



**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS**

BOARD OF DIRECTORS:

Ken Ekelund, Chair
Claude Hoover, Vice Chair
Silvio Bernardi
Mark Gonzalez
David Hart
Fred Ledesma
Richard Ortiz
Mike Scattini
Deidre Sullivan

STAFF:

David E. Chardavoyne, General Manager
Robert Johnson, Assistant General Manager
Brent Buche, Assistant General Manager
Cathy Paladini, Finance Manager
Wini Chambliss, Clerk to the Board
Patrick McGreal, Deputy County Counsel

August 26, 2013

MINUTES

1. CALL TO ORDER/ESTABLISH QUORUM

Director Ekelund convened the Regular Board of Directors Meeting @ 11:33 AM.

Directors Present: Ken Ekelund, Claude Hoover, Mark Gonzalez, David Hart, Fred Ledesma,
Richard Ortiz, Mike Scattini and Deidre Sullivan

Directors Absent: Director Silvio Bernardi

A quorum was established.

2. ADJOURN TO CLOSED SESSION @ 11:34 AM

3. RECONVENE MEETING

The meeting reconvened @ 1:02 PM

Deputy County Counsel Patrick McGreal indicated the Board received information on the listed Closed Session items; but, took no reportable actions.

4. PLEDGE OF ALLEGIANCE (led by Director Hart).

5. PUBLIC COMMENTS

Nancy Isakson, Salinas Valley Water Coalition, distributed a letter (attached) from their Counsel regarding the Salinas River Channel Maintenance Program. Ms. Isakson reported this is a dry

year; but, when it rains there will be significant flooding directly impacting the residents of Monterey County because of the Agency's actions/inactions regarding maintenance. Flood protection was guaranteed with the construction of the Salinas Valley Water Project. Growers would like to meet with the Agency to discuss these issues.

Darlene Din, Salinas River Channel Coalition, supported the letter distributed by Ms. Isakson with regard to the severity of the situation related to flooding. Ms. Din stated she recognizes the need to work toward a solution that all can support. A long-term solution is necessary; but, in the short-term there is vulnerability.

Norm Groot, Monterey County Farm Bureau, spoke also in support of the letter submitted by Ms. Isakson which they also co-wrote. Please review the letter and begin the dialogue to develop a workable solution. The language in the draft EIR will not provide landowners the solution they need.

6. PRESENTATION

- A. Mr. Mike Nolan provided information about the Independent Accountant's Report, stating that Hayashi & Wayland developed findings/recommendations to the agreed-upon procedures; but, did not conduct an audit. The categories of findings/recommendations included: billing, reserves and the budgetary process. Recommendations included moving the billing and collections processes to the Water Resources Agency; determining which reserve accounts are ambiguous, required reserve amounts as well as amounts that are returnable to the Agency; and, modifying the budgetary process.

Questions (*Staff responses are emboldened and italicized*):

1. With regard to the delinquent billing: how much and how long? ***Receivables doubled since 2009 (approximately \$500,000).***
2. Do we know the length of time this amount was delinquent? ***Mr. Nolan stated his inability to answer this question; but, added WRA staff was in possession of same.***
3. Is there enough information to reach a reasonable resolution to the recommendations? ***Yes.***
4. Will Hayashi and Wayland be available to discuss the indirect costs? ***Yes.***
5. Can some of the recommendations be implemented immediately? How can we move this forward? ***There is agreement over some of the items (i.e., the reserves).***
6. With regard to billing, is there agreement to improve the collection process? ***Staff recommends that process be moved back to the Agency and hopefully that can be accomplished in the next three months.***
7. Will the Agency need to change the ordinances with regard to water delivery charges? ***PCA reported those collectables have been cleared up. We have received reports that differ from those provided the accountants. Regarding enforcing collections, that must be researched. We have not seen lien language in the ordinances related to water delivery charges. General Manager Chardavoyne voiced his hope the matter with collectables will be a self-correcting issue.***
8. What is the purpose of the ten percent charged for indirect costs? ***That was the amount agreed upon in the original agreement. In each case, the budget had been approved by the Agency.***

Mr. Nolan indicated everything else in their review was in good order.

Public Comments:

Tom Beal, Director of Finance for Monterey Regional Water Pollution Control Agency, researched the over 90-day collectables and stated Agency staff had been notified about the delinquencies. Mr. Beal added that the statement regarding receivables doubling is misleading. PCA bills four times annually; but, the receivables change monthly. Mr. Beal mentioned two growers have been chronically outstanding and for some reason just stopped paying.

Directors commented that an Ordinance change by the Board of Supervisors is required if the Agency lacks the authority to collect delinquent receivables, and the modification should include a disconnection and write-off policy. The Agency is, in effect, a utility that provides recycled water.

7. CONSENT CALENDAR

- A. Approve minutes of the Regular Board of Directors meeting held on June 22, 2013.
- B. Approve purchase orders/contracts in excess of \$500 for July 2013 and credit card purchases over \$500 in June/July 2013.
- C. Approve a Drainage and Flood Control Systems Agreement, by and among, the Monterey County Water Resources Agency, Catherein Land LLC, William M. Kelley, and Nicole F. Kelley; recommend the Board of Supervisors approve the Agreement; and, authorize the Chairman of the Board of Supervisors to execute the Agreement.
- D. Authorize the Monterey County Central Human Resources Department to: a) adopt a Resolution of Intention to approve an amendment to the Contract between the Monterey County Water Resources Agency (County) and the Public Employees' Retirement System (PERS) to provide Full and Supplemental Formula (from 2% @ 55 Full Formula) for local miscellaneous members; b) introduce, waive reading and set for public hearing on September 17, 2013 @ 1:30 p.m. the ordinance modifying the retirement contract between the County and PERS; c) authorize the Chair of the Board of Supervisors to sign the Resolution of Intention; and, d) authorize the Clerk of the Board of Supervisors to sign the Certification of Governing Body's Action (PERS-CON-12).

Directors had questions regarding Consent Calendar Item C with regard to stormwater runoff. The recommendation was that impervious concrete be required to aid in the process. Additionally, it was recommended that the annual report referred to in the board report should be performed by an independent engineer.

Terri Cook from Central Human Resources was asked to speak to Consent Item 7D. The Amendment to the PERS contract was not completed expediently and today's action required the posting of a resolution to amend the PERS contract, followed by a public hearing to make this change. This is just an administrative formality in a process that began in 2011.

County Counsel McGreal recommended items A, B and C be approved on the Consent

Calendar.

ACTION:

Motion and Second by Directors Hart and Director Ortiz to approve Items A, B and C on the Consent Calendar.

Motion carried unanimously.

County Counsel McGreal then recommended Consent Item 7D be considered separately.

Motion and Second by Directors David Hart and Deidre Sullivan to consider Consent Calendar Item D separately.

Motion carried unanimously.

Questions (*Ms. Cook's responses are emboldened and italicized*):

1. Since this has not yet been approved by the Board of Supervisors, is it binding on the other employees? ***Yes. PERS initiated it and has accepted it, and the Agency has been paying.***
2. Can employees opt in or out of PERS? ***No.***
3. Directors requested a broader understanding of the full retirement package.

Public Comment:

Nancy Isakson, Salinas Valley Water Coalition, asked whether paying into Social Security for a few employees results in a raise to those employees. Ms. Isakson also requested information about the difference in cost to the Agency.

General Manager Chardavoyne added that a legal determination of the effective date is required, stating that employees hired after 2011 but before certification by the Board of Supervisors should not have Social Security taken out of their checks if the Board has not acted on it. We need more information about this...perhaps at Strategic Planning.

ACTION:

Motion and Second by Directors Mark Gonzalez and Fred Ledesma to approve Item D on the Consent Calendar.

Motion carried unanimously.

8. ACTION ITEMS

- A. Consider receiving the *Monterey County Floodplain Management Plan 2012 Annual Report*; and, recommending that the Monterey County Water Resources Agency Board of Supervisors accept the report.

Tom Moss, Senior Hydrologist, reviewed this item and stated the Community Rating System requires annual review to evaluate the progress of the community towards achieving the goals and objectives identified in the 2008 Monterey County Floodplain Management Plan. Additionally, this review is an explicit requirement to maintain the benefits of a CRS Class 5 rating.

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. The permit process has been lengthy; but, why are we not this aggressive in this area of the Salinas Valley. ***This shows how a partnership with an NGO can be beneficial.***
2. With regard to the agreement between the Big Sur Land Trust, Monterey County, the Agency and others, does the agreement need to be revisited since the County's RMA department is now assuming responsibility? ***Yes. It addressed initial stages; but, it needs to be updated to address current responsibilities.***
County Counsel McGreal agreed the MOU requires revision.
3. How many people on the map pay assessments to this Agency? ***Not many.***
4. How much do Carmel Valley residents pay to the Agency? ***Approximately \$51,000 annually.***

Public Comments:

ACTION:

Motion and Second by Directors Fred Ledesma and David Hart to receive the *Monterey County Floodplain Management Plan 2012 Annual Report*; and, recommending that the Monterey County Water Resources Agency Board of Supervisors accept the report.

Motion carried unanimously.

- B. Consider recommending that the Monterey County Water Resources Agency Board of Directors approve a Budget Amendment authorizing the Auditor-Controller to amend the Monterey County Water Resources Agency's FY 2013-14 Budget, by utilizing \$280,583 of Fund 130 Un-Assigned Fund Balance and transferring \$810,805 from Fund 111 (Hydro-Stabilization Reserve) to Fund 130 (Hydro-Electric Operations) as a result of ongoing repair work to the Hydroelectric Facility, Lower water releases from the Nacimiento Reservoir and lower Pacific Gas & Electric rates in Power Agreement sales.
 - a. Decrease Fund 130 Un-Assigned Fund Balance (Hydro Electric Operations), Dept. 9300, Unit WRA 022, by \$280,583 (4/5th Vote required);
 - b. Increase Appropriations in Fund 130 (Hydro Electric Operations), Dept. 9300, Unit WRA 022, Account 6613 (Other Professional Services) \$280,583 (4/5th Vote required);
 - c. Increase Appropriations in Fund 111 (Administration), Dept. 9300, Unit 8267, Appropriation Unit WRA 001, account 7614, (Operating Transfer Out) by \$810,805 (4/5th vote required);

- d. Increase Estimated Revenues in Fund 130 (Hydro Electric Operations), Dept. 9300, Unit WRA 022, Account 5940 (Operating Transfers In) by \$810,805 (4/5th Vote required);
- e. Increase Appropriations in Fund 130 (Hydro Electric Operations), Dept. 9300, Unit WRA 022, Account 6613 (Other Professional Services) \$385,976 (4/5th Vote required);
- f. Increase Appropriations in Fund 130 (Hydro Electric Operations), Dept. 9300, Unit WRA 022, Account 6835 (Other Labor Charges) \$200,000 (4/5th Vote required);
- g. Increase Appropriations in Fund 130 (Hydro Electric Operations), Dept. 9300, Unit WRA 022, Account 6606 (External Legal Services) \$150,000 (4/5th Vote required); and,
- h. Increase Appropriations in Fund 130 (Hydro Electric Operations), Dept. 9300, Unit WRA 022, Account 7531 (Equipment) \$74,829 (4/5th Vote required).

Cathy Paladini, Finance Manager, reviewed this item, and stated she provided Directors with a spreadsheet responding to questions posed when the Finance Committee considered this item. Today's request comes as a result of timing differences in receipt of funds with regard to purchase order invoices, and the lack of receiving insurance payments held in trust by the Monterey County Risk Department. Ms. Paladini emphasized this is not a request for additional monies.

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. Are any individuals receiving benefits from this who are not paying into it?
2. This amendment speaks to a larger budget picture that reflects the non-receipt of hydroelectric power revenues as well as purchase orders not being utilized in the previous fiscal year.
3. If the Agency had received the money from the insurance payment, some of the unpaid invoices would have been paid.
4. Does Risk Management match the money expended with invoices? What is the turnaround time? **Yes.**
5. Board needs to understand how insurance indemnification works...in collaboration. Perhaps a presentation could be made to the Finance Committee.

Public Comments:

Dewayne Woods, Assistant County Administrative Officer, reported Risk Management works on behalf of the Agency and holds the money in reserve. He added there should be only a short timing delay if the process is followed.

ACTION:

Motion and Second by Directors Mark Gonzalez and David Hart to recommend that the Monterey County Water Resources Agency Board of Directors approve a Budget Amendment authorizing the Auditor-Controller to amend the Monterey County Water Resources Agency's FY 2013-14 Budget, by utilizing \$280,583 of Fund 130 Un-Assigned Fund Balance and transferring \$810,805 from Fund 111 (Hydro-Stabilization Reserve) to Fund 130 (Hydro-Electric Operations) as a result of ongoing

repair work to the Hydroelectric Facility, lower water releases from the Nacimiento Reservoir and lower Pacific Gas & Electric rates in Power Agreement sales.

Motion carried unanimously.

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- C. Consider increasing the not-to-exceed amount available for allocation to the Site Constructors, Inc. Agreement for repair of the Nacimiento Hydroelectric Facility to \$1,339,000; and, authorizing the General Manager to execute Change Orders up to that amount.

Chris Moss, Senior Water Resources Engineer, reviewed this item and reported during the damage evaluation and disassembly of Hydroelectric Unit 1, the contractor discovered items requiring repair due to age and/or wear and tear (not caused by the foreign object). Staff made the decision to repair those items rather than defer to a later date. Repair of these items, however, was outside of the scope of work causing the need to increase the amount of the allocation to the contractor. The total cost of all items is estimated at \$250,000 (without contingency).

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. How did the foreign object enter the system? What are we doing to prevent this in the future? ***All three actuators have been removed, rebuilt and new parts installed. These parts are attached in a strengthened capacity.***
2. Is this the same contractor? ***Yes. Most of the work has been completed.***
3. Will this be completed soon? ***Hopefully within the next two weeks.***

Public Comments: None

ACTION:

Motion and Second by Directors David Hart and Fred Ledesma to increase the not-to-exceed amount available for allocation to the Site Constructors, Inc. Agreement for repair of the Nacimiento Hydroelectric Facility to \$1,339,000; and, authorize the General Manager to execute Change Orders up to that amount.

Motion carried unanimously.

(Director Fred Ledesma left the meeting at 2:40 PM)

- D. Consider approving a Master Energy Services Agreement with VIASYN, Inc., to provide energy scheduling coordination services, financial settlements for energy scheduling services, and REC management services for the Nacimiento Hydroelectric Facility; and, authorizing the General Manager to execute the Agreement in substantially the form attached.

Brent Buche, Assistant General Manager/Chief – Operations & Maintenance, provided information about the failed agreement with the City of Corona and the Agency's need to sell its power. Mr. Buche reported that a Scheduling Coordinator is required in order for the Agency to sell power on the CAISO Grid.

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. What is the nature of the \$20,000 fee? ***It is an annual fee.***
2. This provides the opportunity to sell power to a broader range of customers.
3. VIASYN essentially monitors power production and the amount of money returned to the Agency.
4. What is the term of the contract? ***It is a three-year term with the ability to opt out after December 31, 2013 with a 60-day notice.***

(Mike Scattini left the dais @ 2:45 P.M. and returned at 2:48 P.M.)

Public Comments:

Margie Kay, North County resident, asked if the cost is \$20,000 monthly. There is a monthly fee that totals \$20,000 for an annual fee.

General Manager Chardavoyne stated that we cannot provide exact prices to the public as they constitute proprietary information.

ACTION:

Motion and Second by Directors Claude Hoover and David Hart to approve a Master Energy Services Agreement with VIASYN, Inc., to provide energy scheduling coordination services, financial settlements for energy scheduling services, and REC management services for the Nacimiento Hydroelectric Facility; and, authorize the General Manager to execute the Agreement in substantially the form attached.

Motion carried unanimously by those members present (Director Ledesma had left the meeting).

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- E. Consider approving a three-year professional services agreement with Pacific HydroMet in the amount of \$41,670 (\$13,890 annually) to provide meteorological consulting for Agency winter flood monitoring and other operations; and, authorizing the General Manager to execute the Agreement.

Howard Franklin, Senior Hydrologist, reported a similar three-year agreement with Pacific Hydromet in September 2010. The forecasting provided by this agreement will allow determination of possible flood events and improved management of the reservoirs. The agreement includes early winter outlook; three-month outlooks; weekly 15-day rainfall outlook (October – April); and, an optional contingency for additional “storm tracking” if necessary. The Finance Committee directed that John Strimmel perform the meteorological services.

Board Questions/Comments *(Staff responses are emboldened and italicized):*

1. Why the reduction in price from the previous agreement? ***Forecasting has been reduced from five days each week to a 15-day forecast once a week. In addition, summer forecasting is no longer being provided. Previously, the helicopter services were subcontracted through this agreement.***
2. This is a valuable service as well as a success story.

Public Comments: None

ACTION:

Motion and Second by Directors David Hart and Richard Ortiz to approve a three-year professional services agreement with Pacific Hydromet in the amount of \$41,670 (\$13,890 annually) to provide meteorological consulting for Agency winter flood monitoring and other operations; and, authorize the General Manager to execute the Agreement.

Motion carried unanimously by those members present (Director Ledesma had left the meeting).

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- F. Consider approving a three-year professional services agreement with Specialized Helicopters, in the amount of \$12,000 to provide helicopter services as requested by the Agency related to maintenance of ALERT flood warning gages

Howard Franklin, Senior Hydrologist, stated a three-year contract with Pacific HydroMet approved in September 2010 included \$10,800 for subcontracted helicopter services for maintenance of ALERT flood warning gages. Helicopter services for aerial transportation and aerial surveys have previously been subcontracted through various consultants on a project by project case.

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. Is this a not to exceed contract? There is mention of operational costs that may exceed the \$12,000. ***The costs will not exceed 12,000.***
2. Is this a local vendor? ***Yes, from Watsonville.***
3. Are some of the flood gages difficult to access? ***Yes...they are inaccessible by vehicle.***
4. Is the maintenance of ALERT Flood Warning gages specific to Carmel? ***No.***
5. Are Countywide funds paying for this? ***Some are charged to Countywide; some are charged to the affected zone; and, some are charged to San Luis Obispo County.***

Public Comments: None

ACTION:

Motion and Second by Directors Director Claude Hoover and David Hart to approve a three-year professional services agreement with Specialized Helicopters, in the amount of \$12,000 to provide helicopter services as requested by the Agency related to maintenance of ALERT flood warning gages.

Motion carried unanimously. (Director Fred Ledesma had left).

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- G. Consider receiving an update on the Well Permit Applications processed through July 2013.

Rob Johnson, Acting Assistant General Manager/Chief – Water Resources Planning & Management, provided historical information relating to the Well Permit Applications process and also discussed the approved fee increases (effective July 1, 2013). Mr. Johnson provided information regarding the number of well evaluations performed since November 2011.

(Director Ekelund left the dais at 3:07 PM and returned at 3:08 PM).

Public Comments:

Nancy Isakson thanked staff for bringing this forward as much misinformation is circulating. Ms. Isakson stated this relates directly to impact to instream flows for fishery flows. She also reported the number of high capacity wells seeking permits differed from the number given during the presentation and asked for clarification.

Ms. Isakson is correct with regard to the instream flows related to fishery flows.

ACTION:

Motion and Second by Directors David Hart and Mark Gonzalez to receive an update on the Well Permit Applications processed through July 2013.

Motion carried unanimously.

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- H. Consider approving a Novation Agreement in the matter of the Agreement Re: Fuel Spill Clean-Up Management Services between the Monterey County Water Resources Agency and the County of Monterey, effective 1 July 2013; and, authorizing the General Manager to execute the Novation Agreement.

Cathy Paladini, Finance Manager, explained the Agreement Re: Fuel Spill Clean-Up Management Services between the Agency and the County of Monterey was changed necessitating the need for this Novation Agreement.

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. Who is now responsible for clean-up activities? ***The County of Monterey will assume this responsibility with the Agency overseeing their work.***

Public Comments: None

ACTION:

Motion and Second by Directors Mark Gonzalez and Claude Hoover to approve a Novation Agreement in the matter of the Agreement Re: Fuel Spill Clean-Up Management Services in substantially the form attached between the Monterey County Water Resources Agency and the County of Monterey, effective 1 July 2013; and, authorize the General Manager to execute the Novation Agreement.

Motion carried unanimously.

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- I. Consider authorizing the General Manager to execute a Power Purchase Agreement with 3 Phases Renewables, LLC for power generated at the Nacimiento Hydroelectric Plant; recommending ratification by the Monterey County Water Resources Agency Board of Supervisors; and, authorizing the General Manager to execute any necessary ancillary agreements.

Brent Buche, Acting Assistant General Manager/Chief – Operations & Maintenance, reported the Agency has been working on short-term and long-term agreements since the City of Corona backed out of the Agreement previously made. Potential income in this contract is \$250,000 to \$300,000 for the period September 1 through December 31 based on 2011 production of 4,500 MWh.

Board Questions/Comments (*Staff responses are emboldened and italicized*):

1. How do they sell the power? ***Power is generated based upon the Agency's releases; but, releases are not made to generate power. We are paid a specific fee for megawatt hours along with a negotiated value for renewable energy credits.***
2. What is the period of maximum power generation? ***July – October.***

Public Comments:

Margie Kay, North County resident, if there is no rain next winter, will there be releases? Staff responded there is not a short answer to the question. Based upon the amount of water available, the Reservoir Operations Committee and, ultimately, the Board of Directors will consider this.

Nancy Isakson responded this points to the need for the Drought Contingency Plan. She added the trade secret aspect of the agreement was bothersome to her in that the Agency cannot be held accountable without knowledge of the specific information.

Staff responded the trade secret aspect is also a conundrum for us in that we want to share all information. However, there is reason to believe the sharing of information related to the City of Corona led to being undercut and another entity now has an agreement with them. We then asked for a legal opinion, and withholding specific information was the advice provided.

Ms. Isakson then asked if the information would be available once the contract is signed. Staff responded that under PUC regulations, confidentiality can extend for three years after the contract is finalized or one year after the contract expires.

A question arose as to whether we could track what we do on a monthly basis and provide that information. Staff responded that we can look into that; but, information would be one month in arrears.

ACTION:

Motion and Second by Directors Mike Scattini and Deidre Sullivan to authorize the General Manager to execute a Power Purchase Agreement with 3 Phases Renewables, LLC for power generated at the Nacimiento Hydroelectric Plant; recommend ratification by the Monterey County Water Resources Agency Board of Supervisors; and authorize the General Manager to execute any necessary ancillary agreements.

Motion carried unanimously.

9. KEY INFORMATION AND CALENDAR OF EVENTS – Personnel/Administration and Finance Committee meetings were rescheduled from September 13, 2013 to September 20, 2013 @ 9:00 am and 10:30 am respectively.

10. GENERAL MANAGER'S REPORT –

General Manager David Chardavoyne reported briefly on the following topics:

- a) Water Permit 11043
- b) Regional Advisory Committee
- c) Monthly Performance Indicator meeting as well as his guest speaking engagement at the Learning Development workshop on Establishing Performance Indicators. The Board will be briefed on the Performance Indicator program in the near future.
- d) Monthly Budget Variance Meeting held on August 24.
- e) Performance Management & Progressive Discipline Mandatory Training attendance by Managers and Supervisors
- f) All Hands Staff meeting held on August 22
- g) Equal Opportunity Office meeting to discuss the Agency's recruitment focus
- h) Meeting held with the Salinas Valley Water Coalition to provide a report on Staff's recommendations on the Accountant's Findings re: PCA
- i) Ethics Training requirement for all Directors this calendar year.

Public Comments: None

11. COMMITTEE REPORTS – Finance Committee Chair Claude Hoover reiterated the Finance Committee does not approve items; but, recommends their consideration by the full Board.

12. INFORMATION ITEMS – Directors had no questions or comments regarding items submitted.

Steve Shimek, Otter Project/Coastkeeper, voiced his concern over the lack of a Channel Maintenance Program. He stated, however, a viable project should provide benefit to a broader group than just growers and should address environmental and fisheries impacts. In his opinion, the Agency is headed down a path with a project that cannot be approved. The DEIR includes a program that has been previously rejected at a cost of approximately \$600,000.

13. CORRESPONDENCE – Directors had no questions or comments regarding items submitted.

14. BOARD OF DIRECTORS' COMMENTS - None

15. ADJOURNMENT

The meeting was adjourned @ 3:56 P.M.

SUBMITTED BY: Wini Chambliss
APPROVED ON: September 30, 2013

Wini Chambliss, Clerk to the Board