

MINUTES

CULPEPER SOIL AND WATER CONSERVATION DISTRICT

BOARD MEETING
Graves Mountain Lodge
Syria, Virginia 22701
July 7, 2020

DRAFT

DIRECTORS PRESENT: Lynn Graves, Madison County
Philip Morris, Greene County
Robert Bradford, Orange County
Robert Runkle, Greene County
Robert Brame, Orange County
Tom O'Halloran, Culpeper County
Steve Morris, Greene County, Director-At Large
Brad Jarvis, Madison County, Virginia Cooperative Extension,
Associate Director
Dennis Verhoff, Culpeper County
Mike Sands, Rappahannock County
Sarah Sharpe, Virginia Cooperative Extension, Greene County
Bob Williamson, Culpeper County, Associate Director
Mike Biniek, Rappahannock County

DIRECTORS NOT PRESENT:
Warren Lee, Orange County, Associate Director
Steve Hill, Madison County

STAFF PRESENT: Greg Wichelns, District Manager
JoAnn Neal, Administrative Secretary

OTHERS PRESENT : Debbie Cross, CDC, DCR
Rex Rexrode, NRCS District Conservationist

1) CALL TO ORDER, MOMENT OF SILENCE, PLEDGE OF ALLEGIANCE

L. Graves welcomed everyone to Madison County. Following a moment of silence, Lynn Graves led the Pledge of Allegiance. There were two handouts: District Technical Committee Report Addendum and the DCR Monthly Report.

2) DRAFT MINUTES

L. Graves called for approval of the substance of the June 2, 2020 Draft District Board Meeting Minutes and for any substantive corrections or additions. T. O'Halloran moved to approve as presented. P. Morris seconded the motion. (T. O'Halloran, P. Morris, unanimous)

3) AGENDA APPROVAL

L. Graves called for Agenda approval. R. Bradford requested the Nominating Committee Report be removed from the Consent Agenda and placed on the Agenda as 5.1. R. Bradford also requested the Technical Committee Report be removed from the Consent Agenda and placed on the Agenda as 5.2. R. Bradford moved to approve the Agenda as amended. R. Runkle seconded the motion. (R. Bradford, R. Runkle, unanimous)

- 4) **CONSENT AGENDA**
Consent Agenda approved as modified.

COMMITTEE REPORTS

EDUCATION COMMITTEE REPORT
OPERATIONS COMMITTEE REPORT
DCR OPERATIONS GRANT
DCR COST SHARE/TECHNICAL ASSISTANCE GRANT
LEGISLATIVE COMMITTEE REPORT/DISTRICT FY21 LEGISLATIVE AGENDA
TREASURER'S REPORT

Resource Management Plans-Recertification

Plan Numbers: 07-15-0007.1 71 acres cropland Culpeper County
07-15-0008.1 115 acres cropland Culpeper County
07-15-0009 113 acres cropland Culpeper County

Resource Management Plan-Approval

Plan Number: 07-15-0077 410 acres cropland Culpeper County

TREASURER'S REPORT

NRCS CONSERVATION PLANS –

Madison - 93.1 acres – Well, Pipeline, Troughs, Stream Crossing, Fence, Access
Control, Prescribed Grazing – EQIP
1 acre Hi-Tunnel System EQIP
17 acres – Tree Planting and Prescribed burn/weed control

5) **ADDITIONS TO AGENDA**

5.1) **NOMINATING COMMITTEE REPORT-**

R. Bradford reported the Nominating Committee reviewed potential nominees for District Chair, Vice-Chair and Treasurer for FY21. The Committee proposed Chairman - L. Graves, Vice-Chairman- Philip Morris, and Treasurer-Tom O'Halloran.

R. Bradford opened the floor for other nominations for Chairman. None were forwarded. Nominations were closed. R. Brame moved to accept the Nominating Committee Report for Lynn Graves for Chairman. T. O'Halloran seconded the motion. (Brame, O'Halloran, unanimous)

R. Bradford opened the floor for other nominations for Vice-Chairman. None were forwarded. Nominations were closed. R. Brame moved to accept the Nominating Committee Report for Philip Morris for Vice- Chairman. T. O'Halloran seconded the motion. (Brame, O'Halloran, unanimous)

R. Bradford opened the floor for other nominations for Treasurer. None were forwarded. Nominations were closed. R. Brame moved to accept the Nominating Committee Report for T. O'Halloran for Treasurer. P. Morris seconded the motion. (Brame, Morris, unanimous)

5.2) TECHNICAL COMMITTEE REPORT –

R. Bradford opened the bid for installation of electronic gauge remote monitoring for three (3) control dams. B. F. Wise and Sons LC was the only bidder and was awarded the bid for \$17,113.98.

Items in italics were added on Tuesday, July 7, 2020 at the Monthly Board Meeting in Madison, Virginia

- 1) The following BMP applicants have been approved by the Technical Committee for funding. All applications were thoroughly screened for compliance with Priority Recruitment Guidelines. All met at least two of the priority criteria.

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
NM-5P	2020 VACS	Glebe Farm LLC	07-20-0146	375403	Culpeper	\$ 5,901.76	\$ 0.00
SL-7	2020 VACS	Andrew Lustig	07-20-0428	390321	Culpeper	\$ 2,096.35	\$ 0.00

- 2) The following BMP participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
SL-8B	2020 VACS	Brooke Farms	07-20-0069	363203	Orange	\$ 23,156.25	\$ 0.00
SL-8H	2020 VACS	Brooke Farms	07-20-0069	363200	Orange	\$ 5,700.00	\$ 0.00
SL-8B	2020 VACS	Alexander Miller	07-20-0070	363208	Madison	\$ 9,120.00	\$ 0.00
SL-8H	2020 VACS	Shawn Woodfolk	07-20-0234	379763	Madison	\$ 2,983.60	\$ 0.00
SL-8B	2020 VACS	Mt. Pony Farms*	07-20-0306	381860	Culpeper	\$ 20,814.00	\$ 0.00
SL-8H	2020 VACS	Mt. Pony Farms*	07-20-0284	382097	Culpeper	\$ 4,580.00	\$ 0.00
SL-8B	2020 VACS	Wayne T. Harris*	07-20-0329	383336	Madison	\$ 17,593.85	\$ 0.00
SL-8H	2020 VACS	Beauregard Farm LP	07-20-0103	373982	Culpeper	\$ 5,980.00	\$ 0.00
SL-8H	2020 VACS	Beauregard Farm, Inc.	07-20-0110	373992	Culpeper	\$ 2,100.00	\$ 0.00
SL-8B	2020 VACS	Beauregard Farm, Inc.	07-20-0109	373991	Culpeper	\$ 9,984.00	\$ 0.00
SL-8B	2020 VACS	Beauregard Farm LP	07-20-0102	373981	Culpeper	\$ 24,000.00	\$ 0.00
SL-8B	2020 VACS	Jett Farms Inc.*	07-20-0210	378337	Madison	\$ 1,952.00	\$ 0.00
SL-8H	2020 VACS	Jett Farms Inc.*	07-20-0210	378339	Madison	\$ 518.40	\$ 0.00
SL-8B	2020 VACS	Lewis A Lamb & Sons Inc.*	07-20-0196	377970	Madison	\$ 11,209.20	\$ 0.00
SL-8H	2020 VACS	Lewis A Lamb & Sons Inc.*	07-20-0196	377971	Madison	\$ 10,730.60	\$ 0.00
SL-8H	2020 VACS	Millwood Farm LLC	07-20-0114	374115	Orange	\$ 394.40	\$ 0.00
CCI-SL-6W	2020 VACS	Triple R Investments LLC	07-20-0438	388779	Madison	\$ 7,812.50	\$ 0.00
NM-5P	2020 VACS	Glebe Farm LLC	07-20-0146	375403	Culpeper	\$ 5,901.76	\$ 0.00
WQ-4	2020 VACS	Glenmary Farm LLC	07-20-0130	374966	Orange	\$ 4,916.10	\$ 0.00
WQ-4	2020 VACS	Beauregard Farm, Inc.	07-20-0254	380295	Culpeper	\$ 4,080.00	\$ 0.00
WQ-4	2020 VACS	Beauregard Farm LP	07-20-0104	373983	Culpeper	\$ 12,150.00	\$ 0.00
SL-6	2018 VACS	Albert Rose	07-18-0038	277269	Orange	\$ 6,080.00	\$ 380.00
SL-9	2018 VACS	Albert Rose	07-18-0038	277272	Orange	\$ 1,797.50	\$ 449.37
<i>FR-3</i>	<i>2020 VACS</i>	<i>Mildred Seale</i>	<i>07-20-0357</i>	<i>384160</i>	<i>Madison</i>	<i>\$ 7,945.75</i>	<i>\$ 0.00</i>
<i>NM-1A</i>	<i>2020 VACS</i>	<i>Dennis Brown</i>	<i>07-20-0139</i>	<i>375293</i>	<i>Culpeper</i>	<i>\$ 5,025.20</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2020 VACS</i>	<i>Carl Morris</i>	<i>07-20-0155</i>	<i>375462</i>	<i>Greene</i>	<i>\$ 71,790.75</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2020 VACS</i>	<i>Dolly Morris</i>	<i>07-20-0069</i>	<i>389715</i>	<i>Greene</i>	<i>\$ 49,969.65</i>	<i>\$ 0.00</i>

*Increase in acreage.

- 3) The following BMP participant has been cancelled by the Technical Committee:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
SL-6W	2020 VACS	Rockwood 1 LLC	07-20-0243	380249	Orange	\$ 59,385.00	\$ 0.00

4) The following Upper Hazel River Residential applicants have been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-1	DEQ16546	Garin Marty	07-20-0416	390213	Culpeper	\$ 175.00
<i>RB-3M</i>	<i>DEQ16546</i>	<i>Rebecca Murray</i>	<i>07-21-0012</i>	<i>394000</i>	<i>Culpeper</i>	<i>\$ 2,000.00</i>

5) The following Upper York Residential applicant has been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
<i>RB-4</i>	<i>DEQ16546</i>	<i>Andrea Wilsman</i>	<i>07-21-0010</i>	<i>393759</i>	<i>Orange</i>	<i>\$ 4,000.00</i>

6) The following WQIF Residential participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-4	DEQNPSWQIF	Linda Ingram	07-19-0560	335345	Culpeper	\$ 6,400.00
RB-4	DEQNPSWQIF	Kenneth Anderson	07-20-0351	383838	Culpeper	\$ 4,000.00
RB-4P	DEQNPSWQIF	Raymond A. Searls	07-20-0275	381338	Culpeper	\$ 6,000.00
RB-4	DEQNPSWQIF	Charles Ray	07-20-0022	351177	Greene	\$ 3,395.00
RB-1	DEQNPSWQIF	Paul Hale	07-20-0399	387333	Orange	\$ 102.50
RB-4	DEQNPSWQIF	Timothy Walls	07-20-0229	379532	Madison	\$ 4,000.00
<i>RB-4P</i>	<i>DEQNPSWQIF</i>	<i>William Biscoe</i>	<i>07-20-0326</i>	<i>383320</i>	<i>Orange</i>	<i>\$ 7,800.00</i>
<i>RB-4</i>	<i>DEQNPSWQIF</i>	<i>Tammy Streightiff</i>	<i>07-20-0225</i>	<i>379504</i>	<i>Madison</i>	<i>\$ 5,200.00</i>
<i>RB-5</i>	<i>DEQNPSWQIF</i>	<i>James Callahan</i>	<i>07-20-0473</i>	<i>389422</i>	<i>Orange</i>	<i>\$ 12,000.00</i>
<i>RB-3</i>	<i>DEQNPSWQIF</i>	<i>William Fitterer</i>	<i>07-20-0467</i>	<i>389304</i>	<i>Orange</i>	<i>\$ 2,487.50</i>
<i>RB-4</i>	<i>DEQNPSWQIF</i>	<i>James Adkins</i>	<i>07-19-0316</i>	<i>336372</i>	<i>Madison</i>	<i>\$ 4,725.00</i>
<i>RB-4</i>	<i>DEQNPSWQIF</i>	<i>Manya Wise</i>	<i>07-20-0024</i>	<i>351175</i>	<i>Culpeper</i>	<i>\$ 4,000.00</i>
<i>RB-3R</i>	<i>DEQNPSWQIF</i>	<i>Joseph Kratochvil</i>	<i>07-20-0434</i>	<i>388734</i>	<i>Culpeper</i>	<i>\$ 1,437.50</i>
<i>RB-1</i>	<i>DEQNPSWQIF</i>	<i>Don Dyer</i>	<i>07-20-0472</i>	<i>389414</i>	<i>Orange</i>	<i>\$ 2,656.97</i>

7) The following Upper Rapidan Residential participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-1	DEQ16678	Chester Mummau	07-20-0396	387327	Madison	\$ 175.00
RB-1	DEQ16678	Stephen Dudley	07-20-0402	387342	Madison	\$ 260.00
<i>RB-3R</i>	<i>DEQ16678</i>	<i>W. Harrison Lohr</i>	<i>07-20-0369</i>	<i>386252</i>	<i>Madison</i>	<i>\$ 225.00</i>
<i>RB-3R</i>	<i>DEQ16678</i>	<i>Shawn McQueen</i>	<i>07-20-0445</i>	<i>389077</i>	<i>Greene</i>	<i>\$ 460.00</i>
<i>RB-1</i>	<i>DEQ16678</i>	<i>Leslie Tinder</i>	<i>07-20-0442</i>	<i>388924</i>	<i>Orange</i>	<i>\$ 260.00</i>

8) The following Upper Hazel Residential participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-3	DEQ16546	John McCaslin	07-20-0423	388085	Rappahannock	\$ 1,625.00
RB-4	DEQ16546	James Ribeiro	07-20-0063	359270	Rappahannock	\$ 3,965.00
RB-3	DEQ16546	Charles Howell	07-20-0259	384354	Rappahannock	\$ 1,337.50

9) The following Robinson River Residential participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-3R	DEQ16679	Raymond Brunner	07-20-0412	387501	Madison	\$ 991.76

RB-1	DEQ16679	Dale Simpson	07-20-0425	388104	Culpeper	\$ 175.00
RB-3R	DEQ16679	Michael McTamney	07-20-0419	387890	Culpeper	\$ 220.00
<i>RB-1</i>	<i>DEQ16679</i>	<i>Majorie Curtis</i>	<i>07-20-0454</i>	<i>390062</i>	<i>Madison</i>	<i>\$ 228.00</i>

10) The following Upper York Residential participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-4P	DEQ16547	Iona S. Warmack	07-19-0474	333535	Orange	\$ 6,000.00
RB-1	DEQ16547	Gary Snead Jr.	07-20-0319	382995	Orange	\$ 150.00
<i>RB-4</i>	<i>DEQ16547</i>	<i>Don Dyer</i>	<i>07-20-0472</i>	<i>389414</i>	<i>Orange</i>	<i>\$ 1,343.03</i>
<i>RB-1</i>	<i>DEQ16547</i>	<i>Gary Hogsten</i>	<i>07-20-0398</i>	<i>387331</i>	<i>Orange</i>	<i>\$ 240.00</i>
<i>RB-1</i>	<i>DEQ16547</i>	<i>Gary Hogsten</i>	<i>07-20-0398</i>	<i>387332</i>	<i>Orange</i>	<i>\$ 240.00</i>

11) The following Residential applicants has been cancelled:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-3	DEQ16547	Kameron Pritchett	07-20-0307	381863	Orange	\$ 2,500.00
<i>RB-1</i>	<i>DEQ16547</i>	<i>Jeffrey Teach III</i>	<i>07-20-0405</i>	<i>387435</i>	<i>Rappahannock</i>	<i>\$ 175.00</i>
<i>RB-1</i>	<i>DEQ16547</i>	<i>Graves Mtn. Farms</i>	<i>07-19-0309</i>	<i>331797</i>	<i>Madison</i>	<i>\$ 150.00</i>
<i>RB-3R</i>	<i>DEQ1646</i>	<i>Richard Parsons</i>	<i>07-20-0450</i>	<i>389132</i>	<i>Rappahannock</i>	<i>\$ 3,200.00</i>

12) The following Virginia Conservation Assistance Program (VCAP) practice has been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Participant</u>	<u>County</u>	<u>Amount</u>
Rain Garden	William Harnage	Culpeper	\$ 3,500.00

13) The Committee reviewed the draft Annual Plan of Work and felt it addresses all elements of committee work.

R. Bradford reported that staff is working on the final additions for the cost-share program carryover report. R. Bradford requested authorization for T. O'Halloran, Treasurer to sign the carryover report once completed, on behalf of the Board.

R. Bradford moved to approve the Technical Committee Report as amended with the additions at the Board Meeting, to accept B. F. Wise and Sons LC bid to install electronic gauges for three (3) flood control dams and to authorize T. O'Halloran to sign the carryover report. M. Sands seconded the motion. (Bradford, Sands, unanimous)

6) CLOSED SESSION: PERSONNEL

R. Runkle moved that the Board go into Closed Session at 10:45 A.M. as provided for in the Code of Virginia Section 2.2-3711(A) (1) to discuss personnel issues. The Associate Directors and the District Manager were invited to attend. T. O'Halloran seconded the motion. (Runkle, O'Halloran unanimous)

Following the return from Closed Session, R. Runkle moved to reconvene at 10:45 A.M. (unanimous). Pursuant to the Code of Virginia Section 2.2-.3712. (D), "I move that the Board certify that to the best of the Board's knowledge only matters lawfully exempted and as identified in the motion by which the Closed Session was convened were heard or discussed by this Board". R. Bradford seconded the motion. (Runkle, Bradford, unanimous)

R. Bradford moved to accept the recommendations from the Personnel Committee. M. Sands seconded the motion. (R. Bradford, M. Sands, unanimous)

7) DIRECTORS REPORT-

M. Biniek reported being very busy with summer camp at Belle Meade.

S. Sharpe reported she is back to work part-time.

B. Williamson reported he had a discussion with someone and she was very complimentary about the Culpeper Soil and Water Conservation District and all of its accomplishments.

B. Jarvis reported the Madison Farmers Market on-line sales platform has doubled sales since COVID-19. This is a curb side pickup and the customer numbers are high. The on-line platform will stay. He is working on designing a meat processing plant in Madison which is currently a game processing facility that is being upgraded into a USDA certified processing plant. He is also working on one in Greene County (new construction). Both will be processing game as well as farm raised domestic livestock. Madison 4-H livestock on-line sales will be coming up.

Ag damage assessment - there were 7 freeze events this past spring and we lost nearly all the grapes in Madison County. There is currently a petition to allow Virginia wineries to bottle with less than 50% of the grapes grown in Virginia. It has been approved by the Commissioner of Agriculture and the ABC Board. A lot of wheat crop was also lost. No seed developed in the heads if you planted early. This was caused by frost damage. Those that planted later had no damage. Some soybeans were lost.

B. Jarvis hopes to have a face-to-face meeting on Farm Safety at Evan Bowman's Farm Thursday, September 17, 2020. The focus will be on livestock handling and safety.

L. Graves reported there will be a VASWCD meeting via conference call this Thursday, July 9th at 10 a.m. on planning for the Annual Meeting. More information will be reported on the Annual Meeting in the future. September 16th, 2020 is the VASWCD Golf Tournament. Awards will be awarded on-line. Graves Mountain Lodge had a very successful July 4th. Graves Mountain now has a lunch menu. Seats are limited to how many can sit at a table.

8) STAFF

Greg reported Culpeper SWCD has completed the \$4.3 million ag cost share year. Both staff and producers made this happen and all really "stepped up". The four year WQIF \$725,000 septic program grant for all of the areas that were not in the TMDL grants has come to a close. We did a lot of varied outreach on the WQIF grant and even sent a postcard to every rural post office box in the District. He complimented staff who implemented the 4 year grant as having really risen to the challenge. All TMDL watershed septic grants are still active.

Greg reported working on three new grant proposals for the Upper Hazel, Robinson River/Little Dark Run and Upper Rapidan TMDL Watersheds. He reported he is waiting to hear on the NFWF grant that was submitted for stream

restoration. Greg reminded the Board of R. Jacobs creation of a Dirt and Gravel Road BMP Design Guide. Engineers from VDOT contacted Richard and they are interested in Richard putting a proposal together to assist with some maintenance projects in the district. They are targeting gravel roads that have significant maintenance issues. VDOT will probably go in and correct some poorly constructed gravel roads and do some water quality BMP design which is really what this is about. Stay tuned.

9) AGENCY REPORTS

NRCS – Rex Rexrode reported that the NRCS State Conservationist, Jack Bricker retired May 31, 2020. John Hubbard from the state of Iowa will be the Acting State Conservationist until a new permanent one is hired. Nancy Utz's replacement is now working in Culpeper. Cory Gray is working with John Jefferies on engineering practices and getting trained. The USDA Playbook on all the re-openings is in process. Culpeper was approved to go into Phase I along with Warrenton. The front door will be locked at all times. We can

allow people in, but only at the counter and they must have an appointment. Rural Development is still teleworking and will continue to do so. Staff is concentrating on pre-approvals – only 1 contract has been approved. NRCS is working with two people on ag land protection easements.

DCR –D. Cross reported that Culpeper staff has obligated 100% of the \$4.3 million funds, which is a major accomplishment by the staff. End of the year reports are due July 31, 2020. Electronic meetings are allowed by public bodies during the “State of Emergency”. Follow the guidance from the OAG carefully. A recording of the meeting must be posted to your website. When the Governor declares the State of Emergency over, electronic meetings will no longer be allowed. As of July 1, 2020, each elected district director is required to complete the FOIA training for locally elected officials. An on-line training is provided by the Virginia Freedom of Information Advisory Council and requires an individual email address. The Directors have until December 31, 2020 to take it. There is a certificate at the end of the training that needs to be printed for the clerk’s office, CSWCD files and D. Cross. Spot checks this year – One DCR person and one district person only, in August 2020.

PLAN FOR JULY COMMITTEE MEETINGS (in CULPEPER at the CULPEPER OFFICE)
Committees will meet on Tuesday, July 21, 2020. Personnel 9:00, Operations 9:30, Technical 10:00, and Educational meeting will be held June 21, 2020 via telephone 4 P. M. **BOARD MEETING FOR AUGUST WILL TENTATIVELY BE HELD TUESDAY, AUGUST 4 , 2020 IN MADISON COUNTY AT GRAVES MOUNTAIN LODGE.**

ADJOURNMENT

Motion was made to adjourn the July 7, 2020 Board meeting at 11:45.

Respectfully Submitted,

Lynn Graves, Chairman

JoAnn M. Neal
Administrative Secretary

Date Approved _____