



# Unified Government Clerk's Office

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## NOTICE OF WYANDOTTE COUNTY PARK BOARD MEETING

A meeting of the Wyandotte County Park Board of the Unified Government of Wyandotte County/Kansas City, Kansas, will be conducted in a hybrid format on Wednesday, February 14, 2024, at 6:00 P.M.

We invite you to view the meeting in person in the 5th-floor conference room, Suite 515, 701 N. 7<sup>th</sup> Street, Kansas City, Kansas, or virtually via a Zoom webinar.

Topic: Meeting of the Wyandotte County Park Board regarding staff updates on various projects.

Join from a PC, Mac, iPad, iPhone, or Android device:

**Please click the link below to join the webinar:**

Please click this URL to join.

<https://us02web.zoom.us/j/83642959737>

Description: Wyandotte County Park Board Meeting

Or One tap mobile:

+16699009128,87188270404#, \*420445# US (San Jose)

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Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 836 4295 9737

International numbers available: <https://us02web.zoom.us/j/83642959737>



UNIFIED GOVERNMENT WYCO/KCK  
REGULAR BOARD OF PARK COMMISSIONERS MEETING

Wednesday, February 14th, 2024

City Hall, 701 N. 7<sup>th</sup> Street, Room 515, KCK 66101

And Via Zoom at 6:00pm

Agenda

Have the proper meeting notices been given? \_\_\_\_\_

Call to Order, \_\_\_\_\_ P.M.

Roll Call:

\_\_\_\_\_ Mario Escobar/Mayor Garner \_\_\_\_\_ Dr. Jane Winkler Philbrook/District #6  
\*Chairman

\_\_\_\_\_ Carolyn Wyatt/District #1 \_\_\_\_\_ Dani Gurley/District #7  
\*First Vice Chairwoman

\_\_\_\_\_ Jim Schneweise/District #2 \_\_\_\_\_ Laura Flores/District #8  
\*Secretary

\_\_\_\_\_ Amanda DeVriese-Sabilla/District #3 \_\_\_\_\_ Ashley Williamson/District #1 at Large

\_\_\_\_\_ Karen Daniels/District #4 \_\_\_\_\_ Sarah Lynch/District #2 at Large  
\*Second Vice Chairwoman

\_\_\_\_\_ Andrea Behrman/District #5

Non-Voting Members

\_\_\_\_\_ Samuel Simmons Sr./KCKPS

Administration Present:

\_\_\_\_\_ Angel Ferrara, Parks and Recreation, Director

\_\_\_\_\_ Shaya Lockett, Parks & Recreation, Assistant Director of Recreation

\_\_\_\_\_ Vincent Billaci, Parks & Recreation Assistant Director Parks

\_\_\_\_\_ Wendy Green, Counselor

\_\_\_\_\_ Nichole Marlowe, Administrative Support Supervisor

## I – PRELIMINARIES

### 1. Adoption of the Agenda

The Agenda is presented for Board review, and consideration for adoption.

Additions:

Visitors:

Board Members:

The Agenda is presented for adoption.

Motion:\_\_\_\_\_ Seconded:\_\_\_\_\_ Vote:\_\_\_\_\_

### 2. Approval of Previous Meeting's Minutes

Minutes of the Wednesday, January 10<sup>th</sup>, 2024 regular Board of Park Commissioners meeting were presented for review and consideration for approval.

Motion:\_\_\_\_\_ Seconded:\_\_\_\_\_ Vote:\_\_\_\_\_

## II – Presentations, Hearings, Communications

### 1. Visitors

Visitors may speak to the Board at this time. As a general rule, the Board will not enter into discussion, but will direct Administration to take under advisement, make necessary responses, and bring items to a future agenda as may be appropriate.

### 2. Correspondence

- None

### **III – Old Business**

- None to report

### **IV – New Business**

- Park Board Onboarding Presentation –
- 2024 Budget Presentation –
- 2023 Annual Report -

### **V – Other Business**

#### **Staff Agenda**

- Shaya Lockett –
  - a. Recreation Updates –
- Vincent Billaci –
  - a. Parks Updates –
- Angel Ferrara
  - a. Park Project Updates –

#### **2. Board Member's Questions or Comments**

#### **3. Adjournment at \_\_\_\_\_ P.M.**

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

UNIFIED GOVERNMENT WYCO/KCK  
REGULAR BOARD OF PARK COMMISSIONERS MEETING  
Wednesday, January 10<sup>th</sup>, 2024

The January 10<sup>th</sup>, 2023, meeting of the Unified Government WyCo/KCK  
Board of Park Commissioners was held at City Hall 701 N. 7<sup>th</sup> St. Room 515,  
Kansas City, KS 66101 & Virtually-Via Zoom

The meeting of the Unified Government Board of Park Commissioners was called to order at 6:04 p.m. by Mario Escobar, Chairman. Angel Ferrara, Director stated proper meeting notice had been given.

**ROLL CALL:**

Members present, were recorded for the minutes.

**Board Members Present**

Mario Escobar, Chairman  
Carolyn Wyatt, Member  
Dr. Jane Winkler Philbrook, Member  
Karen Daniel, Member  
Laura Flores, Member  
Ashley Williamson, Secretary  
Dani Gurley, Second Vice Chairwoman

**Board Members Absent:**

Andrea Behrman, Member  
Faith Rivera, Member  
Sarah Lynch, Member  
Samuel Simmons Sr., KCKPS

**Administration Present:**

Angel Ferrara, Director of Parks, and Recreation  
Shaya Lockett, Manager of Recreation  
Vincent Billaci, Manager of Parks  
Wendy Green, Counselor  
Nichole Marlowe, Administrative Support Supervisor

## **I – PRELIMINARIES**

- **ADOPTION OF THE AGENDA**

A motion was made by Dr. Jane Winkler Philbrook to adopt the January 10, 2024, Agenda, seconded by Ashley Williamson

Motion carried (Ayes 7, Nays 0)

- **APPROVAL OF PREVIOUS MEETING MINUTES**

Minutes of the Wednesday, November 8<sup>th</sup>, 2023, regular Board of Park Commissioners, were presented for review and consideration for approval.

A motion was made by Ashley Williamson and seconded by Dr. Jane Winkler Philbrook

Motion carried (Ayes 7, Nays 0)

## **II- PRESENTATIONS, HEARINGS, COMMUNICATIONS**

- **Visitors**

Visitors may speak to the Board at this time.

As a general rule, the Board will not enter discussion, but will direct Administration to take under advisement, make necessary response and bring items to a future agenda as may be appropriate.

### **Correspondence**

- No Correspondence

## **III– OLD BUSINESS**

- None to report

## IV- NEW BUSINESS

- 2023 Annual Report (Preview) – Shaya Lockett presented the preliminary 2023 Annual Report and stated their goal was to have the final report at the February meeting. She stated that this report is to highlight all of the community events that the department hosted throughout the year and include capital improvements, including community center maintenance project, shelter upgrades. This report will also include the mowing projects.
  - Dr. Jane Winkler Philbrook asked for a more extensive explanation of the contracting of the medians.
  - Angel Ferrara stated that the UG oversees several areas of mowing and the Parks Department oversees 80% of that work. Part of that work includes the medians, trees, grass and beautification, we work with contractors to insure these areas are manicured, we also have a horticulture staff that manage and maintain more of the beautification.
  - Dr. Jane Winkler Philbrook stated that in the future if there are areas that we see that look really good we should reach out to Vincent and let him know that the contractors or staff maintaining these areas are doing a good job. She stated that the Turner Diagonal and portions of State Avenue look really good.
  - Angel Ferrara stated that she would pass that compliment on to the supervisor staff that oversees these areas.
- 2024 Infrastructure/Capital Report – Angel Ferrara stated that over the past couple of years the Parks and Recreation Department has taken an intentional approach on keeping the Park Board informed on upcoming projects and budget workshops, to keep everyone updated on existing and upcoming projects. Matt Zayas presented the 2024 Infrastructure/Capital Report.
  - Capital Improvement Program projects-
    - Neighborhood Park Improvements – Includes deferred maintenance and improvements in Ruby and Klamm Parks, the allocated funds for these projects is \$250,000
    - Electric Heating at WYCO Lake Park Buildings – Multiple facilities at the WYCO Lake Park will be retrofitted with electric heating, the allocated funds for this project is \$175,000
    - Community Center Improvements – Deferred maintenance in the community centers, allocated funds for this project is \$125,000
    - Shelter Repair and Maintenance – Repair of park shelters including Shelters 14 and 16 at WYCO Lake, the allocated funds for these repairs is \$115,000
    - Playground Equipment Replacement- Aging and unsafe equipment throughout WYCO will be replaced, the allocated funds for this project is \$125,000

- Korean and Vietnam Veteran War Memorial Renovation – Removal and replacement of colored and stamped concrete, brick work, marble work and maintenance, the allocated funds for this project are \$75,000
- St. Margaret’s Park Walking Trail – The rubber surfacing of the 1/3 mile walking trail loop was installed in 2023, the allocated funds for this project is \$150,000
- WYCO Lake Park Rock Wall – The collapsed portion of the WYCO Lake Park Rock Wall replacement, the allocated funds for this project are \$760,000
- New Park in UG District 5 – Finding a suitable location and subsequent construction for the new neighborhood park, the allocated funds for this project are \$250,000
- o Grant Projects –
  - Boston Daniels Park – This includes a statue of the former KCK Chief of police Boston Daniels, playground and sidewalk replacement, picnic tables and grills, allocated funds are \$980,000 (\$830,000 of the budgeted dollars for the project sourced from the UG’s CBDG Program funds)
  - Klamm Park Walking Trail – Congressional Federal earmark funds from 2022 of \$400,000, the allocated funds for this project are \$500,000
  - Wyandotte County Park Walking Trail – New ADA-compliant meandering walking trail, this project is being fully-funded with American Rescue Plan Act (ARPA) dollars, the allocated funds for this project are \$700,000
  - Pierson Park Walking Trail – New ADA-compliant walking trail, this project is being fully-funded with ARPA dollars, the allocated funds for this project is \$700,000
  - Clopper Field Walking Trail – The 1/3 mile walking trail loop and on-street parking upgrade, \$351,262 of this projects funds will be sourced from the CBDG Program funds, the allocated funds for this project are \$460,000
  - Kensington Park Renovation – Repurposing of the baseball and soccer fields, resurfacing the basketball court, installation of a 1/3 mile walking trail loop and renovating the parking lot, this project will be fully-funded with a portion of the \$1,000,000 Federal Congressional earmark that was awarded in December of 2022, the allocated funds for this project is \$750,000
  - Klamm Park Tennis Courts – Klamm Park tennis courts will be renovated, \$80,000 of this projects funds will be sourced from the ARPA funds, the allocated funds for this project are \$460,000
- o Other Significant Initiatives in 2024 –
  - Parks Asset Management System – This will allow staff to better prioritize capital deferred maintenance request, funding for this project will be \$150,000

- Athletic Field Maintenance – \$90,000 for deferred maintenance on athletic fields for Rosedale Park, Nally Field and Regan Field
- Officer Elections –
  - o First Vice Chair – Ashley Williamson nominated Dani Gurley as First Vice Chairwoman, Dr. Jane Winkler Philbrook seconded the nomination, roll call was taken for the vote, Motion carried (Ayes 7, Nays 0)
  - o Second Vice Chair – Carolyn Wyatt nominated Karen Daniels as Second Vice Chairwoman, Ashley Williamson seconded the nomination, roll call was taken for the vote, Motion carried (Ayes 7, Nays 0)
  - o Secretary – Dani Gurley nominated Laura Flores as Secretary, Ashley Williamson seconded the nomination, roll call was taken for the vote, Motion carried (Ayes 7, Nays 0)

## V - OTHER BUSINESS

- **Staff Agenda**
- Shaya Lockett -
  - o Recreation Updates – The Parks & Recreation Department will start our winter sports league this coming Saturday January 13<sup>th</sup> at Eisenhower and Joe E. Amayo/Argentine Community center.
  - o Futsal League season will start at Kensington and Armourdale Community Center's this will be held inside.
  - o The Someone Special Dance will be held Friday, February 9<sup>th</sup>, registration is now open to sign up online. Dance will be held at the Joe E. Amayo/Argentine Community centers. Fee is \$5.00 for parent and child combo, and \$2.50 for each additional person that attends.
  - o Update the Park Board on Donuts with Santa, this is one of our largest events that we host for Parks and Recreation department. We work with Wyandotte County Parks Foundation, and they donate funds for us to be able to provide a gift for every child that comes to visit Santa. We had over 500 people come to our event. We had craft activities, the kids created cards, to give to both River Bend and Victory Hills to give to the residents.
- Vinnie Billaci-
  - o Parks has a large involvement with snow removal operations, along with clearing sidewalks at all the community centers and Halls and parking lots.
- Angel Ferrara-
  - o Stated, Matt covered a lot of exciting things we have upcoming in 2024 with earlier presentation.
  - o Update on Edgerton swing set, this project is now completed. This swing set includes added an additional bay for two more swings, and baby swing.

- o Recreation Center and Aquatic studies that were done last year. We do have some preliminary information, we have been updating the County Administrator David Johnston. We have guidance that he will give the information to the Commission and their respective boards here in the first quarter. Once this has been completed, we will bring the information back in front of the Park Board for feedback.
- o We have been working with Sheriff's Department and Police Department along with a few other departments on installing cameras in our parks, we have received some funding from ARPA, we have been actively working over the last several months to get infrastructure in place to get cameras up and running, due to the challenging problems with vandalism. Advised the Park Board of vandalism that recently happened at St. Margarets Park. She stated that cameras will be installed in 10 selected parks and Community Centers included.

## **VI - BOARD MEMBER'S QUESTIONS OR COMMENT**

- Karen Daniels – Wanted to state on records that she suggests an installation of a dirt bike track at the old Indian Springs location.
- Dani Gurley- Asked if the security cameras are stand alone or if they will be networked for remote?
  - o Angel Ferrara stated that they will be hooked into the Police Department and Sheriff Department's system, this is top of line equipment.
- Carolyn Wyatt – Stated that the Street Dept did a great job clearing the roads from snowstorm.

## **VII – ADJOURNMENT**

Mario Escobar requested to adjourn; Dr. Jane Winkler Philbrook made a motion; Ashley Williamson seconded the motion meeting was adjourned at 6:54 PM

Motion Carried (Ayes 7, Nays 0)

- 
- Mario Escobar First Vice Chairman

**UNIFIED GOVERNMENT  
BOARD OF PARK COMMISSIONERS  
RULES OF PROCEDURE**

**Adopted by the Board on February 10, 1999**

**AUTHORITY FOR ADOPTION OF RULES OF PROCEDURE**

These Rules of Procedure have been adopted by the Unified Government Board of Park Commissioners pursuant to the authority granted by the Unified Government of Wyandotte County/Kansas City, Kansas by Charter Ordinance and Charter Resolution Nos. CO-2-98 and CR-2-98, adopted August 20, 1998.

Pursuant to CO-2-98 and CR-2-98 Section 4(a), the Unified Government Board of Park Commissioners (hereinafter "Board") "shall be vested with the authority and control relating to the use and operation of county parks, parkways and recreation areas, lakes, roads and park drives, including all buildings, grounds and other structures located within such parks, parkways and recreation areas, subject to unrestricted review and amendment by the Unified Government Commission. It shall have the power to make bylaws, rules and regulations for the orderly transaction of business. The Board shall have no authority or control over park personnel, the same being under the exclusive authority and control of the County Administrator and his designee."

**RULE 1: CHAIRPERSON, OFFICERS AND MEMBERS**

(a) The Board shall be comprised of 11 voting members, each member serving upon nomination of a Unified Government commissioner or the Mayor, each commissioner and the Mayor having one nomination, and upon approval of the full Unified Government Commission. Each public school district within the Unified Government shall be represented by one non-voting member appointed to the Board by their respective school board, upon approval of the Unified Government Commission.

(b) The Chairperson shall be the Board member nominated by the Mayor and approved by the Unified Government Commission. The Chairperson, or designee, shall cause to be prepared an agenda for all meetings of the Board and shall cause to be maintained minutes of all Board meetings and proceedings. The Chairperson, or in the Chairperson's absence, the First Vice-chairperson, or in the absence of both the Chairperson and the First Vice-chairperson, the Second Vice-chairperson, shall be the Presiding Officer and shall preside at all meetings and proceedings of the Board. The Presiding Officer shall fulfill the role of Chairperson pursuant to these Rules in the absence of the Chairperson, shall rule on all questions of parliamentary procedure, shall strictly enforce these Rules of Procedure, shall be bound by the provisions of CO-2-98 and CR-2-98 and Unified Government Resolution No. R-53-98 (general provisions relating to all agencies, boards, commissions and committees created by or under the

authority of the Unified Government) and shall maintain order and decorum at all Board meetings and proceedings. The Chairperson shall, in conjunction with the Parks and Recreation Director, prepare agenda items, organize agendas, determine Board meeting locations, dates and times, and provide for citizen input and citizen advocacy groups and organizations in the regular Board meeting schedule.

(c) The Chairperson, or designee, shall be charged with representing the Board at public functions and shall, in conjunction with the Parks and Recreation Director, act as liaison for the Board to the Unified Government Commission, Mayor and Committees on parks related issues.

(d) The Board shall annually elect from among its voting membership the officers of First Vice-chairperson, Second Vice-chairperson and Secretary. The officers shall serve as directed by the Chairperson. The Secretary shall be charged with assuring compliance with record keeping requirements and retaining Board documents and agendas. The election of officers shall be held at the regular monthly meeting in December of each year. Upon the opening of the election by the Chairperson, voting members shall make nominations and at the close of nominations shall vote on the nominees to the respective offices. An affirmative vote from at least 6 voting members is required to elect each officer. Each officer, with the exception of the Chairperson, shall serve until the next annual election, and may serve an additional one-year term(s), not to exceed two consecutive terms, if re-elected pursuant to this Rule.

(e) The Board shall annually review the goals and objectives of the Unified Government Parks and Recreation Department in conjunction with the Parks and Recreation Director's annual report to the Board, during the regular Board meeting held in February. The purpose of the review will be to evaluate the operations and accomplishments of the Parks and Recreation Department over the past year, and to provide goals and objectives for the future needs of the parks system. The annual review shall be presented to the Unified Government Commission by the Board after adoption.

(f) Board members shall observe these Rules of Procedure, CO-2-98 and CR-2-98, Resolution No. R-53-98, and all applicable laws, rules and regulations relative to their service on the Board.

## **RULE 2: MOTIONS, DISCUSSION AND VOTING**

(a) Agenda items shall be introduced by the Chairperson and presented by the Parks and Recreation Director, or designee, or by a citizen if appropriate. Where necessary, the Chairperson shall ask for a motion from among the voting-membership relevant to the agenda item introduced. A motion is a formal statement by a voting member of the Board of a proposal or question to the Board for consideration and action. Upon the making of an appropriate motion, a second shall be requested by the Chairperson. If a second is made by a voting member, the item shall be formally stated by the Chairperson, and opened for discussion to the voting and non-voting members of the Board. If a second is not received, the Chairman shall call for a new motion, until a

motion and second are received. If no motion and second are received on an item, the item dies and shall not be re-introduced at the same meeting of the Board.

(b) Upon a motion, a second and after discussion, limited to 3 minutes by each voting and non-voting member of the Board, the Chairperson shall re-state the motion and call for a vote of the voting-membership. Discussion shall not be open to public comment. Voting shall be by a show of hands, first for affirmative votes and second for negative votes. If the item fails, a new motion may be presented in accordance with this Rule. If the item passes, the next agenda item shall be introduced by the Chairperson. During the discussion of an item, the Chairperson shall recognize voting and non-voting members in order of their seating and the Chairperson shall keep track of each member's discussion time to limit discussion by each member to 3 minutes. After all members have had one opportunity to address an item of Board business, the Chairperson may allow each member a second opportunity to discuss the same item, limiting each member's discussion time to 1 minute.

(c) A quorum shall be 6 voting members present, including the Chairperson, at any given Board meeting. Without the requisite quorum, a meeting shall be canceled and re-scheduled until a quorum is present. Passage of any item shall require 6 affirmative votes of the voting members present. Unless a motion receives 6 affirmative votes from voting members present, the motion shall fail. Voting members may not withdraw a motion or amend a motion without the consent of the second. All procedural questions shall be ruled upon by the Chairperson, and specific motions and parliamentary procedure shall be governed by the pertinent sections of the Unified Government Rules of Procedure, adopted by the Unified Government Commission in October of 1997. The Chairperson may request assistance from the Board attorney on matters of Board procedure, and on any other legal question.

(d) Voting shall be by a show of hands, and votes shall be recorded by name into the minutes.

(e) These Rules of Procedure shall be adopted, and may be amended or suspended, only upon an affirmative vote of at least 8 voting members present.

### **RULE 3: AGENDA AND MEETINGS**

(a) The Chairperson shall cause to be prepared a written Board agenda in advance of each Board meeting. Appropriate items to be introduced shall be submitted at least ten days in advance of the Board meeting, unless the Chairperson approves otherwise. The Agenda shall be prepared and submitted by the Parks and Recreation Director and his staff to each voting and non-voting member of the Board prior to each meeting, and shall be distributed to the press and any member of the public requesting the agenda in advance of the Board meeting.

(b) Agenda items may be received from the Parks and Recreation Director and his staff, voting and non-voting members of the board, and from interested citizens. The final determination of the appropriate contents of the agenda shall be the responsibility of the Chairperson. The Chairperson may organize the agenda and move agenda items to future meetings or special meetings based upon time considerations.

(c) The agenda shall be in a format as follows:

1. Roll call and notices;
2. Visitor comments for agenda;
3. Board member comments for agenda;
4. Approval of agenda;
5. Approval of minutes from prior meeting;
6. Visitor comments;
7. Correspondence;
8. Old business;
9. New business;
10. Director's agenda;
11. Board member comments and announcements;
12. Adjournment.

(d) Meetings shall be called to order on time, and the agenda shall be strictly followed once approved by an affirmative vote of 6 voting members present. During meetings, discussion shall be limited to the agenda items introduced. Once a new agenda item is introduced, discussion on prior agenda items shall cease for that Board meeting.

(e) Regular meetings of the Board shall be held once a month. All meetings, special meetings and proceedings of the full Board are subject to the Kansas Open Meetings Act and are to be open to the public. In the discretion of the Chairperson, additional special meetings may be held if circumstances require. Meetings shall be limited to no more than 3 hours in length, and may be adjourned to a special meeting on another day in the discretion of the Chairperson.

(f) The Chairperson may also designate special committees of 3 voting members or less for specific projects. Such committees are responsible for reporting back to the full Board. The Chairperson shall designate a Standing Rules Committee, made up of 3 Board voting members, the Parks and Recreation Director and the Board attorney. The Standing Rules Committee shall be responsible for recommending Rules of Procedure and amendments, and other rules aimed at improving the transaction of business in an orderly and efficient manner during Board meetings and proceedings. Non-voting members are eligible for service on all committees.

(g) Visitors shall be recognized by the Chairperson during the visitor comments portion of the agenda. Visitor comments shall be limited to 3 minutes per visitor, and comments shall be limited to Parks related issues. The Chairperson shall direct visitors to

limit comments accordingly, and will stop visitor comments after the expiration of their time limit.

(h) Non-voting members may participate in the discussion of any items of business, may serve on committees, may request items to be placed on the agenda, and are encouraged to interact with other Board members and citizens during meetings. Non-voting members are not permitted to make motions, make seconds or to participate in voting.

(i) Regular meetings of the Board shall be scheduled and noticed to members at least 30 days prior to the meeting date. Board members are encouraged to contact the Parks and Recreation Office at 299-0550 to inquire about meeting dates, locations and times. Meetings will typically be held on the second \_\_\_\_\_ of each month, at 6:00 p.m., at various park locations throughout the community. The Parks and Recreation Director shall cause to be printed public notices indicating meeting dates, locations and times in advance of Board meetings to inform the press and public of such Board meetings.

#### **ADOPTION OF RULES OF PROCEDURE**

These Rules of Procedure are adopted by the Unified Government Board of Park Commissioners by an affirmative vote of at least 8 voting members present this 10th day of February, 1999.

\_\_\_\_\_  
Board Chairperson

Attested:

\_\_\_\_\_  
Board Secretary

Approved as to form:

\_\_\_\_\_  
Board Attorney