

**South Dakota Science and Technology Authority Board of Directors**  
**Meeting Minutes**  
**Thursday, September 21, 2017**  
**Lead, South Dakota**

The Board of Directors of the South Dakota Science and Technology Authority (SDSTA) convened at 8:08AM Mountain Time (MT) on Thursday, September 21, 2017 in the Education and Outreach (E&O) Building Conference Room at the South Dakota Science and Technology Authority, 630 East Summit Street, Lead, South Dakota.

**MEMBERS OF THE BOARD IN ATTENDANCE**

Mr. Paul Christen (in person)  
Secretary/Treasurer Patricia Lebrun (in person)  
Chairperson Casey Peterson (in person)  
Dr. Jan Puszynski (in person)  
Vice Chairperson Ron Wheeler (by phone)  
Dr. Robert Wilson (by phone)

**MEMBERS OF THE BOARD ABSENT**

Dr. Ani Aprahamian  
Mr. Dana Dykhouse

**SDSTA STAFF**

Mr. Tim Engel, Legal Counsel  
Ms. Nancy Geary, Chief Financial Officer  
Mr. Mike Headley, Executive Director  
Ms. Sharon Hemmingson, Business Services & Contracts Manager  
Ms. Mandy Knight, Administrative Services Manager  
Mr. KC Russell, Cultural Diversity Coordinator  
Mr. Allan Stratman, Engineering Director  
Ms. Connie Walter, Communications Director

**ALSO PRESENT DURING ALL OR PART OF THE MEETING**

Ms. Billi Bierle, Sanford Lab Homestake Visitor Center Executive Director  
Dr. Becky Bundy, E&O Education Specialist (BHSU)  
Ms. Donna Christen, wife of Board Member Mr. Christen  
Ms. Julie Dahl, Education and Outreach Education Specialist (BHSU)  
Dr. Peggy Norris, Education and Outreach Deputy Director (BHSU)  
Dr. Ben Sayler, Sanford Science Education Center Director  
Mr. Jim Sheridan, guest of Board Member Mr. Christen  
Mr. Al Van Zee, Journalist for Black Hills Pioneer

**ITEM 1. CALL TO ORDER**

Chairperson Peterson called the meeting to order at 8:08 AM (MT). Roll call was held. All attendees were present in person except Mr. Wheeler and Dr. Robert Wilson, who joined by telephone. Dr. Ani Aprahamian and Mr. Dana Dykhouse were absent.

Chairperson Peterson then asked audience members to introduce themselves.

## **ITEM 2. APPROVE AGENDA**

Chairperson Peterson asked if there were any modifications to the agenda and hearing none asked for a motion to approve the agenda.

*Motion by Mr. Christen and second by Ms. Lebrun to approve the agenda as presented. Motion passed unanimously.*

## **ITEM 3. APPROVE MINUTES**

Chairperson Peterson asked for comments, changes or corrections to the Minutes of the June 22 and June 28, 2017 meetings. There were none.

*Motion by Mr. Wheeler and second by Dr. Wilson to approve the Minutes of the June 22, 2017 and June 28, 2017 meetings as presented. Motion passed unanimously.*

## **ITEM 4. DISCLOSURE UNDER SDCL CH. 3-23**

SDSTA Legal Counsel Mr. Tim Engel said changes to the state's disclosure laws were discussed over the past several board meetings and there are two agenda items relating to this topic. First, the law that went into effect July 1, 2017 requires board members to disclose contracts they have with state agencies or political subdivisions. He said this particular disclosure included in the board packet from Chairperson Peterson does not require board approval and is only informational. Chairperson Peterson has an ownership interest in an entity in those kinds of contracts. Mr. Engel said it was necessary for Chairperson Peterson to provide the disclosure and said it will be recorded in the minutes of this meeting and the completed form will be filed with the Attorney General and Auditor General. Chairperson Peterson asked if there were any questions; there were none.

## **ITEM 5. WAIVER UNDER SDCL CH. 3-23**

Mr. Engel said this next item will require board action. He reminded the board that when Vice-Chair Wheeler's contract was entered into (prior to existence of the state statutes), under existing SDSTA policy, there was a disclosure and discussion and determination that it was in the best interest of the SDSTA to enter into the contract. Mr. Wheeler's contract has not been changed since this new law went into effect but Mr. Wheeler and Mr. Engel thought it prudent that Mr. Wheeler provide this disclosure and request for waiver again, both of which are located in the board packet. Mr. Engel noted again that the SDSTA policy is more restrictive than the state law. He suggested a discussion and then for Mr. Wheeler to leave the room (step away from the phone) until a motion is made.

Mr. Engel asked if there were any questions for Mr. Wheeler. Chairperson Peterson asked what is the contract term? It was stated that the contract term continues to January 15, 2019.

Dr. Wilson asked if this subject is a personnel issue and subject to discussion in executive session? Mr. Engel replied by law this discussion is required to be held in public. Mr. Headley pointed out that under this contract Mr. Wheeler is not an SDSTA employee but a private contractor. Under the contract, Mr. Wheeler provides governmental consulting services and fundraising services; he is compensated \$5,000 per month. Mr. Wheeler noted that he was compensated \$10,000 per month the first year of the contract and then discussed with Mr. Headley that the work he was and is providing is not taking as much time. He said compensation was reduced to \$5,000 per month thereafter.

Mr. Engel then asked Mr. Wheeler to step away from the phone and asked if there were any questions on this topic.

*Mr. Wheeler excused himself from the meeting at 8:17am.*

Dr. Wilson said he is unfamiliar with consulting rates and asked how Mr. Wheeler's original dollar amount was determined. Chairperson Peterson said Mr. Wheeler's rate was determined based on his compensation as a former SDSTA employee. Mr. Headley also said it was determined commensurate to time spent on SDSTA business each month. Dr. Wilson made clear Mr. Wheeler plays a valuable role and his compensation is reasonable. Dr. Wilson said the question is for his edification on compensation for state employees. Chairperson Peterson said for comparison, the SDSTA advocacy firm, Lewis-Burke Associates, charges \$250,000 per year and Mr. Headley said Mr. Wheeler is involved in many of the same projects as Lewis-Burke Associates.

*Motion by Mr. Christen and second Dr. Wilson to find the terms of the contract are fair and reasonable and in the public interest and to grant the waiver under SDCL CH. 3-23 for Mr. Wheeler. Motion passed unanimously.*

*Mr. Wheeler rejoined the meeting at 8:23am after the motion was made.*

#### **ITEM 6. REPORT FROM AUDIT COMMITTEE**

SDSTA Board member and Audit Committee Chair Pat Lebrun reported that the audit committee met by telephone on August 21 but she had technical difficulty and was unable to join the meeting. She was briefed after the teleconference but asked Mr. Christen to provide an update to the board since he headed the meeting in her absence. Mr. Christen said he met with SDSTA Chief Financial Officer Ms. Nancy Geary and the auditor from the Department of Legislative Audit. He said the auditor is doing a good job and said the report would be ready for the December board meeting. Ms. Lebrun concurred and said the Audit Report would be reviewed at the December board meeting and approval would be requested at the March 2018 board meeting.

Chairperson Peterson questioned why Auditor Al Schafer said after this year the audit would go into a three-year rotation? Was it based on the rules for single audit of federal funds? Mr. Christen and Ms. Lebrun responded "yes".

Chair Peterson thanked the Audit Committee for holding the meeting and the time involved.

#### **ITEM 7. FINANCIAL REPORT**

SDSTA Chief Financial Officer Ms. Geary said the August Financial report was included in the board packet and she said she also distributed copies of the SDSTA Annual Financial Report (compilation) dated June 30, 2017 to board members physically present at the meeting. She asked if the board would review and comment on the report by next week as time is limited to complete the audit. Ms. Geary said she would contact Chairperson Peterson directly. She then answered questions about the August Financial report.

Chairperson Peterson asked why there was a decrease in pension deferred inflows as he read the explanation but it was still unclear? Mr. Engel said his understanding is that there have been systematic changes within the South Dakota Retirement System (SDRS) as state employees are retiring faster than they have in the past. There was also comment about changes to formulas and additional liabilities. After much discussion, Ms. Geary said she would follow up with the state and provide a clearer explanation to Chairperson Peterson prior to the December meeting.

Ms. Geary said she also distributed a copy of a letter to board members from the SD Investment Council in regard to interest proration. Ms. Geary said the council is projecting a 1.25% rate for fiscal year 2017, payable in fiscal year 2018. The SDSTA projected 1% last year and the actual rate was 1.35%. She asked if the board would like to change the interest rate based on the Investment Council's projections. Chair Peterson said he does not see any reason to change it from the 1%. All Board members concurred.

*Motion by Mr. Christen and second Ms. Lebrun to continue the interest earning accrual at 1% for fiscal year 2017. Motion passed unanimously.*

Ms. Geary then referred to the Fiscal Year End 2017 Inventory Listing or fixed asset report included in the board packet. She said depreciated and non-depreciated items are included along with listed assets which are government property. She noted that all the property has been assigned to Fermilab since the contract was transferred from Lawrence Berkeley National Lab prior to fiscal year-end.

Ms. Geary then discussed the Fiscal Year End 2017 Per Diem Listing. Mr. Wheeler noted that when he signed his consulting contract with SDSTA, he made a deliberate decision to decline per diems and that is why his name is not included on the list.

*Motion by Ms. Lebrun and second by Mr. Christen to accept the financial report as presented. The motion passed unanimously.*

## **ITEM 8. REPORT FROM THE EXECUTIVE DIRECTOR**

### **ITEM 8A. SDSTA Update**

Mr. Headley began with a slide presentation and discussed safety performance and said there have been four recordable injuries for SDSTA employees for 2017 which is a reasonable number but it is certainly higher than the SDSTA would like it to be. He said the SDSTA is making some changes to the safety programs to address lessons learned that have manifested from the recent safety incidents. He said the Environment, Safety and Health (ESH) Director position has been posted and there have been good resumes. An ESH candidate will be interviewed on site in early October and perhaps a few more later in October. Mr. Headley said the SDSTA has engaged a headhunting firm that does numerous work with ESH-related hires and resumes being sent from the firm are quite good.

Mr. Headley went on to discuss current science at the Davis Campus and said the Large Underground Xenon (LUX) detector has been relocated to the SLHVC. In regard to the Majorana Demonstrator (MJD), 1) Experiment, operations and commissioning continues and he expects them to operate out until 2019, but MJD has largely shifted to discussions about a next generation experiment. The SDSTA should hear formally from MJD in the form of a science paper on their background observations and whether the 4850L would be deep enough. He said he has heard that there are other experiments around the world interested in electroformed copper and this could be a growth area for MJD if additional funds can be secured. He said electroforming has been completed and they are now standing up electroforming vats in the Davis Campus in preparation for the next generation experiment. 2) He said initial testing has been completed for the radon-reduction system for the main shield purge system. 3) Decommissioning advances at the Ross Campus, with additional hardware continuing to be transported to the Davis Campus.

An initial operations event was held on July 12 for Compact Accelerator for Performing Astrophysical Research (CASPAR). Mr. Headley thanked those board members in attendance. He also said work advanced on the gas target and is expected to be ready in late fall.

The Black Hills State University Underground Campus (BHUC) continued low-background counting of the photomultiplier tubes for the LZ experiment and they have added a new low-background counter.

The Long Baseline Neutrino Facility (LBNF) groundbreaking on July 21 was a great success. Fermilab has secured a contract manager/general contractor (CM/GC) Kiewit Alberici Joint Venture and a kickoff meeting was held here in late August. The Rock conveyor system is under contract with North Alabama Fabricating Company, which is designing and fabricating the pipe conveyor. The conveyor will be installed by the CM/GC.

Final design for LBNF is set to commence soon. The current design contracts held by the SDSTA with Arup are being assigned to Fermilab.

Mr. Headley said FY2018 budget marks still look promising at around \$80M, but we are operating on a three-month continuing resolution. He said the United Kingdom announced an \$88M (£65M) commitment towards the Deep Underground Neutrino Experiment (DUNE). The Fermilab website included this recent news as well as the Whitehouse.gov website. He said it is great to see strong support from the Administration for this experiment. Mr. Michael Kratsios, Deputy Chief Technology Officer and Deputy Assistant to the U.S. President, attended the LBNF groundbreaking event and has been talking about how important this project is for the United States.

Beneficial occupancy on the remodeled surface facility was achieved a few months ago for the LUX-ZEPLIN (LZ). The LZ collaboration meeting was held at Sanford Lab on July 17-22 and 95 members attended. The underground infrastructure design for modifications in the Davis Campus is nearing completion and drawings were reviewed this week. They are expected to go out for bid the first week of October and begin work in December 2017. Mr. Headley said that work would be completed by May 2018.

The Ross Shaft rehabilitation project has progressed to the brow of the 4850L; however, the sets are taking longer to install because the set design is more complex in this area. Mr. Headley said in the past, a set and a half or sometimes two were installed each week but in this area, it will most likely be one set per week. He said it is projected that steel installation would be completed in the May 2018 timeframe which has been pushed out from this calendar year. He noted a new spill collection system is being installed which allows any rock that goes down the shaft to be collected. This rock needs to be managed, collected and disposed.

The Cultural Advisory Committee (CAC) met on September 14 and he thought the meeting went very well. Mr. Headley said the committee is impressed with progress being made with the E&O and tribal school outreach. He said the Communications and E&O Departments are working together on a 4-5-minute video about the lab being a sacred site to the Native Americans and that it should be treated with respect. Mr. Headley said Communications Director Ms. Constance Walter is committed to completing the video by the end of October. He announced the SDSTA is also moving forward with an ethnobotany site west of the parking lot; design options are being discussed. Mr. Headley said the committee would like to see the SDSTA hire a more diverse workforce. The SDSTA has made strong effort to find applicants from the Native American community in the region but has not been successful as we would like. Efforts continue and the committee recognizes the SDSTA commitment. Ms. Lebrun said she was impressed with the E&O progress and that the curriculum units are very interesting. She said the key is to get the units into all the school districts across the state and said the E&O team is doing a great job. Chairperson Peterson asked how many members are on the CAC? Cultural Diversity Coordinator Mr. KC Russell replied there are seven.

Mr. Headley then said Neutrino Day was great and approximately 1,300 came to the event.

In regard to water inflow controls, he said the connection of the borehole from the 1850L to 2000L and a pipeline out to the No. 5 Shaft has been completed to manage large rain events. There has been a change to divert water on a routine basis from the 2000L down to the sump on the 2450L. He said about a third of the water is going to the 2450L sump instead of all way down to the bottom of the underground, and it is saving about \$60,000 to \$70,000 each year on power cost with this change.

Ground support installation is continuing and the crew is focusing on getting all tunnels bolted between the Ross and the Yates Shafts and the Triangle in the next month. He said the crew is also installing a dewatering line between the Ross and the Yates Shaft. Mr. Headley said while this work has been going

on, the Information Technology (IT) team has done a great job of replacing equipment originally purchased when operations first started that is now at the end of its life. The servers and network equipment were replaced without any interruptions to operations. The IT team on site are three people and they have done a wonderful job.

In July, the Sanford Lab had a visit from Mr. Mark Zuckerberg and continues to get good feedback about his visit.

### **ITEM 8C. Sanford Lab Homestake Visitor Center (SLHVC) Update**

Mr. Headley introduced SLHVC Executive Director Ms. Billi Bierle who began her presentation with the new LUX detector display. She said it has been a great addition. She thanked Creative Services Developer Mr. Matt Kapust for working on a touch screen that sits on an iPad next to the detector.

Ms. Bierle said the new SLHVC sign looks very good and has received great compliments. She said it has helped a tremendous amount. Plants will be added around the base of the sign also. A new, taller fence has been installed by the Davis Tribute Ring to address security and safety. In addition, she said a new rock sample with gold is now being displayed with great interest from visitors. Visitors are staying approximately 25 minutes longer and bus tours are staying an additional 15 minutes with the new additions.

As of August 31, the SLHVC hosted 46,708 visitors compared to 42,000 visitors in 2016; 162 tour buses in 2016, projecting 200 buses in 2017; 5,000 trolley guests in 2017, up 24% from 2016. On social media, the SLHVC overall is up 25%—3,100 followers on Facebook, 350 followers on Instagram and averaging 80 new users per day on the SLHVC website for the summer. She said revenue is up 23% and Buffalo Round-Up is next week and that event has been their biggest week in the past.

SLHVC goals: Increase trolley tours to 9,000 in 2018; increase visitors to 90,000 in 2018 followed by 100,000 visitors in 2019; enhance educational reach with a new trolley and an additional staff member dedicated to education in 2019; install two additional interactive exhibits aimed toward middle school- and high school-aged children by 2019; become 100% financially self-sufficient by 2019; retire all existing debt by 2020.

Ms. Bierle asked if there were any questions and the board members said she is doing a great job. She encouraged everyone to provide new ideas for the visitor center. She commented that the new location of the Lotus Up coffee shop and the Black Hills Mining Museum are also doing well and she is encouraged because the more they do well, so does Lead.

### **ITEM 8D. Education & Outreach (E&O) Update**

Ms. Dahl began her presentation reviewing student impact by numbers. During the 2016-2017 school year, 602 students visited the lab, 8,513 presentations were given to classrooms, and 3,408 curriculum units were distributed. Ms. Dahl said over the past year, the E&O Department has added two new staff members which has enabled them to create additional curriculum units. Also, in the summer of 2017, 54 teachers attended a workshop (held at BHSU and Sanford Lab).

Ms. Dahl discussed summer highlights including the GEAR UP Summer Honors Camp, Hill City Summer Science program, Meade County Fair, SD Solar Eclipse Balloon Team (which was not only exciting but a huge success), Summer Teacher Workshop, Revisions of the new materials and Research and Development of new field trip activities. Chairperson Peterson asked how many school districts have not participated in the curriculum units and Ms. Dahl replied there are 149 districts and the E&O has 42 percent they are working to contact. She noted the E&O team has visited or sent curriculum units to many counties in the larger districts that are not reflected in the count. E&O is exploring options for wider distribution of their educational resources.

Ms. Dahl then introduced Dr. Bundy who announced two new field trip activities that are being piloted for students visiting the Sanford Lab. The first activity is called the “Cavern Excavation Challenge” and she said they are trying to tie it to the new caverns that have to be excavated underground for the DUNE experiment. She said the two new activities are engineering design challenges and are fun activities to get materials into children’s hands and ask them to solve a problem. Dr. Bundy said this helps them explore materials and ask questions about science. Mr. Headley said CAC members participated in this activity at their meeting and enjoyed it.

Dr. Bundy said the second activity is called the “Needle in a Haystack” based on the MJD experiment. In this activity, students discover how scientist utilize the background reduction and background rejection in their quest to detect neutrinoless double beta decay using a ketchup bottle, BBs, cloth mesh and other small gadgets. Dr. Wilson interjected that a part of the DUNE group analyzes and filters data and this is a perfect analog to what the experiment does.

Looking forward, Ms. Dahl said E&O would like to develop one new high school curriculum unit; develop one performance task for digital delivery (expand the E&O reach to more areas in SD and beyond the borders); develop and deliver web-based professional development for teacher across SD; provide classroom support and mentoring for teachers; and reach out to untouched school districts in SD.

Mr. Headley then discussed Item 8B that was initially skipped.

#### **ITEM 8B. Declaration of Surplus Property**

Mr. Headley reported that the SDSTA has two 30,000-gallon diesel tanks that were located on the Ellison Property and those items are no longer needed. He said the SDSTA is currently seeking bids for the tanks. Chairperson Peterson asked how much fuel storage is available on-site. Mr. Headley said he will confirm how much storage is on the surface.

Chair Peterson asked about several underground tours that were provided in the last month including the CBS News tour. Ms. Walter said CBS News had asked if they could do a story on the transition from a mining town to a world-leading research facility. The Communications team escorted the film crew underground and facilitated interviews with staff and researchers. CBS News also filmed the SLHVC/Open Cut and the Mayor of Lead Ron Everett. She said the story will most likely air in the next six weeks and she would keep the board informed. Ms. Walter said CBS News marveled at the facility and said the SDSTA staff were very gracious. She said the story grew out of the LBNF groundbreaking event in July and the Sanford Lab is getting much interest from national and internationally press.

Mr. Headley then addressed the SD Homeland Security tour and said the SDSTA has had a relationship with them and Federal Bureau of Investigation (FBI) for many years and with the level of attention the lab has received, Mr. Headley said they would like to continue a strong relationship. SD Homeland Security held a regional conference in the area and that is the reason the SDSTA provided an underground tour a few days ago.

In regard to the Defense Intelligence Agency (DIA), Mr. Headley said they had contacted the SDSTA through MJD. He reported the DIA has a Facility Assessment Division that observes and studies facilities around the world. They were onsite at Sanford Lab for two days to learn and ask questions about operations, challenges and construction of the lab.

*Motion by Mr. Wheeler and second by Mr. Christen to accept the executive director’s report as presented. Motion passed unanimously.*

## **ITEM 9. REVIEW UPDATED SDSTA LEAVE POLICY**

Mr. Headley briefly discussed changes to the Leave Policy. He said recently there were two former employees that had taken more sick leave than seemed appropriate once they notified the SDSTA they were resigning. There is now a provision in the policy stating that if an employee gives notice of resignation and uses any sick leave during the notice period, a doctor's note will be required before the employee is compensated for that time. The policy had been reviewed by Mr. Engel.

*Motion by Ms. Lebrun and second by Mr. Christen to approve the updated Leave Policy as presented. The motion passed unanimously.*

## **ITEM 10. EXECUTIVE SESSION**

*Motion by Dr. Wilson and second by Mr. Wheeler to enter into executive session to discuss personnel matters and to consult with legal counsel concerning contractual matters. Motion passed unanimously.*

*The board recessed at 9:38 AM for a break and Executive Session and then reconvened at 10:53 AM.*

## **ITEM 11. REPORT FROM EXECUTIVE SESSION**

Chairperson Peterson reported that the board consulted with legal counsel concerning contractual and legal matters and personnel matters. No action was taken.

*Motion by Mr. Christen and second by Ms. Lebrun to approve the executive session report. Motion passed unanimously.*

## **ITEM 12. CONFIRM DATE AND TIME OF NEXT MEETING**

Chairperson Peterson announced the next board meeting is scheduled for Thursday, December 14, 2017 at 9:00 AM (MT) and said a lunch will be provided following the meeting.

He said Administrative Services Manager Ms. Mandy Knight will poll the board for the 2018 board meeting schedule prior to the December meeting. Please take the time to give her some feedback on what works with individual schedules.

## **ITEM 13. BOARD COMMENTS**

Dr. Wilson said it was a great report and enjoyed learning more about the E&O and thanked the SDSTA staff.

Mr. Wheeler said he is absolutely thrilled with the advancements being made in E&O and Ms. Bierle is doing great job at the SLHVC. He commended Mr. Headley for an outstanding job and kudos to the whole SDSTA staff.

Dr. Puszynski said the Neutrino Day event in July was wonderful. In regard to the SDSM&T, he said Dr. Andre Petukhov, Physics Department Head, has stepped down and Dr. Richard Schnee has accepted the open position. Also, Researcher and Associate Professor Dr. Rajesh Sani has received a \$6M National Science Foundation grant for studying microbes. Lastly, Dr. Puszynski said he was proud to announce the first PhD in Physics student graduated from SDSM&T and is expecting many more to come.

Ms. Lebrun said it was another great meeting and reiterated the other board members' comments. Ms. Lebrun said during the CAC meeting held last week, members toured the Waste Water Treatment Plant (WWTP) and said it was absolutely amazing compared to the initial set up ten years ago. She said WWTP Foreman Mr. Ken Noren provided a great tour and said his team keeps the WWTP immaculate. Ms. Lebrun encouraged other board members to tour the WWTP. She said it again speaks to the



complexity of this operation. Chairperson Peterson thanked Ms. Lebrun for serving as a member on the CAC.

Mr. Christen said it was a great meeting and, as echoed by the other board members, is impressed with the E&O progress and success of the SLHVC. He also thanked Ms. Geary and her staff. He said the audits and reports the board receives are good, well designed and arrive on time.

Mr. Engel briefly reported the State of South Dakota was instrumental in setting up three separate captives, one of which provides insurance for the SDSTA, which initiatives have garnered nationwide attention. As a result, the SD Bureau of Administration Office of Risk Management Director Mr. Craig Ambach and Mr. Engel were invited to speak at the State Risk and Insurance Management Association (STRIMA) Conference in Big Sky, Montana earlier in the week and they were well received.

Mr. Headley thanked Ms. Knight for supporting the board meeting and keeping the SDSTA Board organized. He also thanked the SDSTA staff for the work they are doing and said it is a pleasure working with the board and thanked them for their time.

Mr. Peterson said it is amazing how efficient the SDSTA has become and gave kudos to Mr. Headley, the SDSTA team and the board and said he really appreciates everyone. He reminded the board to read through the Audit Compilation that was distributed today and to provide input to Ms. Geary as soon as possible. He said he is looking forward to the December meeting.

#### **ITEM 14. ADJOURN**

Chairperson Peterson asked if anyone had any other questions or comments, then called for a motion to adjourn.

*Motion by Ms. Lebrun and second by Mr. Christen to adjourn. Motion passed unanimously.*

**Meeting adjourned at 11:03AM.**