



Sun Valley G.I.D. Board Meeting Minutes of August 22, 2013

Board Members Present:

Sandra Ainsworth	Chairperson
Garth Elliott	Vice Chair
Margaret Reinhardt	Secretary
Joseph Barstow	Treasurer
Susan Severt	Trustee

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Mike Ariztia	SVGID, Public Works Director
Maddy Shipman	SVGID, Legal
Jennifer Merritt	SVGID, Staff

Others Present:

Vicky Maltman	Audience
Gabriel Enfield	Washoe County, Grant Administrator

The meeting of the Sun Valley GID was called to order by Chair Sandra Ainsworth at 6:00 p.m. in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd, Sun Valley, NV.

Item#1. Roll call and determination of a quorum.

Board members present; Joseph Barstow, Garth Elliott, Sandra Ainsworth, Margaret Reinhardt, Susan Severt. A quorum was present.

Item#2. Pledge of Allegiance.

Led by Garth Elliott

Item#3. Motion to approve agenda.

Margaret Reinhardt made a motion to approve the agenda. Susan Severt seconded the motion. The motion carried unanimously.

Item#4. Certify posting of agenda.

Jennifer Merritt certified posting of agenda.

Item#5. Public comments for items not on the agenda.

None

Item#6. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.

Susan Severt requested a brief report from Mike Ariztia regarding the 4th Avenue construction.

Mike Ariztia gave a brief update on the 4th Avenue construction. The District had a water main break twice in the same location several years ago. The pipe was sent to an independent laboratory to be tested. The test results showed that there was nothing structurally wrong with the pipe. The District also consulted with the manufacturer to make sure there was nothing wrong with the pipe and again research was negative. As good practice District staff decided to replace a portion of pipe on 4th Avenue Last year a section of pipe was replaced from Pearl Drive to Madeiros Drive and this year replaced pipe from Madeiros Drive to almost Yukon Drive. The District had to replace a section of concrete drainage across Madeiros Drive that was installed by Washoe County. This project will be complete after staff performs minimal backfill around the concrete drainage.

Garth Elliott commented on his dissatisfaction regarding Washoe County's current graffiti program. He believes that graffiti has become a huge problem and hopes that Washoe County could enforce their graffiti abatement program more. He also complimented on the Community Garden by the Boys and Girls Club. He also commented he has been talking with the entities that were used for the salary and benefit comparison. He was surprised by the information that he has been receiving regarding their business practice. He would like to bring back the information he has received at a later date for discussion.

Item#7. Discussion and motion as to payables and customer refunds for August 22, 2013.

Treasurer Joseph Barstow gave a brief report of the accounts payable and customer refunds for August 22, 2013.

Joseph Barstow made a motion to approve the accounts payable for August 22, 2013 in the total amount of \$321,696.51 with discussion. Susan Severt seconded the motion. After discussion the motion carried unanimously.

Margaret Reinhardt made a motion to approve the customer refunds for August 22, 2013 in the amount of \$574.80. Garth Elliott seconded the motion. The motion carried unanimously.

Item#8. Discussion and motion to approve minutes of July 25, 2013 and August 08, 2013.

Margaret Reinhardt made a motion to approve the minutes of July 25, 2013. Susan Severt seconded the motion. The motion carried by the following;

*Yea; Joseph Barstow, Sandra Ainsworth, Margaret Reinhardt, Susan Severt
Abstain; Garth Elliott (absent from meeting)*

Margaret Reinhardt made a motion to approve the minutes of August 08, 2013. Susan Severt seconded the motion. The motion carried by the following;

*Yea; Garth Elliott, Margaret Reinhardt, Susan Severt
Abstain; Joseph Barstow, Sandra Ainsworth (absent from meeting)*

Item#9. Presentation and discussion by Gabriel Enfield, Washoe County Grants Administrator regarding the Community Development Block Grant submittal process and deadlines.

Gabrielle Enfield, Grants Administrator for Washoe County gave a brief presentation on the process of the Community Development Block Grants. Community Development Block Grant program is funded by United States Housing of Urban Development. Washoe County participates in the Community Development Block Grant program through the State of Nevada. The State of Nevada receives a block grant and sub-grants, these funds up to 26 eligible rural cities and counties. The grants from Washoe County will be competing with the other 25 eligible jurisdictions. Washoe County is eligible to apply for projects that are located in unincorporated

areas of the County only. Both the City of Reno and City of Sparks have their own Community Development Block Grant using their own Community Development Block Grant funds. To qualify for the Community Development Block Grant the County has to meet one of three national criteria's, the most common criteria is benefiting low and moderate income person, aid in the prevention or elimination of slum or blight, or meet a urgent community need that poses a health or safety risk such as a flood or a water quality issue that is urgent and needs to be addressed. There are five eligible types of Community Development Block Grant projects and they are; public facilities such as water, sewer systems, community centers, or emergency vehicles such as ambulance or a fire trucks, public services for senior food programs, public safety services or healthcare services, planning and capacity grant projects, economic development such as business counseling or micro enterprise lending, and housing rehabilitation for primarily single-family residences.

The number of applications each eligible jurisdiction can submit will be determined at the Community Development Block Grant Forum that is schedule for October 4, 2013. Last year each eligible county and city was entitled to two application submittals. The applications may be submitted by a non-profit organization, County Department, or another governmental entity such as the District that provide services to the eligible geographic areas. This year's deadline for Community Development Block Grant submittal is October 25, 2013. All applications are reviewed by an advisory board; they will make a selection to be submitted to the Washoe County Commissioners for approval on December 10, 2013. Approved applications will then be reviewed by the Community Development Block Grant Committee in March of 2014.

Over the past 30 years Washoe County has implemented 45 grant projects that were funded through the State of Community Development Block Grant program for a total funding amount of \$4,091,318. These projects have provided a significant benefit to the residents of Washoe County. The Community Development Block Grant funding has supported 29 pubic facility projects, 11 planning/capacity building projects, 2 housing rehabilitation projects, and 3 public service projects. Since 2009, \$919,555 in Community Development Block Grant funding has benefited the Sun Valley community. Two of the current Community Development Block Grant is still open which include the Lois Allen sidewalk project that is getting ready to go under construction and the community building at Gepford Park and that project is underway.

There were no board or public comments.

Item#10. Discussion and direction to staff on proposed Community Development Block Grant projects for submittal.

Darrin Price reported the Board needs to establish a priority list for applications to be submitted to the Community Development Block Grant advisory committee for potential funding. He commented he would normally speak to other public groups such as the Citizens Advisory Board for input regarding Community Development Block Grant projects; however the Citizen Advisory Board will not be meeting before the deadline. He will look into meeting with the Sun Valley Landowners Association and the Highland Ranch Homeowners Association for public input for Community Development Block Grant projects. He provided a list of projects that were of importance based on prior year's community input. The projects are; the last phase of sidewalk installation around Sun Valley schools. Continuation of repairs at the Sun Valley Pool such as plumbing improvements, deck resurfacing, and possible installation of water features for play use. The last project for consideration is the expansion of the Sun Valley Neighborhood Center. Darrin stated the Unites States Postal Service is considering closing the Sun Valley Post Office. Should the Sun Valley site close, the property and building is owned by Washoe County and there has been discussion of using this site as the Sun Valley Senior Center. If this were to happen then there would not be a need to expand the Sun Valley Neighborhood Center. The District would

also be interested in the Sun Valley Post Office property for additional parking for the Sun Valley Community Park. Darrin requested for direction regarding the priority list and or any other projects the Board would like to consider.

Margaret Reinhardt stated she thinks the sidewalks are still a popular issue. Last year there was doubt if the District would be awarded funding for the sidewalk project because the sidewalk project has been awarded several times and the Community Development Block Grant Committee likes to see new projects. She wouldn't want to waste District's staff time applying for the sidewalks project if it is not going to be considered a favorable project for funding.

Darrin responded that the sidewalk project would be a difficult project to get fully funded. The last time the District applied for funding for sidewalks for West 2nd Avenue and West 1st Avenue, the project was only partially funded. From that funding there is only enough to install sidewalks on West 1st Avenue, so the District would have to apply for funding to finish the sidewalk project on West 2nd Avenue. He stated applying for the Community Development Block Grant is very competitive; it is hard to compete with other agencies who might be applying for an ambulance and other emergency equipment.

Susan Severt commented she knows that any project the District applies for has to be located within Washoe County. She inquired if projects interfaced with the Sun Valley Boulevard, which is a State highway located in Washoe County, would be considered as a safety enhancement project.

Gabrielle Enfield responded she would have to refer to the State regarding State highway projects. State highways are within the State's jurisdiction, and it could be more complicated than what she would recommend for Community Development Block Grant project. She stated to keep in mind, the Community Development Block Grant committee looks at projects that are project ready. She recommended State projects should be investigated prior to applying, possible consideration for a future project.

Garth Elliott inquired what would be the best focus method for applying for projects through Community Development Block Grant.

Gabrielle responded the best focus is to identify what the current need is for the community. It does not matter that the projects are different every year as long as the project that is being applied for is the greatest need at that time.

Sandra Ainsworth inquired about the pool repairs and also inquired if the water feature would replace the toddler pool at the Sun Valley Pool.

Darrin responded the plumbing repairs and the deck resurfacing could be a submittal by itself. The installation of additional water features would be a submittal by itself. He does not believe the installation of water features would close the toddler pool. The District could have the water features installed somewhere on or next to the pool property.

Margaret stated that applying for pool repairs could save the District money. She also inquired if applying for sidewalks is a bad idea.

Darrin responded he does not think it would be a bad idea for the District to apply with Washoe County as a community partner for sidewalks to help protect the children. The District would not

own the sidewalks once they are completed, they would become County property and maintained by the County. He also stated the pool repairs will eventually need to be done thus the District potentially needing to invest into the pool.

Susan commented on the suggested Community Development Block Grant projects. She knows that Washoe County is getting ready to install the sidewalks on West 1st Avenue which is very much needed for the children. She wonders how much of the traffic from West 2nd Avenue will transfer to West 1st Avenue once the sidewalk is installed. She stated the District will always have to deal with pool repairs. She likes the idea of expanding the Neighborhood Center, but is concerned the District would not be granted enough for an expansion. She recommended applying for funding to be used towards pool repairs or sidewalks at this time.

Joseph Barstow stated if safety is the issue he would recommend the completion of the sidewalk project.

Additional discussion ensued regarding the completion of the sidewalks. Darrin suggested he could try and meet with the Landowners Association and the Highland Ranch Homeowners Association as well as request for input on the District's website and bring back any input at the next meeting for consideration.

There were no public comments.

Garth Elliott made a motion to accept public input regarding potential Community Development Block Grant projects until the next regular schedule District board meeting. Susan Severt seconded the motion. The motion carried unanimously.

Item#11. Discussion and possible direction regarding article ideas for the Sun Valley GID Fall newsletter.

Darrin Price provided a list of suggested articles for the fall newsletter they include: recap of the recreation season, new concession building, water lines, web survey's, photo contest, community service award recipients, 2013 Veterans Day, and upcoming events.

There were no public comments.

Margaret Reinhardt made a motion to approve the fall newsletter outline. Joseph Barstow seconded the motion.

During discussion Susan Severt commented she like to see an article on the District's new billing statement and pay options.

After discussion Margaret Reinhardt amended her motion to also include Susan Severt's suggestion. Joseph Barstow amended his second. The motion carried unanimously.

Item#12. Discussion and motion to approve up to three staff members and five trustees attending the 2013 Nevada Association of Counties and the Nevada League of Cities and Municipalities Joint Conference.

Darrin Price requested approval for up to three staff members and five trustees to attend the upcoming Joint Nevada Association of Counties and the Nevada League of Cities and Municipalities Conference. The conference is scheduled for September 10th through September 12th at the MontBleu Resort in Stateline, Nevada. The conference is offering the P.O.W.E.R.

Workshops Part 1 and Part 2 (Certified Public Officials Workshop) on the September 10th. The cost to attend the conference is \$295.00 per person for full registration, \$150.00 per person for one day registration, and \$195.00 per person for P.O.W.E.R. Workshop. He stated the conference is a great opportunity to attend workshops and training on a variety of state, county, and governmental issues. It is also well attended by representatives of all levels of government.

Garth Elliott stated he attended the prior conference and it offered him many opportunities to network with other officials. He stated he is not interested in attending the conference himself this year nor does he see the need for others to attend the conference; he does not see any value in this year's conference based on the agenda.

Margaret Reinhardt stated she has taken both P.O.W.E.R. Workshops and they are very informative and highly recommends the workshops. She stated she would like to attend the conference both Wednesday and Thursday.

Susan Severt stated she would like to attend the P.O.W.E.R. Workshop Part 1 and the conference.

Sandra Ainsworth stated she would like to attend the P.O.W.E.R. Workshop Part 1 and the conference.

Joseph Barstow stated he would like to attend the conference but cannot due to his work schedule. He recommends staff members and board members attending the conference if they think there is valuable information.

There were no public comments.

After further discussion Susan Severt made a motion to approve up to three District staff members to attend the Joint Nevada Association of Counties and the Nevada League of Cities and Municipalities conference, two board members to attend the P.O.W.E.R. Workshop and full conference, and one board member to attend just the full conference. Margaret Reinhardt seconded the motion. After some discussion The motion carried unanimously.

Item#13. Discussion and motion to approve up to three staff members and five trustees attending the Financial Management Workshop regarding understanding cost structures, customer cost-share responsibilities, and funding options.

Darrin Price requested approval for up to three staff members and five trustees to attend the upcoming Financial Management Workshop regarding cost structures, customer cost-sharing responsibilities, and fund options related to water. He stated this workshop is scheduled for Friday, September 13, 2013 and most likely will be held at Truckee Meadows Community College. The cost to attend the videoconference is \$35.00 per person. He thought this workshop would be of interest to the Board based on their interest surrounding the District's budget.

Majority of the board members stated they had an interest in attending the Financial Management Workshop.

There were no public comments.

Garth Elliott made a motion approve up to four board members and up to three District staff members to attend the Financial Management Workshop. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#14. Discussion to consider a contest for the design of a Sun Valley flag with discussion regarding rules for contest.

Darrin Price stated Trustee Elliott had requested information regarding a potential Sun Valley flag design contest. He provided a draft set of rules for a potential Sun Valley flag contest and also included a copy of the North American Vexillological Association basic steps how to create a good flag.

Garth Elliott stated he wanted to foster community pride by developing a flag and having copyrights for the District's exclusive use, to be used as a marketing item to help generate revenue. He wanted to treat the flag as any other promotional item for the District, and use it to help instill community pride. He does not think a contest would be the right concept he thinks it will take away from his original goal. His original goal was to have a flag design specifically for Sun Valley, similar to the District's photo contest, pictures that represent Sun Valley. He stated he spoke with District's counsel regarding the contest and her concern was the District using expenditures towards something outside of the District's purview.

Joseph Barstow stated while he was at work he saw several students wearing a t-shirt that said "Sun Valley" on the front of their shirts. These students wore these shirts outside of Sun Valley and it made him think that these students were advertising for Sun Valley. If that is something that the Board is looking at, then he would be willing to look further into the flag design and see what could be developed.

Maddy Shipman stated for clarification what her conversation was with Trustee Elliott. The District is not the local government; the District is a local government with specific jurisdictional limitations. The District's rate payers pay a rate for the four different items that the District oversees. There was already discussion regarding the Community Development Block Grant discussing sidewalks that is not within the District's jurisdiction either. There needs to be a limitation on staff time and District dollars being spent for matters outside the District's jurisdiction. She stated she is the District's legal advisor; and she is advising the Board of the District's general authority parameters. When she spoke with Trustee Elliott she informed him the Board can direct staff to work on a contest, but once the contest is finished, the District would have to spend money. The District needs to come up with a business plan that shows how much would be spent to produce a certain number of flags and how much each flag would cost to cover expenses plus generate revenue. The District is not in the business for "Sun Valley" the District is in business for the "General Improvement District". She thinks this is important information to know not only for this item, but also for the next item on the agenda.

Garth inquired how the District can offer movies in the park if that is not a part of the District's business.

Darrin Price responded the movies in the park are considered a recreational event. The District performed a survey asking District customers what kind of recreational events they would like to see be held in the parks, movies in the park being one of them. He stated the District maybe a local government agency with specific limitations, but the District is also a heavy partner in the Sun Valley community. He stated the District has stuck up for the community at times for various purposes.

Garth stated he is not implying using District customer's funds to support the potential flag; the entire flag concept would have to stand on its own. He does not want the program to be subsidized by District customers.

Audience member Vicky Maltman commented there are several things discussed tonight that she is not in favor of as a rate payer. She would really like to see bottom line numbers of what is going to be spent for other things. She invited Trustee Elliott to discuss the development of a Sun Valley flag that doesn't have to involve the District Board. She would like the potential flag to benefit all of the Sun Valley residents even those who are not District customers. Vicky agreed with Trustee Elliott, the potential flag contest is no different than the District's photo contest, but she is not the General Manager, a board member, or an appointed board member to discuss that.

Garth stated his idea for involving the District came from seeing an empty wall space in the pool lobby going to waste. He thinks there is an opportunity to generate some revenue for the District by selling promotional items. He knows the concept works because of his involvement with the Friends of Black Rock selling thousands of promotional items from a very small space.

Mike Ariztia responded there are concessions sold in the pool lobby. The District markets sodas, candy, and ice cream that helps generate revenue for the District.

After further discussion Margaret Reinhardt made a motion to table the discussion of a Sun Valley flag until further investigation has been done.

During discussion Darrin commented the Friends of Black Rock is a different organization from the District. He stated when he first heard the idea of designing a flag; he thought kids would love a contest to potentially come up with a flag design. He reminded everyone that in the past Sun Valley had sweat shirts and they sold pretty well in the beginning, but then it faded off.

Maddy stated she is not trying to say the contest is not good; it is no different than the photo contest. She stated the District can argue that the flag contest is considered recreation; she was only trying to give a general reminder to the Board about how expenditures are sometimes spent on non-District related business. The District does spend money on behalf of the Sun Valley community because of the District's community involvement and the District's representation in the community. At some point the District needs to draw some lines, but she won't tell the Board where that line is.

Garth Elliott seconded the motion. The motion carried unanimously.

Item#15. Discussion and direction to staff regarding potential stop light or pedestrian light for Sun Valley Boulevard and Gepford Parkway.

Joseph Barstow stated his intent for the discussion of a regarding a potential stop light or pedestrian light was only to ask how to get it started.

Mike Ariztia responded he has a point of contact at Nevada Department of Transportation should anyone inquire about traffic signals at certain locations. The District was not involved with the installation of the traffic light on 1st Avenue. It took the act of a citizen and a lot of time spent working with Nevada Department of Transportation to get the traffic light installed. Nevada Department of Transportation is a state agency that currently does not have funding to install traffic lights or similar. He stated he knows a lot of times a traffic light is installed with the

conjunction of some type of development and the cost is incurred by the developer. He offered to share the point of contact information with Joseph or if directed by the Board Mike could call himself.

Joseph inquired with Maddy Shipman if he wanted to call Nevada Department of Transportation as a concerned citizen, does he need to inform Nevada Department of Transportation that he is a member of the District Board.

Maddy Shipman responded there is no reason Trustee Barstow couldn't share with Nevada Department of Transportation that he is a member of the District Board. There is no reason why the District Board of Trustees couldn't take a vote of confidence or vote of support for follow up by Trustee Barstow or another member. She doesn't recommend spending money for a consultant to look at the need of a traffic light, but minimal staff time is fine.

Darrin Price stated on past projects related to road or highway projects, the District has written letters and proclamations in support of or against on behalf of the District as a community member. He recommends contacting an assembly person or a senator for the Sun Valley jurisdiction to discuss the safety of Sun Valley Boulevard.

Sandra Ainsworth stated from past experience, Nevada Department of Transportation will advise you that traffic lights are not about safety. Nevada Department of Transportation's only responsibility is to control the traffic and not fatalities. It took major movements by the community to get the pedestrian light installed on 6th Avenue

Susan Severt stated she participated with trying to get the pedestrian light installed on 6th Avenue. From her experience one of the first things that a person needs to do is to get Nevada Department of Transportation to release the safety figures of an intersection. Once those figures have been released, the federal government has triggers in place based on the number of accidents for an intersection. The federal government has a provision that requires Nevada Department of Transportation to provide safe crossing. Susan stated she too is very concerned of the Sun Valley Boulevard and Gepford Parkway intersection. The businesses that have recently been built near the intersection have contributed to an unsafe crossing intersection. She thinks concerned citizens need to get involved with this issue and maybe the District Board should get more information from Nevada Department of Transportation the process of getting a traffic light to share with concern citizens.

There were no public comments.

After some discussion Joseph Barstow made a motion to invite Nevada Department Of Transportation to give a presentation to the District Board tentatively at the seconded board meeting in September. Susan Severt seconded the motion. The motion carried unanimously.

Item#16. Financial report by Bill Short.

None

Item#17. Legal report by Maddy Shipman.

None

Item#18. Field report by Mike Ariztia.

Mike Ariztia reported on the following;

- The District extended the pool schedule. The pool was extended for three more weeks from 3 pm until 7 pm Monday through Friday and 12 pm until 7 pm on Saturday and Sundays. It was not well attended during the week; approximately 5 to 10 swimmers each day that visited the pool during the week. There was good attendance on the weekends with approximately 75 swimmers on each day.
- Highland Ranch Park received a significant amount of vandalism. A week ago the playground equipment was set on fire and an attempt to burn the restroom as well the surroundings for the control box. Prior to the fire incident, the dog stations were beat up by a baseball bat. He stated he is working on getting the playground equipment replaced and staff is building a shed to help protect the control box as well as offer some storage for park equipment and supplies. The rest of the parks have had minimal to no vandalism.

Item#19. Manager's report by Darrin Price.

Darrin Price reported on the following;

- He was disappointed to hear about the vandalism that occurred at the Highland Ranch Park; especially people taking the time build a fire to melt slides. He reminded the Board the District does not insure its playground equipment because if the equipment wears out it has to be replaced.
- He provided a map regarding the new staging area for recreation on Chimney Drive. This new staging area does not affect the new fencing around the District's tanks.
- The District held another movie in the park on August 9th. The event was heavily promoted, but not well attended due to other events that were going on around town.
- He provided a Truckee Meadows Water Authority staff report regarding the status of the merger of Truckee Meadows Water Authority and South Truckee Meadows General Improvement District.
- He provided an updated Keep Truckee Meadows Beautiful Adopt A Park Program Guide for informational purposes. Keep Truckee Meadows Beautiful included all of the Sun Valley Parks to their list of parks that can be adopted by an individual or an organization.
- Going forward with the District getting involved with graffiti abatement, he has assigned the District's Field Supervisor to be a member of the Graffiti Task Force Committee. The committee just held their first meeting at the City of Reno. The City of Reno Council formed a committee to bring forward recommendations regarding abatement. Updates and recommendations will be shared with the District Board.

Item#20. Public Comments.

Audience member Vicky Maltman commented on her way home the other day while driving past the District building she saw a District staff member blowing dirt and debris out of the District parking lot towards Sun Valley Boulevard and on to the cars. She thinks using a broom instead of a blower would have been a better way of cleaning the parking lot. She commented she would send the District a bill if she was able to prove damage to her car. She also noticed a District vehicle traveling on 4th Avenue at a fast speed cut off another vehicle while entering the District's Annex property while towing a trailer, she thought this was very unprofessional.

Item#21. Board Comments.

Garth Elliott commented he is elated to see the staging area on Chimney Drive for recreational use was moved. He was sure that the first site location was in violation of the Washoe County Nuisance Code. He also commented that camera's play a very important role helping catch vandals.

Susan Severt commented she had the opportunity to use the Keep Truckee Meadows Beautiful graffiti kit. She said the chemical worked very well, she sampled it on various items at the Sun Valley Community Park. It works great on signs and plastic. She noticed it does not work as well on concrete surfaces.

Joseph Barstow thanked Darrin Price for arranging the tour at the water treatment plants.

Item#22. Future Agenda Items.

Darrin Price reported the following items will be on the next agenda;

- Continuation of Community Development Block Grant projects.
- Authorization of fundraising activities for the holiday.
- Presentation from Nevada Department of Transportation regarding traffic light installation procedure.

Susan Severt requested formal discussion regarding the vandalism in the parks with possible action.

Garth Elliott requested that any corrective mechanism that is developed from the formal discussion regarding the vandalism in the parks should be implemented immediately and without Board intervention.

Mike Ariztia requested the discussion regarding the vandalism be postponed until the second meeting in September, since he would not be at the first meeting in September.

Item#23. Adjournment.

Margaret Reinhardt made a motion to adjourn at 7:59 pm. Joseph Barstow seconded the motion. The motion carried unanimously.