

# **BUILDING STANDARDS BOARD MINUTES**

**2024 SAPMC SUBCOMMITTEE  
Friday, November 8, 2024**

The Building Standards Board 2024 San Antonio Property Maintenance Code Subcommittee convened in a regular meeting on Friday, November 8, 2024, at the One Stop Center, located at 1901 S. Alamo Street, San Antonio, TX 78204.

Kayla Miranda, Chairperson, called the meeting to order at 1:07 p.m.

Board Members Present: Frederick Andis, Thomas Franks, Dr. Erlinda Lopez-Rodriguez, Kayla Miranda, Joel Solis, Dewayne Nelson, and Clay Thompson

Staff Support: Amin Tohmaz, Interim Director, Development Services Department; Melissa Ramirez, Interim Deputy Director, Development Services Department; Danny Liguez, Code Enforcement Administrator, Development Services Department, Code Enforcement Section; Jenny Ramirez, Code Enforcement Manager, Development Services Department, Code Enforcement Section; Dale Russell, Code Enforcement Supervisor, Development Services Department, Code Enforcement Section; Judy Croom, Sr. Administrative Assistant, Development Services Department, Code Enforcement Section; Emily Reyes, Planner, Development Services Department; Valerie Rodriguez, Senior Planner, Development Services Department

Legal Representation: Felix Ramirez, Savita Rai

Worldwide Languages Representatives: Justa Garcia-Higby and Alma Kron

## **Public Comments**

Mark Ross signed up to speak.  
Mike Rust signed up to speak.

## **Briefing and Possible Action on the following items:**

### ***Item 1. Approval of the minutes from the Building Standards Board – San Antonio Property Maintenance Code Subcommittee meeting on October 30, 2024.***

The minutes from the meeting of October 30, 2024, were approved by Fred Andis. Thomas Franks seconded the motion. The minutes were approved.  
7-0-0 vote.

## **Motion carries**

### ***Item 2. Discussion of Chapter 6, Article IV, Minimum Property Maintenance Code***

Danny Liguez, Code Enforcement Administrator, provided the subcommittee members a spreadsheet with the San Antonio Property Maintenance Code proposed amendments, listed as Items #1 - #100, and a copy of the 2024 San Antonio Property Maintenance Code (SAPMC) code review working document.

Item #5 (*tabled on October 30, 2024*). New Section 2024 IPMC Section 105.7.1 Legal defense. Staff recommendation is to adopt the 2024 IPMC Section 105.7.1 Legal defense. Discussion took place among the subcommittee. Motion approved to adopt the 2024 IPMC Section 105.7.1 Legal defense. Motion by Dewayne Nelson/Clay Thompson seconded the motion. 7-0-0 vote.

**Motion carries**

Item #20. 2021 SAPMC Section 104.6 Department records vs. 2024 IPMC Section 105.6 Official records. Staff recommendation is to keep the 2021 SAPMC Section 104.6 Department records as written but accept the section title modification. Discussion took place among the subcommittee. Motion approved to keep the 2021 SAPMC Section 104.6 Department records as written but accept the section title modification. Motion by Dewayne Nelson/Thomas Franks seconded the motion. 7-0-0 vote.

**Motion carries**

Item #21. New Section 2024 IPMC Section 105.6.1 Approvals. Staff recommendation is not to adopt the 2024 IPMC Section 105.6.1 Approvals. Discussion took place among the subcommittee. Motion approved not to adopt the 2024 IPMC Section 105.6.1 Approvals. Motion by Thomas Franks/Dewayne Nelson seconded the motion. 7-0-0 vote.

**Motion carries**

Item #22. New Section 2024 IPMC Section 105.6.2 Inspections. Staff recommendation is not to adopt the 2024 IPMC Section 105.6.2 Inspections. Discussion took place among the subcommittee. Motion approved not to adopt the 2024 IPMC Section 105.6.2 Inspections. Motion by Thomas Franks/Dewayne Nelson seconded the motion. 7-0-0 vote.

**Motion carries**

Item #23. New Section 2024 IPMC Section 105.6.3 Code alternatives and modifications. Staff recommendation is not to adopt the 2024 IPMC Section 105.6.3 Code alternatives and modifications. Discussion took place among the subcommittee. Motion approved not to adopt the 2024 IPMC Section 105.6.3 Code alternatives and modifications. Motion by Thomas Franks/Dewayne Nelson seconded the motion. 7-0-0 vote.

**Motion carries**

Item #24. New Section 2024 IPMC Section 105.6.2 Inspections. Staff recommendation is not to adopt the 2024 IPMC Section 105.6.2 Inspections. Discussion took place among the subcommittee.

Public comments withdrawn.

Motion approved not to adopt the 2024 IPMC Section 105.6.2 Inspections.

Motion by Thomas Franks/Dewayne Nelson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #25. New Section 2024 IPMC Section 105.6.5 Fees.

Staff recommendation is not to adopt the 2024 IPMC Section 105.6.5 Fees.

Discussion took place among the subcommittee.

Motion approved not to adopt the 2024 IPMC Section 105.6.5 Fees.

Motion by Fred Andis/Joel Solis seconded the motion.

6-1-0 vote. (Nay: Thomas Franks)

**Motion carries**

Item #26. 2021 SAPMC Section 105.1 Modifications vs. 2024 IPMC Section 105.2.3 Modifications.

Staff recommendation is to keep the 2021 SAPMC Section 105.1 Modifications as written.

Discussion took place among the subcommittee.

Public comments by Mark Ross.

Motion approved to keep the 2021 SAPMC Section 105.1 Modifications as written.

Motion by Thomas Franks/Dewayne Nelson seconded the motion.

6-1-0 vote. (Nay: Joel Solis)

**Motion carries**

Item #27. 2021 SAPMC Section 105.1 Modifications vs. 2024 IPMC Section 105.2.3 Modifications.

Staff recommendation is to keep the 2021 SAPMC Section 105.1 Modifications as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.1 Modifications as written.

Motion by Thomas Franks/Dewayne Nelson seconded the motion.

6-1-0 vote. (Nay: Joel Solis)

**Motion carries**

Item #28. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2 Alternative materials, design and methods of construction and equipment.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Thomas Franks seconded the motion.

7-0-0 vote.

**Motion carries**

Item #29. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2 Alternative materials, design and methods of construction and equipment.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #30. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2.1 Approval authority.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #31. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2.2 Application and disposition.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #32. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2.3 Compliance with code intent.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #33. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2.4 Equivalency criteria.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #34. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2.5 Tests.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #35. 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment vs. 2024 IPMC Section 105.2.2.5.1 Fire tests.

Staff recommendation is to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.2 Alternative materials, methods of construction and equipment as written.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #36. 2021 SAPMC Section 105.3 Required testing vs. 2024 IPMC Section 106.3 Required testing.

Staff recommendation is to keep the 2021 SAPMC Section 105.3 Required testing as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.3 Required testing as written.

Motion by Thomas Franks/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item #37. 2021 SAPMC Section 105.3.1 Test methods vs. 2024 IPMC Section 105.2.1.4 Test methods.

Staff recommendation is to keep the 2021 SAPMC Section 105.3.1 Test methods as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.3.1 Test methods as written.

Motion by Fred Andis/Dewayne Nelson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #38. 2021 SAPMC Section 105.3.2 Test reports vs. 2024 IPMC Section 105.6.4 Tests.

Staff recommendation is to keep the 2021 SAPMC Section 105.3.2 Test reports as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.3.2 Test reports as written.

Motion by Fred Andis/Dewayne Nelson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #39. 2021 SAPMC Section 105.4 Used material and equipment vs. 2024 IPMC Section 105.8.1 Materials and equipment reuse.

Staff recommendation is to keep the 2021 SAPMC Section 105.4 Used material and equipment as written.

Discussion took place among the subcommittee.

Motion approved to keep the 2021 SAPMC Section 105.4 Used material and equipment as written.

Motion by Dewayne Nelson/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item #40. 2021 SAPMC Section 105.4 Used material and equipment vs. 2024 IPMC Section 105.8.1 Materials and equipment reuse.

Staff recommendation is to keep the 2021 SAPMC Section 105.4 Used material and equipment as written.

Discussion took place among the subcommittee.

Public comments by Mark Ross.

Motion approved to keep the 2021 SAPMC Section 105.4 Used material and equipment as written.

Motion by Dewayne Nelson/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item #41. 2021 SAPMC Section 105.6 Research reports vs. 2024 IPMC Section 105.2.2.6 Reports.

Staff recommendation is to keep the 2021 SAPMC Section 105.6 Research reports as written.

Discussion took place among the subcommittee.

Public comments by Mike Rust.

Motion approved to keep the 2021 SAPMC Section 105.6 Research reports as written.

Motion by Fred Andis/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #42. New Section 2024 IPMC Section 105.2.2.6.1 Evaluation reports.

Staff recommendation is not to adopt the 2024 IPMC Section 105.2.2.6.1 Evaluation reports.

Discussion took place among the subcommittee.

Public comments by Mike Rust.

Motion approved not to adopt the 2024 IPMC Section 105.2.2.6.1 Evaluation reports.

Motion by Fred Andis/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #43. New Section 2024 IPMC Section 105.2.2.6.2 Other reports.  
Staff recommendation is not to adopt the 2024 IPMC Section 105.2.2.6.2 Other reports.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Motion approved not to adopt the 2024 IPMC Section 105.2.2.6.2 Other reports.  
Motion by Fred Andis/Clay Thompson seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #44. New Section 2024 IPMC Section 105.2.2.7 Peer review.  
Staff recommendation is not to adopt the 2024 IPMC Section 105.2.2.7 Peer review.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Motion approved not to adopt the 2024 IPMC Section 105.2.2.7 Peer review.  
Motion by Fred Andis/Clay Thompson seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #45. New Section 2024 IPMC Section 105.2.2.6.2 Other reports.  
Staff recommendation is not to adopt the 2024 IPMC Section 105.2.2.6.2 Other reports.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Motion approved not to adopt the 2024 IPMC Section 105.2.2.6.2 Other reports.  
Motion by Fred Andis/Clay Thompson seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #46. Proposed New Section 106.7 Liability of owners.  
Staff recommendation is to reject the proposed new section of 106.7 Liability of owners.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Motion approved to reject the proposed new section of 106.7 Liability of owners.  
Motion by Thomas Franks/Fred Andis seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #47. 2021 SAPMC Section 107.1 Notice to person responsible (proposed amendment).  
Staff recommendation is to keep the 2021 SAPMC Section 107.1 Notice to person responsible as written.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Savita Rai, Legal Representation, requested that the item be tabled for a later date.  
Motion is to table discussion for a later date.

Motion by Dewayne Nelson/Dr. Erlinda Lopez-Rodriguez seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #48. 2021 SAPMC Section 107.2 Form (proposed amendment).  
Staff recommendation is to accept the modification to the 2021 SAPMC Section 107.2 Form.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Motion approved to accept the modification to the 2021 SAPMC Section 107.2 Form.  
Motion by Fred Andis/Thomas Franks seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #49. 2021 SAPMC Section 107.2 Form (proposed amendment).  
Staff recommendation is to accept the modification to the 2021 SAPMC Section 107.2 Form.  
Discussion took place among the subcommittee.  
Motion approved to accept the modification to the 2021 SAPMC Section 107.2 Form.  
Motion by Fred Andis/Thomas Franks seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #50. 2021 SAPMC Section 107.3 Method of service (proposed amendment).  
Staff recommendation is to keep the 2021 SAPMC Section 107.3 Method of service as written.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Motion is to table discussion for a later date.  
Motion by Thomas Franks/Clay Thompson seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #51. 2021 SAPMC Section 107.3 Method of service (proposed amendment).  
Staff recommendation is to keep the 2021 SAPMC Section 107.3 Method of service as written.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Motion is to table discussion for a later date.  
Motion by Thomas Franks/Clay Thompson seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #52. Proposed New Section 107.7 Reasonable time to cure.  
Staff recommendation is to reject the proposed new section of 107.7 Reasonable time to cure.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.



Motion approved to reject the proposed new section of 107.7 Reasonable time to cure.  
Motion by Dewayne Nelson/Thomas Franks seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #53. Proposed New Section 107.7.1 Requesting additional time to cure.  
Staff recommendation is to reject the proposed new section of 107.7.1 Requesting additional time to cure.  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Motion approved to reject the proposed new section of 107.7.1 Requesting additional time to cure.  
Motion by Dewayne Nelson/Thomas Franks seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #54. Proposed New Section 107.7.2 (no section title).  
Staff recommendation is to reject the proposed new section of Section 107.7.2 (no section title).  
Discussion took place among the subcommittee.  
Public comments by Mike Rust.  
Public comments by Mark Ross.  
Motion approved to reject the proposed new section of Section 107.7.2 (no section title).  
Motion by Dewayne Nelson/Thomas Franks seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #55. 2021 SAPMC Section 108.1.3 Structure unfit for human occupancy (proposed amendment).  
Staff recommendation is to accept the modification to the 2021 SAPMC Section 108.1.3 Structure unfit for human occupancy.  
Discussion took place among the subcommittee.  
Motion approved to accept the modification to the 2021 SAPMC Section 108.1.3 Structure unfit for human occupancy.  
Motion by Dewayne Nelson/Thomas Franks seconded the motion.  
7-0-0 vote.

**Motion carries**

Item #56. 2021 SAPMC Section 112.1 Authority vs. 2024 IPMC Section 108.1 Authority.  
Staff recommendation is to adopt the 2024 IPMC Section 108.1 Authority.  
Discussion took place among the subcommittee.  
Motion approved to adopt the 2024 IPMC Section 108.1 Authority.  
Motion by Dewayne Nelson/Thomas Franks seconded the motion.  
6-1-0 vote. (Nay: Thomas Franks)

**Motion carries**

Item #57. New Section 2024 IPMC Section 202 General definitions/Approved Agency.

Staff recommendation is to adopt the 2024 IPMC Section 202 General definitions/Approved Agency.

Discussion took place among the subcommittee.

Motion approved to adopt the 2024 IPMC Section 202 General definitions/Approved Agency.

Motion by Dewayne Nelson/Clay Thompson seconded the motion.

6-1-0 vote. (Nay: Thomas Franks)

**Motion carries**

Item #58. 2021 SAPMC Section 202 General definitions/Foundation walls (proposed amendment).  
Staff recommendation is to accept the modification to the 2021 SAPMC Section 202 General definitions/Foundation walls.

Discussion took place among the subcommittee.

Motion approved to accept the modification to the 2021 SAPMC Section 202 General definitions/Foundation walls.

Motion by Thomas Franks/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item #59. 2021 SAPMC Section 202 General definitions/Insanitary (proposed amendment).

Staff recommendation is to accept the modification to the 2021 SAPMC Section 202 General definitions/Insanitary.

Discussion took place among the subcommittee.

Public comments by Mike Rust.

Public comments by Mark Ross.

Savita Rai, Legal Representation, recommended that the legal definition be considered.

Motion approved to change the word from *Insanitary* to *Unsanitary* and to use a definition that states: A condition that is dirty and unhealthy as to cause disease and harm, or harm people's health.

Motion by Dewayne Nelson/Thomas Franks seconded the motion.

Jenny Ramirez, Code Enforcement Manager, requested revision applied to the 2021 SAPMC Section 108.1.3 Structure unfit for human occupancy (from *Insanitary* to *Unsanitary*).

6-1-0 vote. (Nay: Thompson)

**Motion carries**

Item #60. New Section 2024 IPMC Section 202 General definitions/Peer review.

Staff recommendation is not to adopt the 2024 IPMC Section 202 General definitions/Peer review.

Discussion took place among the subcommittee.

Motion approved not to adopt the 2024 IPMC Section 202 General definitions/Peer review.

Motion by Thomas Franks/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item # 61. New Section 2024 IPMC Section 202 General definitions/Power safety cover.

Staff recommendation is to adopt the 2024 IPMC Section 202 General definitions/Power safety cover with modifications.

Discussion took place among the subcommittee.

Public comments by Mark Ross.

Amin Tohmaz, Interim Director, requested that the item be tabled for a later date.

Motion is to table discussion for a later date.

Motion by Dewayne Nelson/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item # 62. New Section 2024 IPMC Section 202 General definitions/Safety cover.

Staff recommendation is to adopt the 2024 IPMC Section 202 General definitions/Safety cover.

Discussion took place among the subcommittee.

Amin Tohmaz, Interim Director, requested that the item be tabled for a later date.

Motion is to table discussion for a later date.

Motion by Dewayne Nelson/Fred Andis seconded the motion.

7-0-0 vote.

**Motion carries**

Item # 63. New Section 2024 IPMC Section 202 General definitions/Storm shelter.

Staff recommendation is not to adopt the 2024 IPMC Section 202 General definitions/Storm shelter.

Discussion took place among the subcommittee.

Danny Liguez, Code Enforcement Administrator, requested that the item be tabled for a later date.

Motion is to table discussion for a later date.

Motion by Thomas Franks/Dewayne Nelson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #64. 2021 SAPMC Section 202 General definitions/Structural members (proposed amendment).

Staff recommendation is to accept the modification to the 2021 SAPMC Section 202 General definitions/Structural members.

Discussion took place among the subcommittee.

Motion approved to accept the modification to the 2021 SAPMC Section 202 General definitions/Structural members.

Motion by Thomas Franks/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

Item #65. 2021 SAPMC Section 202 General definitions/Chapter 2-Definitions (proposed amendment).

Staff recommendation is to accept the modification to the 2021 SAPMC Section 202 General definitions/Chapter 2-Definitions.

Discussion took place among the subcommittee.

Motion approved to accept the modification to the 2021 SAPMC Section 202 General definitions/Chapter 2-Definitions.

Motion by Thomas Franks/Clay Thompson seconded the motion.

7-0-0 vote.

**Motion carries**

## **Administrative Items**

Danny Liguez, Code Enforcement Administrator, stated that the next BSB SAPMC Subcommittee meeting is scheduled for Wednesday, November 13<sup>th</sup> at 9 a.m., followed by Wednesday, November 20<sup>th</sup> at 9 a.m. Asked if the timeframe for Wednesday, November 20<sup>th</sup> shall be extended.

Kayla Miranda, Chairperson, stated that that the decision shall be made at the next subcommittee meeting to see if it is warranted.

Mr. Nelson and Mr. Solis stated that they will not be available for the BSB SAPMC Subcommittee meeting scheduled for Wednesday, November 13<sup>th</sup> at 9 a.m.

**The board is adjourned by unanimous consent.**

**Meeting Adjourned at 4:40 p.m.**