

MINUTES OF AN ANNUAL AND 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 an annual and regular session on Monday, August 28, 2017, 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 Karnes called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Burruss, Butler, Karnes, Smith and Witten

ABSENT: Commissioner Garner

OFFICER PRESENT: Mrs. Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Dezaray Allaire, Executive Assistant; Jackie Austin, VP of Finance/CFO; Betsy Crow, VP of HR and Administration; John Garland, Roanoke City Council Liaison; Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Neal Keese, Woods Rogers and Associates; Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Melissa Wills, Executive Assistant

Chair Karnes welcomed everyone to today's meeting.

**PUBLIC HEARING**

To receive comments on the proposed Fiscal Year (FY) 2018 Operating Budget.

Mrs. Austin informed the Board that a narrative was provided in the proposed FY 2018 Operating Budget packet, and the narrative includes a brief overview of the federal budget process. She said that the House bill provides for funding that is level with funding received for 2017, and the Senate bill is slightly higher.

Mrs. Austin stated that RRHA's proposed budget is aligned with available information regarding potential funding levels for 2018 and that RRHA is also continuing the use of Asset Management guidelines within the budgeting process. She went on to explain that the operating subsidy for the low rent program has been budgeted at eighty percent of the 2017 Operating Subsidy Eligibility amount and that Section 8 Administrative Fee revenues have been budgeted at seventy-four percent for FY 2018.

She explained that total revenues are projected to decrease approximately seven percent throughout RRHA due to anticipated funding reductions for most of the programs RRHA manages. Total expenses for RRHA, as a whole, are expected to decrease about six percent, and most of the decrease in expenses is due to the software implementation project that occurred during 2017. She said that there has been no such project planned for the 2018 year.

Mrs. Austin went on to say that proposed budgets include a salary increase of an average of two and a half percent for employees based on merit ratings, using the same approach as in previous years. This is supported by the Personnel Committee.

She said that the FY 2018 budget reflects the use of reserves in the amount of approximately \$1,163,000 to cover extraordinary maintenance needed to ready the sites for inspections. The low rent program has also budgeted for reserves to cover

the cost of implementing the required HUD no smoking policy. She stated that funding is included to establish designated smoking areas and to add signage. Mrs. Austin said that there have been no amounts budgeted for capital improvements as those expenditures will be covered through the Capital Fund program. She said \$605,000 of reserves have been budgeted for the homeownership program, with funds designated to rehab five Section 32 units, to acquire five lots at a cost of \$80,000, and to construct two new units at a cost of \$400,000.

She explained that overall, the budgets reflect a net income of \$117,000. She 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 2018 budget.

Chair Karnes asked if there were any community members or other stakeholders wishing to make comments. There were none.

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

There being no further discussion the Public Hearing ended at 3:04 p.m.

## **II. REPORTS**

### **1. Financial Report**

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

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

### **2. Executive Director's Report**

Chair Karnes asked for the Executive Director's report.

Mrs. Goh stated that, in addition to her written report provided to Commissioners with meeting materials, she wanted to update the Board on the recent visit by the new HUD Regional Administrator, Joe DeFelice, and HUD Richmond Field Office Director, Carrie Schmidt, who came to RRHA and the City of Roanoke on August 16 to view some of the HUD-funded activities. She said that Chair Karnes also attended the meeting, which was rescheduled from the original date due to Mr. DeFelice's flight being canceled. The visit, which was originally scheduled for an afternoon and following morning, was condensed to just the morning session. While here, the pair toured Jobs-Plus and Lansdowne and did a driving tour through Hurt Park on the way to the City offices. She explained that the HUD visitors were able to meet with program staff and some residents who have become employed through opportunities generated by Section 3 and Jobs-Plus. She said that while the visit was short, it was productive.

She stated that the Notice of Funding Availability (NOFA) for Choice Neighborhoods Implementation Grants was issued last Friday from HUD, and the due date is November 22. She went on to say that Mr. Gusler is scheduled to meet with staff at the City offices early in September to discuss that NOFA and whether to proceed.

Mrs. Goh said she wanted to share some good news with the Board. She explained that RRHA had been notified that it has been awarded a \$250,000 Emergency Safety and Security Program grant and that HUD would issue a press release later today. RRHA was one of twenty-five grantees nationwide for the grants,

which ranged from \$65,000 to \$250,000. She acknowledged Mr. Shank and Mr. Bustamante's efforts in developing the grant application. She explained that RRHA intends to use the funds to upgrade site lighting and to purchase additional surveillance cameras at some of the sites, which were allowable activities for the application for funds from the Emergency Safety and Security program.

Mrs. Goh said that RRHA has also been awarded a set aside of mortgage loan funds from VHDA in the amount of \$600,000 to be used for first time home buyers through RRHA's homeownership program. This will allow buyers to get a mortgage loan through a VHDA lender at a half percent less than VHDA's current bond rate, which will not be any less than two percent. She stated that she thinks it will be attractive financing for first time home buyers. Mrs. Goh said that RRHA is pleased to have an additional tool to further homeownership efforts. She updated the Board that RRHA received the final signature need from HUD on July 28 and is now able to move forward with the Section 32 homeownership program. She said RRHA hopes to see some new homeowners in the next twelve months with the combination of us having some affordable housing to sell and some attractive mortgage financing to offer.

Mrs. Goh said that RRHA recently finished the summer lunch program that operated for several weeks at five of the public housing sites. This program served a total of 1,858 lunches to 222 children this year and was headed up by Ms. Hall. She said that there were a lot of staff and volunteers helping to make this program for kids successful by providing nutritious meals throughout the summer.

Responding to a comment from Vice Chair Burruss that the turnaround time for

Choice Neighborhoods seemed remarkably quick this year, Mrs. Goh confirmed that it has been three months for each previous round of applications.

When asked by Commissioner Anguiano if RRHA anticipated hiring a consultant for this round, Mrs. Goh stated that she would not recommend it at this point because, in an environment of tight resources, the prospects are not good enough to make it worth the approximately \$100,000 investment for a consultant. Commissioner Anguiano expressed his agreement. Mrs. Goh said both Interim City Managers seem to be in agreement that it would not be wise to spend funds for a consultant, given the fact that compared to the successful previous grantees, the City and RRHA have substantially less leverage funding. She explained that this appears to be a significant distinction for the agencies that have been awarded grants in the previous rounds.

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

### 3. Staff Reports

Chair Karnes asked if there were any Staff reports, comments or questions. There were none.

### 4. Committee Reports

Commissioner Anguiano updated the Board that the Legislative Committee had a couple of meetings with members of the Harrisonburg Redevelopment and Housing Authority. He stated that Mrs. Goh and the Harrisonburg RHA director had organized the meetings for Commissioners to share some ideas and thoughts on the importance of getting the message out about the value of public housing, particularly given the

budget situation. He said that one of the things they are looking at is creating a quarterly report for legislators to demonstrate the progress that is being made. He stated that they also talked about the fact that it is important to not just focus on budgetary issues, but to also talk about some of the regulatory relief, something to which legislators may be more amenable. Commissioner Anguiano stated that they also had a second meeting with representatives from NAHRO to get an overview of what their legislative efforts and priorities are in terms of advocacy. He said that, right now, the Legislative Committee is basically pulling together some talking points to emphasize and setting a timeline.

Commissioner Witten stated that they are going to seek to arrange a meeting with Congressman Goodlatte or his staff. He said that the representative from NAHRO was very informative, but he thinks things could be wild over the next six to eight weeks as Congress has to address raising the debt ceiling as well as a Continuing Resolution for funding federal programs. He stated that he realized that Harrisonburg had not had a good experience talking with legislators about the budget; however, he believes that RRHA has some real administrative concerns that need to be voiced relative to administrative burdens that are increasing while funding is decreasing.

Chair Karnes stated that the Personnel Committee had met prior to today's meeting and discussed some issues regarding pay for performance, but nothing has been finalized and there will be further discussion on that topic.

Chair Karnes asked if there were any other Committee reports. There were none.

#### 5. Commissioner Comments

Chair Karnes asked if there were any Commissioner comments. There were none.

#### 6. City Council Liaison Comments or Discussion

Chair Karnes asked if there were any City Council Liaison comments or discussion.

Council Member Garland stated that he is looking forward to the joint meeting between RRHA and Roanoke City Council on September 5, and that this will be the first meeting attended by the new City Manager. He expressed his appreciation for the questions submitted by Commissioners for City Council and is hoping for a good dialogue from them as this kind of communication between the two bodies is healthy.

In reference to Mrs. Goh's report on the first-time homebuyers' assistance program, he suggested that if she had not already done so, it may be a good idea to get the information to Bob Clement of Neighborhood Services. He said that Mr. Clement communicates with all of the presidents and officers of the neighborhood groups across the City so they can share this kind of information with residents, and it would be particularly helpful in the Northwest and Southeast neighborhoods.

Council Member Garland also referenced the security grant that Mrs. Goh had referenced and asked if that could be used for security lighting at Hurt Park on the back side near the railroad tracks. Mrs. Goh responded that because Hurt Park is not a public housing development and this is a HUD-funded grant for public housing, the money could not be used there. She went on to say that Mr. Bustamante, who was not able to be at today's meeting, is having an electrician evaluate the cost to install

some additional site lighting at Hurt Park.

Council Member Garland also asked Mrs. Goh for an update on getting storm doors at Hurt Park. She explained that she had shared with residents that when the 2018 budgets are developed, staff will include screen doors, if funding will allow. She said that residents indicated that their preference was front doors first, so screen doors for the front of units will be budgeted for 2018, if feasible. Mrs. Goh stated that because of financial constraints, both front and back doors cannot be installed in the same year. When asked by Council Member Garland about the grant from Home Depot and if it was something RRHA could take advantage of, Mrs. Goh explained that this was actually more of a discounted purchase and that Hurt Park, LP would have to outlay \$10,000 for the purchase. She said that while they may still be able to go this route, it would still need to be in the budget, which has to be approved by the investor partner. She stated that the budget for 2018 will be developed later this year.

Council Member Garland said that it would be helpful for him if Mrs. Goh could explain the structure of Hurt Park in terms of who owns and who operates the facilities. Mrs. Goh stated that today's meeting was good timing for that question due to the fact that Mr. Kesse from Woods Rogers was here to talk about the tax credit properties and how they are structured because RRHA has some right of first refusal agreements on those properties when they reach the end of their tax credit compliance periods. She explained that Hurt Park is one of a number of limited partnerships that own the Low Income Housing Tax Credit (LIHTC) properties for which RRHA is the management agent. She said that RRHA has an agreement to manage the property, but is not a party to the partnership and has no ownership

interest. She said that there is a 501(c)(3) affiliated with RRHA that has an ownership role by virtue of being the sole member of the Limited Liability Company (LLC) that is the General Partner of the partnership. Mrs. Goh stated that, because RRHA has no ownership of those properties and they are not public housing, no HUD funds can be used or loaned. She said that the rents at those properties are not subsidized. She stated that the rents are affordable based on compliance with Virginia Housing Development Authority's (VHDA) rent limits in return for receiving tax credits. She said that, because the properties are not owned by a non-profit, anyone looking for a tax benefit from a donation probably would not be interested in donating to Hurt Park.

Council Member Garland asked if any kind of capital investment such as screen doors or new chairs would still be a responsibility of RRHA. Mrs. Goh explained that it is actually the limited partnership where the money is held and that no funds go in from other sources and no funds come out of that partnership to be used for any other properties. She also said that RRHA manages the financial records and confirmed that the ability to do something at a property is totally dependent on the income taken in by the property. Mrs. Goh went on to say that she and Mrs. Austin met with residents of Hurt Park to review financial information so they could understand that there is not a lot of money to work with regarding enhancement projects. When asked by Council Member Garland if raising the rents could be an avenue, she explained that doing so would make the property no longer in compliance because the rates are capped by VHDA compliance rules for the tax credit sites. She said that some residents asked about the possibility of buying their own screen doors.

Chair Karnes thanked Council Member Garland for his regular attendance at

the Board meetings and his interest.

7. Residents or other community members to address the Board

Chair Karnes asked if there were any residents or community members who would like to address the Board. There were none.

**III. CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, July 24, 2017.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

C-2 Monthly Operations Report for the month of July 2017.

RECOMMENDED ACTION: File as submitted

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

AYES: Commissioners Anguiano, Burruss, Butler, Karnes, Smith and Witten

NAYS: None

Chair Karnes thereupon declared said motion carried as introduced.

**IV. REGULAR AGENDA**

1. Annual Election of Officers for 2017-2018

A. Nominations for Office of Chair

Commissioner Smith nominated Gail Burruss for the office of Chair beginning September 1, 2017. There being no further nominations, Chair Karnes asked for a motion. Commissioner Anguiano introduced a motion to approve Gail Burruss for the

office of Chair beginning September 1, 2017. The motion was seconded by Commissioner Butler and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Karnes, Smith and Witten

NAYS: None

Chair Karnes thereupon declared said motion carried as introduced.

#### B. Nominations for Office of Vice-Chair

Commissioner Butler nominated Ed Garner for the office of Vice-Chair beginning September 1, 2017. There being no further nominations, Chair Karnes asked for a motion. Commissioner Smith introduced a motion to approve Ed Garner for the office of Vice-Chair beginning September 1, 2017. The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Karnes, Smith and Witten

NAYS: None

Chair Karnes thereupon declared said motion carried as introduced.

#### 2. Low-Income Housing Tax Credit (LIHTC) Properties – Neal Keesee

Mr. Keesee referred the Board to the materials that Mrs. Goh had distributed at the previous month's meeting regarding the Low Income Housing Tax Credit (LIHTC) properties that RRHA has been involved in over the past fourteen years, noting that 2003 was the first project in which he was involved. He explained that over the years there have been some challenges and things to learn, but most of the projects had been successful.

He explained that a tax credit investor gets involved to put equity into the

project and, without the equity, the project wouldn't happen. The investor gets the low income tax credits and there is a compliance period of fifteen years during which the tax credit investor has to stay in. Mr. Keesee said that the Stepping Stone project tax compliance period will be up soon, and there are several things to think about when that happens. He explained that usually the tax credit investor, who is 99.9 percent owner of the project, does not want to own it after the compliance period and wants to exit once the tax credit is no longer available. He said that because of the reporting requirements and other mechanisms involved, the housing authority would usually want the investor to exit after the period.

Mr. Kessee referred the Board to the Right of First Refusal and a Put Option that had been distributed in the packet and said that even though the tax compliance period ends in fifteen years, there is an extended use restriction on these properties that they have to continue to be used for affordable housing for another fifteen years, so it is a total of thirty years. He explained that the Roanoke Valley Housing Corporation (RVHC) is the 501(c)3 affiliate of RRHA that has spearheaded these projects, and there are basically three options after the compliance period.

He stated that the first option is to exercise the Put Option and buy the project for an amount that is usually the debt and some taxes that the investment partner has to pay. The second option is to buy out the investment partner's interest in the partnership, the amount of tax impact they have from that purchase which is usually not much unless they have a negative capital account. He said the third option is to sell the project. Mr. Keesee said that now is the time to start thinking about how RRHA wants to approach the partners at the end of the compliance periods.

Mrs. Goh stated that the compliance period for Stepping Stone, based on her review of the documents, is based on the year that the project is placed in service which was 2005, so it appears that the compliance period will end in 2020. Mr. Kessee confirmed that this was correct. Responding to a question from Commissioner Anguiano, Mrs. Goh said that 2020 is when RRHA will have the first opportunity on one of the properties to exercise the Right of First Refusal.

Mr. Kessee said that there is no requirement for RRHA to put any money into these projects and that RVHC has no obligation either. It has the right of first refusal if the property was ever sold and a put option was placed on some of these projects; however, he stated that he believed Stepping Stone did not have a put option. He said that it is an election that RRHA has to make, but is not an obligation and there is no contingent liability.

Commissioner Witten said that this came up during the recent audit when the auditor mentioned that these periods were coming up and RRHA needed to be prepared for it. He said that part of the discussion today was raising the awareness and asked if there was any way to repackage and resell the tax credits to someone after the initial fifteen year period. Mr. Kessee indicated that there is no tax credit value during the second fifteen year period because the rehab on the property has already been completed.

When asked by Commissioner Witten what other housing authorities in Virginia have done regarding these types of properties, Mrs. Goh stated that she believed that RRHA may be the only housing authority in the state that has done purely LIHTC instead of mixed finance housing where some of the units are public housing. Mr.

Kessee stated the Wytheville Redevelopment and Housing Authority has done it the same way as RRHA, but they have only been involved for the past seven years, so they are not close to the end of their compliance period. In response to Mrs. Goh's comment that she thought RRHA was one of the earliest housing authorities in Virginia to do this kind of project, Mr. Kessee confirmed that RRHA was one of the earliest.

Mr. Kessee went on to explain that the issue comes up nationwide all the time because of funding and that it can be determined whether it will be a burden or not after talking with the investment partners. He stated that RVHC, an affiliate of RRHA, would own one hundred percent of the property through a LLC entity that it has set up and that it is likely the best strategy to buy out the investor partner's interest because transaction costs are much lower.

Commissioner Butler, referring to Eight Jefferson Place, recalled that when RRHA transitioned out of its participation and the successor took over, they struck an agreement at that time with the investor partner. Mr. Kessee said that while those were a little bit different because they were historic credits, the buyers did reach an agreement with a group of investor partners out of Boston that claimed to be owed a significant amount. After the buyers made the trip to Boston, they ended up negotiating with the investors and did not end up paying much at all for that interest.

Commissioner Butler went on to say that a lot of it is driven by the operating health of the property in regards to the replacement reserves so that there is not a large amount of liability in terms of rehab. He believed another option was to walk away from a project if it was in such a state that it could not be run, however he did

not believe any of the LIHTC properties were in that kind of condition.

Commissioner Witten asked if, based on the recommendation, it would still be an enterprise for which RRHA could not use federal dollars. Mrs. Goh confirmed this to be true and stated that HUD funding can only be spent on what HUD refers to as Annual Contributions Contract (ACC) units, which are public housing units.

In response to a question from Commissioner Anguiano regarding what is the interest for RRHA in acquiring the extra obligation, Mrs. Goh stated the primary interest she could think of is the commitment to keep affordable housing available. She explained that these properties are not big revenue generators and all run a very thin bottom line. Mr. Kessee stated, politically, it could have an impact on the ability to get an allocation of tax credits for a future project if RRHA were to walk away from one. He said that it makes an impact on the investment partner and how they view dealings with RRHA.

Responding to a question from Mrs. Goh as to whether units could be brought into the Public Housing program under the ACC to maintain them as affordable housing for the additional fifteen years, Mr. Kessee said that he assumed they could be brought in, but was not aware of how that worked technically. Mrs. Goh said that gives RRHA more to consider because the rents could then be subsidized by HUD. She went on to explain that one of the challenges with these properties is that, while rents are capped by VHDA to be affordable, there has to be a certain level of income and good credit on the part of the applicant. The applications are approved by a third party, and it is difficult finding people who meet all of the requirements to be able to live there and afford the unsubsidized rent. She said that the majority of the people

that RRHA serves in Public Housing & Section 8 are at thirty percent of area median income or below. She stated that the tax credit properties require people to be at somewhere between forty and sixty percent, so it is not really the same people being housed. She stated that there might be some merit in considering bringing at least some of the units into the Public Housing program or having them become project based Section 8 units if that is allowable and in compliance. Mr. Kessee said that he would look into it.

Vice Chair Burruss asked if this could be done after the initial fifteen year period or only after the thirty year period. Mr. Kessee confirmed that it was after the initial fifteen years.

In response to a question from Commissioner Butler about the possibility of converting the entire complex into Public Housing, Mrs. Goh stated it could.

Commissioner Butler, referring back to Eight Jefferson Place stated that, understanding that it was a historical tax credit property, one of the difficulties for RRHA being a Public Housing agency was running a private sector market rent property that went through its ups and downs with the economy, building maintenance and deficits. He said it exposed the agency to a lot of red ink and that it was not in the position to find money elsewhere to take care of those issues. He stated his caution in taking that kind of property back on unless it was transferred to Public Housing and conformed to what RRHA does best.

In response to a question from Vice Chair Burruss about RRHA being a Section 8 landlord, Mrs. Goh stated that it was possible but, if RRHA owns the property, a third party inspector would be needed as RRHA could not perform

inspections on units it owns. Commissioner Butler asked if there was a possibility of getting Total Action for Progress (TAP) or an agency similar to do it to which Mrs. Goh responded that she didn't think TAP had any approved inspectors because they had given RRHA their Housing Choice Voucher (HCV) program. She said there are contract companies that can perform inspections.

Commissioner Anguiano stated that he would like to see if some research could be done as to what other Housing Authorities have done in similar situations and Mrs. Goh said that she would have that completed and report back.

3. Resolution No. 3934

Ms. Hall introduced Resolution No. 3934, requesting the Board's approval to modify the contract with Designing Success for the Tracking At A Glance (TAAG) software, which is the case management software. She explained that the contract has now gone above \$100,000 and has been modified up to the point where the policy allowed without Board approval. She said there is \$4,307.30 left for a license fee and \$861.46 for annual maintenance fees that require the Board's approval.

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

Commissioner Smith introduced Resolution No. 3934 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A MODIFICATION TO A CONTRACT FOR SOFTWARE LICENSING AND MAINTENANCE**

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow the City of Roanoke Redevelopment and Housing Authority (RRHA) to join intergovernmental cooperative agreements; and

WHEREAS, RRHA identified a need to utilize software for tracking goals and activities in Jobs-Plus and other resident services programs and providing required data for reporting to HUD; and

WHEREAS, the U.S. General Services Administration (GSA) and Designing Success, Inc., have a current contract with a term ending July 27, 2021; and

WHEREAS, the GSA and Designing Success, Inc., contract fully satisfies HUD's 5 intergovernmental cooperative agreement requirements; and

WHEREAS, RRHA joined the GSA and Designing Success, Inc., contract by agreement on July 13, 2015; and

WHEREAS, the RRHA's current not-to-exceed amount on the contract with GSA and Designing Success, Inc., is 117,016.60; and

WHEREAS, RRHA requires a modification to increase the not-to-exceed amount by \$5,168.76 in order to pay for licensing fees and annual maintenance through July 27, 2018; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a modification to the contract between RRHA and Designing Success, Inc., increasing the not to exceed amount from \$117,016.60 to \$122,185.36, a net increase of \$5,168.76, with all other terms remaining unchanged.

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

AYES: Commissioners Anguiano, Burruss, Butler, Karnes, Smith and Witten

NAYS: None

Chair Karnes thereupon declared said motion carried and Resolution No. 3934 adopted as introduced.

## V. **ADJOURNMENT**

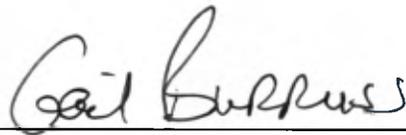
There being no further business to come before the Board, Commissioner Smith moved that the meeting be adjourned.

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

AYES: Commissioners Anguiano, Burruss, Butler, Karnes, Smith and Witten

NAYS: None

Chair Karnes declared the meeting adjourned at 3:42 p.m.



Gail Burruss, Chair



Glenda Edwards Goh, Secretary-Treasurer

