

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

8441 Burlando Road
P.O. Box 215
Wofford Heights, CA 93285

Regular Meeting

Tuesday, January 14, 2020

1:00 P.M.

Vice-President - Acting Chairperson: Oral Atchison
Trustees: John Blythe, Steve Lott, Harry Schustz, Gerald Wenstrand

District Manager: Randy Kyt
Clerk of the Board: Laura Kyt

All agenda item supporting documentation is available for public review in the office of the Clerk of the Board of Trustees, 8441 Burlando Road, Wofford Heights, CA 93285 during regular business hours 11:00 a.m. - 3:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to or during the meeting will also be available for review at the same location.

AMERICANS WITH DISABILITIES ACT (Government Code Section 54953.2)

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Public restrooms are not available in the District Office

PLEASE REMEMBER TO TURN OFF ALL CELL PHONES, PAGERS, OR ELECTRONIC DEVICES DURING BOARD MEETINGS

BOARD TO RECONVENE

Board of Trustees: Atchison, Blythe, Lott, Schustz, Wenstrand

CALL TO ORDER BY CHAIR OF THE BOARD

ROLL CALL BY THE CLERK OF THE BOARD

PLEDGE OF ALLEGIANCE & INVOCATION LED BY MANAGER

PUBLIC REQUESTS, COMMENTS, PRESENTATIONS:

This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION. THANK-YOU!**

Action
Required
A

DISTRICT BOARD OF TRUSTEE OFFICERS ELECTION

1) Chairperson/President

Action Required

A

2) Vice Chairperson/Vice President

Action Required

CONSENT AGENDA

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH A "CA" ARE CONSIDERED TO BE ROUTINE AND NONCONTROVERSIAL BY THE DISTRICT'S CHAIRPERSON AND STAFF. THE "CA" REPRESENTS THE CONSENT AGENDA FOR THE BOARD OF TRUSTEES. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF COMMENT OR DISCUSSION IS DESIRED BY ANYONE, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED IN LISTED SEQUENCE WITH AN OPPORTUNITY FOR ANY MEMBER OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING THE ITEM BEFORE ACTION IS TAKEN.

DISTRICT MINUTES

- | | | | |
|----|----|---|-----------------------|
| CA | 1) | Approval of November 12, 2019 Regular Meeting Minutes | <i>Consent Agenda</i> |
| CA | 2) | Approval (subject to audit) of September Financial Report | <i>Consent Agenda</i> |
| CA | 3) | Approval (subject to audit) of October Financial Report | <i>Consent Agenda</i> |
| CA | 4) | Approval (subject to audit) of November Financial Report | <i>Consent Agenda</i> |

NON-RESIDENT FEE WAIVED

- | | | | |
|----|----|--|-----------------------|
| CA | 5) | Request received to waive non-resident fee: Interment of Ann Schuette
a) Casket interment [Section III-B, Block 314, Lot C11]
b) Ms. Schuette moved away due to medical reasons in 2014
c) Ms. Schuette was a resident of the valley for 30 years | <i>Consent Agenda</i> |
|----|----|--|-----------------------|

RELEASE OF INTEREST & LOT RELOCATION WITHIN DISTRICT

- | | | | |
|----|----|--|-----------------------|
| CA | 6) | Release interest in lot and relocate to a lot within District: Linda Godsey
a) FROM: Section I, Block 45, Cremation Interment Lot B8b(c)
b) TO: Hexagon C, Block 5, Cremation Interment Lot B5
c) All fees paid transferred to new lot and contract #314 established to pay for fee increases
d) Husband of 2nd marriage interred in Hexagon C on October 19, 2019 & she wanted to rest with him one day | <i>Consent Agenda</i> |
|----|----|--|-----------------------|

DISINTERMENT, RELEASE OF INTEREST & LOT RELOCATION

- | | | | |
|----|----|---|-----------------------|
| CA | 7) | Disinterment and relocate within District: Frances Keegan Kerneghan
a) FROM: Urn Vault #7, Block 189, Cremation Interment Lot B5
b) TO: Hexagon C, Block 6, Cremation Interment Lot B5
c) No fees paid were transferred: Urn Vault #7 will remain as a memorial; interment services were performed
d) 2nd husband Mr. Kerneghan changed his mind about interring wife with 1st husband & requested to disinter
e) Mr. Kerneghan paid for a companion site arrangement in Hexagon C on December 20, 2019
f) Disinterment of Mrs. Kerneghan occurred on December 20, 2019 & transferred to Hexagon C the same day | <i>Consent Agenda</i> |
|----|----|---|-----------------------|

Action
Required
A

APPROVAL OF THE CONSENT AGENDA

1) All items listed with a "CA" are considered to be routine and approved by one motion unless an item is pulled. Each pulled item will be heard in open session in number sequence order after approval of consent agenda. Action on each item pulled will be taken after discussion of the item pulled.

Action Required

Action Required	<u>RELEASE OF INTEREST IN LOT AND DONATION</u>	<u>Action Required</u>
A	1) Release of Interest in lot and Donation: Eleanor (Prosenko) Nabor	
Nov 2019	a) Section Urn Vault 7, Block 190, Lot D15	
Nov 2019	b) Reason: Eleanor has moved away and will not be interred at the District	
Nov 2019	c) Letter received indicating that these arrangements may be donated at the District's discretion	
Nov 2019	d) Donate to a member of the community (selected: Arnold Sieler) upon receipt of release of interest form	
Nov 2019	e) Board of Trustees took action to accept donation of lot at the November 12, 2019 regular board meeting	
	>>> f) Release of Interest form sent to Mr. Prosenko	
	Action: g) Approve donation of lot to member of the community	

REQUEST TO WAIVE NON-RESIDENT FEE

A	1) Request received to waive non-resident fee: Interment of Betty Loding	<u>Action Required</u>
	a) Casket interment [Section III-A, Block 69, Lot A1] - rights purchased on April 15, 1993	
	b) Ms. Loding moved to Bakersfield to be closer to family in 2000 (her husband was interred on April 10, 1993)	
	c) Ms. Loding moved to Oklahoma in the year 2017	
	d) According to family Mr. and Mrs. Loding lived in the Kern River Valley for 20 years	
	e) The fee the District will forfeit is \$114.30 (Fees paid = \$762.00 x 15% non-resident fee = \$114.30)	
	Action: f) To waive the non-resident fee of \$114.30 <u>OR</u> not to waive non-resident fee	

MANAGER'S REPORT

	1) Department of Human Services - CalWORKS and KHSD Programs	<i>Information</i>
	a) CalWORKS participants assigned for training work part-time and are paid by the Dept of Human Services	
	b) One participant assigned by CalWORKS for training as a groundskeeper started November 2019	
	c) KHSD participants assigned for training work six months only and receive full-time pay	
	d) No participants are assigned for the KHSD training program	
	2) Historic Cemetery: National Register of Historic Places Process	<i>Discussion</i>
Nov 2018	a) Southern California Edison (SCE) ground disturbance due to installing electric poles (June & September 2018)	
Nov 2018	b) Kick off meeting (October 22, 2018) attended by Chairperson Sloan-Thurman and District Staff	
Nov 2018	c) Archaeologists collect evidence (October 22, 2018 to October 26, 2018)	
Nov 2018	d) Report to be generated by SWCA Environmental Consultants hired by SCE	
Nov 2018	e) Restoration of affected area evaluation process performed by Sequoia National Forest and SCE	
Nov 2018	f) National Register of Historic Places - determination process of eligibility	
Nov 2018	g) Review the Record of Survey information provided by Surveyor Loryne Schamber	
Nov 2018	h) Water diversion planning to prevent erosion damage of land and slopes when dam is full to capacity	
Nov 2018	i) Discovery: full lake water encroachment of District boundaries	
Nov 2018	j) Sequoia National Forest Archaeologists William MacNeill and Tim Kelly give situation assessment presentation	
Nov 2018	k) KRVCD Trustees and management additional subject matter inquiry - information obtained	
Dec 2018	l) SCE installed erosion barriers around base of telephone poles	
Jan 2019	m) Emails sent to SCE~SWCA and National Sequoia Forest for update on report	
Mar 2019	n) Email received from Archaeologist MacNeill - waiting for SWCA to submit final draft	
May 2019	o) Mgr Kyt spoke with Archaeologist MacNeill - waiting for SWCA to submit revised draft	
Nov 2019	p) Update by Archaeologist MacNeill - email received - final report from SCE~SWCA is not complete	
Discussion	>>> q) Update by Archaeologist MacNeill	

BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

- | | | |
|----|---|-------------------|
| 1) | Transition Driveway Asphalt Project Revisions and Budget Planning | <i>Discussion</i> |
| | a) Develop revised project bid packets and schedule special meeting to review before next regular meeting | |
| | b) Include review of FY 2019-2020 Budget for FEMA & CalOES financial obligation | |
| | c) Include review of FY 2019-2020 Budget for District's financial obligation | |
| | d) Revisions required for the FY 2019-2020 capital outlay budget based on project estimates average | |
| | e) Action to schedule special meeting requested on page #7 of this agenda | |

HISTORIC CEMETERY ACTIVITIES

- | | | | |
|------------|-----|--|--------------------|
| | 1) | Historic Cemetery Sale of Plots and Interment Activity | <i>Information</i> |
| Nov 2018 | | a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees | |
| Sept 2019 | | b) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop | |
| Oct 2019 | | c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds | |
| Oct 2019 | | d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt | |
| | 2) | Survey Services for Historic Cemetery | <i>Discussion</i> |
| Nov 2018 | | a) Loryne Schamber of Terralade Surveys performed a topographic survey of the District in June of 2008 | |
| Nov 2018 | | b) Schamber services were used in 2008 to map Section III-B & Section III-C for cemetery software mapping | |
| Nov 2018 | | c) There is a possibility Ms. Schamber surveyed the entire cemetery district but she is not sure yet | |
| Nov 2018 | | d) Ms. Schamber has upgraded her computer system; she is searching her old system for the 2008 survey | |
| Nov 2018 | | e) Historic cemetery plots sizes are not uniform and block markers are ineffective | |
| Nov 2018 | | f) Paddle markers placed by the movie industry when western films were filmed were never identified | |
| Nov 2018 | | g) 1972 fire destroyed records; potential for unmarked plots due to historic interments performed | |
| Nov 2018 | | h) The sale of plots in the Historic Cemetery have proved difficult due to the above issues | |
| Nov 2018 | | i) Policy and Procedure for Historic Cemetery interment rights & upright markers needs review | |
| Nov 2018 | | j) FEMA and CalOES will need plot pin point location identification information regarding sunk graves | |
| Nov 2018 | | k) Terralade Surveys offers drone deploy survey (FFA licensed) and ground penetrating radar services | |
| Nov 2018 | | l) Received email that included site map over lay with GPS & record of survey from Ms. Schamber (11-08-18) | |
| Jan 2019 | | m) Grid survey map prepared by surveyor would prove helpful to staff | |
| Mar 2019 | | n) Surveyor Schamber scheduled to perform ground penetrating radar equipment in Historic Cemetery | |
| Mar 2019 | | o) Other work performed by Surveyor Schamber - District property lines confirmation | |
| May 2019 | | p) Surveyor Schamber and team scheduled for the weekend of June 1st | |
| June 2019 | | q) Surveyor Schamber and team performed survey services and drone deploy occurred June 1st | |
| July 2019 | | r) Mgr Kyt reports that Surveyor Schamber is waiting for report from drone operator | |
| July 2019 | | s) Mgr Kyt reports that ground penetrating radar will be performed by Surveyor Schamber & team in August | |
| Nov 2019 | | u) Update by Surveyor Schamber - email received (September 10, 2019) regarding Burn's property easement | |
| Discussion | >>> | v) Update by Surveyor Schamber - email received with attachment of Historic Cemetery grid map | |

EMPLOYEE NOTIFICATIONS AND REPORTS

- | | | |
|----|--|--------------------|
| 1) | Ethics AB 1234 Training - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Employees: Manager Kyt and Secretary Kyt | |
| 2) | Workplace Anti-Harassment Training AB 1825 - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Employees: Manager Kyt and Secretary Kyt | |

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

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|----|--|--------------------|
| 1) | Ethics AB 1234 Training - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Trustees: Blythe, Lott, Schustz, and Wenstrand | |
| | c) Training assigned to: Atchison | |
| 2) | Workplace Anti-Harassment Training AB 1825 - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Trustees: Blythe and Schustz | |
| | c) Training assigned to: Atchison, Lott, and Wenstrand | |

Action Required		BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS	
A	1)	AltaOne Federal Credit Union - Account Signature Cards	Action Required
		<ul style="list-style-type: none"> a) Updated account authorization needed for current Board Members and Mgr Kyt for both bank accounts b) Updated account authorization needed for Secretary Kyt to obtain bank information only for both accounts <p>Action: c) Authorize update of account signature cards; authorize update of accounts for Secretary Kyt; sign letters</p>	
	2)	Kern County - Processing Systems Signature Cards	<i>Information</i>
		<ul style="list-style-type: none"> a) Sec Kyt submits signature card for Trustee Schustz & updates Sec Kyt's card to include Fund #42013 b) Kern County processing systems signature cards are current for Trustees and Employees 	
A	3)	Wells Fargo Advisors - Account Authorization Agreement	Action Required
		<ul style="list-style-type: none"> a) Signature update of account authorization agreement prepared by Wells Fargo Advisors b) Signers approved were Trustee Atchison, Trustee Blythe, and Manager Kyt (Regular Meeting May 29, 2019) c) Trustee Atchison has decided he does not want to be a signer on the WFA Acct Authorization Agreement <p>Action: d) Rescind May 29, 2019 action to confirm Trustee Atchison as a signer on the WFA Authorization Agreements</p>	
A	4)	Wells Fargo Advisors - Account Authorization Agreement	Action Required
		<ul style="list-style-type: none"> a) Current signers on the WFA accounts are Chairperson Sloan-Thurman, Trustee Blythe and Mgr Kyt <p>Action: b) Authorize signature update of account authorization agreement: select Trustee Sloan-Thurman's replacement</p> <p>Action: c) Authorize update of account authorization agreement giving Secretary Kyt access to information about acct</p> <p>Action: d) Instruct Secretary to prepare letter to request new authorization agreements for selected Trustees to sign</p>	
	5)	Wells Fargo Advisors - Broker Sandra Wheeler Changes Firms	<i>Discussion</i>
Nov 2019		a) Sandra Wheeler notified District on September 20, 2019 that she has decided to change firms	
Nov 2019		b) Ms. Wheeler is officially now Vice-President of Stifel, Nicolaus & Company, Inc.	
Nov 2019		c) Agreements to transfer investments resting in Wells Fargo Advisors accounts received	
Nov 2019		d) Discussed this topic at the November 12, 2019 regular meeting	
Discussion	>>>	e) To transfer accounts to Stifel, Nicolaus & Company, Inc. <u>OR</u> not to transfer accounts	
	6)	Wells Fargo Advisors - New Financial Advisor Assigned	<i>Discussion</i>
Nov 2019		a) Goodwin & Speirs Investment Group of Wells Fargo Advisor Luke Kittinger, CFP	
Nov 2019		b) Mr. Kittinger would like to schedule a phone appointment with Secretary Kyt to discuss portfolios	
Nov 2019		c) He recommends that the District work with an institutional asset manager that will act as a Fiduciary	
Nov 2019		d) Discussed this topic at the November 12, 2019 regular meeting	
Discussion	>>>	e) To work with an institutional asset manager <u>OR</u> not to work with an institutional asset manager	
A	7)	Transfer Investment Portfolio to Stifel, Nicolaus & Company, Inc.	Action Required
		<p>Action: a) Authorize Sandra Wheeler to continue to manage the District investments</p> <p>Action: b) Establish a resolution to authorize opening an account for Endowment Principal with Stifel, Nicolaus & Co. Inc.</p> <p>Action: c) Establish a resolution to authorize opening an account for PreNeed Principal with Stifel, Nicolaus & Co. Inc.</p> <p>Action: d) Establish a resolution to authorize opening an account for Endowment Interest with Stifel, Nicolaus & Co. Inc.</p> <p>Action: e) Establish a resolution to authorize opening an account for PreNeed Interest with Stifel, Nicolaus & Co. Inc.</p> <p>Action: f) Select three authorized signers who will be the signers on all four accounts & will sign all required forms</p> <p>Action: g) Authorize Secretary Kyt to have permission to discuss account matters with broker & access acct info</p> <p>Action: h) Transfer Endowment Principal Investment Acct # ending 2498 to Stifel, Nicolaus & Co. Inc.</p> <p>Action: i) Transfer PreNeed Principal Investment Acct # ending 2500 to Stifel, Nicolaus & Co. Inc.</p> <p>Action: j) Transfer Endowment Interest Investment Acct # ending 5288 to Stifel, Nicolaus & Co. Inc.</p> <p>Action: k) Transfer PreNeed Interest Investment Acct # ending 5351 to Stifel, Nicolaus & Co. Inc.</p> <p>Action: l) Effect date of investment all four transfers</p>	

UNFINISHED BUSINESS

- 1) Fiscal Year 2016-2017 Audit *Discussion*
a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
b) UPDATE: due dates for audit: State is January 31, 2018 and County is June 30, 2018
c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week
d) Progress report by Secretary
- 2) Fiscal Year 2017-2018 Audit *Discussion*
a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
b) UPDATE: due dates for audit: State is January 31, 2019 and County is June 30, 2019
c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week
d) Progress report by Secretary
- 3) Fiscal Year 2018-2019 Audit *Discussion*
a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
b) UPDATE: due dates for audit: State is January 31, 2020 and County is June 30, 2020
c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week
d) Progress report by Secretary

District Web Site Established (krvcd.specialdistrict.org)

Discussion

- July 2019 a) Website requirements discussed at the July regular meeting
July 2019 b) Expense to develop website has not been budgeted in FY 2019-2020
July 2019 c) Passing a resolution to postpone developing website until after requirements are met was not considered
Aug 2019 d) District awarded Special District Leadership Foundation scholarship to develop website on August 20th
Aug 2019 e) Website development costs are covered 100% and monthly fee is paid for 18 months
Nov 2019 f) District must maintain membership with CSDA in order for Streamline's monthly fee to be paid for 18 months
Nov 2019 g) District has three months from award of scholarship to "go live" with the website (November 20, 2019)
Nov 2019 h) Mgr Kyt authorized to sign agreement with Streamline to activate website
Discussion >>> i) District website established and confirmed in compliance on December 31, 2019

- 4) Cemetery Record Management Software - Intera *Discussion*
July 2019 a) Original cemetery data entry of individual records is limited in scope to name, plot location, birth & death date
July 2019 b) Mistakes occurred when the Intera affiliates performed the individual records data entry in FY 2003-2004
July 2019 c) Secretary reports that correcting original data entry errors is time consuming and is done when found
July 2019 d) To correct the record management software data entry of individual records would be a huge undertaking
July 2019 e) No resources in record management software to generate any data entry reports or accounting reports
July 2019 f) Upgrading Intera record management software has never been done; software technology has advanced
July 2019 g) If a decision is made to upgrade the record management software it would be managed online (in the cloud)
July 2019 h) Upgrade and annual fee to use & maintain record management software is expensive & increases expected
July 2019 i) Upgrade system for an annual average of 60 death records and a cemetery that will most likely not expand?
July 2019 j) Receipts are prepared using numbered NCR receipts for sales and then entered again into Intera software
July 2019 k) Duplication of receipting is happening with the current record management of death records causing backlog
July 2019 l) Review the use of the expensive (annual fee \$650) record management software and the disadvantages
July 2019 m) Other cemetery software is available that may be more affordable and may not demand an annual fee
July 2019 n) Discuss options to streamline the data entry process and the continuance of the annual fee to use it
Nov 2019 o) Progress report: research software upgrade - Secretary reports she has made contact with providers
Discussion >>> p) Secretary plans to make contact with software vendors and providers at the upcoming CAPC conference

NEW BUSINESS

- 1) California Association of Public Cemeteries 62nd Annual Conference *Discussion*
a) Scheduled February 20 thru February 22, 2020 in Oxnard (registration fee \$458.00 per person)
b) CAPC awards two all expense paid scholarships for District Manager Randy Kyt and Trustee Harry Schustz
c) Applying for GSRMA training grant of \$1,000 to pay for Secretary Kyt to attend the conference
d) Conference registration due by January 21st

Action Required	<u>NEW BUSINESS</u> - continued	
A	1) District Policies and Procedures Handbook	<u>Action Required</u>
	a) CSDA offers Sample Policy Handbook at a cost of \$225.	
	b) By purchasing this sample policy handbook it may save a great amount of policy research time	
	Action: c) To purchase the Special District's Sample Policy Handbook <u>OR</u> not to purchase the sample handbook	

A	2) Schedule Special Meeting in February	<u>Action Required</u>
	a) For the purpose of developing a revised asphalt project bid packet for approval	
	b) Six month review of fiscal year 2019-2020 budget and approve modifications	
	c) Any other additional district business requiring immediate attention	
	Action: d) Schedule special meeting in February	

CLOSED SESSION: Employee Evaluations

A	1) Motion to move into closed session	<u>Action Required</u>
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A	2) Motion to move to return to open session	<u>Action Required</u>
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ADD ITEMS FOR FUTURE AGENDAS

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BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):

Board Member Announcements or Reports (Information Only): On their own initiative, Board members may make an announcement or a report on their own activities. They may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. (Gov. Code Sec. 54954.2[a])

- 1) Trustee Atchison
- 2) Trustee Blythe
- 3) Trustee Lott
- 4) Trustee Schustz
- 5) Trustee Wenstrand

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

NEXT REGULAR MEETING:

Scheduled: March 10, 2020 at 1:00 p.m.

Action Required	<u>MOTION TO ADJOURN:</u> time meeting adjourned	<u>Action Required</u>
A	1) a) Action to close	