

**MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
December 20, 2016**

- A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by Vice President Villalon, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. BOARD SWEARING IN CEREMONY:** General Manager/Secretary Don Ridenhour conducted the swearing in ceremony and administered the Oaths of Office to new Board members Robert J. Rodriguez II and Honor Spencer.
- C. ROLL CALL: Present:** Vice President Danny Villalon; Directors; Mike Alcorn, Judi Johnson, Robert J. Rodriguez II, and Honor Spencer.
- D. PLEDGE OF ALLEGIANCE:** Vice President Villalon led Directors, staff, and public in the Pledge of Allegiance.
- E. APPROVAL OF AGENDA:** Upon motion made by Director Johnson, seconded by Director Alcorn, and carried 5-0, the agenda was approved as presented.
- F. 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, Water/Wastewater Superintendent Jim Filice, and Assistant Engineer Rob Hillebrecht.

G. CONSENT AGENDA:

1. Approval of Minutes – for the Regular Meeting of November 15, 2016.
2. Allowance of Claims– to ratify disbursements for the period from November 8, 2016 through December 12, 2016, totaling \$2,478,367.44, which includes \$2,134,836.94 for payments to vendors and employees, \$341,307.93 paid to the City of Hollister for amounts collected from their customer’s for City sewer billings net of our fees, and \$2,222.57 for customer refunds and deductions for customer checks returned for insufficient funds. The last check written as of December 12, 2016 was check #22606. The list of disbursements is as follows:

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
11/15/16	ACH 0886	EFTPS	-148.40
11/16/16	ACH 0887	EFTPS	-3,590.45
11/16/16	ACH 0888	RETURNED ACH (Ret. ACH 11-01)	-136.36
11/16/16	ACH 0889	RETURNED ACH (Ret. ACH 11-02)	-142.50
11/17/16	ACH 0890	RETURNED ACH (Ret. ACH 11-03 thru 11-07)	-982.67
11/30/16	ACH 0891	EFTPS	-23,132.90
11/22/16	ACH 0892	RETURNED CHECK (Ret Ck. 11-01)	-125.74
12/05/16	ACH 0893	Merchant Services	-937.33
12/05/16	ACH 0894	Merchant Services	-1,057.93
11/15/16	DD 1786	Alcorn, Michael H.	-184.70
11/15/16	DD 1787	Hill, Kathleen A.	-277.05
11/15/16	DD 1788	Johnson, Judi H.	-183.70
11/15/16	DD 1789	Villalon, Daniel	-67.35
11/30/16	DD 1790	Alvarez, Abel	-5,018.10

Date	Number	Name	Amount
11/30/16	DD 1791	Brill, Kelly L.	-4,611.32
11/30/16	DD 1792	Buck, Cathy L.	-6,640.85
11/30/16	DD 1793	Castro, Kevin G.	-4,662.69
11/30/16	DD 1794	Chavez, Jr., Manuel T.	-7,005.64
11/30/16	DD 1795	Eclarin, Ernesto P.	-5,498.04
11/30/16	DD 1796	Filice, James L.	-7,078.49
11/30/16	DD 1797	Hagins, Patrick M.	-5,030.72
11/30/16	DD 1798	Hillebrecht, Robert B.	-3,819.71
11/30/16	DD 1799	Jackson, Patrick W.	-5,848.86
11/30/16	DD 1800	Malko, Kim A.	-3,282.59
11/30/16	DD 1801	Norman, III, Walter R.	-4,790.77
11/30/16	DD 1802	Padilla, David	-5,706.64
11/30/16	DD 1803	Porteur, Carol A.	-4,223.56
11/30/16	DD 1804	Quick, Troy E.	-3,871.63
11/30/16	DD 1805	Ridenhour, Donald G.	-10,175.44
11/30/16	DD 1806	Sanchez, Ricardo A.	-4,443.17
11/30/16	DD 1807	Watson, Scott A.	-5,091.00
11/30/16	DD 1808	Zavala, Anabel G.	-4,605.32
11/14/16	22502	Animal Damage Management	-185.00
11/14/16	22503	Assoc. of Calif. Water Agencies (ACWA)	-13,360.00
11/14/16	22504	Bartel Associates, LLC	-2,000.00
11/14/16	22505	Bianchi Kasavan & Pope, LLP	-1,064.00
11/14/16	22506	Calif. Clean Energy LLC	-3,901.51
11/14/16	22507	City of Hollister-Finance Dept.	-341,307.93
11/14/16	22508	Hach Company	-149.43
11/14/16	22509	Mc Master-Carr	-438.19
11/14/16	22510	New SV Media, Inc. (was So. Valley News.)	-375.00
11/14/16	22511	Performance Agriculture	-1,063.75
11/14/16	22512	Quinn Company	-1,223.35
11/14/16	22513	San Benito County Water District	-1,700,000.00
11/14/16	22514	Toro Petroleum Corp.	-1,002.09
11/14/16	22515	Trans Union LLC	-91.19
11/16/16	22516	Employment Dev. Dept. (EDD) DE88 Pmts.	-1,367.01
11/16/16	22517	Buck, Cathy L.	-1,051.91
11/16/16	22518	Chavez, Jr., Manuel T.	-2,556.32
11/16/16	22519	Eclarin, Ernesto P.	-2,208.18
11/16/16	22520	Porteur, Carol A.	-446.31
11/16/16	22521	Zavala, Anabel G.	-1,268.68
11/21/16	22522	Buck, Cathy L.	-33.59
11/21/16	22523	A-1 Services	-403.00
11/21/16	22524	Borges & Mahoney	-472.50
11/21/16	22525	Bracewell Engineering, Inc.	-126.00
11/21/16	22526	Brenntag Pacific, Inc.	-4,707.52
11/21/16	22527	Calif. Dept. of Pesticide Regulation	-60.00
11/21/16	22528	CM Analytical, Inc.	-2,365.00
11/21/16	22529	EBCO Pest Control	-55.00
11/21/16	22530	Hollister Safe & Lock Inc.	-32.55
11/21/16	22531	Toro Petroleum Corp.	-28.49
11/21/16	22532	USA Blue Book	-369.00
11/21/16	22533	ANDREW BARRAGAN	-26.83
11/21/16	22534	JOE GIACALONE	-97.12
11/21/16	22535	CATHY LARSON	-54.47
11/21/16	22536	THAIS MURPHY	-81.69
11/21/16	22537	JEFF NEALON	-190.29
11/21/16	22538	JOE & BECKY SHUPP	-107.58
11/21/16	22539	FRANK A BENEVENTO III	-277.32
11/28/16	22540	American Water Works Association (AWWA)	-767.00
11/28/16	22541	CM Analytical, Inc.	-4,838.75
11/28/16	22542	De Lay & Laredo	-3,741.50
11/28/16	22543	Ferguson Enterprises, Inc.	-19.34

Date	Number	Name	Amount
11/28/16	22544	Konica Minolta Premier Finance	-417.72
11/28/16	22545	Mark Nicholson, Inc.	-9,297.95
11/28/16	22546	Palace Business Solutions	-264.21
11/28/16	22547	Postmaster	-207.02
11/28/16	22548	Roberts Water Technologies, Inc.	-455.51
11/28/16	22549	San Benito County Water District	-97,324.34
11/28/16	22550	Toro Petroleum Corp.	-1,056.21
11/30/16	22551	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,494.25
11/30/16	22552	CalPERS - Retirement	-1,036.00
11/30/16	22553	CalPERS - Retirement	-1,045.54
11/30/16	22554	Nationwide Retirements Solutions	-22,538.89
11/30/16	22555	CalPERS - Health Insurance	-16,504.30
11/30/16	22556	Dearborn National Life Insurance Company	-304.00
11/30/16	22557	Health Smart Benefit Solutions, Inc. (VSP)	-267.55
11/30/16	22558	Premier Access Insurance Co.	-2,848.23
11/30/16	22559	CalPERS - Retirement	-24,880.83
11/30/16	22560	McGilloway, Ray, Brown & Kaufman	-3,500.00
11/30/16	22561	Petty Cash	-107.92
11/30/16	22562	Postmaster	-1,927.01
12/05/16	22563	Ace Hardware (Johnson Lumber Co.)	-792.20
12/05/16	22564	AT&T	-5.23
12/05/16	22565	Auto Tech Service Center, Inc.	-445.40
12/05/16	22566	B.W.S. Distributors, Inc.	-211.09
12/05/16	22567	Brenntag Pacific, Inc.	-2,938.70
12/05/16	22568	Brigantino Irrigation	-162.37
12/05/16	22569	Corix Water Products	-818.91
12/05/16	22570	CWEA Membership- TCP	-171.00
12/05/16	22571	Ferguson Enterprises, Inc.	-100.32
12/05/16	22572	Flomotion Systems, Inc.	-413.13
12/05/16	22573	Hach Company	-217.69
12/05/16	22574	Interstate All Battery Center	-380.93
12/05/16	22575	Jobs Available, Inc.	-1,474.20
12/05/16	22576	Mission Uniform Service	-900.57
12/05/16	22577	P G & E	-18,876.13
12/05/16	22578	Performance Agriculture	-1,334.00
12/05/16	22579	R.F. MacDonald Co.	-985.98
12/05/16	22580	Ranchers Feed	-88.81
12/05/16	22581	Razzolink.com	-60.95
12/05/16	22582	Ryan Herco Flow Solutions	-50.67
12/05/16	22583	Staples Advantage	-80.61
12/05/16	22584	Stargazer Packaging	-631.31
12/05/16	22585	State Water Resources Control Board-DWPF	-9,812.16
12/05/16	22586	True Value Hardware	-23.86
12/05/16	22587	Verizon Wireless	-274.22
12/05/16	22588	Wright Bros. Welding & Sheet Metal, Inc.	-125.29
12/12/16	22589	AT&T	-467.44
12/12/16	22590	Auto Tech Service Center, Inc.	-641.74
12/12/16	22591	Bianchi Kasavan & Pope, LLP	-2,282.00
12/12/16	22592	CM Analytical, Inc.	-1,995.00
12/12/16	22593	Credit Consulting Services, Inc.	-49.36
12/12/16	22594	EBCO Pest Control	-55.00
12/12/16	22595	Evoqua Water Technologies LLC (Siemens)	-759.50
12/12/16	22596	Ferguson Enterprises, Inc.	-627.62
12/12/16	22597	Hach Company	-776.37
12/12/16	22598	Postal Graphics (was Post Net)	-45.32
12/12/16	22599	Recology San Benito County	-128.51
12/12/16	22600	San Benito County-Admin Office	-27.50
12/12/16	22601	San Benito County Water District	-217.25
12/12/16	22602	South Valley Internet, Inc.	-20.45
12/12/16	22603	State Water Resources Control Board-AFRS	-6,787.00

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/12/16	22604	Toro Petroleum Corp.	-659.19
12/12/16	22605	Trans Union LLC	-99.40
12/12/16	22606	U.S. Bank Corporate Payment Systems	-2,589.57
Total Disbursements			<u>-2,478,367.44</u>

Director Johnson inquired about several checks on the disbursement list and each were explained by either Finance Manager Buck or General Manager/Secretary Ridenhour.

Upon motion made by Director Johnson, seconded by Director Spencer, and carried 5-0, the consent agenda was approved as presented.

H. NEW BUSINESS:

1. TAKE APPROPRIATE ACTION TO ELECT A PRESIDENT AND VICE-PRESIDENT OF THE BOARD OF DIRECTORS, AND PRESIDENT TO ASSIGN DIRECTOR DUTIES TO STANDING DISTRICT COMMITTEES FOR 2017:

General Manager/Secretary Ridenhour stated that the Board of Directors annually elects one of the five Board of Directors to serve as the President of the Board and a second Director to serve as the Vice President of the Board. The President of the Board then assigns Directors to serve on the five standing committees, the Water Resources Agency, the Association of California Water Agency Joint Powers Insurance Authority, and to perform weekly check signing responsibilities, rotating quarterly, on behalf of the District.

Director Spencer nominated Director Johnson for President. Director Johnson accepted the nomination for President. The motion was then seconded by Director Alcorn, and unanimously carried (5-0).

Director Rodriguez nominated Director Acorn for Vice President. Director Alcorn accepted, and then the motion was seconded by Director Villalon, and unanimously carried (5-0).

President Johnson assigned Directors to the following committees or agency representatives:

- Finance Committee – Mike Alcorn & Honor Spencer (Alternate – Judi Johnson);
- Water & Wastewater Committee – Danny Villalon & Robert Rodriguez (Alternate – Judi Johnson);
- Governance Committee – Danny Villalon & Robert Rodriguez (Alternate – Honor Spencer);
- Employee & Personnel Committee – Mike Alcorn & Honor Spencer (Alternate – Judi Johnson);
- Policy and Procedures Committee – Mike Alcorn & Robert Rodriguez (Alternate – Judi Johnson);
- Water Resources Agency – Danny Villalon (Alternate – Judi Johnson);
- ACWA/JPIA Board Representative – Judi Johnson (Alternate – Danny Villalon); and
- District Check Signing Responsibility for 2017 –
 - First quarter – Honor Spencer;
 - Second quarter – Mike Alcorn;
 - Third quarter – Danny Villalon; and
 - Fourth quarter – Robert Rodriguez.

2. CONSIDER APPROVAL AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH THE HOLLISTER SCHOOL DISTRICT TO ALLOW INSTALLATION AND MAINTENANCE OF COMMUNICATION FACILITIES AT THE DISTRICT'S FAIRVIEW ROAD TANKS PROPERTY:

General Manager/Secretary Ridenhour explained that the Hollister School District is improving their radio communication facilities within the district and are in need of a location with elevation to place a radio antenna. They would like to install a small antenna and necessary equipment on the District's Fairview Road tanks. Their proposed facilities would not interfere with the District's operation of the tanks and can be easily accommodated. The attached agreement provides the appropriate legal protection and would allow the School District communication facilities to be located on the District's tanks for three years with an additional three year extension possible. Either party may cancel the agreement with the appropriate notice any time. The facilities are minor and no cost is proposed for the use of the District's facilities since the School District is another public agency.

President Johnson asked if there would be some identification for the workers and dates and times for them to access the property and General Manager/Secretary Ridenhour stated that in the agreement, they are to give forty-eight (48) hour notice.

Upon motion made by Director Villalon, seconded by Director Spencer, and carried 5-0, the Board approved and authorized the General Manager to execute an agreement with the Hollister School District to allow installation and maintenance of communication facilities at the District's Fairview Road tanks property.

3. CONSIDER APPROVAL AND AUTHORIZE EXECUTION OF AN AGREEMENT WITH THE SAN BENITO COUNTY COMMUNITY SERVICES AND WORKFORCE DEVELOPMENT DEPARTMENT TO PROVIDE WORK EXPERIENCE TO PROGRAM PARTICIPANTS IN THE

WATER/WASTEWATER FIELD: General Manager/Secretary Ridenhour stated that San Benito County administers a work experience program that places participants in various businesses and agencies to provide actual hands-on work experience. The District has been approached to participate in the work experience program because the County has participants interested in pursuing a career in the water/wastewater field. The County program pays the participant's salary of \$10 per hour and the participant can work up to 600 hours for the District. The District's obligation if it participates in the program is to provide meaningful job experience including supervision, training, and experience in a variety of job assignments in the water/wastewater field. The agreement provided to the Board explains the terms of participating in the program. Participation in the program will provide the District additional labor at no cost and provide the participant valuable work experience that will help them obtain a permanent job in the field.

Upon motion made by Director Alcorn, seconded by Director Rodriguez, and carried 5-0, the Board approved and authorized execution of an agreement with the San Benito County Community Services and Workforce Development Department to provide work experience to program participants in the water/wastewater field.

4. CONSIDER APPROVAL OF AN AGREEMENT FOR WATER FACILITIES AND SERVICE FOR THE WALNUT PARK 14 DEVELOPMENT:

Assistant Engineer Rob Hillebrecht explained that the proposed Walnut Park 14 Development is on the south side of Union Road across from Cerra Vista Elementary School. This final phase of the Walnut Park Development proposes to build 42 higher density single family homes on approximately 4.27 acres. The District issued a Letter of Intent to serve potable water to

the development on October 6, 2016. The additional water demands have been considered and addressed in the Hollister Urban Area Water Master Plan.

Mr. Hillebrecht provided an agreement to the Board for review, which is the District's standard agreement for water facilities and service to a new development. The District currently has the capacity and ability to serve this development with potable water. However, the Agreement acknowledges the District's right to terminate the Agreement if severe drought, or other unforeseen circumstances significantly limit its capacity or ability to serve new customers.

Upon motion made by Director Alcorn, seconded by Director Villalon, and carried 5-0, the Board approved entering the agreement for water facilities and service for the Walnut Park 14 Development.

- 5. TAKE APPROPRIATE ACTION TO UPDATE SIGNATURE CARDS FOR THE DISTRICT'S MUFUG UNION BANK CHECKING ACCOUNT AND HERITAGE BANK OF COMMERCE CERTIFICATES OF DEPOSIT:** Finance and Human Resource Manager Cathy Buck explained that due to the changes in District's Board of Directors, new bank signature cards are needed. Before MUFUG Union Bank and Heritage Bank of Commerce can accept any account signatory card changes to District accounts, the Board of Directors need to take formal action and document their approval of updates to the District's signature cards. The following actions are requested:

1. MUFUG Union Bank

- A. Remove outgoing Board members Dave Meraz and Kathleen Hill, and add new Board members Robert J. Rodriguez, II and Honor Spencer to all signature cards for all MUFUG Union Bank accounts.
- B. Create new signature cards to include the current five Board members and two District staff, the General Manager and Finance Manager for the MUFUG Union Bank checking account number ending in 7511.

The resulting list of authorized signers to be as follows:

- (1) Donald G. Ridenhour, General Manager
- (2) Cathy L. Buck, Finance & Human Resource Manager
- (3) Michael Alcorn, Director
- (4) Judi Johnson, Director
- (5) Daniel Villalon, Director
- (6) Robert J. Rodriguez II, Director
- (7) Honor Spencer, Director

2. Heritage Bank of Commerce

- A. In addition to the General Manager and Finance Manager, add two more authorized signers to the Certificate of Deposit at Heritage Bank of Commerce (recommend to be the two Directors representing the Finance Committee for 2017):

The resulting list of authorized signers for the Certificate of Deposit to be as follows:

- (1) Donald G. Ridenhour, General Manager
- (2) Cathy L. Buck, Finance & Human Resource Manager
- (3) Mike Alcorn, Director
- (4) Honor Spencer, Director

Upon motion made by Director Villalon, seconded by Director Rodriguez, and carried 5-0, the Board approved updating signature cards for the District's MUFUG Union Bank checking account and Heritage Bank of Commerce certificates of deposit.

Director Villalon excused himself at 6:00 p.m. as he was feeling ill.

I. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held. General Manager/Secretary Ridenhour reported that the committee is planning to meet sometime in January 2017, TBD.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** General Manager/Secretary Ridenhour reported that the committee met (members Ridenhour & Alcorn met, member Buck absent) on December 6th to review the updated Employee Handbook (Personnel Policies and Procedures Manual) to review the changes and updates after attorney review and comments. Mr. Ridenhour stated the next step is to share with all District staff which is being planned.
5. **Personnel Committee:** No meeting held.
6. **Water Resources Association of San Benito County (WRA):** President Johnson reported that a meeting was held on December 1st. The committee were given an overview of the expenses; update on the drought response; a conservation program report; update on the outreach; and a report on the educational program. President Johnson stated that the next meeting is scheduled for February 2, 2017.
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 November 30, 2016), Statement of Income (thru October 31, 2016), and Investment Summary (thru November 30, 2016). Ms. Buck explained to the new Board members that the narrative report she prepares is to give an overview of each of the spreadsheets and point out any notable changes/information.

Ms. Buck stated that the District has received eight water capacity fees in November 2016, bringing the total to fifty-four in the first half of this fiscal year, compared to a total of twelve water capacity fees received in the same period last fiscal year.

Ms. Buck also noted that the Automatic Payment services has grown to 1,728 customers in November 2016, up 70 customers compared to last month, and up 318 customers over last November. Ms. Buck explained that the District's new deposit policy options when starting new service are encouraging many customers to sign up for the automatic bill payment option to avoid paying a higher deposit amount.

The District's Investment Summary report reflects the total cash balance as of November 30, 2016 of \$8,619,916.69, which includes posted interest totaling \$17,397.68 (Five months interest on the CDs, and second and third quarters' interest on the LAIF investment that posted in July and October).

Ms. Buck stated that the Investment Summary is down \$1,378,662 compared to last month, primarily due to the payment of \$1.7 million from designated reserves to San Benito County Water District which was pledged for the West Hills Water Treatment Plant construction.

Ms. Buck reported that since the preparation of the Investment Summary, \$200,000 was transferred from the checking account to LAIF.

Water/Wastewater Superintendent Jim Filice reported on the November 2016 Maintenance Staff Report, and asked the Board if there were any questions. President Johnson inquired about several items on the Maintenance Staff Report, to which Mr. Filice gave full explanations.

In review of the Meter Reading Report for the period of October 17, 2016 to November 16, 2016, the intertie meter data indicates the City received 20.0% of Lessalt Water Treatment Plant water, while the District received 80.0%.

Water/Wastewater Superintendent Jim Filice reported on the groundwater level report stating that the levels are holding steady.

8. **Active Tasks Update:** General Manager Secretary Ridenhour gave the following reports:

Water Conservation - The District conservation numbers are above the State's mandates and were 34.0% in November.

Wastewater Regulations - Staff has hung door hangers throughout our sewer service area over the past few months encouraging the removal of water softeners. The District's wastewater quality continues to improve and get closer to compliance with State regulations with the removal of water softeners. Over 40% reduction in sodium and chlorides since the Lessalt water deliveries to Ridgemark.

Cross-Town Pipeline - Discussions with the High School for the cross-town pipeline easement have stalled. The San Benito High School Board, the City, and the County approved an agreement for a roadway around the High School that will help with our pipeline easement negotiations. Mr. Ridenhour stated that the predesign study will be complete in about a month.

West Hills Water Treatment Plant (WTP) - The roadway to the West Hills WTP has been paved and treatment equipment is being installed in the treatment basins and filters. Work on the operation building and shop building continue.

Job Interviews - General Manager/Secretary Ridenhour reported that interviews for the Treatment Plant Operator positions have been conducted and selections will be made in the next few days. Interviews for the Electrician/Instrument Technician have been scheduled.

New Development - Santana Ranch and the Villages developments continue to add additional connections to the district's system and additional development is lining up for next year (Sunnyside Estates, Award Homes, and Walnut Park 14).

J. BOARD and STAFF REPORTS

1. **Directors:** No report.

2. **District Counsel:** Heidi Quinn congratulated Directors Rodriguez and Spencer on their election to the Board and stated that she is looking forward to working with both of them.
3. **Finance and Human Resource Manager:** Cathy Buck reported that she will be bringing a six month budget review before the Board in February. Ms. Buck also informed the new Board members that she has added them to the District's website and invited them to write up a brief bio on themselves if desired. Ms. Buck also advised the Board that at the next meeting that they are all together, she would like to take a Board of Director's group picture for the website.
4. **Assistant Engineer:** Rob Hillebrecht reported that the one year warranty is up on the painting of the tanks and was happy to inform the Board that there were no issues.
5. **General Manager:** No report.

K. FUTURE AGENDA ITEMS: Sexual Harassment and Ethics Training.

L. ADJOURNMENT: President Johnson adjourned the meeting at 6:48 p.m.

APPROVED BY THE BOARD: s/ *Judi H. Johnson*
Judi H. Johnson, President

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