NORTH DAKOTA LEGISLATIVE COUNCIL

Minutes of the

LEGISLATIVE MANAGEMENT COMMITTEE

Tuesday, November 16, 1999
Roughrider Room, State Capitol
Bismarck, North Dakota

Senator Rod St. Aubyn, Chairman, called the meeting to order at 9:05 a.m.

Members present: Senators Rod St. Aubyn, Joel C. Heitkamp, Aaron Krauter, Gary J. Nelson; Representatives Merle Boucher, Pam Gulleson, Mike Timm

Members absent: Senator David E. Nething; Representatives Rick Berg, John Dorso, David Monson

Others present: See attached appendix

MINUTES

It was moved by Representative Timm, seconded by Senator Heitkamp, and carried on a voice vote to approve the minutes of the July 1, 1999, meeting as distributed.

LEGISLATIVE SPACE RENOVATION

At the request of Chairman St. Aubyn, the assistant director reviewed legislative renovation projects suggested to the committee during the 1997-98 interim. At the October and November 1998 Legislative Management Committee meetings, the committee received an estimate of $17,000 to $20,000 to replace the burlap and fabric of the balcony seats in both chambers; an estimate of $60,000 to replace the veneer and edging and to refinish the legislators' desks in both chambers; and a proposal to upgrade the sound system in each chamber. The assistant director suggested the committee consider upgrading the voting system (each chamber has a similar system, and references to the "system" are to both systems as a single entity, unless otherwise indicated). During the 1981-82 interim, Daktronics, Inc., Brookings, South Dakota, installed the electronic voting system with computer interfacing and with a dot matrix printer in each chamber. During the 1989-90 interim, Daktronics replaced the two Superbrain computers used to operate the system with two IBM PS/2 Model 50 computers, installed software upgrades, replaced the processor modules located behind the chambers, and upgraded the wall displays to allow up to six lines of display in the Senate and six to eight lines of display in the House.

The assistant director said recommendations for the voting system include replacing the IBM PS/2 Model 50 computers with current models and upgrading the operating system of these two computers to a client-server environment with Windows NT, which is used by the Legislative Council staff; replacing the dot matrix printers under the front desks with laser printers; moving the voting system printers to the page rooms and rewriting the software to better interrelate with the journal reporting system; replacing the light-emitting diode displays, console buttons, vote indicator lights, and members' engraved nameplates at the front desks with touch screen displays; replacing the wiring to the members' desks and upgrading the members' consoles; and replacing the wall displays of names with upgraded panels. He said the committee also may want to consider the possibility of including wiring and pre-positioned cameras, which could focus on the member speaking as a result of the presiding officer recognizing that person through a touch screen panel. He said this feature could be used to broadcast video on the Internet.

The assistant director said although the voting system is functional, it is difficult to ensure repair parts for the two IBM PS/2 Model 50 computers, and new computers would allow use of operating system software that better interrelates with other legislative information systems; easier entry of seat assignments, message board items and announcements; and provide additional features such as time certain and elapsed time warning indicators at the front desk in the Senate as well as display of the sequence of requests to speak to the presiding officer. He said modern printers would increase printing speed and capabilities, eliminate the need to use form feed paper, and allow additional integration with the journal reporting system. Moving the voting system printers to the page rooms and rewriting the software so the vote can be sent electronically to the desk reporter rather than using hard copy from the printers, he said, would speed up floor action due to eliminating the need to wait for printing vote results or clearing paper jams. He said upgraded displays at the front desks would provide the presiding officers and Secretary of the Senate and Chief Clerk of the House with the capability of viewing the material appearing on the wall displays and would provide increased efficiency and flexibility for recognizing members and loading, maintaining, and displaying

information in the voting system. He said replacing the wiring to the members' desks and upgrading the members' consoles would reduce the time required to maintain the current consoles. He said upgraded wall displays, which would display names loaded at the computers and provide features such as highlighting the name of the person speaking and indicating how members voted through changing the color of their names, would provide additional flexibility for displaying members' names without requiring new plates to be engraved every time there is a change and would reduce the background work necessary for reloading the computer and changing vote indicator connections whenever a nameplate is moved. He said Daktronics was invited to provide information on these and other possible enhancements to the Daktronics voting system.

Voting System

Chairman St. Aubyn recognized Mr. Howard Jorenby, Daktronics, Inc., for a presentation on possible enhancements to the voting system. Mr. Jorenby said the voting system in many respects is still a good solid system even though it dates from 1982. He said the software is year 2000 compliant but the operating system needs to be changed. He said the personal computer running the system in each chamber is over 10 years old and it is hard to find a computer to serve as a backup in case of computer failure.

Mr. Jorenby said although the message boards of the wall displays were updated in the late 1980s, the smaller displays used by the presiding officers and Secretary of the Senate and Chief Clerk of the House were not and their displays do not show the information displayed on the message boards.

Mr. Jorenby said each current wall display consists of two units--the upper unit contains the message boards and the lower unit contains members' names and vote indication. He said the lower unit is basically a fluorescent tube display with members' names etched on plates placed in front of the lights in a manner to allow the light the show through the names. He said any change in membership requires a new plate to be inserted in the appropriate alphabetical spot along with corresponding rearrangement of all other names that are moved as well as corresponding connections to the vote indicators and similar changes to the presiding officer's console. With upgraded lower unit displays, he said, names would be displayed as entered through the computer and would not require new nameplates nor the repositioning of other members' names (with the corresponding changes to the vote indicators).

Mr. Jorenby said the lamps at each member's voting console are aging and cables may have been damaged during other rewiring projects completed since 1982, e.g., the voting system "shorting" that occurred when a wire had been nicked and repaired with electrical tape and the heat damage under a member's desk which resulted from nicked voting system wires. He said the telephone ring indicators at members' consoles were current technology in 1982 but are not now.

Mr. Jorenby distributed a written copy of his presentation illustrating various tricolor wall displays, member voting consoles, presiding officers' workstations, and clerks' workstations. The example of the Missouri House of Representatives showed a tricolor wall display illustrating members' votes through red and green names rather than indicator lights. A copy of his presentation is on file in the Legislative Council office.

Mr. Jorenby said tricolor displays allow different size fonts to highlight different material and can be read from many different angles.

In response to a question from Senator Nelson, Mr. Jorenby said the upgraded system allows for a dark board (not showing how each member voted), dark results (not showing the totals), and basically any logical option. He said there usually is a switch at the clerk's console to darken the vote or darken the results, as desired.

Mr. Jorenby said the presiding officer's upgraded display monitor can indicate members' names on a display panel, can show vote results, and can allow change of names (to reflect change in membership) and change of organization (to reflect seating assignments) without making new and rearranging existing nameplates. He said the upgraded display also can show the wall display information and can show debate times, e.g., time certain and time limits.

Mr. Jorenby said the clerk's upgraded display monitor can show information on the wall display, can show vote totals, and also will have preprogrammed buttons to change display lines.

In response to a question from Senator St. Aubyn, Mr. Jorenby said training is included with the system upgrade and would be provided to operators and maintenance personnel. He noted Department of Transportation personnel maintain current hardware and information technology support personnel should be able to maintain the upgraded software, which basically would be Windows NT. He said he does not see training as a problem; in fact, he said, the upgrades would improve the ability to obtain local support.

Mr. Jorenby said the dot matrix printers still perform their functions, but laser printers would be faster and, with appropriate management, could be used by other legislative information systems.

Mr. Jorenby said technology allows a voting system and sound system to be interlinked to provide for semiautomatic video coverage of the chamber. He said enhanced software could indicate to the presiding officer a member who desires to speak as well as give a priority ranking of the members by time of request to speak. Basically, he said, one camera is

placed at the back of the chamber to cover the clerk and presiding officer and two cameras are placed on the front wall to pan and focus on the member who has been recognized by the presiding officer. Under the usual arrangement, he said, the presiding officer recognizes a member requesting to speak and touches that member's name on the presiding officer's console, the microphone of that person is activated, the camera pans to that person, and the video image transmitted to the Internet or other places contains the member's name. He said the Internet site of the Louisiana House illustrates this and other capabilities. If this function is to be considered, regardless of whether the cameras are installed this interim, he said, it would be more efficient to make the wiring connections when the wiring is otherwise upgraded.

In response to a question from Representative Timm, Mr. Jorenby said his presentation is based on giving ideas to the committee so selections can be made as to what is desired as an enhancement or improvement. He said almost any option can be mixed or matched as necessary.

Audio System

Chairman St. Aubyn recognized Mr. Wayne J. Mastel, Audio Systems Company, Bismarck, for a presentation concerning the existing audio system and a proposal for upgrading the system (each chamber has a similar system, and references to the "system" are to both systems as a single entity, unless otherwise indicated). Mr. Mastel said the audio system was installed during the 1981-82 interim. As the system is working now, he said, it is derived from 1960s technology. He said the current system is divided into four floor sections in each chamber and a microphone is provided at every other desk in alternating rows. He said the problem with this scheme is that if one microphone experiences a problem, it usually impacts the entire floor section. He said the system was designed in this manner as an efficient means of providing microphone availability to every member.

Mr. Mastel presented a proposal to reinforce the sound system in the House and Senate chambers. A copy of his proposal is on file in the Legislative Council office. He said the proposal includes amplifiers, graphic equalizers, automatic gain controllers, compressors, mixers, power amplifiers, microphones with coil cords at each desk, installation of cable and head-end equipment, system tests, and a one-year parts and labor guarantee for a base estimate of $98,200 for the House chamber and $57,900 for the Senate chamber. He emphasized that this is a base quotation subject to change based on specifics required for each chamber. He said the proposed configuration is in use in the Ohio General Assembly and the Wisconsin Legislature and similar systems are in use in the Alabama Legislature, the Illinois General Assembly, the Maryland General Assembly, the Michigan Legislature, and the Montana Legislature.

Mr. Mastel said the electronics of the system have been phased out by manufacturers and should be replaced. He recommended a corded microphone be provided at each member's desk rather than a fixed microphone. If a microphone is provided for every member, he said, the wiring can be interlinked with the voting system, which would allow control by the presiding officer. Under the current system, he said, there is no need for an employee to control a sound board to turn on and turn off microphones because a microphone is turned on by the member through use of the spring-loaded trigger on the microphone and is turned off when the member releases the microphone. He said microphones currently manufactured are of better quality, and manufacturers currently do not manufacture quality microphones with spring-loaded on/off buttons.

Mr. Mastel said the proposal for the microphone system considers the front desk area microphones as "main" microphones and the microphones on the floor as subsidiary microphones, controlled by an employee or the presiding officer because of the lack of a spring-loaded button on the microphone. He said wireless microphones are not feasible because of the lack of frequencies needed to avoid microphones overlapping one another. He said the usual limit is 32 frequencies.

Mr. Mastel said speakers are built into the walls of each chamber, and if a speaker box system is used, the speaker boxes would need to be mounted on the walls in the House and could be mounted on the ceiling in the Senate. He proposed leaving the existing speaker system in order to maintain the "look" of the chambers. He said the wall speakers could be eliminated if a small speaker is placed at each member's desk, but this would require speakers to be placed in the balcony and behind the brass rail to provide amplified sound to those areas.

Mr. Mastel emphasized the proposal is for a basic system, with an individual microphone and associated electronics at each member's desk, which would require the microphones to be controlled by an employee at a sound board or the presiding officer through the voting system by a touch screen or other feature. He said the proposal is for an identical system in each chamber.

In response to a question from Representative Timm, Mr. Mastel said a person to turn on and turn off the microphone (either an employee specially designated to control the sound system or the presiding officer through touch screens tied in with the voting system and the "speak" button at the members' consoles) is suggested because quality microphones with spring-loaded on/off buttons currently are not manufactured. Representative Timm said he believes it would be moving backward to replace the current

system with one that requires someone to control the system.

In response to a question from Representative Boucher, Mr. Mastel said it would require minimal additional wiring to interlink the audio system with the voting system.

In response to a question from Senator Nelson, Mr. Mastel said voice-activated microphones work well in a small, confined area but would not work in a large area with several microphones. Under a voice-activated system, he said, one microphone has priority until the person stops talking. An automatic mixer would get confused, he said, with the number of microphones in the House or the Senate chamber which could activate at the same time.

In response to a question from Senator St. Aubyn, Mr. Mastel said a system with a small speaker at each member's desk would be engineered so that the speaker at the desk of the member who is speaking is off and possibly the surrounding speakers as well.

Representative Timm said after the Speaker's desk was moved back during the 1997-98 House chamber renovation, it is more difficult to hear floor debate from that desk. Mr. Mastel said a small speaker could be added to the Speaker's desk.

Chairman St. Aubyn recognized Mr. Alan Nathan, Tricorne Audio, Inc., Fargo, for presentation of a proposal for a legislative sound system. Mr. Nathan distributed his proposal, a copy of which is on file in the Legislative Council office.

Mr. Nathan said the proposed sound system is a distributed speaker system with a 2.5-inch speaker at each member's desk. The speaker would be in a wood box at the left corner of each member's desk, and the box would house a microphone jack, a microphone on/off switch, speaker volume control, tape record jack, and tape record volume control. The proposal also includes a new amplifier to power the existing speakers in the balcony and the existing amplifier and speaker system for legislative offices would be connected to the new sound system. He said the presiding officer's desk would have a similar custom-built box with additional switches to shut down all microphones and an override switch to allow only the presiding officer to speak. He said the proposal is for members to have wired lavalier microphones, and the presiding officers would have a slimline podium microphone. He said a broadcast panel would be furnished in each chamber and would provide six outputs for media connections. Electronic cabinets would be provided for each chamber to house the automatic mixer, standard mixers, power amplifier, system processors, and distribution amplifiers for each house. He said the proposal includes all cable, complete installation of all equipment, and a one-year warranty on equipment, cable, and labor, for a price of $146,000 for the House system and $85,500 for the Senate system.

Mr. Nathan said small speakers at members' desks will provide members with very close sound sources of excellent clarity. If a distributed speaker system is selected, he said, it would require a review of speakers for the balcony and under the balcony. He noted Tricorne Audio has a local presence to provide service through North Star Audio in Bismarck.

In response to a question from Representative Timm, Mr. Nathan said the microphone for each member would be turned on and off through a switch on the speaker console for that member.

In response to a question from Senator St. Aubyn, Mr. Nathan said his proposal is for a sound system independent of the voting system. He said the proposed system is patterned after the system used by the South Dakota Legislature.

In response to a question from Senator Krauter, Mr. Nathan said he is not aware of anyone currently producing a quality microphone that has a spring-loaded on/off button. He said the proposed system could be redesigned to be interlinked with the voting system and provide the presiding officer with the ability to turn on and turn off a member's microphone.

In response to a question from Representative Boucher, Mr. Nathan said the only control provided to the presiding officer under the proposal as presented is to turn on the system, turn off the system, and turn off everyone's microphone except the presiding officer's. He said this is a simple system and requires no assigned individual to turn on or turn off members' microphones, because each member controls that member's microphone through the on/off switch at the member's console.

In response to a question from Senator Heitkamp, Mr. Nathan said the proposed system includes a mixer at which the volume of individual microphones can be adjusted to recognize different voice levels of different members.

Discussion

Chairman St. Aubyn requested committee members to comment on the various proposals.

In response to a question on why only Daktronics submitted a proposal for the voting system, the assistant director said Daktronics installed the voting system during the 1981-82 interim, the voting system is a Daktronics system, Daktronics has provided very good support over the years, Daktronics has contracted with local individuals to provide immediate support during the legislative session, and the enhancements are basically upgrades to the existing Daktronics system.

Senator Krauter said the decision concerning the voting system basically appears to be three issues--hardware, software, and displays.

Senator Nelson said if a series of proposals could be reviewed by the committee, the committee would be able to select which proposal to accept.

Senator St. Aubyn said the upgrades and enhancements as described appear to provide these options--replace the personal computers and printers with associated software changes; replace the wiring at the front desks and to the members' desks; replace the consoles of the presiding officers, the Secretary of the Senate, and the Chief Clerk of the House; replace the voting consoles at the members' desks; replace the wall name and vote indicator display units; provide interconnection between the sound system and voting system for presiding officer control of microphones; and provide for video feeds and linking to the sound system.

It was moved by Senator Krauter, seconded by Senator Heitkamp, and carried on a roll call vote that the Legislative Council staff be requested to prepare a priority listing of needs and specifications for those needs for upgrades and enhancements to the voting system, invite submission of bids, and present the bids for review at the next committee meeting. Senators St. Aubyn, Heitkamp, Krauter, and Nelson and Representatives Boucher, Gulleson, and Timm voted "aye." No negative votes were cast.

Representative Gulleson inquired whether a small speaker would produce quality sound. She noted the small speakers on her Gateway computer do not produce a high-quality sound. Senator Nelson said small speakers can be of good quality with respect to individual speakers at the members' desks. Representative Gulleson said she does not have a problem with small speakers if they are of a good quality. Senator St. Aubyn said he likes the idea of a small speaker to provide a close sound source for a member.

Senator Heitkamp said he would prefer the existing system if a member cannot control that member's microphone.

Senator St. Aubyn said a microphone can be obtained with an on/off switch, and the only change would be that the switch is not spring loaded. He said it would not be that dramatic of a change for the presiding officer to control the microphones because under proper protocol a member presses the "speak" button, a light at the presiding officer's desk indicates the member desires to speak, the member is recognized by the presiding officer, and then the member may speak. He said a member who desires to raise a point of order or otherwise attract the presiding officer's attention can certainly speak loudly enough to be heard and recognized without relying on a microphone.

Representative Timm said the microphone at the Speaker's desk has a manual on/off switch, and several times he forgot to turn it off and conversation was broadcast that should not have been. He said he sees a problem with a manual on/off switch that takes some action by a member other than releasing the microphone. He said, however, that each member should be able to control whether that member's microphone is on or off.

It was moved by Senator Krauter, seconded by Representative Gulleson, and carried on a roll call vote that the Legislative Council staff be requested to prepare a list of needs and specifications for those needs for an audio system that provides options of maintaining the existing wall-type speakers, providing small speakers at the members' desks and adequate sound for the balconies and under the balconies behind the brass railings, and members' microphones with an on/off button on the desk or on the microphone. Senators St. Aubyn, Heitkamp, Krauter, and Nelson and Representatives Boucher, Gulleson, and Timm voted "aye." No negative votes were cast.

USE OF LEGISLATIVE CHAMBERS

The assistant director reviewed two requests for use of the legislative chambers. The North Dakota Family Alliance requested use of the House and Senate chambers for a "City on a Hill" youth legislative training conference July 24-29, 2000; and the North Dakota Silver-Haired Education Association requested use of the House chamber for a "Silver-Haired Education Association Assembly" August 8-10, 2000.

Senator Nelson inquired whether either group employed a registered lobbyist during the 1999 legislative session, which is a disqualifying factor under the guidelines for use of the legislative chambers. The assistant director said according to lobbyist registration information from the Secretary of State, Mr. Gregg K. Boyer was registered as representing the North Dakota Family Alliance, and no one was registered to represent the Silver-Haired Education Association. The director said the North Dakota Family Alliance also had a registered lobbyist during the 1997 legislative session, but the Legislative Management Committee has the power to override its own guidelines and chose to do so when this committee approved a similar request last interim.

Senator Krauter said when the request by the North Dakota Family Alliance to use the House chamber was reviewed by the committee in November 1998, Mr. Boyer said the Alliance would not handpick youth to attend, but legislators would be asked to nominate youth from their districts in order to have a cross-section from around the state. He said he knows of no legislators who were asked to submit names.

It was moved by Senator Krauter, seconded by Senator Nelson, and carried on a voice vote that consideration of the request of the North Dakota Family Alliance for use of the House and Senate chambers July 24-29, 2000, be tabled until the Alliance reports to the committee on how participants are going to be selected and how issues for

an educational process are to be determined on a nonpartisan basis.

It was moved by Representative Boucher, seconded by Representative Gulleson, and carried on a roll call vote that the committee approve the request of the North Dakota Silver-Haired Education Association for use of the House chamber for a Silver-Haired Education Association Assembly August 8-10, 2000. Senators St. Aubyn, Heitkamp, Krauter, and Nelson and Representatives Boucher, Gulleson, and Timm voted "aye." No negative votes were cast.

LEGISLATIVE REDISTRICTING STUDY

At the request of Chairman St. Aubyn, Mr. John D. Bjornson, Counsel, Legislative Council, presented a memorandum entitled *Legislative Redistricting - Computer Software*. During the 1981 and 1991 legislative redistricting processes, Mr. Bjornson said, the Legislative Council contracted with a consultant to provide computer-assisted redistricting services. As a result of advances in computer technology, he said, several software vendors now offer redistricting software suitable for use on personal computers. He summarized information distributed by software vendors at recent National Conference of State Legislatures redistricting meetings. The information describes software distributed by these vendors--Digital Engineering Corporation; Sammamish Data Systems, Inc.; Caliper Corporation; Election Data Services, Inc.; Public Systems Associates, Inc.; Corona Solutions; and Legislative Demographic Services.

In response to a question from Senator Krauter, Mr. Bjornson said software using the *ArcView* desktop geographic information system would be preferred because *ArcView* is used by 85 percent of state and local governments, including other North Dakota state agencies. He said he has viewed and used different software. He noted that if the software selected uses *ArcView*, individual licenses for the *ArcView* portion of the software may not be required. He said items for consideration are cost, and most software packages appear to be comparable; whether the software is suitable for a rural state, and Digital Engineering's *autoBound* software has been selected by South Dakota and Nebraska; and the availability of user training and support, especially the availability of support during the period from March to November 2001.

In response to a question from Senator Nelson, Mr. Bjornson said *ArcView* is the base software used to create maps.

Mr. Bjornson said a demonstration of *autoBound* has been arranged with Digital Engineering Corporation through the Internet. He placed a call to Mr. Fred Hejazi, Digital Engineering, who described *autoBound* and provided a demonstration on the loading of census information, boundary editing tools, multilevel redistricting, undos and set points, and security features.

Mr. Hejazi said the software was originally developed in 1992, the current version is a*utoBound 3.2*, and the next version (*autoBound 4*) is slated for 2000. He emphasized that the product is written for two types of users--those not experienced with *ArcView* and those who are. He said 10 states are using a*uto-Bound* and four more have committed to this software. He said Pennsylvania is working on its 2000 legislative redistricting plan based on census projections. He noted that the census information for Pennsylvania was loaded in 1.5 hours.

In response to a question from Senator St. Aubyn, Mr. Hejazi said one license costs $3,500 and the cost goes down as the number of licenses increases. At 10 licenses, he said, it would be more cost-effective to obtain a site license.

In response to a question from Senator Nelson, the assistant director said the cost of consultant services during the 1990 redistricting process approximated $8,300 for the Phase 2 Block Boundary Suggestion Project; $52,000 for the redistricting plan process; and $8,800 for the legislative subdistricts plan.

In response to a question from Senator St. Aubyn, Mr. Bjornson said he does not have a specific recommendation but urged the committee to acquire the software early enough to provide sufficient time for training and testing in early 2000. He said he has visited with the South Dakota people, and they said *autoBound* was well suited for South Dakota because of its ease of use.

In response to a question from Representative Boucher, Mr. Bjornson said after reviewing *autoBound*, it seems easy to use and appears to be a good product appropriate for the state.

In response to a question from Senator Nelson, Mr. Bjornson said Minnesota is putting its 1990 tiger data files into three different redistricting programs to test their various features. Senator Nelson said it would be important to know whether the 1990 tiger files for North Dakota could be used as a basis for training and experience with the a*utoBound* software.

Chairman St. Aubyn said the decision on the software would be delayed until information could be obtained on the experience of South Dakota and Minnesota in using redistricting software and whether 1990 tiger files could be used.

LEGISLATIVE SPACE USE

Chairman St. Aubyn recognized Mr. Curt Zimmerman, Director, Facility Management Division, for a presentation on relocating security monitors from the Heritage Center to the State Capitol. Mr. Zimmerman distributed a plan for remodeling a portion of the Senate locker room for use as a command center for security monitors and security

personnel. A copy of the plan is on file in the Legislative Council office.

Mr. Zimmerman said the proposal is to move 12 lockers from the north end of the Senate locker room to the south end of the middle row and to the southeast corner of the locker room, and locate the command center, with its monitors, and the Highway Patrol security person in the north end of the room. He said this area would allow a direct view of the appointed and elected officials' parking lot and would provide an area close to the center of the Capitol.

In response to a question from Senator Krauter, Mr. Zimmerman said the expense would be kept as minimal as possible, with the largest expense probably being floor work.

It was moved by Senator Nelson, seconded by Senator Krauter, and carried on a roll call vote that the committee authorize the Facility Management Division to remodel the Senate locker room to provide for a command center for security purposes. Senators St. Aubyn, Heitkamp, Krauter, and Nelson and Representatives Gulleson and Timm voted "aye." No negative votes were cast.

No further business appearing, Chairman St. Aubyn adjourned the meeting at 3:00 p.m.

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Jay E. Buringrud
Assistant Director

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John D. Olsrud
Director

ATTACH:1