

**FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)
REGULAR MEETING
MINUTES
Thursday, October 16, 2014
6:00 p.m. Fife Lake Village Hall, Fife Lake, MI**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Secretary, Lori Ann Rognlie.

ROLL CALL: Roll was called by Recording Secretary, Kay Held.

Present:

Lori Ann Rognlie-Secretary, Tom Gray-Treasurer, and Commissioners: Ron Broering, Ricky Hulwick, Lisa Leedy, and Brandon Gwizdala.

Absent: Jodi Velez-Vice President (excused absence). Commissioner William Saba.

Others in Attendance:

Mr. Alex Bazzi.
Members of the public.

APPROVAL OF AGENDA:

Board Action:

Ms. Leedy made a motion to amend the Agenda to move Election of Officers to the first order of business after the approval of the Agenda. Mr. Gwizdala seconded the motion. Vote: YEAS: All. NAYES: None. Motion Carried.

ELECTION OF OFFICERS:

Board Action:

Ms. Rognlie made a motion for Mr. William Fisk to resume his position as President of the Fife Lake Area Utility Authority. Ms. Leedy seconded the motion. Vote: YEAS: All. NAYES: None. Motion carried.

Mr. Fisk was seated on the Board as President. He noted a guest in the audience who is on the Agenda (Action Item #7) late in the meeting. Out of consideration for the guest's four-hour drive, he asked if the Board would consider amending the Agenda to allow for him to address the Board at this time.

Board Action:

Ms. Leedy moved to amend the Agenda to allow Mr. Alex Bazzi to address the Board earlier than scheduled in the Agenda. Ms. Rognlie supported. Vote: YEAS: All. NAYES: None. Motion Carried.

The Board is in receipt of correspondence dated 9/23/14 from Mr. Alex Bazzi regarding a request to waive the monthly \$171 sewer fees of the property he recently purchased at 626 East State Street in Fife Lake as he is in the process of a renovation and will not be using the system until project completion (May, 2015). Mr. Bazzi addressed the Board, stating the property consists of a main residence and nine cabins.

Mr. Gray noted there is a \$30 disconnect fee with a subsequent \$1,200 fee to re-connect, in essence providing very little savings over a six month period, even if the Board were able to oblige his request. There is a monthly service fee of \$28.50 per unit. Additionally, all seasonal customers are charged a monthly service fee whether using the system or not.

In spite of that, the formation documents do not provide for the monthly sewage fee or per-unit service fee to be waived if the property is not in use. Mr. Hulwick confirmed the monthly user fees are set whether

the customer is hooked up or not. Mr. Fisk indicated there may be some changes within the formation documents as we move through the renovation of the system with the United States Department of Agriculture (USDA) with regard to demolitions, catastrophic damages or losses, etc.; however, at this time, the FLAUA Bylaws do not afford the option to waive fees for the purpose of his renovation. Therefore, his request was denied. Mr. Bazzi thanked the Board for their time and consideration.

APPROVAL OF MINUTES, REGULAR MEETING, 9-18-14:

Mr. Fisk asked for a motion to approve the 9-18-14 Meeting Minutes.

Ms. Leedy believed she heard Commissioner William Saba state at the 9-18-14 meeting that he tendered his resignation and a short time later rescinded the resignation. Recording Secretary, Kay Held, did not hear the comment from Mr. Saba at the meeting nor on the digital recorder while preparing the Minutes. Mr. Gray clarified that for a Board Member to officially resign it is to be submitted to the Municipality. Parties agreed there were many people speaking at once during that time period, making it difficult to hear. Ms. Leedy asked for this to be documented in the Minutes.

Board Action:

Ms. Leedy made a motion to approve the Minutes of 9-18-14 with the above amendment noted. Mr. Gray seconded the motion. Vote: YEAS: All. NAYES: None. Motion Carried.

APPROVAL OF MINUTES, SPECIAL MEETING, 10-2-14:

Board Action:

Ms. Leedy made a motion to accept the Minutes of the 10-2-14 Special Meeting. Ms. Rognlie supported the motion. Vote: YEAS: All. NAYES: None. Motion Carried.

APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER, 2014:

The Treasurer's Report had previously been distributed to the Board.

Mr. Gray reported monies were transferred into the Operating Fund with remaining funds put into the Improvement and Repair Account. Our balance is consistently getting shorter; one year ago this account was at \$120k and is currently at \$60k.

Mr. Fisk referenced budget adjustments regarding legal fees. These legal fees are separated into three categories: General Counsel, USDA, and Stormwater, Asset Management and Wastewater (SAW) Grant. Fees chargeable to USDA are in-kind fees as part of our participation with the USDA Grant and Loan. Fees assessed to the SAW Grant are for items related to that grant. Mr. Gray noted that Running Wise & Ford (RFW), FLAUA's law firm, had the numbers misconstrued. He and Mr. Fisk previously conferred on this matter and sorted out the correct fees to their respective accounts: \$3,962 total (\$1,316 General Counsel, \$2,226 USDA, \$420 SAW). Mr. Gray made proper adjustments in Treasurer's Report and presented budget adjustments.

Mr. Hulwick inquired whether licensing and permit costs increased this year.

Mr. Gray stated there was an additional permit fee (\$494.71) for tank removal; \$500 was transferred to this account as we had budgeted only for the state license (\$3,200). Total spent this year for licenses and permits was \$4,194.71. The fee for the discharge permit we are presently applying for will be in next year's budget. It is paid annually (approximately \$3,600); permit is applied for every five years.

Board Action:

Ms. Leedy made a motion to accept the Treasurer's Report as presented. Mr. Broering seconded the motion. Vote: YEAS: All. NAYES: None. Motion carried.

Board Action:

Mr. Gray made a motion to approve budget adjustments noting our expenses were over on several line items. He met with Ms. Sandra Wilton of Forest Area Services (FAS). \$17,208 was transferred from Future Equipment Purchases and \$750 from Bond Interest Payable to ensure adequate funds in each account. This spreadsheet was provided to the Board. Mr. Broering seconded the motion.

ROLL CALL VOTE: Tom Gray-Y, Ron Broering-Y, Ricky Hulwick-Y, Lisa Leedy-Y, Brandon Gwizdala-Y, William Fisk-Y, Lori Ann Rognlie-Y. Motion carried.

APPROVAL OF BILLS PAYABLE FOR OCTOBER, 2014:

Mr. Gray noted he has an itemized copy of the Forest Area Services invoice as this has been a concern in past meetings. Ms. Rognlie requested and was provided a copy.

Mr. Hulwick inquired whether our former employee had been paid to date and if this was included in the Bills Payable. Mr. Gray indicated the employee was paid all wages due him in September and payment is included in the Bills Payable.

Board Action:

Mr. Broering motioned to accept the Bills Payable for October, 2014. Mr. Hulwick seconded the motion.

ROLL CALL VOTE: Lori Ann Rognlie-Y, Tom Gray-Y, Ron Broering-Y, Ricky Hulwick-Y, Lisa Leedy-Y, Brandon Gwizdala-Y, William Fisk-Y. Motion carried.

COMMUNICATIONS:

President's Report:

Mr. Fisk noted there is no President's Report presented by Interim President, Jodi Velez. He remarked on the extensive amount of work she performed in his absence.

Mr. Fisk referenced cleaning of the sewer lines by sub-contractor, Plummer's Environmental Services. Due to potential issues with back pressure and disturbance of lines, coupled with the fact that many seasonal residences have been winterized, it was determined to be most prudent to conduct the line cleaning in the spring.

It is the goal of FLAUA to produce and distribute a flier to inform homeowners of these services as well as what they can do on their property's lateral lines to work cooperatively with the service. FLAUA would also like to procure and update additional customer contact information, particularly for seasonal residents.

Mr. Fisk reiterated the importance of maintaining Open Meetings Act (OMA) compliance while still being able to communicate with one another, discuss and disburse information, and make decisions in an appropriate forum.

Plant Operation:

Ms. Rognlie deferred to Mr. Joe Burfield, Relief Operator, for a report on the plant operation. He reported the system is running fine with no problems. The Board thanked him for working extra hours during this interim period without a Superintendent.

Mr. Fisk reported we now have two licensed operators (Blair Selover and Brian Lee of Fleis & VandenBrink Engineering (F&V)) on our discharge permit (as of October 3, 2014). This information is on file with the Department of Environmental Quality (DEQ). We are also in the process of getting Mr. Joe Burfield and Ms. Jodi Velez authorized for viewing access with the DEQ's e-DMR (Discharge Management Report). Many thanks were extended to Mr. Tom Gray for expediting this immediately after our October 2 special meeting.

Correspondence:

Correspondence had previously been distributed to the Board.

Mr. Gray suggested additional copies of Plummer's Environmental Services information page be distributed to residents attending this evening's meeting.

Mr. Fisk referenced the Traverse City Record Eagle and Kalkaska newspaper announcements regarding the \$6.5 million awarded to FLAUA in USDA grant and loan monies for the sewer system upgrade.

Mr. Fisk referenced an opinion memo from Mr. Kent Gerberding, attorney with Running, Wise & Ford (RWF) regarding the course of action as it pertains to the FLAUA formation documents and number of members on the Board. Ms. Rognlie noted the Articles of Incorporation originally had two members from each municipality, often resulting in deadlock votes. In 1998, it was changed to three members from each municipality; however, it was not formally adjusted in the Bylaws. A resolution on this matter will be presented and voted upon later in the meeting and distributed to the three municipalities for return to the Board by November 30.

Mr. Gray referenced a memo from Mr. Tom Grier of RWF regarding his meeting with Messrs. Ben Kladder and John DeVol of F&V on the Right of Way Map and Related Title Searches. Ms. Leedy noted this is in process, and we may have to pursue documented easements on some of the lift station properties. Mr. Fisk remarked this process is part of the USDA grant requirement. Mr. Grier's memo lists each parcel which must be identified. FLAUA has pulled information from the Registrar of Deeds in each of the three municipalities on each of these parcels. Ms. Rognlie reported she received an email from the attorney prior to the meeting requesting the Board authorize them to use Traverse Title Company. This will be addressed in the Steering Committee portion of the meeting.

Board Comment:

Mr. Fisk reported Mr. Brandon Gwizdala has volunteered administratively to pick up mail from the P.O. Box, scan documents for the President and Treasurer, and forward approved bills for payment to Forest Area Services (FAS). He will be provided with Mr. Gray's post office box key.

Mr. Fisk both thanked and reminded the Board and the public for being mindful of Parliamentary Procedures and Roberts Rules of Order in order to facilitate effective meetings.

Citizen Comment:

Mr. Fred Joles, 11728 East State Street, Fife Lake, MI: Mr. Joles referenced a time when the fire department required more funding on their projects they asked for and received additional monies through grant funding. He asked the Board to keep that in mind if we find ourselves in a position of needing more monies for the project as it moves along.

Ms. Linda Forwerck, 116 Front Street, Fife Lake, MI: Mrs. Forwerck, Fife Lake Township Supervisor, stated she wrote a letter last month to the FLAUA Board requesting many items of information. She received a response with very little information and feels the Township has been left out of loop.

Mr. Rudy Simpson, 11942 East State, Fife Lake, MI: Mr. Simpson referenced the above discussed Mr. Bazzi situation and suggested perhaps the Board consider creating a variance for him with a single fee until he completes his project.

Ms. Karen Hart, 5701 Butler Road, S.W., South Boardman, MI: Ms. Hart requested the FLAUA website be brought up to date as no minutes or agendas have been added to the site since last spring (May 29 last update). She would like to be able to access the information. Mr. Fisk has spoken with the individual in charge of the website, a digitized glitch was identified, and it should be updated within the next few days.

Mrs. Ellen Hart, 11782 East State, Fife Lake, MI: Mrs. Hart expressed her thoughts about former Superintendent, Mr. John Koch, stating as a citizen of the community, she thought he did a great job.

Commissioner Broering addressed Mrs. Forwerck's comment, indicating many subject items in her correspondence were discussed in Closed Session, and that information is not provided to the public, per Open Meetings Act rules. Mrs. Forwerck was concerned whether there had been a transparent process with regard to Mr. Koch's evaluation process. Mr. Fisk indicated Mrs. Forwerck had exceeded her time to speak. There was extensive discussion among several Board members reinforcing that Mr. Koch had requested a Closed Session, and that his employee performance & personnel file, and confidential Board business was discussed. Ms. Jodi Velez's response letter addressed those items which were by law permissible.

Mrs. Forwerck was granted additional time to speak, providing it was not a repetition of matters which have already been discussed this evening or addressed by correspondence. She indicated a concern about the nature of former Commissioner, Mr. Robert Sturdavant's resignation from the FLAUA Board. Due to the strong language, she wanted more clarity. Ms. Leedy reiterated that Mr. Koch requested a Closed Session for his review and again, that is why the Board cannot be more specific to her inquiries on Mr. Koch and Mr. Sturdavant.

Mr. Fred Joles: Mr. Joles inquired whether Mr. Koch had been dismissed or resigned and whether the Closed Session for disciplinary purposes or evaluation. Mr. Fisk and Ms. Leedy responded Mr. Koch had resigned and the Closed Session was for his evaluation only. Ms. Leedy clarified Mr. Koch resigned on a Monday and the following Thursday we held a Special Meeting.

Ms. Cathy Sorrow, 9777 Vans Lane, Fife Lake, MI: Ms. Sorrow inquired whether there is a written resignation from Mr. Koch. Mr. Gray replied that Ms. Velez asked him to provide it in writing and he walked off. Messrs. Hulwick and Broering noted Mr. Koch turned over the truck and plant keys, cell phone, and fuel/credit cards, stating he could not work under these conditions. He subsequently removed his name from the discharge permit effective October 3, 2014. Mr. Broering stated a letter was received from Mr. Koch three days later. Mr. Koch was aware of the Special Meeting being held and contacted Ms. Velez informing her he would not be attending.

ACTION ITEMS:

Auditor RFQ:

Mr. Gray inquired if we need to secure an auditor for a five-year period per USDA requirements. Ms. Leedy confirmed that we will have to; however, this RFQ is for the current fiscal year 2014. Mr. Fisk opened the sealed bids. Ms. Leedy stated all three firms met the qualifications requested, and bids were to be inclusive of all expenses. She read them aloud to the Board.

Gabridge & Co., Grand Rapids/Interlochen. Joe Verlin, CPA/Neil Hammerbacher contact

Year ending: 12/31/14 not to exceed \$2,900

Year ending: 12/31/15 not to exceed \$3,000

Year ending: 12/31/16 not to exceed \$3,100

Additional Fee of \$1,500 to apply if there is a federal single audit report

Baird Cotter & Bishop, PC, Cadillac, MI

Year ending 2014: \$3,475

Additional fee of \$1,000 to apply if there is a federal single audit report

Dennis, Gartland & Niergarth, CPA, Traverse City, MI

Year ending 2014: \$5,900

Year ending 2015: \$8,850

Year ending 2016: \$6,350

Additional fee of \$1,900 to apply if there is a federal single audit report

Mr. Gray reported we paid Baird Cotter & Bishop \$3,350 in 2013. Mr. Broering expressed a request for more information. Several Board members are comfortable with Baird Cotter & Bishop as we have worked with them and they are familiar with our organization. Others expressed a desire to explore new options rather than stay comfortable with one provider. Ms. Leedy clarified for the five-year commitment (beginning year 2015), the USDA will dictate specifically what services need to be provided.

Board Action:

Mr. Gray made a motion to accept the Baird Cotter & Bishop bid. Mr. Hulwick seconded the motion.

ROLL CALL VOTE: Ron Broering-N, Ricky Hulwick-Y, Lisa Leedy-N, Brandon Gwizdala-N, Lori-Ann Rognlie-N, Tom Gray-Y, William Fisk-N. Motion failed.

Mr. Fisk asked for motion to accept another auditor.

Board Action:

Ms. Leedy moved to accept the Gabridge & Co. bid as received for a 1-year audit contract. Ms. Rognlie supported the motion. ROLL CALL VOTE: William Fisk-Y, Ricky Hulwick-N, Lisa Leedy-Y, Brandon Gwizdala-Y, Lori-Ann Rognlie-Y, Tom Gray-N, Ron Broering-Y. Motion carried.

Steering Committee:

Regarding the earlier mentioned memo from Running Wise & Ford requesting authorization for the use of Traverse Title Services for the purpose of continuing with USDA required title/deed searches:

Board Action:

Mr. Broering made a motion to accept the Running Wise & Ford request to retain Traverse Title Services for USDA title/deed searches. Ms. Leedy seconded the motion.

Mr. Gray requested the Traverse Title Services costs be billed through Fleis & VandenBrink as it would be more cost effective. Ms. Leedy will confirm whether services will be billed through RWF or F&V.

ROLL CALL VOTE: Lisa Leedy-Y, William Fisk-Y, Brandon Gwizdala-Y, Lori-Ann Rognlie-Y, Tom Gray-Y, Ron Broering-Y, Ricky Hulwick-Y. Motion Carried.

WEP Docket Processing Checklist:

Ms. Rognlie referenced the WEP Docket Processing Checklist in the meeting packet. She has conferred with Mr. John DeVol of F&V. They prioritized them and the list indicates which items are completed and which items have yet to be performed. Several items will be completed this winter after a bid process. These are USDA required. Mr. Fisk noted the checklist is designed to keep the Board on-task, representing many volunteer hours. Board Members may be asked to volunteer for items as they come up.

Resolutions:

Regarding approving an amendment to the FLAUA Articles of Incorporation formally changing the number of Board Members to three from each municipality:

Board Action:

Mr. Broering made a motion, based on the recommendation of the attorney, to adopt an amendment to the FLAUA Articles of Incorporation to state the Board will be comprised of three members from each municipality. Mr. Gwizdala seconded the motion.

ROLL CALL VOTE: Brandon Gwizdala-Y, Lori-Ann Rognlie-Y, William Fisk-Y, Tom Gray-Y, Ron Broering-Y, Ricky Hulwick-Y, Lisa Leedy-Y. Motion carried.

Copies of the Resolution will be distributed to Fife Lake Township, Village of Fife Lake, and Springfield Township. Ms. Rognlie requested Resolutions be back to us by November 30, 2014.

Confined Space:

Mr. Fisk and Mr. Gray have reviewed a 57-page document regarding Confined Space Entry from Michigan Rural Wastewater Association (MRWA), and suggested we integrate this document as a template and modify where necessary. Mr. Gray has attended a class on Confined Space Entry. Ms. Rognlie noted this document will be part of our Safety Program. There was Board consensus that Members would like to table any vote this evening in order to read the MRWA sample document.

Non-discrimination Policy Resolution:

Ms. Rognlie spoke with Mr. Blake Smith of USDA who suggested simplifying the existing non-discrimination policy verbiage. He suggested changing the phrase “equal opportunity employer – services provided on a non-discriminatory basis.” It is required to read: “FLAUA is an equal opportunity provider and employer.”

Board Motion:

Mr. Broering made a motion for a resolution to change the verbiage of our Non-discrimination Policy to read: “FLAUA is an equal opportunity provider and employer.” Ms. Leedy supported.

ROLL CALL VOTE: William Fisk-Y, Brandon Gwizdala-Y, Lori-Ann Rognlie-Y, Tom Gray-Y, Ron Broering-Y, Ricky Hulwick-Y, Lisa Leedy-Y. Motion carried.

Rate Information:

Ms. Leedy read aloud a letter from Mr. Tom Traciak, our Financial Advisor. Mr. Traciak has also been conferring with Mr. Gray.

Mr. Traciak has been preliminarily reviewing and analyzing historical financial performance, projected operating budget, and planned financing. Overall, the fund balance is being managed well. Revenues have been consistent year to year with a 4% increase 2011-12 and 2012-13, producing a reasonable positive cash flow after operating expenses and debt service.

Expenses have been fairly consistent with the exception of operating costs in 2013 (approx. 30% increase —half due to one-time equipment repair). Nevertheless, the fund broke even on a cash flow basis. She went into detail on this item. Mr. Traciak stated essentially our foundation is good. He is looking forward as to how the fund should best be managed.

Project financing will begin in the spring of 2015. The projected operating budget will not begin until 2016 and is not vastly different from operating costs of 2013. The only debt payment in 2015 will be a six-month interest payment based on the draw from the USDA program. Preliminarily, he estimates the payment to be \$35-40,000.

Regarding cash on hand, overall cash balance is ok, however, Mr. Traciak believes the unrestricted cash balance is too low and the restricted cash balance too high. Ms. Leedy elaborated on the details of Mr. Traciak’s report regarding these accounts and the 1979 bond resolution. He is in the process of making rate increase determinations and financial management recommendations.

There was much Board Discussion about the bond payoff timing and amount, prospective rate increases, restricted funds, and other anticipated payments.

Ms. Leedy and Ms. Rognlie both indicated we are on track as far as the timing of Mr. Traciak’s evaluation and forthcoming financial analysis report. Mr. Fisk noted the Board will be receiving final recommendations soon.

Personnel Committee:

Mr. Fisk referenced a review of part-time Relief Operator, Mr. Joe Burfield, in the meeting packet. He reiterated that any employee who earns more than \$5,000 annually is entitled to participate in the FLAUA

matching pension fund. Mr. Burfield is already participating with his full-time employer and has chosen not to participate in the FLAUA's program.

Mr. Fisk recommended we consider providing Mr. Burfield with some sort of additional compensation for the increase in hours worked during our interim period without a Superintendent. The Board had discussion about hiring an additional part-time relief person to provide back-up to Mr. Burfield, make rounds, and respond to alarms. It would be less costly to hire a part-time person rather than call in F&V for back-up and calls.

Board Action:

Ms. Leedy made a motion we charge a Personnel Committee to post, pending approval by the President, a part-time, interim position for approximately 20 hours/week to assist the Relief Operator, with a rate of \$10-12/hour. The Personnel Committee is to solicit resumes, conduct interviews, and bring a recommendation to the next Board meeting. Mr. Broering seconded the motion.

ROLL CALL VOTE: Lori Ann Rognlie-Y, Tom Gray-Y, Ron Broering-Y, William Fisk-Y, Ricky Hulwick-Y, Lisa Leedy-Y, Brandon Gwizdala-Y. Motion carried.

Personnel Committee:

There was Board Discussion to form a new Personnel Committee, preferably with a representative from each municipality. The new Personnel Committee will be comprised of Messrs. Ricky Hulwick, Brandon Gwizdala, and Ron Broering. Ms. Rognlie would like to sit in on the Committee meeting and facilitate the process.

Board Action:

Mr. Hulwick made a motion to run an ad in the Cadillac News and Traverse City Record Eagle for one week for an additional part-time relief person. Mr. Broering seconded the motion.

Costs are four days Mon.-Thurs. for \$40.50 with four lines (\$10.55/additional lines) in the Cadillac News. The Record Eagle cost is \$200-300 for seven days with four-six lines.

ROLL CALL VOTE: Tom Gray-Y, Ron Broering-Y, Ricky Hulwick-Y, Lisa Leedy-Y, William Fisk-Y, Brandon Gwizdala-Y, Lori Ann Rognlie-Y. Motion carried.

Open Items:

Ms. Rognlie stated for the record that several Open Items have been addressed. They are the following:

- Tom Traciak recommendation discussed with follow-up forthcoming
- Auditor RFQs were sent out and received
- The Forwerck letter was sent
- Joe Burfield benefits discussed
- Inlet meter installation completed
- The plant has internet connection
- SIMS software is loaded
- P.O. Box has been changed on stationery
- Attorney invoices have been sent to F&V

A letter needs to be sent to the Davis residence regarding the lead tie-in and she will need to hook up.

Ms. Leedy stated an invoice needs to be sent to homeowner for the compaction study on Pierce Street (\$300).

Ms. Rognlie informed Members that our Rules and Regulations document will be forthcoming shortly. Our attorney is reviewing a template at this time.

Mr. Fisk informed the Board that we will be gearing up to become more electronic in distribution of documents and items that arise in between meetings. He also stated the most appropriate ways to communicate via email in order to remain in compliance with the Open Meetings Act.

Ms. Leedy requested approval for purchasing a new toner cartridge for the Village copier (FLAUA shared) for \$100.00 (total cost \$99.95).

Board Action:

Mr. Broering made a motion to approve the purchase of a copier toner cartridge for \$100. Mr. Gwizdala seconded the motion.

ROLL CALL VOTE: Ron Broering-Y, Ricky Hulwick-Y, Lisa Leedy-Y, Brandon Gwizdala-Y, William Fisk-Y, Lori Ann Rognlie-Y, Tom Gray-Y. Motion carried.

BOARD COMMENT:

Ms. Rognlie mentioned to the group that we have several large projects in the works including a Ground Water Monitoring Program and the Safety Program.

ADJOURNMENT:

Ms. Leedy made a motion to adjourn the meeting. Meeting adjourned at 8:35 p.m.

Submitted by:

Kay Z. Held, Recording Secretary