

**MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 6/23/2022**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting in-person and virtually on Thursday, 6/23/2022, at the Beaufort-Jasper Water & Sewer Authority Administration Building. This meeting met the notice requirements of, and was properly constituted pursuant to, Chapter 4, Section 30-4-80(A) of the Code of Laws for South Carolina, 1976, as amended, commonly known as the “Freedom of Information Act”.

**ATTENDANCE**

Members of the Authority: Chair Jimmy Baker; Vice-Chair Greg Padgett; Secretary/Treasurer Donna Altman; Michael Bell; Lorraine Bond; Andy Kinghorn; Thayer Rivers; Jerry Schulze; David Strange; Dr. Bill Singleton-virtual; Rob McFee-absent.

Leadership: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager-virtual; Brian Chemsak, Chief of Plant Operations; Kenneth Frazier, Chief of Technical Services; Beth Lowther, Chief of Finance & Support Services; Linda Tillery, Chief of Customer Care; Becca Bowyer, Directors of Engineering; Pamela Flasch, Director of Public Affairs-virtual; Andy Mattie, Director of Field Operations and Military Programs; Steven Pecko, Finance Manager; Jeremy Sponseller, Capital Program Manager; Jon Torrescano, IT Manager; Libby Breland, Executive Assistant/Clerk to the Board.

Legal Counsel: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA

Beaufort County Council Liaison: Councilman York Glover-virtual.

Guest: David Karlyck, Carolina Engineers; Heath Duncan, Ward Edwards Engineering; Mike Hughes, Thomas & Hutton.

**CALL TO ORDER**

The meeting convened at 8:00 a.m., Chair Jimmy Baker presiding.

**TELEPHONIC STATEMENT**

“I, Jimmy Baker announce that a quorum for this Meeting is physically present and *Dr. Bill Singleton*, IS ATTENDING THIS MEETING TELEPHONICALLY.”

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Chairman Baker gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

**PUBLIC COMMENT**

Chairman Baker read into record the following statements:

Public Comments may be submitted electronically by emailing your comments to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org). Advanced Comments will be accepted up to 1 hour prior to the

scheduled meeting start time and shall be limited to three (3) minutes or 390 words. All Advanced Comments will be provided to the Chair and read aloud for the record during the initial Public Comment period.

Public Comments may also be submitted throughout the course of the meeting. Those comments should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair and read aloud.

---

He then asked for advanced comments at this time. Clerk to the Board, Libby Breland reported no comments were received in advanced.

Chairman Baker recognized and welcomed the public and Councilman Glover for his attendance virtually.

David Karlyck, Carolina Engineers; Heath Duncan, Ward Edwards Engineering; Mike Hughes, Thomas & Hutton, gave public comments regarding, agenda item under new business, the Development Policy and Procedure Manual Update.

**RECOGNITION OF BRANDY M. GRAY FOR HER 18 YEARS OF SERVICE TO BJWSA**  
Chairman Baker presented Brandy Gray with the traditional “BJWSA Water Meter Plaque” and read a “Resolution” recognizing her service to the Board. Of many accolades, Brandy was recognized for her expertise and leadership she brought to many non-profit organizations in the community and as being the “first woman” to serve as chairperson. The Members then gave sincere remarks.

**APPROVAL OF MINUTES**

**Motion:** Moved by, Greg Padgett, seconded by, Lorraine Bond, to approve the minutes of the 5/26/2022 regular board meeting as written and distributed in advance to the Members of the Authority. No corrections were noted,

**Vote:** All voted in favor, none opposed,

**Motion:** The motion passed 9-0.

(8:23 a.m.)

**EXECUTIVE SESSION**

**Motion:** Donna Altman moved, seconded by, Greg Padgett, to go into executive session for the purpose of Attorney-Client privileged information and Legal Advice pursuant to SC Code Ann. Section 30-4-70(a)(1)(2); regarding: 1. McCasky Claim, 2. Pending Employment Claim, 3. Compensation.

**Vote:** All voted in favor, none opposed,

**Motion carried. 9-0**

*Chair Jimmy Baker, excused all persons from the meeting. Legal counsel, GM remained for executive session for the legal briefing.*

(8:51 a.m.)

## **RECONVENE**

**Motion:** Andy Kinghorn moved, seconded by, Lorraine Bond, to reconvene regular session,

**Vote:** All voted in favor, none opposed,

**Motion carried. 9-0**

## **ACTION ITEMS OCCURING FROM EXECUTIVE SESSION**

None.

## **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

### **Asset Management**

1. Chelsea Pump Issue – On June 2 and 3, the Chelsea plant experienced some power fluctuations that resulted in damage to several pumps, thus temporarily reducing overall plant capacity. Water Operations and Tech Maintenance worked together to fix these issues as quickly as possible and maintain normal operations. Due to the reduction to our daily capacity, we did ask customers to curb some of their non-essential water usage until we were able to complete a permanent fix. The team worked hard to complete the fix and bring the plant back to full capacity.
2. St. Helena Hydrant Failure – An After Action Analysis was completed by Field Operations regarding the hydrant failure that was discussed during the community meeting held on May 18. The report confirmed that the hydrant had been forced in the closed position, rendering it inoperable. It is unknown when this occurred or by whom. We do know that a flow test was last performed on June 16, 2021 and the hydrant operated properly. We also reviewed vehicle tracking records over the past 12 months to identify any BJWSA staff that would have been in the vicinity of the hydrant. There were two stops at the hydrant location however both were related to utility locate tickets. We have identified a list of action items, including establishing a working group with local fire departments to meet regularly and ensure consistent practices and areas for improvement, establishing a marking system to identify when last inspected, evaluating tamper resistant options and evaluating how to make hydrants more visible from the roadway.

### **Workforce Investment**

3. Safety Report – This month we completed 349 Take Twos and 65 Safety Talks. We close out May with 25 days or 27,211 safe work hours since our last preventable lost workday case. June is National Safety Month, many thanks to our Safety Specialist, Tracy Orphanoudakis for providing weekly fact sheets and informative material to all of our employees.
4. Recent Promotions – We are pleased to announce the following employees who were promoted this month:
  - Nathan Baez – Water Operator III
  - Dominick Bernstein – GIS Analyst I
  - Michael Mirolli – GIS Analyst I
  - Patrice Moore – GIS Manager

### **Preparation for Change**

5. Strategic Plan Update – Final draft of the new Strategic Plan is on the Board agenda for approval. Many thanks to all who participated in creating this document.
6. COVID – We have seen a recent uptick in cases over the past month. We will continue to monitor and adjust as needed.

### **Organizational Excellence**

7. NACWA Communications Conference – Pam Flasch attended the National Association of Clean Water Agencies Strategic Communications Workshop in Milwaukee. The workshop focused on effective utility communications outreach, building a utility brand and voice, improving internal employee communications and developing appropriate benchmarks for your communications program.
8. ACE – BJWSA was well represented at the recent American Water Works Association Annual Conference held in San Antonio. Our two water treatment facilities were recognized by the Partnership for Safe Water Program, Chelsea received the 20-year Director's Award and Purrysburg received the 5-year President's Award. These awards are presented annually to utilities achieving high quality performance and a demonstrated commitment to plant optimization. The BJWSA Tapping and Hydrant Hysteria Teams represented the state of South Carolina and did extremely well during their first time competing at ACE. The tapping team of Nate Goodwin, Rob Lemieux and Darius Witte finished 8th out of 25 teams and the Hydrant Hysteria team of Justin Burke and Hunter Murray, were national runners-up capturing 2<sup>nd</sup> place. Congrats to both teams and Coach Ken Hanna!
9. Duke Water Innovation Leadership Development Program – I am pleased to share that Tricia Kilgore was selected to participate in the subject program, developed by the Duke University, Nicholas School of the Environment. The program is designed for participants to further their leadership capacity, grow their network, and be empowered to embrace new practices and implement innovative, equitable solutions to water infrastructure challenges.

### **Customer Satisfaction and Engagement**

10. Jasper County Polling Location – The Jasper County Board of Elections utilized the BJWSA Community Room as a polling location during the June 14 election day.
11. Bluffton Community Meeting - A Community meeting was held at the Buckwalter Recreation Complex in Bluffton on June 21 to discuss proposed tank sites for a new water storage facility. Becca Bowyer gave an overview of the two sites currently under consideration and fielded a number of excellent questions from the residents that attended the meeting.
12. Savannah Engineering Academy - The Savannah Engineering Academy is a week-long day camp for rising juniors and seniors in local high school to learn about engineering from engineers. Each day focuses on a different engineering discipline with presentations, field trips, and hands-on activities. On Monday, June 6, during Civil Engineering day, Tricia Kilgore led the Fabulous Filter activity where students designed and assembled water filters with sand and anthracite and competed for the lowest turbidity. 25 students participated in this

year's academy. During the rest of the week students learned about electrical engineering, coding and robotics, coastal engineering, ports and supply chain, mechanical and chemical engineering.

➤ **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:

1. **NACWA Strategic Communications H2O:** June 6, I was part of a panel at the NACWA Strategic Communications H2O conference in Milwaukee. The *good* news coming from other communicators across the country is that we are not alone. The *bad* news is also that we are not alone. We are all committed to ensuring our customers look to us when they need information about us. But in today's ever-evolving communications climate – earning, building and maintaining trust is a constant concern. As I told them, “What was once ‘hurricane mode’ (continuous engagement and reassurance in the midst of massive misinformation and disinformation) has become ‘every day or post-pandemic mode’.” As we move toward a more customer-friendly website, that reassurance and trust will be a key theme.
2. **2022 Irrigation Program:** We are in the heat of the 2022 irrigation program, having met with numerous stakeholders from the landscaping and HOA sectors. We had a very productive meeting with Sun City's Community board last week and will record a Zoom meeting for their residents July 1. Other meetings include those with landscapers and additional HOAs.
3. **Focus Groups:** Our two in-person focus groups are set for Saturday, July 23, with a virtual option planned for Tuesday, July 19. EMG consultants will gauge awareness of the EyeOnWater and Irrigation Campaign, as well as measure customer service and communications to provide data to compare to last year's survey. We will follow up with a report to the board in September or October.
4. **Website Refresh:** We are completing the last few interviews with prospective agencies for the website refresh, and that project will begin in the first half of FY23.

## COMMITTEE REPORTS

***Report of the Executive Committee.*** Committee Chair Jimmy Baker stated that the Executive Committee did meet telephonically and discussed the following: 1. Development Policy and Procedure Manual Update, and 2. Compensation Budget Item.

***Report of the Capital Projects Committee.*** Committee Chair Andy Kinghorn reported that the Capital Projects Committee met on 6/15/2022 and reviewed the status of the Capital Program and Development Activity. A summary of noteworthy projects was included in the Board Packet. Some projects of note:

## Developer Report

1. Capacity fees collected in May totaled \$2,615,802.17; Capacity fees Year-To-Date are \$20,772,237.93; In May there were 13 pre-cons, 8 Service Authorizations, 167 water taps and 160 sewer taps.

## CIP Project Highlights for May

2. Purrysburg WTP Expansion to 30 MGD (CIP-1366) – Final plans were to be submitted to DHEC and Jasper County June 15, 2022 to finalize permitting that meets the floodproofing requirements.
3. Hwy 170 36-inch Water Main Extension (CIP-1696) – We are moving forward with the original alignment of the water line along HWY46. There will be a contract amendment in June for Brown and Caldwell and a Change Order for construction contractor JH Hiers in the future.
4. Miscellaneous WW Pump Station Replacements (CIP-1807) – The first phase of work with BRW is being closed out. Comments were sent to the design engineer to incorporate into Bid set for the remaining work.
5. North Street Transmission Main/Bluffton Pkwy (CIP-1927/2224) –
  - Bluffton Parkway - Pipe installation is progressing. The Hampton Lake entrance is under restoration. Ruby has two crews working toward Buckwalter PKWY and will likely reach the stopping point of the Bluffton GMP, this month.
  - North Street - The Spanish Moss Trail was opened on May 13, 2022. Work has resumed along North Street east of Ribault Rd.. approaching the Bay/North/Hamar intersection.
  - Buckwalter Tank - We continue to evaluate parcels for the tank site. There is a Public Meeting on June 21, 2022 to solicit feedback from the surrounding community.
6. CP19 and CP67 Upgrades (CIP-1970) - This project has grown in scope and level of effort needed from the consultant. This scope change includes additional permitting efforts, easement efforts and inspection effort. The Contract amendment will be discussed at the June meeting.
7. Point South Sewer System Rehab (CIP-1990) - Major construction/rehabilitation efforts are complete and project will begin the closeout process.
8. Galvanized Water Line Replacement Program Phase II (CIP-2185) –
  - Hardeeville Area - Remaining streets include Church, Sanders, Williams and Eugenia St.
  - City of Beaufort – Final pavement restoration and punchlist inspection remain.
  - Port Royal Area – Remaining Streets include Morning Mist, Cypress and Parris Island Gateway

9. Well House Rehab – Bluffton 4 and Bluffton 6 Wells (CIP-2271) - Project is nearing completion.
10. Palm Key WWTP Liner Rehab (CIP-2277) - Project is nearing completion.
11. SP01 Sanitary Sewer System Rehab (CIP-2280) - Construction and rehabilitation activities are currently underway. CCTV to be performed on Savannah the Hwy week of June 13<sup>th</sup>.
12. Biosolids Master Plan (CIP-2286) - Hazen is preparing a memo to summarize the study results.

**Activity for Board Approval**

13. FY23-25 Capital Plan Update.
14. One Purchase Order Amendment is being presented to the Board under New Business and one Purchase Order Amendment is being presented in the Board Agenda for approval under the Consent Agenda.

***Report of the Finance Committee.*** Committee Chair Donna Altman reported that the Finance Committee met on 6/16/2022 and submitted the following report:

1. Call Center Metrics: The committee reviewed and discussed the call center metrics. The average call wait time was 52 seconds and the abandonment rate was 4% in May. The total number of installed Beacon meters is 67,300. United Way assisted 13 customers for a total of \$2,782.18. The number of Eye on Water Users is currently 12,509 or 23%. The number of Constant Consumption users is currently 2,924. On May 12, the Call Center hit an all-time low of 7 seconds for speed of answer. Also, the Community Room was a polling place for the Jasper County election on Tuesday, June 14<sup>th</sup>; 68 voters voted at our location.
2. IT Update: Jon provided updates on various IT projects that are set to complete by the end of FY22. The access cards have been received and IT is working with the vendor to begin installing the new equipment.
3. Sustainability Update: The sustainability metrics were reviewed by the committee. The solar lease has been approved by South Carolina Office of Regulatory Staff (SCORS) and BJWSA will be meeting again this month with Palmetto and Central Electric to revise documentation for the tax credit.
4. O&M PO Approvals: The committee discussed and approved a Purchased Order to Advanced Utility Systems for CIS Annual Maintenance Support in the amount of \$118,134.26 and a Purchase Order to Mission Communications for annual SCADA communications maintenance in the amount of \$165,087.70.
5. 3-Year CIP Update: Becca provided an update on the 3-Year CIP Plan.

6. **FY2023 Budget Information:** The committee discussed the draft FY23 O&M Budget. The budget calls for operating and non-operating revenues of \$86,515,500 and operating and non-operating expenses of \$81,193,085. No customers attended the public hearing that was held on Wednesday, June 15<sup>th</sup>.
7. **FY2022 YTD Financial Information:** The committee reviewed the YTD FY22 financial information. Total operating revenues are \$292 thousand under budget, while total operating expenses (including depreciation) are \$2.7 million under budget.
8. **Miscellaneous:** Becca provided updates on the Developer Policy and Procedure Manual and Joe shared an update on the Strategic Plan.

***Report of the Personnel Committee.*** Committee Chair Jerry Schulze reported that the Personnel Committee met on 6/14/2022 and submitted the following report:

1. **Developer Policy:** Engineering Department briefed the committee on the developer policy revisions and plans to move forward.
2. **Safety Update:** Reported under the GM Report.
3. **Personnel Actions Report:** 4 separations (1.90% turnover rate); 4 promotions and 2 new hires; 210 Total Employees; HR director position – selection made and offer accepted; Curt Palmer starts on July 5.
4. **Employee Annual Incentive Plan Status:** Plan remains on track.
5. **GM Performance Evaluation Process:** There have been some challenges with access to the online form. Review of the GM performance will be done as part of the July Board meeting.
6. **Strategic Plan:** Final draft of the Strategic Plan was presented for final review.
7. **Slate of Officers:** The slate of Board Officers was discussed and will be presented for vote during the board meeting.
8. **Labor Attorney:** Staff have worked with Erin to select a labor attorney, Burnett, Shutt & McDaniel for any labor related legal matters.

***Report of the Board Ad hoc Committee.*** Committee Chair, Michael Bell, reported that the Ad hoc Committee met on 6/9/2022 and continues to work on the goal of developing an underserved policy and generalized process that guides the authority and in capital funding to provide water and wastewater services to critically and environmentally sensitive areas. Consultant JD Solomon shared an example of a program in North Carolina that we will review and bring something back to the Board.



## OLD BUSINESS

There was no old business.

## NEW BUSINESS

1. 2022 Master Plan & CIP Update – Presentation by Becca Bowyer.  
*A copy of the Power Point Presentation by Becca Bowyer as presented and referenced is attached to these minutes and is made a part hereof.*
  
2. O&M Annual Maintenance PO Approval with Mission Communications in the amount of \$165,087.70.  
**Motion:** Recommendation for approval of O&M Annual Maintenance PO Approval with Mission Communications in the amount of \$165,087.70 came from Finance Committee, *requiring no second,*  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
3. O&M PO Approval to Advanced Utility Systems CIS Infinity Billing System for FY 23 Annual Maintenance Support in the amount of \$118,134.26.  
**Motion:** Recommendation for approval of O&M PO Approval to Advanced Utility Systems CIS Infinity Billing System for FY 23 Annual Maintenance Support in the amount of \$118,134.26 came from Finance Committee, *requiring no second,*  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
4. CIP -1696 Hwy 170 36-inch Water Main Extension Contract Amendment #4 for Professional Services to Brown & Caldwell in the amount of \$44,000.00.  
**Motion:** Recommendation for approval of CIP-1696 Hwy 170 36-inch Water Main Extension Contract Amendment #4 for Professional Services to Brown & Caldwell in the amount of \$44,000.00 came from Capital Projects Committee, *requiring no second,*  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
5. CIP-1970 CP19 and CP67 Upgrades Contract Task Order #2 Amendment #4 for Professional Services to Black & Veatch in the amount of \$524,590.00.  
**Motion:** Recommendation for approval of CIP-1970 CP19 and CP67 Upgrades Contract Task Order #2 Amendment #4 for Professional Services to Black & Veatch in the amount of \$524,590.00 came from Capital Projects Committee, *requiring no second,*  
  
*The Board asked staff to obtain and provide a further breakdown from Black & Veatch of the different components of the construction services, engineering cost and the special inspections. Staff noted that they have a written scope that Black & Veatch provided that can be shared with the Board.*  
**Vote:** *8 voted in favor, 1 abstention-David Strange,*  
**Motion carried. 8-1**

6. FY23-FY25 3-Year Capital Improvement Plan (CIP) - Resolution for Approval.  
**Motion:** Recommendation for approval of the Resolution approving the FY23-FY25 3-Year Capital Improvement Plan (CIP) came from Capital Projects Committee, *requiring no second,*  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
7. Development Policy and Procedure Manual Update – Resolution for Approval.  
**Motion:** Michael Bell moved, seconded by, Donna Altman, for the approval of the Development Policy and Procedure Manual be tabled and for staff to meet with developers to address their concerns and follow-up with the Board.  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
8. Strategic Plan Update – Approval.  
**Motion:** Michael Bell moved, seconded by, Donna Altman, approving the updated Strategic Plan document,  
*Chairman Baker commended staff on the updated plan.*  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
9. FY23 Budget Resolutions for Approval:
  1. Water & Wastewater Rates for Retail Customers for Fiscal Year Ending June 30, 2023.  
**Motion:** Donna Altman moved, seconded by, Michael Bell, approving the Water & Wastewater Rates for Retail Customers for Fiscal Year Ending June 30, 2023,  
  
*Board comments were to be mindful and very considerate before raising rates giving the current environment, and on the other hand the Authority is still in align with other area utilities.*  
  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
  2. Water Rates for Wholesale Customers for Fiscal Year Ending June 30, 2023.  
**Motion:** Donna Altman moved, seconded by, Andy Kinghorn, approving the Water Rates for Wholesale Customers for Fiscal Year Ending June 30, 2023,  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**
  
  3. Ancillary Charges for Fiscal Year Ending June 30, 2023.  
**Motion:** Donna Altman moved, seconded by, Greg Padgett, approving the Ancillary charges for Fiscal Year Ending June 30, 2023,  
**Vote:** *All voted in favor, none opposed,*  
**Motion carried. 9-0**

4. Capital Contribution /Capacity Fees for Fiscal Year Ending June 30, 2023.

**Motion:** Greg Padgett moved, seconded by, Michael Bell, approving the Capital Contribution /Capacity Fees for Fiscal Year Ending June 30, 2023,

**Vote:** All voted in favor, none opposed,

**Motion carried. 9-0**

5. Fiscal Year 2023 Operating Budget.

**Motion:** Donna Altman moved, seconded by, Michael Bell, approving the FY 23 Operating Budget Resolution and added to the motion is to include an increase of 7% for employee compensation to be distributed as a 5% cost of living adjustment (COLA) added to their pay and a 2% one-time bonus to be determined by the Merit compensation program outlined in the Employee Handbook.

**Vote:** 8 voted in favor, 1 abstention-David Strange,

**Motion carried. 8-1**

10. Election of Board Officers to take effect July 1, 2022.

Recommendation from the Personnel Committee-Jerry Schulze for a Proposed Slate of Officers for FY23 was received:

1. *Chair - Jimmy Baker*

2. *Vice-Chair – Greg Padgett*

3. *Secretary/Treasurer- Donna Altman*

Chairman Baker opened the floor and called for additional nominations. Hearing none,

**Motion:** Andy Kinghorn moved, seconded by Greg Padgett, to close the floor.

**Vote:** All voted in favor, none opposed,

**Motion carried. 9-0**

**Motion:** Andy Kinghorn moved, seconded by Lorraine Bond, to approve the slate of officers for FY23 effective July 1, 2022.

**Vote:** All voted in favor, none opposed,

**Motion carried. 9-0**

## PUBLIC COMMENT

---

Public Comments submitted throughout the course of the meeting should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair once the meeting has been reconvened following Executive Session and read aloud for the record at this time. *No comments were received.*

## TELEPHONIC STATEMENT

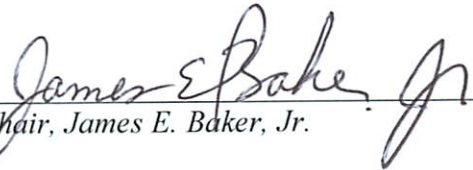
“I Jimmy Baker, the Presiding Officer of this Meeting have previously stated that *Dr. Bill Singleton* WAS ATTENDING THIS MEETING TELEPHONICALLY. This meeting is in full compliance with the criteria for the attendance of this Meeting telephonically as set forth in Article II Section 11 of the Bylaws.”

**ADJOURNMENT**

With no further business to come before the Board, and without objection, Michael Bell, moved, seconded by Lorraine Bond, to adjourn the meeting at 10:50am.

*Vote: All voted in favor, none opposed,*

**Motion carried. 9-0**

  
Chair, James E. Baker, Jr.

  
Secretary/Treasurer, Donna L. Altman

APPROVED: 7-28-22  
Libby Breland, Clerk to Board  
Signatures and Attachments on file.