

**MINUTES OF MEETING
FOX BRANCH RANCH
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the Fox Branch Ranch Community Development District was held on September 15, 2021, at 9:30 a.m., at the Greater Winter Haven Chamber of Commerce, 401 Avenue B NW, Winter Haven, Florida 33881.

Present at the meeting were:

Mary Moulton	Chair
John Wiggins	Vice Chair
Tim Hultgren	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Ashley Ligas (via telephone)	KE Law Group PLLC
Nicole Stalder (via telephone)	District Engineer
Chris Tyree (via telephone)	Forestar Group Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 9:37 a.m., The five initial Board Members named on the petition to create the CDD were Ms. Mary Moulton, Mr. Tim Hultgren, Mr. John Wiggins, Mr. Alex Madison and Ms. Robyn Bronson. Ms. Moulton, Mr. Hultgren and Mr. Wiggins were present, in person. Mr. Madison and Ms. Bronson were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Initial Board of Supervisors *(the following will also be provided in a separate package)*

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Moulton, Mr. Hultgren and Mr. Wiggins. He provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-01,
Designating Certain Officers of the District,
and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-01. Ms. Moulton nominated the following slate of officers:

Mary Moulton	Chair
John Wiggins	Vice Chair
Craig Wrathell	Secretary
Tim Hultgren	Assistant Secretary
Alex Madison	Assistant Secretary
Robyn Bronson	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

On MOTION by Mr. Hultgren and seconded by Mr. Wiggins, with all in favor, Resolution 2021-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-02, Designating a Date, Time and Location for Landowners’ Meeting of the District, and Providing an Effective Date

Mr. Wrathell presented Resolution 2021-02. Discussion ensued regarding Landowners’ meeting details, potential meeting dates and venue. The following decisions were made:

- Mr. Wrathell or Ms. Suit would be named as proxyholder.
- Staff would coordinate with Mr. Tyree regarding the Landowners’ Election.
- Mr. Hultgren would be replaced by Mr. Pete Chicheho at the Landowners’ Election.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-03, Designating a Date, Time and Location of October 13, 2021 at 9:30 a.m., at the Greater Winter Haven Chamber of Commerce, 401 Avenue B NW, Winter Haven, Florida 33881, for the Landowners’ Meeting of the District, and Providing an Effective Date, was adopted.

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS

Consideration of the Following Organizational Matters:

- A. Resolution 2021-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; and Providing an Effective Date**
 - **Agreement for District Management Services: *Wrathell, Hunt and Associates, LLC***

Mr. Wrathell presented Resolution 2021-03 and reviewed the Fee Schedule.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC, as the District Manager and Methodology Consultant; Providing an Effective Date, was adopted.

B. Resolution 2021-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: *KE Law Group PLLC***

Mr. Wrathell presented Resolution 2021-04. Mr. Earlywine thanked the Board for engaging KE Law Group.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-04, Appointing KE Law Group PLLC as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2021-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-05.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-05, Designating Wrathell, Hunt and Associates, LLC, as Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of the District; and Providing for an Effective Date, was adopted.

D. Resolution 2021-06, Appointing an Interim District Engineer for the Fox Branch Ranch Community Development District, Authorizing its Compensation and Providing for an Effective Date

- **Interim Engineering Services Agreement: *Dewberry Engineers, Inc.***

Mr. Wrathell presented Resolution 2021-06.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-06, Appointing Dewberry Engineers, Inc., as Interim District Engineer for the Fox Branch Ranch Community Development District, Authorizing its Compensation and Providing for an Effective Date, was adopted.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the Request for Qualifications for Engineering Services, and authorizing Staff to advertise, was approved.

F. Board Member Compensation: 190.006 (8), F.S.

The Board declined compensation.

G. Resolution 2021-07, Designating the Primary Administrative Office and Principal Headquarters of the District, and Providing an Effective Date

This item was deferred.

H. Resolution 2021-08, Setting Forth the Policy of the Fox Branch Ranch Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

Mr. Wrathell presented Resolution 2021-08, which sets forth support and legal defense of Board Members and Staff, specifically related to their actions carrying out CDD activities.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-08, Setting Forth the Policy of the Fox Branch Ranch Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers and Providing for an Effective Date, was adopted.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, authorizing Staff to obtain General Liability and Public Officers' insurance, was approved.

I. Resolution 2021-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

Mr. Wrathell presented Resolution 2021-09.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-09, Providing for the Public’s Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

- J. **Resolution 2021-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**

Mr. Wrathell presented Resolution 2021-10. Records would be kept in perpetuity.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-10, Providing for the Appointment of Wrathell, Hunt and Associates, LLC, as the Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

- K. **Resolution 2021-11, Granting the Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2021-11. This grants the Chair, or the Vice Chair in the absence of the Chair, authority to work with the District Engineer, District Counsel and Staff and to execute certain documents, between meetings, to avoid construction delays.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-11, Granting the Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.

L. Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the Fox Branch Ranch Community Development District

Mr. Wrathell presented Resolution 2021-12.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the Fox Branch Ranch Community Development District, was adopted.

M. Authorization of Request for Proposals (RFP) for Annual Audit Services

- **Designation of Board of Supervisors as Audit Committee**

Mr. Wrathell presented the RFP For Annual Audit Services and Auditor Selection Evaluation Criteria.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the Request for Proposals for Annual Auditing Services and Ranking Criteria, authorizing the District Manager to advertise and designating the Board of Supervisors as the Audit Selection Committee, was approved.

N. Strange Zone, Inc., Quotation #M21-1014 for Website Creation & Development, Website Maintenance, Website Hosting & Email, Domain Registration, SSL Certificates

Mr. Wrathell presented the Strange Zone, Inc., proposal for Website Creation & Development, in the amount of \$1,679.99.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the Strange Zone, Inc. Quotation #M21-1014 for Website Creation & Development, Website Maintenance, Website Hosting & Email, Domain Registration, SSL Certificates, in the amount of \$1,679.99, was approved.

O. ADA Site Compliance Proposal for Technological Auditing, Accessibility Policy and Compliance Shield, Technical Support

Mr. Wrathell presented the ADA Site Compliance proposal. The cost is \$210 per year.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the ADA Site Compliance Proposal for Technological Auditing, Accessibility Policy and Compliance Shield, Technical Support, in the amount of \$210 per year, was approved.

P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices

- **Notice of Rule Development**
- **Notice of Rulemaking**

These items were included for informational purposes.

Mr. Wrathell presented Resolution 2021-13.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing for December 8, 2021 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808 and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

Q. Resolution 2021-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-14.

Ms. Moulton asked about holding all meetings at the Ramada on I-4 and Highway 27, instead of at the Chamber of Commerce, as the Ramada would be more convenient. Mr. Wrathell stated meetings could be held at the Ramada and the location of the Landowners' Meeting, adopted during the Fifth Order of Business, would be changed to the Ramada.

Ms. Moulton agreed to the reconsideration of her prior motion for Resolution 2021-03 to change the location to the Ramada.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-03, Designating a Date, Time and Location of October 13, 2021 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808, for the Landowners' Meeting of the District, and Providing an Effective Date, was adopted.

Mr. Wrathell stated Regular Meetings would be on the second Wednesday of each month at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808; the Fiscal Year 2022 Meeting Schedule would be updated accordingly.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date, was adopted.

- R. **Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-15.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Banking Matters:

- A. **Resolution 2021-16, Designating a Public Depository for Funds of the Fox Branch Ranch Community Development District and Providing an Effective Date**

Mr. Wrathell presented Resolution 2020-16. Management recommended Truist Bank as the Qualified Public Depository for the CDD's accounts.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-16, Designating Truist Bank as Public Depository for Funds of the Fox Branch Ranch Community Development District and Providing an Effective Date, was adopted.

B. Resolution 2021-17, Directing the District Manager to Establish a Local Bank Account and Appointing Signatories on the Account; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2020-17. The Chair, Treasurer and Assistant Treasurer would be authorized signors. Funding requests would be transmitted to Ms. Moulton.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-17, Directing Wrathell, Hunt and Associates, LLC, to Establish a Local Bank Account and Appointing Signors on the Account; and Providing for an Effective Date, was adopted.

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

A. Resolution 2021-18, Approving the Proposed Budget for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-18. He reviewed the proposed Fiscal Year 2021 budget.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-18, Approving the Proposed Budget for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law for December 8, 2021 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808; and Providing for an Effective Date, was adopted.

B. Fiscal Year 2020/2021 Budget Funding Agreement

Mr. Wrathell presented the Fiscal Year 2020/2021 Budget Funding Agreement between the CDD and the Forestar (USA) Real Estate Group Inc. Mr. Earlywine recommended approving all Funding Agreements in substantial form.

On MOTION by Ms. Moulton and seconded by Mr. Wiggins, with all in favor, the Fiscal Year 2020/2021 Budget Funding Agreement, in substantial form, was approved.

C. Resolution 2021-19, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing an Effective Date

Mr. Wrathell presented Resolution 2020-19. He reviewed the proposed Fiscal Year 2022 budget.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-19, Approving a Proposed Budget for Fiscal Year 2021/2022, and Setting a Public Hearing Thereon Pursuant to Florida Law for December 8, 2021 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808; and Providing an Effective Date, was adopted.

D. Fiscal Year 2021/2022 Budget Funding Agreement

Mr. Wrathell presented the Fiscal Year 2021/2022 Budget Funding Agreement.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the Fiscal Year 2021/2022 Budget Funding Agreement, in substantial form, was approved.

E. Resolution 2021-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes

Mr. Wrathell presented Resolution 2021-20.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, was adopted.

- F. Resolution 2021-21, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-21.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-21, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

- G. Resolution 2021-22, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2021-22.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-22, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

- H. Resolution 2021-23, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2021-23.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-23, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

I. Resolution 2021-24 Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

Mr. Wrathell presented Resolution 2021-24. The District Manager already has internal controls in place as part of the annual audit process.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-24, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing for an Effective Date, was adopted.

J. Consideration of E-Verify Requirements Memorandum

Mr. Earlywine presented the E-Verify Memorandum of Understanding for Employees, which requires the CDD to utilize the E-Verify program.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the E-Verify Memorandum of Understanding for Employers and authorizing utilization of the E-Verify program, was approved.

BOND FINANCING RELATED MATTERS

NINTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Matters:

A. Bond Financing Team Funding Agreement

Mr. Wrathell presented the Bond Financing Team Funding Agreement. Mr. Earlywine recommended approval in substantial form.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the Bond Financing Team Funding Agreement between the Fox Branch Ranch CDD and Forestar (USA) Real Estate Group Inc., in substantial form, was approved.

B. Engagement of Bond Financing Professionals

I. Underwriter: *FMSbonds, Inc.*

Mr. Wrathell presented the Agreement for Underwriter Services & Rule G-17 Disclosure Letter from FMSbonds, Inc. (FMSbonds). The Underwriter’s fee would be 2% of the par amount of any bonds issued.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the FMSbonds Agreement for Underwriter Services & Rule G-17 Disclosure Letter, was approved.

II. Bond Counsel: *Nabors, Giblin & Nickerson, P.A.*

Mr. Wrathell presented the Nabors, Giblin & Nickerson, P.A., Bond Counsel Agreement.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the Nabors, Giblin & Nickerson, P.A., Agreement for Bond Counsel Services, was approved.

III. Trustee, Paying Agent and Registrar: *U.S. Bank, N.A.*

Mr. Wrathell presented the U.S. Bank, N.A., proposal and reviewed the fees.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, the U.S. Bank, N.A., proposal to serve as Trustee, Paying Agent and Registrar, was approved.

C. Resolution 2021-25, Designating a Date, Time, and Location of a Public Hearing Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing and Providing an Effective Date

Mr. Wrathell presented Resolution 2021-25. The Resolution allows Staff to use the services of the Property Appraiser and Tax Collector.

On MOTION by Ms. Moulton and seconded by Mr. Hultgren, with all in favor, Resolution 2021-25, Designating a Date, Time, and Location of a Public Hearing for December 8, 2021 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808, Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *KE Law Group, PLLC***
There was nothing further to report.
- B. District Engineer [Interim]: *Dewberry Engineers, Inc.***
There was no report.
- C. District Manager: *Wrathell, Hunt and Associates, LLC***
There was no report.

ELEVENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Wiggins and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 10:32 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair