



**PAPIO-MISSOURI RIVER
NATURAL RESOURCES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
December 10, 2015**

PLEDGE OF ALLEGIANCE

NOTIFICATION OF OPEN MEETINGS ACT POSTING AND MEETING PROCEDURE

MEETING CALLED TO ORDER: A regular meeting of the Papio-Missouri River Natural Resources District Board of Directors was held at the Natural Resources Center, 8901 S. 154th Street, Omaha, NE on December 10, 2015. The meeting was called to order by Chairperson David Klug at 7:00 p.m.

QUORUM CALL: The following Directors were present for the Quorum Call:

Patrick Bonnett	Dave Klug
Fred Conley	Patrick Leahy
John Conley	Rich Tesar
Curt Frost	Jim Thompson
Scott Japp	Ron Woodle

ADOPTION OF AGENDA:

- **MOTION NO. 1:** It was moved by Director Tesar seconded by Director Fred Conley that the meeting agenda be adopted.

Roll call vote was held on motion. The motion carried on a vote of 10-yea.

Voting Yea	-	Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay	-	None
Abstaining	-	None
Excused Absence	-	Fowler
Absent	-	Fowler

ADOPTION OF CONSENT AGENDA:

- **MOTION NO. 2:** It was moved by Director John Conley and seconded by Director Bonnett that the following resolution be adopted:

BE IT RESOLVED that the following resolutions on the consent agenda are hereby adopted.

Agenda Item 3.A.:

BE IT RESOLVED that the absence of the following Director(s) from the December 10, 2015, Board of Directors Meeting is excused:

Tim Fowler.

Agenda Item 7. A. and Agenda Item 7.B.

BE IT RESOLVED that the November 12, 2015, Papio-Missouri River NRD Board meeting minutes and the November 11, 2015, Dakota County Rural Water Advisory Board meeting minutes are approved as printed.

Roll call vote was held on motion. The motion carried on a vote of 9-yea and 1-nay.

Voting Yea	-	Bonnett, Fred Conley, John Conley, Frost, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay	-	Japp
Abstaining	-	None
Excused Absence	-	Fowler
Absent	-	Fowler

PROOFS OF PUBLICATION OF MEETING NOTICE: Notice of the meeting was published in the Omaha World Herald on December 3, 2015. The District's October 9, 2015 through November 12, 2015, expenditures were published in the Douglas County Post-Gazette on November 24, 2015. The Chairperson ordered the Proofs of Publication recorded in the minutes of this meeting. (They are contained as part of the file copy of these minutes.)

AGENCY AND ASSOCIATION REPORTS:

A. Natural Resources Conservation Service Report: Neil Jensen, NRCS District Conservationist at the Omaha NRCS office, gave his report on NRCS activities. Neil's report is posted to the website and attached to these meeting minutes.

B. Nebraska Association of Resources Districts: Director Tesar gave the report on the NARD Legislative Conference which is being held on January 26-27, 2016, in Lincoln, NE.

C. Legislative Report – Husch Blackwell: Steve Grasz gave the report on Legislative activities. He briefed that one of the priority bills for the NARD is authorizing NRDs the option of electronic voting for their Directors, in lieu of rollcall vote. He also stated that the Legislative Council met on November 19th and 20th and Senators were briefed on interim activities, committee interim studies, as well as property taxes, property tax relief, education funding, Medicaid expansion, roads, infrastructures and energy issues. The Legislature will convene on January 6th.

D. Lower Platte River Corridor Alliance Report: Meghan Sittler's written report is posted to the website and attached to these meeting minutes.

PUBLIC HEARING ON THE WEST PAPILLION REGIONAL BASIN NUMBER 7

PROJECT: Chairperson Klug appointed General Manager Winkler as the Hearing Officer. GM Winkler called the hearing to order at 7:09 p.m. The Hearing Officer submitted the following exhibits for the record:

- Exhibit 1** Agenda
- Exhibit 2** Proof of Publication of Hearing Notice
 - Omaha World Herald – November 30, 2015 – Public Hearing Notice
 - Omaha World Herald – December 3, 2015 – Public Hearing Notice
- Exhibit 3** Unnamed West Papillion Creek Tributary Detention Evaluation Conceptual Design Report, February 2006
- Exhibit 4** West Papillion Creek Levee Restoration Evaluation, March 2008
- Exhibit 5** Preliminary Design Technical Memorandum
- Exhibit 6** Public Hearing Notice and Information Packet sent to Landowners, November 24, 2015
- Exhibit 7** List of Landowners mailed Hearing Notice
- Exhibit 8** Certified Mail Return Receipts for Information Packet mailed to Landowners
- Exhibit 9** Letter of support from City of Papillion

GM Winkler briefed the audience on the exhibits being submitted as a part of the Public Hearing. The District's Attorney, David Newman, explained the purpose and necessity of the hearing per Neb. Revised Statute § 25-2504. Amanda Grint explained the purpose and scope of the project. She said that the project requires about 45 acres of land for the project. It was added that this will be a public lake with public access. General Manager Winkler opened the floor to the public for testimony. There was not public comment. Hearing Officer Winkler closed the Public Hearing at 7:14 p.m. and returned the floor to Chairperson Klug.

SUBCOMMITTEE REPORTS:

A. Personnel, Legislative, and Public Affairs Subcommittee: Director Fred Conley reported that the Personnel, Legislative, and Public Affairs Subcommittee met on December 8, 2015, and gave a brief recap of the meeting.

- **MOTION NO. 3:** It was moved by Director Fred Conley that the following recommendation be adopted:

PLPA Recommendation #1: 2016 Pay Program Administration Manual: Recommendation that the amendments to the Papiio-Missouri River NRD Pay Program Administration Manual for calendar year 2016, as presented to the Subcommittee, be adopted and incorporated into the District's Policy Manual.

Roll call vote was held on motion. The motion carried on a vote of 8-yea, 1-nay, and 1-abstention.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
 Voting Nay - Japp
 Abstaining - Frost
 Excused Absence - Fowler
 Absent - Fowler

B. Programs, Projects and Operations Subcommittee: Director John Conley reported that the PPO Subcommittee met on December 8, 2015, and gave a brief recap of the meeting.

•• **MOTION NO. 4:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #1: West Papio Trail HGM, Additional Construction Administration Services: Recommendation that the General Manager be authorized to execute Amendment #2 to the contract with HGM Associates for professional services on the West Papio Trail in the amount of \$8,869.20, bringing the total maximum not-to-exceed amount of the contract to \$167,472.49, subject to changes deemed necessary by the General Manager and District Legal Counsel.

Roll call vote was held on motion. The motion carried on a vote of 8-yea and 2-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
 Voting Nay - Frost, Japp
 Abstaining - None
 Excused Absence - Fowler
 Absent - Fowler

•• **MOTION NO. 5:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #2: Renewal of USGS Maintenance Agreement for Papio Floodwarning System Gages: Recommendation that the General Manager be authorized to execute a contract with the USGS in the amount of \$119,810, in District funds for the operation of the District's floodwarning system for 2016, subject to changes deemed necessary by the General Manager.

Director Frost asked Amanda Grint questions regarding the floodwarning system gages. She stated that the gages track rain fall events and river stage level in real time, that the collected data is used in flood studies, and that the Nebraska National Weather Service uses this system for flood emergency evacuations. There was additional discussion by Directors.

Roll call vote was held on motion. The motion carried on a vote of 8-yea and 2-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug

Voting Nay - Frost, Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 6:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #3: Water Sustainability Fund Applications for the West Papillion Regional Basins WP6 and WP7: Recommendation that the General Manager be authorized to execute and submit a Water Sustainability Fund application for 60% of the eligible project costs for the WP6 and WP7 projects, subject to changes deemed necessary by the General Manager.

Roll call vote was held on motion. The motion carried on a vote of 8-yea and 2-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Frost, Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 7:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #4: Water Sustainability Fund Application for the Modifications of the Missouri River Levee Systems R-613 and R-616: Recommendation that the General Manager be authorized to execute and submit a Water Sustainability Fund application in the amount of 60% of eligible project costs for the Missouri River R-613 and R-616 Levee Certification Project, subject to changes deemed necessary by the General Manager.

Director Thompson reminded the Directors that the R-613 and R-616 levees protect Offutt Air Force Base and he encouraged their approval.

Roll call vote was held on motion. The motion carried on a vote of 10-yea.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - None
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 8:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #5: Water Sustainability Fund Application and the NDNR INSIGHT Data Enhancement Program Application for the Platte and Elkhorn River Valley Integrated Water Monitoring Project: Recommendation that the General Manager be authorized to execute and submit a NDNR INSIGHT Data Enhancement Program (IDEP) funding application in the amount of \$72,000 and a Water Sustainability Fund application in the amount of 60% of eligible project costs for the Platte and Elkhorn River Valley Integrated Water Monitoring Project with the understanding that the U.S. Geological Survey will be contracted to perform the project under a future Joint Funding Agreement and Lower Platte North NRD will enter into a future Interlocal Agreement to cost-share with the District, subject to changes deemed necessary by the General Manager.

Roll call vote was held on the motion. The motion carried on a vote of 8-yea and 2-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Frost, Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

•• **MOTION NO. 9:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #6: Water Sustainability Fund Application for the AEM Southwestern Sarpy County Dakota Aquifer Mapping Project: Recommendation that the General Manager be authorized to execute and submit a Water Sustainability Fund application in the amount of 60% of eligible project costs for the AEM Southwestern Sarpy County Dakota Aquifer Mapping Project, subject to changes deemed necessary by the General Manager.

Roll call vote was held on motion. The motion carried on a vote of 10-yea.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - None
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

•• **MOTION NO. 10:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #7: Changes to the District's Policy Manual: Recommendation that the proposed amendments to District Policies 17.32, 17.40, 18.42,

18.43, and 18.44 be approved and incorporated into the District's Policy Manual; and furthermore, it is recommended that the proposed amendments to District Policies 15.4 and 15.8 be tabled for consideration at the next regular meeting of the Board.

Roll call vote was held on motion. The motion carried on a vote of 9-yea and 1-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 11:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #8: Providing Notice of Breach and Authority to Terminate the Water Purchase Agreement with the City of Fort Calhoun: Recommendation that the General Manager be authorized to provide Fort Calhoun and the USDA written notice of the City's material breach of the Fort Calhoun Water Purchase Agreement dated May 20, 1978 and its subsequent amendments, and that the General Manager be further authorized to terminate the Agreement should Fort Calhoun not cure the breach within sixty (60) days of receiving said notice.

Several of the Directors had questions regarding the issues that caused the breach of this agreement. Zach Nelson stated that Fort Calhoun's water tower does not function and does not meet the standards required by the American Water Works Association. There was additional discussion. Management stated to the Board that the quantity, quality, and pressure of water provided to Fort Calhoun will remain the same until further action of the Board, even if the agreement is terminated.

Roll call vote was held on motion. The motion carried on a vote of 8-yea and 2-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Frost, Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 12:** It was moved by Director John Conley that the following recommendation be adopted:

PPO Recommendation #9: Bid Opening for the Washington County Rural Water Snowdrift Lane Water Main Extension: Recommendation that the General Manager be authorized to execute a contract with Henton Trenching,

for the construction of the Washington County Rural Water Snow Drift Lane Water Main Extension Project, in a not-to-exceed bid amount of \$37,988, subject to changes deemed necessary by the General Manager and District Legal Counsel.

Roll call vote was held on motion. The motion carried on a vote of 10-yea.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - None
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

C. Finance, Expenditures and Legal Subcommittee: Director Rich Tesar reported that the FEL Subcommittee met on December 8, 2015, and gave a brief recap of the meeting.

•• **MOTION NO. 13:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #1: Fiscal Year 2015 Audit Report: Recommendation that the FY2015 Audit Report, prepared by HSMC Orizon, LLC, be accepted and that the General Manager be directed to file an authenticated copy of the audit report with the Nebraska Auditor of Public Accounts and the Nebraska Natural Resources Commission.

Directors John Conley and Jim Thompson, as well as Gene Garrelts, HSMC Orizon, complimented staff members Carey Fry, Barb Sudrla, and Jolene Kohout, for their excellent work in the Accounting Department. Mr. Garrelts also addressed questions presented by Director Japp during the FEL Subcommittee meeting regarding W-2s and what is considered taxable items on claims submitted on the Directors Expense Claim Form.

Roll call vote was held on the motion. The motion carried on a vote of 8-yea, 1-nay, and 1-abstention.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Japp
Abstaining - Frost
Excused Absence - Fowler
Absent - Fowler

•• **MOTION NO. 14:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #2: Elkhorn River 240th Street Bank Stabilization Project Long Term Solution, ROW Acquisition: Recommendation that the General Manager be authorized to execute a purchase agreement for Elkhorn River 240th Street Project Tract 1 in the amount of

\$117,000, for a channel easement containing an area of 12.37 acres and an access easement containing an area of 0.686 acres, and such other terms and conditions as deemed necessary by the General Manager and District Legal Counsel.

Roll call vote was held on the motion. The motion carried on a vote of 10-yea.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - None
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 15:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #3.a.: King Lake Buyout Program – Purchase Agreements: Recommendation that the General Manager be authorized to execute the Purchase Agreements providing for the purchase by the District from Richard A. Johnston, property located at 24235 King Lakeside Drive for the purchase price of \$8,000; purchase by the District from Richard A. Johnston, property located at 24115 Lakeside Place for \$5,000; and purchase by the District from Jerome Alukonis, property located at 24535 King Lake Road for \$40,000; all subject to changes deemed necessary by the General Manager and District Legal Counsel.

Roll call vote was held on the motion. The motion carried on a vote of 9-yea and 1-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Woodle, Klug
Voting Nay - Thompson
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 16:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #3.b.: King Lake Buyout Program – Agreement with Waterloo Volunteer Fire Department: Recommendation that the General Manager be authorized to execute a Waiver, Release, and Hold Harmless Agreement with the Waterloo Volunteer Fire Department for the King Lake properties located at 24535 King Lake Road, 24235 King Lakeside Drive, and 24115 Lakeside Place, subject to changes deemed necessary by the General Manager and District Legal Counsel.

Roll call vote was held on the motion. The motion carried on a vote of 10-yea.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Japp, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - None
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 17:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #4.a.: Papio Creek Watershed PL 566 Structure W-3, John F. Camden Family Trust - Washington County Court Board of Appraisers Award: Recommendation that the General Manager be authorized to make a deposit of \$172,671.00 with the Washington County Court for Papillion Creek Watershed Structure W-3 Camden Land Rights; and furthermore that the District not appeal the Board of Appraisers award to John F. Camden Family Trust; and furthermore that financial account #01-03-590-4430, Maintenance, Dams-Land Rights, be allowed to exceed 110% of the budgeted amount.

Roll call vote was held on the motion. The motion carried on a vote of 9-yea and 1-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 18:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #4.b.: Papio Creek Watershed PL 566 Structure W-3, John F. Camden Family Trust – Camden Proposal: Recommendation that Mr. Camden’s October 5, 2015 written proposal for modifying the Papillion Creek Watershed PL 566 Structure W-3 project be rejected.

Roll call vote was held on the motion. The motion carried on a vote of 8-yea and 2-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Woodle, Klug
Voting Nay - Frost, Japp
Abstaining - None
Excused Absence - Fowler
Absent - Fowler

- **MOTION NO. 19:** It was moved by Director Rich Tesar that the following recommendation be adopted:

FEL Recommendation #4.c.: Papio Creek Watershed PL 566 Structure W-3, John F. Camden Family Trust – Account Over 110% - Account 01-03-590-4392 Maintenance Dams – Attorney Fees: Recommendation that account 01-03-590-4392, Maintenance, Dams – Attorney Fees be allowed to exceed 110% of the budgeted amount.

Roll call vote was held on the motion. The motion carried on a vote of 7-yea, 2-nay, and 1-abstention.

Voting Yea	-	Bonnett, Fred Conley, John Conley, Leahy, Tesar, Thompson, Klug
Voting Nay	-	Frost, Woodle
Abstaining	-	Japp
Excused Absence	-	Fowler
Absent	-	Fowler

TREASURER'S REPORT:

- **MOTION NO. 20:** It was moved by Director John Conley and seconded by Director Thompson that the following resolution be adopted:

BE IT RESOLVED that the Treasurer is authorized to expend general funds to pay: (1) claims listed in the November, 2015, financial report; and, (2) any claims made prior to the next Board meeting for (a) earned salaries of District employees, (b) withholding taxes, (c) social security payments, (d) retirement program contributions, (e) utilities, (f) registration fees and expenses for upcoming meetings and conferences, (g) certified completed CAP and Special Project Area applications, (h) invoices which offer a credit or discount for payment made prior to the next Board meeting, (i) postage, and, (j) building and grounds contract expenses.

BE IT FURTHER RESOLVED that the Treasurer is authorized to pay, from the respective operating accounts of the Dakota County, Thurston County and Washington County Rural Water System, the Elkhorn River Bank Stabilization Project, the Elkhorn Breakout Project, the Elk/Pigeon Creek Drainage Project, and the Western Sarpy Drainage District, the project bills listed on the November, 2015, financial report, and future claims for project utilities.

BE IT FURTHER RESOLVED that the financial reports be affixed to and made a part of the minutes.

Roll call vote was held on motion. The motion carried on a vote of 9-yea and 1-nay.

Voting Yea - Bonnett, Fred Conley, John Conley, Frost, Leahy, Tesar, Thompson, Woodle, Klug
 Voting Nay - Japp
 Abstaining - None
 Excused Absence - Fowler
 Absent - Fowler

LEGAL UPDATE: David Newman, District Legal Counsel, stated he had nothing additional to add to the evening's report.

CHAIRPERSON'S REPORT: Chairperson Klug recognized the following employees for their years of service with the District:

William Woehler – DCRW Operator	5 Years
Kyle Winn – Land Steward	5 Years
Lowell Roeber – TCRW Operator/Maintenance Technician	5 Years

He also informed the Board on the Directors that would be representing the District at the National Association of Conservation Districts' 70th annual meeting, which is being held in Reno, Nevada on January 30-February 3, 2016. The Chairperson concluded his report by thanking everyone for their fine work and professionalism displayed throughout the past year.

GENERAL MANAGER'S REPORT: GM Winkler reviewed the GM Report with the Board and noted that the report had been posted to the website. He also recognized Eric Williams, Natural Resource Planner, recipient of the 2015 Ten Outstanding Young Omahans. Director Thompson briefed the Board on his and Director Fred Conley's attendance at the Nebraska League of Conservation Voters Water Conservation Summit that was held on Monday, December 7th at the Scott Conference Center.

INFORMATIONAL ITEMS:

A. Future Meetings: The Chairperson reviewed the following upcoming meetings with the Directors:

December 17, 2015	Papillion Creek Watershed Partnership Meeting, 10:00 a.m., NRC
December 25, 2015	Christmas Holiday – P-MRNRD Offices Closed
January 1, 2016	New Year's Day Holiday – P-MRNRD Offices Closed
January 12, 2016	P-MRNRD Subcommittee Meetings
January 14, 2016	P-MRNRD Board Meeting
January 18, 2016	Martin Luther King Day – P-MRNRD Offices Closed
January 26-27, 2016	NARD Legislative Conference, Lincoln, NE

January 28, 2016 Papillion Creek Watershed Partnership Meeting, 10:00
a.m., NRC

Jan. 30-Feb. 3, 2016 National Association of Conservation Districts 2016
Annual Meeting, Reno, NV

B. Next Meeting – January 14, 2016, at the NRC

ADJOURNMENT: Being no further business, the Chairperson declared that the meeting was adjourned at 8:13 p.m.

NOTE: These minutes reflect the actions and votes taken at the December 10, 2015, Board of Directors Meeting of the Papio-Missouri River Natural Resources District and are not an official transcript of the meeting. The audio cast of this meeting can be found on our website at www.papionrd.org.

I, the undersigned, Secretary of the Papio-Missouri River Natural Resources District, hereby certify that the foregoing are true and correct minutes of a meeting of the Board of Directors of the District held on December 10, 2015, that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the District; that such subjects were contained in said agenda at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; and, that all news media requesting notification of the meeting of said body were provided advance notification of the time and place of said meeting.

Richard Tesar
District Secretary