

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 1, 2018 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Vice-President Dornish.

Trustees present: Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Bill Boucher, Trustee; Mark McCluskey, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee; Alex Wild, Trustee

Trustees absent: Al Hodsdon, President; Allan Fuller, Clerk

Denise Bruesewitz, Trustee, joined the meeting at 7:35 a.m.

Also present: Roger Crouse, General Manager; Jefferson Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Water Quality; Benny LaPlante, KWD Operations Superintendent; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF FEBRUARY 15, 2018.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of February 15, 2018," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

March 1, 2018

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Treasurer, State of Maine	Monthly Sales Tax	02/12/18	5,707.19
MainePERS	Monthly Employer Retirement Contribution	02/12/18	8,404.39
MainePERS	Monthly Group Life Premiums	02/12/18	693.46
A Partner in Technology	Professional Computer Services & Monthly Rental Fees	02/16/18	1,526.25
A-Copi Imaging Systems	Quarterly Copier (2) Maintenance Agreements	02/16/18	153.23
Answering Services Unlimited	Monthly Answering Service	02/16/18	164.48
Business Card-Bank of America	Tablet Keyboard-Amazon	02/16/18	61.90
BNY Mellon Corporate Trust	2004 Bond Principal & Interest	02/16/18	38,062.08
E S Boulos Company	Electrical Repairs-Various Locations	02/16/18	2,317.00
Central Maine Power	Monthly Electricity-WTP	02/16/18	2,289.60
Earthlink Business 1058	Monthly Telephone Service	02/16/18	379.13
EMSL Analytical Inc.-Products	Water Tests	02/16/18	380.00
Fabian Oil Inc.	Propane-Various Locations	02/16/18	378.71
Fastenal Company	Bolts/Nuts/Padlocks/Wire Wheels/Blades/Cords	02/16/18	545.39
General Alum N. E. Corp.	Alum-WTP	02/16/18	4,978.72
Grainger	Carabiners-(Metal Loop w/Spring Loaded Gate)Fall Prot.	02/16/18	100.77
Wex Bank	Monthly Vehicle Fuel Usage	02/16/18	884.42
GWI	Monthly Internet Service	02/16/18	284.60
Hammond Lumber Company	Electric Jack Hammer Parts	02/16/18	182.10
Lori Hartin	Refund-Cust. Paid Bill in Advance Had Credit when Sold	02/16/18	12.20
Hussey Communications Inc.	Monthly Internet Service	02/16/18	250.00
Kennebec Auto Service	Service/Repairs-Vehicles 5 & 13	02/16/18	173.08
Kennebec Equipment-Fairfield	Suction Fittings/Non-Ethanol Fuel/Compactor Parts	02/16/18	136.05
M C Disposal Inc./DBA CMD	Rubbish Removal/Monthly Portapotty Rental	02/16/18	163.00
Maine Water Works Supply	Eddy Break Flange Kits/Equip. Rental & Asorbic Acid- for River Crossing Main Dechlorination	02/16/18	2,994.86
Treasurer, State of Maine	Water Tests	02/16/18	161.00
Monson Companies Inc.	Hydrofluosilicic Acid-WTP	02/16/18	5,319.79
Northern Safety Company Inc.	Gloves-Various Sizes	02/16/18	143.26
PowerPlan	2011 JD Backhoe Service/Repairs	02/16/18	2,198.76
E. J. Prescott Inc.	K-Horns/Bits/Handheld Meter Readers/Grip Rings Service Box Parts/3/4" IPERL Meters/Meter Wire	02/16/18	9,853.07
Snow Pond Technology Group Inc.	Set Up Virtual Private Network at Intake Building	02/16/18	180.00
Staples Credit Plan	Office 2016/Stapler/Staples	02/16/18	244.77
Super Shoe Stores Inc.	Employees Boots/Clothing	02/16/18	227.65
D L Thurrott Air Products	Air Dryer Unit Filter-WTP	02/16/18	252.00
Time Warner Cable	Monthly Internet/Phone Service	02/16/18	232.70
USA Blue Book	Lab Notebooks/Pipet Bulbs-WTP Lab	02/16/18	140.10
Verrill Dana LLP	Professional Services-2018 Rate Case	02/16/18	186.00
Walmart Community/GEMB	Window Wash Fluid/Vinegar	02/16/18	77.16
Waterville Sewerage District	Quarterly Sewer Bills-Various Locations	02/16/18	137.70
Whittemore & Sons	Service/Repairs for Pole Saw & Brush Saw	02/16/18	300.14
A Partner in Technology	Professional Computer Services	02/22/18	715.00
Bluetarp Financial-Aubuchon	Keys for the Western Ave Pump Station Building	02/22/18	11.96
Business Card-Bank of America	MWUA Conference Hotel Stay-1 Employee	02/22/18	132.98

E S Boulos Company	Install Transfer Switch at Fairfield Booster Station	02/22/18	3,445.00
Fabian Oil Inc.	Propane-WTP	02/22/18	151.76
Hanover Computer Company	Professional Computer Services & Hardware	02/22/18	13,406.40
Home Depot Credit Services	Wire/Low Voltage Devices/Paint/Wood/Roller Tray Floor Finish/Mop Refills/Screws	02/22/18	366.23
The Low Impact Hydropower Inst.	Annual Certificate Fee for Low Impact Hydro Institute-M-4	02/22/18	1,000.00
Maine Municipal Emp. Health Trst.	Monthly Employees Health Insurance Premiums	02/22/18	26,150.44
Maine Water Utilities Association	Annual MWUA Conference-Multiple Trustees & Employees	02/22/18	1,920.00
Maine Water Works Supply	Repair Clamp/Ball Valve	02/22/18	561.05
Workplace Health	Audio Exams-2 Employees	02/22/18	86.00
Motor Supply Company	Wiper Blades-Vehicle 8	02/22/18	15.98
Phenova	Water Tests	02/22/18	675.90
Spring Brook Ice & Fuel	Fuel Oil-Various Locations	02/22/18	972.22
Staples Credit Plan	M-4 Log/Finance Charges	02/22/18	34.84
Super Shoe Stores Inc.	Employees Boots	02/22/18	260.98
United States Cellular	Monthly Cell Phone Service	02/22/18	97.45
United States Cellular	Monthly Data Service	02/22/18	99.56
F. W. Webb Company	PVC/Piping-WTP	02/22/18	21.29
Wright-Pierce	Monthly Professional Services- WAPS/Master Plan	02/22/18	5,827.80
Postmaster	Bulk Mail Postage-Billing	02/23/18	609.14
TOTAL WARRANT			\$147,438.69

Motion by Trustee Earickson, “to ratify the total warrant of checks released for \$147,438.69,” seconded by Trustee Talbot.

Referring to the payment made to Hanover Computer Company, Trustee Earickson asked for a further explanation, as he was under the impression that KWD had changed to A Partner in (API) Technology for its computer and technological requirements. Trustee Talbot responded that part of this charge was for the several new custom hard drives for the upgrade to Windows 10 and Office 365. Mr. Crouse added that in addition to the equipment charge, this invoice also is comprised of the totality of the 2017 computer support by Hanover. Mr. Crouse also reported that, unless something changes, there should be no additional services provided by Hanover.

Vote: Motion carried unanimously.

B. Other

None

ITEM 4: MOTION ISSUES

A. Purchase of Replacement Vehicle

The Board was presented with three quotes for the purchase of a 2018 Honda CRV to replace the vehicle used by the former General Manager. This item was included in the 2018 capital budget. Mr. Crouse recommended accepting the low quote from Darling’s Honda in Bangor. Trustee Talbot noted that there are no Honda dealerships within the District’s customer territory and did voice a concern that travel would be necessary when the time eventually comes to repair the vehicle.

Motion by Trustee Boucher, “to authorize the General Manager to purchase a 2018 Honda CRV-EX all-wheel drive,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

B. Other

None

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Richards began by stating he contacted Trustee Hodsdon, Mr. LaCasse, KWD’s former General Manager, and Mr. Crouse regarding the project Mr. LaCasse is working on of organizing the KWD historical pictures, data, and records. He broached the idea of assembling this information into book form and to be reproduced. This book could then be presented to a wide variety of parties, including but not limited to new Trustees, Town and City Officials, and State Legislative Representatives. This book could aid in familiarizing these officials with historical information and timeline of the KWD. Mr. Crouse inquired if Trustee Richards is recommending a booklet with condensed information or a full-scale book. Trustee Richards answered he would prefer a full-size book with substantive history. Mr. Crouse commented that Mr. LaCasse’s work is limited to organizing the existing historical information. The effort to produce a quality document would be significant, and KWD would need to outsource the work to a qualified person or company. Although not an immediate priority, Trustee Richards would like price quotes obtained for this project and to have it move forward eventually.

On a different subject, Trustee Earickson mentioned that he recommended to Mr. Crouse to review with Mr. LaCasse the relationship history between KWD and Hamelin’s Furniture Store, which is a neighbor to the KWD South Street Complex. He also suggested that Mr. Crouse visit the store and introduce himself to Mr. Hamelin.

Trustee Richards circulated pictures of ice ridges which are damaging some shore land property on Webber Pond. He noted Mr. Zetterman reported that China Lake, as is Webber Pond, is experiencing a high water level due to rain/snow events and melting. Trustee Richards commented that, although there are Maine Department of Environmental Protection (DEP) lake level orders and the winter China Lake water level target is one to two feet below spillway, at times it is difficult to manage a pool of water due to unavoidable circumstances. At the time the Water Quality Department report was written (2/23/18), the China Lake water level was 0.15 feet below spillway and the Outlet Dam flow was 115 cubic feet per second (cfs). Trustee Richards continued that the DEP does allow a maximum water release of 200 cfs to the Outlet Stream; however, he does not believe the stream would be capable of handling this volume of water. With higher than usual water level on ponds and lakes this year, there is more of a risk of significant damage to the shoreline. Mr. Zetterman confirmed that the events of this winter are creating moderation of the lake level more difficult to manage. KWD is attempting to be somewhat conservative in the amount of water released, continuing to balance decreasing the lake level with consideration of the property owners on the Outlet Stream. Trustee McCluskey asked if the land area surrounding the region where the Outlet Stream Masse Dam was dismantled and removed was withstanding this winter. Mr. Zetterman

answered that he has not actually inspected the area, but this is another consideration for being conservative when releasing the water into the Outlet Stream.

Regarding the retirement of Mr. O'Brien, KWD's Customer Service/Safety Manager, Trustee Dornish pointed out that, although there was and continues to be involvement from all the KWD staff, Mr. O'Brien spear-headed the KWD Safety Program. Trustee Dornish commented that this is an important component of KWD's workplace and wants to be assured that this program continues in the future. Mr. Crouse stated that he plans to address this subject during his General Manager's report. At this time, Trustee Dornish read a thank-you card addressed to the KWD and the Board from Mr. O'Brien for his retirement gift.

B. Other

None

ITEM 6: DEPARTMENT REPORTS

Department: Engineering Submitted by: Jefferson Longfellow, P.E.

1. Notable accomplishments/successes since last report (including personnel commendations):

a. The M-4 hydroelectric station (M-4) should start producing electricity on Monday February 26, 2018.

2. Progress on items presented in previous monthly department reports:

a. After several delays, the testing of the phase rotation between M-4 and Central Maine Power (CMP) has been completed. After some delays to get the appropriate people together, the fuses have been sized. CMP is scheduled to install the fuses to get the unit back on line to the grid on February 26, 2018.

b. Wright-Pierce and T. Buck Construction have produced the punch list for the Western Avenue Pumping Station project. Express Electric, T. Buck's electrical subcontractor, has been onsite for two days working on the punch list items.

c. The LED lighting has been installed in the basement and equipment garage at 5 South Street.

3. New or upcoming items of significance:

a. Discussions with the Town of Winslow have begun for the development of combined construction documents for the replacement of water, sewer and storm drains on Hallowell Street during the 2018 construction season. Bid documents are anticipated to be completed in March.

Department: Operations & Maintenance (O&M) Submitted by: Benny LaPlante

1. Notable accomplishments/successes since last report (including personnel commendations):

a. With the recent completion of Lock-Out/Tag-Out (LOTO) training, the annual safety training requirements for the District have been completed.

b. O & M staff has been disposing of out of date/unusable supplies and equipment from the garage facility. Given the limited storage space available, the disposal of this inventory will allow better organize of the usable inventory.

2. Progress on items presented in previous monthly department reports:

a. N/A

3. New or upcoming items of significance:

a. The completion of the bid package for the new crew truck is anticipated during the week of February 26, 2018. The bid documents will be sent to potential bidders after review by the General Manager.

b. The O & M crew responded to two main breaks in February (as of 2/23/18) – a 10" main on Outer Clinton Avenue in Winslow and a 12" main on West River Road in Waterville

Department: Water Quality Submitted by: Matt Zetterman

1. Notable accomplishments/successes since last report (including personnel commendations):

a. The treatment process change to add polyphosphate before the clearwell to reduce color in the finished water has worked out very well. Finished water color continues to be very low and turbidity levels have also improved. This was truly a team effort at the plant and all of the operators deserve credit for their part. It's worth noting incoming manganese levels are steadily decreasing.

2. Progress on items presented in previous monthly department report:

a. Rehabilitating air system in Clarifier #3- Since the project will involve taking the clarifier offline for an extended period of time staff is working to make sure the other clarifiers are functioning at a high level before work starts. The rehabilitation work will include changing air diffusers and adding media. An outside contractor will be hired to repair the concrete walls.

b. Uninterruptable Power Supply at WTP – Based upon our research we determined that in comparison to similarly sized battery backup system, flywheel systems cost on average 35 percent more upfront but the lifetime costs are generally 60 percent less. Unfortunately, the smallest flywheel system we could find was 40 kVA. The water treatment plant only requires 9 kVA. Consequently, the low cost solution is the battery based system.

3. New or upcoming items of significance:

a. Roofing project – Bid documents are anticipated to be ready in March with a contract award in April.

b. Lab certification— Proficiency testing for laboratory certification have been submitted for analysis. Results will be available in March. Our laboratory certification expires in April. We will be working with the Drinking Water Program to renew the certification. An on-site assessment is anticipated this spring.

c. China Lake – The lake level remains much higher than normal because of substantial precipitation and snow melt. This is a problem that many lakes, rivers, and streams are faced with in the area right now. The current level is 0.15 feet below spillway. We will continue to draw the lake down in an effort to meet our winter target of 1-2 feet below.

- i. Lake Elevation: 171.35 ft
- ii. Outlet Flow: 115 cfs

Department: Customer Service Submitted by: Roger Crouse

1. Notable accomplishments/successes since last report (including personnel commendations):

- a. The members of the Team have all stepped up to keep the work moving despite the lack of a team leader.

2. Progress on items presented in previous monthly department report:

- a. N/A

3. New or upcoming items of significance:

- a. Routine water meter testing for larger meters in November determined that a 2-inch meter at the Huhtamaki Manufacturing Plant (HMP) was not recording properly. A replacement meter was ordered in January and just arrived. The Customer Service Department will be coordinating with staff at the HMP on the installation.

- b. Service was provided to a new laundry mat on the corner of Bay and Halifax Streets in Winslow.

The first review was from the Engineering Department. Mr. Longfellow reported that the M-4 hydro station is now operational and generating. However, the speed switches are not performing properly and will need to be eventually repaired. The plan is to coordinate this maintenance when there is little or no stream flow and related generation. Trustee McCluskey asked if there is a known cost and approximate downtime for this project. First, Mr. Longfellow replied that he has not received a cost quote as of yet. He further explained that these particular switches are no longer manufactured, and they will need to be repaired. He is unsure of the exact amount of downtime, as it is dependent upon the machine shop's availability, but estimates four to six weeks.

Mr. Crouse remarked that to continue to maintain the hydro station there could be significant investment as there are both mechanical and structural issues. He has requested Mr. Longfellow to compile a cost-benefit analysis including the future revenue opportunity and maintenance expense. Although there are unknown future mechanical failures and associated expense, Mr. Longfellow has discussed M-4 repair priorities with the Essex Hydro Associates (EHA) operators and will be compiling a list. Mr. Longfellow explained that for many years KWD personnel operated the dam. Late in 2010, EHA made a proposal to operate M-4 at no labor cost to KWD. EHA owns the three other hydro stations on the Messalonskee Stream, with M-4 being in the middle, and believed if it could operate all of the dams the flow time would be optimized for premium generation and revenue. EHA does broker the electricity produced by M-4 and, according to contracts, retains a certain percentage of the electricity sales to ISO-NE and a certain percentage of the renewable energy credit (REC) value. EHA also does conduct some annual maintenance as necessary and bills KWD for any maintenance work such as work on the eel passage ladder, which is a requirement to be certified as a low-impact station. Mr. Longfellow also signified that the Federal Energy Regulatory Commission

(FERC) license is effective until the year 2036, and at the expiration of the license, there is the potential that major upgrades and associated expenses could be required before renewal.

Trustee Earickson recalled the discussion that when, and which has now transpired, M-4 became physically decoupled from the Western Avenue Pumping Station, the Board would consider a sale. Trustee Richards reiterated his feelings that, although there are financial considerations, because M-4 is such a diversion of the KWD core mission and due to the mechanical failures and time and effort staff devotes to the repairs, he feels perhaps the time has come to seriously consider selling the hydro station. Trustee Dornish supported the theory that KWD being in the business of selling power is a distraction from its main mission. Although the consensus of the Board was the inclination of the divestiture of M-4, no formal decision by the Trustees regarding the sale was made. Trustee Wild stated and the balance of the Trustees concurred that a review of the cost-benefit analysis, with a completion target date in June, should occur before reaching a firm conclusion. Trustee McCluskey stated that because typically M-4 has produced income for KWD and this extra income would have to be derived from another avenue if M-4 was sold, if it can be quantified, the impact on the water rates should be included in this evaluation. Trustee Earickson also questioned if the Maine Public Utilities Commission could potentially stipulate certain requirements for the monies if M-4 is sold with KWD realizing a large payout.

Referring to the LED lighting in his report, Mr. Longfellow informed the Trustees that he has filed for a grant with Efficiency Maine for this project.

The next review was from the Operations & Maintenance Department. Mr. LaPlante reported that the Town of Winslow is planning to rehab the balance of the Taylor Road this construction season. It will be necessary for KWD to raise and lower the valve boxes on this road during this project. In addition, KWD services boxes on this portion of the road will need to be evaluated to determine if some need to be lowered or insulated.

Regarding the lock-out/tag-out training, Mr. LaPlante stated this annual exercise is beneficial as it provides the opportunity to review and implement changes to improve the overall procedures and program.

Referring to the disposing of unusable supplies and equipment, Trustee Earickson asked if the metal components are being recycled. Mr. LaPlante answered that the scrap metal is sold for minimal monies. The numerous unusable tires which were kept and used to hold down the poly tarp for the gravel pile were disposed of at a cost which offset some of the scrap metal monies received. Utilizing these tires for this means was deemed dangerous as high winds could cause them to become dislodged and damage property. The gravel itself is now used to secure the tarp.

The next review was from the Water Quality Department. Referring to the rehabilitating the air system in Clarifier #3, Mr. Zetterman reported that there is no impact on performance as of yet, but evaluations are necessary and preparations need to be in place to move forward on this future project.

Regarding a different subject, Trustee Bruesewitz questioned if KWD or the DEP evaluates the water for conductivity. Mr. Zetterman replied that although capable of measuring conductivity,

KWD does not conduct this testing at the present time, and he does not believe the DEP performs these tests. Trustee Bruesewitz commented that this has been a topic in the news lately especially in Northeastern Lakes, and KWD might consider this for future testing.

Motion by Trustee Talbot, “to accept all Departmental Reports as presented,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 7: GENERAL MANAGER’S REPORT

First, Mr. Crouse informed the Board that he has met one on one with all the KWD employees, is impressed with the staff members, and has been grateful to receive a warm welcome to KWD.

Next, Mr. Crouse apprised the Trustees of a management change. He was pleased to report that Mr. LaPlante has accepted the position of Customer Service/Safety Manager. To address Trustee Dornish’s earlier concern, Mr. Crouse stated that Mr. LaPlante was and will continue to be in his new position a motivational force for the KWD safety program. The position transfer will occur after a new Distribution Superintendent has been hired. There are a couple of internal candidates interested in the Distribution Superintendent’s position and interviews will be conducted soon. If necessary, this position will be advertised and opened to outside applicants.

The first project update was regarding the technology changes. The KWD internet is now operating at a higher speed. KWD’s financial and accounting software (MUNIS) has been migrated from a server on-site at the Business Office to a cloud-based offsite server hosted by Tyler Technology. KWD management met with A Partner in Technology, KWD’s consultant, to formulate the plan to transfer to Windows 10, Office 365, and an updated telephone communication’s system. This upgrade is slated to begin on March 16th. This modernization should improve company efficiencies. Trustee Earickson commented that these technology changes are major, and staff should be prepared and trained for these conversions. Mr. Crouse stated that this has been discussed during meetings, and A Partner in Technology is planning to set up a training/practice module before these changes occur.

Mr. Crouse also explained that KWD has many technological components, including the supervisory control and data acquisition (SCADA) systems at the various locations and the Tower Gateway Base (TGB) stations which transmit the water use readings to the Business Office, the computer network, MUNIS, Geographical Information System (GIS), and many others. He feels KWD is hindered by the lack of an on-site technology staff position. Presently, in conjunction with expensive services from outside computer firm staff, there are several KWD managers who attempt to resolve technological problems and manage updates which can consume a great deal of staff time. Although Mr. Crouse has no specific proposal for today’s meeting, the potential of a position at KWD for an information technology staff member will be broached in the future.

Regarding another update, Mr. Crouse also explained that one of the upcoming changes which will be implemented at KWD to improve efficiency in the purchasing process. For instance for some purchases, a KWD associate picks up a credit card at the Business Office for one of the various retail stores, drives to the store, purchases the product, and drives back to the Business Office to return the

credit card. Some type of direct on-line purchasing is much more practical and will save staff time and costs.

Mr. Crouse also informed the Board that in order to develop professional relationships, he has had introductory meetings with the City Manager of Waterville and the Town Manager of Winslow. In upcoming weeks, he plans on meeting with the other town leaders in the KWD municipality and the China Town Manager.

The final subject broached was to provide the Board on a regular basis performance measures for the various KWD operations and business segments. This information will serve as a tool for the Trustees to evaluate the overall performance of KWD. A list of items for consideration was distributed, and the Trustees were asked to review this information and to make additional suggestions. Trustee Wild referred back to the discussion of having a dedicated technical person, adding that one of his/her responsibilities could be to include some of these performance data points for municipalities and customers to view on a dashboard on the KWD website. Trustee Earickson made the suggestion that “truck rolls” could be added to the list, explaining that Spectrum measures the number of responses to a customer. Trustee Bruesewitz recommended adding some type of measurement, perhaps trends, regarding raw and finished water quality to the list.

ITEM 8: EXECUTIVE SESSION, (Under MRSA Title 1, Section 405-6D, Collective Bargaining Discussions)

At 8:35 a.m., motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6D to discuss collective bargaining issues between KWD and Teamsters Local No. 340,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

At 9:12 a.m., Vice-President Dornish brought the Board out of Executive Session.

Motion by Trustee Talbot, “to accept the General Manager’s Report as presented,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 9: PUBLIC PARTICIPATION

None

Motion by Trustee Talbot, “to adjourn the meeting,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Meeting adjourned at 9:14 a.m.

Sue Markatine, Recording Secretary