



RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
November 16, 2021

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, November 16, 2021 at 2:15 p.m. via Zoom.

Board Members Present: Mike Gaffney; Jeff Richardson; Lauren Hildebrand; Gary O’Connell; Dr. Liz Palmer; Lloyd Snook; Samuel Sanders, Jr.

Board Members Absent: none.

Rivanna Staff Present: Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, Liz Coleman, Katie McIlwee, Deborah Anama.

Attorney(s) Present: Carrie Stanton.

1. CALL TO ORDER

Mr. Gaffney called the November 16, 2021, regular meeting of the Rivanna Water and Sewer Authority to order at 2:33 p.m.

2. STATEMENT FROM THE CHAIR

Mr. Gaffney read the following statement aloud:

“This is Mike Gaffney, Chair of the Rivanna Water and Sewer Authority.

“I would like to call the November 16, 2021, meeting of the Board of Directors to order.

“Notwithstanding any provision in our Bylaws to the contrary, as permitted under the City of Charlottesville’s Continuity of Government Ordinance adopted on March 25, 2020, Albemarle County’s Continuity of Government Ordinance adopted on April 15th, 2020, and revised effective October 1, 2020 and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 2020, we are holding this meeting by real time electronic means with no board member physically present at a single, central location.

“All board members are participating electronically. This meeting is being held pursuant to the second resolution of the City’s Continuity of Government Ordinance and Section 6 of the County’s revised Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call which we will hold next.

“I note for the record that the public has real time audio-visual access to this meeting over Zoom as provided in the lawfully posted meeting notice and real time audio access over telephone, which is also contained in the notice. The public is always invited to send questions, comments, and suggestions to the Board through Bill Mawyer, the Authority’s Executive Director, at any time.”

47 Mr. Gaffney called the roll.

48

49 Ms. Lauren Hildebrand stated she was located at 305 4th Street Northeast, Charlottesville, VA
50 22903.

51

52 Mr. Gary O'Connell stated he was located at the ACSA offices at 168 Spotnap Road,
53 Charlottesville, VA.

54

55 Dr. Liz Palmer stated she was located at 2958 Mechum Banks Drive in Albemarle County.

56

57 Mr. Jeff Richardson stated he was located at the County Office Building at 401 McIntire Road in
58 Charlottesville, VA.

59

60 Mr. Samuel Sanders stated he was located at 615 Market Street.

61

62 Mr. Lloyd Snook stated he was located at 408 East Market Street in Charlottesville.

63

64 Mr. Mike Gaffney stated he was located at 3180 Dundee Road in Earlysville, VA.

65

66 Mr. Gaffney stated the following Authority staff members were joining the meeting electronically:
67 Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, Deborah Anama, Liz
68 Coleman, and Katie McIlwee.

69

70 Mr. Gaffney stated they were also joined electronically by Carrie Stanton, Counsel to the Authority.

71

72 **3. MINUTES OF PREVIOUS BOARD MEETINGS**

73 *a. Minutes of Regular Board Meeting on October 26, 2021*

74

75 **Mr. O'Connell moved that the Board approve the minutes of the October 26, 2021 meeting.**
76 **Dr. Palmer seconded the motion, which passed unanimously (7-0).**

77

78 **4. RECOGNITIONS**

79 Mr. Gaffney stated the resolutions from the RSWA Board meeting were addressed to both
80 boards, and he asked Ms. Stanton if these needed to be repeated.

81

82 Mr. Mawyer stated the RWSA Board planned to congratulate Dr. Palmer in December.

83

84 **5. EXECUTIVE DIRECTOR'S REPORT**

85 Mr. Mawyer stated he wanted to recognize four employees – Tom Corrice, Dave Ulan, Dawn
86 Wood, and Cary Wingo – who all put forth extraordinary effort and passed their state water or
87 wastewater operator exams and moved up in their classification. He stated that this increases and
88 improves their credentials for which Rivanna benefits. He stated the employees receive a 5%
89 salary increase as they pass from one level of their license to a higher one.

90

91 Mr. Mawyer gave a special thanks to Mr. Dave Tungate, Operations Division Director, and his
92 management team as they put forth a lot of effort to work with operators to encourage, help and

93 train them to improve their chances to pass these exams. He congratulated the four new license
94 holders and thanked them for their efforts.

95
96 Mr. Mawyer stated Mr. Corrice has been with Rivanna for four years and came there unlicensed,
97 so they grew him into the top class, Class I, of wastewater operations. He stated Mr. Ulan has
98 been with Rivanna since 2016 and has moved up one level. He stated Ms. Wood started in 2020
99 as an unlicensed operator and now, she has passed the Class IV and Class III water operator
100 license. He stated Ms. Wingo just started in April of 2021 and has achieved a Class III water
101 operator's license.

102
103 Mr. Mawyer stated that on the COVID front, 87% of Rivanna Water and Sewer staff are
104 vaccinated, which gives Rivanna an overall rate between the two authorities of 89% of staff
105 vaccinated. He stated they did implement a mandatory vaccine or testing program, and the
106 testing will begin for people unvaccinated on December 7.

107
108 Mr. Mawyer stated there is always a lot of infrastructure and master planning going on in Water
109 and Sewer. He stated they are pleased that they have completed the Sugar Hollow Reservoir Gate
110 Replacement, which is the rubber bladder that sits on top of the concrete dam and helps to
111 control the upper 5 feet of the normal pool in the reservoir. He stated they had to do a lot of
112 testing and lower the reservoir for much of the summer, and they are pleased that this has been
113 completed and tested, with the reservoir back at its normal pool level.

114
115 Mr. Mawyer stated that since October 29th, they have been transferring water to the Ragged
116 Mountain Reservoir, as the sole replenisher of Ragged Mountain is Sugar Hollow Reservoir.
117 About 3 million gallons per day is transferred from Sugar Hollow to the Ragged Mountain
118 Reservoir. He stated they are getting ready for Summer 2022 with all the reservoirs refilled. He
119 stated Ragged Mountain is the only one that needs additional water at this time.

120
121 Mr. Mawyer stated Rivanna is moving forward on the Beaver Creek Reservoir Dam, Pump
122 Station, and Piping project. He stated they have substantially completed the planning study with
123 the Natural Resources Conservation Service (NRCS), and they are putting together the final
124 paperwork that they will submit to NRCS and hopefully have this approved by July. He stated
125 Rivanna is working on an application to the federal agency for design and construction funding
126 for 65% of the cost of the project. He stated the project cost is about \$30 million, so 65% is close
127 to \$20 million, and Rivanna is asking NRCS to fund this amount for this project, which will
128 enlarge the spillway and bring it into compliance with dam safety requirements.

129
130 Mr. Mawyer stated Rivanna continues to work on the Central Water Pipe project. He stated there
131 were comments from the public last month about this project and questions of whether Rivanna
132 was considering a number of alternative routes of where they would locate this pipe. He stated he
133 did respond to the resident who posed those questions.

134
135 Mr. Mawyer stated there will be a webpage in November for everyone to read that will provide
136 information about the different routes Rivanna has considered and how they are trying to
137 coordinate with the Charlottesville Department of Utilities and the Albemarle County Service
138 Authority (who are both funding the project) as well with UVA, as the upper end of the project

139 near the Observatory Water Treatment Plant would be on UVA property. He stated Rivanna is
140 coordinating with UVA and trying to find the best location that would be the least disruptive and
141 also reasonably affordable for the City, County, and Rivanna.

142
143 Mr. Mawyer stated the board heard in October that Rivanna obtained an easement from the
144 Trinity Presbyterian Church. He stated now, they have obtained an easement from the Virginia
145 Department of Forestry for the pipeline that will extend from Ragged Mountain Reservoir to the
146 Observatory Water Treatment Plant. He stated there is one more private easement along
147 Reservoir Road to obtain, and Rivanna continues to work with UVA Foundation on a location
148 for the pump station. He stated Rivanna will be on UVA property as the pipeline is also located
149 on Observatory Mountain.

150
151 Mr. Mawyer stated they are down to the last three private owners for the pipeline that will extend
152 from the South Rivanna Reservoir all the way to Ragged Mountain Reservoir. He stated there are
153 two private owners on Woodburn Road where Rivanna is at the threshold of completing those
154 easements. He stated they expect this to be completed in the present calendar year, which will
155 leave them only with the UVA Foundation and one private owner near Barracks Road to obtain
156 easements for the 8-mile-long pipeline. He stated Rivanna is pleased they have made good
157 progress, and they are working hard with the UVA Foundation.

158
159 Mr. Mawyer stated Rivanna is also working on a design to extend the pipe from the Birdwood
160 Golf Course area at Route 250 (under 250, across the adjacent property, and under Old Garth
161 Road). He stated they expect to put this into construction next summer.

162
163 Mr. Mawyer stated there was a recent article in The Daily Progress and Richmond Times
164 Dispatch about the cleanliness of the James River and the challenges that the City of Richmond
165 has with its combined sewer system – that when it rains in Richmond, the combined stormwater
166 and wastewater will flow past the wastewater treatment plant and into the James River. He stated
167 in fact, the DEQ has told the City of Richmond that they have until 2035 to eliminate these
168 overflows, which the city estimates will cost about \$900 million as it was reported.

169
170 Mr. Mawyer stated he thinks this is a positive topic for Rivanna, the City, and Service Authority,
171 as they presented to the board in the last couple months how, together, they have invested about
172 \$165 million in sewer rehab for the very purpose of renovating their sewer systems to make sure
173 they keep wastewater in the wastewater pipes rather than in the streams.

174
175 Mr. Mawyer stated that the prior day, the newspaper also reported on the forever chemical,
176 PFAS, and how the EPA and state are moving forward in trying to set limits on how much of this
177 chemical can be present in drinking water. He stated there is also a discussion of putting limits
178 on PFAS in treated wastewater. He stated PFAS stands for perfluoroalkyl and polyfluoroalkyl
179 substances, which are found in many places such as clothing, nonstick cookware, cosmetics,
180 food packaging, metal plating, and firefighting foam. He stated they are blessed that the Rivanna
181 River is the primary water source, and these types of industries do not occur upstream in the
182 watershed.

183
184 Mr. Mawyer stated Rivanna does test several times a year to see if they have any PFAS in its raw

185 water and treated water as it leaves the plant, as well as wastewater coming into and going out of
186 the plant. He stated that in most cases, they have not detected PFAS. He stated there have been a
187 few cases where they detected a very small level of PFAS. He stated the good news is that they
188 are monitoring and do not have a significant issue with PFAS at this time.

189
190 Mr. Mawyer stated the technology typically used to treat PFAS is GAC. He stated this is the
191 good news about their GAC treatment system, which is a way to remove any PFAS that they
192 may find. He stated Rivanna is monitoring this emerging contaminant through their operations
193 and laboratory.

194
195 Dr. Palmer noted that he had mentioned a small amount of PFAS being detected, and she asked
196 him where this was and what it was from.

197
198 Mr. Mawyer replied that a small amount of PFAS was detected in the North Rivanna River,
199 which comes into the North Rivanna Water Treatment Plant. He stated there was a small amount
200 leaving the Scottsville Water Treatment Plant. He stated there was also a small amount coming
201 from the raw water at Beaver Creek Reservoir going to the Crozet Water Treatment Plant. He
202 commented that when reading the thresholds being proposed, 70 parts per trillion, it is a hugely
203 small number. He stated for example, at the North Rivanna River, there were 2.8 parts per
204 trillion, so they are far below even the 70 parts per trillion proposed for drinking water standards.

205
206 Dr. Palmer stated her other question was about the easements for the South Fork to Ragged
207 Mountain Reservoir. She asked if they are paying by the same formula for all of these properties.

208
209 Mr. Mawyer replied that they generally are. He stated they get appraisals and look at the County
210 assessment of the property. He stated there is some negotiation with the property owners,
211 depending on the circumstances of what sort of inconvenience or other damage that may be done
212 to the property as part of the easement. He stated generally, they do use the same approach with
213 all easements.

214
215 Dr. Palmer asked if it was not just by formula but takes into consideration individual impacts.

216
217 Mr. Mawyer replied yes, and that these include fences that may need to be removed, impacts to
218 businesses, etc. He stated these come into the discussion, and Rivanna works hard to come to an
219 agreeable negotiation as opposed to having a condemnation.

220
221 **6. ITEMS FROM THE PUBLIC**
222 Mr. Gaffney opened the meeting to the public. He asked Mr. Hull if there were any members of
223 the public who wished to speak.

224
225 Mr. Hull replied that there were no comments from the public.

226
227 Mr. Gaffney closed Items from the Public.

228
229 **7. RESPONSES TO PUBLIC COMMENT**

230

231 Mr. Gaffney stated that in Executive Report, Mr. Mawyer had responded to the public comments
232 from the last meeting.

233

234 **8. CONSENT AGENDA**

235

236 *a. Staff Report on Finance*

237

238 *b. Staff Report on Operations*

239

240 *c. Staff Report on Ongoing Projects*

241

242 *d. Staff Report on Wholesale Metering*

243

244 *e. Staff Report on the Control of Firearms and Ammunition – General Administrative*
245 *Procedure #2*

246

247 *f. Staff Report on the Use of Credit Cards – General Administrative Procedure #3*

248

249 *g. Recommendation for Disposition of FY 2021 Rate Center Results*

250

251 *h. Series 2021 Bond Issue - Update*

252

253 *i. Approval of Calendar Year 2022 Meeting Schedule*

254

255 Mr. Gaffney asked if there were any items Board members wanted to pull for comments or
256 questions.

257

258 **Dr. Palmer moved that the Board approve the Consent Agenda. Mr. O’Connell seconded**
259 **the motion, which passed 7-0.**

260

261 **9. OTHER BUSINESS**

262 *a. Presentation: FY 21 CAFR and Audit Report; Matthew McLearen, Robinson, Farmer, Cox*
263 *Associates*

264

265 Mr. Matthew McLearen with Robinson, Farmer, Cox Associates stated his firm performed the
266 independent audit for the Rivanna Water and Sewer Authority for the fiscal year ending June 30,
267 2021.

268

269 Mr. McLearen stated he would start his remarks with the Communication with Those Charged
270 with Governance, which is a written communication that he would communicate in summary to
271 the board.

272

273 Mr. McLearen stated the first item included in the written communication, “Responsibilities
274 Under the Audit,” describes that the auditor is required to test controls and documents and opine

275 on financial statements that are presented by management. He stated this financial statement
276 report is called the Comprehensive Annual Financial Report.

277
278 Mr. McLearen stated the second item is Difficulties Encountered in Performing the Audit, and
279 that there were no difficulties encountered during the FY 21 audit.

280
281 Mr. McLearen stated the third item communicated in the letter is regarding corrected and
282 uncorrected misstatements. He stated there were no uncorrected misstatements for the fiscal year
283 ending June 30, 2021.

284
285 Mr. McLearen stated the next item is Applying Accounting Principles, and there was one
286 significant accounting principle for most governments that is GASB Reporting Standard #84, but
287 this did not apply to the Rivanna Water and Sewer Authority's financial statements for the year
288 ending June 30, 2021. He stated there is one significant financial reporting standard that will be
289 implemented in FY 2022, and this is regarding lease accounting under GASB #87.

290
291 Mr. McLearen stated last, the firm reported no significant audit findings, and this is disclosed in
292 the Communication with Those Charged with Governance.

293
294 Mr. McLearen moved on to the Comprehensive Annual Financial Report document. He stated
295 the Independent Auditor's Report is found on page 13 of the document, or on pages 19 and 20 of
296 the PDF file. He stated the firm issued an unmodified or clean opinion on the financial
297 statements as of June 30, 2021, with the report dated as October 25, 2021.

298
299 Mr. McLearen stated that immediately following the Independent Auditor's Report is
300 Management's Discussion and Analysis (MD&A). He stated this is a narrative overview of the
301 financial report and presents increases, decreases, and some historical information about the
302 financial figures in the report.

303
304 Mr. McLearen stated there are three financial statements for the Rivanna Water and Sewer
305 Authority, with the first being found in Exhibit 1 (page 28 of the document, or PDF pages 34-
306 35). He stated this is Statement of Net Position, which is similar to a balance sheet and presents
307 the net equity of the Authority. He stated the net position or equity as of June 30, 2021 was
308 approximately \$160 million. He stated this is found on page 29 of the document or page 35 of
309 the PDF file.

310
311 Mr. McLearen stated Exhibit 2 is the Statement of Revenues, Expenses, and Changes to Net
312 Position and presents the increase or decrease in the net position or equity of the Authority for
313 the fiscal year ending June 30, 2021. He stated the Authority had an increase in net position, with
314 a change in net position to \$3.47 million. He stated this is found on page 30 of the document and
315 page 36 of the PDF.

316
317 Mr. McLearen stated lastly, the Statement of Cash Flows is the final exhibit (Exhibit 3), which is
318 found on page 31 of the document and page 37 of the PDF file. He stated following along on the
319 exhibit, one will see the double underline, and the ending cash position was approximately \$52.1
320 million. He stated this reports a \$17 million decrease, and one would see two numbers above that

321 if following along in the statement for the fiscal year ending June 30, 2021. He stated it is not
322 uncommon to see a decrease or even an increase in cash position. He noted this is just cash, and
323 as projects are concluded, the cash is drawn down from previously issued bond financing. He
324 stated this number will come down, and it is natural to see swings in the cash position just like
325 this. He stated it is just a cash position only, and it has no impact on the net position of the
326 Authority.

327
328 Mr. McLearen presented to the board's attention the Compliance section, found at the rear of the
329 document on pages 101-102 of the document, or pages 107-108 of the PDF file. He stated this is
330 the Report on Internal Controls Over Financial Reporting. He stated the firm has issued no
331 significant deficiencies or material weaknesses in the financial reporting structure of the
332 Authority for the fiscal year ending June 30, 2021.

333
334 Mr. McLearen concluded his remarks, adding that he wanted to take a moment to acknowledge
335 and thank Mr. Lonnie Wood and his staff (specifically, Ms. Kathy Ware) for their assistance in
336 the audit process, as well as the complete preparation of the Comprehensive Annual Financial
337 Report for both Authorities.

338
339 Mr. Gaffney thanked Mr. McLearen for his report and asked if there were any comments or
340 questions from the board.

341
342 Dr. Palmer stated that every year, there is always a great report, so something must be happening
343 correctly. She thanked Mr. Wood and his team.

344
345 *(reconvene RSWA for a JOINT SESSION with the RWSA)*

346
347 Mr. Gaffney called to order the joint session.

348
349 **At 3:02 p.m., Mr. Gaffney called to order the joint session of the Rivanna Solid Waste**
350 **Authority and the Rivanna Water and Sewer Authority.**

351
352 *b. Presentation: Safety Program Update; Liz Coleman, Safety Manager*

353
354 Ms. Liz Coleman, Safety Manager for Rivanna Authorities, stated she would guide the boards
355 through updates to the Safety Program.

356
357 Ms. Coleman stated safety is a continuous improvement process that protects staff and reduces
358 the number of workplace deaths, injuries, and illnesses, as described by OSHA. She stated safety
359 is a part of the Strategic Plan, involved in the goal of operational optimization, and there are two
360 strategies to help meet those goals – to enhance the culture of safety, and to grow the culture of
361 safety by protecting the workforce and the public.

362
363 Ms. Coleman listed the components that make up the Safety Program, which include the Safety
364 Manual, employee training, safety equipment, job-specific procedures, new employee
365 orientation, contractor safety, and emergency management.

366

367 Ms. Coleman stated the slide on the screen displayed the 24 chapters that make up the Safety
368 Manual. She stated all chapters pertain to work activities and processes carried out by Rivanna
369 Authorities. She stated everything from post-incident procedures to emergency action plans are
370 necessary in this program.

371
372 Ms. Coleman stated there are seven departments that perform a variety of tasks. She stated
373 training requirements include annual, periodic, and best practices trainings. She stated many
374 required trainings are similar; however, different departments need different types of trainings.
375 She stated the Administration Department, for example, does not perform the same job duties as
376 the Maintenance Department; thus, safety training is focused on the specific job responsibilities
377 of each department.

378
379 Ms. Coleman stated that safety training takes time and Rivanna employees spend 16-27 hours
380 per year training. She stated the average hours spent in training per employee each year by
381 companies of Rivanna's size were 41.7 hours. She stated this is for all training.

382
383 Ms. Coleman stated regarding the safety training update, although COVID-19 has given Rivanna
384 a run for their money in terms of scheduling and hosting in-person trainings, they still managed
385 to deliver virtual and in-person required trainings as are necessary to the industry. She stated
386 these included hazard communication, hazardous chemicals, heavy equipment training, hands-on
387 fire extinguisher training, to name a few.

388
389 Ms. Coleman stated Rivanna also purchased a few much-needed items this year and received a
390 few safety grants from their insurance provider, Virginia Risk Sharing Association. She stated
391 eye washes, fiberglass ladders, gas meters, and sleeves to support the masts (which are used for
392 fall protection safety training and use).

393
394 Ms. Coleman stated this year, several programs were enhanced, including new employee safety
395 orientation. She stated training is now provided prior to the first day on the job. She stated
396 regarding job procedures, ARC flash labeling is getting done. She stated regarding
397 lockout/tagout procedures, there are 700 pieces of equipment that have those completed.

398
399 Ms. Coleman stated safety showers and eye washes are all installed except for one, which is
400 underway. She stated regarding inspections and electronic recordkeeping, recordkeeping is
401 being stored online, which makes access easier for staff and for any type of audit. She stated they
402 have had combustible dust inspections, gas meter calibrations, and inspections for fall protection
403 hoists inspections, cranes, eye wash stations, showers, and AEDs.

404
405 Ms. Coleman stated regarding resources available for the Safety Program, there is one full-time
406 Safety Manager and a staff Safety Committee made up of one representative from each
407 department. She stated there is a budget of \$109,650 for Water and Sewer and \$26,000 for Solid
408 Waste. She stated they received \$6,000 worth of grants this year.

409
410 Ms. Coleman presented a set of graphs, noting that the incident rate is the number of reportable
411 injuries and illnesses occurring among a given number of workers over a period of time. She
412 stated the Bureau of Labor Statistics reports annual incident rate averages according to company

413 size. She stated the average number of incidents reported in 2019, which is the most up-to-date
414 year available for the industry of water and sewer is 2.8 incidents.

415
416 Ms. Coleman presented the incident rates reported for Water and Sewer over the last four years.
417 She stated they started out at 1.98 in 2018 and were still under the industry average, but they
418 have dropped this to 0.93 in 2019. She stated the rate was 0.93 in 2020 and 0.90 in 2021.

419
420 Ms. Coleman presented the incident rates reported for Solid Waste over the last four years. She
421 stated the total recordable incident rate decreased from 22.7 in 2019 to 8.7 in 2020, then to 4.0 in
422 2021. She noted that in 2019, job-specific training began for Solid Waste, and they are now
423 much closer to the federally reported industry average of 3.6.

424
425 Ms. Coleman summarized that Rivanna has recently completed many improvements and
426 enhancements to the program, but with this stated, they must continue to train staff and new
427 employees, purchase new equipment, update job procedures, monitor and ensure the safe habits
428 of contractors, update emergency procedures to ensure a state of continual readiness, and
429 continually update the safety manual. She stated that through these actions, they can protect their
430 valuable human resources by providing a safe workplace, enhance safety culture through safe
431 work practices, and maintain compliance with regulatory agencies. She stated they can do this by
432 working together, and Rivanna Authorities make a great team.

433
434 Ms. Coleman asked the boards if there were any questions.

435
436 Dr. Palmer stated she assumed that looking at the Solid Waste record over the last few years, the
437 policies that Mr. McKalips and his group instituted about not helping with customer unloading
438 perhaps had a significant amount to do with the improvements. She asked if this was correct or if
439 it was due to some other change.

440
441 Ms. Coleman replied that this was certainly part of it. She stated the other part was heavy
442 equipment training for employees. She stated whenever there was an incident, they attended to it,
443 and she had to credit Mr. McKalips and Mr. David Rhoades for prompt attention to those
444 incidents.

445 446 ***10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA***

447 There were no other items presented.

448 449 ***11. CLOSED MEETING***

450 There was no reason for a closed meeting.

451 452 ***12. ADJOURNMENT***

453 **At 3:09 p.m., Mr. O'Connell moved to adjourn the meeting of the Rivanna Water and**
454 **Sewer Authority. Dr. Palmer seconded the motion, which passed unanimously (7-0).**

455
456
457
458

459
460 Respectfully Submitted,
461
462
463
464
465



Mr. Lonnie Wood
Assistant Secretary - Treasurer

