

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**February 9, 2009**  
**5:30 p.m.**

A regular meeting of the Pheasant Run Road Maintenance Association, Inc. Board of Directors was held at the Administration Building, Leisure Services Conference Room on Monday, February 9, 2009.

**Members Present:** Ann Conklin, Canton Township, Tom Casari, Canton Township, Mark Waldbauer, Pheasant View, Craig Stephens, Fairways, Laura Gitre, Fairway Pines (via conference call)

**Members Absent:** None

**Others:** Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Paul Porter, Pheasant View

I. Ann Conklin called the meeting to order at 5:40 p.m.

a. **Approval of Meeting Minutes:**

i. January 12, 2009

Motion by Stephens, supported by Casari to approve the minutes for January 12, 2009 as amended. Motion carried unanimously.

Mr. Stephens stated there was good discussion on the street trees; however no decision was reached whether it was the homeowner's or PRRMA's responsibility. Mr. Stephens stated the discussion indicated we should make sure the homeowners are aware, but does PRRMA have the right to trim homeowner's trees if they don't. Ms. Conklin stated we didn't follow up on that for this meeting and we need to do that. Ms. Conklin stated the canopy of the trees is the responsibility of the homeowner and will be put in the Manual of Procedures. Ms. Conklin stated at the March meeting we will make sure the Manual of Procedures is updated.

Mr. Stephens inquired if the stop signs at the golf cart crossings will be the standard size as at other stop sign locations. Ms. Conklin stated yes, Canton will be changing those out to the standard size of 20 inch.

ii. January 26, 2009

Not submitted, tabled until the March meeting.

III. **Financial Activity Review:**

A. Tim Kljun presented the financial reports as of January 31, 2009, consisting of:

- Balance Sheet

- Reserve Account (Asset) Activity
- State of Income and Expense Aged Receivable
- Aged Payables
- Narrative for January 2009
- Updated Maintenance and Repair Detail (accumulative totals)

Mr. Kljun stated since the time he emailed the above documents to members a check was received from Fairway Pines. Ms. Conklin stated Fairway Pines still owes for the reserve for the 2<sup>nd</sup> quarter. Ms. Conklin stated the 3<sup>rd</sup> quarter has also been invoiced.

### **III. Unfinished Business**

#### **a. Road Repairs**

##### **i. Pavement Management System Proposal**

Ms. Conklin stated she forwarded the latest information from Spaulding DeDecker. Mr. Casari stated he reviewed the proposal. Mr. Casari stated Mr. Kljun forwarded the inspection records for 2007 and 2008. Mr. Casari stated he looked at 2008 because that is the year Canton Township was involved and Mannik & Smith was hired to do the inspections. Mr. Casari stated he compared what Canton Township charged and what Mannik & Smith charged for inspections and compared with the Spaulding DeDecker revised proposal. Mr. Casari stated starting with the model, assuming it will have a 10 year life, at \$24,600, which is \$2,460 per year, \$150,000 estimate for construction for maintenance of the roads at \$7,500 per year, \$4,000 for digitizing all the documents with a 10 year life, \$400 per year, and update the model annually. Ms. Conklin stated for 2008 the figures that Mr. Casari has given us is the Canton charges at \$6,100 and Mannik & Smith charges \$16,600 PRRMA is already spending \$22,796 for construction valued at \$150,00-\$185,000. Ms. Conklin stated if you amortize the \$24,600 that Spaulding DeDecker is charging for the model over 10 years and include the \$24,600 and add all the other charges, going with Spaulding DeDecker would be \$19,660 on an annual basis. Mr. Stephens stated if PRRMA didn't go with Spaulding DeDecker it would be most likely we would go with another reserve study.

Another item not included is Mr. Kljun's contract, dealing with the reserve and construction management.

Mr. Casari stated it is no more expensive and PRRMA is getting much more continuity with the information, and with the group.

Mr. Kljun inquired in the concept of construction management is that synonymous with inspections? Mr. Casari stated there are two (2) different functions; the inspection process is the inspector in the field, physically watching the work that is being done, and contract management means there is someone back in the office collecting that information, recording and making some recommendation for payment. Mr. Casari stated Item G. of the

Spaulding DeDecker proposal states, contract management including site inspections. Mr. Kljun inquired if those are similar to what we paid Mannik & Smith for. Mr. Casari stated yes, and there maybe additional cores we may have to pay for. Mr. Casari stated Mannik & Smith will be eliminated with the proposal for Spaulding DeDecker and may have a different approach than Mannik & Smith. Mr. Kljun inquired if the PRRMA Board will still select the contractor. Mr. Casari stated yes, PRRMA will select the contractor. Ms. Conklin stated Spaulding DeDecker will solicit all the bids.

Mr. Casari stated Canton has not used Spaulding DeDecker; however does know them by reputation. Mr. Casari stated Phil Loud had experience with a different firm, which did all the designs for the sewer system for Canton. Mr. Kljun stated he has experience with Spaulding DeDecker; he hired them to do some civil underground work on a construction project in Detroit. Mr. Kljun stated they have a good reputation. Mr. Porter stated Livonia has used Spaulding DeDecker. Mr. Casari stated Mr. Zilincik is in Livonia now and he is comfortable with them.

Ms. Gitre inquired if we can go out for an RFP to see if someone else can build the model. Mr. Casari stated he believes the model which is Spaulding DeDecker's is their proprietary model. Mr. Casari stated no one else has offered this type of a model to Canton before. Mr. Stephens stated we have purchased a model before in the reserve study; it is just not as useful of a model as the Spaulding DeDecker model. Mr. Stephens stated this sounds like a unique service and he is not in favor of going out to bid. Mr. Casari stated it would be hard to get a fair comparison. Mr. Waldbauer inquired if going with Spaulding DeDecker and not going out for bid is a concern for Ms. Gitre and her HOA Board. Ms. Gitre stated yes, it is a concern for her HOA Board. Ms. Gitre stated the policy states we will go out for bid for large contracts. The question is, are we sure we are getting the value for the money. Ms. Gitre stated she thinks there is another way to do that without going out for bid and we need to be able to justify that. Ms. Conklin inquired how Ms. Gitre suggests doing that. Ms. Gitre stated a lot of what Mr. Casari has already done, good discussion and this has helped her to understand the dollars and basically what PRRMA would be spending. Ms. Gitre stated it would be hard to compare apples to apples.

Mr. Casari stated the reserve study is just a snapshot of that period of time and a year later it is a different snapshot and yields different results. Mr. Casari stated we could compare doing a reserve study every year over a 10 year period to this study being done once and updated annually; you would have approximately the same dollars spent per year over a 10 year period with the update. Mr. Casari stated you would have much more versatility with this model. Mr. Stephens inquired if we would still have to contract with Mannik & Smith on top of that. Mr. Casari stated yes. Ms. Conklin stated that is one price that we have to compare to even though we didn't competitively bid this

year as in the past. Mannik & Smith was the low bid a couple of years ago. Ms. Conklin stated that will give us some comparison. Mr. Kljun stated the concept of a reserve study is not following the same concept as the PASER rating. The reserve study is a financial document and not a competitor to this model, and needs to continue to be used as a secondary check on the financial condition. Mr. Stephens stated the model does provide you with the financial model as well. Mr. Waldbauer stated plus it works in reverse, you can plug in the amount of money PRRMA wants to spend annually and it will tell you what condition are roads will be. Mr. Kljun stated he is looking for some way that we can put our hands on for projected costs. Ms. Conklin and Mr. Stephens stated they felt comfortable with that information included in the Spaulding DeDecker presentation. Mr. Stephens stated this is a much deeper engineering analysis that will lead to the financial results. Mr. Stephens stated he will be able to do the same projections in Spaulding DeDecker's model that he did in his Excel sheet and it will be a much better planning tool for PRRMA.

Mr. Kljun stated Spaulding DeDecker talks about a 5 year projection and the reserve study views a much longer timeframe. Mr. Kljun inquired if the 5 year projections will have a negative impact on PRRMA. Mr. Stephens stated that is a good question and he would suggest Spaulding DeDecker's model projected out to 10 years. Ms. Conklin stated her interpretation is that it was a rolling 5 year plan. Mr. Waldbauer stated if we are updating the model annually wouldn't that make it a rolling 5 year plan. Mr. Stephens stated the model should also project out for 10 years. Most of Spaulding DeDecker's data is degradation curves and those go out to the end of life. Their model should be very capable of projecting 10 years. Mr. Casari stated you can expand out however it just becomes less accurate the farther out you project. Mr. Stephens stated PRRMA does need a financial plan projected out 10 years because most of the problems arose in years 6, 7, and 8 in the reserve study.

Motion by Stephens, supported by Waldbauer that PRRMA extend analysis out to 10 years with Spaulding DeDecker and contract with Spaulding DeDecker. Roll Call Vote: Ayes: Conklin, Stephens, Waldbauer, Casari  
Abstain: Gitre Motion carried.

Mr. Waldbauer stated he would like the management contract and inspections under one umbrella.

Ms. Conklin stated we need to decide what PASER level PRRMA wants to maintain their roads and she feels Spaulding DeDecker should be present for this discussion. Ms. Gitre stated she doesn't feel PRRMA can make that decision yet. Ms. Conklin stated we will start the discussion at the next meeting. Mr. Porter stated we need to do an analysis first and determine cost first for each PASER rating.

Mr. Porter stated he is getting light feedback from his homeowners that the dues have been raised 10% each year for the last 2 years and 14 homeowners have not paid out of 162. Ms. Conklin stated we will continue to have this topic on the agenda.

Ms. Conklin stated Canton is sending a truck out tomorrow to cold patch the major potholes.

Mr. Waldbauer stated we still have a punch list of road repairs yet for this year and we don't expect anything to be completed until April.

Mr. Stephens stated there is one thing we want to be clear is that we want Spaulding DeDecker to get the model up and running so we can use it this year. Mr. Casari stated he will contact Spaulding DeDecker and ask if their budget can be made to be a 10 year budget and will email the answer to all Board members. Mr. Casari stated he will inform Spaulding DeDecker pending that answer they were awarded the project.

Mr. Porter stated we still have seal cracking that was never completed. Mr. Porter inquired if Spaulding DeDecker is going to do their analysis after the sealing is done. Mr. Casari stated all we want to deal with Midwest on is the punch list only. Mr. Casari stated let Spaulding DeDecker rate the road as is. Mr. Waldbauer stated Spaulding DeDecker may need to be given a copy of the punch list so they know what needs to be completed. Mr. Casari stated maybe late March or early April Spaulding DeDecker will rate the roads.

**b. Tree Trimming**

Ms. Conklin stated we need to clarify the Manual of Procedures based on what the minutes indicated. Mr. Stephens stated he read the minutes but is not sure what the decision was. Mr. Stephens stated he read that the trees are the responsibility of the homeowners and the site line is the responsibility of PRRMA and if we trim people's trees we should tell them first or give them the opportunity to trim them before PRRMA trims them. Ms. Conklin stated we need to have the Manual of Procedures specify what we said. Ms. Conklin stated we have not done that portion yet. Mr. Waldbauer stated what was discussed was that because these are private roads and private sidewalks whether it falls under the Township Ordinance as written and was part of our discussion at the last meeting. Ms. Conklin stated the Board came to the conclusion that it is the homeowner's responsibility to maintain the canopy and PRRMA's responsibility to maintain the clearance of the trees at the stop signs. Ms. Conklin stated Mr. Kljun and her will meet at a side meeting to update the Manual of Procedures with tree trimming, snow removal, and code of conduct at meetings.

**c. Insurance Updates**

Mr. Kljun stated we sent a letter to the school district on the stop sign in the month of February and also a letter to the driver who destroyed a portion of the entryway monument and have heard nothing from either. Mr. Waldbauer stated he has heard nothing from the school district. Ms. Conklin stated we need to give the school district a little more time. Ms. Conklin stated she feels the independent driver will never respond.

**d. Changes to Policy #2**

Ms. Conklin stated all Board members were going to take back to their HOA and report back to PRRMA. Ms. Conklin stated Mr. Stephens was the only one who responded back. Ms. Conklin stated Fairways HOA would like to know if Canton Township would include the grass and sidewalks on both sides of Glengarry. Ms. Conklin stated Canton is willing to do Glengarry both sides and all of Summit Parkway including snow plowing, sprinklers and landscaping, which take Canton's percentage to 20.56%. Ms. Conklin stated we need to rebid with Oakley and be ready for April. Mr. Casari stated he needs to wheel off this area and has not had a chance to do that as of yet.

Motion by Waldbauer, supported by Stephens to approve the changes in Policy #2 to include the new recommended percentages. Motion carried unanimously.

Mr. Porter inquired if we will know the budget before or after the survey is completed by Spaulding DeDecker. Ms. Conklin stated we will have a pretty good handle on the operating, however we will not know what we will spend on repair until after the survey is completed. Mr. Casari stated we will know by May or June or at least before August what we need to include in the budget. Ms. Conklin stated if the amount is more we will just take it from the reserve. Ms. Conklin stated if we are paying as we go, why have a reserve.

Mr. Stephens stated we knew how much we wanted to spend this year on road maintenance and if we need more or less we can adjust with the roadway repair fund. Mr. Porter inquired what information is needed to establish our budget. Mr. Waldbauer stated we will use what is on the simulation.

**e. Sidewalk Responsibility**

Mr. Stephens distributed a sidewalk maintenance program document. This document is intended to be a supplement to the Canton Sidewalk Maintenance Program Standard Ms. Gitre inquired who is responsible for sidewalks currently. Ms. Conklin stated it depends; PRRMA has the ultimate responsibility for most, however, if a homeowner did something malicious the homeowner would be responsible. Ms. Conklin stated general maintenance on sidewalks is the responsibility of PRRMA. Mr. Stephens reviewed his sidewalk maintenance program with Board members. Mr. Stephens stated he wanted to accomplish two things, a proposal to discuss and clarify red and

green dots. Mr. Stephens stated the pictures provided are an interpretation of various conditions to assist Roadway Managers assessing repair requirements.

Ms. Conklin inquired if PRRMA should have a definition of a major crack in sidewalks that is consistent with Canton Township's. Mr. Casari stated Canton Township Ordinance will require replacement of sidewalks even if there is cracking in a certain portion and even if there is no difference in height. Mr. Casari stated the Township standard that we use you have to follow guidelines that are proven in the field. Mr. Casari stated he is not sure PRRMA being private roads has to follow those criteria. Mr. Casari stated if it is a trip hazard he would definitely replace. Mr. Casari stated that would be a question for the attorney for private roads vs. public roads standards. Mr. Casari stated Canton's standard does not apply to the private easement. Ms. Conklin stated she feels that the attorney may come back and indicate since we are affiliated with Canton how private is it. Mr. Kljun stated in August 2004 the Board approved maintenance of sidewalks and specifically talks about Canton Township Ordinance. Ms. Conklin stated yes, we did have conversation about that but the question is do we need to. Ms. Conklin stated after the sidewalks were marked this fall we do not feel they all need to be replaced following Canton's ordinance and that is what spurred this conversation.

Mr. Stephens stated the red dots relate to safety and the ones with the green dots were questionable and maybe just a cosmetic problem. Mr. Stephens stated those are the ones he is willing to cut out of the replacement program at this time. Mr. Kljun stated the document that was given to him after Mr. Zilincik's evaluation his interpretation was that the red markings did not comply with the Canton ordinance. The green markings were identified to watch these. Ms. Conklin stated the minute they were identified; we open ourselves up for litigation. Mr. Stephens stated a very small amount was marked with red dots. Ms. Conklin stated the red markings were to be done immediately and the green ones also need to be done per the Canton ordinance. Ms. Conklin stated we need to expand on this more and indicate what amount of space in a crack is indicative of replacement and she will discuss with the attorney. Ms. Gitre stated the ordinance published on the website indicates "if the sidewalk has more than two (2) cracks of ¼ inch width or more than any two (2) linear feet sidewalk and if a sidewalk has a crack more than ¾ in width". Ms. Conklin requested that Mr. Stephens get that information and update the Manual of Procedures. Mr. Waldbauer stated his concern is the issue of water and ponding at certain times of the year. Ms. Gitre stated the ordinance indicates "ponding should not be allowed to be more than ¾ of an inch or more". Mr. Stephens stated if we receive a complaint we can assess the situation on a case to case basis. Mr. Casari stated PRRMA has the ability to walk their sidewalks annually.

Ms. Conklin stated she will call the attorney in the next couple of days and forward that information on to Mr. Stephens and then formulate into a policy.

Mr. Porter inquired about joint crack repairs. Mr. Porter stated on his driveway he has gone in and sealed all the joints to prevent water from getting in and underneath and heaving. Mr. Casari stated if you change the texture and someone trips due to different texture it could cause an issue. Mr. Casari stated he doesn't know how beneficial that would be. Mr. Stephens will review the ordinance standards for pavement joints.

Mr. Stephens stated we should address the red markings as soon as possible. Ms. Conklin stated it will probably be in April, weather permitting. Ms. Conklin stated we will use Canton contractor, competitively bid, Gagalia P & R. Mr. Casari stated Canton will be going out for bids in two (2) months. Mr. Casari stated the current contractor will probably honor the bid from last year. Mr. Kljun stated we need to get the official scope of work (red dots). Mr. Casari stated he will get the entire package that Mr. Zilincik put together for the contractor.

**f. Further Discussion on Fairway Pines Proposal**

Ms. Gitre stated the cap on the roadway repair fund is a concern. Ms. Conklin stated she thinks PRRMA has already agreed to either \$500,000 or \$700,000. Mr. Kljun stated we are at \$440,000 at this time. Mr. Kljun stated everything that comes in goes into the high performance checking account under reserve and we pay our expenses. Mr. Kljun stated the money in the reserve does fluctuate on a monthly basis. Mr. Stephens stated he does not see the purpose of having a limit on the reserve. At any one time, we could say we have too much money in a roadway repair fund, let's not collect any this year. By the same token, if our projection shows that we would need to spend a million dollars in 9 years time, we need to get more than \$700,000 if we can. If we vote now for a limit on the roadway repair fund, if needs change over time we would have to vote for a new limit. Mr. Stephens stated it seems like a point-less motion. Ms. Conklin stated she would like to hear what else Ms. Gitre has because some of these items we have already discussed and voted on.

Ms. Gitre stated this item is still on the list but dropped in priority because of the methodology we are using now for process and timing of the roadway repair. Ms. Gitre stated she proposed to her HOA that this is part of the proposal with Spaulding DeDecker.

Ms. Gitre stated another item is the accounting methods. Ms. Gitre stated her HOA is not sure about the way the CD's are reported and expenses and would like to propose that PRRMA have an accountant or consultant to come in and evaluate the way we manage our books and setup to make sure they are beneficial to us as an organization.

Ms. Gitre stated the last item was the approval process when individuals complain. There is a concern that just because someone calls and wants something done, we go and do it and not assess it against the level of repair if it should be done, such as the sidewalks. Ms. Gitre stated just because someone calls and complains about the sidewalks doesn't mean it meets our guidelines and should be repaired. Mr. Stephens stated he agrees that is a good idea.

Ms. Conklin stated she does not disagree with the accounting. Ms. Conklin stated Canton Township has a bookkeeper and also an accountant every other year in addition to the audit. Ms. Conklin stated maybe that is something we could accept some proposals on having an independent accountant. Mr. Kljun inquired if Fairway Pines is challenging the accounting techniques, what are the areas that the accounting techniques that are in question. Ms. Conklin stated as she hears it, we have an independent accountant come in, separate from the audit, to take a look to see if we have account line items that mirror our operation, and setting our forms up as an organization. Ms. Conklin stated she feels any healthy organization does that on a regular basis. Mr. Porter inquired if Fairway Pines does this. Ms. Gitre stated she does not know, she has only been there for one (1) year. Mr. Stephens inquired where did the current forms come from. Mr. Kljun stated they were very similar to Kramer Triad. Mr. Kljun stated Kramer Triad uses the Peach Tree Technique which is the software programs that he uses. Mr. Kljun stated all of the accounts are preset, and he can add accounts which he has done to add costs to each individual subdivision and Canton Township.

Mr. Stephens stated the information Mr. Kljun presents to the Board on a regular basis is sufficient to us all to understand what is going on in PRRMA and is without question. Mr. Stephens stated by having an outside accountant come in they may recognize accounts and practices that we can take advantage of and add some clarity or standardization. Mr. Stephens stated this request may have come from something specific from Ms. Gitre's HOA and we should definitely try and understand and give that to whoever we bring in. Mr. Stephens stated he recalls Ron Powell bringing this up some time ago and maybe Mr. Powell thought that was not how an accountant would show certain items. Ms. Conklin stated she feels this is a health check and also be transparent. Ms. Conklin stated Mr. Kljun has done an outstanding job.

Mr. Stephens stated the next step would be to receive a list of specific concerns to give the accountant. Ms. Conklin stated we would need to do an RFP. Mr. Stephens stated he would like to suggest that PRRMA solicit a CPA in one of the subdivisions to do this for free. Mr. Stephens inquired if anyone would see this as a conflict of interest. Mr. Stephens stated they would not be changing the finances of PRRMA just advising us of best practices. Ms. Conklin stated she does not feel it would be a conflict. Mr. Stephens stated we should all go and ask our perspective homeowners. Ms.

Conklin stated Mr. Stephens Board President is a CPA. Mr. Kljun stated if this is of importance and the person charges a fee it should be brought before the Board. Mr. Stephens stated this is a good idea that PRRMA would like to follow up on to see if we get any volunteers and if not, and then go out for bid. Ms. Conklin stated we could combine this with the audit and also have them take a look at accounting practices. Mr. Kljun stated our current auditor has been put on notice they will do the audit for 2008. Mr. Kljun stated if the original time frame needs to be changed to coincide with PRRMA's fiscal year there will be an additional charge. Ms. Conklin stated she doubts there will be additional charges since they will only be doing 8 months. Ms. Conklin stated the audit we should be getting done at this time should go through July 31, 2008 and that we contract with someone in September to do the one for August 2009. Mr. Kljun stated there are complications for switching to our fiscal year. Mr. Kljun stated the Federal government does not allow you to go back for 60 months. Mr. Kljun stated we have a number of years comparison which is the basis for audits in the future. They compare against the previous years, when we change the fiscal year for the audit we lose that comparison. The auditor has to start from ground zero and start again. This will also affect the way PRRMA pays the taxes. Ms. Conklin stated we inquired with the auditor before we changed our fiscal year and they indicated there was not problem with it. Ms. Conklin stated we just have to make the switch.

Mr. Kljun stated the audit that was just completed covered January through December 2007. Ms. Conklin stated the auditor needs to do one now from January 1, 2007 to July 31, 2008. Ms. Gitre stated she is confused, how does the tax payment have anything to do with the audit. Mr. Kljun stated that is how the audit organization calculates the taxes based the information they are given for the tax year. Mr. Kljun stated if he gives them the information for 2008 and indicated not to do an audit until beginning 2008 we lose all of our tax information from January through July. Mr. Kljun stated the tax obligation will be the same. Ms. Conklin stated when she told the auditors that PRRMA was changing their fiscal year they told her there would be no problem. Mr. Kljun stated if the auditor told you it was without complication he got a different story. Mr. Stephens stated do we want to ask the audit contractors to make recommendations on the way we manage our books, do we want to go out for competitive bid or do we want to get a CPA in one of our HOA. Ms. Conklin stated she would like to get three (3) independent quotes. Ms. Conklin stated she would like Fairway Pines to give PRRMA a list of their concerns and list of what they would like to see in the RFP. Ms. Gitre stated she agrees, get the information for an RFP and in the interim we can see if we can get volunteers.

Ms. Conklin stated the approval process for complaints can be put in the Manual of Procedures. Mr. Stephens stated if we get a complaint and the complaint is legitimate based on the rules PRRMA has set up then there is no

approval required to go and fix. If the complaint is not covered by PRRMA's rules, then we bring back to the Board for discussion. Ms. Conklin stated we will come up with something in writing that mirrors that.

Ms. Conklin stated the cap on the roadway repair fund, if we can hold that until the next meeting, as she wants to go back and review what was discussed in previous discussions. All Board members agree.

**g. Manual of Procedures**

Ms. Conklin stated Mr. Casari and Mr. Kljun have good direction from the Board as to what should be put together for the next meeting.

**h. PRRMA website**

Mr. Waldbauer has no report, but will continue to research.

**IV. New Business**

- a.** None

**V. Other Business**

**a. Litigation Update**

Ms. Conklin stated this item can be removed from agenda. Mr. Stephens inquired how much was paid in attorney fees. Mr. Kljun stated it approaches \$20,000, but will get an exact number.

**b. Next Meeting Date**

Ms. Conklin stated we can start meeting monthly. The next meeting date will be March 9, 2009 at 5:30 p.m.

**VI. Adjournment**

Motion by Waldbauer, supported by Gitre to adjourn at 7:30 p.m. Motion carried unanimously.