

**PLANTATION ACRES IMPROVEMENT DISTRICT**  
**REGULAR MEETING**

**July 23<sup>rd</sup> , 2020**

**Member Present:** Stephen Nieset, Chairman  
Louis Flanigan, Commissioner

**Also Present:** District Engineer Vaughan  
Joseph Telles, District Administrator  
Angel Alvarez, District Manager

**Virtually:** Dr. Edward N. Szerlip, Vice-Chair  
Jesse Varnell, Commissioner  
Lance Fein Ed.D, Commissioner  
District Attorney – Paul Gougelman  
David Fradley, District Engineer

Chairman Flanigan called the meeting to order at 7:00 p.m. The Pledge of Allegiance to the Flag followed by Commissioner Nieset giving opening prayer. Roll call indicated the above members were present.

**Chairman Flanigan:** Vice Chairman nominated Commissioner Nieset as Chairman second by Commissioner Varnell. Role call: (Chairman Flanigan (yes), Vice Chair Doc Szerlip (yes), Commissioner Varnell (yes), Commissioner Fein (yes), Motion carried unanimously by voice vote.

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**PUBLIC COMMENTS:** Christopher Cariffe -11401 NW 27th Ct – concerning the drainage swale; how can we make it work; don't want the mosquito issue.

**District Manager Alvarez:** The owner has been coming to the Board for the past ten years and has not met the requirements; given approval to bring in the fill and in progress; we don't have authority to have him speed up the project; equipment was stuck and he had additional equipment to remove the equipment that was stuck however, it's a private project and we don't have control on the speed for him to complete it faster.

**Christopher Cariffe** – you gave a permit and how do you give final approval? Who can make the drainage systems work?

**District Manager Alvarez:** The homeowner is responsible for swale maintenance. The final survey will give final approval. His project requires to make the connection. We fixed the swale previously about ten years ago.

**District Engineer:** On the pleasure of the Board we will look into it between now and the next meeting. The permit doesn't allow for fill in the swale. Contact Angel on the area in question.

**Christopher Cariffe:** New circular driveway has culver on one side and needs culvert on the other side. Doesn't have it completed.(2018/2019 project) I don't understand how the permit was permitted.

**District Engineer:** Please again, send all the information to Angel for a follow up with engineering.

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## **MINUTES –**

Motion made by Chairman Nieset to approve the regular meeting minutes of May 28<sup>th</sup>, 2020 and second by Commissioner Flanigan second by Commiissioner Varnell to approve the minutes with corrections made. Motion carried unanimously by voice vote. Role call (Chairman Flanigan (yes), Vice Chairman Doc Szerlip (yes), Commissioner Varnell (yes), Commissioner Fein (yes), Motion carried unanimously by voice vote.

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## **DISTRICT ADMINISTRATOR’S REPORT:**

**District Administrator Telles:** Mailed and Provided an overview on the Consent Agenda and Cash Flow for June, 2020 Overview presented and attachment provided to the Board.

Motion made by Commissionerr Flanigan to approve the Consent Agenda and Cash Flow for June, 2020 and second by Vice Chairman Szerlip. Role call: Chairman Nieset (yes) Vice Chair Doc Szerlip (yes), (Commissioner Flanigan (yes), Vice Commissioner Varnell (yes), Commissioner Fein (yes), Motion carried unanimously by voice vote.

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## **LEGAL REPORT:**

**District Attorney Gougelman:** Requested motion to continue the public hearing until August 27<sup>th</sup> meeting (remove/defer item B5 ( violation) form the quaisi judicial)

Motion made by Chairman Flanigan to continue the public hearing until August 27<sup>th</sup> for Quasi Judicial B5 second by Vice Chairman Szerlip. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), (Chairman Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

**Chairman Nieset:** B5 will resume on August 5<sup>th</sup> meeting.

**District Attorney Gougelman:** Summary on the legal services provided; legal service contract provided at the last meeting for consideration.

**Commissioner Flanigan:** Tabled last meeting; do we want to finalize at this time Mr. Chairman?

**District Administrator Telles:** In my opinion we should go ahead and finalize the contact.

**Vice Chairman Doc Szerlip:** Thanked Paul for his services; Paul has waited a long time and we should act on it now and I’m in favor.

**District Attorney Gougelman:** Thank you. In the last meeting Chairman Flanigan stated it would be retroactive however; we will start it as of this meeting.

**Commissioner Flanigan:** I’m no longer the Chairman Paul.

**Chairman Nieset:** Thank you Paul.

Motion made by Vice Chairman Szerlip to accept the new contract for district legal services as presented by District Attorney Gougelman second by Commissioner Fein. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), (Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

**District Attorney Gougelman:** At this time we need to move on a motion for the authority to execute. Scratch through the names on the contract and change it to Chariman Nieset.

Motion made by Commissionerr Fein to move on a motion for authority to execute second by Vice Chariman Szerlip. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), (Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

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**ENGINEER’S REPORT :**

**District Attorney Gougelman:** Parties Sworn in

**District Engineer Vaughan; Overview and attachments provided**

**A. CONSENT ITEMS - NONE**

**B. QUASI-JUDICIAL ITEMS** - The items in this section are quasi-judicial in nature. If you wish to object or comment upon any of these items, you must be sworn before addressing the Board of Commissioners, and if you wish to address the Board, you may be subject to cross-examination. If you refuse to submit to cross-examination, the Board of Commissioners will not consider what you have said in its final deliberations.

B1. SLS Real Estate 4 (P2003.01) ..... Right-of-Way Acceptance

Motion made by Commissioner Flanigan to approve B1 (SLS Real Estate) second by Commissioner Fein. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

B2. SLS Real Estate 4 (P2003.01) .....Plat Approval

Motion made by Commissioner Flanigan to approve B2 (SLS Real Estate) second by Commissioner Fein. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

B3. SLS Real Estate 4 (C2001.01) ..... Paving & Drainage Plan Approval

Motion made by Commissioner Flanigan to approve B3 (SLS Real Estate) second by Commissioner Fein. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

B4. Murray Parcel (S2006.01).....Site Data Record

Motion made by Commissioner Flanigan to table until counsel approval B4 (SLS Real Estate) second by Commissioner Fein. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

**B5 – Deferred until August 27<sup>th</sup> Board Meting**

~~B5. 11700 NW 12th Street (V2006.01).....Violation (N/A)~~

**C. BOARD ACTION ITEMS:**

C1. CIPP Award of Contract (D1707.01)..... Approval

Motion made by Commissioner Flanigan to table until counsel approval C1 (CIPP Award of Contract) second by Vice Chariman Szerlip. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

C2. CIPP Proposals (D1707.01) ..... Approval

Motion made by Commissioner Flanigan to approve C2 (CIPP Proposals) second by Vice Chairman Szerlip. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

**D. DISCUSSION ITEMS**

D1. Pump Stations Improvements (D1707.01) .....Update

**District Engineer Vaughan:** Overview and attachment provided

D2. Permit Activity (D9408.02 & D9408.03) .....Summary

D3. Violation Activity(D9611.01).....Summary

**C. BOARD ACTION ITEMS**

C1. Pump Stations Improvements (D1707.01).....Bids

**D. DISCUSSION ITEMS** D1. Permit Activity (D9408.02 & D9408.03)

**District Engineer Vaughan:** Overview provided on permit activity

..... Summary

**ATTORNEY'S STAFF REPORT**  
**FOR July 23, 2020**  
**MEETING AGENDA ITEM No.: II-B**

**Action Required:** Board Approval

**Item Description:**

Authority to Execute  
Resolution

**P.A.I.D. Number:** D2001.01

**Attachments:** Authority to Execute Resolution Exhibit A - Standard Drainage Easement Form Exhibit B - Standard Declaration of Restrictive Covenants

**Summary:** The requirements for type, size, location, and dedication of easements for PAID are determined by the District Engineer. The easement description is prepared or approved by the Engineer, on behalf of the District. Easements must be dedicated prior to approval of any permit. The acceptance by PAID needs to be acknowledged on the easement document, as shown on the attached new standard easement form. For the Engineer to continue to process easements on behalf of the District, the delegation of that authority needs to be acknowledged by the Board. The attached Resolution, once approved, will provide that authority.

**Recommendation:** APPROVE

Prepared by: DAF Date: 7/15/2020 2020-07-14

ATTORNEY'S STAFF REPORT for Resolution.wpd

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**ENGINEER'S STAFF REPORT**  
**FOR July 23, 2020 MEETING**  
**AGENDA ITEM No.: B1**

**Action Required:** Board Approval (Quasi-Judicial)

**Item Description:** SLS Real Estate 4 Canal Right-Way Dedication

**P.A.I.D. Number:** P2003.01

**Attachments:** Canal Right-of-Way Deed

**Summary:** This item is for the acceptance of the 20' half canal right-of-way adjacent to the proposed SLS Real Estate 4 Plat. The right-of-way and deed meets the criteria of the District.

**Recommendation:** APPROVE Comments: Upon approval the deed is to be signed by the Chairman and Administrator and sealed. The original is returned to the District's engineer for recordation.

Prepared by: DAF Date: 7/9/20

2020-07-09 RW Staff Report.P2003.01.wpd

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**ENGINEER'S STAFF REPORT  
FOR July 23, 2020 MEETING  
AGENDA ITEM No.: B2**

**Action Required:** Board Approval (Quasi-Judicial)

**Item Description:** SLS Real Estate 4 Plat

**P.A.I.D. Number:** P2003.01

**Attachments:** Plat Plat Application Information

**Summary:** This item is for the subdivision of five residential lots located at the NE corner of NW 118th Avenue and the C-4 Canal. The half right-of-way for the C-4 Canal is being dedicated by separate instrument as part of this approval. The plat meets the criteria of the District, subject to the recordation of the canal R/W.

**Recommendation:** APPROVE SUBJECT TO:

Recordation of the required canal right-of-way. Comments:

The Chairman may sign the plat following approval if the Owner's and Surveyor's signature are present on the original.

Prepared by: DAF Date:

7/9/20 2020-07-09 Plat Staff Report.P2003.01.wpd

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**ENGINEER'S STAFF REPORT  
FOR July 23, 2020 MEETING  
AGENDA ITEM No.: B3**

**Action Required:** Board Approval (Quasi-Judicial)

**Item Description:** SLS Real Estate 4 Paving & Drainage Plan

**P.A.I.D. Number:** C2001.01

**Attachments:** Paving & Drainage Plan (Reduced 11x17) Permit Application

**Summary:** This item is for the approval of the paving and drainage plan for the 5 lots being platted at the NE corner of NW 118th Avenue and the C-4 Canal. The plan meets District criteria.

**Recommendation:** APPROVE

**Comments:** 1. If Plat was not approved, this item can be "APPROVED, subject to Plat approval". 2. Approval is in effect for 6 months. A permit will be issued within 6 months providing the financial security requirements have been met.

Prepared by: DAF Date: 7/14/2020

2020-07-14 P&DStaff Report.C2001.01.wpd

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**ENGINEER'S STAFF REPORT  
FOR July 23, 2020 MEETING  
AGENDA ITEM No.: B4**

**Action Required:** Board Approval (Quasi-Judicial)

**Item Description:** Murray Parcel Site Data Record

**P.A.I.D. Number:** S2006.01

**Attachments:** Site Data Record Application Information

**Summary:** The application meets the criteria of the District but at the time of this report but is lacking approval from the District's counsel for the proof of ownership (i.e. Opinion of Title, etc.). If the information is furnished prior to the meeting and found to be satisfactory, this item will be recommended for approval without condition. Otherwise the recommendation will be to approve subject to the counsel's review and approval of the title work and approval of this item shall constitute the following:

- 1) Approval of the Site Data Record document;
- 2) Acceptance of the right-of-way, easements, and covenant provided to PAID;
- 3) Ratification of any right-of-way, easement, and/or covenant previously recorded;
- 4) Approval for the recordation of any right-of-way, easement, and/or covenant executed and delivered but not recorded.

**Recommendation:** APPROVE SUBJECT TO: Counsel's final approval.

**Comments:** The Chairman may sign the original after Board and Counsel's approval and after the owner and surveyor have signed the original.

Prepared by: CJF Date: 7/15/20

2020-07-13 S2006.01 Staff Report.wpd

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Deferred until August 27<sup>th</sup> Board Meeting

~~**ENGINEER'S STAFF REPORT FOR  
July 23, 2020 MEETING  
AGENDA ITEM No.: B5**~~

~~**Action Required:** Board Approval (Quasi-Judicial)~~

~~**Item Description:** 11700 NW 12th Street Notice of Violation~~

~~**P.A.I.D. Number:** V2006.01~~

**Attachments:**

- ~~Photo taken prior to final approval~~
- ~~Copy of Final Survey Dated April 16, 2020~~
- ~~Photo taken by District Manager on May 12, 2020~~
- ~~Photo taken by District Manager on July 14, 2020~~
- ~~Engineer's Letter Dated July 14, 2020~~

~~**Summary:** Based on an inspection by a District Inspector of the property located at 11700 NW 12th Street, an apparent violation of Sections 3 and 5 of the District's Policies and Procedures Manual exist as follows:  
Fill material placed without approval or permit.~~

~~**Background:** The following is a chronology of events:~~

- ~~" April 16, 2020 The work on the detached building was approved.~~
- ~~" May 9, 2020 Commissioner Varnell sent an email alerting staff to a potential filling violation.~~
- ~~" May 12, 2020 The District Manager confirmed the activity.~~
- ~~" May 12, 2020 The District Engineer contacted the Owner's representative and surveyor and shared photos.~~
- ~~" May 13 to 14, 2020 The owners' representative, Tim O'Brian contacted the Engineer and explained the operation and was informed that a permit is needed.~~
- ~~" June 2, 2020 Due to inactivity, a Notice of Violation (NOV) was sent to the owners, Robin & Lori Collier.~~
- ~~" July 14, 2020 An inspection was made by the District Manager and no corrections were found.~~
- ~~" July 15, 2020 A second NOV was sent.~~

~~**Recommendation:** Require compliance with District criteria within 45 days as follows: Restore property to condition as permitted and provide survey for verification of compliance.~~

~~Prepared by: DAF Date: 7/15/20 2020-07-23 V2006.01 Staff Report.wpd~~

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**ENGINEER'S STAFF REPORT  
FOR July 23, 2020 MEETING  
AGENDA ITEM No.: C1**

**Action Required:** Board Action

**Item Description:** CIPP Award of Contract Approval

**P.A.I.D. Number:** D1707.01

**Attachments:** LHP Contract Unit Costs from Shen-Line LLC Cost Spreadsheets applied to PAID Six Pump Stations

**Summary:** This item is for the approval for the award of a contract for Drainage Infrastructure, Inspection, Cleaning, and Repair in PAID to the lowest bidder of a project publicly bid by the City of Lighthouse Point (LHP), Florida for Drainage Infrastructure, Inspection, Cleaning, and Repair. The lowest qualified bidder was Shen-Line LLC, a Florida LLC Company.

The LHP contract is for a broad list of drainage system items. The work required for the PAID Pump Station Improvements is for Cast-in-place pipe (CIPP) and is a part of the contract list. Attached are 6 spreadsheets, one for each station, showing the cost associated with each station. The total cost for all stations is \$106,284.66. This approval is for the award of the overall contract, not the cost for PAID's work. Approval for the actual work will be given through a specific proposals.

For reference, the cost from the lowest bidder for the PAID project was \$262,752.00. Awarding the contract to the lowest qualified bidder in the LHP project represents a \$156,467.34 savings.

**Recommendation:** APPROVE the award for a contract for Drainage Infrastructure, Inspection, Cleaning, and Repair in PAID to Shen-Line LLC, a Florida LLC Company.

**Comments:** Following Board approval a contract will be prepared substantially similar to the LHP contract and executed by PAID and the contractor.

Prepared by: DAF Date: 7/14/2020

2020-07-14 Staff Report-Award of Contract.D1707.01.wpd

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**ENGINEER'S STAFF REPORT  
FOR July 23, 2020 MEETING  
AGENDA ITEM No.: C2**

**Action Required:** Board Action

**Item Description:** CIPP Proposals Approval

**P.A.I.D. Number:** D1707.01

**Attachments:** Proposals (6)

**Summary:** This item is for the approval for the Proposals from Shen-Line LLC, a Florida LLC Company, to install Castin-place pipe (CIPP) within each of the 6 outfall culverts lying between the PAID canals and the pump stations for the total amount of \$106,284.66.

**Recommendation:** APPROVE Six (6) Proposals from Shen-Line LLC, a Florida LLC Company.

**Comments:** The issuance of the Notice to Proceed will follow the execution of the contract.

Prepared by: DAF Date: 7/14/2020

2020-07-14 Staff Report-WorkOrder.D1707.01.wpd

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**ENGINEER'S STAFF REPORT  
FOR July 23, 2020 MEETING  
AGENDA ITEM No.: D1**

**Action Required:** Discussion

**Item Description:** Pump Stations Improvements Update

**P.A.I.D. Number:** D1707.01

**Attachments:** Pre vs. Post Discharge Velocity Analysis Report

**Summary:** There are two issues to report. The first is the status of the construction and the second is the status of the SFWMD right-of-way occupancy permit.

Meetings were held with the pump specialist, the pump manufacturer, and the low bidder. The purpose of these meetings was to establish a "value engineering" approach based on the expertise of the contractors and other factors. Part of the simplification was to separate the CIPP work from the contract. We modified several aspects of the plan and sent the contractors new proposals for Pump Station 3, only. As of the time of this report, no proposals have been received.

The second item, the SFWMD permit, involves, among other things, a study of the discharge velocities to satisfy the engineers of the SFWMD that the opposite bank of the C-42 Canal will not erode. Attached is a draft copy of the report that addresses that subject. This report and our response to the requested information was submitted last month. We are awaiting the issuance of the updated R/W Occupancy permit.



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**PUMP STATION IMPROVEMENTS  
MODIFICATION TO ROW PERMIT 2606  
CANAL BANK EROSION ANALYSIS  
Plantation Acres Improvement District  
Broward County, Florida  
Section 1/36/25 Township 49/50S Range 40E  
PROJECT NUMBER P-D1707.01**

**1 SUMMARY**

The District currently known as Plantation Acres Improvement District (PAID) was part of a plan of reclamation put together by the Central and South Drainage District, which later became the South Florida Water Management District (SFWMD), to reclaim submerged land by draining it via pumps. At this time, PAID was operating under a state Decree creating and incorporating what was once Dixie Drainage District (DDD). DDD operated under this title until this portion of unincorporated Broward County became the City of Plantation. This initiated DDD, in 1983, to change its name to its present day Plantation Acres Improvement District per the State Statue Ch. 82-273.

PAID is an active district which still operates under a state statue chapter 82-273 and South Florida Water Management District (SFWMD) master permit 06-00472-S, which allocates PAID the ability to manage the stormwater within the basin boundary via localized drainage swales, inlets, culverts, district canals and interconnects, and pumps that discharge to the SFWMD C-42 canal. There are 6 existing pumps and outfalls that are located along the SFWMD C-42 canal bank and are granted occupancy rights via SFWMD ROW Occupancy permit No. 2606.

The 6 existing pumps, pump stations, and outfalls have been in operation since 1965 and are nearing the end of their life span. When installed, the purpose of the pumps were two fold; first was drainage for the watershed during the wet season, and second was to irrigate the watershed during the dry season. Since the time of installation, the District has seen a shift in land use from agriculture, to residential and commercial. The existing pump stations originally operated with two dynamic screw gates allowing the district to control the inflow for irrigation and outflow for drainage. Since then, the pump stations have experienced damage and therefore resulting in the elimination of the ability to operate the screw gates, leaving them in the position to only act as a drainage facility. PAID is taking a proactive approach in rehabilitating the existing stations by replacing the outdated pumps and rehabilitating the stations and replacing the damaged oufalls and headwall. The existing oufalls are 36" CMP submerged culverts. The original intent of the station, as mentioned previously, required the culvert to be submerged to allow the system to draw water from the C-42 for irrigation purposes. Now that the district no longer has a need for this, the outfalls will be raised above the optimum water elevation of 2.50 NAVD-88.

The following technical report will illustrate thru computations the effect that the unsubmerged outfalls have on the canal banks of the C-42 based on the discharge velocity. It will also highlight the effects of the pre versus the post conditions.

**P.A.I.D. PUMP STATION REHAB DISCHARGE VELOCITY REPORT Page 1**

**Chariman Nieset:** How many comments on the SFWMD?

**District Engineer Vaughan:** Two so far.

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**DISTRICT MANAGER'S REPORT:**

**Vice Chairman Szerlip:** 1) Canal's not fully cleared 2) Equipment on demonstration

**District Manager Alvarez:** I will look into both items you requested and report back for next Board meeting.

**Last Month's Follow up:** Fence removed at property North of District (June).; All vehicles had oil changes.

**Pump Stations:** Pump station #5 radiator restored (it was leaking).

## Canals

This Month = 3.9'

Previous Month = 3.94'

Year to Date = 4.04'

## Rainfall

This Month = 9.83"

Previous Month total = 7.82"

Year to date = 29.36"

## Projects

Routine District Maintenance.

Canal bank restorations at SW 3<sup>rd</sup> street (B-canal) and NW 23 CT. (A-canal).

## Fleet

2010 F-150 – Mileage = 144,774

2016 F-250 – Mileage = 44,885

2018 F-150 – Mileage = 34,715

## Safety

No incidents to report.

Maintain Covid-19 awareness and procedures. Staff continues to use face masks and use hand sanitizer.

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**OLD BUSINESS** – None

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**NEW BUSINESS** –

**District Administrator Telles:** Spreadsheet for proposed budget to get in to the property appraisals office for the TRIM notice at \$750/per acre; at the next office meeting we'll have an actual detailed budget and will go over each one; once it's submitted we can increase/decrease for the final. I need to get Board approval for the TRIM notice.

Motion made by Commissioner Flanigan to submit for the TRIM notice to the Property Appraisals office at \$750/per acre and make any adjustments at the next meeting second by Commissioner Varnell. Role call: Chairman Nieset (yes), Vice Chairman Doc Szerlip (yes), Commissioner Flanigan (yes), Commissioner Varnell (yes), Commissioner Fein (yes). Motion carried unanimously by voice vote.

**District Administrator Telles: 1)** Mr. Zarr on the trees at the property and advised that we would not discuss anything on the phone and I do not want to deal with him as an individual; I'm looking at setting up a meeting for next week with him and the HOA president. **2)** Thanked Sandra for setting up the Webex meeting. Would like that for the next meeting we are set up better to hold the virtual meeting at P.A.I.D. building and need additional pieces of equipment for set up, for a more cohesive meeting. Thoughts are that we might be required to have virtual meetings for a while however; in the meantime I would like to go ahead and work with Vern, Sandra and the IT personnel for better quality meetings with approval of the Board. Cost is very minimal...mini PC..

**Chairman Nieset and Commissioner Flanningan** : Would like to go ahead and have it done.

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There being no further comments motion to adjourn meeting was made at 8:14 pm.

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Steven Nieset, Chairman	Date
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Vilma L Aponte, District Secretary	Date
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