

MINUTES OF A REGULAR MEETING OF THE
 COMMISSIONERS OF THE
 CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, August 26, 2019, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Chair Garner called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Anguiano, Burruss, Garner, Karnes, Smith
ABSENT:	Commissioner Kepley, Witten
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Jackie Austin, VP of Finance/CFO; Dorion Boisseau, Service Coordinator for Bluestone/Hunt; Betsy Crow, VP of Human Resources and Administration; Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Mark Loftis, Legal Counsel; Kelly Martin, Senior Executive Assistant; Suzzette McCoy, Compliance & Quality Assurance Coordinator; Evangeline Richie, VP of Housing; Lucie Rowan, Executive Assistant; Joel Shank, VP of Operations;

Chair Garner welcomed everyone to today's meeting.

II. PUBLIC HEARING

To receive comments on the proposed Fiscal Year (FY) 2020 Operating Budget.

Mrs. Austin informed the Board that a narrative was provided in the proposed FY 2020 Operating Budget packet, and includes a brief overview of the federal budget process.

Mrs. Austin stated that the City of Roanoke Redevelopment and Housing Authority (RRHA) continues to use the Asset Management model within the budgeting process for the 2020 fiscal year, which begins October 1, 2019. The Central Office Cost Center (COCC) is projecting an increase of four percent in the property management fees. This rise is due to the U.S. Housing and Urban Development (HUD) increasing the rates that are allowed to be charged for property management and an increase in the management fees charged to RRHA's Capital Fund program as a result of receiving a larger grant award this year. She stated that total tenant revenues for public housing are projected to increase four percent, due to an increase in the rents, excess utilities and other tenant revenues currently being collected.

Mrs. Austin said that the operating subsidy for the public housing program is reflecting a change of a three percent increase over the 2019 budget. That is related to the initiative to fund capital projects through the Housing Opportunity Through Modernization Act (HOTMA) of 2016. For 2019, RRHA has reduced the amount of operating subsidy by \$820,000 to fund capital projects and no such initiative has been implemented for the 2020 year. She explained that the budget includes salary increases with an average of two and a half percent for employees based upon merit ratings, using the same approach as in previous years and is supported by the Personnel Committee.

Mrs. Austin said that The Section 8 Administrative Fee revenues have been

projected to increase four percent due to budgeting for higher administrative rates for 2020.

Mrs. Austin explained that the Hackley Apartments tenant rental revenue is projected to increase nine percent due to decreasing the 2020 budgets to reflect what are actually, currently, being received.

Mrs. Austin said that Total Section 8 Rental Income increased nineteen percent due to higher actuals being received than the amount that was previously budgeted. She stated that the COCC budget reflects a decrease in expenses of nine percent; this is mostly attributable to the client management software initiative that has been budgeted in 2019 to replace the current system. There was no need to budget that expense for 2020.

She said that the administrative expenses for the COCC decreased six percent due to a decrease in salaries, benefits and consulting fees. Salaries and benefits decreased as a result of staff turnover and consulting fees decreased due to the removal of the budgeting item for a recruiting firm to assist with the recruitment of the Executive Director position that was filled. She said that ordinary maintenance in the COCC decreased three percent due to the amount budgeted for material costs. Total non-routine expenses for the COCC decreased as a result of not budgeting for the new software. She went on to say that public housing has projected a slight increase for administrative expenses of two percent for increase legal expenses and management fees because of the new rate that HUD published earlier in 2019. She stated that ordinary maintenance increased ten percent due to an increase in material and contract cost pertaining to HVAC, plumbing and electrical contract cost.

Mrs. Austin explained that policing services increased forty-three percent over the prior year's budget due to an increase of the Above Baseline Policing hours worked per site. Public Housing has projected the use of revenues in the amount of \$103,000 and this is defined in the maintenance needs of the sites and to cover debt service. She said that extra ordinary maintenance expense include HVAC repairs at Lansdowne Park and Villages at Lincoln, porch repairs, weather stripping and basement foundation repairs at Villages at Lincoln, dumpster replacement and replacing boiler systems at Indian Rock Village, and for clothesline pole replacement at Jamestown Place. Overall public housing expenses are projected to increase thirteen percent due to the items mentioned above.

Mrs. Austin said that the administrative expenses for Section 8 are projected to increase one percent due to the budgeting of new computers for the Section 8 staff. Hackley's administrative expenses decreased four percent due to salaries and benefits related to staff turnover. Hackley's ordinary maintenance expenses increased fifty-one percent due to planned carpet replacement. She went on to say that Hackley also plans to install baseboard heaters and thermostats in most of the units at a projected cost of \$30,000.

She explained that the Homeownership Program (HOP) has approximately \$506,000 of reserves that have been budgeted to rehabilitate five Section 32 units, \$130,000 to acquire five lots at a cost of \$100,000 and to construct one new unit at a cost of \$220,000. In addition, there is approximately \$54,000 that has been budgeted to cover utilities and architectural and engineering costs.

Mrs. Austin stated that the Board will not be asked to take any action at today's

meeting and a resolution will be presented at the September meeting seeking the Board's approval of RRHA's 2020 budget.

Responding to Chair Garner inquiry concerning the HOP reserves, Mrs. Austin stated that the \$506,000 reserves and the initiative has been on the books for approximately ten years due to RRHA building additional units. She explained that the amount of reserves is increasing and does not believe the original amount was \$506,000 but as time goes on the cost continues to escalate so the amount keeps changing. Mr. Shank added that some of the reserve amounts are due to the proceeds from the sale of the homes that were sold during Hope VI. The proceeds are for the Section 32 program; there are five houses that the funds would be used for capital work in case the homes are sold. Additionally, he said, the amount is for updating the HVAC system, possibly replacing the roof, repairing the interior and replacing the floor covering and any additional repairs needed.

Mrs. Austin explained that RRHA must have a qualified buyer before moving forward. Mr. Gusler is attempting to create interest in the program and RRHA will be keeping it in the budget in case qualified buyers are found.

In response to Chair Garner, Mrs. Austin stated that the amount of reserves is approximately \$900,000. Responding to Vice Chair Anguiano's questions, Mrs. Austin confirmed that the funds are restricted to be used for Capital Fund projects only and cannot be pulled into another project. She also stated, to her knowledge, there is no limit on the number of years the reserves can be listed on the books, preferably HUD would like RRHA to move as quickly as possible but a house cannot be rehabilitated if a qualified buyer does not exist and if one is found ten years from now, the process

would start again from the beginning with the repairs.

Responding to Commissioner Burruss, Mr. Shank stated that the units are occupied.

In response to Commissioner Burruss' inquiry concerning the increase in the amount of rent being collected that is reflected in the total tenant revenue, Mrs. Austin explained that trying to budget for dwelling revenues for tenants is challenging. She stated that the rent scale has not changed but individuals income levels are continually changing and that determines how much rent RRHA can charge. RRHA tries to do a comparison of what is currently being collected and make an educated guess.

Mrs. Austin responded to Chair Garner's questions concerning the COCC and the projected increase of four percent, stating that HUD raised the allowable rate for 2019. She explained that HUD publishes a fee schedule every year, at the end of 2018, HUD published 2017-2018 rates and RRHA did a little catchup in order to come up to their fee schedule. In 2019 they published the new rate; HUD dictates how much RRHA can charge for management fees. She said that whenever there is an increase, the COCC benefits from it, because RRHA receives a higher dollar rate. Last year RRHA received a high amount for the capital fund of ten percent or \$3.3 million and that was unexpected. This year, 2019, RRHA received \$3.4 million.

Responding to Chair Garner's inquiry concerning the Section 8 area providing inspection services, Mr. Shank stated that ARCH Roanoke stands for Advocate, Rebuild, Change, Heal, a part of Trust House and Bethany Hall. The organization signed a contract for RRHA to inspect their Section 8 voucher units.

In response to Chair Garner's question concerning the decrease in the private management budget due to a decrease in salaries and benefits projected for 2020, Mrs. Austin stated that it is due to the salaries and benefits that RRHA is not anticipating to be charged out because RRHA is not planning to manage one of the Low Income Tax Credit Properties (LITC) that we have been managing in prior years, Gilmer Housing. Mr. Bustamante added it is one of the NNEO properties.

Mrs. Austin responded to Chair Garner's request for additional information concerning the expense projections for ordinary expenditures being raised by thirteen percent, Mrs. Austin explained that maintenance costs are increasing. RRHA projected that more than likely there will be increase in insurance costs.

Responding to Chair Garner's questions, Mrs. Austin stated that the total non-routine expenditures decreasing by \$150,000 was not due to the implementation of the new client software package. She said that the amount was not affected because RRHA paid for the software costs in December 2018. Once the 2020 budgets hit RRHA will not purchase another software package however, maintenance costs will be incurred. Mrs. Austin explained that there are a couple of additional modules that needed to be added to the Yardi Software System. She explained that due to the challenges RRHA experiences attempting to use operating subsidy money, RRHA decided to use the HOTMA initiative to see if capital projects funds would be available. Mr. Shank mentioned that RRHA has Section 504 and there is work at Hunt Manor concerning plumbing and replacing porch flooring at Villages at Lincoln.

In response to Commissioner Burruss' inquiry concerning the COCC budget which reflects an increase of eleven percent but, the items listed reflect a decrease,

except for utility expenses, which is an increase of nine percent, Mrs. Austin stated that she believes it is related to the decrease for the software project and it may be an error and should have read decrease but she will confirm.

Chair Garner asked if any Commissioners had any additional questions or comments. There were none.

There being no further discussion the Public Hearing ended at 3:22 p.m.

III. REPORTS

1. Financial Report

Chair Garner stated that Mrs. Austin provided a Financial Narrative along with a Financial Report.

Chair Garner asked if there were any comments or questions. There were none.

2. Executive Director's Report

Chair Garner asked for the Director's Report

Mr. Bustamante informed the Board that he received an email from the EnVision Center and RRHA's submission is being reviewed and will be contacting him concerning the next steps or any adjustments that need to be made. Ms. Hall and Mr. Bustamante have a backup in case the Library is unavailable. Responding to Commissioner Burruss' inquiry, Ms. Hall stated that the backup plan will be to use the network center at the Villages at Lincoln.

Mr. Bustamante mentioned that the Commissioners interested in attending the State of the City address by the City Mayor on Thursday had already been registered for the event. He stated that if anyone not enrolled would like to attend to let him know

so they can be registered.

Mr. Bustamante mentioned that the application for the Veterans Administration Supportive Housing (VASH) vouchers was submitted. Ms. Hall did a fantastic job in completing and submitting the Mainstream Voucher grant. He said that RRHA is currently working on a Jobs Plus submission and Ms. Hall suggested combining Jamestown Place and Indian Rock Village which HUD agreed that the sites met the criteria the application is due October 5th.

Mr. Bustamante stated that the next grant is the Choice Neighborhood grant. Mr. Bustamante and Mr. Gusler have a meeting with the City Manager September 11, 2019. He will find out exactly where the City stands with their commitment to the Choice Neighborhoods and based on that meeting, he will inform the Board where RRHA stands. He believes that during the last meeting Mr. Gusler did a very good job of explaining how the Choice Neighborhood plan might need to be a little more dynamic and changed, explaining that items proposed five years ago, are no longer relevant. He said that if the decision is made to move forward with the transformation plan and the City is willing to give RRHA the ability to move forward, Mr. Bustamante strongly requests that the plan be revisited and discussed with the community. He would like to make the necessary changes so that the transformation plan fits the needs of the community and so that RRHA has a good choice plan to submit to HUD. Commissioner Burruss commented that one of the things that they encourage the City Manager to do is to hire a grant writer. Mr. Bustamante said he and Mr. Gusler are going to the meeting with the best of intentions and a few of the additional items he would like to discuss include 427 Gilmer, Cherry Hill and Choice Neighborhoods. Mr. Bustamante stated that

the City will definitely understand where RRHA is coming from and what RRHA needs from them.

In response to Chair Garner's question concerning the Melrose Library property and a decision being made by September 11, 2019, Mr. Bustamante said that he hoped a decision would be made however, he does not believe that the proposal has been presented to the City Council yet.

Mr. Bustamante mentioned that Commissioner Karnes' last Board meeting is today and RRHA was appointed a new Commissioner who will begin on September 1, 2019, Karen Walker.

Chair Garner asked if there were any other comments or questions. There were none.

3. Staff Reports

Chair Garner asked if there were any Staff reports. There were none.

4. Committee Reports

Chair Garner asked for any Committee reports. There were none.

5. Commissioner Comments

Chair Garner asked if there were any commissioner comments or questions.

There were none.

6. City Council Liaison Comments or Discussion

Chair Garner asked if there were any City Council Liaison comments or questions. There were none.

7. Residents or other community members to address the Board

Chair Garner asked if there were any comments or questions. There were

none.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, July 22, 2019.

RECOMMENDED ACTION: Dispense with the reading thereof and approve the correction to the minutes.

- C-2 Monthly Operations Report for the month of July 2019.

RECOMMENDED ACTION: File as submitted

Commissioner Smith introduced a motion to approve the Consent Agenda. The motion was seconded by Vice-Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

Chair Garner thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA

1. Annual Election of Officers for 2019-2020

- A. Nominations for Office of Chair

Chair Garner nominated Andrew Anguiano for the office of Chair beginning September 1, 2019. There being no further nominations, Chair Garner introduced a motion to approve Andrew Anguiano for the office of Chair. The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

Chair Garner thereupon declared said motion carried as introduced.

B. Nominations for Office of Vice-Chair

Commissioner Burruss nominated Duane Smith for the office of Vice-Chair beginning September 1, 2019. There being no further nominations, Commissioner Burruss introduced a motion to approve Duane Smith for the office of Vice-Chair. The motion was seconded by Vice Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

Chair Garner thereupon declared said motion carried as introduced.

2. Resolution No. 4018

Mr. Bustamante introduced Resolution No. 4018, commending Dan Karnes for his dedicated service as a Board of Commissioner. Commissioner Karnes' 13 year term began in December 2006 and ends August 2019. The Board of Commissioners, Secretary-Treasurer, RRHA employees and stakeholders want to congratulate and thank Commissioner Karnes for the service to the community and for his participation on the RRHA Board of Commissioners.

Commissioner Smith introduced Resolution No. 4018 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY COMMENDING DAN KARNES FOR HIS
DEDICATED SERVICE AS COMMISSIONER

WHEREAS, Daniel E. Karnes has served as a member of the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority (RRHA) from December 4, 2006 through August 31, 2019; and

WHEREAS, Daniel E. Karnes served as Vice-Chair of the RRHA Board of Commissioners from December 1, 2008 to August 31, 2009; and from September 1, 2015 to August 31, 2016; and

WHEREAS, Daniel E. Karnes served as Chair of the RRHA Board of Commissioners from September 1, 2009 to August 31, 2010 and from September 1, 2016 to August 31, 2017; and

WHEREAS, Daniel E. Karnes has served ably and faithfully in fulfilling his duties as Commissioner and willingly represented RRHA throughout the community in a positive and professional manner providing an outstanding example of leadership and service; and

WHEREAS, his experience and knowledge added to improving RRHA's ability to meet the needs of those it serves as well as the economic goals of the city; and

WHEREAS, it is the desire of the Board of Commissioners to recognize the unique contributions rendered by Daniel E. Karnes while serving on the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Board of Commissioners does hereby express its appreciation for the dedicated service of Daniel E. Karnes to his community and his contributions as a Commissioner of the City of Roanoke Redevelopment and Housing Authority.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Smith

ABSTAIN: Commissioner Karnes

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4018 adopted as introduced.

3. Resolution No. 4019

Mr. Shank introduced Resolution No. 4019 requesting the approval of a modification of contract number 272-1801-1-7. This is the contract RRHA has with

G & H Contracting, Inc. for construction of eight units in Hurt Park.

Mr. Shank explained that RRHA applied to HUD for a development plan for the Replacement Housing Factor (RHF) funds for a portion of this construction and also applied to HUD for a plan to use the reserve in the Operating Fund Financing Program (OFFP) to get a loan to finance the remainder of the project. RRHA waited on HUD to receive approval and in the process RRHA bid out the project last summer, bids were received in July 2018. He explained that this process would allow RRHA to be ready when HUD approved the request so that the contract could be executed and the deadlines could be met in obligating the funds at the end of October 2018. However, in October 2018, RRHA received approval for the RHF plan but did not receive the approval for the OFFP plan. So HUD granted an extension and over the last ten months RRHA has been waiting for HUD to give approval on the OFFP plan. In the meantime G & H Contracting, Inc. agreed to hold their bid amount longer than the required sixty days. G & H Contracting, Inc. signed the contract in October 2018, so that the only item necessary was the Executive Director's signature. Mr. Shank stated that the approval was received on the OFFP plan pack in July 2019 and HUD required the contract to be executed on the same day that the loan closed. Mr. Bustamante signed the contract and the loan was closed with the OFFP plan. In the meantime, Mr. Shank spoke with G & H Contracting, Inc. and they completed a review of their bid. When the contract was finally executed a proposal was submitted for an increase in the bid amount due to the increase received from the subcontractors and the increased cost of building materials. He said that G & H Contracting, Inc.'s tried to hold their pricing as much as they could.

Mr. Shank distributed a proposal to the Commissioners from G & H Contracting, Inc. Mr. Shank compared the cost on RSMMeans and the ten percent increase, is in line with RSMMeans. The construction industry increase overall is five to six percent, G & H Contracting, Inc.'s amount is a little under five percent. Mr. Shank's analysis shows that the increase is a fair and reasonable amount to request.

Vice Chair Anguiano introduced Resolution No. 4019 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING MODIFICATION OF CONTRACT NUMBER 272-1801-1-7

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded Replacement Housing Factor (RHF) funds for the construction of replacement housing for public housing units which were demolished at Hurt Park from the U. S. Department of Housing and Urban Development (HUD) Replacement Housing Factor (RHF), such grants being numbered VA36R01150112, VA36R01150113, VA36R01150114, VA36R01150115, VA36R01150116; and

WHEREAS, since 2012 RRHA has accumulated \$926,910 in RHF 2nd Increment funds for the development of new public housing units; and

WHEREAS, the Executive Director was authorized and directed to execute a standard contract for construction of four (4) duplex buildings containing eight units at Hurt Park, between G & H Contracting, Inc. and RRHA with a fixed amount of \$1,667,000, and contingent upon HUD approval of RRHA Development Plan for RHF 2nd Increment and HUD approval of RRHA Operating Fund Financing Program (OFFP) Proposal, by the Board of Commissioners in Resolution No. 3979 on September 24, 2018; and

WHEREAS, as a result of value engineering the amount of the bid submitted by G & H Contracting, Inc. was revised to \$1,651,300; and

WHEREAS, RRHA received approval from HUD for RRHA Development Plan for RHF 2nd Increment on October 29, 2018; and

WHEREAS, RRHA received approval from HUD for RRHA OFFP Plan on July 25, 2019; and

WHEREAS, a loan in the amount of \$842,525 from Virginia Community Capital was closed on July 29, 2019; and

WHEREAS, a contract between G & H Contracting, Inc. and RRHA with a fixed amount of \$1,651,300.00 was executed July 29, 2019; and

WHEREAS, 29 CFR 1.6(c)(3)(iv) states that all actions modifying a general wage determination shall be effective with respect to any project to which the determination applies, if notice of such actions is published before contract award, except if the contract has not been awarded within 90 days after bid opening; and

WHEREAS, General Decision Number VA180161 Mod. 1 was in effect on July 31, 2018 when bids were received and incorporated into Contract 272-1801-1-7, was replaced with General Decision Number VA20190150 that was effective on the date of contract execution on July 29, 2019; and

WHEREAS, G & H Contracting submitted a change proposal, with an amount of \$82,275.00, due to increases experienced in subcontractor costs and materials costs between July 31, 2018, when bids for the project were received, and July 29, 2019 when the contract was executed; and

WHEREAS, the amount of the change proposal submitted by G & H Contracting, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on R S Means Cost Data and internet research, for the change proposal; and

WHEREAS, 24 CFR 905.314(b)(1) states that the total amount of public housing capital assistance used in connection with the development of a public housing project is subject to the Total Development Cost (TDC) limit established by HUD; and

WHEREAS, the amount of the change proposal submitted by G & H Contracting, Inc., when added to the executed contract amount, will result in HUD's 2018 TDC limit for the development of the four (4) duplex buildings being exceeded; and

WHEREAS, 24 CFR 905.314(c)(4) state that a PHA may use funding sources not subject to the TDC limit to cover project development costs that exceed HUD's 2018 TDC limit; and

WHEREAS, RRHA Central Office funds are not subject to HUD's TDC limit and will be used for project development costs exceeding HUD's 2018 TDC limit; and

WHEREAS, review, evaluation, and confirmation of change proposal documentation has been completed, and has been found to be in all respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends the acceptance of G & H Contracting, Inc.'s change proposal; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The change proposal submitted by G & H Contracting, Inc. in the amount of \$82,275.00 is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all G & H Contracting, Inc.'s change proposal for material and labor increases experienced between July 31, 2018 and July 29, 2019, dated August 13, 2019.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4018

4. Executive Session

Commissioner Smith moved that the Commissioners enter into Executive Session for the purpose discussion of specific personnel matters of RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1), (A)(8) and (A)(19).

The motion was seconded by Vice Chair Anguiano and upon roll call the

following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

The Board of Commissioners entered into Executive Session at 3:43 p.m.

Certification

Commissioner Burruss introduced a motion stating that the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

The Board reconvened into open session at 4:19 p.m.

V. ADJOURNMENT

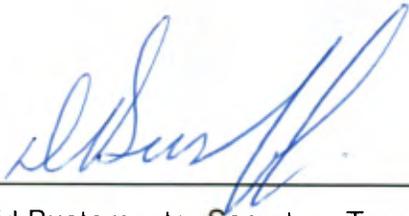
There being no further business to come before the Board, Commissioner Smith moved that the meeting be adjourned.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Smith

NAYS: None

Chair Garner declared the meeting adjourned at 4:20 p.m.



David Bustamante, Secretary-Treasurer



Andrew Anguiano, Chair

