ST. MARY'S COUNTY BOARD OF COUNTY COMMISSIONERS' MEETING

Governmental Center Tuesday, June 19, 2001

Present:

Commissioner President Julie B. Randall

Commissioner Joseph F. Anderson Commissioner Shelby P. Guazzo Commissioner Daniel H. Raley

Alfred A. Lacer, County Administrator

Judith A. Spalding, Administrative Assistant to BOCC (Recorder)

Kate Mauck, Recorder

(Commissioner Thomas A. Mattingly, Sr. was not present.)

CALL TO ORDER

The meeting was called to order at 10:05 a.m.

ADDITIONS/DELETIONS TO AGENDA

Commissioner Guazzo moved, seconded by Commissioner Raley, to accept the agenda as amended. Motion carried.

APPROVAL OF CHECK REGISTER

Commissioner Raley moved, seconded by Commissioner Anderson, to authorize Commissioner President Randall to sign the Check Register (with the exception of the payment on page 27 (\$302.70) for "stress relief", which was held for further clarification). Motion carried.

APPROVAL OF MINUTES

(Approval of the minutes for June 12, was deferred until receipt of the "Recordation Tax" public hearing.)

COUNTY ADMINISTRATOR

Present:

Alfred A. Lacer, County Administrator

- Draft Agenda for June 28, 2001
- 2. Expenditure Approval List for weeks of June 25 and July 2, 2001

Present:

Elaine Kramer, Director of Finance

Commissioner Guazzo moved, seconded by Commissioner Anderson, to designate a Commissioner to review and to authorize Commissioner Randall to sign EAL for the weeks of June 25 and July 2, 2001. Motion carried.

3. Office on Aging

State Health Insurance program – Notification of Grant Award (State Funding: \$6,931)

Present:

Gene Carter, Director

Commissioner Anderson moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign Grant Agreement. Motion carried.

 Local Government Insurance Trust (Seventh Amendment and Restated Agreement)

Commissioner Guazzo moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign Amendment and Agreement. Motion carried.

 Ridge Convenience Center Property Contract of Purchase and Sale

Present:

Joan Lolcama, Property Manager

Commissioner Anderson moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign the Contract of Purchase and Sale. Motion carried.

Department of Recreation and Parks
 FY 2002 Waterway Improvement Fund Grant Applications
 (Abandoned Boat Removal - \$30,000; Abell's Wharf Public Landing - \$50,000;
 St. Inigoes Public Landing - \$50,000; Wicomico Shores Waterfront Park - \$50,000)

Present:

Phil Rollins, Director

Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve and authorize Commissioner Randall to sign the Waterway Improvement Grant Applications. Motion carried.

7. Solid Waste Plan Ordinance (follow up to Public Hearing and discussion/decision)

Present:

George Erichsen, Director, DPW

Patrick Murphy, County Attorney

As a follow up to the December 12, 2000, Board of County Commissioners' and Solid Waste Advisory Committee's joint public hearing, and subsequent discussion, staff presented the Ordinance adopting the Plan for the Commissioners' review.

Mr. Murphy pointed out that any changes or modifications to the Solid Waste Plan were for grammatical corrections and clarifications; includes a definition of, pursuant to COMAR, transfer facilities;" and the Plan incorporates the County's Recycling Plan.

After discussion Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve and sign the Ordinance Adopting the St. Mary's County Comprehensive Solid Waste Management and Recycling Plan. Motion carried.

8. Draft Unified Land Development Code

Present:

Christopher Drummond, ULDC Facilitator John Norris, III, Deputy County Attorney

Jon Grimm, Director, DPZ

As a follow up to months of deliberations and work sessions on the Unified Land Development Code, Messrs. Drummond, Norris and Grimm appeared before the Board to get direction for taking the draft ULDC to public hearing.

After review and discussion the Commissioners directed that the following changes be made to the draft ULDC:

· Change Chapter 44 – AICUZ – to all black, with an explanation that the AICUZ section has been adopted, but that it can be commented on;

- Delete reference to RC (Rural Commercial) in Chapter 31 since it has been removed from Chapter 50 – Use Classifications and Zones;
- · Add an addendum for Motor Sports facilities;
- Recopy chart, Section 42.5 that had not been copied correctly.

After discussion Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve the draft ULDC, with corrections made as noted, to be released to the public and to be taken to public hearing on July 17 and 18. Motion carried.

Copies of the draft will be available in the Public Information Office, Department of Planning and Zoning, the libraries, and eventually on the website.

- 9. Budget Amendments
 - a. No. 2001-62 Department of Planning and Zoning (\$8,000)
 (ULDC Attorney)

Commissioner Guazzo moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign Budget Amendment No. 2001-62. Motion carried.

No. 2001-63 Human Resources (\$4200)
 (Legal Fees for FLSA Review)

Commissioner Guazzo moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign Budget Amendment No. 2001-63. Motion carried.

PUBLIC HEARING SUPPLEMENTAL APPROPRIATION DEPARTMENT OF RECREATION AND PARKS

Present:

Phil Rollins, Director, R&P

Elaine Kramer, Director of Finance

The Commissioners conducted a public hearing on to consider a supplemental appropriation in the amount of \$74,743 in local revenue for the purpose of paying building rental costs in connection with enterprise fund activities.

Hearing no comments from the audience, the public hearing was closed; the record will remain open for ten days for written comment, after which it will be placed back on the Commissioners' agenda for action.

DEPARTMENT OF HUMAN RESOURCES

Present:

Dawn Drew, Acting Director

Introduction of New Employees

Ms. Drew introduced each new employee hired by County Government from January through June 15, 2001.

Sick Leave Club Awards

The Commissioners presented Sick Leave Club Awards to the following employees who have accumulated sick leave in multiples of 100 days:

100 days:

Lynn Brady, Facilities Mgmt. Peggy Jarboe, DSS Ralph Ridgell, DPW&T

200 days

Kenneth Sothoron, R&P Rose Thompson, Treasurer's Office Sgt. David Zylak, Sheriff's Office

Bruce Wade,

Sgt. Gerald Johnson, Sheriff's Office

DFC John Payne.

DFC John Payne, CO II Jeffrey Kreps, Lt. John Horne, Bernard Alvey, P&I

300 days

Michael Mattingly, DPW&T

Years of Service Awards

The Commissioners presented the following employees with Length of Service Awards for 2000:

15 Years:

Charles Mattingly, Circuit Court

Peggy Jarboe, DSS

James Pilkerton, DPW&T

Mary Duke,

Sgt. Kenneth Cusic, Sheriff's Office

Lt. John Horne,

Melanie Johnston, Facilities Mgmt.

Robert Morgan,

William P. Russell

Patricia Copsey, State's Attorney's Office

20 Years

William Abell, R&P

Gary Reed,

Sgt. Lyle Long, Sheriff's Office

Lt. Tim Cameron,

Denis Nicholson, Housing

25 Years

Patricia Guy, DPZ

Kate Mauck recorded the following meeting minutes:

COUNTY COMMISSIONERS' TIME

Sheriff's Department Budget

Commissioner Randall stated that Sheriff Voorhaar had brought up several concerns regarding his budget during FY 2002 budget deliberations by the Board of County Commissioners. One area of concern on his part was the number of sworn deputies in St. Mary's County. Commissioner Randall reported that she recently met with Judge Briscoe regarding the use of sworn deputies for courthouse security. Judge Briscoe informed her that there are no legal requirements mandating the use of sworn deputies for courthouse security, and that other alternatives may be available.

Commissioner Randall directed Mr. Lacer to work with Judge Briscoe in order to research how courthouse security is handled in other counties throughout the state. Alternative solutions should be reached, and staff should report any findings and recommendations regarding this issue to the Commissioners and the Sheriff as soon as possible.

Congratulations to President of the Volunteer Firemen's Association

Commissioner Anderson expressed sincere congratulations to Jenks Mattingly, as he would be sworn in tonight as President of the Volunteer Firemen's Association. He has worked very hard for the County and he has represented the County well.

Recognition of Chairman of Solid Waste Advisory Committee

Commissioner Raley announced that earlier in today's meeting, the County
Commissioners signed off an the Solid Waste Plan. They neglected at that time to
recognize the Chairman of the Solid Waste Advisory Committee, Ms. Clare Whitbeck.
He commended Ms. Whitbeck and expressed gratitude to her for all the effort she put into
serving as Chairman on this very important committee.

Congratulations to Cynthia Brown

Commissioner Raley expressed congratulations to Ms. Cynthia Brown, Director of Community Services, on having heard by e-mail that she gave birth to a baby girl.

Scholarship Funding for St. Mary's College

Commissioner Raley stated that Commissioners were in receipt of a letter from the College referencing the scholarship program initiated last year. He stated that this is a good program; it is expected to grow, and it will help to ensure that local students can attend St. Mary's College. It was pointed out that Commissioners do not select the students who receive the funding; they simply help to provide the funding to help meet needs in the community.

Callaway Corridor

Commissioner Raley outlined memorandums that that been received from Mr. Grimm, Director of Planning and Zoning, regarding the Callaway area. In one memo, Mr. Grimm reported that land at the Food Lion was deeded over to the State Highway for right-of-way purposes. Now, with completion nearing of the project on the other side of the road, a second memo outlined that a right-of-way dedication has been presented to the State Highway. While the issue was somewhat controversial, Commissioner Raley reported that the corridor through Callaway has now been safeguarded.

Board of Education Tax-Exempt Financing Request

Commissioner Raley reported that last week the Board of Education appeared before the Commissioners in order to present a request for a tax-exempt financing arrangement on the building on Moakley Street where their administrative offices are located. The request included the adjoining vacant piece of property next to the building, and also a possible future addition or second building to be built on that second piece of property. They proposed, and Commissioners agreed, to do this through a tax-exempt process and to place it in the operating budget. Commissioner Raley stated that he voted for this because it made sense both practically and financially. The cost would be less expensive through the tax-exempt process than if it was done through the capital budget using bond money. The figure involved was approximately \$5 million, and the annual cost would be \$465,500. Payments will be made in the amount of \$465,500 for the next fifteen years, but those monies will come out of the Board of Education's operating budget. This is the same budget that funds teacher salaries and all the day-to-day operations for the Board of Education. When future budget discussions are held, it should be noted that \$465,000 has been committed off the top for the next fifteen years for the administrative buildings. The public needs to understand this situation, as it will put some additional pressure on their operating budget.

Commissioner Randall stated that the lease on the Student Services Building in Leonardtown will be eliminated when the new office space is available on Moakley Street. That amount is already in the Board of Education operating budget. The offset between that amount and the new amount is just \$90,000 per year.

News Conference of Sheriff and State's Attorney

Commissioner Raley stated that a couple of weeks ago the Sheriff and State's Attorney held a news conference regarding the effect of the approved budget on their departments. Upon his election as a Board of County Commissioner, Commissioner Raley determined that two of the most important things he would be handling would be budget and land-use decisions. Commissioner Raley stated that he takes the budget process very seriously, and that he reviews the bills carefully every week. He expressed displeasure with comments made by the State's Attorney regarding the budget process. Both Commissioner Randall and Commissioner Raley had suggestions for reductions and increases in the budget, and these suggestions were not made to spite any departments, but simply in an attempt to balance the budget. The State's Attorney announced at the news conference that an important program would be ending because of Commissioner

Raley leading the charge, and this was not the case. A letter had been received by Ms. Tennyson at Chaptico Market, which illustrates the importance of that program to the merchants, which was started by the past State's Attorney. Commissioner Raley asked that the rest of the merchants not be asked suffer just because of a problem the State's Attorney has with the way he balances the budget.

Commissioner Guazzo also referred to the letter from Ms. Tennyson, stating that she is a friend and a fellow resident of Chaptico. Ms. Tennyson pointed out that the bad check program funds itself. It pays for an employee in the State's Attorney's office to do the program. Commissioner Guazzo stated that it boggles her mind that the State's Attorney would not be able to find a person within his office to work the program. This program provides a valuable service and should continue, and Commissioner Guazzo suggested that elected officials should come to the source of the problem and talk before giving an interview.

Commissioner Anderson stated that this situation has given the public the perception that Commissioners are the ones causing the program to be dissolved.

Commissioner Randall referred to a comment made earlier by Commissioner Raley, that not one department or agency in the FY 02 budget had experienced a decrease from the FY 01 budget. The bad check program was in the FY 01 budget, and the money was not reduced this year, and was still in the State's Attorney's budget. How the State's Attorney, Board of Education and Sheriff decide to use the money provided in their approved budget is up to them.

The Enterprise Newspaper

Commissioner Raley stated that he takes exception to the editorial in the newspaper that appeared on June 13th. He outlined details of the editorial, and he then remarked that although he abstained from the vote, his stand was that he was not in favor of kids smoking. He further outlined that he believes the job of keeping them from smoking should be in the hands of parents, the Health Department, and the Board of Education, and that his problem was with the enforcement issue. Commissioner Raley stated for the record that he is not in favor of underage smoking, that he does not support or condone it, and that he expects and hopes that his employees do not sell cigarettes to youth. He remarked to the editor and reporters of the Enterprise, that changing the format of the newspaper does not lesson the responsibility to get the facts straight in their editorials.

DIRECTOR, ENVIRONMENTAL HEALTH MDE LOCAL INSPECTION PROGRAM GRANT

Present: Ann Rose, Environmental Health Director

Ms. Rose appeared before the Board of County Commissioners in order to provide a brief regarding \$22,992 in supplemental funding available to the County for the implementation of a sewage sludge-monitoring program. The funding is available from fees collected for sludge utilization from out of county sludge generators. Ms. Rose outlined specifics regarding use of the funding and provided a sample draft agreement between the Board of County Commissioners and the Maryland Department of the Environment for review.

Ms. Rose stated that, should the Commissioners agree to write a letter of interest to the Maryland Department of the Environment, that Department would then, if approved, provide a draft agreement for signature by the Board of County Commissioners. The entire process would take approximately one month, and semi-annual or quarterly reports would be necessary for funding to continue. Functions and requirements of a sludge inspector were described. In addition, if volume goes down, then funding from MDE would drop proportionally in the future.

It was suggested that existing staff be utilized to perform the functions of the sludge inspector by augmenting the tasks along with their existing responsibilities.

The Board of County Commissioners reached a consensus to forward a letter of interest to Mr. Michael Collins at the Maryland Department of the Environment. Mr. Lacer was directed to have staff develop and prepare a letter for the Commissioners to sign regarding this issue.

NURSING CENTER ANNUAL REPORT

Present:

Margaret Miller, Administrator, Nursing Center

Richard Buckler, Nursing Center Advisory Board Chairman

Steve Helwig, Controller, Nursing Center

Members of the Nursing Center Advisory Board

Members of the Nursing Center and the Nursing Center Advisory Board appeared before the Board of County Commissioners in order to provide the Nursing Center Annual Report. Mr. Helwig presented information regarding items that were missing from the report. This presentation would be one of the last official acts of the present Nursing Center Advisory Board, as they will have completed their assigned tasks.

The success of the Nursing Center was outlined, along with the variety of techniques utilized to bring about that success. Controlling costs and looking to the future were critical in helping to reach success. Much discussion occurred regarding the issue of retaining nursing aides. While turnover of nursing aides can be as high as 50% to 81%, it is currently 21% at the St. Mary's Nursing Center. An in-house training program and an instant-pay process are both in place to attempt to recruit and retain nursing aides. Additionally, childcare and transportation issues have been addressed.

The Board of County Commissioners directed Ms. Miller to determine and then report back to the Commissioners regarding how many of the employees at the Center now utilize the Sunshine Daycare Center to meet their childcare needs.

The Commissioners thanked members of the Nursing Center Advisory Board and commended the Nursing Center for the superior job they have done in helping to maintain the facility as something the county can be very proud of. Commissioner Randall expressed her thanks to Ms. Hodges, who went out of her way to assist her and a family she was trying to help. Additionally, Mr. Lacer and Mr. Forrest were thanked for their efforts in working closely over the last couple of years with the Nursing Center.

Ms. Miller read a statement thanking the Board of County Commissioners, and she then presented each Commissioner with a gold-leaf plaque with their names engraved upon each, that would be placed in their honor at the Nursing Center.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT TOURISM DIVISION – NEW TOURISM BROCHURES AND INTERNET SITE

Present:

Jean Goodman, Director of Tourism

John Savich, Director of Economic and Community Development

Ms. Goodman gave a presentation to the Board of County Commissioners in order to unveil new marketing brochures, to introduce the new tourism website and to provide details of efforts to increase tourism in St. Mary's County during the Fiscal Year 2001. The presentation highlights were as follows:

- County Strengths historical significance and natural surroundings;
- · Advertising;
- Development of niche materials;
- Public outreach;
- Annual visitation;
- How tourism dollars are spent;
- Hotel tax collection;
- Average annual tourism industry employment;
- Tourism industry wages;

- Marketing;
- · Community outreach;
- Attraction improvements;
- Future plans diversification;
- Hotel industry;
- · Agri-entertainment;
- Tudor Hall Golf and Conference Center;
- Patuxent River Naval Air Museum;
- EDC Tourism Advisory Taskforce Proposal; and
- Internet marketing.

The Board of County Commissioners tasked Ms. Goodman and Mr. Savich with the following items:

- Include significant information regarding Greenwell State Park on brochures and website – market the accommodations, etc.;
- Add the Farm-Life Festival at the Parlett family farm to the agri-entertainment information;
- Consider providing stands or holders of some type to hold brochures that are provided to businesses;
- Look into providing future bus service to Point Lookout State Park;
- Get vacancy rate information from B&B's and hotels/motels in the area so as to coordinate a marketing plan during their "down" times; and
- Integrate hospitality/tourism/education components. Perhaps work with businesses, College of Southern Maryland, etc. to come up with State of Maryland training course to be taught locally instead of at the State level at the prohibitive cost of \$175 for business owners.

Mr. John Roth, Webmaster, was commended for the outstanding work he has done on the County's website.

COMMENDATIONS

The Board of County Commissioners presented the following commendations:

- Teacher of the Year Ms. Diane Krafty, Leonardtown High School
- Maryland Association of Student Council's President Rourke O'Brien

MILLENNIUM COMMISSION (MILLENNIUM GARDEN)

Present:

Ingrid Swann, Commission Member Ramon Veras, Commission Member

Members of the Millennium Commission appeared before the Board of County Commissioners in order to present the following requests and information:

- Purpose and mission of the Commission to be recognized as completed and the Millennium Commission to be dissolved;
- Commissioners to establish a Millennium Garden Working Group which would include the Millennium Garden Design Committee; and
- The former Millennium Commission members Ingrid Swann, Ramon Veras and Ann Marie Abell be added to the Millennium Garden Working Group.

Discussion involved the following topics:

- Placement of the garden;
- Concerns about plans for an addition to be built onto the Governmental Center building, which might conflict with the garden in the future;
- It was requested that \$10,000 in funding be encumbered to enable future building
 of the garden to occur in next year's budget;
- The Millennium Garden plans include a sensory garden with raised brick walls;

 Maintenance of the garden to be provided by senior citizens from the Office on Aging. Additionally, Master Gardeners from the St. Mary's County Garden Club would oversee the work of the senior citizens.

Commissioner Guazzo moved, seconded by Commissioner Randall, to thank The Millennium Commission for their work over the last two years and to dissolve the Commission; to place the item of appointing a Millennium Garden Commission on a future Board of County Commissioners' Agenda; and to ask the Commission to work with Mr. Richard Rohrbaugh, Director of Facilities Management, on the location and placement of the Millennium Garden.

After discussion, Commissioner Guazzo amended the motion to entitle the Commission as the Millennium Garden Task Force, and to place the item on a Commissioners' agenda by August 1, 2001. Motion carried.

Additionally, staff was asked to provide recommendations of individuals that should be members of the Task Force.

DEPARTMENT OF RECREATION AND PARKS WICOMICO GOLF COURSE CLUBHOUSE CONCEPT PLAN

Present:

Phil Rollins, Director, Recreation and Parks

Gary Whipple, Project Manager, Department of Facilities Management

Patricia Meyers, Golf Course Manager

Walter Schamu, Schamu Machowski Greco Architects

Mr. Rollins appeared before the Board of County Commissioners to present plans for the draft Wicomico Shores Golf Course Clubhouse. The funding would be provided entirely by golf course user fees. It was first identified in 1994 that the current clubhouse had significant problems, and it was determined that it would be most cost-effective to replace the structure. The project would cost \$1.2 million, and it is hoped that construction would be underway by November of this year, with building construction completion by next fall. The funding for planning and design was included in the FY01 budget and construction funding was included in the FY02 budget.

Mr. Schamu provided detailed drawings and schematics of the 12,595 square foot building, and responded to questions and concerns by the Board of County Commissioners. The current building is 14,500 square feet; however, the layout of the building and rooms has been a problem and much of the space cannot be properly utilized. Concerns were expressed regarding seating capacity of 80 to 85 individuals in the banquet room plans, limited coat closet and storage space, etc.

After much discussion, the Board of County Commissioners made the following determinations:

- Staff to look into enlarging the banquet room in order to accommodate up to 200 people;
- Find out how many individuals can now be accommodated at ADF Bingo and the Mechanicsville Firehouse;
- Mr. Rollins to request Finance Director to look at ways to generate additional funding toward a larger project;
- Check into ADA accommodations first choice would be a wheelchair lift and the second choice would be a ramp in order to enable individuals to get down to the golf course from the complex. In addition, question wheelchair-bound individuals regarding these options and provide information back to the Commissioners on the input received; and
- Place this item on the Commissioners' Agenda in mid-July.

(Judith Spalding recorded the remaining meeting minutes:)

EXECUTIVE SESSIONS

Commissioner Anderson moved, seconded by Commissioner Raley, to meet in Executive Session to discuss matters of Litigation, Property Acquisition, and Personnel, as provided for in Article 24, Section 4-210(a)8, 4-210(a)11 and 4-210(a)1, respectively. Motion carried.

Litigation

Present:

Commissioner President Julie B. Randall

Commissioner Joseph F. Anderson Commissioner Shelby P. Guazzo Commissioner Daniel H. Raley

Alfred A. Lacer, County Administrator Patrick Murphy, County Attorney Judith A. Spalding, Recorder

Authority:

Article 24, Section 4-210(a)8

Time Held:

5:25 p.m. – 5:55 p.m.

Action Taken: Staff updated the Board relative to two matters of litigation, and the

Commissioners gave direction to staff.

Property Acquisition

Present:

Commissioner President Julie B. Randall

Commissioner Joseph F. Anderson Commissioner Shelby P. Guazzo Commissioner Daniel H. Raley

Alfred A. Lacer, County Administrator Patrick Murphy, County Attorney Jon Grimm, Director, DPZ Judith A. Spalding, Recorder

Authority:

Article 24, Section 4-210(a)11

Time Held:

5:55 p.m. - 6:12 p.m.

Action Taken: Commissioner Randall apprised the Commissioners of a property

acquisition and the Commissioners gave direction to staff.

Personnel

Present:

Commissioner President Julie B. Randall

Commissioner Joseph F. Anderson Commissioner Shelby P. Guazzo Commissioner Daniel H. Raley

Alfred A. Lacer, County Administrator

Judith A. Spalding, Recorder

Authority:

Article 24, Section 4-210(a)1

Time Held:

6:12 p.m. – 6:45 p.m.

Action Taken: The Commissioners discussed appointments to the Nursing Center

Governance Board and the two Housing Task Forces, and agreed to

take action in open session on the task forces.

Follow Up to Executive Session

Commissioner Guazzo moved, seconded by Commissioner Raley, to appoint the following individuals to the County-wide Affordable Housing Commission: Co-Chairs: Dana Jones and George Forrest; Michael McCauley, James Baycott, William Sturgiss, Doug Samuels, Grace Horton, Beth Roth, Mary Lynn Stone, and Barbara Hayden-Potts. Motion carried.

Commissioner Guazzo moved, seconded by Commissioner Anderson, to appoint the following individuals to the Lexington Manor Housing Task Force: Co-Chairs: Dana Jones, George Forrest; Charlene Newkirk, Lorrie Mellott, Lanny Lancaster, Valentino Johnson, Rona Harding, Bernadette Lewis, Leonard Ames, andCheryl Blazer.

ADJOURNMENT

The meeting adjourned at 6:55 p.m.

Minutes Approved by the Board of County Commissioners on

Judith A. Spalding, Administrative Assistant to the Board of County Commissioners