

**State Parks, Recreation and Travel Commission
Center for Allied Technologies, Blytheville
April 20, 2023, 8:00 a.m.**

Commissioners Present

Austin Albers
Blair Allen
Rebecca Baker
Mike Gibson
Ron Gossage
Kalene Griffith
Molly Houseworth-Jackson
Weston Lewey
Jim Shamburger
Mike Wilson
Randy Wolfenbarger
Eric Jackson

Commissioners Absent

Trey Berry
Bob Connell
Shash Goyal
Montine McNulty
Ness Sechrest

Department Staff Present

Mike Mills, Secretary, ADPHT
Suzanne Grobmyer, Chief of Staff, ADPHT
Shealyn Sowers, Chief of Communications, ADPHT
Daniel Faulkner, ADPHT General Counsel
Elaine Lienhart, Executive Assistant, ADPHT
Jami Fisher, Chief Financial Officer, ADPHT
Marty Ryall, Director of Legislative Affairs, ADPHT
Travis Napper, Director, Arkansas Tourism
Kristine Puckett, Deputy Director, Arkansas Tourism
Susie Cowan, Project Coordinator, Arkansas Tourism
Shea Lewis, Director, State Parks
Jeff King, Deputy Director, State Parks
Yolanda Brown, Executive Assistant, State Parks
Chris Myers, Planning and Development, State Parks
Mike Wilson, Parks Operations Manager, State Parks
Jeannine Bruner, Revenue & Sales Manager, State Parks

CJRW

Darin Gray
Jessica Frahm
Dalaney Thomas
Rachel Thrash
Jill Joslin
Blake Bowlin

Miles Media

Susie Kardas
Kelly Parker

Guests

Mallory Garden-Vice President, Mississippi County Economic Development

Welcome and Call to Order

The meeting was called to order at 8:10 a.m. by Chairman Randy Wolfinbarger. Elaine Lienhart called the roll.

Approval of Agenda

Chairman Randy Wolfinbarger asked for a motion to approve the agenda.

Mike Wilson made a motion to approve the agenda; Weston Lewey seconded, and the motion carried. Agenda approved.

Approval of the Minutes

Chairman Randy Wolfinbarger asked for a motion to approve the March 16, 2023, minutes.

Rebecca Baker made a motion to approve the minutes; Eric Jackson seconded, and the motion carried. Minutes approved.

Approval of the Special Called Meeting (April 4, 2023) Minutes

Chairman Randy Wolfinbarger called for a motion to approve the April 4, 2023, minutes.

Austin Albers made a motion to approve the minutes; Kalene Griffith seconded the motion; the motion carried. Minutes approved.

Secretary's Report

Mike Mills reported that he has been asked by the Natural State Initiative to have a joint meeting with the Department of Commerce to work together to attract new talent to Arkansas. Mike asked the Commission to choose between Monday and Wednesday in September.

Weston Lewey made a motion to have the September meeting on Wednesday the 20th; Molly Houseworth-Jackson seconded; the motion carried. Meeting date approved.

Legislative Report

Marty Ryall reported that ADPHT had a very ambitious legislative package this session, and every bill presented passed.

- Restructuring the Delta Cultural Center board
- Resolution marking 100 years of the State Parks
- Keep Arkansas Beautiful alignment under State Parks Division
- Realignment of the State Parks, Recreation and Travel Commission
- Historic Rehabilitation Tax Credit extension to 2030
- Opportunity Zones
- Sale of alcohol in State Parks
- Hospitality and Amenity Exemption Procurement Law
- Unpaid Trail Maintenance

- Reorganization of the Arkansas Natural Heritage Commission
- Professional Service Contracts raised to \$150,000
- Design Professional Architecture Contracts raised to \$2 million
- Fun Park Bill raised to 7,500 population

FINANCIAL REPORT – March 31, 2023

Chief Fiscal Officer Jami Fisher presented the FY2023 Year-to-Date Financial Report for the nine-month period ending March 31, 2023.

FY 2023 Year-to-Date Revenues were:

- Parks Division Operating Revenue - \$22,437,026 an increase of 3.09%
- War Memorial Operating Revenue - \$951,306 a decrease of 3.85%
- 1/8 Cent Conservation Tax Revenue - \$35,231,975 an increase of 10.88%
- 2% Gross Tax Collections - \$17,563,426 an increase of 10.07%

FY 2023 Year-to-Date Expenditures were:

- Parks Division (including Construction and Grants) - \$75,294,868 an increase of 26.80%
- Tourism Division - \$12,445,128 an increase of 31.82%
- War Memorial - \$1,322,636 an increase of 34.68%
- Department Total - \$89,062,632 an increase of 27.59%

Please Note: percentages (%) are in comparison to the same period in the prior fiscal year.

Jim Shamburger made a motion to approve the financials; Kalene Griffith seconded the motion; the motion carried. Financials approved.

TOURISM DIVISION

Director's Report

This past month the Discover Arkansas theme was Arkansas State Parks Centennial; supported by six articles and two news releases.

The Division's request for a \$2 million supplemental appropriation was approved. With the previous \$2.7 million supplemental appropriation, this added \$4.7 million to the Tourism Division's annual budget for this fiscal year.

Tourism staff participated in the ADPHT Grants Day; multiple chambers of commerce and Regional Tourist Association meetings; and a half a dozen Great American Eclipse meetings. Additionally, they attended four conferences, tradeshow, and sales missions.

The 2% tax collection is up over 20% from last January. That is 23 consecutive months of the "best month ever" collections.

Welcome Center visitation continues to stay up; it is currently up 3.6%.

The Division is hosting multiple familiarization tours including a Canadian tour that resulted from the 2022 Tourism Sales Mission in Toronto. Travel South will host a tour in Arkansas leading up to Global Week in New Orleans. There will also be an accessibility influencer in state later this month.

The Arkansas 2022 Travel Guide won a silver award from the North American Travel Journalists Association.

The Spring/Summer creative plan is in the market.

Napper requested a Certificate of Appreciation for Shelia Toliver for 19 years of service.

Austin Albers made a motion to approve the Certificate of Appreciation; Weston Lewey seconded the motion, and the motion carried.

The marketing plan for the \$2 million additional appropriation was presented. The plan includes digital media, paid social, and paid search and extends our reach into seven new markets.

Weston Lewey made a motion to approve the Spring/Summer supplemental appropriation; Kalene Griffith seconded the motion, and the motion carried.

Miles Partnership

Kelly Parker reported on the Arkansas.com Q1 key takeaways. The partner referral conversion rates slightly increased from 12.06 to 12.50; 70% of our site users were out-of-state visitors compared to 77% this time last year. Views are down slightly by about 5,000 page views from this time last year. The largest decreases were camping, RVs, unique stays, and bed and breakfasts. Views for the Events pages increased by 28%. The top category is bicycling, and the top region is Northwest Arkansas. The views of restaurants were up 11%. The total sessions increased by about 35%. The guides ordered were down slightly by 8% and guides viewed online were down by 12%. The email open rate increased by 16% and partner referrals increased by 36%. There were six new themed articles per month on the website.

The Shrpa program was launched through six pages of the website for the users to create itineraries.

The Waterfall Guide was released in Welcome Centers and online with a drip campaign to follow.

CJRW Report

Dalaney Thomas reported paid search on social media based on the regional outreach. For Q1, there was an almost 90% increase in clicks with a 97.4% increase in conversions on Bing and Google. There was a 4.1% increase in conversion rates with only 6.2% more spend. Dynamic ads are currently running.

Facebook and Instagram ads reached 16 million ads served for a cost of \$3.04 per 1,000 ads. This led to 5.3 unique visitors for a cost of \$9.20 per 1,000 people reached.

Landing page views were over 28,000 and guide requests were up to 9,877 requests.

State Parks Division

Director's Report

Director Shea Lewis opened by providing an overview of revenue and some things that took place last month. Lewis stated there is continued growth in revenue with March being the largest month on record, and although there's a plateau and decline in camping and a few other categories, lodging continues to do better with the restaurant's revenue continuing to see growth.

Director Lewis announced that in the month of March the parks began going through the annual budget process which starts in January of each year. A revenue forecast is an important part of state government by being able to predict the revenue that's being created that has been certified to allow spending. Director Lewis went on to explain there are projections based on the last 12 months, not just that previous one through six. Generally, it's close as to what's projected and gives a good look as what's taking place in the parks, how much revenue can be made and seeing the impact of new facilities that have opened after a year and see what's working and what isn't. Director Lewis presented a presentation that provided a few of the trends that are being seen. He pointed out that maintenance, facility maintenance, operations, fuel, and electric costs are increasing, impacting parks but not hugely. The parks have been good at absorbing a lot of those costs. One impact that has been very interesting and being paid close attention to is working on the new point of sales system regarding credit card fees. Director Lewis explained that there has been a sizable increase in the percentage increase related to credit card fees. This will be monitored closely to find ways to manage those costs; we will be working on a way to cover the cost and not have to absorb it.

Director Lewis announced there will be more major maintenance projects at the park level. He explained there used to be a threshold of \$2,500 - \$3,500 and anything above that would go to Operations Manager, Mike Wilson, through the major maintenance process. That's been increased to \$5,000; depending on some of the other projects above that, Wilson is approving them. That takes some of the administrative burden off Wilson and major maintenance programs, but also gives the parks more flexibility to get things done. As there is increase in the dollar amounts for the major maintenance program, up to \$4 million, this will be the changes in the administrative laws that govern how we can spend money up to \$150,000 which gives Mike Wilson the opportunity to focus more on those projects.

Director Lewis announced that revenue is still trending up slightly with projecting a 6% increase next fiscal year, which equates to just under \$2 million.

Lewis stated the Delta Heritage Trail is moving forward. This time next year, when we talk about the budget process, Delta Heritage Trail will be projecting to open within that fiscal year.

Moving forward will impact the budget, staffing levels, equipment needs and everything that's a part of moving forward with the project.

Director Lewis stated that extra help and part-time seasonal staff continue to cost more at about \$750,000 more. 85% of the parks are paying \$14 or more hourly. The cost is reflected in the budget process. There is still difficulty in key positions such as lifeguards. Restaurants and housekeeping have had vast improvements, but lifeguards continue to be a struggle. The last two to three years have been a struggle to keep our pools open normal business hours throughout Memorial Day to Labor Day. The hourly pay rate for lifeguards may have to increase to have the ability to operate state parks pools.

Director Lewis mentioned the Centennial event that took place on March 1, 2023, at Petit Jean State Park and how the momentum that came from that event has earned media request for interviews. Requests for articles are taking place around the Centennial on a daily basis. Director Lewis stated that it continues to multiply off of itself. The media has pushed the online presence that CJRW managed by getting the word out. Throughout the Centennial, close attention is being paid to the media impact that Parks have gained, and the value of it. There have been stacks of magazines and newspaper articles related to the Centennial. Director Lewis also thanked the communications team and Shealyn Sowers, Chief of Communications, for the countless hours and tremendous help.

Director Lewis spoke about the bill signing that took place at Pinnacle Mountain State Park two weeks ago. The event was great and truly amazing with the support from the Governor's Office. Governor Sanders wanted to sign the bills into law at Petit Jean State Park. During the event, First Gentleman Brian Sanders spoke. Director Lewis requested a copy of his speech because some of the things he said were important in recognizing the vision for Arkansas State Parks through the outdoor initiative. The bills that were signed are going to have a huge impact on the ability to get things done. Director Lewis commended Marty Ryall, Director of Legislative Affairs, Suzanne Grobmyer, Chief of Staff and Daniel Faulkner General Counsel on their leadership efforts working together to make things happen. Director Lewis stated there was great support from Senator Missy Irvin from Mountain View as well as Representative Maddox from Nita, who have both run bills for State Parks in the past. Director Lewis went on to say that having the momentum and strength of the Governor's Office behind us was unprecedented.

Director Lewis mentioned that First Gentleman Bryan Sanders continues to make visits to our Arkansas State Parks. There have been visits to Lake Catherine, Pinnacle Mountain, Lake Sylvia Recreation Area, Queen Wilhelmina, Lake Dardanelle, Prairie Grove Battlefield, Devil's Den, and Lake Fort Smith State Park. These visits have included visiting with staff, aspects of the parks including the renovations that have been completed to visiting the wastewater treatment. The First Gentleman has analyzed what the Natural State has to offer and how we can make it better and wanting to be able to be able to elevate the experience. He is ready to move us forward to getting ready for next year's session.

Director Lewis spoke about Skills USA by recommendation of Commissioner Bob Connell with other commissioners that heard about the program. DeGray Lake Resort State Park represented Arkansas State parks there. Skills USA is a high school program that encourages students that

are considering going into technical fields across the technical profession or construction profession as well, and gives an opportunity to network, find students, and let them know about our job opportunities within State Parks.

Director Lewis provided an update that each month he's been trying to incorporate a resource element of Arkansas State Parks. Some things that are taking place are the approval of the 2020 MOU between Arkansas State parks and the Ozark Chinquapin Foundation. Since that time the Chief of the Chinquapin Foundation along with parks statewide coordinator, Steve Churchill from Hobbs State Park Conservation Area, have been leading the effort. Hundreds of trees have been planted across the State Parks system. Tracy King, Region 2 Manager had his entire region go through training on the propagation of these trees. Training was received on how to plant them and take care of the trees. Hundreds have been planted. The Ozark Chinquapin is a Chestnut Tree that was wiped out primarily by a blight that was brought over close to 100 years ago and nearly wiped it out. Tom Stolarz, Region 1 Manager has also been passionate in making this program successful.

Director Lewis announced that celebrities from the television show Forged in Fire will be at Historic Washington State Park on Saturday, April 23, 2023, at the Ladysmith School doing demonstrations. There will also be a large number of James Black's original Bowie knives on display. Law Enforcement will be there to accompany the original priceless James Black bowie knives. Historic Washington State Park has also assembled an ad hoc committee. The committee consists of Commissioners Mike Wilson, Ron Gossage and John Gill as well as Chairman Wolfinbarger. Director Lewis requested to reassemble the committee and adding Commissioner Trey Berry. Lewis also requested the committee meet following May's Commission meeting in Texarkana to go over a property acquisition proposal that impacts State Parks and the relationship with what used to be known as the Pioneer Washington Restoration Validation, which is now the Historic. Washington Foundation.

Director Lewis mentioned that Loco Ropes at Ozark Folk Center is still temporarily closed. They were in the process of working with the Ozark Gateway Tourist Association about a potential transfer of ownership to the Ozark Gateway Tourism Association. The board voted against it and in the meantime Loco Ropes remains closed. The search for a new owner continues for that concession facility. At this point in time, no action is needed, but in the future, there will be involvement of SPRTC. Director Lewis announced the performance of Ricky Skaggs at the Ozark Folk Center State Park on July 15; tickets will be on sale soon. This concert will be taking place on the 50th anniversary of the Ozark Folk Center and it's also the 100th anniversary of Arkansas State Parks, which is a perfect combination to work with.

Operations Manager Mike Wilson presented an update on Arkansas State Parks spring break. Hobbs, Lake Fort Smith, and Lake Dardanelle State Park didn't see as much as last year and the trend also showed increased visitation at the day use parks to include Plum Bayou, Hampson Agriculture, and Plantation Agriculture State Parks. No major incidents were reported. Wilson stated that this year's spring break was awesome while taking a few things into consideration such as the weather, which provided lost opportunities. The good points are that Arkansas State Parks did increase by 3%, and 34% for the whole year.

Jeannine Bruner, Revenue and Sales Manager presented an update on Arkansas State Parks spring break revenue and sales. Bruner reported that her report had a common theme similar to Mike Wilson's report, including the weather, but overall spring break was good for state parks. She reported that with a year-to-date comparison, occupancy was lower than 2022, camping revenue was up \$6,507, lodges RevPAR increased \$6.20 and cabin revenue was up by \$9,870. Despite the 2% decrease in occupancy, we were able to gain revenue with dynamic pricing and rate increase.

Bruner provided a 2024 Eclipse reservation update. Reservations through Sunday night show 448 room nights are booked within that five-day period, with the five days being Friday night the 5th through Tuesday night the 9th. There's \$360,000 plus on the books in new revenue with the average length of stay being four nights. Cabins represent 13.7% of the reservations booked, and their average ADR is \$206.56. Camping represents 73.3% of the reservations made, ADR is 39.58%, lodges are 11.1% of the occupancy with an ADR of two 216.93%, unique lodging is included at 1.9% of the reservations booked thus far with the ADR of 87.12% and online bookings represent 62.4% of the reservations. Top booking dates thus far are April 4-6. As of Sunday, eight parks are completely sold out. Those parks are Crater of Diamonds, Lake Catherine, Lake Dardanelle, Lake Ouachita, Mount Magazine, Mount Nebo, Petit Jean, Queen Wilhelmina. Mount Nebo State Park sold out in 45 minutes on the 5th. Three parks as of Sunday are above 75% occupied at this time: Ozark, Jackson Port and Woolly Hollow. As of today, Jackson Port is sold out and Daisy and Davidsonville State Parks are 75% occupied. Nine parks out of 21 are sold out. Arkansas was the number one state that booked during April 4-8. In closing, Bruner announced that the new reservation and cancellation policy are currently being implemented in the parks and online.

Director Lewis provided an update for fiscal year 2022 parks alcohol sales, which generated \$387,000. The most sales were Mount Magazine with \$134,000, Petit Jean with \$43,000, Queen Wilhelmina with \$44,000, Village Creek with \$10,000 and War Memorial Stadium with \$95,000. Looking forward towards Historic Washington and the Ozark Folk Center, it's difficult to predict sales. Historic Washington is a single standalone restaurant only open for lunch. Their business will come from groups, weddings, and businesses, which may generate \$15,000 a year. Ozark Folk Center may have the largest potential in revenue for the alcohol program, generating an estimated \$30,000. Events like the Big Mountain Enduro taking place at Mount Nebo in May will be an event that can really generate revenue. Lewis mentioned that the entire alcohol program will go through a process of promulgating the rules associated with those rules and procedures. Four parks are already operating under private clubs. Private clubs have very limited restrictions under a specific set of rules and obligations. Parks will continue to honor and closely follow the rules and laws of Alcohol Beverage Control Board (ABC).

Certificates of Appreciation

Director Lewis presented four Certificates of Appreciation for the Commission to approve. The entire engineering section will be retiring at the exact same time. Kin Siew will be retiring with 35 years of state service/15 years with Arkansas State Parks; Allen Holmes will be retiring with 56 years of state service/14 years with Arkansas State Parks (he worked previously in Arkansas Department of Transportation); Alfredo Ordonez with 13 years with Arkansas State Parks; and Don Simmons at Mount Magazine with 42 years with Arkansas State Parks.

Jim Shamburger made the motion to approve; Austin Albers seconded, and the motion carried.

Agreements & Resolutions

Jeff King, Deputy Director of Arkansas State Parks, presented for approval the Queen Wilhelmina Cost Recovery Agreement with the Ouachita National Forest. The Ouachita National Forest has requested an agreement pursuant to the review and processing of our application for a Special Use Authorization for development of the Mena Trails Project adjacent to Queen Wilhelmina State Park on National Forest property. The attached "draft" Category 6 – Major Cost Recovery Agreement outlines the details. The estimated cost due to the Ouachita National Forest, but only payable for actual billable work performed, is \$75,000. Although this cost is not inexpensive, it is less substantial when viewed within the overall context of the total development proposal.

Eric Jackson made the motion to approve; Jim Shamburger seconded, and the motion carried.

King presented the Delta Heritage Trail – Transportation Alternative Program (TAP) and Recreational Trails Program (RTP) for approval. The Transportation Alternatives Program (TAP) is a federal grant program administered by the Federal Highway Administration (FHWA) and functionally supported on the state level by the Arkansas Department of Transportation (ARDOT). Funding is available for alternative transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, and other eligible activities. Project sponsors apply for TAP program funds through a competitive process with the applications being reviewed by the TAP Advisory Committee.

Kalene Griffith made the motion to approve; Mike Gibson seconded, and the motion carried.

King presented the Pinnacle Mountain – Lake Sylvia Recreation Area – Transportation Alternatives Program (TAP) and Recreational Trails Program for approval. The Recreational Trails Program (RTP) is now a set aside of the TAP funding with its own guidance and criteria. RTP projects are also selected through a competitive process with those applications being reviewed by the Arkansas Recreational Trails Program Advisory Committee. Applicants may apply to both the TAP and RTP in the same application cycle; however, if chosen for funding, the project may only receive funding from either the TAP or the RTP, not both. Both TAP and RTP are reimbursement type grant programs with a maximum 80% federal share and a minimum 20% match required from the eligible sponsor.

Kalene Griffith made the motion to approve; Mike Gibson seconded, and the motion carried.

Planning and Development

Chris Myers, Planning and Development Manager presented the Capital Improvement Program (CIP) Quarterly Report and Projects update. Delta Heritage Trail has four remaining construction projects to complete. Yancopin to Arkansas River Bridge (1.9 miles), anticipated to begin this summer. Arkansas River to White River (2.3 miles), construction documents are complete and

currently awaiting NEPA review. Snow Lake to Mozart (7.1 miles), construction documents are 50% complete and awaiting NEPA review. Mozart and White River Bridge (4 miles), construction documents are 10% complete and awaiting NEPA review.

Myers provided an update on the completion of the Delta Heritage Trail State Park-Elaine to Mellwood, a contract amount of \$3,094,885.46 with a scheduled completion date of July 24, 2023. Delta Heritage Trail State Park-Mellwood to Snow Lake a contract amount of \$4,920,078.79. Lake Catherine State Park-Sewer Improvements contract amount of \$853,193.87. Devil's Den State Park-Lee Creek Stream Restoration a contract amount of \$588,415 with a scheduled completion date of August 16, 2023. War Memorial Stadium-painting and waterproofing stands, a contract amount of \$1,030,575 with a scheduled completion date of the end of April. Delta Heritage Trail State Park-Bridge #7 Replacement with Culvert a contract amount of \$199,500; it is nearing completion. Pinnacle Mountain State Park-Butterfield House Phase 1 a contract amount of \$662,157.91. Pinnacle Mountain State Park-new Visitor Center, a contract amount of \$9,100,000 with a scheduled completion date of July 16, 2023.

Susie Kardas presented the Analytics Quarterly Report reflecting the key takeaways:

- Visitation in Q1 of 2023 was the strongest we've had in the previous 5 years.
- While the number of booking clicks is only eclipsed by 2021, conversion rate is lower than previous years due to the increase in overall traffic. However, new content such as the centennial and passport pages have around a 30% conversion rate.
- Out-of-state traffic attributed for 72% of website traffic with Texas contributing the 17% of sessions followed by Illinois (6%), Missouri (5%), and Oklahoma (4%).
- Organic traffic is consistent with last year, up just 2%; meanwhile we've seen increases in organic traffic for Crater of Diamonds State Park, Petit Jean State Park, and Digging For Diamonds.
- Views of accommodations saw a 14% decrease compared to Q1 2022, with decreases across the board in cabins (-19,000), camping (-7,600), and lodges (-3,600). We've also added content personalization to push to lodging and cabins and will pivot to camping closer to summer to help rebound.
- Views of events had an 18% increase compared to Q1 2022. The top events were the Jonquil Festival, Bean Festival, Diamond Mining 101, Eagle Watch Tours, and the Bluegrass Festival.

Kardas provided a monthly comparison breakdown to show there was a 24% increase in total sessions, 6% increase in booking site clicks, 14% decrease in guides ordered, 11% decrease in guides viewed online, with an overall 5% change in referrals to Arkansas.com.

Kardas mentioned the creating of new content in conjunction with Arkansas State Parks Interpretive Calendar. March: spring break and The Natural State's Archaeological State Parks and April: Experiencing the Great American Eclipse in Arkansas State Parks and Volunteering at Arkansas State Parks. The implementation of Waterfall Essay. Hiking to waterfalls is a great way to get out into nature and enjoy the beauty of the outdoors. It can be a calming and peaceful experience, or an adrenaline-filled adventure depending on how you approach it. Cedar Falls is a

brehtaking waterfall located in Petit Jean State Park. Cossatot Falls at Cossatot River State Park-Natural Area; Cossatot Falls is a popular attraction located within the Cossatot River State Park-Natural Area in southwestern Arkansas.

Susie Kardas announced promoting the Centennial with the centennial video, logo on page and in navigation, highlighting historically relevant articles, advertising the parks passport, integrating and requesting user-generation and adding in custom timeline components with information about the 100 hours volunteer initiative.

Kardas also stated personalized contact updates targeting seasonal promotions and funneling visitors for increased engagement. There were 2.3 million impression, 52.5 thousand clicks and 2.2% click through rate.

Miscellaneous/Closing

Commissioner Wolfinbarger announced that following the meeting there will be a photographer in the lobby for headshots.

There were no public comments.

With no further business, the meeting adjourned at 11:02 a.m.

Kalene Griffith made the motion to adjourn; Ron Gossage seconded, and the motion carried.

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