

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

April 3rd, 2015

Meeting Date
April 9th, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MARCH 24TH AND MARCH 31ST 2015.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. APPROVAL OF ENGINEERING FIRM FOR DESIGN AND INSTALLATION OF BELLEVILLE PROJECT
5. APPROVAL OF ACCOUNTING FIRM FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE BELLEVILLE PROJECT
6. APPROVAL OF ATTORNEY FOR LEGAL WORK ASSOCIATED WITH THE BELLEVILLE PROJECT
7. DISCUSSION OF EMPLOYEE POLICY REGARDING PAY INCREASES FOR TRAINING AND CERTIFICATIONS
8. DISCUSSION OF VEHICLE AND TRACTOR PURCHASE
9. DISCUSSION OF THE USE OF THE CORPORATE CREDIT CARD
10. DISCUSSION OF POINTE WEST SEWER LIFT STATION
11. DISCUSSION OF BELLEVILLE WATER PROJECT
12. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Wood County Commission
	John Sines	WXIL
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	C Blaine Myers	Zack Dobbins

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES April 9, 2014

Prayer by Jerry Martin. Pledge followed.

GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of March 24th 2015 and the special meeting minutes for March 31st be approved. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There are two taps to be installed. Gives us seven water taps installed for the year. There have been no sewer taps installed since the last board meeting and there are two to be installed. This gives the district one sewer tap for 2015.
- Completed work orders, set meters, turn offs, etc.
- Repaired one service line leaks and three main line leak
- Turn offs and turn ons.
- Rebuilt a flush hydrant on Wadesville Rd.
- Did black top repairs
- Installed a flush hydrant in Bethel
- Completed 340 work orders for the month of March

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The manager discussed the importance of getting the professional team appointed so that the district can be lined up with the new funding source, (Drinking Water Treatment Revolving Fund, DWTRF). He also discussed putting together the Belleville article with an estimated time line as well as projected customer costs for the Belleville customers upon project completion.

- ◆ The board voted to retain the Mid-Ohio Valley Regional Council as project administrator for the Belleville project Motion was made by Jerry Martin and seconded by Roger Martin. Motion carried unanimously.
- ◆ The board voted to retain Burgess & Niple as the engineering consultants for the Belleville Project. The motion was made by Roger Martin to accept them as consulting engineers for the Belleville water main extension project. Motion was seconded by Jerry Martin. Motion carried unanimously.
- ◆ Bennett & Dobbins was appointed as the consulting accounting firm to be used for the Belleville Project. Jerry Martin made a motion to accept their services for this project and the motion was seconded by Roger Martin. Motion carried unanimously.
- ◆ Blaine Myers was appointed to handle our legal work that is associated with the Belleville Project. The motion to appoint Blaine Myers for this work was made by Jerry Martin and seconded by Roger Martin. Motion carried unanimously.
- ◆ The board elected to approve the engineering agreement with Burgess & Niple provided that it has no substantive changes from the agreement which was approved in July 2014.

- **DISCUSSION OF AN EMPLOYEE TRAINING AND DEVELOPMENT POLICY**

This policy was distributed earlier in the day and the commissioners have not had an opportunity to fully review it for comment so the board elected to table this topic until next meeting.

- **DISCUSSION OF VEHICLE/TRACTOR PURCHASE**

The manager made a recommendation to purchase a Chevrolet Colorado for a work order vehicle and a Chevrolet Traverse as a vehicle for the office and to go to training events with the balance of the funds in the account to be spent on the purchase of a tractor. It was moved by Jerry Martin to purchase the vehicles and tractor as recommended by management. The motion was seconded by Roger Martin. Motion carried unanimously.

Continuation of Minutes for the April 9th, 2015 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF USE OF THE CORPORATE CREDIT CARD**
After some discussion, a motion was made by Jerry Martin and seconded by Roger Martin to turn in individual expense statements for any travel expenses that are incurred. Motion passed unanimously.
- **DISCUSSION OF THE POINT WEST SEWER LIFT STATION**
Rick Roberts P.E. with E.L. Robinson looked into the lift station issue and found that the pumps that are in place are working at near capacity because of the amount of head that they have to work against. They are, however, lasting an appropriate amount of time and they are running an average of 2.3 hours per day. Draw down tests show that the pumps are delivering approximately 20 gallon per minute which is slightly more than the pump curves show as their capacity. There does not appear to be any high level alarms at this station and the controls do not have the capability to let us know if the lag pump has been kicking on.
The manager recommends that no action need be taken at this time except to install telemetry in order to keep a closer watch on this lift station in order to be alerted if and when it becomes problematic.
- **ADJOURNMENT**
Jerry Martin made a motion to adjourn the meeting at 7:54 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

April 17th, 2015

Meeting Date
April 23rd, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR APRIL 9th 2015.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF EMPLOYEE POLICY REGARDING PAY INCREASES FOR TRAINING AND
CERTIFICATIONS
5. DISCUSSION OF BELLEVILLE WATER PROJECT
6. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Wood County Commission
	John Sines	WXIL
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	C Blaine Myers	Zack Dobbins

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES

April 23, 2014

Prayer by Jerry Martin. Pledge followed.

GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of April 9th 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are two taps to be installed. Gives us eight water taps installed for the year. There have been two sewer taps installed since the last board meeting and there are none to be installed. This gives the district three sewer taps for 2015.
- Completed work orders, set meters, turn offs, etc.
- Repaired no service line leaks and two main line leaks.
- Turn offs and turn ons.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **DISCUSSION OF AN EMPLOYEE TRAINING AND DEVELOPMENT POLICY**
A motion was made by Jerry Martin to table consideration of this policy until next meeting and the motion was seconded by Roger Martin. Motion passed unanimously

This institution is an equal opportunity provider and employer

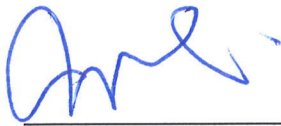
Continuation of Minutes for the April 23rd, 2015 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

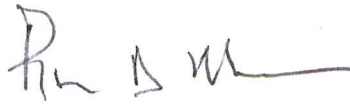
The board discussed dissemination of information about the Belleville Project and the next steps toward having a successful project. The possibility was also discussed to request from the commission a loan in order to get the archaeological study started.

- **ADJOURNMENT**

Jerry Martin made a motion to adjourn the meeting at 7:54 PM. Motion was seconded by Roger Martin. Motion passed unanimously.



APPROVED



ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

May 8th, 2015

Meeting Date
May 14th, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR APRIL 23rd 2015.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF EMPLOYEE POLICY REGARDING PAY INCREASES FOR TRAINING AND CERTIFICATIONS
5. DISCUSSION OF MILEAGE RATES FOR TRAVEL REIMBURSEMENTS
6. DISCUSSION OF NEW ENGLAND RIVER ROAD WATER MAIN EXTENSION
7. DISCUSSION OF BELLEVILLE WATER PROJECT
8. APPROVAL OF LETTER OF UNDERSTANDING WITH BENNETT & DOBBINS PLLC
9. APPROVAL OF BOND RESOLUTION FOR WATER REVENUE BONDS, SERIES 2015 A (BB AND T).
10. APPROVAL OF SUPPLEMENTAL RESOLUTION FOR WATER REVENUE BONDS, SERIES 2015 A (BB AND T)
11. APPROVAL OF ALL OTHER DOCUMENTS PERTAINING TO WATER REVENUE BONDS, SERIES 2015 A (BB AND T)
12. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Wood County Commission
	John Sines	WXIL
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	C Blaine Myers	Zack Dobbins

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES May 14, 2014

Prayer by Jerry Martin. Pledge followed.

GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of April 23rd 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Four water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us twelve water taps installed for the year. There have been no sewer taps installed since the last meeting and there is one yet to be installed. This gives the district three sewer taps for 2015.
- Completed work orders, set meters, turn offs, etc.
- Repaired a valve box that was damaged by the state.
- Changed a 2" meter at DuPont Park
- Tested a meter due to a customer complaint.
- Completed yard restorations and blacktop repairs.
- Repaired two service line leaks and one main line leak.
- Turn offs and turn ons.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

This institution is an equal opportunity provider and employer

Continuation of Minutes for the May 14th, 2015 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF AN EMPLOYEE TRAINING AND DEVELOPMENT POLICY**

The manager explained the policy as written and discussion ensued. A motion was made by Jerry Martin to table the draft policy until some changes can be made and re-distributed with some requested modifications.

- **DISCUSSION OF TRAVEL MILEAGE REIMBURSEMENTS**

Reimbursement documentation policy for the state as well as for the federal government were presented to the board by the manager and discussion ensued. Roger Martin made a motion for the district to use the state guidelines for that reimbursement so that when the state guidelines change so will the district. The motion was seconded by Jerry Martin and the motion passed unanimously.

- **DISCUSSION OF NEW ENGLAND RIVER ROAD WATER MAIN EXTENSION**

The manager presented the proposal that was given to the Paxton's for a water main extension based on the PSC 5.5 rule. Jerry Martin made a motion to proceed with the project as presented and the motion was seconded by Roger Martin, motion carried unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the Archaeology Study for the proposed construction area. The manager also discussed putting an asset management plan in place which is a requirement for getting the funds from DWTRF.

- **APPROVAL OF LETTER OF UNDERSTANDING WITH BENNETT & DOBBINS ACCOUNTANTS**

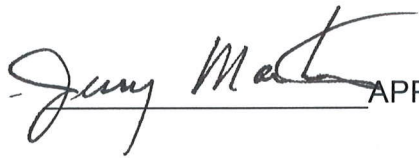
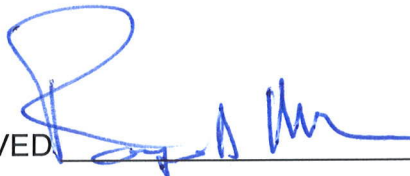
A motion was made by Roger Martin to approve the letter of understanding and a discussion of accounting costs ensued. John Sines seconded the motion and the motion passed unanimously.

- **APPROVAL OF BOND RESOLUTION FOR WATER REVENUE BONDS, SERIES 2015 A (BB AND T)**

Samme Gee, an attorney with Jackson Kelly read and explained this resolution. A motion was made by Jerry Martin to accept the resolution as presented.

Continuation of Minutes for the May 14th, 2015 meeting of the LPSD Board of Commissioners

- **APPROVAL OF SUPPLEMENTAL RESOLUTION FOR WATER REVENUE BONDS, SERIES 2015 A (BB AND T)**
Samme Gee, an attorney with Jackson Kelly read and explained this resolution. A motion was made by Jerry Martin to accept the resolution as presented. Motion passed unanimously.
- **APPROVAL OF ALL OTHER DOCUMENTS PERTAINING TO WATER REVENUE BONDS, SERIES 2015 A (BB AND T)**
Samme Gee, an attorney with Jackson Kelly read and explained the tax compliance policies resolution. A motion was made by Jerry Martin to accept the resolution as presented. Motion passed unanimously.
- **ADJOURNMENT**
Jerry Martin made a motion to adjourn the meeting at 7:54 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

May 22nd 2015

Meeting Date
May 28th, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MAY 14TH 2015.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF EMPLOYEE POLICY REGARDING PAY INCREASES FOR TRAINING AND CERTIFICATIONS
5. DISCUSSION OF 2015/16 BUDGET PROPOSAL
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Wood County Commission
	John Sines	WXIL
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	C Blaine Myers	Zack Dobbins

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES May 28th, 2015

Prayer by Jerry Martin. Pledge followed.

GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of May 14th 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us twelve water taps installed for the year. There have been no sewer taps installed since the last meeting and there is one yet to be installed. This gives the district three sewer taps for 2015.
- Replaced two sections of sewer line in Rossmar Addition
- Finishing up the hydrant flushing project
- Completed yard restorations and blacktop repairs.
- Repaired no service line leaks and one main line leak.
- Turn offs and turn ons.
- Had a boil water advisory on Broadmore addition due to a water main leak.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

This institution is an equal opportunity provider and employer

Continuation of Minutes for the May 28th, 2015 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF AN EMPLOYEE TRAINING AND DEVELOPMENT POLICY**

The manager explained the policy as written and discussion ensued. A motion was made by Jerry Martin to adopt the draft policy as written and the motion was seconded by Roger Martin. Motion passed unanimously.

- **DISCUSSION OF 2015-2016 BUDGET PROPOSAL**

The manager explained about the budget proposal and the process of developing it. Jerry Martin made a motion to accept the water budget as presented, the motion was seconded by Roger Martin and the motion carried unanimously. Jerry then made another motion to accept the sewer budget as presented and the motion was seconded by Roger Martin and the motion carried unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the Archaeology Study for the proposed construction area. Craig Richards gave the board details where and when the study would be done and that the archeologist would need to have right of ways in order to conduct the archeological study.

- **ADJOURNMENT**

Jerry Martin made a motion to adjourn the meeting at 7:35 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

June 5th 2015

Meeting Date
June 11th, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MAY 28TH 2015.
2. DISCUSSION OF DISTRICT HAPPENINGS.
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF LAWERENCE COMPLAINT (EXECUTIVE SESSION)
5. TRI-C FOOTBALL LEAGUE REQUEST FOR WAIVER OF TAP FEES
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Wood County Commission
	John Sines	WXIL
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	C Blaine Myers	Zack Dobbins

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES June 11th, 2015

Prayer by Jerry Martin. Pledge followed.

GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of May 28th, 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are four taps yet to be installed. This gives us fourteen water taps installed for 2015. There has been one sewer tap installed since the last meeting and there is one yet to be installed. This gives the district four sewer taps for 2015.
- Crews have completed work orders and set meters
- Repaired a sewer line in Leslie Addition
- Installed an invert into a manhole near Western Sizzlin Steakhouse
- Repaired three service line leaks and one main line leak.
- Turn offs and turn ons.
- Had a boil water advisory at Lubeck Gardens due to a water main leak and subsequent repair

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

This institution is an equal opportunity provider and employer

Continuation of Minutes for the June 11th, 2015 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF THE LAWRENCE COMPLAINT**

Mr. Lawrentz summarized his written complaint for the board and then the board voted to go into executive session to discuss the matter. The commissioners returned and Jerry Martin made a motion to return from executive session. The motion was seconded by Roger Martin Motion carried unanimously. The board decided to not re-open the account in the deceased Mr. Lawrentz's name and apply a leak adjustment as per the Tariff which amounts to \$39.47 and that Mr. Lawrentz would need to have water service put in his name to get it reconnected. Mr. Sines directed management to send Mr. Lawrentz a letter detailing the board's decision.

- **TRI-C FOOTBALL REQUEST FOR WAVER OF TAP FEES**

Discussion ensued about this request. The manager explained how this request was made. Jerry Martin made a motion to wave the tap fees for the Tri-C facility and the motion was seconded by Roger Martin. The motion carried with a 2 to 1 majority with John Sines dissenting.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the easement agreements that were being prepared jointly by the engineer and by our attorney. It was discussed about preparing the easement agreements with an addendum to allow the agrological study in the same document as the easement agreement so that these property owners will not need to be approached more than once for this project.

- **ADJOURNMENT**

Jerry Martin made a motion to adjourn the meeting at 7:35 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

June 19, 2015

Meeting Date
June 25, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 11, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF JULY 23rd MEETING CHANGE DUE TO SCHEDULING CONFLICT
5. DISCUSSION OF RULE 42 SUBMISSION
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	Wood County Commission
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES June 25th, 2015

Prayer by Jerry Martin. Pledge followed.

GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of June 11th, 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Three water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us seventeen water taps installed for 2015. There has been one sewer tap installed since the last meeting and there is one yet to be installed. This gives the district five sewer taps for 2015.
- Repaired three service line leaks and one main line leak.
- Turn offs and turn ons.
- Crews have completed work orders and set meters
- Had a boil water advisory in Wellsley Addition

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **DISCUSSION OF JULY 23RD MEETING CHANGE DUE TO A CONFLICT**
It was moved by Jerry Martin to move the July 23rd meeting to July 30th due to a conflict in schedules. The motion was seconded by Roger Martin and the motion passed unanimously.

This institution is an equal opportunity provider and employer

Continuation of Minutes for the June 25th, 2015 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF RULE 42 PROJECTS**



The manager brought the board up to speed on the progress of the projects to be completed by the rule 42. The switchgears are in the process of being installed and the telemetry is being installed. The specifications are being written by EL. Robinson to make the repairs to the ditch and to renovate the pressure filters at the water plant.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the easement agreements that had been prepared and the discussion of how the property owners would be contacted in order to get them executed.

- **ADJOURNMENT**

Jerry Martin made a motion to adjourn the meeting at 7:37 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED