

PORT OF BENTON
COMMISSION MEETING MINUTES
OCTOBER 13, 2021

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:32 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Jane F. Hagarty; Commissioner, Executive Director, Diahann Howard, PPM®; Director of Finance, Danielle Connor; Director of Economic Development & Governmental Affairs, Miles Thomas

The following attendees attended via remote communications: Commissioner Robert D. Larson; Commissioner Roy D. Keck; Port Attorney, David Billetdeaux; Executive Administrator, Summers Miya; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams; Contract Specialist, Sheri Collins; Senior Accountant, Veronica Serna; Director of Facilities & Operations, Ron Branine; Facilities Manager, Joe Pisca; Cheri Smoot, Pepper Preppers, LLC; Bill Smoot, Pepper Preppers, LLC; Wendy Culverwell, Tri-Cities Area Journal of Business; Bryan Condon, Century West Engineering

The Commission Meeting was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting in-person and remotely; public attending remotely and Port staff members participating in-person or remotely, and said meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Director of Economic Development & Governmental Affairs, Miles Thomas led those present in reciting the Pledge of Allegiance.

Miles Thomas noted that one new item added to the agenda, adding that Personnel will also be discussed during the Executive Session.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the addition of Personnel to the items of discussion during Executive Session.

C. CONSENT AGENDA:

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the September 8, 2021 Commission Meeting Minutes, and approval of vouchers and certifications, including payroll, for the month of August totaling \$914,108.83, and Resolution 21-42, to cancel warrant No. 078633, in the amount of \$354.58, and approval of Resolution 21-45, to cancel warrant No. 078698, in the amount of \$0.

D. PUBLIC COMMENT:

There were no comments from the public.

E. PUBLIC HEARING:

1. 2022 Port of Benton Proposed Budget

The regular Commission Meeting was recessed at 8:40 a.m. and Public Hearing was convened by Commissioner Hagarty for the purpose of Director of Finance/CPA, Danielle Connor to present the proposed 2022 Port of Benton Budget.

Connor announced that the budget was reviewed in detail at the Special Budget Workshop, which was held on Tuesday, October 12, 2021.

Connor stated that the beginning cash is \$1M, which is consistent with the prior year. Connor noted that the Port is starting to see a residual impact from COVID-19, therefore the forecast revenue is conservative. Connor noted that the Finance and Real Estate team continue to true-up leases and the team is working hard to backfill vacant properties.

Connor stated that the first preliminary assessed values were received from the County in late September and the second preliminary values are expected sometime this week, with the third being received the first week of November.

Connor noted that she plans to add an additional addendum with revenue by site by tenant and the preliminary budget is on file and available for comments.

Connor stated that she looks to formally present and adopt the budget along with the levy at the regular meeting on November 10th, in order to meet the County deadline of November 30, 2021.

Connor concluded that because of the rate of inflation posted by the Department of Revenue for 2022 is greater than 1%, no resolution for substantial need will be presented.

Commissioner Hagarty closed the Public Hearing at 8:53 a.m.

F. ITEMS OF BUSINESS:

1. Resolution 21-43, Authorizing a Sale of Real Property with Pepper Preppers Kitchen, LLC

Director of Real Estate, Teresa Hancock stated that the Port has looked at this facility, 713-719 9th Street in Benton City, the former Fire Station and occupied through November 2020, for different options and felt that this property would be better served in the private sector. Hancock reminded the Commission that this property was identified for surplus via Resolution 11-15 in May 2011 and the Comp Plan stated it was For Sale or Lease.

Hancock stated that Bill Smoot approached her several years back, but the building was leased to another tenant at the time. Hancock added that once the building was vacated in November 2020, she reached out to Smoot, who was still working on his Pepper Preppers Kitchens, LLC business plan and proposal. Hancock added that the Port granted a feasibility study, which considered the life expectancy of the roof and plumbing and brought the total to a \$261k appraisal, minus \$50k with the considerations. Hancock added that this will be a \$211k cash sale that will close on or before December 2021.

Hancock introduced Bill and Cheri Smoot, who were joining the Commission meeting via Zoom communications. Bill Smoot thanked the Commission for inviting him to the meeting and thanked the
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Port team for their support throughout the 2021 journey. Smoot noted that the Pepper Preppers Kitchens, LLC business venture started in 2017, which has led to seven total licenses and a co-packing company. Smoot added that he is working with 6-7 additional businesses who are pursuing their own culinary dreams, and the space he is creating will allow them another location to grow and expand.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 21-43, authorizing the sale of real property with Pepper Preppers Kitchens, LLC in Benton City.

2. Resolution 21-46, Addressing Commissioner Compensation for Current and Future Commissioners

Port Counsel David Billetdeaux explained that WPPA has brought up a legislative error on how statutes were written regarding Commissioner compensation. Billetdeaux stated that WPPA has put a draft together and the Port has reviewed and agreed to align with WPPA's recommendations, which will put all three Commissioner positions at the same level of compensation as of 1/3/2022. Billetdeaux added that this will be consistent with what other Ports are doing. This is basic housekeeping that will likely be rectified by the Legislature in the upcoming session.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 21-46, addressing Commissioner Compensation for Current and Future Commissioners

3. Resolution 21-47, Accepting Completion of 2345 Carpet Replacement Project

Director of Facilities & Operations, Ron Branine stated that this acceptance is for Phase I of the project and added that there was a change order for reduction in quantity, which brought the total project cost to just over \$68k.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 21-47, accepting completion for Phase 1 of the 2345 Carpet Replacement Project.

4. Review and Acceptance of White Bluffs Storage and Archive Scope of Work in the TBC

Director of Economic Development & Governmental Affairs, Miles Thomas explained that the request today was specifically for Phase I of the Archive & Storage Building and would like to request approval to complete negotiations with Architects West. Thomas explained that Architects West proposed a contract with a not to exceed \$244,450.00 that was reviewed and selected by Port staff.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission accepting the White Bluffs Storage and Archive Scope of Work in the TBC with Architects West not to exceed \$244,450.00.

5. Review and Acceptance of Anderson & Perry Contract for Sidewalk Improvements

Executive Director Diahann Howard stated that with the development of the Richland Innovation Center (RIC), and creation of lots for sale, the Port is required to improve all the roads within the RIC with public improvements meeting the City's development requirements, which includes

sidewalks and street lights across the frontage of all the lots with current buildings. Howard continued, adding that additional conduit needs installed throughout the RIC for fiber infrastructure. Howard reminded the Commission that the Port is paying for this project through the Benton County Rural County Capital Fund (.09 Money).

Howard noted that the Port issued a RFQ from engineering firms experienced and capable of completing this type of work, receiving four Statements of Qualifications. Howard stated that after thorough review of the statements, the Port staff determined that the best qualified firm to complete this work was Anderson Perry and Associates, who have staff available and are very qualified to complete this work, including experience on several projects very similar to the work required in the RIC.

Howard noted that the estimated budget for design, surveying and bidding assistance is \$50k with additional work being required during construction, but those services will be contracted at a later date.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Anderson & Perry Contract for sidewalk improvements at \$50,000.

6. Review and Acceptance of HDR Contract for Design of Van Giesen and Swift Blvd. Rail Crossings, up to \$67,800.

Executive Director Diahann Howard stated that as the Port works to bring the railroad back to a Class 3 track, as required by the Lease between the Port of Benton and TCRY, LLC, the most needed repairs are to the at-grade crossings, with the worst of these crossings being the Van Giesen Street and Swift Blvd. crossings (also known as the cemetery entrance crossing).

Howard added that while the Port is in the process of seeking grants to repair more of the railroad infrastructure, work needs to begin with these crossings in the short term. Howard added that these repairs will include complete replacement of the crossing panels, rail and ties, as well as the asphalt approaches. Howard stated that both of these projects will require a total closure of both rail and vehicle traffic, which will involve a significant amount of traffic control as well as public notification.

Howard stated that the types of improvements needed for these projects are a specialty engineering project and only a very few consulting firms have the knowledge and experience to complete this work. Howard stated that HDR Engineering has performed several of these rail projects for the Port and are uniquely qualified to complete this project.

Howard noted that HDR's proposed scope of work and budget to complete this work including design and building assistance is up to \$67,800 with additional services being required during construction, but those services will be contracted at a later date.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the HDR Engineering contract for design of Van Giesen and Swift Blvd. Rail Crossings, up to \$67,800.

G. INFORMATION REPORTS:

1. Grants Update:

Executive Director Diahann Howard provided comments on the following grants:

Richland Airport Master Plan: The Master Plan draft is being distributed to Airport users this weeks and comments are due by November 5th.

Richland Innovation Center Rural County Capital Funds: Fermi Ave. is being paved this week and sidewalk and streetlight design is planned to begin soon.

North Richland Development Building: The Federal budget requests have been submitted and the Port continues to check-in with Congressional staff regarding status.

Richland Airport – Airfield Signage and Lights (Phase I): Reviewing design plans and planning for a major project with several closures to plan and prepare for.

Prosser Airport – Taxilane: Minor closeouts to complete.

Bureau of Land Management: Submitted; no action.

Innovation Cluster Accelerator Program Application: Received preliminary notification of \$400k award with contract negotiations taking place. The Port has offered a match of time, not monetary.

The Port submitted as part of Maritime Blue application in EDA's Build Back Better plan for \$15m for a new facility and \$3m to support a hydrogen fueling demonstration project.

2. 2021 Budget Update

Director of Finance/CPA, Danielle Connor announced that second half property taxes are expected in October, which should be approximately \$1M.

Connor announced that current (unreconciled) general operating cash balance, including reserved cash, is \$3.2M, with \$1.8M available operating. Connor stated that the reports from Benton County Treasurer have not yet been received, which will allow for September reconciliation.

Connor stated that Accounts Payable is currently sitting at \$28k due, with all current.

Connor added that tenant AR is currently sitting at \$617k outstanding, as October billing was recently processed and payments are being received and applied.

Connor noted that about 34%, or \$207k is aged greater than 90 days, although most of this is due to interstate aggregate.

3. Port of Benton Vehicle Use Policy

Port Attorney, David Billetdeaux stated that the Vehicle Use Policy was drafted in order to formalize a policy as to when a Port vehicle can be taken home by an employee. The two main situations in which this will be allowed are when funds are saved due to the decrease in driving, or during an emergency situation.

Billetdeaux explained that there is an equation involving the current mileage rate in addition to the average number of call-outs when determining if the situation garners a Port vehicle to be taken home, particularly if the situation involves Port property that is far away, such as in Prosser or at Crow Butte Park. Billetdeaux added that sometimes it makes financial sense for vehicle usage to be taken, rather than mileage reimbursement. The other situation is that of a potential emergency. Billetdeaux

provided the example of when significant snowfall is expected and this situation would save time and money, as well as added safety, for the Port employee to take their company vehicle home.

H. COMMISSIONER REPORTS/COMMENTS:

Commissioner Larson announced that he attended the Port of Pasco BBQ on September 9 and also attended via Zoom the Benton-Franklin Council of Governments Board Meeting. Commissioner Larson noted that he has also been regularly attending Richland Rotary luncheons and participated in working at the Port-sponsored booth at the Cool Desert Nights event.

Commissioner Larson announced that he also recently attended the WAMA Annual Conference at Alderbrook Resort.

Commissioner Keck stated that he also attended the Port of Pasco Tenant Appreciation BBQ. Commissioner Keck announced that he did attempt to log-in for the AAPA Zoom Annual Meeting, but due to technical difficulties on the meeting planner's part, was not able to view live, but was able to watch the videos once they were loaded to the AAPA website.

Commissioner Keck noted that he also attended the WAMA Annual Meeting, which he felt was very informative and very forward thinking. Commissioner Keck reported that the future of aviation is electric, hydro-powered and involves biofuels.

Commissioner Hagarty agreed that the AAPA event was difficult to view live. Commissioner Hagarty stated that she has found recent news reports interesting regarding containers that are anchored along the California coast waiting for an unload, which is causing a huge impact to the supply chain.

Commissioner Hagarty added that she recently attended the Port's Rail Caucus briefing via Zoom, which she also found very informative and also made you think about the impact if the dams are lost.

Commissioner Hagarty stated that she also worked the Cool Desert Nights booth and made numerous contacts with the public. Hagarty added that the Port should consider an education campaign to broadcast what it is that Ports do.

Commissioner Hagarty added that she has fielded numerous questions regarding the Walter Clore Center and how WSU plans to utilize the center.

Commissioner Hagarty added that she also recently attended the Prosser Balloon Rally and felt it was a success and very well attended. Hagarty added that there were less balloons this year, but more people. Hagarty added that she was thrilled to be a part of offering the Port balloon ride to a gentleman who was celebrating his 90th birthday with his 85 year-old sister and family.

Commissioner Hagarty stated that she also attended the recent grand opening of Richland's new fire station, which she felt had a great turnout.

Hagarty notified that the Prosser Chamber recently welcomed a presentation from the Prosser Hospital, who announced that they were not given additional beds by the state board and will continue with the 25 beds.

Hagarty noted that PEDDA is working on setting up a new system to broadcast their Zoom meetings.

I. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS:

Director of Facilities & Operations, Ron Branine reported that the Prosser Taxilane Project will be 100% complete on Thursday, October 14th, with the replacement of the gate that was damaged by the contractor. Branine added that there will be additional punch list items to complete on Monday and noted that the project was over by 11 days, which the Port will assess 10 days' worth of liquidated damages. Branine explained that in lieu of three of those days, the Port has asked the contractor to bring in more rock to level an area where the old hangar was. Branine stated that once the hangar was removed, it cut into the asphalt, leaving a two to three inch lip where it was uneven and created a sharp edge or drop off that needs leveled up.

Branine added that the Balloon Rally was a success and well-attended and the Port team is already planning for next year's event. Branine reminded the Commission that the new fence will be up and the Rally will not be able to remain in the same location.

Branine stated that the Richland Airport is getting cleaned up as quickly as the team can. Branine added that he has been meeting with many of the tenants and building a good rapport with them, as well as with the FAA contacts.

Branine noted that the big priority is the planning for the electrical projected slated for 2022.

Executive Director Diahann Howard added that the Prosser Airport fiber is now underground with overhead fiber waiting on a permit from Benton PUD, which is expected in the next few days. Howard added that this work also runs conduit and fiber into the Milne building and 111 Pilot's Lounge and also makes fiber available for Chukar Cherries in the future.

Director of Real Estate Teresa Hancock added that she does continue to receive leads for hangar and t-hangar construction.

Hancock added that there is an item for discussion regarding the City of Prosser Police Department lease and security deposit. Hancock explained that the City of Prosser and Port entered into a lease with provisions to protect the Port with the current tenant to perform maintenance. Hancock added that a security deposit is required for this lease, as the term of lease is one year with two renewals and the property is on Airport property, which falls under different guidelines that do require a security deposit. Hancock stated that the deposit amount is \$19,500 and the City has requested a waiver of the deposit.

Port Attorney David Billetdeaux added that there has been a lot of back and forth and the lease was reviewed by the City of Prosser attorney before signing, with the waiver request being made after the fact.

Executive Director Diahann Howard added that there are many concerns, as the City was not up front with the waiver request and there have been many changes and plans for additional changes to the building that were initially minor and approved, with many modifications now being made on the fly. Howard added that the facility was turnkey when the takeover took place and since move-in, now major doorways have been removed, walls added, cabinets removed, windows tinted and the Port has concerns that these changes will need to be restored, as many of the changes impact the building.

2. FACILITIES & OPERATIONS:

Director of Facilities & Operations, Ron Branine announced that the 2345 Lighting Project is still ongoing with completion at approximately 80%.

Branine stated that the roofing project at 2579 Stevens started on September 7th and is nearly complete.

Branine added that the team is flipping 1865 Bronco Lane, the former Zero Gravity space, to include new LED lighting, a bathroom refresh, breakroom refresh and front counter and floor demo. Branine added that he is working with architects to get ready for the HMIS buildout of the old Intermech space. Branine noted that they want several offices built, a breakroom, a very large pallet rack system and battery charging station for their electric forklifts. Branine added that these projects will be contracted to be built, but the plan have to be drawn and engineered first.

Branine informed that the team has been dealing with a sewer issue at the Walter Clore Center with the pipe degrading over time due to the acidity of the wine production and the chemicals from the neighbor, Desert Wind Winery. Branine added that there have been two blow outs already and a third just occurred. Branine stated that he has been working with Desert Wind and the City of Prosser to determine ownership as well as map out next steps forward. Branine announced that they will be running a camera this week to see where the line goes under the road and the railroad tracks and it appears that the C900 PVC pipe will need to be replaced, so it does not disintegrate like it is doing now.

Branine noted that there is still one HVAC unit down with no ETA on replacement.

Branine added that the Facilities team is working to prep all fleet equipment for winter operations and also starting the winterization of all irrigation systems, which will take approximately two weeks.

Branine added that all life safety testing has been completed for the year, as well as all backflow testing.

Director of Facilities & Operations, Ron Branine announced that the house/Ranger Station remodel at Crow Butte is almost completed with flooring being the last item to complete. Branine added that the Park closes this Friday with plans are already underway to address many punch list items over the winter. Branine stated that the Port team will be winterizing the park in the next couple of weeks, as well as starting the endless leaf-cleaning process.

Branine added that there will be a utility locate company scheduled to assist in locating the conduit break of the irrigation system so it can be fixed for next year.

4. REAL ESTATE:

Director of Real Estate, Teresa Hancock thanked Miles, Ron and the team for turning over space so efficiently and recognized that there has been a lot of push and pull lately.

Hancock added that she continues to field leads for space, small startups and land. Hancock added that she is working on appraisals for Vintners Village near Wamba Road.

Hancock added that she has been looking at assets that are better suited for the private sector and will continue to bring forward for discussion.

Hancock added that she has been working with new tenant JJ Compeau in the Prosser Wine & Food Park.

Executive Director Diahann Howard clarified that the property near Wamba Road is approximately seven acres of property near the Bohlke property and more discussion will be brought forward at future meetings.

5. MARKETING:

Executive Administrator, Summers Miya presented for Wally Williams as Williams was headed to the Walter Clore Center to document the recent sewer destruction.

Miya announced that the fall newsletter has been completed and will be mailed out this week.

Miya added that Williams has been working with the Communications team on the Richland Rotary Entrepreneurial Event, which is being held in a hybrid format on November 2nd.

Miya informed the group that Williams has been working on Crow Butte wayfinding signs that will be placed around the park. Miya added that these signs are similar to the signs recently presented for the Richland Riverfront Trail.

Miya stated that Williams has been working with Ron Branine and Teresa Hancock on updating all facility signage with new branding that is in line with Port branding standards.

6. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:

Director of Economic Development & Governmental Affairs, Miles Thomas thanked the Commission for approval of the White Bluffs Storage & Archive Center Design Scope, adding that the team is very excited about this project.

Thomas announced that he continues to co-chair the Tri-Cities Legislative Council and the Committee is fast approaching deadlines for priority papers to be submitted by community members for drafting of regional priority papers.

Thomas announced that on Monday, October 25th, he will be presenting, along with Executive Director Diahann Howard, to the Richland Economic Development Committee to provide an update on Port activities this year and reinforce the importance of the joint marketing programming between the City and Port along with our continued investment in rail.

Thomas informed that he has recently corresponded with Executive Director of PED, Neal Ripplinger to provide feedback on A/V solutions to support virtual meetings in Prosser. Thomas noted that he recommended PED proceed with purchasing a third party mobile conference device to support their off-site group meetings.

Thomas noted that the Communications team has been very busy putting together the fall newsletter, which will launch online today.

7. FINANCE DIRECTOR:

Director of Finance/CPA, Danielle Connor announced that the team continues to make good progress with the Yardi implementation, yet there still remains a fair amount of foundation and master file setup. Connor added that property and leases data has begun to be entered for testing and added that each lease takes approximately three hours to fully enter.

Connor stated that Tiffany, from Teresa Hanford's office, has been onsite to assist with the data compilation and data entry with the majority of the lease data will need to be entered manually. Connor stated that once a bit more transactional data is entered into the system we will begin the integration design and development process, hoping in the next few weeks. Connor updated that the timeline has been revised and are continuing to monitor, still aiming for later this fall for go live with core Voyager, and the Facilities Manager and GASB pieces to then follow.

Connor added that the financial statements for 2020 were filed in September and per the continuing disclosures of our debt agreement, the 2020 annual financial statements and supplemental information was successfully published to the Municipal Securities Rulemaking Board within the required due date of September 30th.

Connor noted that the Port is also required to publish the audited statements within 10 days of issuance and the 2019 audited financial statements are due to Moody's by the end of this year, however, given the audit may not be complete the Port will be in communication with financial advisors and bond counsel as to how best to ensure compliance.

Connor informed that the SAO has reached out with their initial request list and set a tentative start date of Oct 25th. Connor noted that the finance team will be having a pre-audit meeting with the audit team and next week and it does not sound like they will be able to come onsite so we are currently planning to provide all selected items electronically.

Connor provided a brief update on the current financial status stating that general expenditures for September were approximately \$1M, which was about \$500k less than what was forecasted, which was due to project timing, adding that \$175k went to rail, \$120k went to pavement maintenance, and a \$225k went towards Fermi.

Connor added that September payments included a large payment to Conover Insurance for surplus lines, Swaggart, Century West for the Prosser Airport Taxi Lane Project, Inland Asphalt.

Connor added that project expenditures are still expected to increase, with the Prosser Taxi Lane construction finishing up and Fermi project underway as well as additional rail repair and pavement maintenance. Project expenditures are still forecasted to get heavier into the fall for both Port and grant-funded projects with \$1.7M forecasted for expenditures in October and \$700k in November. Connor stated that the Line of Credit will not be utilized this year.

8. PORT ATTORNEY:

Port Attorney, David Billetdeaux informed the Commission that Executive Director Diahann Howard has approved a Greenhouse Policy for the Port of Benton. These policies are often required for state and federal grants, and the Port is already performing all of the requirements outlined in the policy included in the commission packet.

Billetdeaux added that some of the items already being done include changes made due to the COVID-19 pandemic, Work from Home policy, Zoom meetings, the Port electric vehicle. Billetdeaux reminded the Commission that these items also help with airport and other grants.

Billetdeaux stated that he has been working on the airport cleanup, as various boats and RVs are being removed and he will continue to work down the list with Engineer, Roger Wright.

Billetdeaux added that he is also working on the Walter Clore sewage break issue and looking into easements and other recorded documents. Billetdeaux noted that he feels the City of Prosser or Desert Wind should be ultimately responsible, as the Port intended to transfer ownership of the sewage line to the City over a decade ago, and the Port has not been flushing acidic wine discharge through the system as is the case with Desert Wind.

9. EXECUTIVE DIRECTOR:

Executive Director, Diahann Howard announced that the Port is in the final design review for the derailment repair and reminded that this will include repair of frogs and switches and ties that were damaged during the derailment cleanup. Howard stated that this will also re-gap the existing rail in that area and repair the damaged concrete pad on Columbia Park Trail Bridge.

Howard stated that the Port's virtual rail caucus was a success which resulted in two follow-up one-on-one tours of the rail.

Howard added that the 2022 Balloon Rally rider has been identified.

Howard noted that she recently participated in an Energy Alliance presentation regarding reactors and also was invited to participate in a leadership podcast with Paul Casey.

Howard stated that she has requested to participate in Low Carbon Siting Advisory Board that plans for majority of meetings to be virtual.

J. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 11:26 a.m. and an Executive Session was convened at 11:30 a.m. to discuss ongoing litigation, personnel and real estate matters. It was announced that Executive Session would take one hour and if any action was required, the Regular Commission Meeting will reconvene and bring forward the item at that time.

K. ADJOURNMENT: The Commission announced that no action was required to be taken relating to any items discussed within Executive Session. With no further business, the meeting was adjourned at 12:30 p.m.



Roy D. Keck
Commission Secretary