

**MINUTES**  
**LOS CERRITOS WETLANDS AUTHORITY (LCWA)**  
**BOARD MEETING**  
**Wednesday, August 17, 2022**

Held at the following locations:

**TELECONFERENCE MEETING VIA ZOOM ADDRESS:**

<https://us02web.zoom.us/j/82890159204?pwd=dnhLZ0pLNTdETHFwUjJSV3lqdVJWQT09> ID:

828 9015 9204 | Password: 609597 | And by phone at 1-669-900-9128

**1. CALL TO ORDER**

The meeting was called to order by Chair Suzie Price at approximately 2:32pm.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Ms. Suzie Price

Ms. Megan Cooper

Mr. Joe Kalmick

Mr. Roberto Uranga (Arrived approximately 2:39)

**MEMBERS ABSENT:**

**STAFF PRESENT:**

Mark Stanley, Executive Officer

Aimee Nguyen, Board Secretary

Salian Garcia, Fiscal Manager

Sally Gee, Project Manager

Elizabeth St. John, Deputy Attorney General

**3. VOTE PURSUANT TO GOV. CODE SECTION 54953**

Elizabeth St. John stated staff recommends that pursuant to gov. code section 54953 the Board make the following two findings: that it has reconsidered the circumstances of the state of emergency since the last meeting of the Board and that it finds one or more of the

two following circumstances exists: that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing. St. John stated a yes vote on this item indicates that the board member has made each of these findings, which are necessary to continue this meeting remotely under gov. code section 54953. Upon a majority vote making such findings, this meeting may proceed remotely. St. John stated if no majority vote is obtained, this meeting shall be concluded and an in-person meeting will be scheduled to discuss the business agenda for today.

**Joe Kalmick motioned to approve this item. Suzie Price seconded the motion. Unanimously approved. Roll call vote–Ayes =3; Nays = 0; Abstentions = 0.**

#### **4. PUBLIC COMMENT**

There were no public comments.

#### **5. CHAIR’S REPORT**

There was no report from the chair.

#### **6. APPROVAL OF MINUTES MAY 5, 2022.**

**Suzie Price motioned to approve this item. Joe Kalmick seconded the motion. Unanimously approved. Roll call vote–Ayes =3; Nays = 0; Abstentions = 0.**

#### **7. APPROVAL OF MINUTES AUGUST 4, 2022**

**Joe Kalmick motioned to approve this item. Suzie Price seconded the motion. Unanimously approved. Roll call vote–Ayes =3; Nays = 0; Abstentions = 0.**

### **REGULAR CALENDAR**

#### **8. Status Report on Work Plan Implementation**

##### **a. Land Management Update**

Jesse Aragon, Restoration Facilities Manager from Tidal Influence, provided a land management update from April 2022 to June 2022 with a few updates from July

2022 and August 2022. Aragon stated trail maintenance was conducted on multiple occasions on the South Los Cerritos Wetlands property and stewardship parking areas so they can be continued to be utilized. Aragon stated maintenance was done on the southern edge of the OTD parcel to prevent bike lane obstruction.

Aragon added a homeless encampment was encountered along the fence line of the ORD parcel in April, but it was quickly remediated by the wetland stewards. Aragon stated on two different occasions homeless people were encountered on the South Los Cerritos Wetlands property and the Zedler Marsh property. Aragon stated Hellman and Tidal Influence staff escorted the people out. Aragon noted follow-up walkthroughs were conducted to try to identify and remediate any entrance points to the site of which they were. Aragon stated during the walkthrough no encampments were found, and there appears to be no damage to the facilities or biological resources. Aragon stated more recently an encampment was discovered on the eastern edge of the Brian West property that borders the San Gabriel River. Aragon stated they contacted the Los Cerritos Wetland Stewards who worked with local authorities to remediate the campsite and cleanup trash. Aragon stated shortly after the remediation of the campsite, fence repairs were conducted on two existing fence line breaches where the campsite was established. Aragon noted in the past, the fence was repaired with thick gauge wire, but, this time, they used chain-link fence as a more permanent solution to prevent future trespassing.

Aragon stated in July 2022 vegetation maintenance was conducted on the eastern corner of the Hellman property along the fence line bordering the surf place and coastline drive neighborhoods. Aragon noted this was done as part of a fire safety and fuels reduction program. Aragon stated it provided a breadth of 30 feet from neighboring homes. Aragon noted recently a nearby community member had contacted Tidal Influence expressing concerns about a breach in the fence line. Aragon stated they had discussed a repair, but the homeowner expressed their interest in installing an upgraded fence. Aragon stated staff provided guidance on what to expect when it comes to potential construction in a coastal zone and will remain in communication with the property owner as they explore their options.

Aragon stated the Hellmans notified them a fence line in the stewardship parking area looked as if it were damaged. Aragon stated staff mobilized to reattach the fence and secure the site. Aragon stated walkthroughs were conducted following repairs to ensure no encampments existed as a result of the damage.

**b. Los Cerritos Wetlands Stewardship Program Coordinator Update**

Marcello Ceballos, Associate Restoration Ecologist at Tidal Influence, gave an update from May 2022 to July 2022. Ceballos stated the monthly nature walks that occur the first Saturday of every month at 8am included the herring hike trail trek which had about 30 curdle surfacings. Ceballos stated the monthly habitat restorations that occur on the first Saturdays of the month at 10:30am had a total of 118 volunteers, and they were able to remove over 250 pounds of non-native vegetation and spread mulch. Ceballos stated in total, this yielded 249 volunteer hours and contributed \$7,473 in services. Ceballos stated the Loc Cerritos Land Trust hosted 10 fieldtrips with their partners at heroes elementary for grades 2 through 4. They attended the explore the coast programing at Zedler Marsh. Ceballos stated they also hosted students from Long Beach City College, volunteers from Make a Difference Day, and a summer camp group from Campfire Forest Park.

Suzie Price asked what the context was for the Long Beach City College visit. Ceballos stated the students come to learn about restoration and help with a mini restoration event.

**c. Homeless Relocation Program Update**

Lenny Arkinstall, CEO of the Los Cerritos Wetlands Stewards, gave an update on the homeless relocation program. Arkinstall referenced the homeless encampment Aragon mentioned. Arkinstall stated this was the fourth encampment that has moved into the area. Arkinstall stated the stewards came in with the police department to offer services and move the people. Arkinstall recommended to Aragon that they clear the shrubs in the area which are being used as a hideout. Arkinstall noted there are problems on both ends of the property with LA county's giant camps which are inviting to encampments. Arkinstall stated the stewards are waiting until the end of nesting season to clear the shrubs which would be crime prevention though environmental design.

Arkinstall stated an encampment that had planned to be there long-term has been removed, and there was debris left behind. Arkinstall noted the debris was cleaned but will continue to be a problem, as LA county is not maintaining their access area. Arkinstall added they may fill up a large pipe that is being used for

encampments. Arkinstall stated some of the homeless individuals cause issues and referenced one individual who was arrested for a warrant in Alabama, but he emphasized these individuals are still offered services. Arkinstall noted services need to consistently be offered for the individuals. Arkinstall stated the area is in good shape and will need to be continued to be maintained.

Suzie Price thanked Arkinstall for his collaboration with Long Beach and the county as it is a challenge to coordinate. Price noted Arkinstall is instrumental to wetlands clean-ups. Price referenced the services Arkinstall recommended and asked how often services are requested but unavailable. Arkinstall stated services are often unavailable (out of beds, full rehabs, etc.) and opportunities have been lost several times. Arkinstall emphasized the need for services and detox centers which he noted service members often go out of the city to look for. Price stated the city is looking for more opportunities for detox beds. Price noted she would like to visit the area, and Arkinstall added he would help the board members set up a visit. Kalmick asked if Seal Beach PD has been assisting the stewards. Arkinstall affirmed they are. Arkinstall added he recently got a chip reader which he plans to use to start a program to return animals to their owners. Arkinstall noted some homeless people have dogs, some of which he suspects had been taken from someone else

**d. El Dorado Audubon Update**

Mary Parsell provided an El Dorado Audubon update. Parsell stated they continually get people on the wetlands who had never been there before which she thinks is good. Parsell explained people had found the Audubon through Facebook and recommendations. Parsell stated she often sees about thirty species within a couple hours in the wetlands. Parsell detailed some of the birds that have been seen on the wetlands

**e. Expenditures Report**

Salian Garcia provided an update on the expenditure report for FY 22/23 with balances as of July 18, 2022. Garcia stated overall grant and project revenues are slightly below budget projections, as the authority is awaiting reimbursements from grantors or is processing reimbursement requests to the prospective grantors. Garcia stated the JPA contributions revenue line is lower than budget projections; however, these are one-time annual payments. Garcia noted all contributions have been received. Garcia stated the FY 2020/21 audit and financial

statements are being finalized. The expense for the audit services will be re-lined by the end of the fiscal year. Garcia noted operational expenses are lower than budget projections while grant and land management expenses are on par with projections. Garcia stated staff does not expect to exceed the overall expense budget. Garcia stated capital outlay expenses are higher than budget projections, as projects were broadly determined the previous year because of Covid-19. Garcia noted the authority was able to ramp up operations as the pandemic began to close. Garcia stated the authority is waiting for reimbursement from several grants and contracts which will be reflected. Garcia stated the authority is at about 39% received for revenue as of July 18, 2022.

#### **9. Consideration of a resolution adopting the FY 2022/23 Budget**

Salian Garcia stated the 2022/23 budget begins on Oct. 1, 2022. Garcia noted there are three revenue and expenditure components: administration, operational, and capital outlay. Garcia stated the total budget revenue for next fiscal year is \$942,354 and expenditures are balanced with the revenues. Total revenues were increased by \$421,000 from last year primarily due to increase in land management and mitigation activities in addition to new project management activities related to the recently approved Memorandum of Agreement with AES Redondo Beach. Garcia noted the LCWA expects a year-to-year increase in expenses, plus incremental budget changes in line items such as consultant services and administrative expenditures. The revenues, in combination with recent grants from the Rivers and Mountains Conservancy, State Coastal Conservancy, and the California Department of Fish and Wildlife for the Southern Los Cerritos Wetlands Restoration, will allow public programming to continue as part of the Los Cerritos Wetlands Authority Stewardship Program (LCWASP) through September 2023.

Garcia stated administration expenses in the amount of \$34,338 are detailed by line item in the attached budget summary. The expenses under general administrative costs include legal services, website maintenance, and annual audit services with the City of Long Beach. Garcia stated operational expenses consist of the LCWASP and Property Management expenditures. The FY22/23 budget for this category is \$219,862 and it is consistent with the annualized revenues and expenditures at a minimum to operate, manage, and maintain the LCWA properties. Garcia noted the current budget for the LCWASP includes expenses related to the Zedler Marsh with reimbursement from Los Angeles County Regional Parks and Open Space District through Measure A. Garcia stated the Capital Outlay budget is in the amount of

\$688,154 with the majority of expenditures related to the Southern LCW Planning and Restoration project.

**Suzie Price motioned to approve this item. Joe Kalmick seconded the motion.**

**Unanimously approved. Roll call vote–Ayes =4; Nays = 0; Abstentions = 0.**

**10. Consideration of a resolution approving a contract budget increase to Moffatt and Nichol for the Southern Los Cerritos Wetlands Restoration Project due to additional necessary services for response to comments and cultural resources investigations**

Sally Gee stated staff recommends the LCWA approves a contract budget increase to Moffat & Nichol for the Southern Los Cerritos Wetlands Restoration Project (LCWA 20503) due to additional necessary services for response to comments and cultural resources investigations by \$32,000.00. Gee noted the budget increase is requested due to unforeseen costs detailed in the board packet. Gee added the costs are related to responses to comments for the Los Cerritos Wetlands Habitat Restoration Plan (2021), and cultural/tribal cultural resources investigations, including Native American monitoring and reporting. Gee noted all work was done to address feedback received from the Tribal Advisory Group, Technical Advisory Committee, and members of the public.

Gee stated a budget increase of \$32,000 is needed to complete cultural resources investigations to properly assess impacts of the SCLWRP and to complete the 65% design drawings. The approval of this resolution would allow the Executive Officer or designee to increase the contract with M&N by \$32,000.00 for a total contract amount not to exceed \$772,000.00. Gee stated funding for this contract will be paid by state and private grants received for the Southern Los Cerritos Wetlands Restoration Project and are detailed in the board packet.

**Roberto Uranga motioned to approve this item. Joe Kalmick seconded the motion.**

**Unanimously approved. Roll call vote–Ayes =4; Nays = 0; Abstentions = 0.**

**11. Consideration of a resolution approving a contract budget increase to Tidal Influence for Project Management Services to support an expanded level of effort for implementation of Los Cerritos Wetlands restoration plans**

Sally Gee stated That the Los Cerritos Wetlands Authority (LCWA) approve a contract budget increase to Tidal Influence for Project Management Services (LCWA 20502) to support an expanded level of effort for implementation of Los Cerritos Wetlands restoration plans by \$15,000 annually. Gee stated since October 2020, the LCWA has been utilizing Tidal Influence's services to implement several state and private grants to complete 65% restoration designs for the SLCWRP. Gee noted the LCWA recognizes that this large-scale restoration project is complex. Gee added careful consideration of biological resources, tribal cultural resources, hazardous materials, permitting, environmental compliance, public outreach, and other tasks is needed to develop the SLCWRP restoration design. Gee stated, as a result, the LCWA often utilizes Tidal Influence's technical expertise and experience in wetlands restoration to manage the contract with Moffatt and Nichol and participate in stakeholder/regulatory agency meetings. Gee stated it is foreseen that additional budget for project management and coordination is need for continued support from Tidal Influence to achieve LCWA's restoration goals in this fiscal year, as demonstrated in Exhibit A of the board packet: budget request letter, and in future years for all grant funded restoration efforts.

Gee stated Tidal Influence was originally contracted to perform Task 3–Project Management Services for implementation of Los Cerritos Wetlands restoration plans for an annual not to exceed amount of \$44,400. Gee stated the budget increase of \$15,000 annually for Task 3 for the duration of the contract through September 30, 2023 with options for two 1-year extensions will amend their budget for Task 3 to an amount not to exceed \$59,400 annually. All other terms and costs remain the same. Gee stated this increase will be paid through current and future awarded state and private grant funds for various restoration planning and implementation projects through the life of the contract. Current funding sources are listed in the board packet

**Suzie Price motioned to approve this item. Joe Kalmick seconded the motion.**

**Unanimously approved. Roll call vote–Ayes =4; Nays = 0; Abstentions = 0.**

## **12. Consideration of a resolution approving a contract budget increase to the Los Cerritos Wetlands Stewards for Homeless Relocation Services due to increased cost of services**

Sally Gee the Los Cerritos Wetlands Authority (LCWA) approve a contract budget increase to the Los Cerritos Wetlands Stewards for Homeless Relocation Services (LCWA19501) due to increased cost of services to an amount not to exceed \$9,920 annually. Gee stated the Los Cerritos Wetlands Stewards (LCWS) has requested an increase to their budget for Homeless Relocation Services. The LCWS currently perform Monitoring, Encampment Clean Up,



Maintenance, and Coordination/Administration services to implement the LCWA's Protocols and Guidelines for the Security and Safety (PGSS) for an annual amount of \$8,700. Gee noted this budget amendment would increase the contract amount by \$1,220 for a total of \$9,920 annually. This is based on a 5% increase in their cost of services with an adjustment of approximately 8.6% to account for a Cost-of-Living. Gee stated this is the first contract adjustment in the current contract. Gee noted the last contract increase for these services was made in 2016. The contract amendment will be in effect through May 2, 2023 with the option for one 1-year extension. Gee stated the funding for these services will be financed through the Signal Hill Petroleum Annual Lease fee and JPA contributions

Suzie Price noted the increase in budget is nominal in comparison to the service received and added her support for this item.

**Suzie Price motioned to approve this item. Megan Cooper seconded the motion. Unanimously approved. Roll call vote—Ayes =4; Nays = 0; Abstentions = 0.**

### **13. Consideration of a resolution approving mutual release of specific easements with Zenith Terminals**

Sally Gee stated staff recommends the LCWA approve mutual release of specific easements with Zenith Terminals on the OTD Parcel and Zenith Parcel. Gee stated on May 13, 2022, a representative of Zenith Energy West Coast Terminals, LLC (Zenith) contacted the LWCA to request consideration of mutual release of specific easements that affect the LCWA's OTD Parcel and adjoining Zenith Parcel (Exhibit A: Map). The easements are remnants from when the two properties were under Southern California Edison (SCE) ownership, titled Parcel 3 in documents, prior to transfer of the OTD Parcel to the LCWA. Gee noted the specific reciprocal easements memorialized in various grant deeds and agreements, namely the 1997 Master Declaration, were transferred to the LCWA with additional easements from a transaction between Pacific Terminals and SCE to create the OTD parcel in 2007. Gee stated under the 1997 easement, Master Declaration carried over from a large subdivision of land: Pedestrian and vehicle access over existing roads, use of existing sewer and storm drain facilities, and use of existing surface drainage facilities. Under the 2007 Blanket Easements burdening the OTD Parcel: Vehicular and pedestrian access, water and wastewater systems, electric and telecommunication facilities, drainage, land support, fuel systems, and parking-Encroachments. Zenith has requested for the LCWA to release the easements under the 1997 Master Declaration on the Zenith Parcel. At the same time, Zenith will release the same easements under the 1997 Master Declaration over the OTD Parcel. In addition, Gee stated

Zenith will also release 2007 Blanket Easements detailed above that were created when Pacific Terminals transferred the OTD parcel to SCE, which was then assigned to the LCWA. Zenith does not currently utilize the 2007 Blanket Easements. Gee noted that after several internal discussions, LCWA staff does not foresee use of the easements under the 1997 Master Declaration and recommend release of the easements. LCWA staff is also seeking approval from Los Cerritos Wetlands, LLC for this transaction since they have an option to acquire the OTD Parcel. At this time, the Los Cerritos Wetlands, LLC has not yet provided a response. Therefore, Gee noted it is possible that they may object to mutual release of the easements. If approved, Gee stated item would allow the Executive Officer, or designee, to negotiate and execute mutual release of the easements detailed in this staff report with Zenith, pending concurrence from Los Cerritos Wetlands, LLC. There will be no fiscal impact from this action. Gee stated Zenith will facilitate all document preparation and cover costs for mutual release of easements on the OTD Parcel and Zenith Parcel

Suzie Price noted the City of Long Beach has no concerns regarding this item

Megan Cooper asked what benefits there are for LCWA to release the easements. Gee stated LCWA does not currently use the easements, so the release is more mutual. Cooper asked if the easement would be missed in the future for pedestrian/ public access. Mark Stanley added there would still be pedestrian and vehicular access but releasing the easements would release the burden for Zenith and LCWA. Stanley noted this would particularly be important for LCWA as the entity is trying to transfer ownership of the land

**Megan Cooper motioned to approve this item. Roberto Uranga seconded the motion. Unanimously approved. Roll call vote–Ayes =4; Nays = 0; Abstentions = 0.**

**14. Consideration of a resolution authorizing the Executive Officer to negotiate and award one or more contracts solicited from a Request for Proposals-Secondary for expanded coastal wetlands habitat restoration and community stewardship programming at the Los Cerritos Wetlands**

Sally Gee stated staff recommends LCWA authorize the Executive Officer, or designee, to negotiate and award one or more contracts solicited from a Request for Proposals-Secondary for expanded coastal wetlands habitat restoration and community stewardship programming at the Los Cerritos Wetlands. Gee stated the LCWA is seeking one or more qualified individuals, firms, or entities to provide consultant services for coastal wetlands habitat restoration and community stewardship programming to implement the grant funds received from AES Redondo Beach, LLC. This funding shall be used to support planning, engineering,

restoration, and rehabilitation of the Los Cerritos Wetlands. Gee added the services are to be procured through a Request for Proposals-Secondary (RFP) process. Gee stated the consultant will design a habitat restoration program to supplement current restoration efforts and will utilize community members and volunteer groups to assist with implementation of the restoration program whenever feasible. Gee added proposers may recommend a restoration program to the LCWA for expanding the success of current restoration efforts, recommend programs for implementation from the Stewardship Program Vision Plan 2018, and/or recommend education only programs/activities to increase access to and promote knowledge about the Los Cerritos Wetlands. Gee stated some potential program efforts may include: targeted restoration in areas that have been difficult to restore, for example due to past land use and harsh soils, planting native coastal wetlands species not current existing at Zedler Marsh, including special status plants, expanding mule fat scrub habitat for Least Bells Vireo and other species-Propagation of plants from locally sourced seeds for restoration at the on-site nursery-Regular trash clean up, maintenance of plants, and/or weeding-Educational programming with schools, colleges, or universities. Gee added potential Contractors shall be responsible for Program Development, Implementation of approved Program(s), Partnership Coordination and Stakeholder Engagement, and Reporting and Contract Administration.

Gee stated all Program activities must be completed by March 30, 2024, and each Program shall not exceed a budget of \$100,000 for the duration of the activities (including all materials, supplies, and related project administration costs). The Contractor may be requested to submit a round 2 Program plan for implementation of AES Year 2 Funding under the discretion of the LCWA Executive Officer. Gee noted that at the timing of this board meeting, the RFP solicitation is ongoing and active. Gee stated this action would authorize the Executive Officer, or designee, to negotiate and award one or more contracts from proposals submitted as part the RFP when the solicitation closes. The LCWA has 21-months from July 19, 2022, to expend the grant funds, and this action would allow implementation to occur without delay. Gee stated funding for the Contract(s) solicited through the RFP will be funded by Year 1 AES funds. Gee stated roughly 40% of the AES funds have been budgeted for habitat restoration and stewardship.

Megan Cooper asked if the item would include all LCWA wetland properties and include the Southern area. Gee stated yes and added the item is more hands-on, stewardship, community-based programing. Gee noted if there is work to be done in the Southern area, it will likely be separate from the restoration

**Roberto Uranga motioned to approve this item. Megan Cooper seconded the motion. Unanimously approved. Roll call vote—Ayes =4; Nays = 0; Abstentions = 0.**

**15. Consideration of a resolution ratifying the First Amendment to the Option Agreement with Los Cerritos Wetlands, LLC to clarify timing and conditions precedent to exercise of the Option**

Sally Gee stated staff recommends ratify the First Amendment to the Option Agreement with Los Cerritos Wetlands, LLC to clarify timing and conditions precedent to exercise of the Option

Gee stated this First Amendment to the Option Agreement (Exhibit A) with Los Cerritos Wetlands, LLC was drafted to resolve an inconsistency between two provisions, Section 3.b and Section 3.c of the Option Agreement, relating to the timing in which the Optionee must exercise the Option. Gee stated section 3.b required an appraisal of both the Optionee Property and LCWA OTD Property to be completed, reviewed and approved by a third-party public agency, and that a Land Exchange Agreement be executed before exercise of the Option. Gee added section 3.c of the Option Agreement required that the Optionee exercise the Option within six (6) months after receipt of all entitlements and completion of all legal challenges, or within 8 years of the effective date of the Option Agreement, whichever occurred first.

Gee stated at the date of execution of the First Amendment, all entitlements and legal challenges had been completed, but due to unforeseen delays, the conditions precedent in Section 3.b had not yet been satisfied. Gee stated that due to this unforeseen circumstance, there is an inconsistency the timing in which the Optionee must exercise the Option and the Optionee's ability to do so. Gee stated the First Amendment language resolves the inconsistency by amending Section 3.c to acknowledge that all conditions precedent set forth in Section 3.b of the Option Agreement, including the execution of the Land Exchange Agreement, need be satisfied before the deadline for exercise of the Option contained in Section 3.c is triggered. All other terms remain the same

Gee stated the First Amendment to the Option Agreement was effective June 10, 2022, to ensure the amendment was made before the expiration of the six-month period from the receipt of all entitlements described in the Option Agreement and the completing of all legal challenges as originally described in Section 3.c

**Suzie Price motioned to approve this item. Roberto Uranga seconded the motion. Unanimously approved. Roll call vote—Ayes =4; Nays = 0; Abstentions = 0.**

**16. Closed Session**

Pursuant to Government Code section 54956.8, LCWA may hold a closed session to consider the Draft Appraisal Report and the Draft Land Transfer Agreement, and related items, between Los Cerritos Wetlands Authority and Los Cerritos Wetlands, LLC for the APN 7237-019-809; 7237-017-010 thru 014; 018; 019; LCWA Negotiators: Mark Stanley and Property Owner Negotiator: John McKeown. Under Consideration: Price and Terms.

## **17. Oral Communications**

### **a. Statements, responses, questions or directions to staff pursuant to Section 54954.2(a) of the Government Code.**

There were no statements, responses, questions or directions.

### **b. Future agenda items.**

Mark Stanley stated staff will communicate with the Board regarding the next meeting.

## **18. Adjournment upon completion of business**

Chair Price adjourned the meeting at approximately 3:57pm.