



CONVENTION AND VISITORS AUTHORITY

Regular Meeting of the Board of Directors  
Tuesday, February 14, 2006  
Minutes

The regular meeting of the Board of Directors of the Las Vegas Convention and Visitors Authority was held the 14<sup>th</sup> day of February 2006 at the Las Vegas Convention Center, Room N253 and N255/N257, 3150 Paradise Road, Las Vegas, Nevada. This meeting had been properly noticed and posted in compliance with the "Nevada Open Meeting Law".

CALL TO ORDER Chair Oscar Goodman called the meeting to order at 9:04 a.m. On roll call the following Board members were present, constituting a quorum of the members thereof:

- |                         |                   |
|-------------------------|-------------------|
| Oscar Goodman, Chair    | Tom Jenkin        |
| Keith Smith, Vice Chair | Kara Kelley       |
| Charles Bowling         | Kevin Kelley      |
| Larry Brown             | Michael Montandon |
| Glenn Christenson       | Bill Nicholes     |
| Tom Collins             | Mike Pacini       |
| Yvonne Atkinson Gates   |                   |

Absent at Roll Call James Gibson, Secretary/Treasurer ..... Entered the meeting after Roll Call

LVCVA Executive Staff in Attendance	Rossi Ralenkotter, President/CEO E. James Gans, Senior Vice President – Operations Division Terry Jicinsky, Senior Vice President – Marketing Division Luke Puschnig, Legal Counsel
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INVOCATION and FLAG SALUTE Pastor Bob Cassels, from Shadow Hills Baptist Church, presented the invocation.

The invocation was followed by the flag salute.

APPROVAL OF THE AGENDA and APPROVAL OF THE MINUTES President Rossi Ralenkotter informed the Board that there were no items to be taken from the table or reconsidered, accordingly, the February 14, 2006 Agenda was in order, as were the Minutes of the January 10, 2006 Regular Meeting of the Board of Directors.

**Member Yvonne Atkinson Gates moved and it was carried by unanimous vote of the members present to approve the February 14, 2006 Agenda and the minutes of the January 10, 2006 Regular Meeting of the Board of Directors as presented.**

## **PRESENTATIONS**

**MOST VALUABLE PLAYER PROGRAM** The Most Valuable Player (“MVP”) program recognizes and rewards excellence in delivering on the Mission and the Brand promise, exemplifying the core values and/or providing above and beyond service to Las Vegas Convention and Visitors Authority internal and/or external customers. Vice President of Human Resources Mark Olson introduced **Service Worker Michael Lewis** as the MVP for the month of January 2006.

### ***MEMBER JAMES GIBSON ENTERED THE MEETING***

## **STAFF REPORTS**

### **MARKETING DIVISION**

**AWARDS**  
Fourth Quarter  
2005

Terry Jicinsky, Senior Vice President-Marketing Division, reported on the awards received by the Las Vegas Convention and Visitors Authority during the Fourth Quarter 2005. Among the numerous awards received were the following:

- Meeting News – Planner’s Choice Award
- Australian Federation of Travel Agents – National Travel Industry Award
- Successful Meetings – 2005 Pinnacle Award; MarCom Creative Award
- Public Relations Society of America - Tri-State Pinnacle Award
- Achievement of Excellence in Procurement Award
- Government Finance Officers Association – Certificate of Achievement for Excellence in Financial Reporting
- Government Finance Officers Association – Distinguished Budget Presentation Award
- HSMIAI - Adrian Award.

Mr. Jicinsky informed the Board that the Las Vegas Stories "What Happens Here, Stays Here" Four has been released, and Staff is very excited about the new “Be Anyone” campaign. This is not only a television component, but there is an on-line program, and a print program as well.

**Marketing Division (Continued)**

EVENT FUNDING      The 24<sup>th</sup> Annual Laughlin River Run will be held April 26-30, 2006.  
LAS VEGAS            The initial fiscal year 2006 budget allocated \$85,000 for a  
EVENTS                marketing and public relations program for this event. The  
    Laughlin River      Laughlin Tourism Commission requested that an additional  
    Run                    \$15,000 be allocated from the Laughlin Events reserve budget to  
                              increase the destination's effort for a pro-active public relations  
                              campaign.

The Las Vegas Events Board of Directors approved this funding request at their November 2005 meeting.

**Member Yvonne Atkinson Gates moved and it was carried by unanimous vote of the Board of Directors to approve the disbursement of funds to Las Vegas Events in the amount of \$15,000 to increase the marketing and advertising budget for the 2006 Laughlin River Run, bringing the total marketing and advertising budget for this year's event to \$100,000.**

TOKYO CLIENT        The Las Vegas Convention and Visitors Authority ("LVCVA") will  
APPRECIATION        host its 13<sup>th</sup> annual Tokyo Client Appreciation Event in Tokyo,  
EVENT                    Japan on June 7, 2006. This annual event is held to encourage  
                              increased promotion of Las Vegas by the tour operators, travel  
                              agents and press throughout Japan, and to thank them for their  
                              support of the Las Vegas destination.

This year's program will consist of dinner and a destination update, and "Phantom of the Opera" tickets for approximately 160 Japanese travel professionals, as well as a press conference and a luncheon for 30 Journalists. An estimated expenditure of \$71,000 for the 2006 event will include food and beverage, room rentals, decorations, audio/visual, client entertainment, invitations/ postage, press conference luncheon, services charges, extra personnel, and taxes.

**Member James Gibson moved and it was carried by unanimous vote of the Board of Directors to approve an estimated expenditure of \$71,000 for expenses associated with the Las Vegas Convention and Visitors Authority hosting the Tokyo Client Appreciation Event, to be held at the Conrad Tokyo, in Tokyo, Japan on June 7, 2006.**

**Marketing Division (Continued)**

2005 YEAR-END  
VISITOR  
STATISTICS

Mr. Kevin Bagger, Director of Internet Marketing and Research, presented a PowerPoint overview of the Las Vegas 2005 year-end visitor statistics, addressing the annual visitor volume comparisons from 1980 through 2005, convention attendance from 2000 through 2005, room inventory versus room occupancy percentages from 1990 through 2005, and he presented the current occupancy and room rate average comparisons to other major cities. These comparisons showed a consistent and positive increase in Las Vegas visitation and economic growth over the years. He noted that the weekend occupancy of 95% in 2005 was the highest average annual weekend occupancy on record.

**OPERATIONS DIVISION**

CLARK COUNTY  
FAIR GRANT

The Clark County Fair and Rodeo ("Fair") has received financial support from the Las Vegas Convention and Visitors Authority ("LVCVA") since 1985.

On January 10, 2006, the Fair submitted their fiscal year 2006 annual budget and their fiscal year 2005 annual audit for consideration by the LVCVA Board of Directors. Two representatives from the Fair spoke to the Board of Directors at that meeting regarding the release of the \$75,000 grant for fiscal year 2006. The request was tabled to a future meeting due to unresolved auditor's comments contained in the Fair's annual audit. Subsequently, the Clark County Fair, Inc. Board of Directors met and reviewed the auditor's comments.

Letters from Todd Robison, Executive Director of the Fair, and from the audit firm of Kemp, Burdick, Hinton & Hall, LC addressing those concerns were included in the public documentation as part of the supporting materials with the public meeting notice.

Mr. Todd Robison addressed the LVCVA Board of Directors and assured them that the issues of concern had been reviewed and resolved. Senior Vice President of Operations James Gans stated that Staff was satisfied that the issues had been resolved.

**Member Kara Kelley moved and it was carried by unanimous vote of the Board of Directors to approve the release of fiscal year 2006 budgeted grant funds in the amount of \$75,000 to provide sponsorship for the annual Clark County Fair and Rodeo.**

**Operations Division (Continued)**

BUDGET  
TRANSFER  
Inter-Fund  
Budget Transfer  
For the ITD  
Support  
Purchases  
Account

Inter-Fund Budget Transfers are defined as those in which accounts are between funds or from contingency.

This Budget Transfer, in the amount of \$10,000, is for additional funds needed in the ITD Support Purchases account to purchase miscellaneous PC hardware, software and equipment for office moves and recently filled positions, and additional funds for temporary personnel in the ITD Department.

Members Kara Kelley and James Gibson questioned why an item for \$10,000 was being submitted for Board approval, and requested that expenditure authorization for these types of items be discussed at the Policy Committee meeting.

**Member James Gibson moved and it was carried by unanimous vote of the Board of Directors to approve an Inter-Fund Budget Transfer in the amount of \$10,000 for additional funds needed in the ITD Support Purchases account to purchase miscellaneous PC hardware, software and equipment, and for temporary personnel in the ITD Department.**

BUDGET  
TRANSFER  
Intra-Fund  
Budget Transfer  
to fund mid-year  
revisions in the  
Salaries and  
Benefits Budget

Intra-Fund Budget Transfers are defined as those in which accounts to- and/or from- are between functions, but within the same fund.

The Salaries and Benefits budget for the fiscal year was prepared in January 2005. During the calendar year 2005, a significant number of personnel actions occurred, including terminations, new hires, retirements, transfers, promotions, etc, that resulted in the need for a transfer from payroll suspense in the gross amount of \$1,308,300.

**Member Kara Kelley moved and it was carried by unanimous vote of the Board of Directors to approve an Intra-Fund Budget Transfer in the gross amount of \$1,308,300 to fund the mid-year revision in the Salaries and Benefits budget due to vacancy factors, retirements, position transfers, recently filled positions and reassignments.**

**Operations Division (Continued)**

LVCVA BUDGET  
AND STATISTICAL  
REPORT FOR  
DECEMBER 2005

The “**Las Vegas Convention and Visitors Authority Budget and Statistical Report**” for the period ending December 31, 2005 had been delivered to the Board members and included in the public documentation as part of the supporting materials with the public meeting notice. There were no questions or concerns by the Board.

This is an information item. No Board action required.

**EXECUTIVE DIVISION**

LEGAL  
COUNSEL'S  
REPORT

Legal Counsel Luke Puschnig reported that the Federal District Court in Reno, Nevada, will hear the Las Vegas Convention and Visitors Authority's motion for summary judgment on the Tovar case this afternoon.

LAS VEGAS  
EVENTS'  
REPORT

The “**Las Vegas Events 2005 Special Events: Fiscal Year, Year-to-Date Summary**” had been delivered to the Board members and included in the public documentation as part of the supporting materials with the public meeting notice.

President Rossi Ralenkotter informed the Board that President of Las Vegas Events, Pat Christenson, was not able to attend this meeting, therefore, Terry Jicinsky will be presenting the Las Vegas Events report.

Mr. Terry Jicinsky reported on the five special events sponsored by Las Vegas Events that took place in December 2005, including the estimated attendance, out-of-town attendance, and non-gaming economic impact for each of the events. He listed upcoming events for February and March 2006: *Tennis Channel Open, USSSA Slow-Pitch Softball, NASCAR Weekend, Monster Jam World Finals*, and the *Laughlin River Stampede*.

Chair Oscar Goodman briefly discussed the upcoming Tennis Channel tournament, and some of the events surrounding the players and their opportunity to interact with the public and area schools. He noted that anyone needing information on this event can contact Councilman Larry Brown.

**Executive Division (Continued)**

**AT 9:28 A.M. CHAIR OSCAR GOODMAN CALLED FOR A 10 MINUTE BREAK.  
THE MEETING RECONVENED IN ROOM N255/N257.**

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CALL TO ORDER Chair Oscar Goodman called the meeting to order at 9:40 a.m. in room N255/N257. On roll call the following Board members were present, constituting a quorum of the members thereof:

Oscar Goodman, Chair	Yvonne Atkinson Gates
Keith Smith, Vice Chair	Tom Jenkin
James Gibson, Secretary/Treasurer	Kara Kelley
Charles Bowling	Kevin Kelley
Larry Brown	Michael Montandon
Glenn Christenson	Bill Nicholes
Tom Collins	Mike Pacini

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LAS VEGAS  
CONVENTION  
CENTER MASTER  
PLAN  
ENHANCEMENT  
PROGRAM

President Rossi Ralenkotter presented a detailed overview of the proposed Master Plan Enhancement Program ("MPEP"), which will include a grand concourse, expanded pre-function areas, multiple meeting rooms, general session ball room(s), food service upgrades, expanded freight access and improved traffic flow areas, upgrades to the interior and exterior façade. Additionally, the project calls for a proposed police and fire substation, administrative building, and parking structure on or near Sierra Vista Drive.

Mr. Mike Musgrave, MWH Americas Consultant for the MPEP, discussed the progression of the project over the next five to six years, which will be broken down into an estimated nine phases in order to minimize disruptions to the tradeshow and conventions already scheduled in the convention center.

Mr. Todd Achelpohl, Senior Designer at HMTB, reported that various interviews and studies that were conducted have indicated that the Las Vegas Convention Center needed a face-lift to remind the conventioners that they are in Las Vegas, therefore, extensive use of windows are proposed to open-up the convention center to the lights and excitement of the Las Vegas strip.

Ms. Brenda Siddall, LVCVA Director of Finance, gave an overview of the proposed financing for the MPEP. She explained that the project construction would be financed using up to \$680 million in new Bond debt, and \$57 million in cash reserves. She discussed the need to increase facility rental rates and parking fees, which would be presented to the Board for approval later during the meeting, should the Board approve the proposed project.

**Executive Division (Continued)**

LAS VEGAS  
CONVENTION  
CENTER MASTER  
PLAN  
ENHANCEMENT  
PROGRAM  
(Continued)

Mr. Jeremy Aguero, Principal Analyst, spoke to the Board about the project's projected financial ramifications, and the non-gaming economic impact to Las Vegas by the conventioners who would utilize the facility. He said that the benefits of the project would come back to the Las Vegas Convention and Visitors Authority and the community over the next several years.

Sheriff Bill Young, Las Vegas Metropolitan Police Department, and Deputy Chief Bill Kohler, Clark County Fire Department, endorsed the project and the proposed police and fire station, and acknowledged President Ralenkotter for his support.

Member Oscar Goodman asked if this would be the best Convention Center in the world. He said that it has to be the world's best, because that is what Las Vegas is all about.

Member Tom Collins stated that having worked on the Las Vegas Convention Center in 1969 and being involved in the construction industry as well as the tourism industry, he believed the proposed improvements are appropriate.

**AT 10:45 A.M. CHAIR OSCAR GOODMAN CALLED FOR A 10 MINUTE BREAK.  
THE MEETING RECONVENED IN ROOM N253.**

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CALL TO ORDER Chair Oscar Goodman called the meeting to order at 11:00 a.m. in room N253. On roll call the following Board members were present, constituting a quorum of the members thereof:

Oscar Goodman, Chair	Tom Jenkin
Keith Smith, Vice Chair	Kara Kelley
James Gibson, Secretary/Treasurer	Kevin Kelley
Charles Bowling	Michael Montandon
Larry Brown	Bill Nicholes
Glenn Christenson	Mike Pacini
Tom Collins	

Absent on roll call Yvonne Atkinson Gates

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Chair Oscar Goodman stated for the record that he had excused Member Yvonne Atkinson Gates, and that she had indicated that she is supportive, and that her vote, if she had been here, would be yes.

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LAS VEGAS  
CONVENTION  
CENTER MASTER  
PLAN  
ENHANCEMENT  
PROGRAM  
(Continued)

Member Tom Collins reiterated his support for the project, and said that it is important that the phasing of the construction be done in a timely manner to insure there is no disruption to the activities within the convention center. Staff assured Member Collins that this has been addressed through the planned phasing of the project.

Senior Vice President Jim Gans stated that since the project will be done in several phases, Staff will bring each phase before the Board so it can be dealt with separately, and keep the Board informed.

President Rossi Ralenkotter summarized this agenda item, stating that the proposed presentation attest to the extent that Staff has gone to in analyzing the market conditions. They brought together a team of experts to keep the project moving forward. They have their checks-and-balances with the audit component, as well as contingency plans for the LVCVA as they go forward. The fact that this project will be broken down into eight or nine phases over a three-year construction period allows Staff to work very closely with the Board and the building customers. This is an opportunity to take the convention center and the ability to market the brand forward, and to reinvent the facility to keep it competitive into the future. Staff is recommending approval of the Master Plan Enhancement Program, as well as the budget that is attached to it.

There being no further comments or questions from the Board, Chair Oscar Goodman opened the discussion for public comments and/or questions.

Mr. Bruce Langson, Sierra Vista property owner, addressed the Board and stated that he strongly supports the project, and agreed with Chair Oscar Goodman that the Las Vegas Convention Center should be the world's best.

**Following the presentation and a brief discussion, Member Gibson moved and it was carried by unanimous vote of the members present to approve the Las Vegas Convention Center Master Plan Enhancement Program, and to approve the budget for the Las Vegas Convention Center Master Plan Enhancement Program as submitted.**

FACILITY  
RENTAL RATES  
AND  
PARKING FEES

Rental rates at the Las Vegas Convention Center (“LVCC”) were last increased in January 2002.

The inflation rate January 2002 through November 2005 was 11.5%, which has impacted LVCC operating costs. If this trend continues without any offsetting increases in facility rental rates, costs will be up 25% by July 2009.

Based on a 10-year forecast of the LVCC operations, in order to maintain an average 10%-15% LVCC facility profit margin, a need for an increase to the current rental rate of \$0.25 is indicated. Because leases are signed and commitments have been made for the next three years, a “phasing-in” of an increased rate would be the most efficient approach with the date of the first rate increase to \$0.29 on July 1, 2009. The second “phasing-in” of an increase to \$0.34 would be enacted three years later on July 1, 2012 following the completion of the LVCC Master Plan Enhancement Program. These rates compare favorably with other convention centers in terms of competitive pricing. Comparing these rates to current rates charged by other large convention centers, the LVCC will rank 17<sup>th</sup> following the first rate increase, and 13<sup>th</sup> after the second increase – assuming that none of the other facilities will have a rate increase in the next six years.

In addition to the rental rate increases, Staff proposed an increase in the parking fee at the Las Vegas Convention Center to \$10.00 per vehicle, effective July 1, 2006. This rate is comparable to that charged at other local large event venues such as the Thomas & Mack, the Las Vegas Motor Speedway, and the Fremont Street Experience. It is also comparable to convention centers in other cities. (A parking fee of \$2.00 per vehicle was first established at the LVCC in August 1990. The rate was increased to \$5.00 in May 1998.)

These rate increases will allow the Las Vegas Convention and Visitors Authority to remain competitive in pricing structure, while supporting the investment in the Master Plan Enhancement Program.

Member Tom Collins requested Staff consider in-and-out privileges into the future parking program.

**Member Keith Smith moved and it was carried by unanimous vote of the members present to: 1) Approve an increase of \$0.09 to the current rental rate, with the date of the first rate increase from \$0.25 to \$0.29 on July 1, 2009, and the second increase to \$0.34 to be enacted three years later on July 1, 2012 following the completion of the LVCC Master Plan Enhancement Program; and, 2) Approve an increase in the parking fee to \$10.00 at the Las Vegas Convention Center, effective July 1, 2006.**

APPOINTMENT  
OF FINANCING  
TEAM FOR  
PROPOSED  
ISSUANCE OF  
BONDS AND/OR  
COMMERCIAL  
PAPER

In conjunction with the proposed Series 2006 Bonds, a financing team consisting of both financial and legal professionals had been assembled to assist the Las Vegas Convention and Visitors Authority. The financing team recommended for appointment as Bond/Disclosure Counsel: *Swendseid & Stern*, a member in *Sherman & Howard L.L.C.*; and, as Financial Advisors: *Hobbs, Ong & Associates, Inc.* and *Public Financial Management, Inc.*

**Member James Gibson moved and it was carried by unanimous vote of the members present to: 1) Appoint *Swendseid & Stern*, a member in *Sherman & Howard L.L.C.*, as bond/disclosure counsel, and *Hobbs, Ong & Associates, Inc.* and *Public Financial Management, Inc.* as financial advisors for the proposed Las Vegas Convention and Visitors Authority issuance of bonds and/or commercial paper; and, 2) Authorized the President/CEO to sign the agreements.**

SALE  
RESOLUTION  
PERTAINING  
TO THE  
ISSUANCE OF  
BONDS

The Las Vegas Convention and Visitors Authority (LVCVA) had completed an extensive planning review of facility improvements that were needed to address current needs and projected growth. The LVCVA intends to fund the Las Vegas Convention Center Master Plan Enhancement Program, in part, through the issuance of debt.

This Sale Resolution authorizes the President/CEO or the Chief Financial Officer to arrange for the sale of the bonds, commercial paper or other short-term floating rate securities (the "Bonds") for the purpose of financing the cost of improvements.

The Resolution reads:

**A RESOLUTION AUTHORIZING THE SALE OF REVENUE BONDS, COMMERCIAL PAPER OR OTHER SHORT-TERM FLOATING RATE SECURITIES, OR ANY COMBINATION THEREOF, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$680,000,000; AUTHORIZING THE PRESIDENT OR HIS DESIGNEE TO ARRANGE FOR THE SALE OF SUCH SPECIAL OBLIGATIONS; PROVIDING OTHER MATTERS PROPERLY RELATED THERETO; AND PROVIDING THE EFFECTIVE DATE HEREOF.**

SALE  
RESOLUTION  
PERTAINING  
TO THE  
ISSUANCE OF  
BONDS  
(Continued)

Senior Vice President Jim Gans informed the Board that Staff will come back to the Board before the end of the fiscal year with a report, and further authorization recommendations.

**Following the discussion, Member Keith Smith moved and it was carried by unanimous vote of the members present to approve, adopt and authorize the Chair to sign the Resolution pertaining to the issuance of Bonds in an amount not to exceed \$680,000,000 by the Las Vegas Convention and Visitors Authority, authorizing the President/CEO or his designee to arrange for the sale of the Bonds, and provide other details in connection therewith.**

LVCC MASTER  
PLAN  
ENHANCEMENT  
PROGRAM  
PROGRAM  
MANAGEMENT  
CONTRACT  
TASK ORDER 3  
*MWH Americas, Inc.*  
*HNTB Architecture*

The Las Vegas Convention and Visitors Authority Market Study was adopted by the Board of Directors on March 8, 2005. On June 14, 2005, the Board of Directors authorized MWH Americas, Inc. (MWH) to proceed with the development of a Program Master Plan Enhancement Program (MPEP) based on the approved Market Study under Task Order No.1, which consists of the formation of a building program, conducting focus groups, development of MPEP alternatives, conceptual budgets and construction phasing schedules, and an existing facilities assessment. Work under Task Order No. 1 was completed on December 31, 2005.

In December 2005, the Board of Directors authorized Task Order No. 2, which provided for a continuation of program management services through February 28, 2006 to support the development and final presentation of the MPEP to the Board in February.

The Las Vegas Convention and Visitors Authority ("LVCVA") Staff requests that the program management/construction management services be authorized with MWH Americas, Inc from March 1, 2006 through December 31, 2010 in order to advance the MPEP to the schematic design level, as well as begin design in selected areas to allow for the early selection of design engineers, architects, and construction contractors for projects identified in the MPEP.

MWH, with the support of HNTB Architecture, will complete the schematic design for the MPEP. Acting as schematic designer, consultant shall prepare documents to establish the scale and relationship of the project components as well as site use and improvements. For the Las Vegas Convention Center projects, the consultant shall also describe the visual character of the facility, and describe the basic requirements of the technical systems.

LVCC MASTER  
PLAN  
ENHANCEMENT  
PROGRAM  
PROGRAM  
MANAGEMENT  
CONTRACT  
TASK ORDER 3  
*MWH Americas, Inc.*  
*HNTB Architecture*

*(Continued)*

Lastly, MWH, with the support of HNTB Architecture will provide **early detailed design services to support procurement of campus-wide system improvements and early material purchases**. This will provide continuity of work between the numerous individual projects, as well as ensure that the designs completed by other firms are consistent with the overall MPEP.

These services will be provided in accordance with a detailed scope of work, staffing plan and milestone schedule between the LVCVA and MWH Americas, Inc. Terms and Conditions were set in the Master Services Agreement which was approved by the Board of Director on June 14, 2005.

**Member James Gibson moved and it was carried by unanimous vote of the members present to: 1) Approve Task Order No. 3 of the Program Management Contract for the Las Vegas Convention Center Master Plan Enhancement Program with MWH Americas, Inc., Las Vegas, Nevada, in an amount not to exceed \$45,985,000, plus an owner controlled contingency of 10% for consulting services from March 1, 2006 through December 31, 2010; and, 2) Authorize the President/CEO to execute the contract documents.**

#### **DIRECTORS' RECOGNITION**

There were no comments from the Board of Directors.

#### **COMMENTS FROM THE FLOOR BY THE PUBLIC**

There were no comments from the floor by the public.

#### **ADJOURNMENT**

The meeting was adjourned by Chair Oscar Goodman at 11:11 a.m.

Respectfully submitted,

Date Approved:

*(s)*  
\_\_\_\_\_  
Carol Fergen  
Executive Assistant to the Board

*(s)*  
\_\_\_\_\_  
Oscar Goodman  
Chair