

Pima County

Meeting Agenda Board of Supervisors

MEETING LOCATION
Virtual (Television viewing
available at
130 W. Congress Street
1st Floor
Tucson, AZ 85701)

Tuesday, January 18, 2022 9:00 AM Virtual Meeting

PIMA COUNTY BOARD OF SUPERVISORS

Sharon Bronson, Chair, District 3 Adelita S. Grijalva, Vice Chair, District 5 Rex Scott, Member, District 1 Dr. Matt Heinz, Member, District 2 Steve Christy, Member, District 4

AGENDA/ADDENDUM AND BROADCAST INFORMATION

At least 24 hours before each scheduled meeting, the agenda/addendum is available online at www.pima.gov and in the Clerk of the Board's Office, 130 W. Congress St., 1st Fl., Tucson, AZ 85701, Mon-Fri, 8am to 5pm.

Cable Channels: Comcast 96 and Cox 96 Webcast: www.pima.gov

PUBLIC PARTICIPATION COMMENTS DURING COVID-19

Individuals wishing to speak at Call to the Public must contact the Clerk of the Board's Office at (520) 724-8449, to register their request and obtain remote access information, by the deadline of Friday, January 14, 2022 at 5:00 p.m.

Written comments to the Board of Supervisors can also be electronically submitted to the following email address: COB_Mail@pima.gov. All comments will be provided to the Board of Supervisors.

The Chair reserves the right to ensure all comments are appropriate and abide by rules of civility. Any questions pertaining to the meeting can be directed to Melissa Manriquez, Clerk of the Board.

ACCESSIBILITY

The lobby at 130 West Congress, 1st Floor, is wheelchair and handicapped accessible. Any person who is in need of special services (e.g., assistive listening device, Braille or large print agenda material, signer for hearing impaired, accessible parking, etc.) due to any disability will be accommodated. Please contact the Clerk of the Board at (520) 724-8449 for these services at least three (3) business days prior to the Board Meeting.

MEETING NOTE: This meeting will be conducted remotely through technological means, as permitted by Arizona law. Subject to technological availability, individuals interested in viewing or listening to the meeting can email COB_Mail@pima.gov for instructions on how to remotely access the meeting. The following public viewing options are also available.

This meeting can be streamed via the following links: BOS Agenda January 18, 2022 (http://pima.granicus.com/ViewPublisher.php?view_id=3), on YouTube (https://www.youtube.com/c/PimaCountyArizona/), or via Cox and Comcast Cable Channel 96. Television viewing will be available in the lobby at 130 West Congress, 1st Floor.

IN-PERSON ATTENDANCE BY MEMBERS OF THE PUBLIC WILL BE PROHIBITED.

- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PAUSE 4 PAWS
- 4. CALL TO THE PUBLIC

Individuals wishing to speak at Call to the Public must contact the Clerk of the Board's Office at (520) 724-8449, to register their request and obtain remote access information, by the deadline of Friday, January 14, 2022 at 5:00 p.m. Each speaker will be limited to 3 minutes and the number of speakers may be limited due to a high volume of requests. Please be aware that you may not be called upon to speak. Written comments can be electronically submitted at COB_Mail@pima.gov.

Attachments: CalltothePublic Fickes 1-18-22 Redacted

EXECUTIVE SESSION

(Clerk's Note: In addition to the executive session listed below, pursuant to A.R.S. §38-431.03(A)(3) the Board of Supervisors, or the Board sitting as other boards, may vote to go into executive session for the purpose of obtaining legal advice from its counsel with respect to any item listed on this agenda or any addendum thereto.)

5. Pursuant to A.R.S. §38-431.03(A) (3) and (4), for legal advice and direction regarding discussion of the 2022 redistricting process.

<u>Attachments:</u> PCA ExecSession-2022RedistrictingProcess

6. APPROVAL OF CONSENT CALENDAR

BOARD OF SUPERVISORS

7. <u>UNFINISHED BUSINESS (12/21/21)</u>

Sustainable Action Plan for County Operations

Discussion/Direction/Action: Requesting an update on the Sustainable Action Plan for County Operations, first adopted in 2014 and updated in 2018. (Sustainability Programs Division - Pima County) How are we doing in terms of implementing the goals and objectives outlined in the Plan? How are sustainable practices being incorporated across all departments? What have been the greatest challenges, and where do we need to go from here? (District 2)

Attachments: BOS SustainableActionPlanCountyOperations Dist2Submittal

BOS CAMemo UpdateSustainableActionPlan 12-17-21

BOS SustainableActionPlan CommentLetter 12-20-21 Redacted

BOS CAMemo SustainableActionPlan 1-13-22

BOS SUS-SAPCOPresentation 1-14-22

8. <u>UNFINISHED BUSINESS (12/21/21)</u>

PAYGO Policy, Full Funding by FY25

Discussion/Direction/Action: Directing the Acting County Administrator and County staff to revise the County's current PAYGO Policy from a 60/60 framework to 80/80, effective for the FY23 Budget cycle, in order to achieve full funding of the County's PAYGO program (defined as at least \$50M each year of recurring General Fund revenues for capital improvements) by FY25. Under this revision, 80% of the decrease in the secondary tax rate (which is decreasing as Pima County pays off its General Obligation Bond debt) combined with 80% of the growth in the primary tax base, will be allocated to funding capital improvements, as envisioned in the Pima County Integrated Infrastructure Plan (see executive summary attached). This revision to the PAYGO Policy will accelerate the ability of the County to undertake and execute much needed capital improvements, from streets and roads to parks, public health and public safety - including tackling deferred maintenance projects and saving the taxpayers tens of millions of dollars down the road.

Per the memorandum from the County Administrator's Office dated November 22, 2021 (attached), such a revision to the PAYGO Policy would still result in an overall decrease in the County's combined primary and secondary property tax rate each year going forward. (District 2)

Attachments: BOS PAYGOPolicy Dist2Submittal

BOS CAMemo PayAsYouGoProgram 12-17-21

BOS PAYGOPolicy CommentLetter 12-20-21 Redacted

BOS CAMemo PayAsYouGoProgram 1-12-22

BOS CAMemo PayAsYouGoProgram Revised 1-13-22

BOS CA-PAYGOPresentation 1-18-22

9. UNFINISHED BUSINESS (12/21/21 and 1/4/22)

Land Acknowledgement Statement

Discussion/Action: Propose that the Board of Supervisors have a brief "Land Acknowledgement" statement at the beginning of each meeting, right after the Pledge of Allegiance. A Land Acknowledgment is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories.

Here are examples of such a land acknowledgment:

"We respectfully acknowledge that Pima County is the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O' odham and the Yaqui. Committed to diversity and inclusion, Pima County strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service."

"We would like to acknowledge the traditional, ancestral, unceded ancestral territory of the Tohono O'odham and Pascua Yaqui people, on which we are learning and working today." (District 5)

Attachments: BOS LandAcknowledgementStatement Dist5Submittal

BOS LandAcknowledgement SampleReso Dist4Submittal 1-13-22

BOS LandAcknowledgement CommentLetters 1-18-22 Redacted

COMMUNITY AND WORKFORCE DEVELOPMENT

10. Workforce Investment Board Local Workforce Development Board Recertification

Staff and the Pima County Workforce Investment Board (WIB) recommend approval of the revised Shared Governance Agreement and WIB By-laws.

Attachments: CR WorkforceInvestmentBoardRecertification

DEVELOPMENT SERVICES

11. Final Plat With Assurances

P21FP00020, Weissman Ridge, Lots 1-201 and Common Area "A".

(District 4)

Attachments: DSD P21FP00020WeissmanRidge

12. Final Plat With Assurances

P21FP00021, Rocking K South Neighborhood 3, Parcel DD, Lots 1-121

and Common Areas "A and B". (District 4)

<u>Attachments:</u> DSD P21FP00021RockingKSouth

*** HEARINGS ***

Individuals wishing to address the Board on a Public Hearing item will need to contact the Clerk of the Board's Office at 520-724-8449, to register their request and obtain remote access information.

FRANCHISE/LICENSE/PERMIT

13. Hearing - Liquor License

Job No. 167075, Michael James DiGiacomo, Mario McGee's Pizza, 101 S. La Canada Drive, No. 19, Green Valley, Series 12, Restaurant, New License.

Attachments: FLP LLMarioMcGee'sPizza

14. Hearing - Liquor License

Job No. 174423, Jared Michael Repinski, LPT Quik Mart No. 1316, 13142 E. Colossal Cave Road, Vail, Series 9, Liquor Store, Person Transfer.

Attachments: FLP LLLPTQuikMartNo1316

DEVELOPMENT SERVICES

15. Hearing - Rezoning

P21RZ00016, MARKLAND INVESTMENTS, L.L.C., ET AL. - N. LA CHOLLA BOULEVARD REZONING

Markland Investments, L.L.C., et al., represented by Paradigm Land

Design, L.L.C., request a rezoning of approximately 4.5 acres from the SR

(Suburban Ranch) to the TR (Transitional) zone, Parcel Codes

101-09-020A and 101-09-1970, located at the northwest corner of the

T-Intersection of N. La Cholla Boulevard and W. Rudasill Road. The

proposed rezoning conforms to the Pima County Comprehensive Plan

which designates the property for Medium Intensity Urban. On motion, the

Planning and Zoning Commission voted 9-0 (Commissioner Hanna was

absent) to recommend APPROVAL SUBJECT TO STANDARD AND SPECIAL CONDITIONS. Staff recommends APPROVAL SUBJECT TO STANDARD AND SPECIAL CONDITIONS. (District 1)

Attachments: DSD P21RZ00016

DSD P21RZ00016SiteAnalysis 1-13-22

DSD P21RZ00016 ParadigmPresentation 1-18-22

16. Hearing - Rezoning

P21RZ00017, THALMA, L.L.C. - W. INA ROAD REZONING

Thalma, L.L.C., requests a rezoning from CR-1 (Single Residence) to TR (Transitional) zone on approximately .83 acres. The property is located on the north side of W. Ina Road, approximately 170 feet east of the T-Intersection of N. Leonardo DaVinci Way and W. Ina Road addressed as 1102 W. Ina Road. The proposed rezoning conforms to the Pima County Comprehensive Plan which designates the property for Low Intensity Urban 1.2. On motion, the Planning and Zoning Commission voted 9-0 (Commissioner Hanna was absent) to recommend APPROVAL SUBJECT TO STANDARD AND SPECIAL CONDITIONS. Staff recommends APPROVAL SUBJECT TO STANDARD AND SPECIAL CONDITIONS. (District 1)

Attachments: DSD P21RZ00017

17. Hearing - Rezoning Closure

Co9-07-20, SAHUARITA CORNERS, L.P./EQUIVEST PROPERTIES, L.P. - KOLB ROAD REZONING

Seth Hoyte, represented by Kale Investment Company, L.L.C., requests closure of a 20.0-acre portion of rezoning Co9-07-20 (Parcel Codes 305-22-1000, 305-22-1030, 305-22-1050 and 305-22-1060), located on the west side of the S. Kolb Road alignment, approximately one-half mile north of E. Sahuarita Road. The original 149.7-acre rezoning was from the RH (Rural Homestead) to the GR-1 (Rural Residential) zone located on the northwest corner of Sahuarita Road and the Kolb Road alignment. The rezoning was conditionally approved in 2010 and expired on April 16, 2015. Staff recommends **CLOSURE**. (District 4)

Attachments: DSD Co9-07-20

18. Hearing - Conditional Use Permit

P21CU00006, JUAREZ - E. SAHUARITA ROAD

Request of <u>Anthony and Rosalinda Juarez</u>, et al., on property located at 7099 East Sahuarita Road, in the RH (Rural Homestead) zone, for a Type II Conditional Use Permit for an RV storage facility, in accordance with Section 18.13.030B39 of the Pima County Zoning Code. Staff and the Hearing Administrator recommend **APPROVAL**. (District 4)

Attachments: DSD P21CU00006

19. Hearing - Plat Note Modification

Co12-93-11, SABINO ESTATES AT SABINO SPRINGS (LOT 42)

Mark and Michelle Beres, represented by Randy Gilliam, request a plat note modification of restrictive administrative control note #20(B) to increase the area of the development envelope from 9,200 square feet to 11,000 square feet on Lot 42 (1.04 acres) of the Sabino Estates at Sabino Springs Subdivision (Bk. 45, Pg. 07), a portion of the Sabino Springs Specific Plan. The subject property is zoned SP (BZ) (Specific Plan - Buffer Overlay Zone) and is located on the north side of E. Sabino Estates Drive, approximately one mile east of the intersection of N. Bowes Road and E. Sabino Estates Drive, addressed as 10215 E. Sabino Estates Drive. Staff recommends APPROVAL. (District 1)

Attachments: DSD Co12-93-11

DSD_Co12-93-11_ReplacementPage6-SitePlan_1-12-22

20. Hearing - Rezoning Ordinance

ORDINANCE NO. 2022 - 1, P21RZ00001, Ramirez - S. Sheridan Avenue

Rezoning. Owner: Michelle Ramirez. (District 5)

Attachments: DSD_OrdP21RZ00001

21. Hearing - Rezoning Ordinance

ORDINANCE NO. 2022 - **2**, P21RZ00006, Hernandez/Noriega - W. Michigan Street Rezoning. Owners: Jesus Hernandez and Ana Noriega. (District 3)

Attachments: DSD OrdP21RZ00006

22. Hearing - Rezoning Resolution

RESOLUTION NO. 2022 - 1, Co9-15-04, Landmark Title TR 18109 - W. Sunset Road Rezoning. Owner: Landmark Title TR 18109. (District 3)

Attachments: DSD_ResoCo9-15-04

REGIONAL WASTEWATER RECLAMATION

23. Proposed Revisions to RWRD Engineering Design Standards 2022 and RWRD Standard Specifications and Details for Construction 2022

Staff recommends approval and adoption of the proposed revisions to the "Engineering Design Standards 2022" and "Standard Specifications and Details for Construction 2022" as the minimum standards acceptable for the design and construction of all sanitary sewer facilities, which, are to be incorporated into the County sewerage system. (All Districts)

<u>Attachments:</u> <u>WW DesignandConstructionStandards2022</u>

WW ProposedEngineeringDesignStandards

WW ProposedStandardSpecsandDetailsforConstruction Part1

WW ProposedStandardSpecsandDetailsforConstruction Part2

24. ADJOURNMENT

POSTED: Levels A & B and 1st Floor, Pima County Administration Bldg.

Pima County Homepage: www.pima.gov

DATE/TIME POSTED: 1/11/22 @ 3:00 p.m.

DATE/TIME REPOSTED (additional attachments only): 1/12/22 @ 9:30 a.m. DATE/TIME REPOSTED (additional attachments only): 1/13/22 @ 10:35 a.m. DATE/TIME REPOSTED (additional attachments only): 1/13/22 @ 1:00 p.m. DATE/TIME REPOSTED (additional attachments only): 1/13/22 @ 4:45 p.m. DATE/TIME REPOSTED (combined Agenda/Addendum): 1/14/22 @ 5:00 p.m. DATE/TIME REPOSTED (additional attachments only): 1/18/22 @ 1:10 p.m.

ADDENDUM 1

PRESENTATION

1. Presentation of the Distinguished Budget Presentation Award from the Government Finance Officers Association to the Pima County Finance and

Risk Management Department. (District 3)

Attachments: PRES DistinguishedBudgetPresentationAward Dist3Submittal

BOARD OF SUPERVISORS

2. Cash Bail Presentation

Presentation/Discussion/Action: Proposed Modifications to Arizona's Cash Bail System.

Presentation by Amelia Cramer, Chair, Criminal Justice Committee, NAACP Tucson Branch Executive Committee. Discussion of proposal to eliminate money bail as a condition of pre-trial release from jail for non-violent crimes. Action regarding possible support of legislation in the 2022 Arizona Legislative Session. Attachment 1 - Cash Bail Reform. Attachment 2 - Eliminate money bail in Arizona. Attachment 3 - Bail Reform - NAACP one page summary. Attachment 4 - Report on Recommendations on Cash Bail Reform. (District 3)

Attachments: BOS CashBailPresentation Dist3Submittal

BOS CashBailPresentation HCR2022 1-14-22

BOS CashBailCommentLetter 1-18-22 Redacted

BOS CashBailCommentLetter2 1-18-22 Redacted

3. COVID Testing

Discussion/Direction/Action: COVID testing capacity expansion, testing sites security, take home test kits capacity and their distribution, mobile testing in rural areas, testing funding needs. (District 3)

Attachments: BOS COVIDTesting Dist3Submittal

BOS CAMemo AugmentedCOVID-19TestingCapacity

4. Minimum Requirements for Becton, Dickinson and Company Facility

RESOLUTION NO. 2022 - **2**, of the Board of Supervisors, recommending minimum requirements for the Pima County Department of Environmental Quality's Air Quality Permit for Becton, Dickinson and Company to operate a medical products sterilization facility using ethylene oxide, a substance that is carcinogenic as well as highly flammable and explosive. (District 5)

Attachments: BOS ResoBectonDickinsonAQPermit Dist3Submittal

HUMAN RESOURCES

5. Revisions to Personnel Policy

Staff requests approval of the proposed revisions to Personnel Policy No. 8-107, Special Leaves of Absence with Pay.

Attachments: HR RevisionstoPersonnelPolicy8-107

HR CAMemo SpecialLeavesofAbsencewithPay

HR CommentLetter 1-18-22 Redacted

CONTRACT AND AWARD

HEALTH

6. Partners in Health, to provide for consultation for COVID-19 K-12 School

Reopening Program, CDC and ADHS Funds, contract amount

\$250,000.00 (CT-HD-22-204)

Attachments: CT-HD-22-204

PROCUREMENT

7. Award

Award: Master Agreement No. MA-PO-22-84, World Dining, L.L.C. (Headquarters: Tucson, AZ) to provide for food service county congregate and non-congregate shelters. This Master Agreement is for a term of one (1) year in the award amount of \$1,455,300.00. Funding Source: ARPA CLFRF Funds. Administering Department: Grants Management and Innovation.

Attachments: PO AwardMA-PO-22-84

8. Award

Award: Master Agreement No. MA-PO-22-86, Stratus Point Global, L.L.C. (Headquarters: Northbrook, IL), to provide for COVID-19 AG Binax Now Card Test Kits. This Master Agreement is for an initial term of one (1) year in the annual award amount of \$455,000.00 (including tax) and includes four (4) one-year renewal options. <u>Funding Source</u>: ARPA Fund. Administering Department: Health.

Attachments: PO AwardMA-PO-22-86

GRANT APPLICATION/ACCEPTANCE

9. Acceptance - Justice Services

John D. and Catherine T. MacArthur Foundation, to provide for the Safety and Justice Challenge Focused Racial Equity Cohort, \$238,849.00/2 year term (GTAW 22-39)

Attachments: GR GTAW 22-39

GR GTAW 22-39 CommentLetters 1-18-22 Redacted

10. Application - Natural Resources, Parks and Recreation

RESOLUTION NO. 2022 - <u>3</u>, of the Board of Supervisors, to approve application to the Arizona Game and Fish Commission for the Clay Target Center Shooting Range. This grant request will be for \$29,150.00/\$29,150.00 General Fund match. (GTAP 22-96)

Attachments: GR GTAP 22-96

BOARD, COMMISSION AND/OR COMMITTEE

11. Pima County/City of Tucson Outdoor Lighting Code Committee

- Ratification of reappointments: Hyman Kaplan, Dennis Coon, Craig R. Barron, and Buell T. Jannuzi. Term expirations: 9/4/22. (City of Tucson recommendations)
- Ratification of appointment: Amy Oliver, to replace Paul S. Smith. Term expiration: 10/18/25. (City of Tucson recommendation)

<u>Attachments:</u> <u>BCC OutdoorLightingCodeCommitteeApptReappts</u>

12. Transportation Advisory Committee

Appointment of Charlene Robinson, to fill a vacancy created by John Wallace. Term expiration: 1/17/26. (District 3)

<u>Attachments:</u> BCC TransportationAdvisoryCommitteeAppt

POSTED: Levels A & B and 1st Floor, Pima County Administration Bldg.

Pima County Homepage: www.pima.gov

DATE/TIME POSTED: 1/13/22 @ 3:45 p.m.

DATE/TIME REPOSTED (additional attachments only): 1/14/22 @ 12:00 p.m.

CONSENT CALENDAR JANUARY 18, 2022

CONSENT CALENDAR, JANUARY 18, 2022

CONTRACT AND AWARD

Health

1. Northwest Fire District, Amendment No. 1, to provide for administration of immunizations and testing, extend contract term to 1/26/24 and amend

contractual language, no cost (CT-HD-21-292)

Attachments: CT-HD-21-292

Recorder

Town of Oro Valley, to provide for election services (2022-2024 election cycles), contract amount \$11,200.00 revenue/2 year term (CTN-RE-22-92)

Attachments: CTN-RE-22-92

BOARD, COMMISSION AND/OR COMMITTEE

3. Workforce Investment Board

Reappointments of the following members, term expirations: 9/30/24. (Staff recommendations):

- Mark Vitale and Danielle Duarte, representing Business.
- Kathy Prather, representing Education and Training; Educational Agency.
- Abra McAndrew, representing Education and Training, Higher Education.
- Maria S. Sopher, representing State Employment Service Office under Wagner-Peyser.
- Jorge Rivero, representing GECD; TANF; Business.
- Trish Muir, representing Workforce; CBO.
- Vaughn Croft, representing Workforce; Out-of-School Youth Organization.
- Barbra Coffee, representing ECDE.

Category changes for the following members:

- Brad McCormick, from representing Business to representing Workforce; CBO and fill the current seat of Ramon Serrato. Term expiration: 9/30/24. (Staff recommendation)
- Ramon Serrato, from representing Workforce; CBO to representing Business and fill the current seat of Brad McCormick. Term expiration: 9/30/22. (Staff recommendation)

<u>Attachments:</u> <u>BCC WorforceInvestmentBoardReappts</u>

4. Redistricting Advisory Committee

Appointment of Dr. Sylvia Lee, Ph.D. No term expiration. (District 2)

Attachments: BCC RedistrictingAdvisoryCommitteeAppt

5. Animal Care Advisory Committee

Appointment of Robin Creehan, to replace Jodi M. Cavanaugh. Term

expiration: 6/30/24. (District 3)

Attachments: BCC AnimalCareAdvisoryCommitteeAppt

ELECTIONS

6. Precinct Committeemen

Pursuant to A.R.S. §16-821B, approval of Precinct Committeemen resignations and appointments:

RESIGNATION-PRECINCT-PARTY:

Lynn McCracken-127-REP; Rex McCracken-127-REP; Suzanne Kane-174-REP

APPOINTMENT-PRECINCT-PARTY:

Mary M. White-089-DEM; Leroy A. Smith-011-REP; Sherry

Jameson-098-REP; Regis F. Wiegand-107-REP; Jonathan L.

Armstrong-123-REP; Terry C. Chick-127-REP; Terese D. Lind-127-REP;

Kimberley Young-127-REP; Phillip Young-127-REP; Angel A.

Sanchez-128-REP; Joel S. Gleason-133-REP; Kristi A.

Halvorson-145-REP; Steven B. Keppler-145-REP; Steven L.

Vander-Heyden-182-REP; Justin W. Jones-218-REP; Robert C.

Proebstel-218-REP; Timothy W. Meek-224-REP; Juanita

Montoya-233-REP; Kirk E. Taylor-242-REP

Attachments: EL PrecinctCommitteemen

FINANCE AND RISK MANAGEMENT

7. Duplicate Warrants - For Ratification

Town and Country Associates, L.L.C. \$2,064.00; The University of Arizona \$1,801.00; The University of Arizona \$2,519.00; The University of Arizona \$2,156.00; GLHN Architects & Engineers, Inc. \$3,847.00; Michelle Acosta \$46.46; Sharp Electronics Corporation \$385.45; Guillermo Kaphan \$3,500.00.

Attachments: FN DuplicateWarrants

RECORDER

8. Pursuant to Resolution No. 1993-200, ratification of the Document Storage

and Retrieval Fund for the months of July, August, September, October and

November, 2021.

Attachments: RE DocumentStorageandRetrievalFund July2021

RE DocumentStorageandRetrievalFund Aug2021

RE DocumentStorageandRetrievalFund Sept2021

RE DocumentStorageandRetrievalFund Oct2021

RE DocumentStorageandRetrievalFund Nov2021

RATIFY AND/OR APPROVE

9. Minutes: November 16 and 24, 2021

Attachments: CL 11-16-21DraftMinutes

CL 11-24-21DraftMinutes