

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
FEBRUARY 22, 2012

The Rescheduled Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, February 22, 2012, at the hour of 6:00 P.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

Kenneth Ayers, President
Mike Terry, Vice-President
Paul Shouse, Director
Pamella Bennett, Director
Everett "Ed" Brittain, Director

Also present were the following:

Sam Massey, General Manager
Joan Eaton, Secretary/Treasurer/Administration Supervisor
Trevor Miller, Wastewater Treatment Division Supervisor
Isaiah Hall, Collections Division Supervisor
Tony Grabow, Fire Chief
Mike Riddell, Attorney, Best, Best & Krieger, (BB&K)
Brian Thomas, Engineer, Engineering Resources

Visitors present were:

Lewis Murray, District Representative to Janice Rutherford, County Supervisor
Cindy Strebel, Fire Department Captain
Stuart Bryer, Fire Department Paid Call Firefighter
Richard Viero, Wastewater Collections Division, Operator I

The meeting was called to order at 6:00 P.M. by President Ayers who also led the Assembly in the Pledge of Allegiance.

Called to Order and
Pledge of Allegiance

Wastewater Division Supervisors Miller and Hall and the Board of Directors recognized Richard Viero, Operator I, for five (5) years of dedicated service with the District. Manager Massey also acknowledged Richard Viero stating that he was great to work with.

Acknowledgements

Fire Department Captain Cindy Strebel and the Board then recognized Stuart Bryer, Paid Call Firefighter who has served ten (10) years with the District. Firefighter Bryer is an invaluable employee and utilizes his expertise in the audio visual aspect of the Fire Department.

- Visitors Visitor Lewis Murray was introduced for the record as the District Representative to Janice Rutherford, Board of Supervisors, San Bernardino County. Representative Murray stated that Supervisor Rutherford sees consolidation of the Special Districts as a positive move and they would like to request financial information from the District to review and determine if consolidation will be beneficial for the communities. Representative Murray would like to attend future Hilltop Community Consolidation Committee meetings. A copy of the District 2011/2012 Fiscal Year Budget and Financial Statements will be provided to Representative Murray for Supervisor Janice Rutherford.
- Board Meeting Minutes January 18, 2012 Upon motion by Vice-President Terry, second by Director Shouse and carried by a unanimous vote, the Regular Board Meeting minutes of January 18, 2012 were approved.
- January Expenditures President Ayers asked about an expense account that has not been recently utilized and Supervisor Eaton will review the history of the account. Upon motion by Director Bennett, second by Vice-President Terry and carried by a unanimous vote, the expenditures through January 31, 2012 were approved.
- OPERATIONAL REPORTS (Water) Manager Massey reported on the Water Department for absent Supervisor Randy Bobroff and stated there was one leak on the back lot main on Valley View that has been repaired. Meters were not read last month due to weather issues so there is no reported water loss. President Ayers asked if the Brookings Well would remain off line and Manager Massey responded that it would stay off line for now and will be utilized as an emergency backup well.
- (Wastewater) Supervisor Miller opened by stating that the Wastewater Treatment Plant staff continue to research technologies regarding a belt press replacement and he will provide a report to the Board within the next few months. Director Shouse asked about available power source for the belt press and Supervisor responded that there is plenty of electricity. Discussion continued regarding the belt press and Supervisor Miller explained the costs associated with hauling of sludge, the anticipated reduction of 40% in volume and cost savings associated with a new belt press system.
- (Collections) Supervisor Miller stated that the reactor will be down in April, 2012 for completion of construction of the MBR 2 (Membrane Bio Reactor).
- (Collections) Supervisor Hall stated everything is going well in his Department and the Assessment District No. 7 Point Repair Project is finished.

Supervisor Hall then reported on the San Bernardino County Live Oak Manhole Replacement Project and stated specs have been submitted to the District that met our approval. Engineer Thomas will be present during the bid opening process and the project is on schedule to begin in May or June, 2012 and will last approximately forty (40) working days. Supervisor Hall stated they anticipate customer complaints due to traffic control during the project.

Chief Grabow stated that the Fire Department will schedule the interview process for the Battalion Chief position beginning on March 19, 2012. The Department will interview twelve (12) candidates from as close as Running Springs and as far away as Illinois. Vice-President Terry will participate on the interview board with his extensive Fire Department experience along with retired Running Springs Fire Department Battalion Chief Mike Olsen and Fire Chief Mark Mills from Big Bear Lake.

(Fire Department)

Supervisor Eaton was pleased to share a customer email acknowledging District staff for their efficiency, availability and friendliness. The District continually strives for excellence in customer service and the recent email confirmed customer satisfaction.

(Administration)

Supervisor Eaton reminded the Board that Supervisor Rutherford has requested personal information from all Board members in the Second District. The information will be retained in confidentiality and used only for internal purposes by the San Bernardino County Board of Supervisors office.

Administration staff will be researching records retention options and currently, District records are being saved in PDF format to a disk and retained on our server. Supervisor Eaton will confer with Legal Counsel to update the District Records Retention Policy that was adopted in November 1998.

Manager Massey reported on the reclassification of the Water and Wastewater Treatment and Collections Department Head to exempt status. District staff have conferred with Legal Counsel and will propose the change in the 2012/2012 Fiscal Year Budgets. The result will be a cost savings to the District by not paying employee overtime but providing compensation hours.

(General Manager)

Consolidation of
Special Districts

Manager Massey stated that the Special District's Hilltop Community Consolidation Committee met with Supervisor Rutherford and her staff on February 15, 2012. Manager Massey was not able to attend the meeting due to scheduling conflicts. President Ayers reported on the meeting that was held to determine if Supervisor Rutherford was supportive of consolidation between Running Springs Water District and CSA 79 and he said that Supervisor Rutherford was very open and interested. The Consolidation Committee will continue to pursue the process and the District submitted a California Public Records Act Request regarding County Service Area 79 (Green Valley Lake) requesting ten (10) years of sewer facilities records. The request was respectfully declined, however, the County stated they will attempt to accommodate the request if the District narrows the request to identify specific records within a more limited span of time. Director Brittain expressed his concerns with the County and their response to the records request and Director Bennett affirmed the importance of CSA 79 sewer facility records and stated the District is not interested in assuming a financial burden that would affect our customers. President Ayers also reported on an analysis that he performed regarding response times for the Fire Department. Discussion continued regarding prior consolidation talks with CSA 79, Arrowbear Lake, and Running Springs Water District and the next meeting will be with the Chamber of Commerce representing the communities.

Local Agency
Investment Fund
Remittance Advice

The Local Agency Investment Fund Remittance Advice ending December 31, 2011 was provided to the Board by Supervisor Eaton. The interest earned was \$1,695.47 at 0.38% for the quarter. Discussion continued regarding investment options and Director Brittain cautioned investments that are committed for long periods of time and he reminded the Board of the advantage of investment diversity. Supervisor Eaton also reminded the Board that the District can utilize the assistance of the Financial Consultant for investment options.

Wastewater
Treatment Plant
Outfall Line Project

Manager Massey and Supervisor Miller reported on the Wastewater Outfall Line Project and the recent notification from the Inland Empire Resource Conservation District (IERCD) indicating the cost for the active restoration of 0.25 acres of riparian streambed habitat would be \$43,922.00. Contributing these funds to IERCD would mitigate the emergency measures taken to construct the temporary outfall line in 2010 and the permanent installation of the replacement line scheduled for the fall of 2012. At the January 18, 2012 Board meeting, the Board made the decision to turn this matter over to Legal Counsel to negotiate with the California Department of Fish and Game as to the requirements the District would need to satisfy for the issuance of a permit to complete the project.

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Attorney Riddell reported that Jason Ackerman, Environmental Attorney with Best, Best & Krieger spoke with the Department of Fish and Game who suggested submitting a different proposal or litigation through the IERCD or similar organization such as the Santa Ana Watershed Association. Another option would be to impact the site itself to restore the area that was disturbed requiring a monitoring biologist for five (5) years. Attorney Ackerman has been in contact with Lisa Patterson, Biologist from Tom Dodson's office and Attorney Riddell asked the Board for their concurrence to continue the research to determine which alternative is the least expensive. Attorney Riddell also stated that for a tenth of an acre of litigation which the Department of Fish and Game would have to accept, the cost would be approximately \$15,000. He added that mitigating the disturbance at the site for five years may be less expensive. Discussion continued regarding the disturbance and maintenance of the site and Attorney Riddell will review pictures of the site. This information item will be returned to the March 21, 2012 Board Meeting for further discussion.

The Assessment District No. 10, 2011/2012 Annual Report prepared and administered by NBS was provided to the Board for their review and information. The improvements in Assessment District No. 10 have been completed and there is a balance in the construction fund of approximately \$41,800 as of November 30, 2011. NBS can assist the District with closing the Construction Fund in accordance with California Streets and Highways Code and the Assessment District's formation documents. NBS stated that the surplus funds in the improvement fund shall be used for one or more of the following purposes:

Assessment District
No. 10
2011/2012 Annual
Report

- 1) For transfer to the general fund of the Agency, provided that the amount transferred shall not exceed the lesser of one thousand dollars (\$1,000) or five percent of the total amount expended from the improvement fund
- 2) As a credit upon the assessment and any supplemental assessment
- 3) For maintenance of the improvement
- 4) To call bonds, thereby reducing outstanding assessments and subsequent assessment installments

Manager Massey suggested that the Construction Fund balance of approximately \$41,800 be utilized for future maintenance of the Assessment District. Attorney Riddell then reported on the Chabad delinquencies in Assessment District No. 10 and stated that two (2) parcels have been foreclosed by the bank. Attorney Riddell stated that due to the security interest, the District should receive the delinquency payments from the bank. This item will be returned to the March, 2012 Board Meeting.

Fire Department 2012/2013 Fiscal Year Budget Review Manager Massey acknowledged Chief Grabow for preparation of the 2012/13 Fiscal Year District Budget and stated that even with an overall reduction of \$137,919 that was partially contributed to property taxes, Chief Grabow was able to provide the Board with a balanced budget that was reviewed by the Finance Committee on February 8, 2012. An analysis was also provided to the Board that identifies the significant changes between the approved Fiscal Year 2011/12 Budget and the proposed Fiscal Year 2012/13 Budget. The analysis categories which are consistent with the budget document categories are:

- Revenue and Expense Summary
- Operating Revenue
- Operating Expenses, Fire Protection
- Operating Expenses, Ambulance
- Capital Improvement Expenses and Designated Fund Contribution

Chief Grabow reported that in an effort to assist the Running Springs Fire Department with the budget shortfall for Fiscal Year 2012/13, the fulltime staff have agreed to sell back all holiday hours accrued during the year to avoid paying overtime to cover the shifts. Discussion continued regarding the Fire Department Budget that included the addition of a Senior Administrative Assistant classification. President Ayers asked that Chief Grabow prepare a new job description for the position and that District staff meet with the Personnel Committee prior to approval of the budget to ensure equity and consistency within staffing positions.

Recess The Board took a break at 7:52 P.M. and reconvened at 8:04 P.M.

Form 700 Statement of Economic Interest Filing Deadline Supervisor Eaton stated that the annual Statement of Economic Interest Form 700 for 2011/2012 is due by April 2, 2012. The Form 700 packet was distributed to all filers in addition to a copy of the District Conflict of Interest Code. Additional information and reporting forms are available on the Fair Political Practices Commission (FPPC) website at www.fppc.ca.gov

2012 Filings Attorney Riddell then reported on the 2012 Filing Reports and discussion ensued regarding the following forms:

Form 801 – Gift to Agency Report: Used by local government agencies to disclose when payments made to the agency (gifts) when the payments (gifts) are used for official business and provide a personal benefit to an official of the agency

Form 802 – Tickets Provided by Agency Report – Used by all state and local Government agencies to disclose the distribution of tickets or passes that allow admission to facilities, events, shows or performances for entertainment, amusement, recreational or similar purposes. The agency must complete the Form 802 identifying agency officials who receive tickets or passes from the agency as well as other individuals and organizations that receive tickets or passes at the behest of agency officials.

Form 803 – Behested Payment Report: Used by elected officials to disclose payments of \$5,000 or more from a single source made at their behest, principally for legislative, governmental or charitable purposes. The forms are to be filed within 30 days from the date such payment is made or aggregated.

Form 804 – Agency Report of New Positions: To identify new positions that will make or participate in making governmental decisions on behalf of the agency. An individual in a newly created position must file a Statement of Economic Interest (Form 700) within 30 days of assuming office

Form 805 – Agency Form of Consultants: To identify consultants that will make or participate in making governmental decisions on behalf of the agency. A consultant must file a Statement of Economic Interest (Form 700) within 30 days of assuming office. This form is used on an interim basis until a Form 700 is filed by the Consultant.

It was noted that Joan C. Eaton, Secretary to the Board of Directors, is the Filing Officer for the District.

Supervisor Eaton stated that periodically, the District performs an inventory of outdated items and develops a listing of surplus property that is no longer of value and should be disposed of properly. A listing of computer and miscellaneous equipment was provided to the Board for their review. Upon motion by Director Shouse, second by Director Bennett and unanimously carried, Board Declaration that District Computer and Miscellaneous Equipment is Surplus Property and Authorization to Dispose of Equipment Property, was approved.

Declaration that District Equipment is Surplus Property Authorization to Dispose of Property

Supervisor Eaton then reported on a request from customer Chris Wissman to waive the \$150.00 reconnection fee for his property that has been rebuilt after being affected by the 2007 Slide Fire. The Slide Fire Incident Water Sewer Service Deactivation Request form that was signed by the customer in December of 2007, states that the reconnection fee of \$150.00 would be waived so long as reactivation occurs within thirty-six (36) months of deactivation, with an expiration date of November, 2010.

Customer Request to Waive \$150.00 Reconnection Fee

The Board reviewed the customer request letter and supporting documentation and was considerate of the customer request, however, they unanimously denied the request realizing that the decision to waive the fee for one customer could potentially affect Slide Fire District customers who have already paid the full \$150.00 reconnection fee. The Board did agree to offer the customer the option of making payment arrangements on the \$150.00 reconnection fee over a twelve month period consistent with the District payment arrangement policy. District staff will respond to the customer request. Director Shouse motioned to deny the request by customer Chris Wissman to waive the \$150.00 reconnection fee and allow payment of the \$150.00 consistent with current District policy regarding payment arrangements, with a second by President Ayers and unanimously carried.

Administration
Request for Funds
For Expenses
Related to the New
Accounting System

Teaman, Ramirez and Smith, Inc. (TRS) Certified Public Accountants have audited the District's Financial Statements for the year ended June 30, 2010 and at the November 16, 2011 Board Meeting, have provided the District with recommendations to improve internal controls that would result in operational efficiencies. TRS reported on the District's separate fund accounting in the financial statements that include an enterprise and governmental fund for the Fire Department and District accounting records that are combined requiring a significant amount of adjustments to convert the balances to the financial statements. Developing an accounting system more accurately reflecting the District's reporting requirements will provide for greater efficiency and reduced accounting costs.

Administration staff has conferred with Nancy O'Rafferty, Financial Consultant and Grant Foraker, Software Systems, who is the Administrator for the District's billing system (Comet) and the anticipated costs to reformat the chart of accounts will be approximately \$3,200 for systems administration and \$1,500 for Financial Consultant development assistance of the new accounts. Supervisor Eaton stated the new chart of accounts should be developed prior to the beginning of the new 2012/2013 Fiscal Year to comply with the recommendation of TRS and be in place for the Fiscal Year Audit ending June 30, 2013. Due to the importance of implementing the new accounting system prior to the 2012/2013 Fiscal Year, the project will require completion before June 30, 2012. Director Bennett made a motion to allocate additional funds not to exceed \$5,000 to be approved for the 2011/2012 Fiscal Year Water Department Budget to cover expenses related to the design and implementation of the new accounting system recommended by Teaman, Ramirez and Smith, Inc., utilizing funds from the Library Lease account, with a second by Director Shouse and unanimously carried.

Manager Massey then reported on the Harich proposal to trade easements for an outside service agreement to connect the homes on Long Point Ranch and a future uranium removal system to the District sewer system. A meeting was held on January 24, 2012 with the Harich Proposal Ad Hoc Committee to discuss different proposals to provide sewer service to Long Point Ranch and a subsequent meeting was held on February 2, 2012. A tentative agreement was made that included waiving the sewer fees for a twenty year period and that the District would pay for the LAFCO application on behalf of the Harich family. Discussion continued regarding the proposal that included concerns with inflow and infiltration issues and annexation and Attorney Riddell stated a written agreement would be required and LAFCO may deny the application unless the customer plans to annex into the District. President Ayers suggested that District staff contact LAFCO to obtain additional information and also asked staff to meet with the Committee to discuss issues regarding this proposal. The updated information will be brought back to the March 21, 2012 Board Meeting for further discussion. No motion was made at this time.

Outside Service
Agreement
Long Point Ranch
Connect to Sewer
System in Exchange
For Easements

Manager Massey recently announced his retirement date effective December 31, 2011 and the General Manager Search Ad Hoc Committee is recommending the District advertise for the General Manager Position in local newspapers and on several Water District associated internet websites at a total cost of \$1,234. The ads will be placed beginning February 23, 2012 and the deadline to accept applications will be March 23, 2012. The information will also be posted on the District website. Director Bennett suggested one revision to the General Manager Position announcement document that will be made before posting. Upon motion by President Ayers, second by Director Bennett and unanimously carried, advertising for the General Manager Position at the following locations: San Bernardino Sun, Mountain News, Alpenhorn, California Special Districts Association, Water Jobs Online, BC Water Jobs, American Water Works Association, was approved.

General Manager
Position
Advertising

Supervisor Hall then reported on the issue with the Telemetry System not meeting newly enforced narrow banding requirements from the Federal Communication Commission (FCC) that takes effect on January 1, 2013. At the January 18, 2012 Board Meeting, the Board approved going out to bid utilizing the Districts informal sealed bid process. One bid was received from Tesco Controls, Inc., at a cost of \$98,527. Director Shouse asked if the cost was reasonable and Supervisor Hall responded that District staff priced the equipment and Engineer Thomas confirmed the price as equitable after consulting with an outside electrical engineer.

Award of Contract
Tesco Controls, Inc.
Telemetry System
FCC Narrow Banding
Requirements

District staff has accepted the lowest bid as being responsible and is requesting Board consideration to use Leachate funds for the eight wastewater sites in the amount of \$49,263.50, San Bernardino County Lease funds for six of the eight water sites in the amount of \$36,947.63 and Assessment District #10 Construction funds for the remaining two water sites in Rimwood in the amount of \$12,315.87. Engineer Thomas stated that Tesco will complete the project within 30 working days. Upon motion by Director Shouse, second by Director Bennett and unanimously carried, the award of contract to Tesco Controls, Inc. at the not to exceed cost of \$98,527 to upgrade the Telemetry System Components to comply with the Federal Communication Commission Narrow Banding requirement as recommended by staff, was approved.

Fire Department
Request for Funds
to cover Financial
Consultant expenses
for Ambulance
Accounts Receivable
Write-Off Policy

Teaman, Ramirez and Smith, Inc. (TRS) Certified Public Accountants have recommended the District establish formal policies and procedures concerning the ambulance service billing and collections functions. The policies should include levels of review related to the ambulance receivables and delinquencies and provide guidance to staff to help ensure consistent and accurate reporting for the ambulance billing functions. Chief Grabow reported on the policies that should be developed prior to the beginning of the 2012/2013 Fiscal Year to be in place for the Fiscal Year Audit ending June 30, 2013. Nancy O'Rafferty, Financial Consultant has estimated an approximate cost of \$1,000 for her expertise and assistance in completion of this project. Upon motion by Director Brittain, second by Director Bennett and unanimously carried, the request from the Fire Department for additional funds not to exceed \$1,000 to be approved for the 2011/2012 Fiscal Year Ambulance Department Budget to cover Financial Consultant expenses related to the implementation of the new Ambulance Accounts Receivable Write-Off Policy recommended by Teaman, Ramirez and Smith, Inc., utilizing County Lease Payment funds, was approved.

Approval to Direct
Engineering
Resources to Prepare
And Distribute Bid
Documents for the
Luring Pines Tank
Recoating Project

Manager Massey reported on the Luring Pines Tank that has been in need of rehabilitation for several years with the Board previously approving \$75,000 in the 2011/2012 Budget for the project. The District has received a cost proposal from Engineering Resources in the amount of \$5,000 to prepare and distribute bid and specification documents for the project. President Ayers moved to motion approval of Engineering Resources to proceed with preparing bid documents for the Luring Pines Tank Recoating Project at the not to exceed price of \$5,000, with a second by Director Shouse and unanimously carried.

Manager Massey updated the Board regarding development of the Ayers Acres Property and stated that Supervisor Bobroff has been diligently preparing the Ayers Acres Property for drilling. The District has received a cost proposal in the amount of \$7,200 from Engineering Resources to prepare bid documents and specifications regarding the well drilling project. A copy of the Cost Proposal from Engineering Resources was provided to the Board for their review. Manager Massey stated the District has approximately \$250,000 in the Water Development and Water Facilities Capacity Charge accounts to utilize for the well drilling projects. Director Terry moved to authorize Engineering Resources to prepare and distribute bid and specification documents for the Ayers Acres Well Drilling Project at the not to exceed cost of \$7,200, utilizing the Water Development fund, with a second by President Ayers and unanimously carried.

Approval to Direct
Engineering Resources
to Prepare Bid
Documents
Ayers Acres Well
Development

The District has received a letter from the Local Agency Formation Commission that officially opens the nomination period for the position of Regular Special District member. The regular voting member position is currently held by Kimberly Cox and the term of office will expire on May 7, 2012. The nomination period for this position will be 30 days, opening on February 8, 2012 and ending at the close of business at 5:00pm on March 12, 2012. The Local Agency Formation Commission states a long-standing policy of the Selection Committee is to encourage balanced geographic representation with valley, desert and mountain districts seated on the Commission as voting or alternate members. Discussion continued regarding the nomination period and the Board agreed that they did not have a nomination. No motion was made.

Local Agency
Formation Commission
Nomination Period

Engineer Thomas then provided the Board with an information only newspaper article published in the *Sacramento Bee* regarding the state and federal government's interest in development of the largest water tunnel in the Sacramento-San Joaquin Delta. The tunnel project would carry a portion of the Sacramento River's flow deep under the Delta on a 37-mile path underground to the present head of the California Aqueduct. The tunnel is the centerpiece of the Bay Delta Conservation Plan, an effort to balance water demand and wildlife protection and a draft environmental impact report is anticipated later this year. The Department of Water Resources is expected to make a formal decision in 2013 on whether to proceed with the project. The article included information on the challenges and unknowns of the project and resistance by property owners that would be affected. The estimated cost is approximately 14 billion dollars and the project would commence in 2015 and finish in 2025.

Water Tunnel Project
Sacramento-San
Joaquin Delta

Legal Counsel

Attorney Riddell opened by noting that the new version of the Brown Act has been published and there are no changes that would be of great concern to the District. One change provides that in the event of serial meetings on the same night, if there were to be an additional stipend paid for the additional meeting, the amount of the stipend would have to be announced in public. But he noted that the Board does not have serial meetings, and therefore that the new provision is of no concern.

In regards to the state water supply, Attorney Riddell stated that it has been one of the driest years on record. The state has reduced the state contractors allocation from 60% to 50% but the Crestline-Lake Arrowhead Water Agency still has sufficient water available to satisfy demands for the year.

In closing, Attorney Riddell reported on the various types of financial reporting forms that would have to be completed under certain circumstances in order to comply with the Fair Political Practices Commission (FPPC) regulations. He also reported on a recent opinion from the California Attorney General which provides that members of the governing body of a public agency would have to recuse themselves from participating in discussion or action that would result in their appointment to another position if a stipend is paid for attending meetings in that new position.

Director's Business

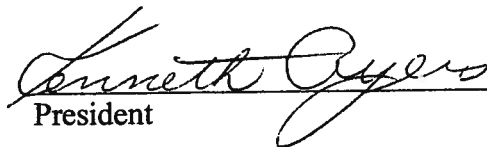
Director Bennett reported on the District Public Outreach program and informational materials that are distributed to the community. An advertisement with a picture of District employees will be published in the local newspaper and on the District website regarding the hazards of flushing inappropriate materials and the affect it has on the sewer system. Supervisor Eaton stated that the District has funds available in the 2011/2012 Water Department Budget to cover costs to publish the announcement.

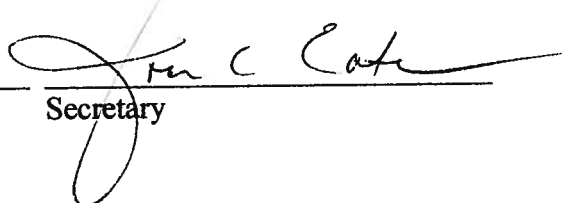
President Ayers proposed that the Board develop a policy that would allow active Board Members to participate in the District health insurance benefits at the Board Member's expense. There would be no cost to the District for the benefit. A resolution will be drafted by Legal Counsel and returned to the March 21, 2012 Board meeting for consideration.

Adjournment

The meeting was adjourned at 9:54 P.M.

Respectfully Submitted,


President


Secretary