

**PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL MEETING  
MINUTES  
May 10, 2019  
STATE CAPITOL BUILDING, ROOM 317  
SANTA FE, NEW MEXICO**

**Members Present:** Mr. Joe Guillen, NMSBA      Mr. David Abbey, LFC  
Mr. Raul Burciaga, LCS      Ms. Rachel Gudgel, LESC  
Mr. Antonio Ortiz, PED      Mr. David Robbins, PEC  
Ms. Olivia Padilla-Jackson, DFA

**Designees:** Mr. Martin Romero, CID (designee for Marguerite Salazar, RLD)

**Members Absent:** Ms. Stephanie Kean, Office of the Governor

1. **Call to Order** – Chair Guillen called the meeting to order at 8:37 A.M.
  - a. **Approval of Agenda** – Chair Guillen asked if there was any objection to the agenda presented; as there was none the agenda was unanimously approved.
  - b. **Approval of Minutes (April 12, 2019)** – Ms. Gudgel moved for Council approval of the April 12, 2019 minutes subject to technical corrections. Mr. Robbins seconded and the minutes were unanimously adopted.
  - c. **Correspondence** – Mr. Chamblin drew member attention to the letter of appreciation for departing PSFA CFO Ms. Denise Irion, for her hard work during her time with the agency. Mr. Guillen then presented Mr. Abbey with an appreciation gift for serving as Chair of the Council for numerous years. Mr. Abbey was thanked for his leadership and for serving the schools and students of New Mexico.
2. **Public Comment** – Mr. Guillen had audience members and staff introduce themselves.
3. **PSCOC Financial Plan**
  - a. **PSCOC Financial Plan**

Mr. Chamblin reviewed the changes to the financial plan since the last meeting: Awards in the amount of \$1,107 for BDCP 2017 Category 2 Equipment Awards; \$356,367 for BDCP 2018 Category 1 Fiber Awards; \$4,283 for BDCP 2018 Category 2 Equipment Awards and \$17,890 for a 2018-2019 Lease Assistance award adjustment for Turquoise Trail Charter School. Total awards acted upon were \$379,647. Project award schedule adjustments include three projects preliminarily added to the financial plan in anticipation of potential action by the full Council: (Los Alamos) Mountain ES reflecting a potential increase of \$441,814 based on the Awards Subcommittee recommendation; conversion of the (Socorro) Sarracino MS award from systems-based to standards-based for \$9.1M which reflects a decrease of approximately \$500K also based on the Awards Subcommittee recommendation and (Socorro) Socorro HS for \$2.8M; estimated total potential future obligation is \$13.9M. Impact Aid (for outside of

adequacy) appropriated from the general fund through SB280, is reflected at \$24.0M. Transportation distribution is listed at \$25.0M. Lease assistance reflects a potential increase from \$15.7M to \$15.8M based on potential action on amended award amounts of \$26K for Estancia Valley Classical Academy and \$45K for Mission Achievement and Success. The appropriations for school busses is listed at \$32.9M and for teacher housing at \$10.0M. The BDCP award budget reflects a small reduction in FY20 based on E-rate applications received during the most recent application cycle. The new estimated amounts of \$1.9M for Category 1 and Category 2 projects as well as an additional \$200K for the E-rate consultant plus a small contingency of approximately \$300K for all of the BDCP projects. The Pre-K appropriation is listed at \$5.0M. The PSFA operating budget for FY20 reflects \$4.688M as submitted to DFA. Emergency reserve for contingencies was reduced by approximately \$441K for the (Los Alamos) Mountain ES project and brings the new balance to \$8.7M. Total estimated uncommitted balances are: \$205.5M in FY19; \$101.9M in FY20; \$39.3M in FY21 and negative in FY22 and FY23. The PSCOC Fund balance is estimated at \$360M following a draw request for expenditures of \$4.49M.

Ms. Gudgel inquired about the school bus distribution listed under FY20 noting that the transfer would likely happen in June and asked whether it should instead be reflected under FY19; Mr. Chamblin replied that Board of Finance (BoF) had yet to provide a definitive answer on when the transfer would take place, though they estimated the monies would be transferred in June. Ms. Gudgel felt the distribution should be reflected as an FY19 use; Mr. Chamblin stated the financial plan would be adjusted for the June meeting. Mr. Abbey asked about the timing of recertification of bonds; Ms. Padilla-Jackson replied that BoF had sent a letter to Mr. Chamblin regarding the need to recertify certain projects.

#### **4. Out-of-Cycle/Additional Funding/Emergency Funding/Award Language Requests**

##### **a. Gadsden – K18-003 – La Mesa Pre-K Center – Request for Award Language Change**

Upon reading the motion, Ms. Gudgel stated this was a correction in language as the original award had listed one restroom when it should have said six; Mr. Avila agreed and reiterated there was no additional funding required as the six restrooms could be accomplished within the awarded amount.

**MOTION:** Council approval of the Awards Subcommittee recommendation to amend the 2017-2018 pre-kindergarten capital award to the Gadsden Independent Schools for La Mesa Pre-K Center to include planning, design, and construction to renovate 1 existing classroom and 6 existing restrooms. Funding excludes the purchase of portable buildings, playgrounds, and furniture, fixtures and equipment (FF&E). Construction/renovation shall meet the current kindergarten adequacy standards (6.27.30 NMAC). As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

##### **b. Los Alamos – S18-010 – Mountain ES – Request for Additional Funding**

This is a request for additional funding for Mountain ES. Bid results for construction were received in February and indicated an increase to the original award. According to the school district, the additional costs are due to labor and material increases. District Superintendent, Dr. Kurt Steinhaus, thanked Council and noted three points: 1) the town of Los Alamos was built by the government 50-60 years prior which has created unique challenges for the district in keeping the school buildings in good standing for teaching and learning, 2) Mountain ES is

a small school in the middle of town with a significant amount of parent participation and 3) the district and Mr. Owen Krammy with Formative Architecture work very hard to keep costs as low as possible.

Mr. Abbey stated that the Awards Subcommittee had determined that the project was brought forward in a timely manner and stated he would like to see on a regular basis the cost per square foot for projects coming forth to get a sense of where the trend is going. Mr. Abbey stated it was critical for staff to show a comparison of previous and current trends and the percent deviation from MACC as such information was important to the Council.

**Motion:** Council approval of the Awards Subcommittee recommendation to approve the Los Alamos Public Schools request for an increase in funding with no scope change subject to PSFA validation to complete the Mountain ES project. The district is requesting an additional \$920,446 at a state share of \$441,814 (48%), and a corresponding district share of \$478,632 (52%). As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

**c. Socorro – S19-015 – Sarracino MS – Award Language Change & Out-Year Estimate Update**

District Superintendent, Mr. Ron Hendrix, thanked Council for their consideration of the request and noted the district has been working for some time on this proposal and is confident the plan will reduce the square footage and will give them facilities that will last for 30-40 years.

Ms. Gudgel reminded Members that this originally started as a systems-based award and there was significant concern by the Council about excess capacity in the district. The district had been tasked to do a feasibility study to look at better utilization of space. One elementary school was closed and there was still concern that potentially all of the students at the middle school could be put into other schools. Though the district is moving in the right direction educational specifications should be done to look at better utilization of both the high school space and the middle school space. Ms. Gudgel noted that the award states “*prior to planning, design and construction funding the district will need to state their final square footage allocation for the MS*” and added that it should be for both the middle school and high school to ensure they are within the adequacy standards as there appears to still be some ability to pare down.

Ms. Padilla-Jackson inquired as to how the district planned to keep the middle schoolers separate from the high schoolers; Mr. Hendrix replied that the cafeteria consists of two sections and each group would have their own section it is yet to be determined how the rest of the shared facilities would be separated.

Mr. Abbey drew attention to the utilization rates at each of the district schools and challenged staff to explain the calculations on the utilization rate to make sure that the students weren’t being spread about in the classrooms to indicate higher numbers when the student count small and classrooms were not a full capacity. Mr. Hendrix replied that though some classes were small (15-17 students) they were required for the program.

Mr. Ortiz also drew attention to the verbiage that required the district to state their final square footage and asked if it also included the plan of what they were are going to do with the old middle school because without it, the district wasn't reducing their square footage. Ms. Gudgel agreed and stated it should be on the three sites: the high school, middle school and the old middle school. Mr. Chamblin replied that the final total district square footage would likely be brought to the Council in the fall once the planning step for the middle school is complete. Per Mr. Hendrix, the district has been looking at different options for disposing of the old middle school site, either in part or in full, and added that the district has been speaking with both the city and county regarding potential negotiations to deed space for community use. Ms. Gudgel requested that the motion be amended to indicate the three locations.

**Motion:** Council approval of the Awards Subcommittee recommendation to convert the systems-based award for Sarracino Middle School to a standards-based award which relocates and constructs a new middle school building with shared space in the existing HS for 267 students, grades 6-8 on the high school site. The remaining balance of the previously approved project funding may be expended to complete an Educational Specification of the new middle school at the high school site. Prior to planning, design and construction funding the district will need to state their final square footage allocation for the MS. Approve an adjustment to the financial plan based on an estimated total project cost to adequacy of \$12,658,320 with state share to adequacy of \$9,113,990 (72%) and a corresponding local share \$3,544,330 (28%).

**Amended Motion:** Council approval of the Awards Subcommittee recommendation to convert the systems-based award for Sarracino Middle School to a standards-based award which relocates and constructs a new middle school building with shared space in the existing HS for 267 students, grades 6-8 on the high school site. The remaining balance of the previously approved project funding may be expended to complete an Educational Specification of the new middle school at the high school site. Prior to planning, design and construction funding the district will need to state their final square footage allocation for the new middle school, the high school and old middle school campuses. Approve an adjustment to the financial plan based on an estimated total project cost to adequacy of \$12,658,320 with state share to adequacy of \$9,113,990 (72%) and a corresponding local share \$3,544,330 (28%). As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

- d. **Socorro – S19-016 – Socorro HS – Award Language Change & Out—of-Cycle Funding**  
Mr. Chamblin drew Member attention to the second paragraph of the executive summary and noted that the high school campus had been built many years prior to the existence of the adequacy standards and did have excess square footage and for that reason, the state's participation is being limited to approximately 63% of the existing square footage on the campus. Mr. Chamblin referred to the updated table summary that breaks-out the project costs in a number of different ways. It was noted that there is a connection with this site and the districts Energy Services Performance Contract (ESCO). Part of what the table summarizes is the overlap between the PSCOC systems award scope and the ESCO award scope.

Simultaneous with their PSCOC application for the middle school and high school projects, the district embarked on an energy savings performance contract (the middle school was excluded from the ESCO). The district received final approval of their clean energy revenue bond for \$3.5M; which is a loan from NMFA which will need to be repaid. Those dollars will become part of the funding that the district is looking to direct to the high school project and other district facilities. The district has three potential sources of funding: state participation to 63% of the existing square footage, local monies the district has from prior GO Bond elections and the \$3.5M energy revenue bond money. Mr. Hendrix stated that when district was approached to look at the ESCO project, it was a good way for them to combine everything and cut their energy use by nearly 47%. Once the bonds are paid off the district will have more operating money to go towards the students.

Mr. Neal Skiver, George K. Baum & Co., financial advisor to the Socorro School District expanded on what Mr. Chamblin had spoken to; reiterating there were three legs to the funding mechanism: the \$2.0M in GO Bonds, the Council award of nearly \$2.0M and the \$3.5M loan from NMFA under the clean energy bond program. The school will enter into a guaranteed energy savings performance contract with Yearout Energy Services and under that contract, Yearout is required to guarantee the energy savings and if there is a shortfall in the energy savings, they are required to repay the school for it. Under the energy performance savings statute the energy services company is required to post performance bonds for both the actual installation of the project and the guaranteed savings. The initial approval for this mechanism was triggered by an investment grade energy audit review that was performed by Yearout and approved and certified by Energy Minerals and Natural Resources as well as their third party engineering review.

Mr. Guillen stressed the importance of moving forward carefully as it might affect future projects and stated at the end of the project he would like to see an analysis of the process, how it can be improved, and if the project/process was successful.

Mr. Ortiz asked when the bonds would be sold for the ESCO project; specifically when a retirement schedule would be provided as part of the intercept requires PED to withhold that money from the districts SEG. Mr. Skiver replied that the approval from NMFA was for an amount not to exceed a certain dollar amount and once it is known the debt repayment schedule will be finalized and given to PED and acknowledged that it would be approximately mid-June for the timing of the bonds.

**Motion:** Council approval of the Awards Subcommittee recommendation for planning, design and construction funding to complete system upgrades at the existing facilities to the GSF pursuant to the Adequacy Planning Guide for 81,768 square feet (partial campus). Systems are limited to: Parking Lots, Site Lighting, Site Specialties (Drainage), Exterior Walls, Roof, Ceiling Finishes, Floor Finishes, Interior Walls, HVAC, Main Power/Emergency, Lighting/Branch Circuits, Plumbing, Fire Alarm System, and Security, as identified on page 3 of the attached updated application, including associated incidental systems directly related to the work in this award. Any deviation from the listed systems must receive PSFA approval and associated costs must be within the award amount. Total project cost to adequacy \$3,952,198, with a state share to adequacy of \$2,845,583 (72%) and a corresponding local share of

\$1,106,616 (28%). As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

**e. BDCP – 2019 Category 1 Fiber Preliminary Awards - Updated**

Mr. Viorica presented information listed within the executive summary and noted the item includes seven requests for fiber upgrades totaling \$10.6M with the state share approximately \$534K. It was noted that if funded, three locations would finally have access to fiber-optic connectivity after years of unsuccessful procurements. Another notable project is the West-Central Consortium where four school districts and rural libraries were facing high priced, low quality connectivity. They decided to come together and increase their buying power and with a relatively low investment from the Council, they were able to solicit a joint procurement and receive a solution that will significantly upgrade the quality of their connectivity. As a result, several small rural districts have reached out to the BDCP team asking for help.

Per Mr. Viorica, the total value of broadband projects for both fiber upgrades and network equipment is approximately \$60.0M to date; with state participation at approximately \$5.7M.

Ms. Kendra Karp, Director of the Office of Broadband and Geospatial Initiatives within the Department of IT, will provide an update on the state-wide work related to broadband upgrades at the June meeting(s).

**Motion:** Council approval of the Awards Subcommittee recommendation to make BDCP awards of matching funds for eligible special constructions charges to the schools/organizations listed on page 2 of this agenda item. The purpose of the awards is to ensure the state receives the full benefit of the additional matching funds from the federal E-rate program. Therefore, the state will fund a total of 5% of the eligible special construction charges approved by USAC if the applicant receives a 90% E-rate discount and 10% of approved eligible special construction charges for applicants with a discount of 80% or lower. The actual awards will be based on the amount ultimately approved by USAC using the criteria stated above and will have to be presented to the Council for final approval, dependent on funding availability. As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

**f. BDCP – 2019 Category 2 Equipment Estimated Awards (informational)**

Mr. Viorica reviewed the information listed within the executive summary. The total estimated cost for the upgrades is approximately \$11.7M; the state share is a not to exceed \$1.3M. As there is no additional participation match the non-discounted amount, approximately 15% of the cost, is split between the state and the local district for Category 2 network equipment. It was noted that several entities have used their E-rate Category 2 budgets for the first time this year. Per Mr. Viorica, there is a concern that for the 90/10 districts PSCOC funds total about 1.5% of the cost and for some of the small, rural districts it is not incentive enough to engage and unfortunately those are the districts that need the most help. Another concern is that the newly imposed tariffs will affect technology equipment and is likely to result in less work being done for the same amount of dollars. Mr. Viorica stated that budgets are expected to renew in 2020 and schools that had upgrades done four or five years ago will be planning their new cycles.

**5. 2018-2019 Award Cycle**

**a. 2018-2019 Lease Assistance Award Adjustment – Estancia Valley Classical Academy & Mission Achievement and Success**

Ms. Eekhoff noted that Mission Achievement and Success added a second site this year and Estancia Valley Classical Academy had built a new school and moved into the new space mid-year.

**Motion:** Council approval of the Awards Subcommittee recommendation to award in the amount of \$45,219 to Albuquerque – Mission Achievement and Success Charter School (Old Coors) for FY2018-2019 Lease Assistance.

Award in the amount of \$25,961 to Moriarty – Estancia Valley Classical Academy for FY2018-2019 Lease Assistance.

As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

**6. Other Business**

**a. FY19 Categorical Budget Adjustment Request (BAR)**

Mr. Chamblin noted that with the salary savings due to vacancies within the agency, PSFA would like to transfer the funds to be used to purchase office supplies and IT equipment prior to the end of the fiscal year which would help absorb the operating budget reduction in FY20. Ms. Gudgel requested that the detail be provided on what PSFA anticipated spending the dollars on; Mr. Chamblin agreed to do so.

**MOTION:** Council approval of the AMS Subcommittee recommendation to approve the FY19 budget adjustment request (BAR) transferring \$170,000 from Category 200 (personal services) into Category 400 (other costs). As this was a Subcommittee recommendation a second was not needed and the motion was unanimously approved.

**b. Disposition of PSFA Property – Portables at Clovis Schools**

Ms. Eekhoff noted that a bid of \$3,500 per building was received for purchase of both portables located in Clovis, New Mexico.

**MOTION:** Ms. Padilla-Jackson moved for Council approval of the staff recommendation for disposition of 2 single-wide portables (NMS010 and NMS011) located in Clovis, NM. Mr. Ortiz seconded and the motion was unanimously approved.

**c. Measurement & Verification (M&V) Update and Process Discussion (*informational*)**

Mr. Chamblin noted this was an informational item and would be brought back in June with additional detail.

Measurement and verification is an industry term for a process of measuring and verifying utility usage. What has become known in the industry over the last decade is that when you measure and verify the utility consumption, energy is saved. The simple process of showing building users a dashboard of their real time energy use encourages better behavior to save energy, gas, water and electric.

The program began as a pilot in 2014 and is something that gets attached to construction projects, especially large standards-based projects and to systems-based projects when relevant. The initial approach was to partner with UNM and have a grad student build a server and software to connect any school in New Mexico to measure their energy performance and allow the school to access the server remotely to see their energy data. The beta version of the system has aged out and the server and hardware are reaching the end of their life and the software is not expandable. PSFA will need to transition away from the UNM server and toward a new platform which will be the nerve center for all of the data for all schools statewide.

Mr. Randy Johnson was introduced as PSFA's Energy Manager.

Mr. Guillen asked if this was something PSFA/PSCOC paid for all districts or just those that were being helped with a particular project; Mr. Chamblin replied that since 2014 the M&V program has been a non-mandatory option that could be added to a project at the discretion of the district and PSFA. The initial build of the UNM version was funded by Council; for the current program there are no ongoing costs, however for the future program most of the hosted solutions are subscription based. One suggestion being formulated is that the state would participate in funding the hardware (i.e.: meters and field server) on projects and the state could participate in potentially the first three years of the subscription cost, which is a nominal fee of less than \$1,000 per year and after that the state's money would sunset and it would become a district decision on whether to renew the subscription.

Mr. Burciaga stated it would be helpful to know how this information is being shared with the districts/schools/teachers, how it is received and what the feedback is. Mr. Chamblin replied that access to the existing UNM system is web based so anyone with internet connectivity can log in and get to the home page for their school site to see their energy data. With the hosted solution, links will be posted on the PSFA website for districts to go to and see their specific school data.

**d. Evaluation of Gross Square Foot (GSF) Calculator** (*informational*)

Mr. Chamblin stated this item would be brought back to Council in June as the GSF calculator is connected to a number of things: the phase two funding formula, the cost per square foot and the population density per district.

Analysis has been done on the GSF calculator to re-verify and validate the base assumptions that are embedded in the values that the calculator generates. What we wanted to do with this research was to look at the GSF calculator from the perspective of comparing it to the baseline which is the net square feet (NSF) per school per the adequacy standards. The adequacy standards explain minimum NSF and the calculator defines the maximum GSF for a project.

Referring to the meeting material, Mr. Chamblin noted that by comparing the adequacy standards minimum NSF to the maximum allowable GSF calculator, it was noted that the calculator was not assigning enough square footage to small middle schools and small high schools. Part of what will be brought back in June are potential concepts to fix the calculator:



one approach is to look at the degradation line that is embedded in the formula. The others would be programmatic changes i.e.: potential program rule changes.

Ms. Gudgel commented that by statute, you need at least eight students to be a school and two schools were listed in the spreadsheet that had less than eight students and therefore shouldn't exist; PSFA to check with PED on possible closure.

**e. Review of Facility Assessment Database Transition – Comparison of Data (*informational*)**

Ms. Casias reviewed the executive summary and drew member attention to the handouts provided. PSFA has utilized two different software systems to calculate the wNMCI, the first, COMET-FAD, was used from 2002-2010. Since 2016, PSFA has been working to bring the FAD database in-house for the following reasons: VFA is designed for commercial property types, not for school facilities and PSFA needs a software designed specifically for schools. The transition will result in cost savings: VFA costs \$211K annually and bringing it in-house the costs would be staff salaries which are currently budgeted and immediate upgrades to the server at approximately \$6K every five years. The calculations in VFA FAD and the PSFA FAD are based on the statewide adequacy standards, category types and weight factors, and standard PSCOC business process methodologies. The difference between the wNMCI scores calculated by VFA FAD and PSFA FAD is less than one tenth of 1% (0.001). The VFA FAD will be turned off on June 30, 2019.

**7. Informational**

**a. Broadband Deficiencies Correction Program Status Report**

127 total projects have been completed or are in process; of those, approximately 49 are in development or are in construction. Some active projects are seeing delays related to permitting i.e.: the forest service permitting right-of-way is running six months or more for some projects which is creating some issues as the FCC rules allow for a 12-month window for project completion. The Department of Transportation is assisting with the permitting and right-of-way issues.

**b. PSCOC Project Status Report**

255 projects are in project development, 12 projects are in design and 29 projects are in construction. Mr. Chamblin stated 222 security applications have been received and will be brought forth as a future meeting. Mr. Guillen stated that during the recent LFC meeting questions were posed regarding the security of schools and suggested it would be good to get information out in terms of the security projects that are coming on-line and that schools will be safer once these projects get implemented. Mr. Chamblin reiterated that most of the security projects awarded last year will be moving into construction this summer.

Ms. Gudgel inquired about (Mesa Vista) Ojo Caliente ES and the note which states the district doesn't have the finances to pay the contractor. Mr. Chamblin replied that Mesa Vista had reached out to staff and was asking for an increase in advance of state monies to pay the last payment to the contractor because they were claiming they had run out of money. However, the superintendent has since stated he does not want to proceed with the request and plans to work out a payment plan with the contractor. Staff will continue to communicate with the district. Ms. Gudgel asked if there was any liability for the Council if the contractor does not

agree to the payment plan; Mr. Chamblin replied that the PSFA staff attorney is looking in to the potential for any liability and an update will be provided. Mr. Avila added that currently all state funds have been paid toward the general contractors invoices and it is the district share that has not yet been paid.

Mr. Abbey stated it would be helpful if the security projects were separated on the PSR and would also like to see a report on spent amounts; Mr. Chamblin stated a break-out could be provided on the June financial plan.

**c. Master Plan Project Status Report**

No significant changes.

**d. Lease Assistance Status Report**

The application window is closing at the end of the business day for this round of applications. Positive feedback has been received from the charters regarding the online application process.

**e. Maintenance Program Status Report**

No significant changes.

**f. FY18 & FY19 Budget Projections and Personnel Update**

No significant changes.

**8. Election of the PSCOC Vice-Chair**

Mr. Guillen called for nominations for the PSCOC Vice-Chair. Ms. Gudgel nominated Mr. Burciaga and Ms. Padilla-Jackson seconded. No additional nominations were made.

~~**MOTION:** Council approval of \_\_\_\_\_ to serve as Vice Chair of the Public School Capital Outlay Council for Fiscal Years 2018-2019 and 2019-2020.~~

**AMEDNED MOTION:** Ms. Gudgel moved for Council approval of Mr. Burciaga to serve as Vice-Chair of the Public School Capital Outlay Council for Fiscal Years 2018-2019 and 2019-2020. Ms. Padilla-Jackson seconded and the motion was unanimously approved.

**9. Next PSCOC Meeting – Proposed for June 10, 2019**

Mr. Abbey asked that the site visit schedule be sent out for the standards awards. Mr. Chamblin agreed to do so and added that site visits will be done in June and July, district presentations will occur in September and awards will be made in October. Mr. Guillen proposed condensing the schedule and moving the timeline up one month. Ms. Gudgel requested that this discussion be added to the Awards Subcommittee agenda.

Mr. Guillen asked the subcommittee chairs to use a consent agenda on items that are routine in nature and which can be handled in one motion with minimal discussion for Council meetings. Mr. Guillen also stated the eBook is rather large, not including the additional stack of handouts provided, and felt items determined as not needed at the subcommittee level don't need to be included or printed at the Council level.

**10. Adjourn** - There being no further business to come before the Council, Mr. Abbey moved to adjourn the meeting. Mr. Robbins seconded and the motion was unanimously approved. Meeting adjourned at 10:58 A.M.

 Chair

6/10/19 Date