working with DSPUD to find another place for non-sanitary Vactor waste disposal.
- An application for the California Special District's Association (CSDA) Membership would be submitted upon Board approval; that cost was included in the budget.

Director Jackson said she had not had time to explore what CSDA had to offer and asked if Directors Stockton or Heald if they had any thoughts. Mr. Schultz provided a summary of the training that was available to staff and Directors.

Director Heald said she had a question about the watermain leak. She wanted to know how many customers were affected. Mr. Schultz said two customers were out of water and connection was restored by noon. Mr. Baird said more of the community was shut off while they were detecting the location of the break. Director Heald asked if any notification was provided to the community that they were going to be without water. Mr. Baird said they were in the field dealing with the emergency trying to address the situation. Director Heald asked if next time a text could be sent to Mrs. Nickerson so she could notify the community by a group email. The information could allow customers to change their plans about coming up. Mr. Baird said he returned all the calls that came in and called the two homeowners that were without water. He also said he would have Mrs. Nickerson send a message to the homeowners in the future.

Director Heald said she, Director Harvey and Mr. Schultz had tried to meet a couple times to discuss Mr. Schultz's workload and how to address the Lake Management Plan without impacting staff workload. The committee would be looking at alternatives for inspecting docks and shoreline issues at the beginning of the season.

Director Heald said she had not looked at CSDA's membership but felt they had valuable content. She said she did not receive any formal training when she joined the Board but

found the training, she received with another organization, very helpful. She said she had noticed some Brown Act issues over the last year and felt the training available could be beneficial.

Mr. Schultz said he heard through the grapevine that there was a period of time when people were concerned about taste and odor issues with the water. He said it was the result in adjustments made to the potassium permanganate that was supposed to bind with the soda ash but was disrupted by the water leak. There were no health risks and the issue was resolved. Mr. Sorger asked that homeowners be notified by email blast for this type of issue as well. Mr. Schultz said customers could call the office with any question, he was happy to take all calls.

- B. Patrick Baird, Utility Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:
- Donner Summit PUD had no violations in the month of June and spray irrigation of its secondary effluent began on the Soda Springs ski hill.
  - There were no sanitary sewer overflows for the month of June.
  - All water treatment requirements were met.
  - Water demand in June increased from May and sewer flows decreased. He said the five-year average was up slightly most likely due to the sewer capital improvements projects
  - Water demand averages were down approximately 30% after correction of the leaks found in May.
  - Staff had been cleaning sewer lines over the last couple months in preparation for sewer line inspection. The inspection report showed some areas that needed to be repaired. The contractor was consulted and work was anticipated to be complete by the end of the summer.
  - Meter installations continued.
  - The Badger System identified one significant leak in June and there were still 14 smaller ongoing customer leaks.
  - Staff worked on a few different leaks in the water distribution system including the recent June 21, 2022, break. A leak needing to be fixed was identified on Tamarack Way and a leaking fire hydrant was reported on Soda Springs Road.

Director Jacksons said she was curious as to why there seemed to be more water leaks given that the sewer and water laterals were made out of the same type of material and prior discussions were that the water laterals didn't leak as much because they were pressured. Mr. Baird said he wasn't exactly sure but thought the warmer weather, higher usage and increased use of a fire hydrants for flushing lines connected to the main that broke contributed to the increase; He said they believe the line had been leaking for a while and it finally gave out. Mr. Schultz said it could have been a small leak but by operating the fire hydrant a small water hammer (pressure surge) may have increased the leak.

Director Jackson said she was curious about the flows through the wastewater treatment plant. She said 39% seemed higher and asked if repairing the necks of the manholes would reduce the I&I. Mr. Schultz said there was no indication of sewage leaks and that the purpose of repairing the manholes was to reduce infiltration. Mr. Baird said he believed the reason for the increase was the capital improvements contractor dewatering into the system. He also said leaks were noted when cleaning the lines and that those leaking lines were put on the schedule for

repair. Mr. Schultz said he had calculated the flows earlier that day and found that the 2020/2021 flows were about 32% but that the 2021/2022 flows were significantly less at 24.7%.

Director Jackson asked that Mr. Baird provide a report on the sewer TV inspection at the August meeting.

**VII. Consent Items Calendar:** The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the June 9, 2022; June 2022 Check Register; financial reports for the month ending June 30, 2022; and Disbursements for Board Approval.

**A motion was made by Director Heald and seconded by Director Jackson to approve the Consent Items Calendar as presented.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

**VIII. Old Business:**

A. Mary Cummins, Robert W. Johnson, An Accountancy Corporation Auditor, attended the meeting to answer questions about the District's annual audit. Mrs. Cummins said she and Maggie Cummins were at the District conducting a day of preaudit and risk assessment and that they would be back after Labor Day to complete the audit. She said she understood that there was some confusion about the Engagement Letter.

Mrs. Cummins said, as part of an audit, the Auditing Accounting Standards required a written Engagement Letter identifying the type of work to be done; review, compilation or audit. For the District, the letter was for the annual audit. She also said that in the past, an engagement letter was only two pages but now it was five.

Mrs. Cummins said an audit report had three sections; Financial, Required Supplemental Information (RSI) and Supplemental Information. She said as a local government, the District was subject to both GASB (Government Accounting Standards Board) and FASB (Financial Accounting Standards Board). She also said the District would be unique, compared to other non-profit or private sector audits, because of RSI requirements. She said her understanding, based on reading the minutes, was that the RSI was causing the confusion with the Engagement letter.

Mrs. Cummins said the point of the Engagement Letter was to help the client fully understand what the audit was about. She said there were three basic financial statements; Balance Sheet, Income Statement and Statement of Cash Flows. She also said the Engagement Letter stated that the purpose of the audit was to express an opinion as to whether or not the three statements were free of material misstatements; misstatements could be error or fraud.

Mrs. Cummins said she believed the confusion was due to the paragraph that stated that the auditors would not give an opinion on the RSI. She said because the District had debt pension, CalPERS pension and OPEB plans, requiring financial statement presentations based on actuarial reports, no auditor would express an opinion on RSIs; auditors were not qualified to express an opinion on actuarial reports. She said the auditor was required to present the actuarial

information as RSI and provide footnotes but could not issue an opinion on the information. She said all the testing and all the procedures of an audit were designed to provide the client with assurance that the financial statements were not materially misstated.

Mrs. Cummins said an engagement letter focused on the independence of the auditors, the auditor's responsibilities, the client's responsibilities and the Board's responsibilities. Auditors look for internal controls when designing the audit, because they are the first line of defense, but do not issue an opinion on them; an auditor only issues an opinion on the three financial statements.

Director Jackson said what she remembered from the discussion at the last meeting that there was confusion as to what the audit would be produced. She said in her experience with audits, the audit would provide information about inconsistencies; these numbers don't add up or you need to have additional signatories for a particular process. Mrs. Cummins said the main product would be the audited financial statements. The second product would be the Management Letter which could contain information similar to Director Jackson's examples. However, she reiterated that the purpose of the audit was to issue an opinion on the financial statements not to test internal controls or determine if there was fraud. She said sometimes the auditors come across processes that could be helpful and would those suggestions in the Management Letter. Those suggestions could be accepted or not. The final communication would be the Board communication that could include information about new GASB pronouncements, report a management problem or problem with estimates. In January each year, the auditors also electronically files the annual State Controller's Report, also known as the final transaction report.

Director Heald asked that the auditor's presentation be made available to Directors Harvey and Keatley. Mrs. Nickerson said she would put a copy of the meeting recording in Dropbox and provide a link to both directors.

B. The Board discussed the proposed vacant lot donation by Mr. Flanagan. Mr. Schultz said Mr. Flanagan's grant deed was received and forwarded to Mr. Mitchell for review. Mr. Mitchell had a few minor comments but that it was generally consistent with the Board's previous discussion. Mr. Schultz said he met with Mr. Flanagan to confirm his expectations for the property. Mr. Flanagan said he wanted no development and nothing placed on the property. He said Mr. Mitchell's comments were in regard to making sure there were no other unknown encumbrances on the property and asking for an environmental assessment to make sure there was no environmental contamination on the property.

Director Stockton said he wanted to know what was in it for the District. Director Heald said, the more undeveloped property around the lake the better for the District. She also said Mr. Flanagan's request was to maintain the parcel as natural open space in perpetuity; no paths, benches, picnic tables or tables. Mr. Mitchell said it should be made clear from the beginning that there should be nothing constructed on the property and that there was a difference between telling people to keep off and restricting access to public property to protect water quality. Ms. Hoyt said it was Mr. Flanagan's intent to keep the parcel in its natural state. Mr. Mitchell said he would have concerns if the District was to accept a property that required restricting public access. Director Jackson said what she was hearing was that Mr. Flanagan wanted to keep the property as it was, not encourage public access but not restrict public access. Ms. Hoyt said that was her understanding and would not want to see people gathering and having parties on the

property. Mr. Mitchell said it would be important to have a clear understanding of the intent of both Mr. Flanagan and the District. Mr. Bailey, a neighbor to the property suggested a sign asking to not disturb the habitat might be helpful. Director Jackson said she was looking at the Lake Management Plan that contained a lot of restrictions for use of District property. Mr. Kustic asked if the District would be prohibited from removing trees for defensible space and would it cost the District money down the road. Mr. Schultz said the District had a responsibility to not create or perpetuate a hazard; if there was a hazard on the site it would have to be corrected. Director Jackson said the Lake Management plan allowed only the District to conduct maintenance of District property.

Director Heald said she was agreeable to accepting the property if the District didn't have to regulate people from walking into the natural space and the deed was revised to include Mr. Flanagan's intent. She asked that the document be revised and brought back to the next meeting for a full Board vote. Mr. Schultz would work with Mr. Flanagan to clarify the restrictions and modify the deed and bring the item back to the August meeting.

Mr. Simpson said just because there was a Lake Management Plan didn't mean the Plan would apply to that particular lot. He said he was still concerned about defensible space. Mr. Mitchell said he disagreed with Mr. Simpson; the Lake Management Plan would pertain to all District property.

C. The District's Biannual Conflict of Interest Code was presented to the Board for Consideration and possible action. Mrs. Nickerson said the Board was required to approve submission of the District Conflict of Interest on a biannual basis. However, this year a new Employee Classification was added for Mr. Baird's new position.

**A motion was made by Director Jackson and seconded by Director Heald to approve the Conflict of Interest Code as presented with the amendment that was discussed.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

D. The remaining Policies and Procedures were presented to the Board for consideration and possible action. Director Heald said she met with Mr. Mitchell to review the five remaining policies and that they reviewed four of the five; they did not review the employee handbook, but made a fair number of changes to the other four policies. Mr. Mitchell said there were still a couple of places with outstanding comments. He said the Board could approve the policies as presented subject to the last couple of minor items.

Mr. Mitchell said on page 115, there was an open comment in the Employee Handbook, "Is the General Manager the immediate supervisor of all employee?" He said initially the answer was yes but now there was an intermediate supervisor. Mr. Mitchell said he thought the language was fine given that the District wasn't a big organization and didn't think a chain of command was necessary.

The next comment was on page 123 regarding the encouragement of employee to sign up for direct deposit, that item didn't need action.

The next comment was on page 177 regarding "Recognizing employees who perform safe and healthful work practices", Mr. Schultz said he wanted to leave it in.

Director Heald said the next comment was on page 182 regarding the Hazardous Assessment Checklist. She said it was an extensive checklist of which a lot didn't apply to the District. Mr. Mitchell said, his suggestion was that the Board approve the policy subject to Mr. Schultz's review of the list and elimination of the items that did not apply to the District.

The next comment was on page 242 regarding the Procurement Policy. Mr. Mitchell said it was a "housekeeping" item to confirm that the items were moved to the Definition sections. Director Jackson said she didn't compare the presented version to the original version but it seemed that there was an increase in the authority of the General Manager. She said if something was already in the budget the General Manager had the authority to initiate purchases up to \$100,000. Director Heald said the prior policy allowed the General Manager to make purchases for items in the budget but the limit was far less than \$100,000. She said everything was increased but given the current constraints on purchasing supplies, the General Manager needed more flexibility that included more financial outlay. Director Stockton agreed, things had changed. Director Jackson said, although the amounts were higher than she was used to in her job, she didn't work with capital improvement projects. Mr. Mitchell said, because Sierra Lakes was a County Water District, under California Law, County Water Districts were not subject to competitive bidding requirements. Director Jackson said bids were not required for purchases under \$50,000 but would encourage soliciting bids as much as possible. Mr. Schultz said he would take her suggestion seriously and appreciated the Board's trust and confidence.

**A motion was made by Director Heald and seconded by Director Jackson to approve the final Policies subject to Mr. Schultz's commentary on the items discussed.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

E. Mr. Schultz presented an update on the District's Energy Audit Report and Financing Agreement with PG&E. An energy audit of the District's facilities was conducted for the "zero out of pocket loan" program. The audit resulted in a cost of about \$15,000 for improvements and would be paid back through energy savings over approximate 4.9 years. Most of the savings was found in the lighting and would be replaced with LED lighting. Director Jackson said she thought it would be a great idea to get rid of mercury lights but had heard that the payback periods tended to be longer than estimated.

**A motion was made by Director Heald and seconded by Director Jackson to allow Mr. Schultz execute the contract with PG&E.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

## **IX. New Business:**

A. Mr. Schultz presented a request for approval of an emergency water line repair. He said most of the District had 8-10" lines except for this one section that was only 4". He was asking for authorization to repair the leak and to replace a 1,245' section between the two existing valves on Serene Rd. The contractor would be able to do the work for the cost of labor and materials without any additional mobilization costs. The estimated cost of the project was \$470,000 to \$500,000. To just repair the line without replacement, the cost would be about \$120,000. His recommendation was to replace the line. Director Stockton said he recommended replacing the entire line. Director Jackson asked about installing a liner. Mr. Baird said the break happened underneath one of the biggest culverts in the community and just south of the break was

another culvert. If there was another break the community could be without water for a longer period of time. Replacing the line would resolve water problems down the road.

**A motion was made by Director Heald and seconded by Director Jackson to proceed with replacing the entire portion of 1,245' of pipeline.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

B. Mr. Schultz presented a District Engineer Task Order for the sanitary overflow issue. He said there was a manhole where the force main breaks to gravity, occasionally causing small sewer overflows onto the street. The section was included in the TV inspection project and a hydraulic air trap issue was identified. He asked Farr West for a proposal to investigate the issue and put together a corrective action. He asked for authorization of a task order on a time and material basis not to exceed the \$13,620.

Director Heald asked if the \$13,620 was just to investigate or if the cost of correction was included. Mr. Schultz said the cost of construction would be extra if needed. He also said he anticipated that some kind of air release structure would be needed. Mr. Baird said the TV inspection of the line identified a big slump that was causing water to back up in the line and keeping it from pushing out into the next wet well. He said an air relief might be a solution or the line may have to be replaced. He also said it may just be that the pump would have to be monitored and flows lowered. Director Jackson asked why the line wouldn't be replaced if there was a large sag. Mr. Schultz said replacing a line was expensive and replacement would be the last resort. In regard to Director Jackson's comment about smelling sewage when running around the lake, Mr. Baird said she was most likely near a wet well; the sagging line was 4' underground and he didn't think that was what she was smelling.

**A motion was made by Director Jackson and seconded by Director Heald to approve the \$13,620 contract to find out what the problem was.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

C. Mr. Schultz presented a District Engineer Task Order for the Ice Lakes Dam and Serene Creak Channel acquisition. He said he met with representatives of the Truckee Donner Land Trust to determine their requirements, met with Farr West who met with Placer County to determine the lot line adjustment requirements and submitted a proposal for the survey and preparation of two maps; Minor Boundary Line Adjustment and Miner Land Division Parcel Map. Upon completion of the maps, a proposal to acquire the property from the Land Trust could be made. The cost of the task order would be applied to the \$200,000 District Engineer budget. Mr. Schultz said the District reports to the Department of Dam Safety and acquiring the property would relieve any ambiguity of ownership.

Director Heald asked Mr. Mitchell if he agreed that owning the dam would not expose the District to any additional liability. Mr. Schultz said last year liability premiums for the dam increased significantly along with the deductible. Mr. Mitchell said there was a past discussion about how much more liability the District would have as an owner. He said he didn't think taking ownership of the land under the dam would increase the liability to the District because the District was already the owner of the dam itself.

Director Jackson said the cost seemed a little high. Mr. Schultz said Placer County requirements were that a survey had to be done and monuments physically set.

**A motion was made by Director Heald and seconded by Director Jackson to accept the proposal to have Farr West redo lot line and redo the maps to allow the District to acquire the property that the dam sits on.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

D. The District's Annual Appropriations limitation was presented to the Board for discussion and possible action.

**A motion was made by Director Heald and seconded by Director Jackson to approve Resolution 2022-13.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

E. District consultant contract updates were presented to the Board for discussion and possible action. Mr. Schultz said Mrs. Nickerson's contract had very little changes; a modest increase to cover cost of living increases and she was now an LLC. Mr. Schultz said he was asking for a \$12.50/hour increase to cover cost of living increases over three years. He said he also reduced the maximum compensation to \$262,000.00/year to match the approved budget and the maximum commitment time to reflect the duties transferred to the District Engineer and Utility Operations Manager. However, he anticipated he would still be working about the same number of hours.

Director Heald asked Mr. Mitchell if there were any issues with Mrs. Nickerson's change to an LLC. Mr. Mitchell said not necessarily. He said he hadn't taken a look at the document and should have. He said the situation with Mrs. Nickerson in regard to insurance was different than Mr. Schultz because of the limited duties where Mr. Schultz was supervising the entire operation. Director Heald said she didn't have a problem with the pay raises. She wanted Mr. Mitchell to review the contracts for possible approval in August, retroactive to July, pending the outcome of his review.

#### **X. Administration:**

A. There were no Follow-up Items from the June 9, 2022, Regular Meeting.

B. A Status of Action Items was presented to the Board for consideration and possible action. Mr. Schultz reported that:

##### 1. AMR and Metered Rate:

- a. AMR Data Collection: Progress was ongoing and increased to 15% complete due to more available information.
- b. Develop recommended method for providing customer access to their personal water use data: – Progress was updated to 50% complete and the due date changed to October. Director Jackson suggested conducting a survey of the customers using the Eye on Water app. Mr. Baird said some of the feedback he received was positive especially for those who have had a leak or damage to their property. Director Jackson said the missing piece was the affect the customer's water use would have on their bill. Mr. Schultz said adding that to the current system would be difficult and that the District may have to go to a

separate billing company to combine water use with the pending meter rate structure. He said that was something he could work with Director Jackson on.

- c. Develop Metered Rate Structure: Remained at 85%.
  - d. Rate Study Communication: Remained at 50%. Mr. Schultz hoped to have draft web pages available for the August meeting.
  - e. Board and Community Workshop: Progress remained at 75% complete. Mr. Schultz said he was working with Farr West to develop a schedule for the community rate payer workshop for some time in the fall.
2. District's Policies and Procedures: Item complete. Remaining Policies and Procedures were approved earlier in the meeting.
  3. District's ownership of the Dam: – This item was discussed earlier in the meeting see Old Business C for details.
  4. Retool General Manager Position – A meeting that was scheduled for earlier in the week was postponed and would be rescheduled. Mr. Schultz said Director Heald was concerned that there was not enough enforcement of the Lake Management Plan and would be discussed as part of the retooling of the General Manager's position. Director Heald said it was not just enforcement but education. She said it would be easy to train someone and have them out on busy weekends to educate people to improve general land use.
  5. Robert Flanagan – Grant Deed and Agreement – Progress increased to 75%. This item was discussed earlier in the meeting see Old Business B for details.

## **XI. Adjournment**

**A motion was made by Director Heald and seconded by Director Jackson to adjourn the meeting.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald and Jackson.

The minutes were approved at the Regular Meeting held on August 11, 2022, as part of the Consent Items Calendar. A motion was made by Director Heald and seconded by Director Harvey to approve the Consent Items Calendar as presented. The motion passed by a unanimous rollcall vote.