

**MINUTES  
BOARD OF DIRECTORS  
SUNNYSLOPE COUNTY WATER DISTRICT  
July 19, 2016**

**A. CALL TO ORDER:** The meeting was called to order at 4:30 p.m. by President Hill, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**B. ROLL CALL: Present:** President Kathleen Hill; Directors: Judi Johnson, Dave Meraz and Danny Villalon. **Absent:** Director Michael Alcorn (arrived later, during Agenda Item D-1).

**C. PUBLIC COMMENT ON CLOSED SESSION MATTERS:** None.

**D. CLOSED SESSION (Pursuant to Government Code Section 54957.6):** At 4:30 p.m. President Hill closed the meeting to the public so the Board could discuss the following:

1. Conference with Labor Negotiators: Kathy Hill & Mike Alcorn

Director Michael Alcorn arrived at 5:05 pm. President Hill reconvened the meeting to open session at 5:15 p.m.

**E. PLEDGE OF ALLEGIANCE:** President Hill led Directors, staff, and public in the Pledge of Allegiance.

**F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:** Attorney Heidi Quinn reported that President Hill and General Manager/Secretary Ridenhour were appointed as negotiators for the labor negotiations and direction was given.

**G. APPROVAL OF AGENDA:** Upon motion made by Director Johnson, seconded by Director Villalon, and carried 5-0, the agenda was approved as presented.

**H. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. There were no comments.

**Staff present for Open Session:** General Manager/Secretary Don Ridenhour, Attorney Heidi Quinn, Executive Assistant/Stenographer Carol Porteur, Finance and Human Resource Manager Cathy Buck, and Water/Wastewater Superintendent Jim Filice.

**I. CONSENT AGENDA:**

1. Approval of Minutes – for the Regular Meeting of June 21, 2016.
2. Allowance of Claims – to ratify disbursements for the period from June 14, 2016 through July 11, 2016, totaling \$2,694,209.59 which includes \$2,350,226.83 for payments to vendors and employees, \$341,714.07 paid to the City of Hollister for amounts collected from their customer’s for City sewer billings net of our fees, and \$2,268.69 for customer refunds and deductions for customer checks returned for insufficient funds. The last check written as of July 11, 2016 was check #22147.

The list of disbursements is as follows:

| <u>Date</u> | <u>Number</u> | <u>Name</u>                   | <u>Amount</u> |
|-------------|---------------|-------------------------------|---------------|
| 06/14/16    | ACH 0843      | RETURNED CHECK (Ret Ck 06-02) | -200.00       |
| 06/15/16    | ACH 0844      | EFTPS                         | -241.20       |

| <u>Date</u> | <u>Number</u> | <u>Name</u>                               | <u>Amount</u> |
|-------------|---------------|---|---------------|
| 06/16/16    | ACH 0845      | RETURNED ACH (Ret ACH 06-01)              | -131.42       |
| 06/16/16    | ACH 0846      | RETURNED ACH (Ret ACH 06-02 to 06-03)     | -296.01       |
| 06/17/16    | ACH 0847      | RETURNED ACH (Ret ACH 06-04 to 06-06)     | -542.61       |
| 06/30/16    | ACH 0848      | EFTPS                                     | -21,684.10    |
| 07/05/16    | ACH 0850      | Merchant Services                         | -843.74       |
| 07/05/16    | ACH 0851      | Merchant Services                         | -927.55       |
| 06/15/16    | DD 1666       | Alcorn, Michael H                         | -369.40       |
| 06/15/16    | DD 1667       | Hill, Kathleen A                          | -369.40       |
| 06/15/16    | DD 1668       | Johnson, Judi H                           | -183.70       |
| 06/15/16    | DD 1669       | Meraz, David E                            | -183.70       |
| 06/15/16    | DD 1670       | Villalon, Daniel                          | -159.70       |
| 06/30/16    | DD 1671       | Alvarez, Abel                             | -4,868.62     |
| 06/30/16    | DD 1672       | Brill, Kelly L.                           | -4,166.11     |
| 06/30/16    | DD 1673       | Buck, Cathy L.                            | -6,452.87     |
| 06/30/16    | DD 1674       | Castro, Kevin G.                          | -4,625.02     |
| 06/30/16    | DD 1675       | Chavez, Jr., Manuel T.                    | -6,533.39     |
| 06/30/16    | DD 1676       | Eclarin, Ernesto P.                       | -5,022.84     |
| 06/30/16    | DD 1677       | Filice, James L.                          | -6,595.65     |
| 06/30/16    | DD 1678       | Hagins, Patrick M.                        | -4,606.50     |
| 06/30/16    | DD 1679       | Hillebrecht, Robert B                     | -3,731.48     |
| 06/30/16    | DD 1680       | Jackson, Patrick W.                       | -5,211.73     |
| 06/30/16    | DD 1681       | Malko, Kim A.                             | -3,038.72     |
| 06/30/16    | DD 1682       | Norman, III, Walter R.                    | -5,177.29     |
| 06/30/16    | DD 1683       | Padilla, David                            | -5,716.27     |
| 06/30/16    | DD 1684       | Porteur, Carol A.                         | -4,042.75     |
| 06/30/16    | DD 1685       | Quick, Troy E                             | -4,224.63     |
| 06/30/16    | DD 1686       | Ridenhour, Donald G                       | -9,925.74     |
| 06/30/16    | DD 1687       | Sanchez, Ricardo A                        | -3,883.90     |
| 06/30/16    | DD 1688       | Watson, Scott A.                          | -4,939.04     |
| 06/30/16    | DD 1689       | Zavala, Anabel G.                         | -4,224.39     |
| 06/20/16    | 22046         | Sanchez, Ricardo A                        | -150.00       |
| 06/20/16    | 22047         | VERONICA TERUEL                           | -90.00        |
| 06/20/16    | 22048         | ROXANNA ROMO                              | -8.89         |
| 06/20/16    | 22049         | CHRIS LEE HONG                            | -266.15       |
| 06/20/16    | 22050         | KATHLEEN ENGELHARDT                       | -103.50       |
| 06/20/16    | 22051         | TRENT & JOY BAUGH                         | -228.73       |
| 06/20/16    | 22052         | SILVIA FLORES                             | -15.31        |
| 06/20/16    | 22053         | A-1 Services                              | -403.00       |
| 06/20/16    | 22054         | AICPA                                     | -375.00       |
| 06/20/16    | 22055         | Bianchi Kasavan & Pope, LLP               | -742.00       |
| 06/20/16    | 22056         | Calcon System, Inc.                       | -899.00       |
| 06/20/16    | 22057         | Calgon Carbon Corporation                 | -41,278.00    |
| 06/20/16    | 22058         | City of Hollister-Finance Dept            | -341,714.07   |
| 06/20/16    | 22059         | CM Analytical, Inc.                       | -1,610.00     |
| 06/20/16    | 22060         | De Lay & Laredo                           | -2,000.00     |
| 06/20/16    | 22061         | First Trust Alarm Company                 | -431.00       |
| 06/20/16    | 22062         | Hach Company                              | -485.52       |
| 06/20/16    | 22063         | Independent Business Forms, Inc.          | -2,575.73     |
| 06/20/16    | 22064         | OnTrac                                    | -11.22        |
| 06/20/16    | 22065         | Postal Graphics (was Post Net)            | -52.39        |
| 06/20/16    | 22066         | Rowe Upholstery                           | -140.36       |
| 06/20/16    | 22067         | San Benito County Water District          | -259.50       |
| 06/20/16    | 22068         | Stargazer Packaging                       | -734.08       |
| 06/20/16    | 22069         | State Water Resources Control Board-DWOCF | -100.00       |
| 06/22/16    | 22070         | Postmaster                                | -217.83       |
| 06/24/16    | 22071         | CalPERS OPEB Trust                        | -138,250.00   |
| 06/27/16    | 22072         | STEVEN & TERESA CARROLL                   | -36.51        |
| 06/27/16    | 22073         | ALMA OHLHAUSEN                            | -10.56        |
| 06/27/16    | 22074         | LIDA GUO & DONGFANG WANG                  | -179.92       |
| 06/27/16    | 22075         | DAVIDA VANCE-LEE                          | -88.87        |

| <u>Date</u> | <u>Number</u> | <u>Name</u>                               | <u>Amount</u> |
|-------------|---------------|---|---------------|
| 06/27/16    | 22076         | LAWRENCE WONG                             | -42.27        |
| 06/27/16    | 22077         | NICOLE & ROBERT DOUGLAS                   | -27.94        |
| 06/27/16    | 22078         | AT&T                                      | -269.54       |
| 06/27/16    | 22079         | B.A.R. Services                           | -214.94       |
| 06/27/16    | 22080         | B.S.K. Analytical Laboratories, Inc.      | -1,028.00     |
| 06/27/16    | 22081         | Bracewell Engineering, Inc.               | -126.00       |
| 06/27/16    | 22082         | CM Analytical, Inc.                       | -4,978.75     |
| 06/27/16    | 22083         | Interstate All Battery Center             | -47.30        |
| 06/27/16    | 22084         | Konica Minolta Premier Finance            | -417.72       |
| 06/27/16    | 22085         | Mark Nicholson, Inc.                      | -4,169.76     |
| 06/27/16    | 22086         | Mc Master-Carr                            | -47.69        |
| 06/27/16    | 22087         | Performance Agriculture                   | -649.75       |
| 07/01/16    | 22088         | Razzolink.com                             | -212.85       |
| 06/27/16    | 22089         | San Benito County Water District          | -64,385.00    |
| 06/27/16    | 22090         | State Water Resources Control Board-OOC   | -360.00       |
| 06/27/16    | 22091         | Toro Petroleum Corp.                      | -952.95       |
| 06/27/16    | 22092         | Wright Bros. Welding & Sheet Metal, Inc.  | -3,960.44     |
| 06/27/16    | 22093         | Postmaster                                | -1,904.70     |
| 06/30/16    | 22094         | Employment Dev. Dept. (EDD) DE88 Pmts.    | -8,104.75     |
| 06/30/16    | 22095         | CalPERS - Retirement                      | -1,036.00     |
| 06/30/16    | 22096         | CalPERS - Retirement                      | -957.83       |
| 06/30/16    | 22097         | Nationwide Retirements Solutions          | -14,895.90    |
| 06/30/16    | 22098         | United Way of Santa Cruz                  | -120.00       |
| 06/30/16    | 22099         | ACWA/JPIA                                 | -12,791.70    |
| 06/30/16    | 22100         | CalPERS - Health Insurance                | -18,581.35    |
| 06/30/16    | 22101         | CalPERS - Retirement                      | -22,551.20    |
| 06/30/16    | 22102         | Dearborn National Life Insurance Company  | -304.00       |
| 06/30/16    | 22103         | HealthSmart Benefit Solutions, Inc. (VSP) | -320.77       |
| 06/30/16    | 22104         | Premier Access Insurance Co.              | -3,231.85     |
| 06/30/16    | 22105         | VOID                                      | 0.00          |
| 06/30/16    | 22106         | Petty Cash                                | -28.63        |
| 07/05/16    | 22107         | Ace Hardware (Johnson Lumber Co.)         | -481.97       |
| 07/05/16    | 22108         | Al's Septic Tank Service                  | -655.00       |
| 07/05/16    | 22109         | Auto Tech Service Center, Inc.            | -208.54       |
| 07/05/16    | 22110         | Brenntag Pacific, Inc.                    | -2,985.66     |
| 07/05/16    | 22111         | Brigantino Irrigation                     | -8,315.87     |
| 07/05/16    | 22112         | Corbin Willits Systems, Inc. (MOM's)      | -8,056.20     |
| 07/05/16    | 22113         | Corix Water Products                      | -55.02        |
| 07/05/16    | 22114         | Don Chapin Co. Inc., The                  | -30.00        |
| 07/05/16    | 22115         | EBCO Pest Control                         | -55.00        |
| 07/05/16    | 22116         | Enterprise Electrical Services            | -349.77       |
| 07/05/16    | 22117         | Ferguson Enterprises, Inc.                | -34.41        |
| 07/05/16    | 22118         | Hach Company                              | -218.82       |
| 07/05/16    | 22119         | Hollister Auto Parts, Inc.                | -461.08       |
| 07/05/16    | 22120         | Itron, Inc.                               | -904.71       |
| 07/05/16    | 22121         | Mc Master-Carr                            | -363.17       |
| 07/05/16    | 22122         | Mission Uniform Service                   | -714.64       |
| 07/05/16    | 22123         | Northern Safety Co.                       | -207.64       |
| 07/05/16    | 22124         | Palace Business Solutions                 | -112.28       |
| 07/05/16    | 22125         | Performance Agriculture                   | -1,253.50     |
| 07/05/16    | 22126         | Postal Graphics (was Post Net)            | -70.24        |
| 07/05/16    | 22127         | Silke Communications, Inc.                | -305.00       |
| 07/05/16    | 22128         | Toro Petroleum Corp.                      | -62.31        |
| 07/05/16    | 22129         | Verizon Wireless                          | -264.56       |
| 07/01/16    | 22130         | CalPERS - Retirement                      | 1,655,673.00  |
| 07/05/16    | 22131         | Public Utilities Web Co-op                | -234.22       |
| 07/05/16    | 22132         | Ace Hardware (Johnson Lumber Co.)         | -13.04        |
| 07/11/16    | 22133         | AT&T                                      | -379.41       |
| 07/11/16    | 22134         | Auto Tech Service Center, Inc.            | -600.39       |
| 07/11/16    | 22135         | Brenntag Pacific, Inc.                    | -1,733.78     |

| <u>Date</u>                | <u>Number</u> | <u>Name</u>                               | <u>Amount</u>        |
|----------------------------|---------------|---|----------------------|
| 07/11/16                   | 22136         | Calif. Municipal Treasurers Assoc. (CMTA) | -155.00              |
| 07/11/16                   | 22137         | CalPERS - Retirement                      | -102,889.00          |
| 07/11/16                   | 22138         | CalVista Insurance Agency Inc.            | -56,825.00           |
| 07/11/16                   | 22139         | P G & E                                   | -23,366.80           |
| 07/11/16                   | 22140         | Palace Business Solutions                 | -12.17               |
| 07/11/16                   | 22141         | Recology San Benito County                | -129.16              |
| 07/11/16                   | 22142         | San Benito County Water District          | -338.25              |
| 07/11/16                   | 22143         | South Valley Internet, Inc.               | -20.45               |
| 07/11/16                   | 22144         | State Water Resources Control Board-DWOCB | -60.00               |
| 07/11/16                   | 22145         | Trans Union LLC                           | -111.20              |
| 07/11/16                   | 22146         | U.S. Bank Corporate Payment Systems       | -1,817.09            |
| 07/11/16                   | 22147         | USA BlueBook                              | -390.05              |
| <b>Total Disbursements</b> |               |   | <b>-2,694,209.59</b> |

Director Johnson inquired about check #22066 issued to Rowe Upholstery in the amount of \$140.36, which Ms. Buck responded was to repair a seat in one of the maintenance trucks. Director Johnson also asked about check #22127 issued to Silke Communications in the amount of \$305.00, which Jim Filice explained was to repair a backup alarm on one of the maintenance trucks.

Upon motion made by Director Alcorn, seconded by Director Villalon, and carried 5-0, the consent agenda was approved as presented. (Director Johnson abstained from approval of the June 21, 2016 meeting minutes, as she did not attend that meeting).

#### **J. NEW BUSINESS:**

##### **1. CONSIDER RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO SET THE PERS RETIREMENT EMPLOYEE COST SHARING RATE AT 1% FOR THE FISCAL YEAR 2016/2017, EFFECTIVE JULY 1, 2016:**

General Manager/Secretary Ridenhour explained that on August 13, 2014 the Board approved a labor agreement with District staff that included a provision for staff to contribute to the cost of the employees CalPERS retirement. A formula was approved by the Board that any increase in the CalPERS rate would be borne by District staff. The rate of contribution for Fiscal Year 2014/2015 and 2015/2016 was 1.006% and 0.586% respectively. For Fiscal Year 2016/2017 the rate would have risen to 2.435%. At the June 21, 2016 Board Meeting the Board authorized the District pay off the CalPERS Unfunded Liability, which reduces the annual CalPERS retirement cost by approximately 6.486%, and also changes the formula for staff's participation in any increased cost of retirement. The Personnel Committee met on June 14, 2016 and discussed options for determining the employee share of the CalPERS retirement contribution for Fiscal Year 2016/2017, and is recommending the Board fix the employee contribution at 1% effective July 1, 2016. The existing labor agreement with the District staff was for three years ending June 30, 2017. A summary of the wages and benefits approved by the Board since 1999 and the current wage and benefit summary were provided for background.

There was discussion amongst the Board and all agreed that paying off the Unfunded Liability was beneficial to the District by saving on the high interest rate that CalPERS charges. Director Alcorn stated that he felt that paying off the Unfunded Liability and setting the cost share rate at 1% for the employees to pay was not only a benefit to the District, but to the employees as well.

Upon motion made by Director Villalon, seconded by Director Meraz, and carried 5-0, the Board approved setting the Employee Cost Sharing rate to 1% for the fiscal year 2016/2017, effective July 1, 2016.

##### **2. CONSIDER APPROVAL AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH THE CITY OF HOLLISTER (CITY)**

**DESIGNATING THE CITY TO BE THE SEWER SERVICE PROVIDER ON BEHALF OF THE DISTRICT, OUTSIDE THE CITY LIMITS, AND WITHIN THE DISTRICT'S SERVICE BOUNDARY:** General Manager/Secretary Ridenhour offered to go over the background, and stated that in accordance with the Hollister Urban Water and Wastewater Master Plan, the City of Hollister (City) and the District each have recognized sewer service areas that allow the City to provide sewer service in areas within the District's service area boundary and outside the City limits. Under this arrangement the District provides sewer service to the area south of Highway 25, south of Enterprise Road including the Ridgemark area the Quail Hollow and Oak Creek subdivisions, which were shown in a map provided, and the City provides sewer service to the remaining Hollister Urban Area. The District bills City sewer customers within District boundaries on the City's behalf and passes this revenue onto the City per an existing agreement. This arrangement between the City and the District has recently become a problem for the City to stay in compliance with Government Code Section 56133(e)(1) and the Local Area Formation Commission (LAFCo).

Director Alcorn asked if our bills clearly state that the sewer portion of their bill is for the City of Hollister, on the Sunnyslope water customer and City of Hollister sewer customer billing. General Manager/Secretary Ridenhour stated that due to our billing software we are unable to make that clear on the bills but customers are informed when they start service and when questions arise. Only City sewer customers also have a Street Sweeping charge, which helps in most cases since there are few exceptions.

This proposed agreement memorializes how the City and District have been serving the Hollister Urban Area community and our collective customers for decades. The District has never disputed the City providing sewer service in portions of the District's recognized boundary. The agreement will allow each agency to continue performing and serving its customers as it has been and consistent with other multi-agency agreements, but will bring the City into compliance with California Government Code.

Upon motion made by Director Johnson, seconded by Director Alcorn, and carried 5-0, the Board approved the agreement and authorized the General Manager to execute the agreement with the City of Hollister designating the City the sewer service provider on behalf of the District, outside the city limits, and within the District's service boundary.

## **K. BOARD COMMITTEE and STATUS REPORTS**

- 1. Governance Committee:** No meeting held.
- 2. Water/Wastewater Committee:** No meeting held.
- 3. Finance Committee:** No meeting held.
- 4. Policy and Procedure Committee:** No meeting held. The next meeting that was scheduled for August 9<sup>th</sup> is cancelled.
- 5. Personnel Committee:** No meeting held.
- 6. Water Resources Association of San Benito County (WRA):** No meeting held.
- 7. Operation Summary, Statement of Income, Investment Summary, Maintenance, City Meter Reading, and Groundwater Level Measurement Reports:** Finance and Human Resource Manager Cathy Buck reported that she has prepared her monthly written narrative report on the Operations Summary (thru June 30, 2016), Statement of Income (thru May 31, 2016), and Investment Summary (thru June 30, 2016). Ms. Buck pointed out that the District has received twenty-three water capacity fees and eight wastewater capacity fees in the month of June, in part due to developers paying the capacity fees before the scheduled rate increase beginning July 1, 2016. Ms. Buck also reported that the

District's audit is scheduled for late August this year and may have the financial statements sometime in September.

The District's Investment Summary report reflects the total cash balance as of June 30, 2016 of \$11,081,259.95, which includes twelve-months posted interest totaling \$23,673.30. Cathy Buck informed the Board that on July 1, 2016, she transferred \$1,650,000 from our LAIF investment account to the general checking account to cover the check written to CalPERS for the unfunded liability of \$1,655,673. Then on July 7, 2016, she transferred \$1,000,000 of excess funds in the checking account to the LAIF investment account.

Water/Wastewater Superintendent Jim Filice reported on the June 2016 Maintenance Staff Report, and asked the Board if there were any questions. Director Johnson inquired about #11, work with Brookshire Plumbing to dig out and fix water leak in office main, then poured new cement. Mr. Filice explained that just outside of the Board room there was a small leak in the joint of the initial plumbing that needed to be repaired. Director Villalon asked about #7, load asphalt and cement to take to Don Chapin for recycling and asked if we deliver to Salinas. Mr. Filice responded that we load the District's trailer and deliver to Chapin's site on Highway 25 for them to recycle.

Mr. Filice pointed out #12, boron level in Ridemark Well 05 was 1.1 mg/l which exceeded the notification level of 1 mg/L, during the March 28, 2016 monitoring. The California Health and Safety Code §116455 requires a drinking water system to notify the governing body of the local agency in which users of the drinking water reside (Sunnyslope County Water District Board) when a chemical in excess of a notification level is discovered in a drinking water source. Mr. Filice explained that this has been a requirement for a long time, and the District has exceeded the required levels in the past, but that the State is carefully enforcing the requirement due to the issues around the State and lead levels in other states. Mr. Filice also pointed out that some people will purchase boron to add to their water, so it is not something to be alarmed about. This requirement is why an email notification was sent to each Board member.

In review of the Meter Reading Report for the period May 16, 2016 to June 14, 2016, the intertie meter data indicates the City received 9.4% of Lessalt Water Treatment Plant water, while the District received 90.6%. Mr. Filice reported that the City has paid back some water to the District.

Water/Wastewater Superintendent Jim Filice reported on the groundwater level report stating that the levels are starting to trend down.

- 8. Active Tasks Update:** General Manager/Secretary Ridenhour reported that the District's conservation numbers are above the State's mandates at 22.9% reduction in June. The new requirements took effect June 1<sup>st</sup> and the District's self-certification requires 15% conservation.

Negotiations on the Cross-Town pipeline between the City and the Ladd Ranch developer to install the 16" pipeline in a portion of Southside Road has failed. Discussions with the High School for a pipeline easement continue and Mr. Ridenhour has asked to have this item put on the High School District Board's agenda for the July 26<sup>th</sup> meeting.

West Hill WTP's finished water tank is complete and work on the filter structure and wash water basins continues. Transmission pipeline work on Riverside Drive and Nash Road are complete. The project construction is currently 5 months ahead of schedule and start up could happen as early as July 2017. General Manager/Secretary Ridenhour stated that

since the project is ahead of schedule, he has begun preparation of water treatment operator job description modifications for water treatment staff needed for the West Hills WTP operation.

Mr. Ridenhour stated that the draft multi-agency Urban Water Management Plan will be brought to the Board for approval on August 16<sup>th</sup> and an add will run in the Hollister Free Lance Newspaper on Friday July 22<sup>nd</sup> letting the public know the plan is on each agencies website and is at our counter available for public review. The draft will be reviewed at a Water & Wastewater Committee meeting prior to coming to the Board on August 16<sup>th</sup>.

The Policy and Procedures Committee and staff have completed the draft update to the employee handbook and the District's Counsel is now reviewing. The next step will be to share with staff and then bring the final version to the Board for approval in the next few months.

**L. BOARD and STAFF REPORTS**

1. **Directors:** No report.
2. **District Counsel:** No report.
3. **Finance and Human Resource Manager:** Ms. Buck reported that she will be on vacation from July 27<sup>th</sup> through August 18<sup>th</sup> and will not be at the next Board Meeting.
4. **Assistant Engineer:** No report, Mr. Hillebrecht was not in attendance at the meeting.
5. **General Manager:** No report.

**M. FUTURE AGENDA ITEMS:** Urban Water Management Plan.

**N. ADJOURNMENT:** President Hill adjourned the meeting at 6:13 p.m.

**APPROVED BY THE BOARD:** *s/ Kathleen A. Hill*

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Kathleen A. Hill, President

**RESPECTFULLY SUBMITTED:** *s/ Donald G. Ridenhour*

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Donald G. Ridenhour, Secretary