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University of South Carolina
BOARD OF TRUSTEES

Buildings and Grounds Committee

February 11, 2010

The Buildings and Grounds Committee of the University of South Carolina Board of Trustees met on Thursday, February 11, 2010, at 10:30 a.m. in the 1600 Hampton Street Board Room.

Members present were: Mr. Mark W. Buyck, Jr., Chairman; Mr. William C. Hubbard; Mr. William W. Jones, Jr.; Mr. Toney J. Lister; Ms. Darla D. Moore; Mr. John C. von Lehe, Jr.; Mr. Miles Loadholt, Board Chairman; and Mr. Eugene P. Warr, Jr., Board Vice Chairman. Mr. Arthur S. Bahnmuller and Mr. Othniel H. Wienges, Jr. were absent.

Other Trustees present were Mr. Herbert C. Adams; Mr. Chuck Allen; Mr. J. Egerton Burroughs; Dr. C. Edward Floyd; Mr. Greg Gregory; Ms. Leah B. Moody; and Mrs. Amy E. Stone.

Others present were: President Harris Pastides; Secretary Thomas L. Stepp; Vice President for Academic Affairs and Provost Michael D. Amiridis; Vice President for Finance and Planning William T. Moore; Vice President for Human Resources Jane M. Jameson; Vice President for Student Affairs and Vice Provost for Academic Support Dennis Pruitt; Interim Vice President for Communications and Public Affairs and Dean of the College of Mass Communications and Information Studies Charles Bierbauer; Vice Provost and Executive Dean for System Affairs and Extended University Chris P. Plyler; General Counsel Walter (Terry) H. Parham; University Treasurer Susan D. Hanna; Associate Vice President for Housing and Student Development and Assistant to the Vice Provost for Special Projects, Gene Luna; Special Assistant to the President J. Cantey Heath; Dean of USC Sumter C. Leslie Carpenter; Associate Dean of USC Union Stephen Lowe; Associate Vice President for Finance and Budget Director, Division of Finance and Planning, Leslie Brunelli; Associate Vice President for Facilities and Campus Management, Division of Finance and Planning, Tom Quasney; Director of Athletics Eric C. Hyman; Director of the Alumni Association Marsha D. Cole; Director of Facilities Planning and Construction, Division of Facilities and Campus Management, Jeff Lamberson; Director of Facilities Operations and Maintenance, Division of Facilities and Campus Management Jim Demerest; Executive Director of the Office of Foundations Jerome D. Odom; Deputy Athletics Director Marcy Girton; Executive Associate Athletics Director Kevin O'Connell; Chief Financial Officer, Department of Athletics, Jeff Tallant; Chair of the Faculty Senate Patrick D. Nolan; Executive Assistant to the President for Equal Opportunity Programs Bobby Gist; Special Assistant to the President and Athletics Director John D. Gregory; Chief Business Officer and Senior

Director of Budget, Finances, Facilities Services, and Research Administrative Manager, School of Medicine, Jeffrey L. Perkins; Director of Facilities Management and Support Services, School of Medicine, Larry Knott; Director of Governmental and Community Relations and Legislative Liaison Shirley D. Mills; Associate Director of Governmental Affairs and Legislative Liaison Casey Martin; Manager of Energy Plant Funds and Data Supervisor Deborah Crews; Executive Assistant, Facilities Planning and Construction, Donna Collins; Director of Periodicals, University Publications, Chris Horn; Director of Media Relations, Office of Communications, Margaret Lamb; University Graduate Student Association President Alan Tauber; President of the Student Government Association Meredith Ross; Heather Mitchell, The Boudreaux Group; Brian Taylor, LTC Associates; University Technology Services Production Manager, Matt Warthen; and Board staff members Terri Saxon, Vera Stone, and Karen Tweedy.

Chairman Buyck welcomed everyone. Ms. Lamb indicated that no members of the media were in attendance.

Chairman Buyck called the meeting to order and stated that notice of the meeting had been posted and the press notified as required by the Freedom of Information Act; the agenda and supporting materials had been circulated to the members; and a quorum was present to conduct business.

Chairman Buyck stated that there were contractual matters related to gift naming opportunities, which were appropriate for discussion in Executive Session. Mr. Lister moved to enter Executive Session and Mr. Jones seconded the motion. The vote was taken, and the motion carried.

The following persons were invited to remain: President Pastides, Secretary Stepp, Dr. Moore, Dr. Amiridis, Mrs. Jameson, Dr. Pruitt, Dr. Plyler, Mr. Parham, Mr. Heath, Mrs. Hanna, Mr. Hyman, Mr. Quasney, Ms. Brunelli, Mr. Lamberson, Mr. Gregory, Ms. Martin, Ms. Mills, and Ms. Lamb.

Return to Open Session

V. 30 - Year Capital Budget:

Chairman Buyck stated that the order of the agenda would be changed to provide for discussion of this item of business first; and he called on Dr. Moore.

Dr. Moore noted that since the financial environment was "fluid," the University Capital Planning Committee (CPC) was proceeding with a tremendous amount of care. President Pastides had provided the CPC with guidance for bringing forward new project proposals, with "Health and Safety" issues such as fire alarms, sprinkler systems, and air handling systems being the highest priority.

The second highest priority was "Core Mission Support - Teaching Research." Third, "Critical Deferred Maintenance" was defined as items, that if not repaired would continue to escalate in cost to do so. The fourth was "projects with significant supplemental non-university funds".

Dr. Moore explained that the University's debt structure and borrowing capacity required continuous monitoring. The 30 - Year Capital Budget Plan that would be presented for the Board's consideration would fully reflect all of the University's debt constraints.

The CPC was currently scrutinizing all projects in conjunction with the priorities just stated, and was considering them as comprehensively as possible.

Dr. Moore reported that President Pastides had requested the removal of Item III. A. Housing Master Plan (by Sasaki), from the today's agenda, after careful reflection. He had noted that even though it was an important project, it needed to be deferred for awhile.

Once completed, the 30 - Year Capital Budget Plan would be presented to President Pastides and to the Ad Hoc Committee on Strategic Planning at their retreat scheduled for late March.

Dr. Moore concluded that the projects presented in today's meeting were in accord with the guidelines and priorities of the Capital Plan. He reported that, yesterday, the State Joint Bond Review Committee (JBRC) had approved the USC Board previously approved projects: Phase I Renovation of the Spigner House, and Phase II Renovation of the USC Beaufort Library and Hargray Building.

I. Project Approval (Phase I):

A. Booker T. Washington Renovations: This historically significant building, constructed in 1956, required upgrades to support usage of the auditorium and to comply with current ADA requirements. Thanks to a very generous gift from Reverend Solomon Jackson, recent winner of the South Carolina Education Lottery, important upgrades and renovations were made possible.

Work would include renovations to the auditorium to convert it to a smart classroom including seating replacement, refinishing of stage floor, total upgrade of lighting system, and installation of audio-video systems with microphones and

speakers. The lobby would be painted and artwork installed in the hallway. A current classroom would be renovated to establish an Exhibit/Learning Center.

Major building upgrades would include installation of air conditioning; new elevator and stairs; and modifications to entrance, toilets, and fire alarms required to meet code requirements.

These significant improvements would enhance the student learning environment for new programs as well as support growth of the current TRIO and Arts and Sciences Department programs housed in the facility.

The preliminary estimate of project cost was \$2.2 million. The project would be funded with a combination of a \$1,715,850 gift from Reverend Jackson, and approximately \$500,000 from Institutional Funds. Approval was requested to fund only the initial design and development of a cost estimate for the project.

Chairman Buyck called for a motion to establish this project for Phase I Design with a budget of \$33,000 to be funded with private funds. Mr. Warr so moved and Mr. Lister seconded the motion. The vote was taken and the motion carried.

B. Earth and Water Sciences/Coker Life Science Fire Alarm Replacement:

When Federal Stimulus Funds were approved for the Abatement of Jones PSC North project, it relieved a commitment of Institutional Capital Project Funds. This allowed for \$3.3 million in Institutional Capital Project Funds to be redirected to the next highest priority - fire protection systems in several buildings on the Columbia Campus.

Two separate projects for Earth and Water Sciences and Coker Life Sciences previously received approval from the Board of Trustees on December 14, 2009. However, the Office of State Engineer requested those two projects be combined into a single project because there was no fire separation between the two facilities. Because combining the two projects would raise the cost above \$500,000, establishment of a State Capital project was required.

Earth and Water Sciences and Coker Life Sciences share an outdated Simplex model 4208 fire alarm system that is no longer supported by the manufacturer. This project would replace that system with an upgraded, addressable fire alarm system.

The revised preliminary estimate for the combined project was \$800,000. This would not impact the overall funds allocated to this work. Approval was requested to fund only the initial design and development of a cost estimate for the project.

Chairman Buyck called for a motion to establish this project for Phase I Design with a budget of \$12,000 to be funded with Institutional Capital Project Funds. Mr. Hubbard so moved and Mr. Jones seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

C. Colonial Life Arena Basketball Locker Room Renovations: This project

would renovate the men's and women's basketball locker room areas in the Colonial Life Arena. The project, made possible by a generous donation targeted for this purpose from Mrs. Dodie Anderson, would completely reconfigure the existing locker areas in the Arena to create a reception lobby, enhance and combine film and lounge areas, and relocate and enhance locker rooms for both men's and women's teams. The special events locker room would also be relocated. Renovations would be accompanied with new finishes and furnishings to upgrade the overall appearance of the facilities.

Even though the facility was relatively new, the renovations represent much needed improvements of the basketball locker rooms to keep them on par with those of competing institutions.

The preliminary estimate of project cost was \$1 million. The project was to be funded with Private Funds. Approval was requested to fund only the initial design and development of a cost estimate for the project.

Chairman Buyck called for a motion to establish this project for Phase I Design with a budget of \$15,000 to be funded with private funds. Mr. Lister so moved and Mr. Hubbard seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

D. School of Medicine VA Campus Central Plant Chiller Replacement:

This project would replace two existing chillers located in Building 1 on the School of Medicine (SOM) VA Campus. These chillers supply chilled water to Buildings 1, 2, 4, and 104; and are critical to the daily operation of research labs and offices. A recent evaluation of the chillers determined that they were undersized, inefficient, and had exceeded their life cycle. The existing 250-ton chillers, placed on-line in 1982, would be replaced with 350-ton chillers which would increase the reliability of the system.

The preliminary estimate of project cost was \$1.6 million. The project would be funded with a combination of Federal Stimulus Funds, SOM Institutional Capital Project Funds, and SOM operating funds. Approval was requested to fund only the initial design and development of a cost estimate for the project.

Chairman Buyck called for a motion to establish this project for Phase I Design with a budget of \$24,000 to be funded with Medical School operation funds. Mr. von Lehe so moved and Mr. Warr seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

II. Project Approval (Phase II):

A. Upfit Horizon I First Floor IDEA Labs: This project was approved for Phase I Design in October 2009. The scope was to upfit the first floor of the Horizon I Building to provide space for the Innovista Wet-Lab Incubation Facility, including 20 labs in a total space of between 14,000 and 16,000 square feet. The anticipated

budget for the project was \$2.1 million to be funded with Economic Development Administration (EDA) grant funding and Institutional Funds.

During Phase I design, the scope of the project was revised. The upfit for the Innovista Wet-Lab Incubation Facility was scaled back to include 4,500 square feet of lab space, 1,700 square feet of office space and 1,200 square feet of conference space. The revision modified the second half of the first floor to accommodate Dr. Jochen Lauterbach, CoEE Endowed Chair for Strategic Environmental Approaches to Electricity Production from Coal, and his research group. This included 4,300 square feet of lab space and 1,800 square feet of office space. This added \$2 million to the upfit for a total budget of \$4.1 million to be funded with EDA grant funding and Institutional Funds.

Chairman Buyck called for a motion to fund Phase II Construction for a total project budget of \$4.1 million to be funded with EDA grant funding and Institutional Funds. Mr. Hubbard so moved and Mr. Jones seconded the motion.

Mr. von Lehe asked about the EDA grant funds. President Pastides explained that the EDA was a branch of the Federal Department of Commerce. The University applied for and was awarded \$1 million in grant funds provided to universities to design and develop locations that would commercialize the technologies of faculty.

The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

B. USC Lancaster Hubbard Hall Interior Repairs/Renovations: This project was approved for Phase I Design in February 2008 to include wall and floor repairs, painting and flooring replacement throughout the building.

During Phase I planning, the scope was more clearly defined with the goal to improve spaces, enhance services, and awaken the area for both faculty and students. Space improvements would include removal of the stair at the main entrance, redesign of the reception desk, updating of atrium furniture, and creating computer work stations. In addition to the space improvements, the space would be enhanced aesthetically with the installation of updated energy efficient lighting, carpeting throughout with accented patterns, integrated floor mats, new tegular ceilings, vinyl wood floor accents, and accent paint colors.

Except for the HVAC system being replaced in 2008, this building has not had a major interior renovation since original construction in 1965. Interior renovations were needed to improve functionality and appearance, ADA accessibility, and to extend the building's useful life.

State Supplemental Funds had been allocated for USC Lancaster, Repairs and Renovation and would be used to fund the project.

Chairman Buyck called for a motion to fund Phase II Construction for a total project budget of \$400,000 to be funded with State Supplemental Funds. Mr. Lister so moved and Mr. Hubbard seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

III. Other Approvals:

A. Housing Master Plan: Chairman Buyck stated that this item of business had been withdrawn from consideration at this time.

B. Patterson Hall Renovation: Revision in Scope - Change Source of Funds to Housing Revenue Bonds: The project for the Patterson Hall Renovation was approved in April 2009, with a budget of \$38.1 million funded with Housing Operating Funds.

Under the original concept, the dining operation at Patterson was to cease; but most of the dry and refrigerated storage was to remain for catering services. During the Phase I design, the project team determined to locate the Associate VP for Student Affairs and his staff adjacent to the housing offices planned for Patterson Hall. To accommodate this move required a new location for the catering service. Combining this function with current catering performed at Capstone House was recommended. Since the move of the catering operation was primarily being driven by the renovation of Patterson, the project would absorb the cost of the relocation and associated modifications.

Modifications at Capstone House would include a 550 square foot expansion of the loading dock to accommodate two new food service coolers, relocation of existing cooler compressors, and creation of a secured storage room. Additional space would be provided for dumpsters and a can wash area. Minor interior renovations would occur within the kitchen facility to reallocate existing space associated with catering to better serve their needs.

While the project was originally approved with funding from Housing Operating Funds, it was now planned to fund the project with Housing Revenue Bonds.

Chairman Buyck called for a motion to revise the scope of the project to include renovation work at Capstone House to accommodate the relocation of Carolina Catering from Patterson Hall with no project increase required; and to change the funding source for the project from Housing Operating Funds to Housing Revenue Bonds. Mr. Lister so moved and Mr. Jones seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

C. School of Medicine Building 101 HVAC Upgrades: This project was previously approved in October 2008, with a budget of \$350,000 funded with SOM operating funds. The project was deferred due to funding restraints resulting from budget cuts.

This project would upgrade the mechanical system in Building 101 including replacement of two chillers, pumps, air handler units, and associated controls.

Since the project was previously approved, additional work was added to the scope of the project which required an increase to the budget. An air handler on the third floor would be replaced and the mechanical controls connected to an automated operating and monitoring system. This new air handler would serve floors one - three. The funding source for the project was also being revised.

Chairman Buyck called for a motion to increase the project budget to \$495,000 to be funded with a combination of SOM Institutional Capital Project Funds and SOM Operating Funds. Mr. von Lehe so moved and Mr. Loadholt seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

IV. Report on 2010 CPIP:

Chairman Buyck called on Dr. Moore, who stated that a major change had occurred in the Comprehensive Permanent Improvement Plan (CPIP) process. He explained that each state agency responsible for providing and maintaining physical facilities was required to submit to the State Budget and Control Board, a CPIP to include all permanent improvement projects planned for a five year period. A proviso in the FY 09-10 Appropriations Act, Proviso 89.121, waived certain reporting requirements for that fiscal year, including the CPIP. However, institutions of higher learning were still required to report year one of the CPIP to the Commission on Higher Education.

Projects included in the first year of the plan were permanent improvement projects expected to be implemented with funds already available, or with funds that the institution could reasonably expect to become available that fiscal year. Also included were existing projects for which a budget increase was anticipated. Projects included in year one were to be presented with the full project budget, even though under the recent design policy, the projects must first be set up for pre-design before the full design and construction budget could be approved at the JBRC and Board levels.

The following projects were included in Year 1 (2010/2011) of the CPIP. This listing was presented for information only. Individual projects would be presented at future meetings for approval.

Project	Budget	Funding	BOT Phase I Approval
Health Sciences Renovation	\$18,000,000	State Institution Bonds	04/11/08 \$1.8 million
Davis College HVAC Replacement	\$2,000,000	Institutional Funds	10/24/08 \$30,000
South Sumter Street Streetscaping	\$4,000,000	Institutional Funds	10/24/08 \$15,000
Columbia Campus Elevator Upgrades	\$2,100,000	Institutional Capital Project Funds	02/20/09 \$31,500
Moore School of Business New Facility Construction	\$90,000,000	\$65M Revenue Bonds, \$15M State Institution Bonds, \$10M Private	10/16/09 \$1,350,000

Project	Budget	Funding	BOT Phase I Approval
Horizon I Upfit	\$15,000,000	Indirect Cost Recovery, Grant Funding	First Floor Upfit 10/16/09 \$30,000
Discovery I Upfit	\$15,000,000	Indirect Cost Recovery, Grant Funding	10/16/09 \$150,000 Pending state approval
Booker T. Washington Renovation	\$2,200,000	Private Funds, Institutional Funds	Pending 02/11/10 \$33,000
Columbia Deferred Maintenance	\$2,000,000	Institutional Funds	N/A
Earth and Water Sciences / Coker Life Sciences Fire Alarm Replacement	\$800,000	Institutional Capital Project Funds	Pending 02/11/10 \$12,000
SOM VA Campus Central Plant Chiller Replacement	\$1,555,931	Federal Stimulus, ICPF, Operating Funds, Educational Trust Funds	Pending 02/11/10 \$24,000
SOM Building 4 Animal Testing Space Renovation	\$585,000	Federal Stimulus, ICPF, Operating Funds, Educational Trust Funds	N/A
SOM Building 1 Renovations	\$14,996,225	Grant Funding	N/A
SOM Building 2 Renovations	\$8,155,187	Grant Funding	N/A
Spigner House Renovation	\$900,000	Auxiliary Funds	12/10/09 \$13,500 Pending state approval
Student Health Center Construction	\$45,500,000	Revenue Bonds	N/A
Maxcy College Renovation	\$3,750,000	Housing	10/16/09 \$56,250
South Tower Mechanical Renovation	\$6,150,000	Housing	N/A
McClintock Renovation/Fire Protection	\$5,200,000	Housing	10/24/08 \$75,000
Wade Hampton Renovation/Fire Protection	\$11,750,000	Housing	N/A
Sims Hall Renovation	\$11,750,000	Housing	N/A
Woodrow College Facade Improvement/Window Upgrade	\$2,100,000	Housing	10/24/08 \$31,500
Harper Elliott Renovation	\$3,750,000	Housing	10/16/09 \$56,250
Farmers Market Development	\$15,500,000	Athletics	04/07/09 \$235,000
Colonial Life Arena Basketball Locker Room Renovations	\$1,000,000	Private Funds	Pending 02/11/10 \$15,000
USCA Pedestrian Bridge	\$1,000,000	Federal Stimulus Funds, County/State Funds	10/16/09 \$15,000
USC Upstate Administration Building Repairs and Renovation	\$4,000,000	State Institution Bonds, ICPF	N/A
USC Upstate Child Development Center Construction	\$1,000,000	State Institution Bonds, ICPF	N/A

USC Beaufort; USC Lancaster; USC Salkehatchie; USC Sumter; and USC Union did not submit any projects in this CPIP.

Chairman Buyck stated that the report was received for information.

V. 30-Year Capital Budget: Discussed earlier in the meeting.

VI. Campus Master Planning Update:

Dr. Moore reported that the Campus Master Planning process was proceeding with speed. Phase I, which included the Orientation, Goals, and Analysis interviews with the University Vice Presidents, members of the CPC and the Capital Operations and Planning Subcommittee (COPS), Deans, key University staff, and City Planning staff in order to identify issues, priorities and goals for the Master Plan was complete.

In the Phase II - Program Development stage, Sasaki had presented to the CPC/COPS teams in January 2010, results of the space use analysis completed in 2007 with the Space Use Committee, which focused on instructional space (classrooms and teaching labs), research labs, and offices.

Sasaki developed a framework for reflecting sustainability objectives relative to environmental and financial sustainability in the Master Plan.

The master planning schedule included work sessions at USC in March (Alternative Plan Concepts), May (Preliminary Draft Master Plan), and June/July (Internal Review), with final documentation of the Master Plan in August/September.

Chairman Buyck stated that the report was received for information.

VII. Gift Naming Opportunities:

Chairman Buyck explained that the following Gift Naming Opportunities were presented in Executive Session without objection:

- Department of Athletics:
 1. "The Patti and Jimmy Addison Tutor Room"
 2. "The Robert Baxley Family Tutor Room"
 3. "The Foreman Student Lounge"
 4. "The King Seminar Room"
 5. "The Lott Computer Lab Office"
 6. "The Nord Tutor Room"
 7. "The Springs Seminar Room"
 8. "The Swails Tutor Room"
 9. "The Hubie Wood Family Seminar Room"

Chairman Buyck called for a motion to approve the gift naming opportunities as presented. Mr. Jones so moved and Mr. Lister seconded the motion. The vote was taken and the motion carried.

VIII. Future Agenda Considerations:

Dr. Moore reported on two safety issue projects: Davis College HVAC Upfit - Phase II; and the USC Aiken Pedestrian Bridge Construction - Phase II. Poor air quality in Davis College and repeated attempts to correct it at considerable cost had made this project a priority. The pedestrian bridge would provide a safer route for USC Aiken students who currently had to cross a 55-mph highway.

A new Student Health Center, approved by the Committee in concept only, would require an increase in the student health fees. Dr. Moore explained that his thought was to consider incorporating this fee increase in the Spring 2010 tuition budget cycle, should the project proceed.

Chairman Buyck stated that this report was received for information.

Mr. Gregory asked what percentage of deferred maintenance projects were funded by federal stimulus money. Mr. Quasney responded that they anticipated completing

approximately \$8,000,000 worth of deferred maintenance with federal stimulus funds received the prior year. However, none of the projects considered today fell into the category to receive those funds.

Ms. Ross reported on concerns she had received from graduate students regarding the condition of their housing facilities. She asked that projects to address those concerns be considered a priority.

IX. Development Foundation Report: Chairman Buyck called on Dr. Odom who noted how pleased the Foundation was that Mr. Buyck was chair of the Building and Grounds Committee. He also praised President Pastides on his appointment of Don Herriott as the Director of Innovista Partnerships.

The Foundation was currently considering the purchase of a facility located on Williams Street in the Vista that included laboratory space.

Dr. Odom noted that the real estate market continued to be slow. However, the Foundation had just been given a condominium at The Heritage on Senate Street as a gift. They planned to sell it and donate the profits from the sale to the USC Libraries.

The Foundation had worked with the Department of Athletics to provide approximately 400 parking spaces beside the new Baseball Stadium, on property owned by the Foundation.

Work on the Prince George Property to reduce the potential for fires continued. Underbrush was cleared and fire breaks were constructed. Controlled burnings, on the property, were planned for late February.

Chairman Buyck stated that the Development Foundation Report was received as information.

X. Adjournment:

There being no other business, Chairman Buyck declared the meeting adjourned at 11:15 a.m.

Respectfully submitted,

Thomas L. Stepp
Secretary