

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
November 23, 2015**

CALL TO ORDER

President Toy called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Jennifer Toy, President
Tom Handley, Vice President
Pat Kite, Secretary
Manny Fernandez, Director
Anjali Lathi, Director

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Scott Martin, Fabrication, Maintenance, and Construction Coach
Kathy Destafney, Business Services Coach
Maria Scott, Principal Financial Analyst
Laurie Brenner, Organizational Performance Program Manager
Rich Czapkay, Maintenance/TV Team Coach
Tom Herlihy, Collection Service Worker II
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Assistant to the General Manager/Board Secretary

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 9, 2015

It was moved by Secretary Kite, seconded by Vice President Handley, to Approve the Minutes of the Meeting of November 9, 2015. Motion carried unanimously.

MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance Committee:

- a. Monthly Odor Report & Financial Reports: General Manager Eldredge presented the following:
 - Odor Complaints: General Manager Eldredge noted the high number of odor complaints received during the month of October 2015 and stated the District

has experienced an increase in odor complaints during this same period the past several years. A detailed account of each complaint was included in the meeting packet.

- Hours Worked and Leave Time by Work Group:
 - At-work hours exceeded the target of 34 hours per employee per week for all work groups.

Principal Financial Analyst Scott reported the following:

- Revenues:
 - Received \$283,000 in capacity fees during October 2015, most of which was received from Robson Homes.
- Expenses:
 - Spent \$33,000 on Information Technology projects, including the new phone system.

b. First Quarter FY16 District-wide Balanced Scorecard Measures: Operational Performance Program Manager Brenner stated the District performed well against published safety measures in the first quarter of FY16. Safety trainings offered and percent targeted employees receiving that training were below targeted values. Corrective actions have begun to reduce the risk of these key measures not meeting targets by the end of the fiscal year. The resignation of the Technical Training Program Manager impacted performance in this area. The only measure not meeting published targets in the Operational Excellence scorecard was the number of competency assessments completed in Collection Services. While no assessments were done in the first quarter against the new target of 65 for the year, the work group anticipates meeting the annual goal through a concerted effort by management.

c. Balanced Scorecard Report for the Collection Services Workgroup: Collection Services Manager Schofield provided an overview of information included in the meeting packet.

- There were two Category 3 sanitary sewer overflows during the first quarter of FY 16.
- The cost of cleaning/feet/day/crew was \$0.61, which fell within the goal range of \$0.35 - \$0.70.
- Preventative maintenance was slightly ahead of target at 25.4%.
- Collection Services Worker II Herlihy provided information regarding the District's spill rate per 100 miles of pipe as compared to other agencies.
- Maintenance/TV Coach Czapkay provided information regarding the Cues Equipment Users Group which allows the 10 local agencies and the product vendor who participate in the forum to share best practices including processes/procedures for how the equipment is used, repaired, and maintained.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

CONSIDER A MOTION TO CANCEL OR RESCHEDULE THE DECEMBER 28, 2015, BOARD OF DIRECTORS MEETING

General Manager Eldredge stated the second regularly scheduled meeting of the Board of Directors in December falls during the same period as the Christmas holidays. In the past, the Board has canceled the second meeting in December.

It was moved by Secretary Kite, seconded by Director Fernandez, to Cancel the December 28, 2015, Board of Directors Meeting. Motion carried unanimously.

CONSIDER A RESOLUTION ADOPTING GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the Board of Directors is planning to hold a hearing to consider proposed increases to utility charges on January 25, 2016. Article XIID, Section 6 of the California Constitution requires the Board to consider written protests to the proposed increases in utility charges. Staff recommended the Board adopt the proposed resolution setting forth guidelines for the submission and tabulation of protests.

It was moved by Vice President Handley, seconded by Director Fernandez, to Adopt Resolution No. 2769 Adopting Guidelines for the Submission and Tabulation of Protests in Connection with Rate Hearings Conducted Pursuant to Article XIID, Section 6 of the California Constitution. Motion carried unanimously.

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RESOLUTION NO. 2769

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UNION SANITARY DISTRICT ADOPTING GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIID, Section 6 of the California Constitution requires the Board of Directors of the Union Sanitary District to consider written protests to certain proposed increases to utility charges; and

WHEREAS, this constitutional provision does not offer specific guidance as to who is allowed to submit protests, how written protests are to be submitted, or how the District is to tabulate the protests.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Union Sanitary District that when notice of a public hearing with respect to the adoption or increase of water or wastewater charges has been given by the District pursuant to Article XIID, Section 6(a) of the California Constitution, the following shall apply:

SECTION 1: Definitions. Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these guidelines.

- A. "Parcel" means a County Assessor's parcel, the owner or occupant of which is subject to the proposed charge that is the subject of the hearing.
- B. "Parcel owner" means the person or persons whose name or names appear on the County Assessor's latest equalized assessment roll as the owner of a parcel.
- C. A "fee protest proceeding" is not an election, but the Assistant to the GM/Board Secretary, or designee, will maintain the confidentiality of protests as provided below and will maintain the security and integrity of protests at all times.

SECTION 2: Notice Delivery. Notice of proposed rates and public hearing shall be as follows:

- A. The District shall give notice of proposed charges via U.S. mail to all parcel owners served by the District.
- B. The District will post the notice of proposed charges and public hearing at its official posting sites.

SECTION 3: Protest Submittal.

- A. Any parcel owner who is subject to the proposed sewer charge that is the subject of the hearing may submit a written protest to the Assistant to the GM/Board Secretary, by:
- Delivery to the Assistant to the GM/Board Secretary's Office at the main District Office, 5072 Benson Road, Union City during published business hours
 - Mail to Assistant to the GM/Board Secretary at 5072 Benson Road, Union City, CA 94587
 - Faxing to the Assistant to the GM/Board Secretary at (510) 477-7501
 - Emailing to the Assistant to the GM/Board Secretary at rates@unionsanitary.ca.gov; or
 - Personally submitting the protest at the public hearing.
- B. Protests must be received by the end of the public hearing, including those mailed to the District. No postmarks will be accepted; therefore, any protest not actually received by the close of the hearing, whether or not mailed prior to the hearing, shall not be counted.
- C. Electronic submissions of protests must include the name of the parcel owner submitting the protest. All other protests must include an original signature and legibly printed name of a parcel owner. Submissions that cannot be authenticated will not be accepted.
- D. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a written protest, the Board of Directors welcomes input from the community during the public hearing on the proposed charges.

SECTION 4: Protest Requirements.

- A. A written protest must include:
- (i) A statement that it is a protest against the proposed charge that is the subject of the hearing;
 - (ii) Name of the parcel owner who is submitting the protest;
 - (iii) Identity, by the property address or Assessor's Parcel number, of the parcel for which the protest is made; and
 - (iv) Signature and legibly printed name, or the printed name of the parcel owner who is submitting the protest, as

applicable. Submissions that cannot be authenticated will not be accepted.

- B. Protests shall not be counted if any of the required elements (i thru iv) outlined in the preceding subsection "A." are omitted.

SECTION 5: Protest Withdrawal. Any person who submits a protest may withdraw it by submitting to the Assistant to the GM/Board Secretary a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the parcel owner who submitted both the protest and the request that it be withdrawn.

SECTION 6: Multiple Parcel Owners

- A. Each parcel owner of a parcel served by the District may submit a protest. This includes instances where a parcel is owned by more than a single owner or more than one name appears as the owner for the parcel, however;
- B. Only one protest will be counted per parcel as provided by Government Code Section 53755(b).

SECTION 7: Transparency, Confidentiality, and Disclosure.

- A. To ensure transparency and accountability in the fee protest tabulation, while protecting the privacy rights of parcel owners, protests will be maintained in confidence until tabulation begins following the public hearing.
- B. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by state law.

SECTION 8: Assistant to the GM/Board Secretary. The Assistant to the GM/Board Secretary, or designee, shall not accept as valid any protest if he or she determines that any of the following is true:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name the parcel owner of the parcel identified in the protest, as of the date of the public hearing.
- C. The protest does not include a signature and legibly printed name or, for electronic submissions, the name of the parcel owner who is submitting the protest.
- D. The protest does not identify a parcel served by the District that is subject to the proposed charge (property address or APN).

- E. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a parcel owner to protest the charges.
- F. The protest was not received by the Assistant to the GM/Board Secretary, or designee, before the close of the public hearing on the proposed charges.
- G. A request to withdraw the protest was received prior to the close of the public hearing on the proposed charges.

SECTION 9: Assistant to the GM/Board Secretary's Decisions Final. The Assistant to the GM/Board Secretary's, or designee's, decision that a protest is not valid shall constitute a final action of the District and shall not be subject to any appeal.

SECTION 10: Majority Protest.

- A. A majority protest exists if written protests are timely submitted and not withdrawn by the parcel owners with respect to a majority (50% plus one) of the parcels subject to the proposed charge.
- B. While the District may inform the public of the number of parcels served by the District when a notice of proposed rates is mailed, the number of parcels with active customer accounts served by the District on the date of the hearing shall control in determining whether a majority protest exists.

SECTION 11: Tabulation of Protests. At the conclusion of the public hearing, the Assistant to the GM/Board Secretary shall tabulate all protests received; including those received during the public hearing, and shall report the results of the tabulation to the Board of Directors. If the total number of protests received is insufficient to constitute a majority protest, the Assistant to the GM/Board Secretary may determine the absence of a majority protest without validating the protests received, but may instead deem them all valid without further examination. Further, if the number of protests received is obviously substantially fewer than the number required to constitute a majority protest, the Assistant to the GM/Board Secretary may determine the absence of a majority protest without opening the envelopes in which protests are returned.

SECTION 12: Report of Tabulation. If at the conclusion of the public hearing, the Assistant to the GM/Board Secretary, or designee, determines that he or she will require additional time to tabulate the protests, he or she shall so advise the Board of Directors, which may adjourn the meeting to allow the tabulation to be completed on another day or days. If so, the Board of Directors shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the Board of Directors shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the Assistant to the GM/Board Secretary.

SECTION 13: This resolution will become effective immediately upon adoption.

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On motion of Vice President Handley, seconded by Director Fernandez, the above resolution was introduced and passed by the Board of Directors of Union Sanitary District at a regular meeting of said Board held on the 23rd day of November, 2015, and adopted by the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ATSTAIN: None



JENNIFER TOY
President, Board of Directors
Union Sanitary District

ATTEST:



PAT KITE
Secretary, Board of Directors
Union Sanitary District

REVIEW AND APPROVE NEW FACT SHEET REGARDING PROPOSED SEWER SERVICE CHARGES AND RATES FOR FY 2017-2021

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated staff prepared a new fact sheet in light of the Proposition 218 notification to be mailed to all property owners in the District's service area in early December. The new fact sheet has the potential to be widely distributed and may serve as a resource for the District and Boardmembers. General Manager Eldredge stated staff prepared a desk item to reflect comments and proposed changes received at the Legal/Community Affairs Committee meeting for full Board review.

It was moved by Director Lathi, seconded by Director Fernandez, to Accept Proposed Revisions and Approve the New Fact Sheet Regarding Proposed Sewer Service Charges and Rates for FY 2017-2021 and to allow staff to make minor aesthetic and stylistic changes to the document without further Board review. Motion carried unanimously.

AWARD THE CONSTRUCTION CONTRACT FOR THE HIGH SPEED AERATION BLOWER PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the purpose of the Project is to install and pilot one 600-horsepower high speed aeration blower at the east aeration blower room. Carollo Engineers completed the Project's final design in October 2015. Staff advertised and received six bids below the Engineer's Estimate for the Project, and D.W. Nicholson Corporation was the apparent low bidder with a bid of \$1,065,500. The Project's construction period will be 233 calendar days with an estimated completion of October 2016. Staff recommended the Board award the construction contract for the High Speed Aeration Blower Project to D.W. Nicholson Corporation in the amount of \$1,065,500.

It was moved by Vice President Handley, seconded by Director Fernandez, to Award the Construction Contract for the High Speed Aeration Blower Project to D.W. Nicholson Corporation. Motion carried unanimously.

AWARD THE CONSTRUCTION CONTRACT FOR THE MOTOR CONTROL CENTER (MCC) AND PROGRAMMABLE LOGIC CONTROLLERS (PLC) REPLACEMENT PROJECT – PHASE 3 TO D.W. NICHOLSON CORPORATION

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the purpose of the Project is to replace one motor control center (MCC), modify two existing MCC's by adding variable frequency drives for pumps, replace two existing programmable logic controllers (PLC's), and replace two low-voltage electrical panels and associated transformer located at the Plant. Three bids were received for the Project, and D.W. Nicholson was the apparent low bidder. The contractor has 365 calendar days to complete the Project from Notice to Proceed, and the estimated substantial completion date is December 2016. Staff recommended the Board award the construction contract for the MCC and PLC Replacement Project – Phase 3 to D.W. Nicholson Corporation in the amount of \$869,850.

It was moved by Secretary Kite, seconded by Director Lathi, to Award the Construction Contract for the MCC and PLC Replacement Project – Phase 3 to D.W. Nicholson Corporation. Motion carried unanimously.

CONSIDER A RESOLUTION TO AUTHORIZE STAFF TO SPECIFY SOLE SOURCE EQUIPMENT MANUFACTURERS FOR THE CHEMICAL TANKS AND PIPING REPLACEMENT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the new ferrous chloride tank and pump system at the Degritter Building will allow Plant operations staff to dose ferrous chloride into the degrittied primary sludge pipeline to better suppress hydrogen sulfide generation in the gravity sludge thickener and primary digester tanks. The District has been using Milton Roy metering pumps since the late 1980's with few maintenance and operation issues. There have been no unscheduled repairs to these pumps over the past five years. Of the 16 Milton Roy metering pumps in operation, six will be replaced to facilitate installation of new piping manifold systems at the OCB and Maintenance Shop Building. Two new pumps will be installed at the Degritter Building. Standardizing the new chemical metering pump to be manufactured by Milton Roy in the Project to match existing chemical metering pumps used at the District will minimize stocking of spare parts, facilitate efficient replacement of parts, and provide consistent and easy operation and maintenance of the equipment. In addition, the six Milton Roy pumps to be replaced can be salvaged to provide spare parts for future maintenance repairs. The Public Contract Code has exceptions which allow for sole source procurement or informal bidding under certain circumstances. Since the equipment is intended to match existing assets only available from one manufacturer, competitive bidding would be unavailable. Staff recommended the Board consider a resolution to authorize staff to specify Milton Roy as the sole source equipment manufacturer of the chemical metering pumps for the Chemical Tanks and Piping Replacement Project.

It was moved by Director Fernandez, seconded by Vice President Handley, to Adopt Resolution No. 2770 Authorizing Staff to Specify the Sole Source Equipment Manufacturer as Milton Roy for the Chemical Tanks and Piping Replacement Project. Motion carried unanimously.

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RESOLUTION NO. 2770

**AUTHORIZING STAFF TO SPECIFY MILTON ROY CHEMICAL
METERING PUMPS FOR THE CHEMICAL TANKS AND PIPING REPLACEMENT
PROJECT**

WHEREAS, the UNION SANITARY DISTRICT staff has developed the scope of the Chemical Tanks and Piping Replacement Project, which will install eight new chemical metering pumps; and

WHEREAS, staff has identified certain equipment which will be acquired from an identified manufacturer or vendor in order to match existing standardized equipment that is only available from one manufacturer; and

WHEREAS, District legal counsel has rendered an opinion regarding circumstances where specification of a single manufacturer for procurement or directly negotiated purchases may be utilized when formal, competitive bidding would be unavailing.

NOW, THEREFORE, BE IT RESOLVED that formal bidding procedures would be unavailing for the acquisition of the items set forth below; and

BE IT FURTHER RESOLVED, that the UNION SANITARY DISTRICT hereby authorizes staff to specify Milton Roy chemical metering pumps for the Chemical Tanks and Piping Replacement Project.

On motion duly made and seconded, this resolution was adopted by the following vote on November 23, 2015.

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

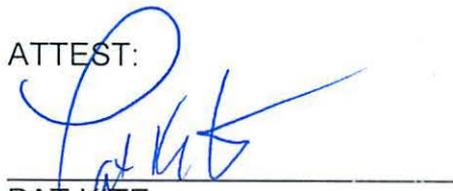
ABSENT: None

ATSTAIN: None



JENNIFER TOY
President, Board of Directors
Union Sanitary District

ATTEST:



PAT KITE
Secretary, Board of Directors
Union Sanitary District

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH THE COVELLO GROUP FOR PROVIDING INSPECTION SERVICES FOR THE FREMONT AND PASEO PADRE LIFT STATIONS IMPROVEMENTS PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the Board awarded the construction contract for the Project to Mountain Cascade, Inc. on September 28, 2015, and the Notice to Proceed was issued October 15, 2015. Staff will provide construction management services and Covello will provide field inspection services. The scope of services for Task Order No. 1 will include facilitation of a partnering workshop and field inspection services. The Project's construction phase is expected to be 12 months. Inspection services will be provided in the last eight of those 12 months. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with The Covello Group in the amount of \$207,080 for the Fremont and Paseo Padre Lift Stations Improvements Project.

It was moved by Director Fernandez, seconded by Secretary Kite, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with the Covello Group for Providing Inspection Services for the Fremont and Paseo Padre Lift Stations Improvements Project. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH CAROLLO ENGINEERS FOR THE PLANT SOLIDS SYSTEM/CAPACITY ASSESSMENT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the District's Alvarado Wastewater Treatment Plant currently treats approximately 22 million gallons per day (mgd) based on average dry weather flows. Since 2004, the Plant's influent flows have been steadily decreasing while influent total suspended solids (TSS) and biochemical oxygen demand (BOD) mass loading rates have been increasing. Previous work indicated a treatment capacity of 33 mgd based on lower influent solids concentrations than those currently experienced. Recently, an episode of digester foaming occurred when a digester was taken out of service for cleaning. Staff believe the foaming may have been caused by the digesters operating either near or above their maximum solids loading capacities. In addition, regulatory requirements to implement nutrient removal, and future projects such as achieving energy neutrality and producing Class A Biosolids, may impact the Plant's operations and further affect treatment capacity. The first Phase of the Project will seek to determine the current capacity of the treatment plant for removal of conventional pollutants for all unit processes, operations, and associated conveyance systems. The District will also begin planning for potential changes in the future, including solids processes that may be required to achieve the permitted 33 mgd capacity. The second Phase of the Project, which is not included under Task Order No. 1, will include evaluation of nutrient removal requirements on the liquid and solid processes at influent flows of 33 mgd and the buildout flow of 41.5 mgd. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with Carollo Engineers in the amount of \$238,117 for the Plant Solids System/Capacity Assessment.

It was moved by Vice President Handley, seconded by Secretary Kite, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Carollo Engineers for the Plant Solids System/Capacity Assessment. Motion carried unanimously.

CONSIDER CONFIRMING AND DECLARING THE NEED TO CONTINUE THE EMERGENCY ACTION TO REPAIR 33 INCH SEWER ON ALVARADO BOULEVARD AND UPDATE ON THE REPAIRS

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated that while permeation grouting of the sewer pipe zone did not completely cut off the flow of ground water, the method is meant to stabilize soft soil conditions to allow sand to be cleaned from inside the line and a televised inspection to be completed. Staff recommended the Board approve a motion by a four-fifths vote finding there is a need to continue the action and confirm and declare the continuance of the emergency.

It was moved by Secretary Kite, seconded by Director Fernandez, to Confirm and Declare the Need to Continue the Emergency Action to Repair 33 Inch Sewer on Alvarado Boulevard and Update on the Repairs. Motion carried unanimously.

CONSIDER HOLDING A WORKSHOP TO REVIEW GENERAL MANAGER EVALUATION PROCEDURES AND FORMS

District General Counsel Murphy stated that at the November 9, 2015, Board meeting Director Lathi requested, with the consent of Vice President Handley, a future agenda item to allow the Board to consider scheduling a workshop to complete a General Manager Evaluations webinar offered by the California Special Districts Association and to discuss revisions to the General Manager's review forms. The Board agreed by consensus to schedule the workshop to be held in the late spring or early summer of 2016.

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Annual Reporting of Expense Reimbursements Over \$100

This item was reviewed by the Budget & Finance Committee. Business Services Coach Destafney stated the Government Code requires reimbursements over \$100 be made public annually. The report of expense reimbursements containing individual charges of at least \$100 for the period July 1, 2014 through June 30, 2015 was included in the Board meeting packet and is maintained by Human Resources.

COMMITTEE MEETING REPORTS:

The Budget & Finance, Construction, and Legal/Community Affairs Committees met.

General Manager Eldredge stated the Proposition 218 Notification Ad Hoc Subcommittee met to review and develop the 218 notice.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Ad Hoc Subcommittee for Content Review of the Proposition 218 Notification completed their work, the notice was sent to the printer November 23, 2015, and will be mailed to District customers in early December.
- On November 18, 2015, the regional board renewed a five year permit to allow the District's emergency outfall to Old Alameda Creek. The new permit requires new chlorine monitoring, requires that the East Bay Dischargers Authority line be at full capacity, and does not limit the amount of flow to the emergency outfall during an event.

OTHER BUSINESS:

Secretary Kite stated she attended the California Special Districts Association meeting at the new Oro Loma levy, and suggested the Board visit the levy after the heavy winter rains.

Secretary Kite commended General Manager Eldredge for the presentation he provided at the Tri-City Democratic Club meeting.

President Toy stated she also attended the Tri-City Democratic Club meeting, and complimented General Manager Eldredge on his presentation to the group.

ADJOURNMENT:

The meeting was adjourned at 8:15 p.m. to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, December 14, 2015, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
SECRETARY TO THE BOARD

ATTEST:


PAT KITE
SECRETARY

APPROVED:


JENNIFER TOY
PRESIDENT

Adopted this 14th day of December, 2015