

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
May 23, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on May 23, 2019, at the American Legion, 190 N. Cache Street.

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum, were present. Carly Schupman, the District's bookkeeper was present as was Emily Hanner of Clearwater Operations. Homeowners attending the meeting were Lee Cutler, Ann Dwan, Arne Johanson, Maria and Worthy Johnson, Warren Machol, Alice Richter and Ila Rogers.

Kurt, serving as Chairman, called the meeting to order at 4:00 pm.

1. Review and approval of Board minutes of February 7, 2019 meeting.

Action: Kurt made a motion to approve the minutes as submitted. Latham seconded. The motion passed unanimously, 3-0. The minutes were signed.

2. Changes to agenda- Jim said that the agenda item numbers were wrong after #6. Also on the new #7, it should read "YTD April 30, 2019 actuals", not May 13. On new number 10, we are adding lot # 2-7A, so that the agenda item reads "Discuss and approve action/decision on homeowners of lots 2-7A, 2-8, 3-9 and 3-16."

Latham asked in Other Business to address Jim Knoke's request for the board to address the issue of the untidy Helm's construction site across the street from Knoke's residence. Ann Dwan asked about the cuttings along the easement on the Coosaia property. Kurt said he'd call the homeowner. Warren asked if under the proposed budget we could add a new item 11A on revenue collection.

3. Public comment on things not appearing on agenda- none

4. Status of WWDC application following Commissioner's 5/17 meeting in Cheyenne.

Jim said that our application to the WWDC was important as if approved; they would fund the completion of a master plan of our water system. We've had some work done by Jorgensen Engineering, and that's why the WWDC felt that our request would be a Level 2 request, vs. Level 1. A representative of the District was required to attend the meeting in Cheyenne. Jim said that our application was endorsed by the WWDC staff, and approved unanimously by the Commissioners. We have a WWDC engineer, Kevin Boyce, assigned to our project and he will be making a site visit in early August. Kevin has considerable experience on WWDC funded water projects in Teton and Sublette counties. Jim said that as this project moves forward to a Level 3, we could receive a State grant for 2/3 of the total project cost of the capital improvements. They can also assist in sourcing a long-

term fixed interest rate loan, if the District needs to go that route. Jim said there were a number of other municipalities represented, some were Level 1, some were Level 2, like Skyline, and a few were Level 3, which would be our next step.

5. Water line flushing plan for this summer- Emily Hanner, Clearwater Operations.

Emily said that with Skyline's four new fire hydrants, the main line would be flushed, for the first time ever, this summer. Emily said that Clearwater has a plan, indicating which valves need to be closed, in what sequence, to flush the lines. She said valves needed to be closed, so the water pressure can increase to a point where the water achieves "scouring" velocity in order to get the sediment out of the lines and out the hydrants. Emily has come out with a letter with a list of FAQ's to be sent to homeowners prior to the flushing. Jim asked if there are parts of Skyline that can't be flushed. Emily said yes, the 3 houses on west side of NW Ridge north of the tank are on a 2-inch main vs. a 6-inch main for the rest of NW Ridge, so that short section won't be able to be flushed. Also, Tanager cannot be flushed for the same reason. Also, Killdeer, again for the same reason. Latham asked about any concerns about flooding. Emily said that Clearwater would be using fire hoses and a diffuser to keep water away from people's landscaping and houses. Emily said that she hoped to have the flushing completed in a day. Emily said that since Killdeer, Tanager and the 3 homes on NW Ridge won't be flushed, perhaps this issue could be addressed by the WWDC. Jim said that the WWDC doesn't fund hydrants or meters; a better option might be the Teton County Conservation District, as they consider grants up to \$35,000 for hydrants. Warren asked Emily if a standing head could be installed, rather than a hydrant, as it could be a much cheaper alternative. Emily said yes, that was an option, or possibly just a flushing hydrant for those areas with the 2- inch lines. Three standing heads and/or flushing hydrants may do the trick for those 3 cul-de-sacs. Worthy asked how old are the meters and if there has been any thought to updating meters for remote reading. There's been thought given to this, but no decision has been made. The older homes, likely have older meters. Worthy asked if the District has a policy about replacing meters after a useful life. Jim said no, there is no such policy, new or recalibration. Jim said that Rafter J is budgeting \$25,000 a year for new remote reading meters, installed in phases in the 600+ home development. They have a process for quarterly billings, where someone drives around Rafter J, uploading the meter readings to software, which then prepares the billing statements. Worthy asked if the District recommends certain meters to homeowners so that overtime we have more compatible meters and more consistent readings. Jim said that we don't have an explicit recommended list of meters.

Warren said he talked with the Fire Marshal who said that another subdivision was receiving better insurance rates after the hydrants were installed for fire protection. Warren said that since we have so few, and the distances between hydrants are far apart, this would not be viewed as adequate for fire protection, and therefore lower insurance premiums wouldn't be possible.

On the project to inspect irrigation lines, to ensure they all have meters and back flow preventers, Emily said there is only a hand-full that she still needs to check, as it's been difficult reaching the homeowners. Those few names are highlighted in yellow and she gave the list to Jim to follow-up. Lee asked if we're taking the word of the homeowner, and the board said no, Emily is checking them all personally and thus far 5 have been found to be unmetered. In addition to unmetered irrigation lines Jim said that District has discovered 3 leaks, two small ones and one large on in a homeowners service line (before the meter, but after the curb stop). Once these 3 have been repaired, comparing well production from December 26, 2018- May 15, 2019 for the same 140 days with the prior year, the well were producing some 14,000 gallons per day **less**, or 5.1 million gallons per year.

6. Review correspondence/docs presented by Carly- Carly mentioned the \$1,923.43 credit we have with HD Fowler. Emily thought it had to do with extra hydrant parts, which we sent back for a credit. Carly asked about the letter we received from Clearwater increasing their hourly rate from \$50 to \$65/hour and whether that requires a motion. Jim said that it does not, as the basic contract for the water testing remains unchanged and that's what the board approved last year. Other activities outside the scope of the contract, such as the irrigation and curb stop project, the hourly rate is increasing to \$65/hour. This change will be incorporated in the budget. Ann asked if homeowner water usage is made available. Jim said that we haven't, but it is available. Jim said that Warren got it from the County last year, as he (Jim) had mistakenly thought it was personal information. It clearly isn't so it can be made available, if requested.

Emily said that our nitrate test required by the EPA came back very low, which is very good. 2019 will be a bigger year for required testing.

7. Review FY Amended Budget vs. YTD 10 mo. 4/30/19 actuals.

Jim said that we are well within our amended budget and it looks like we'll end up the fiscal year within the budget. A couple of items are at the limit, like snow removal, but we're not expecting any more snow. Jim said this was the last year of our 5-year fixed contract, and we'll need to negotiate a new contract for next winter. We'll be issuing an RFP for this contract. Ann asked about snow blowing vs. plowing. Kurt said that Wyoming Landscaping primarily does blowing, but we'll be sending out our RFP to everyone.

8. Review Treasury Report, pay bills, A/R's

The invoices were reviewed and Kurt made a motion to approve them. Jim seconded the motion, which carried 3-0.

9. Approve letter to homeowner of lot 3-24 re unreported and unread irrigation meter

Jim said that this was the homeowner where Emily discovered a metered irrigation line, located in a different room from the main house meter, and hadn't been read.

The reading at the time of Emily's visit was 7.9 million gallons. The main house had been built in 1978, and the current homeowner had purchased the house in 2013. The meter reading had never been reported by, either the current, or prior owners. Jim presented a draft letter to the homeowner for Board consideration, dividing the 7.9 million gallons by 40 years, which resulted in an annual estimated usage of approximately 198,000 gallons. Applying that annual usage to the prevailing rate/1000 gallons for each of the six years between 2013-2018 resulted in an amount of \$1327.96 due to the district. Additionally, Jim recommended the District estimate 200,000 gallons for irrigation purposes for the current FY 2019-20 budget cycle. Kurt said that in this particular case, this happens to coincide with the 3 year look-back the District decided upon 3 years ago (2015) so people who had misread their meter by a factor of 10x, i.e. those having a fixed zero, were limited to a 3 year look-back to 2013 for determining an adjusted payment due to the misreading. Kurt recommended we use this look-back to 2013 for the other 4 no irrigation meter situations.

Jim made a motion to approve the draft letter and send it to the homeowner. Kurt seconded. Kurt asked if there was public comment. Ann Dwan asked, since the homeowner is not a full time resident, if there could be a leak in the service line somewhere else on the property. Kurt said there was a break a year before on the property. Warren asked if the break was in the service line, and Kurt said it was in the line, between the curb stop and the meter.

Warren said that he understands the need to true everyone up to a point in time, but his question is what is the usage rate and is that rate fair. These are separate issues and that the issue of truing everyone up is great to a certain point in time. Warren said that the rates used in the past essentially resulted in the higher water users funding the reserves, so the question remains, are the rates fair. Kurt said going forward with our involvement with the WWDC, reviewing our water rate structure would be part of the study.

There being no other public comment, Kurt called for a vote to approve and send the letter, which passed unanimously, 3-0.

10. Discuss and approve action/decision on homeowners of lots 2-7A, 2-8, 3-9, and 3-16 regarding unmetered irrigation lines discovered by Clearwater Operations.

Jim recommended that for these four homeowners and the 3-24 homeowner previously discussed, that the District use a 200,000 gallon irrigation usage number as a placeholder for FY 2019-20 for billing purposes. Lee Cutler commented that these are nothing more than a blatant bypass of metering for irrigation purposes and is the District going to slap wrists or refer them to the County Attorney. Kurt responded that we're going to do the same thing as we did for people that misread their meter; we're going to grant them some grace, with a look back to 2013, and go forward from here.

Jim made a motion to place a 200,000-gallon irrigation usage number, which will be a placeholder for budgeting water usage charging purposes for FY 2019-20 for these 5 homeowners who have unmetered and unreported irrigation. Kurt seconded the motion and asked for public comment. Warren asked if the rates that will be used going back would be the applicable rates in place in those years. Kurt said that the rates for the look-back period will be those charged at that time but the actual usage will be based on the reported usage during this next fiscal year.

Warren made the comment that the treatment for lot 3-24 is different for the others, and to be consistent, the board may wish to treat lot 3-24, exactly like the other 4. After considering Warren's suggestion, the Board felt that that was a more consistent approach to all 5 and agreed to retract the previously approved letter.

Jim will draft a letter to all 5 homeowner's addressing the 200,000-gallon placeholder and the 6-year look back to 2013, and highlighting the rates in each of the year between 2013-2018.

Ann Dwan asked what if someone contests this. Jim read from the Water Service polices for FY 2017-18 and FY 2018-19 which clearly alerted the homeowner's that irrigation lines must have a meter and back flow prevention device and that fines may be imposed by the district beginning FY 2018-19 for any irrigation lines which are discovered to be unmetered. Even with a one-year "grace period", not one homeowner raised their hand to ask for their irrigation line to be checked which was offered by the District. Emily, going to each property in Skyline, discovered all.

11. Review and approve initial proposed FY 2019-20 Budget

Before getting into this agenda item, Kurt asked Warren about his initial question at the beginning of the meeting about revenue collection. For the benefit of the new homeowner's in attendance, Warren summarized the changes in water last year, specifically the increase in water maintenance to \$475/year plus the estimated usage at the rate, all on the property taxes, rather than being billed quarterly. Warren was specifically referencing the YTD actual financials off to the side of the proposed FY 2019-20 budget, copies of which were handed out to the attendees by the Board.

Jim said that since we made the change to putting everything on our property taxes, revenue collection is done by the Teton County Treasurer each May and November and when payments are made to TC by property owners, Skyline receives a credit to it's account. Our last credit was May 13th for approximately \$13,000, and we should receive another credit by the end of May. Jim added that in the event of infrequent delays in payment of property taxes, these tax IOU's are sold to investors as interest accrues at 1.5% per month until the homeowner makes payment. When the investor buys the paper, the proceeds go to the Teton County Treasurer and then credited to Skyline's account. Jim stated that under the old system where we billed quarterly based on quarterly meter readings, considerable time was spent at board meetings discussing who hadn't provided meter readings and who hadn't paid their invoices. It was an account receivable nightmare. For the benefit of the new

Skyline homeowners attending, Jim said that up until 2017, lot owners (with no home) never were required to pay the water maintenance charge, as they were never hooked up to water. Beginning in 2017, lot owners were charged \$300/year like all other Skyline owners. This was raised to \$475 in 2018, as the previous amount hadn't been changed in almost 20 years, so we brought it up to current dollars. This was also placed on the property taxes. Road assessments have always been on property taxes, and lot owners paid that as well. FY 2018-19 was the first year that both water and road were on the property taxes. In this current fiscal year, there were 3 homeowners who had outbuildings with separate curb stops and hook-ups and the District refunded \$475 for the second hook-up for each of the homeowners based on the fact that if the homeowners had known about this second charge years ago when they built their outbuilding, they would have done things differently.

The only thing that is different this year in the preparation for next year's budget is that we have to compare each homeowner's actual usage for this current fiscal year (based on meter readings) with the estimate used in the FY 2018-19 budget which was based on each homeowners usage over the previous 12 months (i.e. in FY 2017-18). If homeowners used less water than the estimate, they will receive a credit towards next year's (2019-20) usage estimate. If they used more than estimated, they will have an additional charge for that excess added to their estimated usage. It is a laborious process that took one day to complete.

Warren asked questions relating to the District's YTD May 23rd actual P/L specifically around the water related revenues, and water related expenses, such as Contract Labor Water Contingencies of \$42,400 (leak repairs), Water Capital Improvements 2019 of \$51,573 (purchase/installation fire hydrants), and the Water Infrastructure study of \$8,341. These three items total approximately \$101,000, which is close to the budgeted transfer of \$111,000 from water reserves.

With regard to variable expenses, Jim suggested we proceed in discussing the proposed budget as that may address additional questions.

(Emily Hanner of Clearwater Operations left the meeting)

Referring to the proposed budget, Jim said that certain budgeted revenue and expense categories are color-coded for ease of reference and that there will be a change from prior year's methodology. Turning to the Road budget, Alice Richter asked why with her lot #4-3, which is under conservation easement, does she have to pay the additional \$475 water maintenance charge, as the property will never be built upon. Kurt responded that as there's a curb stop there, you might decide it irrigate in the future for horses, cattle or fire suppression reasons, and it's a readiness to serve fee payable by all vacant lot owners, weather they will ever build on it or not, or ever irrigate it. It's available to irrigate it if you want.

Alice said that the previous owner put it into her will that the lot should never be build upon and donated it to the JH Land Trust. She, and other adjacent lot owner's, were given the opportunity to buy it, and she did. Kurt added that he had talked

with counsel in the past, and it's possible that someone in the future could buy out the conservation easement down the road. Kurt said this has been tested and it is a possibility.

Alice asked about the torn up asphalt towards the end of Meadowlark and the dirt and winter snowplowing debris that was moved onto her lot. Kurt and Jim agreed to look into both, as they were unaware of this.

Lee Cutler then asked that since Skyline only has one point of ingress and egress onto 22, from the standpoint of emergency preparedness, should consideration be given to putting a road through lot 4-3 to provide a potential 2nd way out. Lee said this should be studied. Kurt said that there are other options. Alice, the lot owner, firmly stated that that wouldn't happen through her property.

The discussion finally turned to the proposed budget for FY 2019-20. Jim first discussed the breakdown in road expenses and explained the changes which are summarized below:

1. Certain expense categories, such as bookkeeping services, liability insurance, website administration, professional fees, postage, office supplies and advertising are being treated as common overhead expenses, totaling \$13,035 and will be allocated to all lot owners equally on a 1/90 basis. Previously these expenses were allocated between East and West homeowners based on linear feet of roadway, specifically 35.7% and 64.3% respectively.
2. Road expenses such as road maintenance and snowplowing and funds set aside for future road chip seal and road overlay projects continue to be allocated between East and West based on linear feet of road way.
3. The large increase in the snowplowing estimate is that our fixed multi-year contract with Evans Construction ended this year, and an RFP will need to be issued for subsequent years plowing. The \$25,000 budgeted number, which is an increase for our previous contract of \$16,605 is provisional at this time.
4. Overall, because of the planned increases in these road expense components, road assessments for everyone will be increasing for FY 2019-20.

Turning to the budget for water and specifically the color coded cells, those in orange, totaling \$23,335 are those water related expenses that have to be done regardless of water usage, i.e. not only water's allocation of overhead (bookkeeping, professional fees, equipment insurance and those other similar shared overhead expenses with road) but also Clearwater's contract (general water operations), and water quality expenses. These common water expenses, are divided equally among all 90 lot owners and 1 ARU, and comes to \$256.43. This is included within the current water maintenance charge of \$475, but by looking at this with more granularity, and decoupled from other types of water expenses, we can better see when an increase may be needed in the water maintenance charge.

Turning to the expense cells in yellow, the sum of water depreciation and water capital improvement totals \$19,890, which corresponds to the number in the revenue line. Allocating this equally as the above results in \$218.57 per lot/ARU owner, which is also within the existing \$475 maintenance charge.

Turning to the budgeted \$10,000 transfer from Water Reserves, this funds the planned 2019 capital improvements specifically placing protective bollards around at least two hydrants, and a replacement of an exceeding tall hydrant with a smaller one on Meadowlark. Warren mentioned that the valve at the top of NW Ridge and Tanager where the bollard has been bent over by a snowplow and some simple maintenance before next winter would help protect the valve. Jim said that he, Kurt and Latham and going to drive Skyline and note down things like this that need attention.

Referring to the water system user fees of \$28,100 on the revenue line highlighted in purple, Jim said that this is the sum of \$5,100 Contract labor water contingency, \$20,000 for repairs/maintenance water, and \$ 5,000 for utilities, which totals \$30,100 and then reducing that by the \$2,000 in budgeted interest income which is principally generated from water reserves. The \$20,000 in repairs is a roughly a 5-year average of the repair costs, which are essentially leak repairs.

Warren asked why the \$20,000 in maintenance and \$5,100 in water contingency aren't shared on a per lot basis rather than in the base water rate. By way of example, Warren used a home that is unoccupied for part of the year and the line breaks in front of the house, why do the water users pay for the repair of that break?

Jim replied that the board has decided that these water expense items are going to be funded through water usage fees, which in this case, using the estimated water usage of approximately 21 million gallons results in a water usage rate for next year of \$1.30/1000 vs. the current \$1.40/1000.

Warren repeated the question for the public record "Why do water users have to pay for the repair of the water line in front of a house..." again using the example of a house only occupied for two weeks a year, and the water line breaks, why do the water users pay for that repair? Warren's view is that each lot should pay for its share of the water line repair expenses on a per lot basis, other than those repairs that may be the homeowner's individual responsibility. Warren said that these line repair expenses should be shared on a per lot basis just like road maintenance assessments.

Jim disagreed stating there is no usage fee applied to roads whereas we do meter water usage. Warren's questioned again, what should be a meter usage funded cost expense and what costs should be allocated on a per lot basis? Warren said that it is clear to him from the cost breakdown, costs related just to the production of water are utilities of somewhat less than \$5,000 and all the other expenses charged (in the water user rate) is a subsidy from one group, the water users, to non-water users.

Kurt said that the Wyoming Water Development Commission (WWDC) would look at the water rate in its comprehensive study of our water system. They've looked at water systems all over the State and we'll look at their recommendations.

Warren said the other problem as he sees it is that the water reserves have been paid in by the high water users and that until a couple of years ago, the lot owners (w/o house), haven't paid anything into the reserves at all. Kurt replied that there is now an explicit hook up fee for those lots when they do hook up. Warren replied that since they haven't paid anything for 20 years, except for only recently, they haven't participated in the reserve buildup.

Arne Johansen commented that these maintenance expenses are operating expenses and including them in determining the usage rate is a legitimate way of allocating expenses.

Jim asked the new Skyline homeowners their view, having relocated from Indian Springs.

Ann Dawn stated that a repair to the water line, being a common system, the cost should be shared equally.

Worthy Johnson stated that in the ISR, two wells pump water up to a storage tank on Boyles Hill. Leaks were found in the line from the storage tank to houses using that system. The cost was shared by 14 homeowners, even though the leak was beyond their own house. Everyone who used the system paid equally. Jim asked what the ISR's water rate is and Worthy couldn't recall, but thought that water costs were split pretty much equally, but also said the ISR wasn't metered.

Lee Cutler asked a question about when the First Filings asbestos concrete pipes would be replaced. Jim said their working fine and Kurt said that NYC has had asbestos concrete pipes for 60 years. Further Jim said that the WWDC didn't seem to be particularly concerned about it when he mentioned it to them.

Warren wanted some justification on the allocation between the components. He also believed one of the components should be the administrative cost and effort of collecting all the information for billing purposes and go to a system like ISR's which is a flat fee, as there's an overhead component not being taken into account. Warren said that in his view, Skyline's approach on water usage is a justification to rationalize a revenue collection model.

Warren wanted something from the Board that this methodology is appropriate, fair and equitable. Jim replied that charging these expenses on a per lot basis is not fair and equitable. Kurt added using the example of the highest water user in Skyline who uses approximately 11% of Skyline's water production, that this is why the water usage fee is based on usage and not on a lot basis. If a home uses 100 times

more water than a low water user, they should pay a proportional share of water maintenance costs. That is fair and equitable.

Kurt made a motion to approve the proposed budget, Jim seconded and Kurt asked for any additional comments before calling for a vote:

- Latham said he believes that Warren has some fair points about the allocation of overhead allocation as we go forward in the budget process between fixed and variable to ensure we're being fair and equitable.

- Arne said that the issue is not between fixed and variable but operating costs vs. capital expenditures so it's an accounting question.

- Warren said it's a revenue collection issue.

There being no other comments, and with a prior motion and a 2nd having been made, Kurt called for a vote and the motion passed unanimously 3-0.

12. Update on Emergency Preparedness Committee- Arne Johansen

Arne said that the 1st meeting of the Committee, consisting of 5 homeowners has met and they'll be working closely with the TC Emergency Management Office for major event. However, the Committed will also be focusing on our things that assist our emergency responders such as readable street signs and house numbers.

Work-in-process:

- 1) Street signs- still being considered as Jackson Hole Signs has advised that re-facing and repainting our existing wooden street signs would not be cost effective, due to the poor condition of the signs.
- 2) Building code information on house numbers will be made available to homeowners, so that individuals can go forward as they wish.
- 3) He's advised Emily Hanner of Clearwater of the Fire Departments request to test our hydrants.
- 4) Another focus will be to look at a fuel reduction (reduce deadfall) effort around Skyline, and Arne highlighted 3 programs for fuel management.
 - a. A matching grant up to \$3,000/property owners from the Teton Conservation District Office for doing fuel reduction programs on properties. This would follow a free inspection by the TCCD of the homeowner's property and the exterior perimeter of the home.
 - b. Another program grant would fund the rental of a chipper for a community event (one day) of chipping all deadfall and cut branches, which the homeowner brings to the roadside.
 - c. Another TCCD grant is available of a fuel reduction program along road right-of-ways.

At the July board meeting Arne will have information available on the free home fire assessment and will study further the fuel management program along road right-of-ways.

In a discussion about fires in Skyline, Arne said that the Fire Marshall said the highest risk of fire is from up the slopes from the wells, from the west.

13. Discussion of possible gas line extension & fiber optics- Worthy Johnson

Worthy said that 18 months ago the Board sent out a gas line questionnaire to the 48 lot owners in the balance of Skyline beyond the First Filing. There is a gas line in the First Filing. Eleven of 21 responses were positively inclined to consider this, but the problem was that only 21 responded out of 48.

Worthy proposed that another survey be sent out asking everyone to reply again regarding his or her interest in trenching for a gas line and fiber optic cable conduit, so fiber optic cable can be pulled if we want it later.

Regarding the expense of this, we first have to get everyone to respond so we know how many of the 48 would be interested in this. Worthy read from an email sent by homeowner, Carol Linton, to the board offering her views on the merits of the gas/fiber availability from the standpoint of home values. Worthy said that ISR did this 12 years ago, just about the time LVE was putting in natural gas lines. At that time the ISR HOA approved the extension of the gas line to ISR's 48 lots at a cost of about \$4,500 per lot owner. There was an additional cost of \$2/foot for the fiber optic and the HOA funded that from reserves.

Worthy asked if the board would send out a second survey that he'd prepare, and that he'd personally follow-up with the slow responders to we get a 100% response rate for the survey.

The Board agreed.

As we had run over our time for our American Legion, the review of board objectives and other business was tabled and the meeting was adjourned at 6:35pm.

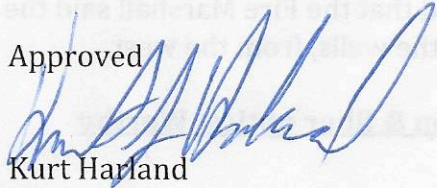
The next board meeting will be on June 13th at 138 N. Cache

Respectfully submitted

James Lewis
Secretary

Approved

Kurt Harland
Chairman



Approved

Latham Jenkins
Vice-Chairman

