

**MINUTES OF THE REGULAR BI-MONTHLY MEETING OF DIRECTORS
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
MAY 26, 2021**

A regular meeting of the directors of The Water Works Board of the City of Birmingham was held on Wednesday, May 26, 2021 at 11:30 a.m.

The following directors were present: Ronald A. Mims, William “Butch” Burbage, Jr., Lucien Blankenship, Tom Henderson, Dalton NeSmith, Tereshia Huffman, Chris Rice, Larry Ward, and George Munchus.

Others present were: Michael Johnson, General Manager; Derrick Murphy, Jeffrey Thompson and Iris Fisher, Assistant General Managers; Cynthia Williams, Board Administrator; Anitra Clark, Executive Assistant to the General Manager; Rick Jackson, Terrell Jones, Jeff Wade, Hattye McCarroll, Charles McGee and Colandus Mason, BWWB Employees; Emory Anthony, Esq.; and Olivia Martin, State of Alabama Attorney General’s Office.

Chairman Mims declared a quorum in attendance.

Chairman Mims called the meeting to order at 11:30 a.m. and BWWB Employee Colandus Mason opened with prayer.

Following, Chairman Mims stated he would like the Board to consider agenda item nine before agenda item 8. Director Huffman then made a motion to approve the agenda, including the swapping of the two items, and Director Munchus seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Ms. Tereshia Huffman and seconded by Mr. George Munchus, that agenda item 9 be moved to agenda item 8 and the Board hereby approves the agenda for May 26, 2021 Regular Board of Directors’ Meeting. Resolution No. 8748 is hereby adopted by unanimous vote.”

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Following, the Board moved to the first item on the agenda, Request Board to approve minutes from the March 10, 2021 Regular Board of Directors’ Meeting; necessary to perform essential minimum functions of the governmental body. Director Munchus made a motion to approve the item and Director Huffman seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. George Munchus, and seconded by Ms. Tereshia Huffman, that the Board hereby approve minutes from the March 10, 2021 Regular Board of Directors’ Meeting. Resolution No. 8749 is hereby adopted by Directors Mims, Munchus, Burbage, Huffman, Ward, NeSmith, Rice, and Henderson; and Director Blankenship abstained from voting.”

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Following, the Board moved to the second item on the agenda, Request Board to approve payment of invoices, necessary to perform essential minimum functions of the governmental body. Director Blankenship requested to vote on agenda items 2.1 through 2.6 together and vote on agenda item 2.7 separately. Director Munchus questioned whether all items could be voted on separately. Director NeSmith made a motion to approve agenda item 2 and Director Ward seconded the motion. A discussion then ensued. Director Blankenship then made a substitute motion to vote on agenda items 2.1 through 2.6 together and vote on agenda item 2.7 separately. Director Munchus seconded the motion. Board Attorney Emory Anthony stated the Board should vote on the substitute motion offered by Director Blankenship first and if it fails, the Board should vote on the motion offered by Director NeSmith. Subsequently, the Board voted on the substitute motion and the motion failed on a vote of 3-6. Director Munchus stated he has concerns regarding legal expenses and questioned whether enough funds were being budgeted for legal expenses in a calendar year. He then questioned Mr. Anthony what his thoughts were on driving down legal expenses. Mr. Anthony stated individuals will file lawsuits such as personal injury, and worker’s compensation. He indicated these types of lawsuits come with the business. Director Munchus questioned whether the budgeted amount for legal expenses are reasonable in Mr. Anthony’s opinion. Mr. Anthony responded using 10 percent of the total budget for a calendar year is reasonable; however, the Board isn’t spending 10 percent. He indicated in the majority of the lawsuits the attorneys defend results in the Board paying attorney fees, not paying plaintiffs. Director Blankenship stated the reason he requested voting on the items separately was because someone may have an unreadiness or issue about a particular invoice or item and they would be put in a position where they would not be able to cast votes on a particular item. Next, the Board voted on Director NeSmith’s motion to approve agenda item 2. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Dalton NeSmith, and seconded by Mr. Larry Ward, that the Board hereby authorizes staff to execute payment to the following:

2.1	<u>Hilliard, Smith & Hunt, LLC</u> For professional services rendered during April 15, 2021 through May 1, 2021	\$ <u>6,500.00</u>
2.2	<u>The Jones Group, LLC</u> For professional services rendered during April 2021	\$ <u>10,000.00</u>
2.3	<u>Emory Anthony, Jr.</u> For professional services rendered during March 9, 2021 through May 17, 2021	\$ <u>10,320.00</u>
2.4	<u>Birmingham Business Resource Center (BBRC)</u> For professional services rendered during April 1, 2021 through April 23, 2021	\$ <u>15,333.00</u>
2.5	<u>Birmingham Construction Industry Authority</u> For professional serviced rendered during April 2021	\$ <u>25,000.00</u>
2.6	<u>Raftelis</u> 2.6.1 For professional services related to the WIFIA Loan for the	

month of April 2021	\$ <u>2,685.00</u>
2.6.2 For professional services related to Bill Frequency for the month of April 2021	\$ <u>3,370.00</u>
2.6.3 For professional services related to Financial Support for the month of April 2021	\$ <u>9,864.46</u>
2.6.4 For professional services related to Operations Assessment/ Performance for the month of April 2021	\$ <u>11,533.75</u>
2.7 <u>Parnell Thompson, LLC</u>	
2.7.1 For general services rendered during April 2021	\$ <u>7,695.00</u>
2.7.2 For litigation/pre-litigation services rendered during April 2021	\$ <u>46,929.71</u>

Resolution No. 8750 is hereby adopted by Directors Burbage, NeSmith, Ward, Rice and Henderson; Directors Mims and Blankenship voted no; and Directors Munchus and Huffman abstained from voting.”

Following, the Board moved to the third item on the agenda, Request Board to award bids to the lowest responsible and responsive bidders; and to authorize the General Manager and/or the Assistant General Manager to execute contracts per Bid Specifications and Conditions on the following, as recommended by the Engineering & Maintenance Committee; necessary to perform essential minimum functions of the governmental body. Director Munchus made a motion to vote on agenda items 3.1 through 3.5 separately and Director Henderson seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. George Munchus, and seconded by Mr. Tom Henderson, that the Board hereby votes on agenda items 3.1 through 3.5 separately. Resolution No. 8751 is hereby adopted by unanimous vote.”

Director Munchus made a motion to approve agenda item 3.1 and Director NeSmith seconded the motion. Director Munchus questioned what can be attributed to the increase in bidders. Assistant General Manager Derrick Murphy stated the increase can be attributed to a team effort to reach out to different companies, and advertising in multiple publications. Director Ward questioned whether business involving the HUB program is being conducted within the law. Mr. Anthony responded he hopes so. Director Ward stated that was not a good response. Mr. Anthony stated a bid is sent out with certain qualifications and as far as he knows legally, they are doing great. Director Ward stated he wants to know the Board is doing everything it is supposed to do, and Mr. Anthony responded yes. Director Huffman stated she is concerned about the minority participation on agenda items 3.2 through 3.5. She indicated she wants to make sure staff is making efforts to reach the BWWB’s HUB participation goals. The General Manager stated the bids are advertised and they are competitive bids. He indicated some HUBs don’t bid on the jobs; however, some are used as subcontractors. Director Huffman questioned what the goal for HUB participation is. The General Manager responded the goal is 30 percent. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. George Munchus, and seconded by Mr. Dalton NeSmith, that the Board hereby authorizes staff to award bids to the lowest responsible and responsive bidders; and authorizes the General Manager and/or the Assistant General Manager to execute contracts per Bid Specifications and Conditions on the following:

- 3.1 Global Construction & Engineering, Inc., the lowest responsible and responsive bidder, for the replacement of approximately 1,990’ of 2” galvanized steel pipe and 1,420’ of 2” cast iron cement lined (CICL) pipe with approximately 3,420’ of 6” DICL pipe and related appurtenances; and 92 water services along Woodland Drive; Palmetto Street and Saulter Road located in the City of Homewood, Alabama at a bid amount of \$719,014.00; plus estimated cost of materials and Water Board labor in the amount of \$273,256.84; for an estimated out-of-pocket cost to the Board of \$992,270.84.

Resolution No. 8752 is hereby adopted by unanimous vote.”

Next, Director Ward made a motion to approve agenda item 3.2 and Director Huffman seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward, and seconded by Ms. Tereshia Huffman, that the Board hereby authorizes staff to award bids to the lowest responsible and responsive bidders; and authorizes the General Manager and/or the Assistant General Manager to execute contracts per Bid Specifications and Conditions on the following:

- 3.2 Tren-Tay, Inc., the lowest responsible and responsive bidder, for the replacement of approximately 680’ of 2” galvanized steel pipe / 2” unlined cast iron pipe and 1,860’ of 6” unlined cast iron pipe with approximately 3,810’ of 8” DICL pipe and related appurtenances; and 45 water services along Glen Iris Park; 16th Avenue South and 10th Place South located in the City of Birmingham, Alabama at a bid amount of \$742,664.10; plus estimated cost of materials and Water Board labor in the amount of \$286,702.20; for an estimated out-of-pocket cost to the Board of \$1,029,366.30.

Resolution No. 8753 is hereby adopted by unanimous vote.”

Next, Director NeSmith made a motion to approve agenda item 3.3 and Director Ward seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Dalton NeSmith, and seconded by Mr. Larry Ward, that the Board hereby authorizes staff to award bids to the lowest responsible and responsive bidders; and authorizes the General Manager and/or the Assistant General Manager to execute contracts per Bid Specifications and Conditions on the following:

- 3.3 Willoughby Contracting Company, Inc., the lowest responsible and responsive bidder, for the replacement of approximately 1,160' of 2" galvanized steel pipe / 2" unlined cast iron pipe and 1,150' of 6" unlined cast iron pipe with approximately 2,690' of 6" DICL pipe and related appurtenances; and 31 water services along Donna Drive and Handley Road located in the City of Gardendale, Alabama at a bid amount of \$454,059.80; plus estimated cost of materials and Water Board labor in the amount of \$172,160.54; for an estimated out-of-pocket cost to the Board of \$626,220.34.

Resolution No. 8754 is hereby adopted by unanimous vote.

Next, Director Ward made a motion to approve agenda item 3.4 and Director NeSmith seconded the motion. Director Munchus questioned why there were only two bids on this item. Assistant General Manager Murphy stated this was a due to a limited supply chain. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward, and seconded by Mr. Dalton NeSmith, that the Board hereby authorizes staff to award bids to the lowest responsible and responsive bidders; and authorizes the General Manager and/or the Assistant General Manager to execute contracts per Bid Specifications and Conditions on the following:

- 3.4 Dunn Construction, the lowest responsible and responsive bidder, for Asphalt HOT Mix for a one-year period, at an estimated out-of-pocket cost to the Board of \$1,576,284.60, as recommended by the Engineering & Maintenance Committee; and to authorize the General Manager and/or the Assistant General Manager to execute a contract per Bid Specifications and Conditions.

Resolution No. 8755 is hereby adopted by unanimous vote.”

Next, Director Ward made a motion to approve agenda item 3.5 and Director Munchus seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward, and seconded by Mr. George Munchus, that the Board hereby authorizes staff to award bids to the lowest responsible and responsive bidders; and authorizes the General Manager and/or the Assistant General Manager to execute contracts per Bid Specifications and Conditions on the following:

- 3.5 NVINT Services LLC dba Element Four, the lowest responsible and responsive bidder, for providing a Software-as-a-Service (cloud-based) solution which encompasses features to backup (copy), transmit, and store system and application data to a remote location for added security and automated retrieval of information, at an estimated one-year out-of-pocket cost to the Board of \$68,443.32.

Resolution No. 8756 is hereby adopted by unanimous vote.”

Following, the Board moved to the fourth item on the agenda, Request Board to exercise its bid option to extend a 12-month contract with Metro Mechanical, the lowest responsible and responsive bidder, for the HVAC Maintenance Agreement for services needed at the Main Campus, quarterly service for SCADA Cabinets, and Informational Technology Cabinets at all plant sites at an estimated out-of-pocket cost to the Board of \$54,254.00, per bid awarded January 15, 2020; and to authorize the General Manager and/or the Assistant General Manager to execute a signed bid extension contract, as recommended by the Engineering & Maintenance Committee; necessary to perform essential minimum functions of the governmental body. Director Huffman then made a motion to approve the item and Director Munchus seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Ms. Tereshia Huffman, and seconded by Mr. George Munchus, that the Board hereby exercises its bid option to extend a 12-month contract with Metro Mechanical, the lowest responsible and responsive bidder, for the HVAC Maintenance Agreement for services needed at the Main Campus, quarterly service for SCADA Cabinets, and Informational Technology Cabinets at all plant sites at an estimated out-of-pocket cost to the Board of \$54,254.00, per bid awarded January 15, 2020; and authorizes the General Manager and/or the Assistant General Manager to execute a signed bid extension contract, as recommended by the Engineering & Maintenance Committee. Resolution No. 8757 is hereby adopted by unanimous vote.”

Following, the Board moved to the fifth item on the agenda, Request Board to approve expenditures with Thompson CAT, a sole source provider, to purchase one (1) New Portable Generator (CAT XQ230), for use throughout the BWWB system, at an out-of-pocket cost to the Board of \$107,833.00, as recommended by the Engineering and Maintenance Committee; necessary to perform essential minimum functions of the governmental body. Chairman Mims questioned whether this agenda item was legit. The General Manager responded yes and stated the State of Alabama allows it. Director Munchus made a motion to approve the item and Director Huffman seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. George Munchus, and seconded by Ms. Tereshia Huffman, that the Board hereby approves expenditures with Thompson CAT, a sole source provider, to purchase one (1) New Portable Generator (CAT XQ230), for use throughout the BWWB system, at an out-of-pocket cost to the Board of \$107,833.00, as recommended by the Engineering and Maintenance Committee. Resolution No. 8758 is hereby adopted by Directors Mims, Munchus, Burbage, Huffman, Ward, NeSmith, Rice, and Henderson; and Director Blankenship abstained from voting.”

Following, the Board moved to the sixth item on the agenda, to approve two (2) scope of services agreements with CE Associates for the design and inspection of a water main replacement project located at Cumberland Drive and Somerset Drive in the Roebuck Community in the City of Birmingham for the replacement of 2" galvanized steel pipe at an out-of-pocket cost to the Board of \$146,451.00; and a water main replacement project located at Avenue I Ensley and Avenue J Ensley in the Central Park Community in the City of Birmingham for the replacement of 2" galvanized steel pipe / 2" unlined cast iron pipe, and 2" cast iron cement lined (CICL) pipe at an out-of-pocket cost to the Board of \$127,982.00; for a total out-of-pocket cost to the Board of \$274,433.00, as recommended by the Engineering & Maintenance Committee; necessary to perform essential minimum functions of the governmental body. Director Ward made a motion to approve the item and Director Munchus seconded the motion. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward, and seconded by Mr. George Munchus, that the Board hereby approves two (2) scope of services agreements with CE Associates for the design and inspection of a water main replacement project located at Cumberland Drive and Somerset Drive in the Roebuck Community in the City of Birmingham for the replacement of 2" galvanized steel pipe at an out-of-pocket cost to the Board of \$146,451.00; and a water main replacement project located at Avenue I Ensley and Avenue J Ensley in the Central Park Community in the City of Birmingham for the replacement of 2" galvanized steel pipe / 2" unlined cast iron pipe, and 2" cast iron cement lined (CICL) pipe at an out-of-pocket cost to the Board of \$127,982.00; for a total out-of-pocket cost to the Board of \$274,433.00, as recommended by the Engineering & Maintenance Committee. Resolution No. 8759 is hereby adopted by unanimous vote.”

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Following, the Board moved to the seventh item on the agenda, Request Board to review and determine to purchase or forego purchase of the structures and improvements on Lot 8 located at Inland Lake, per the recreational site agreement. The Board must exercise its right of first refusal within 90 days of receipt of the sales contract, which was March 3, 2021, at a price of \$250,000.00; as recommended by the Engineering & Maintenance Committee, necessary to perform essential minimum functions of the governmental body. The General Manager recommended the Board purchase said property. Director Munchus questioned whether the Inland Lake property fit in the Board’s strategic plan. The General Manager responded one of the functions of the strategic plan is for the Board to determine what it would like to do with all its properties. Director Ward made a motion to approve the item and Director NeSmith seconded the motion. Chairman Mims questioned why this agenda item is being brought before the Board when it was brought before the Engineering & Maintenance Committee on March 3, 2021. Assistant General Manager Murphy stated March 3, 2021 is the date the licensee submitted. He indicated the item had to go through a process which included attorney review. Director Blankenship questioned whether the Board knows all the properties it owns and if deeds are possessed. Director NeSmith stated if staff doesn’t have the documentation, he has it because he has worked previously for the Board for 25 years regarding property matters. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward, and seconded by Mr. Dalton NeSmith, that the Board hereby approves to purchase the structures and improvements on Lot 8 located at Inland Lake, per

the recreational site agreement. The Board must exercise its right of first refusal within 90 days of receipt of the sales contract, which was March 3, 2021, at a price of \$250,000.00; as recommended by the Engineering & Maintenance Committee. Resolution No. 8760 is hereby adopted by unanimous vote.”

Following, the Board moved to the ninth item on the agenda, Request Board to hear Division Reports; necessary to perform essential minimum functions of the governmental body. Assistant General Manager Iris Fisher presented the report for the Finance and Administration Division. Ms. Fisher stated the report is as of March 2021. She reported the number of active customers was 197,502. She gave an overview of the balance sheet indicating BWWB has \$1.2 billion in assets and over \$1 billion in liabilities; the operating net revenue available for debt service and paygo is over budget by \$1.4 million; expenses were over budget \$38,000.00, indicating the numbers for March were impacted by COVID-19; and net revenue over expenses is over budget \$1.3 million. She stated year-to-date net operating revenue is \$1.6 million over budget, which is attributed to commercial revenue being over budget. Net revenue is \$685,000.00 under budget. Ms. Fisher then gave an overview of the fees for Jefferson County for the first quarter of 2021. She stated BWWB billed Jefferson County \$3 million for the first quarter of 2021. She then gave an overview of the Large O & M variances indicating employee health care costs are \$90,000.00 under budget due to no large claims; contractor charges are under budget; paving costs are \$67,000.00 under budget year-to-date; power costs are \$140,000.00 over budget; chemical costs are \$56,000.00 under budget; and labor costs are \$62,374.00 under budget. She indicated some employees have left the organization due to becoming entrepreneurs during the pandemic. Costs will continue to be monitored. Director Blankenship left the meeting at 12:42 p.m. and returned at 12:42 p.m. Director Ward left the meeting at 12:42 p.m. Assistant General Manager Fisher stated consulting fees are down \$250,000.00. Director Rice left the meeting at 12:43 p.m. Subsequently, Ms. Fisher gave an overview of investments stating there were \$23.8 million in bonds and paygo had \$60.9 million in reserves. Directors Ward and Rice returned to the meeting at 12:45 p.m. Assistant General Manager Fisher stated \$22.6 million was not spent and can be used next year. Director Munchus questioned whether staff is considering bringing back on-call contractors. Assistant General Manager Murphy responded staff is reviewing that option. Assistant General Manager Fisher then gave an overview of HUB participation as of March 31, 2021. She indicated \$717,000.00 was spent on HUB consultants and \$1.6 million was spent with consultants; therefore, 43.7 percent was spent on HUB consultants. Director NeSmith left the meeting at 1:01 p.m. and returned at 1:03 p.m. Assistant General Manager Fisher then gave an overview of HUBs by category. Director Huffman questioned how many HUBs consist of black women. Assistant General Manager Fisher responded 4 percent. Assistant General Manager Fisher gave an overview of BWWB Employees and stated there is currently 62.8 open positions. She then gave an overview of HomeServe and stated there are approximately 26,000 customers signed up.

Next, Assistant General Manager Derrick Murphy presented the Engineering & Maintenance Division report. Assistant General Manager Murphy gave an overview of capital program projects; top 4 expenditures; the pipeline replacement program; and the distribution system performance. He indicated 1,200 leaks were repaired. He indicated COVID did not reduce residential development. He indicated the cities of Birmingham, Hoover, Pleasant Grove and Moody have the top residential developments. He gave an overview of the performance for the Electrical and Mechanical Department. Assistant General Manager Murphy then gave an overview

of security and a training program for conflict resolution. He stated there have been multiple occasions that crews have been approached in a threatening manner by the public. He stated there have multiple occasions where police reports were filed; which has led to police being onsite to provide security. He stated a metal detector had been installed in the Customer Service Lobby. Director Munchus questioned what the policy for employees being able to carry weapons is. The General Manager stated he would send the policy to Director Munchus. Assistant General Manager Murphy gave an overview of FY 2021 opportunities and challenges.

Next, Assistant General Manager Jeffrey Thompson presented the Operations & Technical Services Division report. Mr. Thompson gave an overview of the finished and raw water pumpage. He stated finished water is currently 1.9 percent above finished water for 2020. He stated raw water is currently 6 percent above raw water for 2020. He stated Inland and Purdy lakes are full. Director Blankenship left the meeting at 1:26 p.m. Assistant General Manager Thompson stated the rainfall is close to the long-term average. He gave an overview of raw water usage for industrial customers which is currently up. He indicated U. S. Steel is increasing production. He gave an overview of power and chemical costs. He stated power costs are currently 7.4 percent above budget and chemical costs are under budget. Director Rice left the meeting at 1:30 p.m. and returned at 1:31 p.m. Assistant General Manager Thompson gave an overview of the EnviroLab and indicated they conducted 28,000 tests on drinking water throughout the system in 2020. Directors Rice and Huffman left the meeting at 1:33 p.m. Assistant General Manager Thompson then gave an overview of the Industrial and Commercial Accounts.

Following, the Board moved to the eighth item on the agenda, Request Board to hear a presentation regarding the workflow and approval process for contracts and agreements; necessary to perform essential minimum functions of the governmental body. The General Manager stated more time would be needed to present this item and for the sake of time he recommended moving this item to an upcoming board meeting. Director NeSmith then made a motion to move this item to the first board meeting in June 2021 and Director Munchus seconded the motion. The following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Dalton NeSmith, and seconded by Mr. George Munchus, that the Board hereby tables hearing a presentation regarding the workflow and approval process for contracts and agreements until the first board meeting in June 2021. Resolution No. 8761 is hereby adopted by unanimous vote.”

Next, Director NeSmith then made a motion to adjourn the meeting and Director Ward seconded the motion. On a motion duly made and seconded, the motion was approved, and the meeting was adjourned at 1:39 p.m.

/s/
Ronald A. Mims
Chairman/President

Attest:

_____/s/
William Burbage, Jr.
Secretary-Treasurer