

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[August 25, 2017, 8:00a.m.](#)**

UNOFFICIAL - MINUTES

Attendance, Directors: Bruce Drummond, Bill Biggs, Ron Llewellyn, Greg Drescher, Brendan Arbuckle and Gray Blanton.

Absent: Jim Eastham

Officials, Staff & Others: Jennifer McDonald, Joe Waltz, Doug Stanley, Hollis Tharpe, Roger Bianchini, Alex Bridges, Dan Whitten, Marla Jones, Ken Dameron and Missy Henry.

CALL TO ORDER: Greg Drescher
Mr. Drescher welcomed the newest member to the EDA Board, Mr. Gray Blanton.

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: July 2017

**ON A MOTION BY MR. BIGGS (SECOND BY MR. LLEWELLYN) THE BOARD VOTED TO APPROVE THE MINUTES.
VOTE: ALL "AYE"; NONE OPPOSED; MOTION CARRIED.**

FINANCIALS: July 2017

**ON A MOTION BY MR. BIGGS (SECOND BY MR. ARBUCKLE) THE BOARD VOTED TO APPROVE THE FINANCIALS.
VOTE: ALL "AYE"; NONE OPPOSED; MOTION CARRIED.**

Ms. McDonald advised budget numbers will fluctuate due to the New Market Tax Credit Program and the town and county projects.

She also advised everyone that she has placed a Snap Shot of projects, cost of projects and funding sources in the board packets. The county funds 25% of our operating budget and the EDA funds the remaining 75% through rental income, land sales and interest income. The town does not fund any of our operating budget.

On our capital budget, the county funds 52%, the town funds 20% and the EDA funds the remaining 28%.

Attached is also a list of land owned by the EDA.

COUNTY ADMINISTRATOR UPDATE: Doug Stanley

Mr. Stanley welcomed Mr. Gray Blanton to the EDA Board.

Rural Addition Program – The County has advertised for applications from subdivisions and sanitary districts to upgrade and take roads into the Virginia Department of Transportation (VDOT) road system. The program allows private subdivisions streets to be upgraded to minimum standards permitting their addition to the secondary system of highways through a combination of property owner, County and State funding. The County will accept applications postmarked by September 1, 2017.

Front Royal Golf Course – The County has advertised an RFP for management of the Front Royal Golf Course. A copy of the RFP is available on the County's website. Responses are due on August 31st. One response was received so far.

Tourism – County and Town staff met on August 14th to discuss the Town's proposed changes on the Memorandum of Agreement for a Joint Tourism Committee. We have sent a revised draft back to the Town for consideration.

Development Review Committee – The Development Review Committee met on August 23rd.

The Committee discussed projects in the County including:

- Proposed Contractor's Storage Yard (Walker and Brugh)
- The Marriott TownePlace Suite Project
- 340/522 Revenue Sharing Project Bid- have received 3 bids.
- Toray Project Expansion – 5,200 SF

The Committee also discussed Town projects including:

- Happy Creek Coffee & Tea (beside movie theater)
- Brew Pub (name to be announced)
- B&G Goods Building Restaurant (name to be announced)
- Afton Inn BAR application
- West Main Street Extension
- IT Federal Project Update

The Committee will meet again on September 27th.

Shenandoah Farms and Lake Front Royal Sanitary Districts – The County is out to bid for snow removal services for the upcoming winter season. County and sanitary district staff have also been called in to deal with the recent heavy precipitation events over the last several weeks.

Reassessment – The County’s reassessment firm, Wingate, will start field work for the 2019 General Reassessment in September.

Project Updates

Youth Center and Community Center Roofs – Work continues on the replacement of the Youth Center and Community Center roofs. Both projects should be completed by October. Once the Youth Center Roof has been replaced, we will be replacing the ceiling grid/tiles.

2nd Middle School – The project is complete. The ribbon cutting was held on July 31st and the school opened with the rest of the system on August 15th.

Ressie Jeffries Elementary School – The building addition and roof project is 91% complete and the site work project is 95% complete. County staff is working with Landscape Architect to finalize plans for the playground project. It is anticipated that we will be able to start site work in the next two weeks. Phases I and II of the project should be completed during the fall of 2017. Thanks to a \$5,000 donation and a 5-year \$25,000 donation match, Phases III and IV will be fully funded if the school can raise another \$25,000-\$30,000.

Rivermont Fire Station – Moseley Architects is working on two conceptual design options for the facility. The survey of the property and associated topo have been completed by the surveyor. The permit application to expand the existing airport

sewage system has been approved by the Health Department. We are planning to meet with the Building Committee in September.

Leach Run Parkway – Project complete. Ribbon cutting held on June 26th. The engineer is currently working with the contractor on remaining punch list items including the permanent establishment of grass.

VDOT/Totten Lane Turn Lane Project – The project has been completed at last.

VDOT/Marlow-Silek Revenue Sharing Project – The project will widen a portion of Route 340/522 South from the crossover in front of Shenandoah Motors to the Crooked Run Boulevard entrance by adding a 3rd lane and right turn lane. The project will also extend the left turn lane for the crossover. The EDA received three bids for the project last week and they are currently under review. Target completion date is mid-November.

VDOT/Morgan Ford Bridge – The project is approximately 38% complete based on earnings and remains on schedule for completion in June 2018. The contractor has completed constructing all substructures including both abutments and MSE walls. They are currently working on grading the southern approach and beams are expected to be delivered the last week of August. The contractor has begun installing a temporary work bridge that will provide construction access over the river in order to set the precast box beams and place the concrete deck.

VDOT/South Fork Bridge – The project is approximately 86% complete and still on schedule for completion in December 2017. The Contractor is working on Stage II of the new bridge. This stage will widen the structure and provide 2 additional lanes, a bike lane and sidewalk to the west. Stage II deck pours are complete. There are 3 deck closure pours remaining that will connect the Stage I deck with Stage II deck. The Stage II bridge sidewalk is just over halfway complete and concrete railing has been installed for about one-third of the length of the bridge. The contractor is continuing grading work on Route 55.

Route 340/522 Trolley Project – Service to the corridor and LFCC started on July 31st. County staff has been blanketing the corridor over the next several weeks to get advertisement of the new service up. We will be installing bus stop signage over the next several weeks. First week had 74 riders and the third week had 111 riders.

Commercial Projects – Work continues on the following projects:

- Royal Farms Convenience Store – Fall 2017 Completion
- Marriott/TownePlace Suites – Summer 2018 Completion

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Spring 2017	Under Construction
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Morgan Ford Bridge	12/2016	\$9,713,152	Spring 2018	Under Construction
Leach Run Parkway	6/2015	\$15,800,000 Estimated	Summer 2017	Completed
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Spring 2017	Completed
2 nd Warren County Middle School	Winter 2015	\$44,100,000	Summer 2017	Completed
Freezeland Road Kiss-n-Ride	Fall 2014	Unavailable	Spring 2017	Phase I Completed – Fall Paving
Ressie Jeffries Renovations	Fall 2016	\$4,990,077	Fall 2017	Under Construction
Rockland Park Athletic Fields	N/A	\$200,000- \$300,000	Fall 2017	Under Construction

DPS

TOWN MANAGER UPDATE: Joe Waltz

Rt. 522 Corridor Water Upgrade: The Town has completed the preliminary engineering review and currently evaluating funding options. Should go to Council in September.

Afton Inn: The BAR is currently reviewing the demo application submitted to Mode Development. The BAR toured the Afton Inn on August 15th and held a public hearing on August 22nd. They have table the decision until the next meeting which will be September 12th.

CDBG Grant: Application was submitted on March 29, 2017 and decision will be made in September or October 2017.

Criser Road Bridge: We have received 1 bid which was double the cost of our construction estimate from Matterson & Craig. We have put the bid back out and will be due in on September 8th.

Criser Road Trail: Have received 4 bids and is currently finalize cost and contract. Negotiating with Lantz Construction. Staff will seek Council approval and start construction in September 2017.

Happy Creek Phase 2: Sent a letter to VDOT to release the funds off the remaining of the Phase 1 project.

ITFederal: Staff is still working on this along with the Main Street Extension. Waiting on Bohler's revision to comments on review. Ms. McDonald advised that Boehler submitted plans last Wednesday.

Main Street Extension: Staff has met with Pennoni on final design and traffic analysis for Main Street. Staff is now working with Pennoni and Boehler to complete the final design of the road.

Joint Tourism Board: The Town and County are working on a MOU to appoint a Joint Tourism Advisory Committee.

Police Department Building (former): Closing is scheduled for August 31st.

New Police Department Building (new): Seven contractors showed up for the pre-bid meeting. Bids are due back September 7th. Hope to bring before Town Council in October.

Property Maintenance code: Town Council discussed again at the work session on August 7th and have scheduled a public information meeting on August 28, 2017.

Public Safety Campaign: 80% complete with all the cross walks in town. The program has a 3 prong approach: education, improving infrastructure and soft/hard enforcement.

Washington Gas & Light: Approval has been made by SCC to do a pilot project to Front Royal. A meeting is scheduled for September.

Westminster Sidewalk Project (VDOT): Staff recently received approval for the grant and can now advertise this project.

Waste Water Treatment Plant: Work continues and is now 86.6% complete. November 18, 2017 is the estimated completion date with a certificate to operate under the 5.3 MG permit.

Mr. Llewellyn asked Mr. Waltz to look into the storm water drainage issue on North Royal Avenue near Wendy's. After the last storm the waters flooded into the nearby buildings. He asked Mr. Waltz to consider closing that portion of Royal Avenue when this happens again.

Mr. Blanton asked what happened to the bottom floor of the Afton Inn. Ms. McDonald and Mr. Biggs said someone went in there and pulled all the wood out years ago.

Mr. Waltz advised soon as the flashing light equipment comes in for the cross walk it will be installed at LRP and Oden Street. There is an ad out for a crossing guard.

Chamber of Commerce:

EXECUTIVE DIRECTORS REPORT- Jennifer McDonald

EXPLANATION & SUMMARY:

Royal Phoenix/Avtex:

EXPLANATION & SUMMARY:

Royal Phoenix/Avtex:

Meeting with Town staff to discuss design of West Main Street extended. Bohler Engineering received the light fixture design and landscaping requirements from Jeremy Camp on Friday, July 21st. Bohler will incorporate those elements into the design. New design was submitted to the Town by Bohler Engineering.

Will work with County to determine best location for walking trails on conservancy park. Working with Ms. Rosser and Mr. Stanley on walking trails along the river.

Avtex Museum:

EDA staff completed the IRS form 1023 and submitted it with fees to IRS in KY to reinstate the nonprofit status for the Shenandoah Center for Heritage and the Environment. Was granted reinstatement as a nonprofit organization. Filed all paperwork with the Virginia Corporation Commission. Staff has applied for a grant from the National Endowment for the Humanities to curate the museum and produce a video history of the people and the site. Received word from NEH that we were not awarded a grant. They had 103 applications and awarded 20 grants. Will continue to pursue grant opportunities for this project.

Staff is now designing a fundraising outreach program to kick-start the museum project.

Town Business Activity:

- Working with several developers looking at properties on Main Street and Royal Avenue.
- Working with prospect looking at 7 acres on the Avtex site.
- The EDA is working with a prospect for the former B&G Goods store on Main Street.
- Working MODE Developers on the Afton Inn property

County Business Activity:

- Continue to work with a distribution center referred by the Partnership in Stephens Industrial Park. Company would create 75 new jobs and have a \$22 million investment. They are in the initial site selection stages.

- Sent a response to an RFP from the VEDP. Prospect will need minimum 50 acres for a manufacturing facility still awaiting feedback from the response.
- Continue to work with County on revenue sharing project for 522/340 road improvements

404 Fairground Road:

Lease continues with Dane's Great American hamburger food truck.

Leach Run Parkway:

We continue to work on punch list items with Branch Highways.

Development Review Committee

Staff continues to work with County and Town building/planning/zoning officials, VDOT, utility providers, and health department on introducing new businesses to the community and making the occupancy/licensure/signage process streamlined and user-friendly.

Last meeting was held July 26th, 2017 at 10am at the Government Center. I have attached the agenda for your reference. Next meeting will be August 23rd at 10am, agenda attached.

Workforce Housing:

Project was approved by Town Council on November 14th.

EDA has started to meet with developers on the construction of the project.

Submitted revised plan to DEQ for any additional comments. Waiting on comments.

Working with the Aikens Group as the developer of the project.

Regional Training Academy/Indoor Firing Range:

Continue to work with the Sheriff and Moseley Architects design and construction of the Skyline Regional Criminal Justice academy and indoor firing range. Received DEQ comments. Working with the Town on final approval.

Afton Inn:

The EDA is currently working with a developer on the Afton Inn building. The Town remains committed to keeping the structure maintained until ownership has transferred to a developer.

IRP Program:

The EDA was awarded \$500,000 from the USDA to be used as loans for larger investments in the community. The EDA borrows the money from USDA and then relends the money to expanding or start-up businesses that are creating or saving at least 15 jobs and must have a minimum investment in the community of \$500,000.

We currently have 4 loans outstanding with a balance of \$417,449.69

Loan Recipients:

KTS Solutions
AKM Properties
Dominion Health & Fitness
J's Gourmet

RBEL Program:

Since 1997 the EDA has loaned over \$1.7 million to local start-up or expanding businesses through our Rural Enterprise Loan Program. The EDA currently has 16 outstanding loans totaling \$149,191.94.

The EDA issued a loan in the amount of \$20,000 to Premiere Copiers in August.

Loans that have been paid in full in the past 6 months are; Hidden Springs, B&G Goods, Eshelman loan, and Driver's Choice loan.

McKay Springs:

Since late 2012 the EDA has been working with the Town and County on marketing the McKay Springs property. The EDA has advertised McKay Springs in IEDC newsletter, Doing Business magazine, facebook page, CoStar, EDA website, and flyers handed out at conferences attended by Jennifer McDonald.

Those conferences include ICSC annual conference, IEDC Federal Forum, Tradeshow in Richmond, Roanoke, and Charlottesville.

Since the marketing efforts started the EDA has received 51 (additional 13 since last report) inquiries on the site. Inquiries included gas stations, a bank, a retail strip center, an office building, fast food chains, a solar panel area, a distillery, a recycling center, two pharmacies, and several other smaller businesses.

Hurdles faced at the beginning of the marketing process included the ability to fit the size building that some of the companies required on the available land, access to the site with the expansion of the median on Reliance Road, the property located to the west of the site, and the .half acre historical area on the site.

Possible resolutions included purchasing the neighboring property which the EDA did (through the County) in 2016. Since the acquisition of that property and within the past three months the EDA has seen an increase in the number of inquiries.

In the past month the EDA has received 3inquiries on the site.

Miscellaneous:

- Working with Regional group on a Go Virginia initiative that would have regional collaboration.
- Attended Front Royal Golf Club meeting.
- Auditors were in for their preliminary field work in June. They will continue the audit in September.
- Had two site visits with Jeremy and David in the month of July.
- EDA continues to maintain a job bank on its website. As a reminder we will post all Warren County/Front Royal jobs, but do not accept the applications for those jobs.
- EDA continues to post all available commercial/industrial property listings on its website. This is a free service to property owners/realtors that helps to market available properties. Property owners and realtors must update the EDA on the status of the property.

The following is a snapshot of the EDA financials and projects. The EDA is a quasi-governmental agency and only receives 25% of its operational budget by government funds.

The EDA is allowed to enter into contracts and projects without the consent or approval of the Town or County **UNLESS** Town or County funds are being spent on that contract or project; however it has been the practice of the EDA to update the Town Council and Board of Supervisors in closed meetings of these transactions before they take place. If the debt service changes impact the Town or County budget a resolution must be approved by the appropriate Board or Council.

EDA Projects:

Workforce Housing:

The EDA went to closing on property located off Royal Lane in June 2016. A down payment of \$15,000 was paid to Walter and Jeanette Campbell for a study period on the property, a contract price of \$445,000 was listed in the sales agreement, with this amount being used as a potential tax credit in the future. This is solely an EDA project. Town or County funds will not be used to support this project.

A total of \$586,009 has been spent to date on DEQ permitting applications, apartment design, Pennoni engineering services, apartment plans, and various Town and County application fees.

Skyline Regional Justice Training Academy:

The EDA was approached by an investor that was willing to invest in building a regional training facility for law enforcement. The EDA has spent through investor funds, a total of \$586,745.67 to date on the project. We are currently working through DEQ, budgeting, and design issues and still hope to break ground in 2017. This project is funded solely by the investor and does not have any EDA, county or town funds involved.

ITFederal:

The EDA continues to work with ITFederal on a scaled down version of their project. To date ITFederal has pulled \$625,562 from the \$10mm loan to cover costs associated with DEQ permitting, Pennoni Engineering services, Design services, hauling dirt to the site to fill a 10' gap across the 30 acres, and other miscellaneous items. The EDA initials and approves all invoices before money is pulled and invoices are paid. The EDA anticipates they will break ground in Fall 2017 once dirt has been compacted, West Main Street plans have been approved by the Town, and they are ready for construction. The Town nor County have been asked to fund any portion of this project nor have they been asked to provide any incentives to the company.

Afton Inn:

The EDA is currently working with a developer on the Afton Inn location. The plan would include a themed restaurant on the first floor and apartments on the 2nd and 3rd floor. To date the EDA has expended \$10,369.40 on the Afton Inn property development.

506 & 514 E. Main Street:

The EDA is currently working on a 3-year lease for the building. The EDA hopes to have an announcement on the building in Fall 2017. The EDA currently owes \$477,000.50 on the property and has received rent through May 2017. In May 2017 the EDA will be responsible for the payment of \$2,029 plus liability and flood insurance which adds another \$7,800/year. This is funded solely by the EDA no Town or County funds are used for this project.

Leach Run Parkway:

The Leach Run Parkway is nearing completion with an anticipated completion date of June 24th, 2017. The EDA just requested payment invoice for Branch Highways. Total paid to Branch is \$13,099,232.10. The EDA currently has mortgages on the Parkway properties in an amount totaling \$1,942,986.22 and invoices that were paid previously totaling \$988,312.41 giving a total to Leach Run Parkway assets of \$2,931,298.63. This project is being funded by the Town and County and a split formula of 66% County and 34% Town.

West Main Street extended:

The EDA continues to work with the Town and Pennoni Engineering on design plans for West Main Street extended. VDOT has approved a revenue sharing project and will contribute up to \$650,000 to the project. \$500,000 of unmatched funds and \$150,000 of matched funds. The \$150,000 matched funds will come from ITFederal.

This a Town project and will be funded by the Town. A tax is being collected to offset the cost of this road. A total of \$30,314.73 has been paid by the EDA for this project.

The Town hopes to break ground on this road in 2017.

McKay Springs:

The EDA helps market the McKay Springs property that is owned jointly by the Town and County. In 2016, the EDA purchased an additional 2 acres behind the property (formerly Eastep Trailer Park) to help recruit a commercial user to the site and provide better access to the property. The purchase price of the property totaled \$67,966.70.

Mortgage Liabilities:

506&514 E. Main Street: \$483,180.91

Combined Loan: Balance: \$3,809,821.47 and that number includes the following properties and balances of each;

- Success Park Loan- \$187,729.76
- 404 Fairground Rd.- \$277,719.84
- Happy Creek Industrial Park- \$452,287.36
- Stephens Park- \$622,950.85
- Baugh Drive- \$347,253.44
- Ramsey property- \$845,949.99
- 1497 Happy Creek Rd- \$318,229.98
- NVA- \$237,443.52
- Benson- \$25,234.99
- 1425 Happy Creek- \$133,925.73
- 1433 Happy Creek- \$361,096.01

Liabilities:

Avtex- \$2,060,000. This amount will be owed at the time of sale of the property to FMC/EPA after the EDA has been reimbursed expenses incurred over the past 25 years. This remains a liability and shows on our financials because it is due immediately upon the sale of the property and EDA reimbursement

Line of Credit- The EDA keeps an open line of credit of \$2,000,000 for any potential land purchases that the Town or County may request or for any leach run parkway or

west main street invoices that the EDA will pay on behalf of the Town and/or County.

IRP program- The EDA keeps a \$500,000 liability on its financial statement for the IRP program. That is the total amount borrowed from the USDA. Currently the balance of that loan is \$417,449.69.

New Market Tax Credit- The EDA will keep a liability on the financial statement for the new market tax credit program. This program will help fund Ressie Jeffries renovations, the new police department, sidewalks, happy creek phase 2, and leach run parkway. Currently the EDA shows a liability of \$4,598,123.13 which was a percentage of the entire project. This number will soon increase to \$9,000,000 as shown on the balance sheet and as the funds are drawn real numbers will appear on our financial statements.

Current numbers:

RJES: \$3,814,958.29

PD: \$841,882.39

LRP: \$2,699,322.86

West Main: \$1,140,388.53

522/340: \$19,892.68

RBEL program- The EDA currently has \$223,261.21 in the RBEL account. We currently have 16 active loans totaling \$147,694.85. The EDA just approved a new loan to Premier Copiers in the amount of \$20,000.

Snapshot:

EDA operational budget: \$438,669.

County funds: \$108,117 or 25%

Town funds: \$0

EDA funds remaining portion of \$330,552 with rental income, interest income, and land sale profits.

EDA capital budget: \$719,862

County Funds: \$372,681 or 52%

Town Funds: \$141,390 or 20%

EDA Funds: \$205,791 or 28%

The Town/County portion of the EDA capital budget is split as follows; if the property is located within the town limits the County pays 66% and the Town pays 34%, if the property is located outside the Town limits the County pays 80%, the Town pays 20%. The capital budget is subject to change throughout the year as projects come along or requests for land purchases and/or new projects by the Town and County are received.

The New Market Tax Credit Program will change our capital budget as the projects move forward.

STAFF COMMENTS:

Ms. McDonald read thank you notes from the EDA scholarship winners.

DIRECTOR COMMENTS:

MOTION TO GO INTO CLOSED MEETING

I, Ron Llewellyn, move that the Board of the EDA vote to go into Closed Meeting under the provisions of Section 2.2-3711 of the Virginia Freedom of Information Act for the following purpose(s):

Section 2.2-3711.A.1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Section 2.2-3711.A.3: Discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the EDA. I further move that discussion be limited to a parcel or parcels in the town of Front Royal or Warren County.

Section 2.2-3711.A.5: Discussion concerning a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business's or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711.A.7: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

ROLL CALL VOTE: DRESCHER, "AYE"; DRUMMOND, "AYE"; LLEWELLYN, "AYE"; BIGGS, "AYE"; ARBUCKLE, "AYE" AND BLANTON, "AYE".

MOTION COMING OUT OF CLOSED MEETING

On a Motion by Mr. Llewellyn, seconded by Mr. Biggs, and by unanimous vote, the Board certifies to the best of each member's knowledge that only public business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body.

ROLL CALL VOTE: LLEWELLYN, "AYE"; DRUMMOND, "AYE"; DRESCHER, "AYE" , BIGGS, "AYE", ARBUCKLE, "AYE" AND BLANTON, "AYE".

(9:30 a.m.)

**MOTION TO ADJOURN: MOTION WAS MADE BY MR. BIGGS WITH A SECOND BY MR. ARBUCKLE TO ADJOURN.
VOTE: ALL "AYE"; NONE OPPOSED; MOTION CARRIED.**

(9:31.a.m.)

The next regular meeting of the EDA Board of Directors is scheduled for Friday, September 22, 2017, 8:00 AM in the EDA conference room.

Respectfully submitted by:

Michelle L. Henry
Administrative Assistant