

WASHINGTON SUBURBAN SANITARY COMMISSION

MINUTES OF THE COMMISSION MEETING

**Wednesday, December 20, 2017
Laurel, Maryland**

Chair Thomasina V. Rogers called the meeting to order at 10:06 a.m., in the Auditorium of the Washington Suburban Sanitary Commission (hereinafter "WSSC") Richard G. Hocevar ("RGH") Building, 14501 Sweitzer Lane, Laurel, Maryland, 20707, with due notice having been given to all members of the Commission and the public. In addition to Chair Rogers, Commissioners Fausto R. Bayonet, Omar M. Boulware, Howard A. Denis, T. Eloise Foster and Chris Lawson, were present at the meeting, reflecting the presence of a quorum. Also in attendance were WSSC General Manager and Chief Executive Officer Carla A. Reid, General Counsel Amanda Stakem Conn and Corporate Secretary Sheila R. Finlayson, Esq., who recorded the minutes of the meeting. Other members of WSSC management were also called upon, during certain portions of the meeting, to provide information to the Commission.

PLEDGE OF ALLEGIANCE

Chair Rogers opened the meeting by welcoming everyone and asking Commissioner Lawson to lead the pledge of allegiance. Following the pledge, the Chair asked General Manager Carla Reid to lead the Commission in the recitation of its mission and vision statements.

AGENDA APPROVAL

Commissioner Bayonet moved to adopt the Commission's Public Meeting Agenda of December 20, 2017, as drafted, to which Commissioner Foster seconded the motion. The motion carried unanimously with six affirmative votes.

APPROVAL OF MINUTES

Commissioner Bayonet moved to approve the open session minutes of the October 18, 2017 Regular Commission Meeting, as drafted. Commissioner Foster seconded the motion. The motion carried unanimously with six affirmative votes.

Commissioner Bayonet then moved to approve the open session minutes of the November 8, 2017 Special Commission Meeting on Rate Structure, as drafted. Commissioner Lawson seconded the motion. The motion carried unanimously with six affirmative votes.

WSSC RETIREES

WSSC Retirement and Investments Division Manager Richard Baker recognized the following Retirees for the month of December 2017:

George Eastman (present), Mechanical Inspector, Facility Design & Construction Division, retires with 23 years and one month of service.

Edmond Graves, Utility Technician III, Utility Services Central Division, retires with 27 years and 11 months of service.

Joseph Jennings (present), Process Control Specialist III, Process Control Engineering Division, retires with 26 years of service.

James Mohr (present), Plumbing Inspections Supervisor, Regulatory Services Division, retires with 31 years and one month of service.

Ethel Nelson (present), Fleet Parts Specialist II, Fleet Services Division, retires with 35 years and 10 months of service.

Janis Pagan (present), Account Specialist I, Billing & Revenue Protection Division, retires with 27 years and 9 months of service.

Darlene Payne (present), Instrumentation & Electronics Technician, Facilities Maintenance Division, retires with 32 years and 4 months of service.

Gerald Rollinger (present), Plumbing Inspector, Regulatory Services Division, retires with 27 years and 8 months of service.

Louise Smith (present), Revenue Section Manager, Revenue Division, retires with 41 years and 9 months of service.

Michael Trail (Deferred Retiree, present), Construction Management Unit Coordinator, Pipeline Construction Division, retires with 29 years and 11 months of service.

Randolph Brown, Fleet Contracts Analyst, Fleet Services Division, retires with 22 years and 5 months of service.

Elvretta Edwards-Jenkins, Control Center Operator III, Systems Control Division, retires with 32 years and 9 months of service.

Wayne Johnson, Utility Technician III, Utility Services South Division, retires with 30 years and 9 months of service.

Anthony Smith, Maintenance Mechanic II, Facilities Maintenance Division, retires with 32 years and 11 months of service.

Jacob Windsor, Utility Services Meter Section Manager, Meter Services Division, retires with 33 years and one month of service.

COMMISSIONER/PUBLIC COMMENTS

Commissioner Comments. Commissioner Lawson, along with the Chair, took an opportunity to thank everyone for a great 2017, extending wishes for a Merry Christmas and Happy Holidays to all.

Public Comments. None.

CHAIR REPORT

Chair's Report. No Report.

GENERAL MANAGER REPORT

Monthly Report. General Manager ("GM") Carla Reid provided her monthly report, reporting from a power point presentation displayed at the meeting and incorporated herein by reference.

The GM's full report can be found in the corresponding segment of the archived meeting video and written "General Manager's Report" and both are referred to for this purpose. However, highlights are as follows:

Protect Our People, Infrastructure, Systems and Resources

Brighton Dam Tabletop Exercise:

- WSSC held exercise/briefing with state and local public safety personnel; reviewed Dam infrastructure, construction, emergency action plans and flood mitigation.

Winter Prep Meeting:

- Held annual meeting with employees/crews to discuss WSSC winter response plans;
- Media event also held - WSSC winter ready; advised about water main breaks and homeowner winterization tips.

Improve Infrastructure

Branch Avenue/Clinton Zone 42-Inch Main Project:

- Four-phase project to meet projected 2040 needs; 2 elevated water storage tanks and 3 new water transmission mains.
- Realignment to result in major cost savings.

Insta Valve Demo Project (Innovation at Work):

- New process to install valves on water mains; no need to shut off water;
- Reduces risk from system shut down and eliminates backflow contamination.

Enhance Customer Experience and Community Engagement

- Assisted Doctor's Community Hospital with on-property water main break; delivered water to patients and staff and proactively worked with state and county agencies to ensure public safety.
- Participated in Prince George's County ATLAS event;
- Participated in "Where Does Your Water Come From" event held by MD Sierra Club (Montgomery County).

Achieve Business Process Excellence and Maintain Financial Stability

WSSC Rate Structure Alternatives:

- Unanimous endorsement of management recommendations by Commission
- Management Recommendations sent to both Counties - Three Inclining Block Structures
 - Reflect customer preferences and Commissioner rate-setting policies;
 - Better align cost with rates;
 - Provide more predictable revenue stream.
- Anticipate county feedback in spring 2018.
- Select final rate structure in June 2018.

Second IT Vendor Showcase Held:

- Focus on building a smart utility -create new business value through innovative IT solutions;
- 100+ vendors participated.

Inspire Employee Engagement

- #H2OPeople Giving Campaign - Goal \$90,500; Final total of \$95,739 (106%) with \$18,533 to Water Fund.
- Held Take Your Co-Worker to Work Day.

Following Commissioner questions, the GM's Monthly Report was received as information.

INTERNAL AUDIT REPORT

Monthly Activity Report. Internal Audit Director Maxene Bardwell reported on the monthly activities of the Internal Audit Office (IAO) for the period of November 6, 2017 through December 4, 2017.

Achieve Business Process Excellence and Maintain Financial Stability

FY 2018 Audit Projects: Three in fieldwork phase; two in report phase.

Carryover Audit Projects: Both in report phase.

Internal Audit Follow-up: One management action item closed since last report. Four require Internal Audit verification. Four delinquent management plans of action (Customer Service, Human Resources (2), Finance).

External Auditors. External Auditor Solicitation in progress.

Improve Infrastructure

System Development Charges (SDC) Audits: Total fiscal year-to-date actual financial adjustments of \$503,877.11. No reports issued during reporting period. 20 SDC audit requests in process with 17 active and 3 inactive.

Protect Our People, Infrastructure, Systems and Resources

FWA Training/Hotline. FWA training provided to 7 new employees. Next quarterly hotline report to be provided in February.

Ethics Office. The Board of Ethics held its regularly-scheduled meeting on November 9, 2017; several open and closed items were reviewed. New hire orientation/code of ethics training provided to 7 new employees on November 20, 2017. Mandatory Ethics Training link sent to all employees on November 30, 2017 to be completed by December 21, 2017; 82% completion to date.

Following discussion, the IAO report was received as information.

OTHER REPORTS

Finance - Approval of 2018 Front Foot Benefit Rates and House

Connection Charges. Front Foot Benefit rates are charged by the Commission to recover the costs of construction for smaller water and sewer lines for single family or health hazard applicants. House Connection rates are charged by the Commission to recover the costs of construction for lines built from WSSC's water and sewer system to the applicant's property.

The CFO presented the rate calculations for the Proposed 2018 Front Foot Benefit Rates and House Connection Charges at last month's Commission meeting and management is now before the Commission to request approval of such rates. A public hearing for the proposed rates and charges was conducted on November 15, 2017 and no comments were made at the hearing. Additionally, no written testimony has been received to date.

In summary, management is proposing that the Commission: 1) adopt the front foot benefit base per foot rates of \$4.80 for water and \$7.18 for sewer as presented at the Commission's November 15, 2017 meeting; 2) adopt water and sewer charges for unimproved and improved residential small size house connections as presented at the Commission's November 15, 2017 meeting and as contained in Attachment 1 of the Finance board materials on this item (incorporated herein by reference); 3) adopt right of way water and sewer connection charges consistent with current year charges and as contained in Attachment 2 of the Finance board materials on this item (incorporated herein by reference); and 4) adopt non-residential small and large size water and sewer house connection charges based on "Estimated Costs" as contained in Attachment 2 of the Finance board materials on this item (incorporated herein by reference).

Whereupon, a motion was duly made by Commissioner Bayonet and properly seconded by Commissioner Foster, to approve the 2018 Front Foot Benefit Rates and House Connection Charges, as proposed by management, to be effective January 1, 2018. The motion carried unanimously with six affirmative votes.

Finance - Approval of Fiscal Year (FY) 2019 Preliminary Proposed Operating and Capital Budget for Publication/Public Hearing Purposes. Budget Division Manager Letitia Carolina-Powell next presented WSSC's preliminary proposed operating and capital budget for FY 2019 for public hearing purposes. State law requires that the Commission publish, before January 15th, a proposed operating and capital budget for the upcoming fiscal year. Public hearings on the budget must then be held prior to

February 15th with submission to the Counties to take place by March 1st.

Public Hearings on WSSC's FY 2019 Preliminary Proposed Budget have been scheduled as follows:

Montgomery County - Monday, February 5, 2018 - 7:30 p.m.

Stella B. Werner Office Building, 3rd Floor Hearing Room
100 Maryland Avenue, Rockville, Maryland 20850;

Prince George's County - Thursday, February 8, 2018 - 7:30 p.m.

Prince George's Community College, Largo Student Center,
Community Room A, 301 Largo Road, Largo, Maryland 20774;

Inclement Weather Date: Wednesday, February 14, 2018 at 7:30 p.m.

Commission Hearing Room/Auditorium, WSSC, RGH Building.

Specific details on the proposed budget (for publication) can be found in the respective Finance board report contained in the board materials and incorporated herein by reference.

In summary:

The preliminary proposed budget for FY 2019 totals \$1.5 billion; majority of budget covers operating expenses of approximately \$783 million (53% of total) with capital budget of \$700 million. Budget supports all of Commission's strategic priorities and provides for proposed/combined 5.0% average increase in water and sewer rates which meets the upper limit of the Spending Affordability Guidelines recommended by both counties (Prince George's County recommended 4.0% while Montgomery County recommended 5.0%). The 5.0% rate increase will add approximately \$2.26 per month to the bill of a customer using 143 gallons of water per day. Staff is currently reviewing potential reductions to the proposed CIP in an effort to further reduce the preliminary proposed rate increase.

The budget also reflects Commission's commitment to affordability for WSSC rate payers. Many cost-saving measures have been implemented in order to reduce costs. The Supply Chain Management Transformation project has produced significant cost reductions in excess of \$33 million (since its inception in FY 2013). Over the same period, cost-avoidance savings have exceeded \$43 million.

The FY 2019 budget continues WSSC's investment in adequate, reliable infrastructure including the WSSC network of water and sewer pipes and environmental improvements to wastewater treatment plants. Funds also included for sixth year of IT Strategic Plan.

Since the preliminary budget does not contain any new positions or initiatives for a second consecutive year, the Commission will not be able to implement some important improvements proposed by WSSC Teams to support and advance WSSC's strategic priorities, including, accelerating large water valve inspections from four-year to three-year cycle; expanding WSSC's leak detection program to identify leak locations and provide proactive repairs; and implementing System-Wide Flushing Program to reduce discolored water complaints and improve water quality.

Funding included for salary enhancements with specific use of funds to be determined during the budget approval process when two counties decide how to address salary enhancements for County employees.

Management is again recommending an increase to the maximum allowable charge for the SDC charge due to the change in the CPI which was published last week after management's package was submitted to the Commission. The maximum allowable charge has therefore been updated based on last Wednesday's publication and is reflected on the sheet circulated to Commissioners at the start of the presentation (incorporated herein by reference) and replaces last page of report contained in the advance materials. Actual charge will not change for Fiscal Year 2019.

Lastly, management has proposed certain changes (increases) to fee structure for a number of WSSC services listed under miscellaneous fees and charges table (i.e., Table XI of materials) to allow for more adequate cost recovery.

Following discussion, on motion made by Commissioner Bayonet and seconded by Commissioner Foster, the Commission voted unanimously six-to-zero, to approve for publication and public hearing purposes, the Preliminary Proposed WSSC Operating and Capital Budget for Fiscal Year 2019, as recommended by management.

Finance - Approval of MOU with Montgomery County - Grant for Water and Sewer Work. Management is requesting approval of a grant in the amount of \$2,533,200.00 to the Montgomery County Government for water and sewer work. Such grant is outlined in the proposed Memorandum of Understanding (MOU) submitted in the Commission advance materials for approval. Purpose of grant is to maintain equity between the two Counties with regard to the extension of sewer service. The Marlboro Meadows water/sewer system acquisition in 2005/2006 in Prince George's County exceeded the estimated \$20 million cost by \$2,533,200. The MOU with Montgomery County will allow for parity between two Counties. Management will need to come back to the Commission for approval of an amendment to the FY 2018-2023 CIP to cover this expenditure, if approved by the Commission today.

Whereby, a motion was made by Commissioner Foster and seconded by Commissioner Lawson, to approve the Memorandum of Understanding (MOU) with the Montgomery County Government, for a grant of \$2,533,200.00 to finance the costs of water and sewer work in Montgomery County, as recommended by management and presented to the Commission on this date in the proposed MOU - Grant for Water and Sewer Work.

The motion carried unanimously by a vote of six-to-zero.

Customer Service - Proposed Changes to WSSC Standard Procedure (SP)/Regulation for Adjustment and Correction of Water/Sewer

Bills. Customer Service Director Crystal Knight-Lee presented the proposed changes to the WSSC SP/Regulation covering adjustment and correction of water/sewer bills. The proposed changes are outlined in a memorandum, included in the board materials and incorporated herein by reference, from Ms. Knight-Lee to Commissioners dated December 8, 2017. Specific details can be found in the memorandum and corresponding segment of the archived meeting video. The SP was last updated in May 2010 and the primary changes relate to high bills (most common customer complaint). Changes aimed at enhancing customer satisfaction and overall customer experience; a top strategic priority for WSSC. Briefing today is for informational purposes with management to come back to Commission in January for official vote/approval.

In summary, the current regulation (CUS 10-01), outlines the following scenarios for adjustments: High Bill, Leak-On-Property, Underground Leaks (Off Property), Delayed Collection Action, Charitable Institutions, Credit for Customers with Physical or Mental Impairments, Discolored Water, and Illegal Consumption. Additionally, the policy also provides scenarios for correcting bills, to include, Theft of Service, Over-Registering Meter, Incorrect Service, and Under-Registering Sub-Meter.

The proposed policy changes, primarily under high billing and leaks-on-property provisions, will increase the frequency period residential customers may request billing adjustments, i.e., from once every seven years to once every three years; and, will provide credit of both water and sewer charges for on-property underground leaks, including leaks on secondary water line. Current policy only allows credit for sewer charges and is restricted to leaks on secondary underground lines only.

The Commission received the report on proposed billing adjustment policy changes, as information.

IT - Contract 7280 - Oracle WebLogic Suite Software/Service Oriented Architecture (SOA). SOA is a software architecture model used for designing and implementing communication between mutually interacting software applications. Management is seeking approval of the contract for software and support to help facilitate the passing of data between all integration points of the Project Cornerstone Modules (C2M and WAM/MWM projects).

Whereby, following discussion, a motion was made by Commissioner Bayonet and seconded by Commissioner Lawson, to approve Contract 7280 in the amount of \$2,357,972.08, for purchase of Oracle WebLogic Suite software and twelve months of support from Oracle, as requested by management.

The motion carried unanimously with six affirmative votes.

Commissioners raised several questions related to Oracle contract. Such discussion can be found in the corresponding segment of the archived video. CIO to provide quarterly briefings, starting in January, to address Commissioner requests/concerns.

IT - Contract 7276 - Oracle Support Renewal. The purpose of this contract is to ensure that WSSC's IT assets (software and hardware) remain vendor-supported and in compliance with the original software/hardware contract through the use of Annual Software Maintenance on Oracle Products. These products support the ongoing Enterprise Resource Planning (ERP) initiative. This one-year maintenance contract will piggyback Maryland State Contract 060B2490021, which expires in September, 2027.

Following discussion, a motion was made by Commissioner Bayonet and seconded by Commissioner Foster, to approve IT Contract 7276 to Mythics, Inc., in the amount of \$2,454,569.62 for Annual Software Maintenance on Oracle Products, as requested by management.

The motion carried unanimously with six affirmative votes.

CONSENT CALENDAR

Contracts for Approval

The Chair asked if there were any contracts that Commissioners would like removed prior to consideration of the Consent Calendar Resolution, to which there were none.

Whereby, a motion was made by Commissioner Boulware and seconded by Commissioner Denis, to adopt Resolution 2018-2175, approving the seven contracts included on the Consent Calendar for the December 20, 2017 Commission Meeting, as follows:

A. Engineering and Construction

Construction Contracts:

1. BR5829A15, College Heights Water Main Replacement (Repost), to Rivers Construction Group, Ltd., in the amount of \$2,985,815.00, with substantial completion time of 770 calendar days.
2. CI5218A11, Sanitary Sewer System Rehabilitation IDIQ, Option Term I, to Inland Waters Pollution Control, Inc., Layne Inliner, LLC, SAK Construction Corporation, and Angler Environmental, Inc.; \$3,000,000.00 to each vendor, for total contract value of \$12,000,000.00. Option term for three years.
3. BR5689A14, Lewisdale Water Main Replacement, Change Order No. 2, to Sagres Construction, in the amount \$387,141.32.
4. BR5600A13, North Chevy Chase Water Main Replacement, Change Order No. 1, to Fort Myer Construction Corporation, in the amount of \$355,658.05.
5. PM5295A11, Western Branch ESA, Sewer IDIQ, Change Order No. 1, to Layne Inliner, LLC, in the amount of \$5,500,000.00.

B. Production

1. Contract 6969, HVAC Inspection and Maintenance Services, Change Order No. 2, to Fidelity Engineering Corporation, in the amount of \$108,238.32. Approval also granted to increase

funding in the amount of \$600,000.00 for repair/replacement work to ensure proper equipment operation. The total approved amount of \$708,238.32.

2. Contract 1078, Energy Performance Measures, to Energy Systems Group, LLC, in the amount of \$8,680,000.00, with a contract term of three years.

The motion carried unanimously by a vote of six-to-zero.

ADDITIONAL BRIEFINGS

Intergovernmental Relations Office (IRO) - Legislative Update.

IRO Director Karyn Riley provided an update of IRO's legislative activities, including a status report on legislation currently moving through the 2018 Maryland General Assembly Session and affecting the Commission. She also requested Commission approval of management's recommended positions on certain legislation.

Whereby, a motion was made by Commissioner Denis and seconded by Commissioner Boulware, to take the following positions on the following WSSC-Related Proposed Legislation (sponsored by others) for the 2018 Maryland General Assembly Session, as recommended by management:

- **PG/MC 103-18 - WSSC - Connection Pipe Emergency Replacement Loan Program (Support);**
- **PG/MC 107-18 - WSSC - Water Leakage - Billing (Oppose);**
- **PG/MC 109-18 - Montgomery and Prince George's Counties - Public Utilities - Property Management (Oppose);**
- **PG/MC 111-18 - WSSC - Funding Accountability and Transparency Act (Support with Amendment);**
- **PG 429-18 - Prince George's County - Utility Services - Master Meters (No Position)**

The motion carried unanimously with six affirmative votes.

The Chair called for a short recess at this juncture, 1:10 p.m. with the meeting to reconvene in open session in the Commissioners' Auditorium at 1:30 p.m.

The meeting reconvened at 1:30 p.m. with all six Commissioners present.

Inspector General Bill - PG/MC 101-18. Management reviewed this bill in detail, re-introduced by Delegate Kramer, noting key sponsor concerns and staff observations, and deferring to Commissioners for recommended position. Full content can be found in the corresponding segment of the archived meeting video.

Following discussion, on motion made by Commissioner Boulware and seconded by Commissioner Denis, the Commission voted unanimously six-to-zero, to take "No Position" on the WSSC-Related Proposed Legislation PG/MC 101-18 - WSSC - Office of the Inspector General.

COMMISSION OFFICE

Corporate Secretary Report. Corporate Secretary Sheila Finlayson reported on her recent activities, referring to her written report provided in the advance board materials, to which no questions were raised.

The Commission received the Corporate Secretary's report as information.

WSSC Employees Retirement Plan Board of Trustees. Commissioner Foster reported on the recent meeting of the Board of Trustees held on November 29, 2017. The Plan's assets, as of October 31, 2017, were \$820.4 million which represents a year-to-date investment gain of \$97.3 million or an increase of 13.6% since December 31, 2016. No meetings to take place in December or January. Next meeting to be held on February 28, 2018.

The Commission received the report of the Retirement Plan Board of Trustees, as delivered by Trustee Foster, as information.

Governance & Strategic Visioning Committee. No report.

Legislative & Compliance Committee. Nothing additional to report outside of IRO briefing.

Audit Committee. No report.

Customer and Other Stakeholder Relations Committee. No report.

Innovation & Infrastructure Committee. No report.

The Chair announced that the Morning Open Session business has concluded and called for a motion to go into Closed. After noting her approval of the written closing statement, the Chair called for a vote.

CLOSED SESSION

Whereby at 2:24 p.m., Commissioner Foster moved and Commissioner Boulware seconded, that the Commission go into Closed Session pursuant to Maryland Code Annotated, General Provisions Article: Section 3-305(b) (13) to approve the October 18, 2017 Closed Session Minutes, Sections 3-305(b) (7) and 3-305(b) (8) to consult with counsel to obtain legal advice on pending condemnation matter and other pending or potential litigation for attorney/client privileged legal matters; and Section 3-305(b) (1) to discuss personnel matters relating to Commission Office direct reports and staffing.

The motion carried unanimously with six affirmative votes.

The Chair declared the meeting was Closed at 2:24 p.m. The Commission then recessed for lunch, with the Closed Session portion of the meeting to reconvene at approximately 3:30 p.m. in the Commission Office Large Conference Room.

The meeting reconvened at 3:33 p.m. in the Commission Office Large Conference Room.

ATTENDEES: Chair Thomasina Rogers, Vice Chair Eloise Foster, Commissioners Fausto Bayonet, Omar Boulware, Howard Denis and Chris Lawson. Staff present: General Manager Carla Reid, Corporate Secretary Sheila Finlayson, General Counsel Amanda Conn, Senior Counsel Russel Beers, Associate Counsel James O'Day, Associate Counsel Claudia Koenig, Associate Counsel Matthew Gallagher, Deputy General Manager (DGM) Joe Mantua, DGM Monica Johnson, Chief Engineer Gary Gumm and Property Acquisition Agent Paul Gray.

Closed Session Minutes - On motion made by Commissioner Boulware and seconded by Commissioner Lawson, the Commission voted unanimously six-to zero, to approve the closed session minutes of its October 18, 2017 Regular Meeting, as drafted.

Legal Matters - Commissioners were briefed by the General Counsel and members of her team on confidential attorney/client privileged legal matters affecting the Commission, including a pending condemnation matter and two items for settlement approval.

On motion made by Commissioner Foster and seconded by Commissioner Boulware, the Commission voted unanimously by a vote of six-to-zero, to approve a proposed settlement agreement, with authority granted to the General Manager to sign such agreement on behalf of the Commission, of a pending litigation matter, as recommended by the General Counsel's office.

On motion made by Commissioner Boulware and seconded by Commissioner Denis, the Commission granted settlement authority to the General Counsel's Office of a pending legal matter, by majority vote of four-to-two with Commissioners Foster and Lawson voting against.

Personnel Matters - Due to time constraints, no personnel matters were discussed.

At 5:01 p.m., the Chair called for a motion to end closed, whereby a motion was made by Commissioner Boulware and seconded

by Commissioner Foster to end the Closed Session. The motion carried unanimously with six affirmative votes.

OPEN SESSION

At 5:01 p.m., the Commission reconvened in open session.

ADJOURNMENT

There being no additional business, the Chair called for a motion to adjourn, to which Commissioner Boulware moved to adjourn the meeting. Commissioner Foster seconded the motion. The motion carried with six affirmative votes.

At 5:01 p.m., the meeting was declared adjourned.

Respectfully submitted,

//signed//

Sheila R. Finlayson, Esq.
Corporate Secretary