

**THE COAST RTA-WACCAMAW RTA  
BOARD OF DIRECTORS MEETING  
JANUARY 28, 2015  
9:00 AM**

**Board Present:** Bernard Silverman, Chair  
Joseph Lazzara, Vice Chair  
Katharine D'Angelo  
Nicholas Twigg  
Chuck Ottwell  
Lillie Jean Johnson  
Ivory Wilson  
Wilbur James  
Gary Loftus  
Johnny Vaught  
Robert Sheehan

**Staff Present:** Julie Norton-Dew, Interim General Manager  
Felicia Beaty, DGM of Operations – COO  
Lynette Nobles, Grants Administrator/Board Liaison  
Doug Herriott, Transportation Manager  
Tom Arends, Material Controls & IT Analyst  
John Glover, Transportation & Service Planning Manager  
Michelle Cantey, Public Information Officer  
Kevin Parks, Procurement Manager  
Steven Smith, Intern  
Halsey King, Maintenance Consultant

**Also Present:** Marc Liverman – WPDE  
Darrell Eickhoff – AARP  
Rev. Jerry Faulk – Citizen  
Anne Wright – Horry County  
Diana Seydlorsky – Horry County

*In accordance with the Freedom of Information Act (FOIA), the 2014 meeting schedule was provided to the press at the beginning of the 2015 calendar year, stating the date, time and location. In addition, notice of this meeting was provided to the press, stating the date, time, and place of the meeting on Monday, January 26, 2015.*

**CALL TO ORDER:** Chairman Silverman called the meeting to order at 9:00 AM and welcomed everyone.

**INVOCATION/PLEDGE OF ALLEGIANCE:** Mr. James gave the invocation. The Pledge of

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Allegiance was recited.

**ANNOUNCEMENT OF QUORUM/ROLL CALL:** Roll call was taken. A quorum was present.

**Swearing in of new board members:** Mr. Johnny Vaught and Dr. Sheehan took the oath of office as the new board members appointed by Horry County. They were welcomed to the board by Mr. Silverman

Mr. Silverman announced changes in the members of committees as follows: Dr. Sheehan has been appointed to the Finance & Administration Committee and the Marketing Committee. Mr. Vaught will sit on the Planning Committee and Fund Development Committee. Dr. Twigg will move from Fund Development to the Marketing Committee; and Mr. Ottwell will move from the Planning Committee to Chair the Marketing Committee.

**RECOGNITION OF VISITORS:** Mr. Silverman asked if anyone wished to make any public comment.

**PUBLIC COMMENT:** Rev. Faulk addressed the board and attendees. He thanked the board for providing transportation for the members of the community. He went on to say that there are some concerns regarding the pay-back to SCDOT, as the public doesn't know how that will be resolved; that the public should be aware of the funding mix and from where the funds are received; and the severance package details for Mr. Rollins. Also whether or not the board is aware of the severance package. Mr. James thanked Rev. Faulk for his comments.

**EMPLOYEE RECOGNITION:** While there was no employee recognition, Mr. Norton-Dew introduced Mr. Steven Smith, Intern from Coastal Carolina University. Mr. Smith told the board that he is a former Marine, and is married with one child. He went on to say that he has learned a lot in his time here.

**APPROVAL OF MINUTES:** It was properly moved and seconded that the minutes of the October 29, 2014 meeting be approved. There being no questions, a voice vote was taken. No nays being heard, the motion carried.

#### **MONTHLY REPORTS:**

**By-laws Committee:** Ms. D'Angelo, Chair of the committee, announced that she will speak with the other members of the committee and set a meeting to go over the by-laws to discuss any changes and present those to the board for approval.

**Fund Development Committee:** Mr. James shared that the committee will be meeting.

Mr. Silverman mentioned that a presentation needs to be made to the Ride III Committee. He will contact Mr. Dyer to get on their calendar for the February 12<sup>th</sup> meeting.

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**Search/Contract RFI Committee:** Mr. James stated that details will be discussed in executive session. The committee is down to six (6) applicants.

Mr. Silverman reminded the board that in the Horry County Funding Agreement, the board is to investigate and evaluate the use of a management company. It was recommended by Mr. Vaught that the board invite representative(s) from the management company(s) to come in and make a presentation as part of the RFI. Mr. Silverman asked if that could be done with an RFP. According to Mr. Parks' projected timeline, it will take approximately 7.5 months to go through the RFP process. Kevin Parks, Procurement Manager, joined the meeting and let the board know that should the management companies come in, that gives them an unfair advantage. He went on to say that Federal 42-21F clearly states that we can have no prior discussion with anyone. It was said that the board could not expect the candidates to wait 7.5 months to go through the RFP process for a management company. Mr. James stated that he would support Mr. Vaught getting information from management company(s) and giving a report to the board. Mr. Wilson stated that we have to follow federal regulations or we're going to get into trouble. Mr. Ottwell said that he supports Mr. James' proposal that Mr. Vaught get information and bring it back to the board. Mr. Loftus stated that he and Mr. Vaught will get the information and report to the board. Mr. Sheehan asked if Horry County Council is asking that we go through the RFP process or would the RFI suffice. Mr. Parks suggested that perhaps we go through another RFI process, containing specific questions that the board may have. Mr. Parks stated that what the board is implying is not acceptable according to FTA 42-21F, as it gives unfair advantage.

**Operations and Maintenance:** Ms. Johnson, Chair of the committee, turned the meeting over to Ms. Avant Beaty, who distributed the Ridership Report and the Vehicle Status report to the board.

Mr. Silverman announced that at 11:00 AM, the board will hear the report of the A-133 Audit and he has invited Horry County representatives to join the board for that presentation.

Ms. Avant Beaty reviewed the agenda, stating that there are no action items or action item updates. The two agenda items are Operations Reporting and Maintenance Update. She began by giving an overview of the routes, for the benefit of the new board members.

Mr. Silverman asked if there is any way to cut costs on the CATS program. Ms. Avant Beaty responded that she will be glad to take a look at it and report back to the board.

Regarding the maintenance update, Ms. Avant Beaty reported that maintenance now meets weekly; the maintenance area has been cleaned up; Mr. John Glover has been named as Interim Maintenance Manager. She then introduced Mr. Halsey King who talked about the need for a "homogenized" fleet, where the buses in the fleet are all the same, which streamlines maintenance and parts. A mixed fleet, as Coast RTA has, poses problems with getting parts. Training is vital for the maintenance staff, including a PM (Preventive Maintenance) Program and being familiar with state and federal regulations.

The maintenance shop is inefficient, highly congested, and it's set up for PM Service, just like repair. FTA requires that we have a PM program for every bus that we have and we have buses that we don't have the maintenance manuals for. The maintenance manual is required to write the PM program.

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Dr. Sheehan asked about the process of acquiring the hodge-podge of buses over the period of time they were acquired, looking forward, is there something structural that resulted in that, which will keep happening or is there something in this particular consultancy that will determine the guidelines for future acquisitions so that ten or twenty years from now, we don't still have twenty versions of buses. What has caused there to be such a variety of buses?

Ms. Avant Beaty answered that the lack of funding has been the primary issue. Getting used buses for free isn't necessarily free; the parts and the cost of keeping them running costs more in the long run. Money has been the issue because new buses are very expensive and we haven't had the funding to buy those buses. Consequently, what we've done is seize the opportunity when other RTA's are moving vehicles out of their fleet(s) and we take on the useful life of those vehicles. We knew going in that those vehicles were temporary fixes. Mr. Loftus interjected that there's another issue, long-term planning. Mr. Vaught asked why we have so many inoperable buses still in our fleet. Ms. Avant Beaty shared that when you don't have dedicated funding and you don't know what your funding is going to be from one year to the next, it's impossible to develop a long-term plan. Until we can identify alternative funding streams to get dedicated funding, it's very hard for us to move in a positive direction in the future and try to make these plans. Further, we do have a plan to identify buses and get them out of our fleet. We have to follow the process with FTA. Coast RTA needs to develop our own specifications regarding the buses we add to the fleet. Mr. Vaught asked about the length of time the drivers keep buses idling. Mr. King answered that the FTA has a five-minute rule. Ms. Avant Beaty added that buses are not idling while a driver goes on lunch break, as another driver relieves the driver for lunch. Mr. Lazzara asked about the progress of going paperless in the maintenance department. Ms. Avant Beaty answered that they are working with the maintenance personnel to get them comfortable with inputting information into the computer. She expects the paperless maintenance department to be a FY2016 initiative.

Mr. Silverman asked about the Georgetown Transfer Center – Ms. Avant Beaty reported that she is working with the City of Georgetown to get the shelters installed. There is an issue, as there is flooding in the area that is the transfer point. No timeframe has been given at this point. Ms. D'Angelo asked that Ms. Avant Beaty contact the City of Georgetown and asked for a timeframe for the installation of the shelters. Ms. Avant Beaty assured the board that she is in contact with the City of Georgetown, the Sheriff's Department, WRCOG and the managers of the different stores. She recommended that Ms. Johnson and Mr. Lazzara attend a meeting along with her.

Ms. Norton-Dew announced that a time had been set for the auditor to come in and present the draft A-133 audit to the board. She turned the meeting over to Mr. Dean Richardson, McGregor & Company, LLP. Mr. Richardson introduced himself to the board. He then began his report on the audit. He called attention to Page 12 of the draft audit, "Deferred Inflows of Resources" – this was just a change in how these items are reported. He highlighted the changes from last year to this year, beginning with Page 12, Current Assets. There was a change as the Orix lease was paid off last year. Total Operating Revenues (Page 13) reduced from 2013, due to the termination of the Coastal Carolina University contract; however, expenses also decreased. Mr. Vaught pointed out that Legal and Professional Fees increased from \$31,316 in 2013 to \$135,032 in 2014. Mr. Richardson explained that it was because of the Feasibility Study that was done. Ms. Norton-Dew added that a Marketing Study was also done. Mr.

Richardson referred to Page 46 regarding findings in the audit: Finding No. 2014-001 - A bus (811) resulted in Capital Assets being overstated against current year operating revenues. Ms. Norton-Dew explained that Coast RTA can transfer the value of \$111,178 to another vehicle(s) rather than paying that amount back to FTA. Management's Response to the recommendation is that the Authority agrees with the finding identified.

Finding No. 2014-002 – Segregation of duties. The interim general manager has responsibilities for two or more phases of the same or similar transactions and operations. Specifically, one individual has the authority to prepare and post journal entries, including supporting documentation from someone independent of the journal entry process. In addition the same individual has the responsibility for oversight of the Authority's operating activities, including compliance with laws, regulations, and provisions of grant agreements and compliance requirements, as well as the primary financial statement accounting and reporting functions. It is recommended that the management of the Authority should establish proper segregation of duties controls and assign or allocate incompatible duties and responsibilities from one individual who participates in more than one phase of a single transaction or operating activity. Appropriate compensating or mitigating controls should also be considered and implemented to reduce the severity of the control deficiency if duties and responsibilities cannot be reasonably separated due to limited personnel resources. The Management's Response: The Authority agrees with the finding identified. It was stated that this audit is for 2014; and that we are in compliance at this time, even though it is not an ideal situation.

It was recommended that Mr. Lazzara, Chair of the Finance Committee, assist in this situation. This issue will be discussed more in executive session.

Finding No. 2014-003 – The Authority's interim and preliminary annual financial statements which were reviewed and approved by the Board of Directors contained one account with approximately \$141,000 of expenses that were not reclassified timely into the appropriate expense accounts or account groups and an unrecorded liability and related expense of approximately \$103,500 (severance package). These corrections to account misstatements were not made until after the initial year end closing process. The majority of the \$141,000 expenses reclassified were for feasibility studies and additional health insurance premiums. These expenses were not charged to federal or state grand and were not included in the preparation of the annual operating budget. It is recommended that the management of the Authority should follow established internal controls over financial reporting at all times during the year to ensure that financial information, including actual to budget comparisons, is accurate, complete and presented in accordance with accounting principles generally accepted in the United States of America. Designed controls over financial reporting should be followed at all times to prevent or detect and correct account misstatements on a timely basis. Actual expenses should follow the expectations used in the development of the budget. The Management's Response: The Authority agrees with the finding identified. Ms. Norton-Dew explained that the \$103,500, severance pay, was paid out in FY2015, not FY2014, so it was simply a timing issue.

Mr. Silverman asked Mr. Richardson about the levels of findings. Mr. Richardson responded that there are three (3) levels: (1) Everyone has control deficiencies, which is the bottom level; (2) the second, which is required to be in writing, is a significant deficiency, which merits attention by governments,

councils, board of directors; and (3) the most severe is material weakness. Finding 2014-001 (bus 811) is a material weakness; Finding 2014-002 (Separation of Duties) is a significant deficiency; Finding 2014-3 is a significant deficiency.

Mr. Richardson called the board's attention to the last two pages which are the follow-up of the bus shelter and the pay-back to SCDOT.

Mr. Silverman asked if this is an Un-modified Audit. Mr. Richardson's reply was, "Yes, this is an Un-modified Audit."

### **Marketing & Communication Committee:**

Ms. Cantey began by distributing to the board, Marketing & Communications Committee organization, containing the statement of purpose and policy, meetings, and reports. The Marketing & Communications Committee will consist of Mr. Ottwell (Chair), Dr. Sheehan, and Dr. Twigg, with Ms. Cantey being the staff liaison. Ms. Cantey reviewed the media since the October meeting, community events and participation, review of revenue streams, and moving forward. The article regarding the turning around of the maintenance shop made local, national, and international headlines. She shared the Coast RTA Saves the Day internal video.

It was requested that the board re-activate the CAC, moving forward, as well as the Speakers' Bureau. Ms. Cantey also distributed invitations to attend the Legislative Reception in Columbia on Wednesday, February 4, 2015. In an effort to highlight the challenges that the sales team has encountered, Ms. Cantey reviewed the negative articles which made local, state, and national press. The Coast RTA holiday schedule was published in Honolulu, Hawaii! So, we never know where these articles will be seen. She also distributed a Coast RTA system map which had been translated into Spanish, as well as a Spanish magazine, in which Coast RTA will have an ad. This is a trade for advertising on the bus. Coast RTA will be paying for a ¼ page ad, but getting a full page ad in the magazine. It's about \$1,000 per quarter. This company is also a DBE firm, which goes to our DBE goal.

Coast RTA will be sponsoring the new member breakfasts for the Conway Chamber this year, the second Tuesday of each second month of the year. Coast RTA will be hosting the Conway Chamber Business after Hours here on March 19, 2015.

### **Finance and Administration:**

Ms. Norton-Dew began with a review of the Coast RTA mission statement. She then began with the agenda action items, the fourteen (14) resolutions to be presented for approval. Mr. Loftus asked why there are no amounts as to what we are requesting for funding. Ms. Norton-Dew answered that these resolutions only give her permission to ask for funding. We don't have amounts yet, as this is the beginning of the process. If we ask for money from North Myrtle Beach, money will have to be taken from the other municipalities to provide service. The City of Conway and the City of Myrtle Beach require grant applications. SCDOT tells us how much money they will give us and we budget accordingly. The budget has not been put together and we have no idea as to the amount of money we will be receiving from the state or FTA. There is not cut and dried answer to Mr. Loftus' question. Ms. Norton-Dew added that once we know how much money we will be getting from each municipality, that

is brought back to the board to approve a resolution to accept the amount of funding. The resolutions will be presented for approval/disapproval and the board members vote on them, when we get to that portion of the agenda.

To continue to follow the agenda, Ms. Norton-Dew asked if anyone has questions regarding the independent audit.

There are revisions to the Procurement policy, to meet FTA rules and regulations. Dr. Sheehan had a question as to whether or not there is anything in the policy pertaining to sole source. Mr. Parks answered that when obtaining bids, we cannot be brand specific, we have to be brand comparable. A perfect example is if we have to buy new fare boxes, it will be a sole source purchase, because any other vendor cannot meet the standards to work with our system.

Next is approval of our DBE Policy, which has to be reviewed every three years. This is also required by FTA.

Mr. Vaught asked if the board isn't voting on this resolution after-the-fact since Mr. King is already here. Ms. Norton-Dew explained that he came with FTA and they paid for it. Mr. Vaught also expressed an issue with the statement in Mr. King's proposal where it says that he is under the understanding that he will work only with John Glover. Ms. Avant Beaty offered that this should be discussed during executive session, as it is a contractual matter.

The next item is approval for the Corridor Study. The final resolution is regarding the agreed-upon procedures outlined in the letter from Horry County. Mr. Silverman asked that the amount of \$4,500 be added to the resolution prior to voting.

Next on the agenda is the action items update – in October the board gave their approval for emergency procurement repairing the rapidly deteriorating concrete foundation in the maintenance shop, which was done.

In the interest of time, Ms. Norton-Dew reviewed only the December financials, as the October and November financials are included in the board packet. She asked if there were any questions. Mr. Lazzara reported that he and Mr. Ottwell had reviewed the October, November, and December financials via conference call.

Ms. Norton-Dew reviewed that our revenue and expenses are under budget. For the shelter pay-back, we will be paying back \$75,000 per year for 5 years, and is shown on long-term debt, beginning July 1, 2015.

Mr. Parks announced that the solicitation for the Intermodal Transit Center Feasibility Study has been approved by SCDOT.

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**Planning & Development:**

Ms. Norton-Dew moved into the Planning & Development report, explaining the rest of the process for the Feasibility Study project.

Shelter Project – Fifty (50) shelters have been picked up and have left the property.

Regarding the Transit Task Force, met on January 13<sup>th</sup> for the kick-off event. We had many local community leaders present and TransPro made a presentation regarding a corridor study. The next meeting is February 3<sup>rd</sup> at 4:00 PM.

A resolution is being presented to the board today to vote on a contract with TransPro to have them conduct the corridor study, which would be the update for the TDP (Horry County requirement). The TDP has to be updated every 5 years. Also, a contract for Halsey King. By not hiring a maintenance manager for the next 18 months, we would have Mr. King here for 1 week each for 1 year. He would design and implement the maintenance program.

Mr. Wilson stated that he feels Coast RTA should hire a general manager or operations manager who knows how to do all of these things, rather than consultants.

Ms. Norton-Dew completed her presentation.

At 2:13 PM, there was a motion and a second to go into Executive Session to discuss personnel issues.

At 2:48 PM, there was a motion and a second to come out of Executive Session. There were no votes taken or decisions made in Executive Session.

**APPROVAL OF RESOLUTIONS:**

Ms. Nobles read the following resolutions into the record, beginning with number 12, as was requested by the Board Chairman, Mr. Silverman.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-12**

**APPROVAL OF HALSEY KING & ASSOCIATES, INC.**

A motion of the Board of the Waccamaw Regional Transportation Authority, authorizing the Interim General Manager/Secretary-Treasurer to enter into a contract with Halsey King & Associates, Inc. for Bus Maintenance Department Improvement Plan & Short Range Management Assistance.

There was a motion and a second that an attempt be made to negotiate the price of the contract and bring this before the board in February. Ms. Norton-Dew asked if the board could give her an amount that is acceptable to the board. Voice vote was taken and it passed that the contract

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with Halsey King be negotiated down from the original amount. The board gave an amount of \$75,000 for Ms. Avant Beaty to negotiate.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-13**

**APPROVAL OF TRANSPRO CORRIDOR STUDY**

A motion of the Board of the Waccamaw Regional Transportation Authority, authorizing the Interim General Manager/Secretary-Treasurer to enter into a contract with TransPro for an updated Corridor Study

There was a motion and a second to approve this contract. Vote was taken, with 3 Yeas and 4 Nays, the motion failed.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-01**

**AUTHORIZATION TO FILE APPLICATIONS WITH SOUTH CAROLINA  
DEPARTMENT OF TRANSPORTATION (SCDOT) FOR FEDERAL AND  
STATE FUNDING**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-02**

**AUTHORIZATION TO SUBMIT A LETTER TO GEORGETOWN COUNTY  
REQUESTING FISCAL YEAR 2016 FUNDING**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-03**

**AUTHORIZATION TO SUBMIT A LETTER TO THE CITY OF NORTH MYRTLE  
BEACH REQUESTING FISCAL YEAR 2016 FUNDING**

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There was a motion and a second to approve the resolution. Ms. D'Angelo stated that she didn't feel the letter should go out until after a presentation is made. Ms. Ottwell asked if Ms. Norton-Dew and staff could put a presentation together and bring it back to the board. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-04**

**AUTHORIZATION TO SUBMIT A LETTER TO THE CITY OF  
GEORGETOWN REQUESTING FISCAL YEAR 2016 FUNDING**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-05**

**AUTHORIZATION TO SUBMIT A LETTER TO THE TOWN OF SURFSIDE BEACH  
REQUESTING FISCAL YEAR 2016 FUNDING**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-06**

**AUTHORIZATION TO SUBMIT AN APPLICATION TO THE CITY OF CONWAY  
REQUESTING FISCAL YEAR 2016 FUNDING**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-07**

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**AUTHORIZATION TO APPLY FOR FISCAL YEAR 2016 GRANT FUNDING FROM  
THE CITY OF MYRTLE BEACH**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-08**

**AUTHORIZATION TO REQUEST FUNDING FOR FISCAL YEAR 2016  
FROM HORRY COUNTY FOR MASS PUBLIC TRANSPORTATION SERVICES**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-09**

**ACCEPTANCE OF INDEPENDENT AUDIT REPORT  
FOR FISCAL YEAR 2014**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-10**

**APPROVAL OF REVISIONS TO PROCUREMENT POLICY**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-11**

**APPROVAL OF DBE (DISADVANTAGED BUSINESS ENTERPRISE)  
PROGRAM POLICY**

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There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-14**

**APPROVAL OF REVISIONS TO GRANT FINANCIAL REPORTING**

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
RESOLUTION NO. JAN2015-15**

**APPROVAL OF MCGREGOR AND COMPANY LLP,  
TO PERFORM AGREED-UPON PROCEDURES**

Per earlier discussion by the board, the resolution was amended to read, "At an amount not to exceed \$4,500."

There was a motion and a second to approve the resolution. There being no further questions, a voice vote was taken. No nays being heard, the resolution carried.

**OLD BUSINESS:** None

**NEW BUSINESS:** Mr. James would like for the Search Committee to meet on Thursday, February 5, 2015. That date was not good for Ms. Johnson. Mr. James will get with Ms. Avant Beaty to schedule a meeting of the committee.

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** It was properly moved and seconded that the Board adjourn. A voice vote was taken. No nays being heard, the Board was adjourned at 3:15 PM.

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