## WATER USE/RESOURCE MANAGEMENT COMM. MEETING MINUTES November 20, 2018

Committee Members Present: Fred Peckham, Al Henry, Doug Case, Jim Greier

Committee Members Absent: Pat Jeffer, Debra Conway, Evan Padua

Staff: Laurie Ramie, Pete Golod, Ashley Hall-Bagdonas

NPS Partner: Don Hamilton Guests: Cheryl Korotky

The UDC's Water Use/Resource Management Committee held its monthly meeting on Tuesday, November 20, 2018 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 7:06 p.m. A motion by Henry, seconded by Case, to approve the Oct. 16 meeting minutes was carried. There was no public comment on the agenda.

## **Old Business**

10/16-17 "Water, Water Everywhere" Friends of the Upper Delaware River Conference: Golod reported that FUDR held their annual "Water, Water Everywhere" conference at the West Branch Angler Resort in Hale Eddy on October 16th and 17th. FUDR provided an overview of the past year which led into a presentation by Delaware County Department of Planning on a Stream Corridor Management Plan. The SCMP is a non-regulatory multijurisdictional guidance plan for the future of management and restoration of the Upper Delaware tailwaters and waterways below the New York City basin reservoirs. Golod updated this committee on its progress over the last two years as Golod has served on the committee to review and offer comments on the final draft. Next Superintendent Heiser spoke about the 50th anniversary of the Wild and Scenic Rivers Act, which included the Outstandingly Remarkable Values of cultural, ecological, geologic, scenic, and recreational. Discussion ensued about the ongoing issues with maintaining target flows and how they are impacting the flora and fauna specifically, the dwarf wedgemussel. FUDR discussed securing funding for the Upper Delaware river watershed for protection and restoration projects below the New York City reservoirs. From the headwaters of East and West Branches to the dams there's significant funding for protection and restoration available through the NYCDEP. Projects such as Sands Creek restoration project were an example of the need for funding. A Q&A was then held regarding the 2017 Flexible Flow Management Plan with panelists from the NYCDEP, NYSDEC and Delaware Geological Survey. Dr. Peter Kolesar, who had presented to the full council last year, offered a presentation on the DRBC Subcommittee on Ecological Flows (SEF). National and regional river campaigns were discussed, including the U.S. Fish and Wildlife Service and the National Fish and Wildlife Foundation launch of the Delaware Watershed Conservation Fund. That is a competitive grant and technical assistance program with a pot of \$4.3 million. "#4theDelaware" is a campaign to urge governors of New York, New Jersey, Pennsylvania, and Delaware to pledge to work together to protect the waters of the Delaware River basin. The second day began with an update from NYSDEC and the Pennsylvania Fish and Boat Commission on the joint fisheries investigation plan for the Upper Delaware River. The three-year study is to develop a new trout management plan in order to acquire biological data to determine current trout populations in a qualitative and quantitative assessment of the number of anglers. The scope of work started this spring is on the West Branch below Cannonsville, to Hancock on the East Branch, below the Pepacton Reservoir to Hancock, and on the main stem, from Hancock to Callicoon, including all the tributaries. Finishing up the conference was John Thompson of the Catskill Regional Invasive Species Partnership. Thompson presented at UDC meeting in May. He spoke about many of the usual suspects that we have been observing here in the Upper Delaware such as the Asian Long Horn Beetle, Mile-a-Minute Vine, Japanese Knotweed, Emerald Ash Borer, and the Spotted Lanternfly. Ramie said in the previous years when the fight was going on about the renewal on the FFMP, those were exciting developments. Now that they have this ten-year agreement, for this conference, they had to come up with some more diverse topics, which Ramie thought they did a good job at covering the national campaigns, for example, "4theDelaware" and different initiatives that are going on. Ramie mentioned as one upcoming project, there isn't any signage that identifies the Delaware River Watershed like there is for the Chesapeake Bay Watershed. It seems like a simple thing, but it's really difficult to know A.) who do you ask to do that and B.) who's going to fund it and maintain it. Ramie shared some examples of how the Upper Delaware Scenic Byway, Inc. was successful in working with NYDOT on new signage. Ramie offered that the UDC would help with any support needed because signage like that is important for people to have some sense of identity of what this Delaware River Watershed is all about. Ramie said when they found out about the new membership of SEF it was great to hear so many Upper Delaware people are now serving, including Jim Serio, Dr. Peter Kolesar, Jeff Skelding and Garth Pettinger from Trout Unlimited. When Dr. Kolesar was giving his presentation about SEF and what they hope to accomplish Kolesar said they still want thermal mitigation banks as important to address the heat of the river and the rapid flow changes. Dr. Kolesar talked about how difficult it is to get accurate forecasts for these spells in enough time to do something about it, such as when you know there will be an 80-degree day and the fish and ecology will suffer. Dr. Kolesar expressed appreciation for getting notes from UDC on the presentation by Jim Brewster from the National Weather Service in October. He said he knew some of the information but not all of it and that was just another source of an agency out there that pays attention to these gauges. Dr. Kolesar said he would come in anytime that UDC wanted an update on SEF. Golod noted his personal observance of FUDR since his tenure at UDC. He thinks they've come a long way since they started as an angler organization from taking the initiative with the Upper Delaware Tailwaters Coalition, creating the Stream Corridor Management Plan, which now Golod believes consists of 26 towns and seven counties and numerous different agencies working on that to better our tailwaters in the Upper Delaware. They are constantly bringing or trying to bring exposure throughout the basin to the Upper Delaware because we tend to get left in the dust, so to speak. As mentioned before they are working for the "4theDelaware" campaign. Hamilton said FUDR has been very good at coalition building.

10/22 Upper Delaware Scenic Byway Report: Ramie reported that UDSB accepts business memberships and a new restaurant/bar in Cochecton called The Cochecton Fire Station signed up to be a gold business associate. The Cochecton Fire Station donated \$250 to have that goal business certificate and UDSB decided the need to emphasize that program. UDSB will be doing a press release as soon as they have online subscription option restored.

An Oct. 5th news release had gone out expressing UDSB's interest in accepting applications for non-voting members. So any groups that feel they can contribute to the betterment of route 97 is welcome to apply to offer their insights at the meetings.

The Sullivan Catskills Visitors Association was conducting their annual election for their board of directors and the byway had submitted a nomination because the organization pays dues to belong. The UDSB had submitted Chairperson Glenn Pontier's name as a candidate but the SCVA CEO, Roberta Byron Lockwood, told them that they would not accept the Scenic Byway on the board because they felt there could be a conflict with it being a nonprofit. They would offer UDSB a non-voting seat. Pontier has decided to accept that to at least work with the organization and try to make sure that the byway gets its fair share of publicity.

UDSB projected the website on the screen at the UDC office to review what may need to be improved in terms of navigation capabilities and information that's missing. For example, there's a blank calendar of events listing because nobody has provided that information. There's so much going on but finding people to coordinate it when you depend on volunteers can be challenging. The business listings need to be punched up as well. Finding volunteers to go out to solicit these memberships is also difficult. Ramie said they decided to conduct an inventory of what's needed on the website and try to share that among the byway representatives to go out in their communities and get that information. They also want to create a new page for the memberships so that it has different categories and incentives to participate. By the next meeting on the 26th, they are hoping to have a lot of those items addressed to really boost the website.

There is a draft memorandum of understanding between the Callicoon Depot Committee and the Scenic Byway for the Visitor's Center project to describe what roles the two organizations will play. It was reviewed line by line at the UDSB meeting. They decided to form a subcommittee within the scenic byway to work specifically on this visitor center. Larry Richardson, Rosie DeCristofaro and Glenn Pontier will be serving on that. The timeline for having this visitor center ready is the end of 2019.

A new grant program is being offered by the scenic byway to provide businesses and nonprofit organizations with some seed money for either new or improved signage. One ulterior motive is to have attractive signage along Route 97 but also to offer financial help. Generally, they have to go through a municipality or a county; in this case, they

can apply directly to the scenic byway. A press release was put out on that too, which Ramie provided at the UDC meeting to describe the program. At this meeting they had approved adopting this program and the application form that goes with it, decided to started immediately since there's money in the 2018 budget for that, and they will offer matching funds up to \$500 per applicant.

There is interest in putting up a marker at the highest elevation along the byway which provides a very nice vista across into Pennsylvania. It is located in the Town of Hancock just past Klondike Road. UDSB suggested that the Town of Hancock work with the Basket Historical Society to look into putting up a plaque that declares it "The Highest Point of the Scenic Byway". The idea is if the plaque is there, motorists may slow down and appreciate the view. The property owner that applied through the Scenic Vistas program will be attending the next UDSB meeting to further discuss this possibility of pursuing the plaque.

On Sept. 27<sup>th</sup> UDSB sent a letter to the Dormitory Authority of the State of New York requesting reassignment of the NY EDP grant for the Visitor Center to the Callicoon Business Association. They also had affirmed Senator Bonacics' support, given that he was the original sponsor of that grant, and the byway agreed to provide \$1,900 in funding for some predevelopment costs that will cover \$900 to produce six renderings of interior and exterior graphic images of the visitor center to be used in the business plan and marketing and fundraising purposes, and to cover four hours of time for an attorney that's been identified to start the lease negotiations with Central New York Railroad. Ramie said all future work and investment depends on having control of this site.

UDSB has applied for \$30,000 from Sullivan County in 2019 Legislative Discretionary Contracts Program. Last year they applied for \$25,000 and got \$20,000 so they just decided to aim a little higher. At the same time a memo was sent to the other member municipalities requesting a voluntary contribution for 2019 while they're planning their budgets. The byway survives on grants and voluntary donations, since there's no other steady source of income.

The National Park Service had sent a letter on Sept. 26 to DOT Region 8 echoing UDSB Committee's call to prioritize finalization of the attraction and directional signage program for the Orange County portion of the byway now that the Sullivan and Delaware County portions will be completed by the end of this year.

UDSB had written a letter to DOT Region 9 expressing their appreciation for those signs. They haven't completed the Callicoon portion of it yet because that was submitted last of the whole package, but it's supposed to be done by Dec. 31<sup>st.</sup>

They discussed the Pond Eddy Bridge demolition schedule. Ramie had forwarded a dramatic video clip by the Lumberland Fire Department of the bridge being dropped into the river to UDC members. Of course the UDSB has a slightly different perspective because they had lobbied to preserve the historic bridge. They felt like it could be upgraded to the extent that it needed to be for the amount of people and traffic it serves. UDSB lost that battle, but the battle continued fighting for historic elements in this new design, which was successful through participation on the design advisory committee. Even though it's new, the truss style harkens back to the historic elements that people enjoyed about the 1904 bridge.

UDSB acknowledged the Oct. 5<sup>th</sup> letter from the UDC expressing appreciation for UDSB's donation to UDC of \$1,200. The next UDSB meeting is Nov. 26<sup>th</sup>.

10/24 D&H Transportation Heritage Council Report: Ramie shared that this meeting was held in Cuddebackville, NY at the Neversink Valley Area Museum of History and Innovation. At the previous meeting they had proposed amendments to the bylaws and those were approved. They revised the mission statement to make it slightly more broad. There were two presentations offered at the meeting, one by a member of the Neversink Valley Area Museum board named Dr. Jane Lord, she manages a Facebook site called "Wet the Canal". The purpose is that section of the D&H canal in Cuddebackville was de-watered back in 2005 after a series of destructive floods and hydrologic changes to the flow system, and there was concern about an endangered river mussel species. The current situation is that there are dry basins filled with weeds. The Orange County Commissioner of Parks had announced

that they've agreed to an \$18,000 engineering study to try to figure out whether it would be feasible to re-water that section of the canal. They used to have a replica canal boat called the "Neversink Kate" that they would give passengers rides along that section so you could get the feel of what it would have been like to actually be a canal family back in those days. That was an important part of the museum and they would like to see if that could happen again. Deb Conway, the executive director of the nonprofit group, The Delaware Company, gave a second presentation on a life-sized bronze sculpture proposed for the D&H. Conway brought it to the UDSB first because the location would be in the Town of Highland along Route 97. Conway pointed out that this is an image, just swapping out a boy for a girl, based on an 1891 oil painting called "On the Towpath". Conway has said it's a multi-year process with an estimated cost of \$200,000. The sculptor lives in Australia. Conway has been in touch with that individual and she's envisioning creating miniature sculptures out of the same mold to sell or give away for certain donation levels. Conway has identified the DOT pull-off area along the river in Highland as a desired location and envisions that the sculpture will be surrounded by wild flowers, a bench and interpretive signage. Conway was asking for the member organizations of the D&H Transportation Heritage Council to write letters of support. Conway will be seeking grants and help for that. DHTHC did agree to do that if she would provide a sample letter, which she is drafting.

Regarding the production status of DVDs that the council has been preparing, they are up to Chapter 2. Chapter 3 only had one more day of filming left and that will cover this section of the canal from the Roebling Bridge down to Port Jervis. Chapter 4 is envisioned to cover Port Jervis to the Ulster County line, and then the fifth and final DVD would cover the canal in Ulster County.

Back in the spring, they held a bus tour which sold out 29 passenger buses on two different dates and even had a waiting list. They have decided to do that again and this time they'll use 45 passenger charter buses. They plan in early spring 2019 to do a tour that would follow the geography of this next video Roebling Bridge to the Port Jervis route.

A suggestion was made to incorporate the DHTHC in New York state. Currently, it's just a group of member organizations that don't have any legal status, but they're going to talk about the pros and cons of doing that. One would be to apply for grants and have some fiduciary status, but a con is then there are reporting requirements. That will be discussed at the next agenda.

DHTHC decided to order additional copies of the DVD chapter because the first 200 sold out of chapter one and they are getting 100 more copies of chapter two, DHTHC also had a long discussion about coming up with events that are geared toward children and youth to get them interested in the canal. The next DHTHC meeting will be hosted at the UDC office on Jan. 23, 2019.

11/1 Poconos-Kittatinny Cluster Partners "Sharing Conservation Strategies in the Upper Delaware River Watershed of Orange, Sullivan and Delaware Counties, NY": Golod reported this meeting was held at the Sullivan County Cornell Cooperative Extension education center in Liberty on Nov. 1st. Golod provided a map of the area the PKC in Wayne, Sullivan and Pike counties. It comprises of a portion of three states: New York, New Jersey and Pennsylvania, seven counties and 30+ municipalities with an area of 710,000 acres, or approximately 8% of the Delaware River Watershed. Golod reported on the current highlights of Phase I including land protection projects totaling > 9,000 acres, zoning/ordinance assessments for 31 municipalities, and monitoring of 42 sites for water quality. Golod asked Steve Schwartz for those specific locations and will share them as soon as he receives them. Phase I also facilitated a successful \$2 million municipal open space bond initiative and secured \$450,000 to help landowners implement conservation practices. In 2017 a yearlong planning phase was conducted which included a new plan and objectives for Phase II. 2018 marked the 1st year into the 3-year Phase II project. Phase II work involves continued multiple strategies such as: land conservation, landowner outreach, land restoration, municipal land use, technical assistance, community outreach, monitoring water quality, forest management, and recently added land management strategy. This initiative works with private landowners to manage lands for sustainability, forest succession, and water quality protection. Poconos-Kittatinny Phase II Focus Areas include the Upper Delaware River Corridor; Neversink River; Upper and Middle Brodhead Creek and Bush Kill/Hornbecks Creek. Some specific sites are: in New York: Eastern Mongaup, Upper Neversink, Lower Neversink, Lower

Bashakill in Pennsylvania: Rattlesnake Creek, Little Bushkill Creek, Brodhead Creek, Cherry Valley. Next meeting date will be Dec. 12<sup>th</sup> or Dec. 13<sup>th</sup>. Henry asked what criteria they use for the PKC maps. Golod said that is something he could ask Schwartz.

11/8 DRBC RFAC's Subcommittee on Ecological Flows Meeting: Golod stated SEF is the DRBC's Subcommittee on Ecological Flows. The first meeting was held Oct. 4th, the next Nov. 8th at the Lake Wallenpaupack Learning Center. SEF is comprised of the New Jersey Division of Fish and Wildlife Bureau of Freshwater Fisheries, Pennsylvania Fish and Boat Commission Division of Fisheries Management Area Five, NYSDEC, Delaware Department of Natural Resources and Environmental Control Division of Fish and Wildlife, NPS Natural Resources Stewardship and Science, U.S. Fish & Wildlife Service (Mid-Atlantic Fish and Wildlife Conservation office), Philadelphia Water Department, NYCDEP, Delaware River Keeper, FUDR, Colombia University and Trout Unlimited. SEF was charged by the Regulated Flow Advisory Committee (RFAC) to review and provide recommendations to the guidelines for use of the thermal mitigation bank and the rapid flow change mitigation bank specified in the Flexible Flow Management Program (FFMP) of 2017. SEF's target goal for completing the review is May 2019. SEF's objectives are to provide scientific-based information and recommendations to RFAC regarding flows for the maintenance of healthy aquatic ecosystems including the consideration of water quality impacts over a range of regulating flows, sensitive species that could be impacted by regulating flows, flow regimes, thermal mitigation and flow change mitigation. The effects of existing flows on habitat and ecological health and other related matters are a factor they deem necessary. The review will consist of a collection and synthesis of information related to habitat flow in temperature needs of fish and other species of concern in the tailwaters of Cannonsville, Pepacton, Neversink and the Delaware River above Lordville. Documentation of known species between flow characteristics such as temperatures, seasonality, velocity and depth, ground surface water interaction, channel morphology, shade-tree cover and other factors that may influence the health of the species and also if RFAC deems necessary, expiration of alternate approaches for supporting ecological needs within the framework of the rapid flow change of thermal mitigation programs. Topics discussed at the Nov. 8th meeting were the ongoing dewatering events in the Upper Delaware, as well as estimating thermal stress loads specifically at Lordville. Golod provided a draft outline process for SEF that was distributed and discussed amongst SEF members. It is essentially the framework that was presented by Daryl Pierce of the PA Fish & Boat Commission. SEF members decided to scrap the draft and rework it at the next meeting on December 18th. A lot of the conversation dealt with thermal bank issues and one of the presentations that Trout Unlimited made at the meeting. Hamilton said there are certain banks of water set aside for conservation. They do have a given amount of water to use for thermal relief at times when the river's heating up and try to maintain a temperature of 72° down to Barryville. There are banks of water that must be requested. There is not a set of circumstances that automatically triggers those. Golod said another issue they have with the thermal bank is if all of the allowable usage is exerted, even if there is a water surplus, for example, they will currently not allow any more water. That's one of the big pushes for SEF to modify this thermal bank. It's almost like they are banking on the great drought of the following year, Golod said. Peckham said the theory is, "Tomorrow is the first day of the next drought." Peckham talked about the FFMP, and said that once they started to add releases from Lake Wallenpaupack into the Montague target, they can cut-off all the water from Cannonsville and Pepacton going downstream because the Lackawaxen was making up for it. Golod said many of the SEF members expressed Peckham's concern.

## Other:

Sept. 25-26<sup>th</sup> 6<sup>th</sup> Annual Delaware River Watershed Forum: Golod attended this conference and asked the committee to read his report at their leisure. Golod stated it was a very good meeting with many excellent topics. The field trip was a highlight because it kind of dove tailed on what one of the presentations that Golod attended last year regarding creation of barrier reefs to help with beach erosion as well as storm erosion issues. They are creating artificial oyster reefs by taking discarded conch shells, bricking them up and bagging them oysters will essentially start breeding on these reefs and cement the conch shell bags and create these artificial reefs. They've done so much work since Hurricane Sandy which really decimated that area of southern New Jersey.

## **New Business:**

National Weather Service Pollution Plume Modeling Update: Hamilton provided handouts for the committee. Jim Brewster, the service hydrologist with the National Weather Service, gave a presentation at the UDC full council meeting in October and mentioned their plume model capabilities which Hamilton thought were valuable for tracking something like a train derailment diesel spill back in August. Hamilton followed up with Brewster on this. Hamilton said the information should be included in any updates of the Emergency Response Guide for the Delaware River Valley so everyone may understand the resources we have and potentially model the travel time of a spill downriver. In the process of getting information from DRBC, Hamilton became aware of another system called Delaware Valley Early Warning System for Drinking Water Intakes down basin. Hamilton was informed that the train derailment should have been reported by the incident commander on the scene to that system, but there was a breakdown in communication and that didn't happen. When the DRBC got wind of the derailment, they reported it into the system. There's a protocol for doing that with a number to call that will guide you through the process. Hamilton said anyone who's an on scene coordinator or incident commander for a spill or derailment should be aware of the responsibility to report to that system. Ramie said that Melanie Boyer of Central New York Railroad was very appreciative of the preliminary information forwarded, especially on protocol. Ramie asked what agency maintains the drinking water intakes process. Hamilton said it's the Philadelphia Water Company. They have a website and you can learn more about their system.

NYS DEC Policies on Bluestone Quarrying or Logging for Designated Scenic Byways: Greier had provided Ramie with two letters from 2001. Ramie reviewed the letters and went to sites that they referenced which cited various policies. The difficult part to track down was that statement that Greier reported a DEC official as saying: "No bluestone quarrying in this viewshed as far as the eye can see by land, sea or air." Ramie could not substantiate that. Ramie looked into it and the DEC does have a whole policy on assessing and mitigating visual impacts. That policy was referenced in one of these letters as something that they take into consideration for sensitive land uses. Specifically, this policy defines what visual and aesthetic impacts are, describes when a visual assessment is necessary and how to review a visual impact assessment. It differentiates between state and local concerns and defines avoidance mitigation and offset measures that will eliminate, reduce or compensate for negative visual effects. It provides a glossary of all the terms that they use. It also does say that it is the DEC policy that if they identify a significant impact, they can require an applicant to employ reasonable and necessary measures to either eliminate, mitigate or compensate for adverse aesthetic effects. Ramie said they take that into consideration and list an inventory of what they consider to be aesthetic resources throughout the state. They have to have what's considered a statewide significance to be on this list, but it includes national and state register of historic places, state parks, cultural parks, state forest preserves, and national wildlife refuges. There are 15 different categories of places that are considered significant enough and that does include rivers that are designated as national or a state wild, scenic or recreational rivers. So even here, that's a factor beyond scenic byway highway designations. It does include any highway designated or eligible for designation as scenic. When they're determining the radius of an impact area for visual assessments, they've generally decided to use 5 miles. The justification for that 5-mile distance is apparently based on the US Forest Service, which did distance zones in their landscape management journal written in 1973. For really large activities like power plants and large landscape alterations they can extend that distance beyond 5 miles. They list a whole slew of mitigation strategies if there is an impact and that includes relatively simple things you could do through professional design such as screening, relocation, camouflage, low profile, down size, alternate technologies, and nonspecular (non-shiny) materials. Henry asked if the document was from the DEC. Ramie confirmed and said the policy is called Assessing and Mitigating Visual Impacts Department DEP 00-2, July 31, 2000, and remains in effect. That pertains to any sort of visual impact. Although these letters were more specific to bluestone quarries, Ramie also looked up about timber harvesting. Ramie found you don't need a state permit for timber harvesting unless you have one of three circumstances. Those would be, crossing a stream, working in certain designated wetlands, or doing a clear cut of over 25 acres specifically in the Adirondack Park. Timber harvesting was mentioned as a concern back when the byway was designated but that seems to have far fewer impacts.

Ramie also reached out Bill Rudge at the DEC on this matter. Ramie shared with Rudge a section of the WU/RM meeting minutes from last month, where the bluestone quote was listed. Rudge's response was: "Laurie, I've

discussed your question with our staff, as well as staff at the NYS DOT with responsibility for the Scenic Byway program. There are two ways to answer this question. 1) There is no regulatory element with the NYS Scenic Byway program, so DEC would not have additional regulatory authority over bluestone mines or timber harvesting within the scenic byway corridor that we don't already have. 2) Under the State Environmental Quality Review (SEQR) the lead agency for the review of a new Bluestone Mine, a timber harvest, or any other project for that matter, could ask the applicant to determine the visual impacts of the project as it relates to the Scenic Byway, and should there be any potential impacts, make changes to the project to mitigate or minimize those impacts. I hope this clarifies any potential concerns raided at your meeting." Ramie thinks it's basically a case by case basis and whether the lead agency looking at the project considers it to have enough of a visual impact that you would need to use this policy or seek an Environmental Assessment Form.

**Delaware River Flow and Storage Report:** A copy of the November 19<sup>th</sup> NYC Current Reservoir Levels was provided in members' packets. Total combined storage was at 95.2%. Normal storage for the same date is 77.3%.

**Other:** Henry saw on the Pennsylvania Cable Network that the Auditor General for the State of Pennsylvania, Eugene DePasquale is doing an audit of all river basins. Ramie suggested it may be because Pennsylvania hasn't paid their fair share allotment into the DRBC. Ramie mentioned next month is when all three committees are scheduled for one night on December 18<sup>th</sup> and this meeting will start at 7:30 p.m.

Public Comment: None

Adjournment: A motion by Case, seconded by Henry, to adjourn the meeting at 8:15 p.m. was carried.

Minutes prepared by Ashley Hall-Bagdonas, 11/30/18