

# LEE COUNTY

NORTH CAROLINA

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REGULAR MEETING  
OF THE  
LEE COUNTY BOARD OF COMMISSIONERS  
106 HILLCREST DRIVE  
SANFORD, NORTH CAROLINA 27330

AUGUST 19, 2013

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The regular meeting of the Board of Commissioners for the County of Lee, State of North Carolina, convened at 6 p.m., in the Commissioners' Room, First Floor, Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina, on said date. Commissioners present were Amy M. Dalrymple, Dr. Ricky D. Frazier, Dr. Andre Knecht, Charles T. Parks, Kirk D. Smith, and James K. Womack. Commissioner Robert T. Reives was not present at the beginning of the meeting but did join the meeting at 6:08 p.m.

Chairman Parks called the meeting to order.

Commissioner Frazier delivered the invocation.

The pledge of allegiance was recited.

The Board considered additions/changes to the Agenda. Commissioner Smith asked that the first two items on New Business (for Cooperative Extension) be moved up on the agenda before the public hearings. Commissioner Smith also asked the Board to add appointments to the Sandhills Mental Health Board to the Agenda. With no other changes made, Commissioner Dalrymple moved to approve the Agenda as amended. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Park, Smith, and Womack  
Nay: None  
Absent: Reives

The Chairman ruled the motion had been adopted unanimously.

Commissioner Womack moved to approve the *Consent Agenda* which consisted of the following items:

- Minutes from the July 15, 2013 regular meeting,
- Policy for retiring deputies service weapon and badge (copy attached),
- FY 2013-14 Application for State Aid to Public Libraries (copy attached),
- FY 2014 Seniors Health Insurance Information (SHIIP) Grant (copy attached),
- Tax Releases and Refunds for July 2013 (copy attached),
- Fire Works Permit for Labor Day Fireworks Display (copy attached), and
- Proposal for 2013 Household Hazardous Waste Collection Day

Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Smith, and Womack  
Nay: None  
Absent: Reives

The Chairman ruled the motion had been adopted unanimously.

No one signed up to speak during the *Public Comments* section of the meeting.

The Board considered a Resolution and Recognition of the 100<sup>th</sup> Anniversary of the Extension & Community Association. Lee County Cooperative Extension Director Susan Condlin introduced Ms. Sylvia Churchwell who discussed the organizations history and recognized the statewide organization of adult volunteers and partners who work with Cooperative Extension and families to improve the quality of living through continuing education, leadership development and community service. North Carolina Extension and Community Association will be celebrating its centennial anniversary formally throughout 2013. Commissioner Reives joined the meeting during the beginning of the presentation. After the presentation, Chairman Parks read the Resolution Honoring Lee County Extension & Community Association on the 100<sup>th</sup> Anniversary of the State Organization. Commissioner Smith moved to approve said Resolution, a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

Ms. Sharon Raschke gave closing comments in reference to the organization.

The Board considered a Resolution in Support of the Sandhills Farm to Fare Pilot Project. Cooperative Extension Director Susan Condlin stated the local food movement has helped increase market outlets for many farmers in Lee, Moore, and Richmond County. The Sandhills Farm to Table Coop, a unique CSA, with a strong partnership between farmers and consumers, currently serves households. Institutional buyers, such as restaurants, resorts, health facilities, retirement communities and schools, have difficulty sourcing local food purchases. Funds have been sought and received to demonstrate how a cooperative venture shared between farmers and institutional buyers would operate. Cooperative Extension will provide coordination among farmers and Sandhills Farm to Table has agreed to provide the contracted services needed to market, collect, and transport produce to local buyers for the project. At this time fifteen farmers in the tri-county area have agreed to support the project and serve as a task force as a feasibility study is conducted. Ms. Condlin stated at this time no county funds are being requested for the project. Cooperative Extension will provide in-kind assistance during the pilot project. Lee County Government, on behalf of NC Cooperative Extension, has been awarded \$7,500 from the NC Agricultural Development & Farmland Preservation Trust Fund (ADFPTF), operated through NCDA&CS, to help fund the pilot food hub. Ms. Condlin asked Commissioners to approve a Resolution in support of the pilot project. Chairman Parks read the Resolution in Support of Sandhills Farm to Institutional Initiative. Commissioner Smith moved to approve said Resolution, a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously

At this time the Board conducted joint public hearings with the Lee County Planning Board that had been advertised for this date and time.

Planner Althea Thompson outlined the first public hearing submitted by Village of Cumnock, LLC to rezone 53.63 ± acres of land located south of Cotten Road and east of Cumnock Road from Residential Restricted (RR) district to Multifamily 12 (MF-12) district. Mr. Gray Styers, Attorney for the Village of Cumnock outlined the entire project and stated his support for the four rezoning requests. Mr. Styers stated the master plan consisted of highway commercial and retail centers, mixed-use residential housing, open spaces, job centers and natural areas. Once rezoning is approved, detailed site plans will be brought back before the Commissioners for approval before any construction begins on the site. Mr. Styers stated that at this time, they have no desire to be annexed by the City of Sanford and will not be applying for annexation voluntarily.

Chairman Parks opened the first public hearing.

Mr. Kevin Bryant, Zimmerman Road, stated he was not against the project, only had concerns about the volume of traffic that will be created on Zimmerman Road and Cumnock Road if the project is approved. He asked Commissioners to take into consideration the people that currently live in the area and what they will have to give up if roads are widened. He also questioned why a traffic count had not been completed on Cumnock Road (one was completed on Cotten Road). Community Development Director Bob Bridwell stated he would contact DOT and asked them to complete a traffic count on Cumnock Road.

Mr. Dale Marks, 1258 Black Road, Cameron, questioned if citizens would have to pay extra for any water/sewer upgrades that might occur due to the project.

No one present spoke for or against the rezoning request.

Chairman Parks closed the public hearing for this item.

Ms. Thompson outlined the second public hearing submitted by Village of Cumnock, LLC to rezone 81.36 ± acres of land located east of the Deep River and west of Cumnock Road from Residential Agricultural (RA) district to Residential 6-Conditional district (R-6-C). Mr. Gray Styers stated approximately 15 acres of this site are located in a flood plan and will be designated for park/outdoor use. The property could be donated to the County, homeowners association or another group at some point. A greenway easement will also be recommended for the area with buffers in place for separation.

Chairman Parks opened the second public hearing.

No one present spoke for or against the rezoning request.

Chairman Parks closed the second public hearing.

Ms. Thompson outlined the third public hearing submitted by Village of Cumnock, LLC to rezone 45.00 ± acres of land located east of Cumnock Road and between two sets of railroad tracks, from Residential Agricultural (FA) district to Light Industrial Conditional Zoning (LI-C) district.

Chairman Parks opened the third public hearing.

Ms. Debbie Hall, 957 Cumnock Road expressed concerns about the traffic issues and the fact that no buffers were referenced for the above rezoning request on Zimmerman Road.

Ms. Jessica Cox, 160 Wayward Way, Bear Creek, and a member of the Cumnock Baptist Church, asked if some of the wetland area could be developed for horse trails, biking, etc.

No one spoke for or against the referenced rezoning request.

Chairman Parks closed the third public hearing.

Ms. Thompson outlined the fourth and final public hearing submitted by Village of Cumnock, LLC to rezone 153.17 ± acres of land located north of Cotten Road and east of Cumnock Road from Residential Agricultural (RA) district to Planned Unit Development (PUD) district. Twenty-five (25) acres of this site will be set aside and offered to the school system for the possible location of a school. If not developed for a school within 6 years, the site will be used as a business district. It was stated that major entrances to this site will be off Cotten Road and not Cumnock Road.

Chairman Parks opened the fourth and final public hearing.

No one present spoke for or against the above referenced rezoning request.

Mr. Dale Marks, 1258 Black Road, Cameron, asked if a back-up plan was in place if the schools decided they did not wish to construct a school on the proposed land. Where would the children go to school and how would that be handled.

Chairman Parks closed the fourth and final public hearing.

At this time, Planning Board members and staff retired to the Gordon Wicker Conference Room to continue deliberation. A recommendation by the Planning Board will be presented to Commissioners for their September meeting.

At this time the Board took a 10-minute recess. Upon returning from recess, with all Board members present, the meeting resumed.

The Board considered the Tax Collector's Settlement for FY 2013. Tax Administrator Mary Yow asked the Board to consider and approve the Tax Collector's Settlement, adopt a Resolution approving the annual settlement, and charge the Tax Collector with collecting taxes. Ms. Yow stated that each year the Tax Collector must make settlement with the governing board per North Carolina General Statute § 105-373. As part of the settlement, the governing board charges the Tax Collector with collecting taxes for the current fiscal year and prior fiscal years with unpaid taxes. This "charge" gives the Tax Collector authority to use enforces collection measures, and gives legal notice that the tax lien is first in priority. A copy of all unpaid real, personal and motor vehicle property tax had been provided as a link on the county website for Commissioners to view, along with a listing of bankruptcy claims. After discussion, Commissioner Smith moved to approve (1) Affidavit, (2) Tax Collector's Report for FY 2013, (3) Resolution Approving the Tax Collector's Annual Settlement, and (4) Order of the Board of

Commissioners to Collect Taxes, copies of which are attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered an addendum change with Tax Management Associates (TMA). Tax Administrator Mary Yow stated that in 2011 the North Carolina General Assembly passed House Bill 462 that amended General Statute §105-299 to prohibit the use of contingency based payments for the services agreed to in the original contract with TMA dated September 23, 1996, and amended on April 18, 2011. An addendum is needed to change the method of payment for Business Personal Property Audit Services. After discussion, Commissioner Reives moved to approve the Contract Addendum for Business Personal Property Audit and Consulting Services with Tax Management Associates, Inc., a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered four items pertaining to the Lee County IT Department. IT Director Kyle Edwards addressed the first item which was the renewal of a Maintenance Agreement for Lee County Enterprise Data Storage. Mr. Edwards stated the County has been able to utilize a Storage Area Network since 2006 that houses all of the county's mission critical data for departmental applications. The maintenance agreement that needs approval ensures that the County has 24-hours per day, 7 days per week complete on site and remote support for all the attached hardware and software that is necessary to keep these systems functioning and running at optimal levels. The requested agreement will protect the primary storage site at the Lee County Government Center and secondary storage site at the Lee County Sheriff's Office. Mr. Edwards stated this renewal will allow the County to have continued assurance for a highly resilient, highly available IT environment. After discussion, Commissioner Frazier moved to approve the renewal Maintenance Agreement with "davenport group", a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

Mr. Edwards presented the second item pertaining to the IT Department for the annual software maintenance renewal for the Finance software system. Mr. Edwards requested Board approval for the annual support agreement with Tyler Technologies for the MUNIS Financial Management Software System. The system includes all necessary applications for the finance department to operate internal/external accounting, billing, and payroll procedures. After discussion, Commissioner Frazier moved to approve the annual support agreement with Tyler Technologies for the MUNIS Financial Management Software System in the amount of \$40,206.62, a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

Mr. Edwards presented the third item pertaining to the IT Department for the Enterprise Agreement Payment for Microsoft Software Licensing. Mr. Edwards stated the Microsoft Enterprise Agreement provides access, support, future version upgrades, enhancements, and licensing for compliance to Microsoft licensing agreements for server operating systems, desktops/laptops, and the County email system. After discussion, Commissioner Frazier moved to approve the Enterprise Agreement Payment for Microsoft Software Licensing in the amount of \$95,213.35, a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered the fourth and final matter for the IT Department which was a renewal lease for the Enterprise Data Storage Hardware Refreshment between Lee County and DDI. Mr. Edwards stated the proposed renewed lease allows a much needed refresh of Lee County's compelling Storage Center architecture hardware. The current hardware has been in place for more than 2 years with other core pieces being in place for over 3 years and has surpassed its peak for performance and usability. Several core pieces of the equipment are reaching end of life for support during the 2013-14 fiscal year. Mr. Edwards stated, better, more efficient, more cost effective, and more functional equipment is now available. The requested lease will refresh the primary storage site at the Lee County Government Center which houses more than 90% of the county's mission critical data that it uses to operate on a daily basis. This refresh will also allow the county to have continued assurance for a highly resilient, highly available IT environment. The renewal lease is a modification of an existing lease for replacing existing equipment with new refreshed hardware. The total additional lease cost over a new 60-month term is \$57,617 but will not increase the current budgeted lease payments so there will be no increase in the operating costs that result from the renewal. After discussion, Commissioner Frazier moved to approve the Lease Agreement with DDI, a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered a request from the Sheriff's Office for the School Resource Officer Program. Sheriff Carter asked the Board to create a separate budget for the School Resource Officer (SRO) Program in order to keep the expense and revenue separate as is being done in the Animal Control budget. County Manager John Crumpton stated he had met with the Sheriff and staff to work out a budget similar to what the Animal Control budget is to make it easier to track a projected budget for FY 2013-14 to support the transition of the SRO Program from the Lee County Schools to the Sheriff's Office. The proposal is for \$137,225 of which \$40,000 would be supported by State drug asset funds provided by the Sheriff. The department would transfer from the Sheriff's Office/Animal Control budget \$33,220. A difference of \$86,404 is requested from the County to support this budget proposal if funding of \$261,800 is received from the schools, \$342,204 if funding is not received from the

schools. After discussion, Commissioner Womack moved to defer action on the matter until the September meeting and ask the Sheriff to provide a briefing on the SRO Program. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered a request from the Sheriff's Office to restore part-time salary funding that had not been approved in the current budget. County Manager John Crumpton stated the Sheriff was asking the Board to restore the budget for part-time salaries to the equitable level of the last two budget years which is still less than the requested amount for FY 2013-14. During the budget presentation between Sheriff's Department staff and Commissioners, it was requested that if the 2 full-time dispatch positions were not approved, the part-time salaries be restored at approximately \$69,000. After discussion, Commissioner Womack moved to defer action on the matter until the September meeting and ask the Sheriff for a report on how funds would be used. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered an appointment to the Senior Services Advisory Board. Clerk to the Board Gaynell Lee presented one application for said appointment. Commissioner Reives moved to approve the application submitted by Mr. Jim Turner to the Lee County Senior Services Advisory Board by acclamation. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered appointments to the Triangle South Workforce Development Board. Clerk to the Board Gaynell Lee presented information provided by Central Carolina Community in reference to the re-appointment of 3 current members and the appointment of 2 new members to said Board. Re-appointments being submitted for acceptance are Mr. Tony Lett (new term 7/1/13 – 6/30/17), Ms. Cherise Williams (new term 7/1/13 – 6/30/13), and Commissioner Jim Womack (new term 7/1/13 – 6/30/13). Applications from Mr. Max Dolan and Mr. Robert Woods were presented for consideration as new appointments with eligible terms of 7/1/13 – 6/30/17. Commissioner Womack moved to defer appointments until the September meeting and instructed the Clerk to advertise said vacancies. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered appointments to the Sandhills Mental Health Board that had been added to the agenda at the beginning of the meeting. Commissioner Smith stated the structure of the Mental Health Board would be changing due to changes to General Statute 122C-118.1. According to the last

Mental Health Board meeting, Commissioner Smith (current Commissioner representative on said Board), will now serve on the County Commissioner Advisory Board that has been established for each catchment area. His term will be for one year. Commissioner Smith stated the second appointment to this Board now needs to come from an individual with insurance expertise consistent with the scale and nature of the managed care organization. Two applications were presented to the Board for consideration, both with insurance experience. After discussion, Commissioner Reives moved to reappoint Commissioner Smith to the Sandhills Mental Health Board and defer action on the other appointment until the position could be advertised to the public. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, and Womack  
Nay: Smith

The Chairman ruled the motion had been adopted by a 6 to 1 vote.

The Board considered a Memorandum of Understanding (MOU) for the Cooperation in the Conservation of Natural Resources between four parties. County Manager John Crumpton stated the MOU formalizes the working relationship between the Natural Resources Conservation Service (NRCS) (Federal Agency), the State of North Carolina, the Lee County Soil and Water Conservation District and Lee County. All four agencies work closely in delivering services to the citizens of Lee County for soil and water conservation issues. The last agreement between the parties was approved five years ago and the term is expiring; the new agreement is necessary to formalize the working relationship between the four organizations. The County also provides the NRCS an office at the McSwain Center, which they pay rent to use. After discussion, Commissioner Frazier moved to approve the Memorandum of Understanding with the United States Department of Agriculture Natural Resources Conservation Service (NRCS), North Carolina Department of Agriculture and Consumer Services – Division of Soil and Water Conservation, the Lee County Soil and Water Conservation District and Lee County, North Carolina, a copy of which is attached to these Minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board considered a Securement of Easements for the Clyde Rhyne Road Paving Project. County Manager John Crumpton stated the County is required by performance agreement with Caterpillar, Inc. to pave the Clyde Rhyne Road extension in the Lee County Industrial Park. The County has been trying to secure easements from the 3 private landowners along the road for over a year. To secure the final easement, it is proposed that the County pay Dennis and Judy Womack \$25,000 when the easements are signed, \$37,500 on August 1, 2014, and \$37,500 on August 1, 2015. The County committed to paying Spencer Smith \$5,000 and Lee Moore Capital \$16,000 plus future considerations involving the Colon Road lift station if property they own is developed for industrial purposes for their easements. That additional consideration will be the waiver of the prorated cost to repay the county for building the lift station for property that is developed as industrial property. That consideration will be given in lieu of cash incentives. Mr. Crumpton further stated Commissioners have already approved \$50,000 in the FY 2012-13 budget to secure the easements from the three landowners. This agreement will require an additional \$75,000 in funds to be paid in two installments to Mr. and Mrs. Womack on August 1, 2014, and August 1, 2015. The County will need to budget these amounts in the two future budget years. After discussion, Commissioner Womack moved to authorize the County Manager and County Attorney to finalize easement documents, contract agreements and

payments to Mr. Spencer Smith, Lee Moore Capital, and Mr. and Mrs. Dennis Womack for easements along Clyde Rhyne Road as presented. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Parks, Reives, Smith, and Womack  
Nay: Knecht

The Chairman ruled the motion had been adopted by a 6 to 1 vote.

Commissioner Womack further moved that the County Manger try and recover the next two years of funding for the Clyde Rhyne Road Paving Project (for Mr. and Mrs. Dennis Womack) from EDC. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

The Board discussed a Communications Policy for the County. Commissioner Womack asked this item be placed on the Agenda for discussion. Mr. Womack stated the County has a Communications Policy for County employees that was established in 2009 but it provides little guidance on the subject of internal communications. The absence of written guidance addressing the methods for communicating important information to County leaders led to gaps in reporting a recent VIP visit that had potential economic impact on the County. Mr. Womack stated he felt the County would be well served to publish an expanded, more comprehensive Communications Policy that eliminates uncertainty about what information is to be conveyed, in which manner, to whom, and how frequently. Both external and internal communications should be covered in the policy. The policy should cross-reference to other standing plans and policies as appropriate (such as Emergency Action and Economic Development plans and policies). Mr. Womack stated the new policy needed to address appropriate notifications to Commissioners when State officials come to the County. The revised Communications Policy should be codified and inserted into the County's Personnel Policy. After discussion, Commissioner Womack moved to authorize the County Manager to amend the Communications Policy for consideration at the September meeting to address that appropriate notifications are done when State representatives come to the County and that all Commissioners are made aware of these visits. Upon a vote, the results were as follows:

Aye: Dalrymple, Knecht, Parks, Smith, and Womack  
Nay: Frazier and Reives

The Chairman ruled the motion had been adopted by a 5 to 2 vote.

County Manager John Crumpton presented the June 2013 Preliminary Financial Report and the July 2013 Financial Report. No action was taken on either report.

County Manager John Crumpton presented his Monthly Report for August 2013, a copy of which is attached to these Minutes and by this reference made a part hereof. No action was taken.

County Attorney Neil Yarborough gave the Board an update on a current prayer issue in Rowan County.

Commissioner Reives moved for the Board to designate the August 18, 2013 Commissioners meeting in memory of Roy E. Mashburn, Sr. who passed away last week. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously.

Commissioner Smith moved to go into closed session to discuss (1) matters relating to the location or expansion of a business in the area per North Carolina General Statute §143-318.11(a) (4), and to (2) consult with the County Attorney to protect the attorney-client privilege per North Carolina General Statute §143-318.11(a) (3). Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

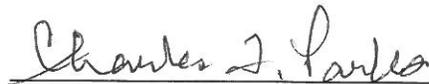
The Chairman ruled the motion had been adopted unanimously and the Board was in closed session.

Upon returning from Closed Session, with all members present, the regular meeting resumed.

Commissioner Smith moved to adjourn the meeting. Upon a vote, the results were as follows:

Aye: Dalrymple, Frazier, Knecht, Parks, Reives, Smith, and Womack  
Nay: None

The Chairman ruled the motion had been adopted unanimously and the meeting adjourned at 10:55 p.m.



Charles T. Parks, Chairman  
Lee County Board of Commissioners

ATTEST:

  
Gaynell M. Lee, Clerk to the Board