

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TRINITY BAY CONSERVATION DISTRICT**

A Regular Meeting of the Board of Directors of the Trinity Bay Conservation District (“District”) was called at 9:00 a.m. on the 21th day of October 2020, at the Trinity Bay Conservation District (“TBCD” or “Department”) located at 2500 SH 124 Stowell, Texas 77661.

This meeting was held in person and via videoconference as provided for in Texas Government Code 551.127 as modified by the May 12, 2020 Proclamation by Governor Abbott in which the Governor acted to maintain government transparency and continued government operations while reducing face-to-face contact for government open meetings. In addition, members of the public were able to participate and address the Directors during the videoconference meeting and a recording of the meeting was made and is available to the public.

The roll was called of the Directors, to-wit:

Directors	Position
Mr. Jeffrey Jenkins	President
Mr. Gregg Turner	Vice-President
Mr. Tommy Gilbert	Secretary
Mrs. Dorothy Faye Hamilton	Director
Mr. Cody Bauer	Director

All said members were present, thus constituting a quorum. In addition to the above-named Directors, the following persons were also present:

Attendee	Position
Mr. James Gibson	Interim General Manger
Mr. Mike Will	Plant Operations Supervisor
Mr. Danny Pringle	Drainage Supervisor
Mr. Hubert Oxford	General Counsel
Mrs. Sheri Jenkins	Accounting Manager
Mrs. Barbara Sigut	Human Resources
Mr. Tom Bell	Construction Superintendent
Mrs. Hazel Meaux	The Progress
Mr. Wade Thibodeaux	Hometown Press
Mr. Allen Sims	LJA Engineering
Mr. Patrick Wiltshire	Public Management
Mr. Mark Mitchell	Citizen
Mrs. Loretta Emmons	Citizen
Mr. Bobby Way	Citizen
Mrs. Rick Nicely	Citizen
Mr. Richie Devillier	Citizen
Mr. Donnie Self	Citizen
Mrs. Lacey Self	Citizen

President Jenkins called the meeting to order at 9:01 a.m. and asked the General Manager to lead the meeting in Prayer and the Pledge of Allegiance and Pledge to the State Flag of Texas. Next, he called for public comment and Mr. Rich Nicely asked to read his prepared remarks into the record. A copy is set forth in **Exhibit "A"**. Thereafter, Mr. Richie Devillier asked to give a comment. Mr. Devillier did not have any prepared remarks but asked the Board to return to the business of drainage and providing good water and sewer services. He also called for civility during this election.

The Board was then asked to address the various agenda items.

4. Discuss approval of minutes for the following: a) September 16, 2020 Public Hearing and Regular Meeting; and b) September 23, 2020 Special Meeting.

President Jenkins called on the Board to review the minutes for the September 16, 2020 Public Hearing and Regular Meeting; and September 23, 2020 Special Meeting. Upon reviewing the minutes, Director Hamilton asked Attorney Oxford to make the following changes:

- September 16, 2020 Public Hearing and Regular Meeting: Remove Director Turner and add Director Gilbert as making the motion.
- September 16, 2020 PH and RM Meeting: Change the order of the Finance Committee from Director Hamilton and Director Bauer to Director Bauer and Director Hamilton since Director Bauer was appointed to the committee before Director Hamilton.
- September 23, 2020 SM Minutes: Change the Director who made the second for Agenda Item No. 5 to reflect that Director Gilbert made the second, not Director Turner.
- Both sets of Minutes: Asked Attorney Oxford to change "Assistant Treasurer Bauer" to "Director Bauer."

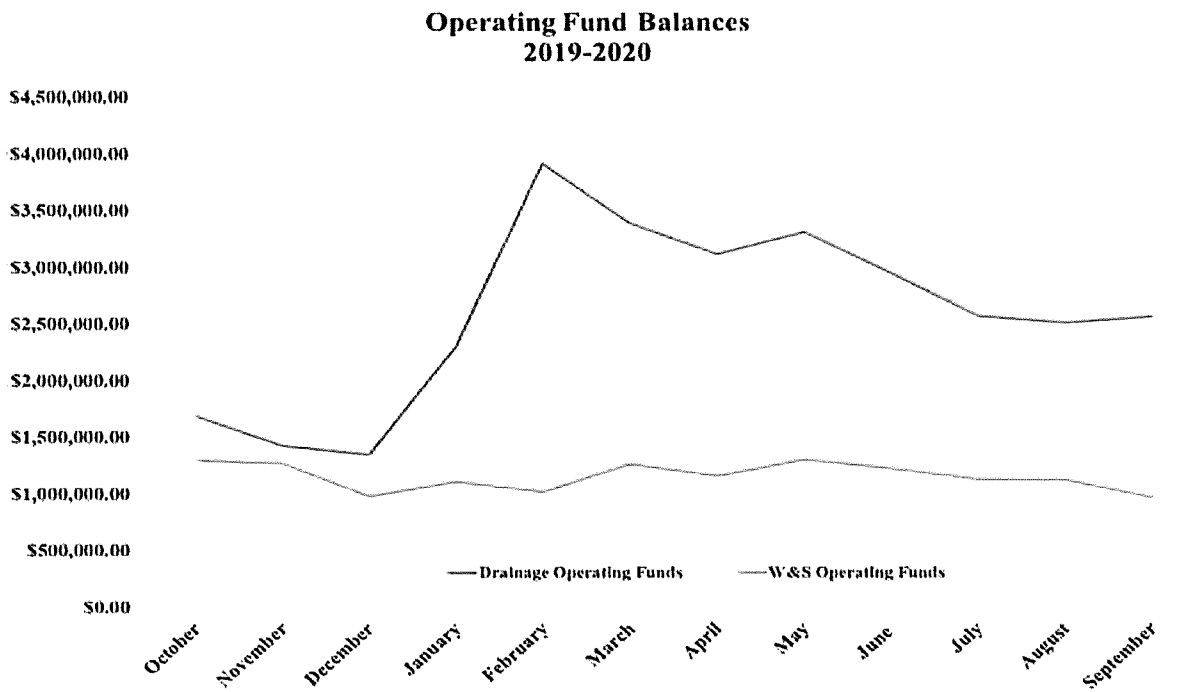
After a review and discussion of the requested changes Director Hamilton made a motion to approve the September 16, 2020 Public Hearing and Regular Meeting and September 23, 2020 Special Meeting, subject to the changes discussed above. Director Hamilton's motion was seconded by Director Bauer and unanimously approved by all the Directors present except Director Turner, who abstained.

5. Discuss and take-action on the District's Financial Reports; District's Accounts Payable; and Tax Reports.

President Jenkins called on Mrs. Sheri Jenkins, the District's accounting manager, to present the Financial Report set forth in **Exhibit "B"** and provided the Board with the financials for the end of the year, September 30, 2020. According to Mrs. Jenkins, reviewing the Summary of Financials, in September, the General Fund received \$15,474.00 in revenues but only showed \$841.49 in expenses because \$225,000.00 was repaid to the Drainage Department from the Water & Sewer Department for the Water & Sewer Department's retirement expenses. After taking into the account the budget adjustments for 2019-2020, year to date, in the General Fund, the District realized 103.82% of revenues and expended 82.53% of the budgeted expenses. Meanwhile, the

Water and Sewer Fund realized \$476,581.00 in revenues and incurred \$575,495.00 in expenses.¹ Year to date, the Water and Sewer Fund realized 99.17% of the anticipated revenues and expended 98.42% of the amended budgeted.

Mrs. Jenkins then discussed the Cash Balances. As of the end of September, there was \$5,658,737.50 in the District's accounts. Of this, \$2,128,310.50 was restricted leaving \$3,530,427.00 in unrestricted funds. A chart of the operating fund balances for the fiscal year 2019-2020 is set forth below.



Lastly, Mrs. Jenkins then informed the Board that the accounts receivable due to the District were \$710,975.00. On the other hand, the unpaid accounts payable for September 2020 were \$228,388.10, or \$533,091.10 including the lease payment and reimbursement to the Drainage Department for the \$225,000.00 in retirement expenses, and total accounts payable for the month of \$245,432.33

Upon the conclusion of the financials reports, Mrs. Jenkins asked the Board if there were any additional questions. There being none, Director Hamilton made motion to approve the September 2020 financials, found in **Exhibit "B"**, and to approve the payment of the invoices presented, including a late submitted invoice by Benckenstein & Oxford, LLP of \$14,000.00. This motion was seconded by Director Turner with unanimously approved by all the Board member.

¹ The monthly Summary of Financials should have stated \$575,495.00 instead of \$453,495.00, which was the August balance.

6. Committee Reports:

- **Finance Committee: Directors Bauer and Hamilton**
- **Personnel Committee: Directors Hamilton and Gilbert**
- **Operations Committee: Directors Jenkins and Turner**

President Jenkins asked the various Committees if they had anything to report. Attorney Oxford recommended that the name of the Finance Committee needed to be changed to the Audit/Finance Committee to comply with Section 49.199(6)(b) of the Texas Water Code. Director Hamilton also asked that the order of the directors for the Finance Committee be changed to reflect that Director Bauer was named to the committee first. In response, President Jenkins agreed to rename the Finance Committee to the Audit/Finance Committee and asked Attorney Oxford to change the order of the Directors listed for the committee so that Director Bauer was named first.

7. Discuss and take-action, if necessary, on adopting organizational chart proposed by the Interim General Manager.

Mr. Gibson asked that this agenda item be discussed after an Executive Session.

8. Receive status reports, and take any needed action, if necessary, on the following matters:

- a. Implementing time clock and vehicle tracking services approved by the Board during the September 16, 2020 Regular Meeting;
- b. Establishing hours of operation as discussed during the September 16, 2020 Regular Meeting;
- c. Implementing the automobile policy as approved by the Board during the September 16, 2020 Regular Meeting;
- d. Implementing plan to conserve water as set forth in the water usage report;
- e. Receive Drainage study performed by LJA;
- f. Receive status of completion and cost report for Hwy 61 sewer line;
- g. Receive status of requesting Financial Managerial and Technical Assistance through the TCEQ;
- h. Receive status report of purchasing and installing water meters for the pilot program approved at the September 16, 2020 Regular Meeting;
- i. Receive status report on replacement of Phase 2 Sewer Replacement Line on Buccaneer Road approved during the September 16, 2020 Regular Meeting;
- j. Receive status report on completion of Brown property levy project;
- k. Receive status report on negotiations with Entre Computers;
- l. Receive status report on CCN transfer with Gulf Coast Authority; and
- m. Receive status of uploading Audits and Management Letters; 2019-2020 & 2020-2021 budgets; and agenda's and minutes of meetings to the District's webpage.

President Jenkins then asked Mr. Gibson to address the various reports and action items in Agenda item No. 8. A summary of Mr. Gibson's discussion is set forth in the following table:

Agenda Item	Update
a. Implementing time clock and vehicle tracking services approved by the Board during the September 16, 2020 Regular Meeting;	Time clocks and GPS have been shipped.
b. Establishing hours of operation as discussed during the September 16, 2020 Regular Meeting;	Survey results end of October. However, from the responses received to date, there was overwhelming support to not change the schedule.
c. Implementing the automobile policy as approved by the Board during the September 16, 2020 Regular Meeting;	Policy has been implemented and James is preparing a list of supervisors who were authorized to take their District owned vehicle home.
d. Implementing plan to conserve water as set forth in the water usage report;	Mr. Will's report for the water conservation study was discussed during his water and utility report below.
e. Receive Drainage study performed by LJA;	<p>Mr. Allen Sims attending the meeting and provided the Board with the Spindletop Study. A copy of the study is available at the District's office. Mr. Sims then gave a detailed presentation to the Board. Per the report, in 1999 LJA, Inc. (formally Carrol & Blackman, Inc.) completed a drainage study of Spindletop Bayou. In this study, Spindletop Bayou, and its surrounding area north of IH-10 were evaluated as one large, single watershed area. The purpose of this updated 2020 study is to add further detail to the initial Spindletop Bayou watershed analysis by subdividing the watershed into smaller drainage areas to get a more accurate representation of the hydrology and hydraulics to better determine the flood risk. The primary goal of this drainage study is to provide effective flood control improvements to mitigate flooding along the Upper Reaches of Spindletop Bayou.</p> <p>The conclusions of the study revealed that the Spindletop Bayou watershed does not have the capacity to convey the 100-Year storm event at key locations in the watershed. As such, Project No. 1 (i.e., Diversion Channel) is the alternative that has most impact along</p>

	<p>Spindletop Bayou, diverting approximately 1,300 cfs away from the main channel. Meanwhile, Project No. 2 and No. 3 (i.e., Culverts improvements at IH-10) have the largest impact for flooding mitigation along IH-10. Mr. Sims then clarified that Project 1 was the subject of the proposed CDBG grant that is to be discussed during Agenda Item No. 9.</p>
f. Receive status of completion and cost report for Hwy 61 sewer line;	<p>Mr. Gibson informed the Board that the installation of the Hwy 61 sewer line project was complete. The total outstanding by the County was \$92,005.00 and the District's out of pocket cost was \$20,164.48 in addition to the grant award.</p>
g. Receive status of requesting Financial Managerial and Technical Assistance through the TCEQ;	<p>Staff reported that per October 5, 2020 e-mail from Phillip Givens, the TCEQ is in the process of getting proposals for program administrators and no action can be taken until this is complete.</p>
h. Receive status report of purchasing and installing water meters for the pilot program approved at the September 16, 2020 Regular Meeting;	<p>Mr. Will informed the Board that the meters were received and it was his recommendation that the meters be placed in the Oak Island Community because the size of the community should be sufficient to provide the District with sufficient data to evaluate the effectiveness and efficiencies associated with installing these meters throughout the District. Moreover, since most of the District's leaks are believed to be in this area, the use of the meters in Oak Island should help the District locate the sources of the leaks.</p>
i. Receive status report on replacement of Phase 2 Sewer Replacement Line on Buccaneer Road approved during the September 16, 2020 Regular Meeting;	<p>A preconstruction meeting was scheduled for the week of October 26, 2020.</p>
j. Receive status report on completion of Brown property levy project;	<p>This project will not be complete this month. Hopefully, the project will be complete by the end of the year. Mr. Gibson reminded the board that the District agreed to spread 50,000 cubic yards and to date, the crews have spread approximately 40,000 cubic yards.</p>
k. Receive status report on negotiations with Entre Computers;	<p>Mr. Gibson advised that he scheduled a meeting with Entre for November 4, 2020 and will report at the next meeting the outcome of the meeting.</p>

l. Receive status report on CCN transfer with Gulf Coast Authority; and	All documents submitted to PUC for approval by General Counsel. The District's next deadline is to file Consent documents by the Gulf Coast Authority and the District by November 19, 2020.
m. Receive status of uploading Audits and Management Letters; 2019-2020 & 2020-2021 budgets; and agenda's and minutes of meetings to the District's webpage.	James is working with staff to coordinate the upload of the documents and is working to reschedule meeting with web designer that was also cancelled due to Hurricane.

9. Discuss and take-action if necessary, on CDBG-MIT Grant projects.

Mr. Sims, with LJA, Mr. Patrick Wiltshire, with Public Management, were called on to discuss this agenda item. Per Mr. Sims and Mr. Wilshire, the District was asked to adopt two resolutions and a procurement policy. (See Exhibits "C-1", "C-2", and "C-3".) The first Resolution is to authorize Mr. Wilshire file the District's CDBG grant application for dredging and widening of Double Bayou and building a new sewer plant and collection system rehab in Oak Island. The second Resolution is to authorize Public Management to file an application, along with Chambers County and Liberty County, for the Spindletop Project. Per Mr. Wilshire, Chambers County approved the project earlier in the day and Liberty County was scheduled to approve the project on October 27, 2020.

Because of all the prior discussion on the projections, Director Hamilton swiftly made a motion to adopt the Resolutions set forth in Exhibits "C-1" and "C-2" and to approve the procurement policy in Exhibit "C-3". Director Hamilton's motion was seconded by Director Bauer and unanimously approved by all the Director's present.

10. Discuss and take-action, if necessary, to authorize staff to prepare and distribute a Request for Proposals to serve as the District's Agent of Record for: a) health insurance and benefits; and/or 2) all other liability insurance.

Attorney Oxford advised the Board that he had prepared draft request for proposals to service as the District's Agent of Record for health insurance and benefits and a separate proposal to serve as the district's Agent of Record for all other liability insurance. (See Exhibit "D"). Per Attorney Oxford, he was asked to prepare the request for proposals following the recent insurance renewal periods because various Board members wanted to consider alternative brokers.

Following a brief discussion of concerns, a motion as made by Director Hamilton to authorize staff to finalize the Request for Proposals to serve as the District's Agent of Record for: a) health insurance and benefits; and/or 2) all other liability insurance and to submit the proposals to various agents that possess a knowledge of water districts and the particularities of insuring a water district in Texas. This motion was seconded by Director Bauer and unanimously approved by all the Directors present except Director Turner, who abstained.

11. Discuss and take-action, if necessary, to authorize staff to receive quotes to purchase fuel gas and diesel fuel tanks for the District's Anahuac and Winnie facilities.

President Jenkins asked to address Agenda Item No. 11. He then informed the Board that given the budget concerns and repeated questions surrounding the District's Fuelman account, Mr. Jenkins suggested to the Board that they once again investigate the cost of gas and diesel fuel tanks for the District's Anahuac and Winnie Facilities. Mr. Jenkins recognized that the District considered this in the past and the costs were excessive. But, given the decline in the oil and gas industry, he believes the costs for the fuel tanks have dropped significantly.

The Board concurred and a motion was made by Director Bauer to authorize staff to begin receiving quotes to purchase new, used, or refurbished fuel and diesel tanks for the District's Anahuac and Winnie facilities. This motion was seconded by Director Hamilton and unanimously approved by all the Director's present.

12. Discuss and take-action, if necessary, on renewing the District's Property; General Liability/ Employees Benefits Liability & Pollution; Excess Liability; Business Auto; Miscellaneous Scheduled Article-(Water Craft); Workers Compensation; Directors & Officers Liability & EPLI; Cyber Security Liability; Directors Bond; Crime-Employee Dishonesty; and Agency Fee for the Arthur Gallagher insurance policy.

Attorney Oxford explained that this agenda item was approved during the September 23, 2020 Special Meeting. However, the agenda item was not on the version of the agenda that was published and therefore, he asked that the Board simply re-adopt the prior motion so that it there is a correct record of the approval of the policy as presented during the September 23, 2020 Special Meeting and attached as **Exhibit "E"**.

Consequently, a motion was made by Director Dorothy to authorize staff to renew the liability and property insurance set forth in **Exhibit "E"**. This motion was seconded Director Bauer the unanimous consent of all the Board members present.

13. Discuss and take-action, if necessary, on responding to subpoena issued in the *Devillier v. Texas Department of Transportation* case.

This agenda item was passed so that it could be addressed after executive session, if necessary.

14. Discuss and take-action, if necessary, on receiving a status for hiring a General Manager.

Likewise, this agenda item was skipped, and the Board was asked to discuss after executive session, if necessary.

15. Discuss and take-action, if necessary, on adopting policies as required by Section 49.199 of the Texas Water Code.

President Jenkins called on Attorney Oxford to discuss this agenda item. Per Attorney Oxford, the Section 49.199 of Texas Water Code requires the District to adopt certain policies including:

- (1) a code of ethics for District directors, officers, employees, and persons who are engaged in handling investments for the district;
- (2) a policy relating to travel expenditures;
- (3) a policy relating to District investments that ensures that:
 - (a) purchases and sales of investments are initiated by authorized individuals, conform to investment objectives and regulations, and are properly documented and approved; and
 - (b) periodic review is made of District investments to evaluate investment performance and security; and
- (4) policies and procedures for selection, monitoring, or review and evaluation of professional services;

He then provided the board with a draft resolution and policy that complies with the statute and explained that he did not include the policy relating to the District's investments because the District already had a policy for this that is going to be reviewed and considered during the December 2020 Regular Meeting. (See **Exhibit "F"**). As it relates to the Travel expenditures for the District's Board members, he advised that the proposed policy states the District's Board members must comply with the District's employee travel policy that is next on the agenda to be re-adopted.

After the discussion on the need for the Resolution and the policies subject to the Resolution, a motion was made by Director Bauer to approve the proposed Resolution set forth in **Exhibit "F"** and incorporated policies to comply with Section 49.199 of the Texas Water Code.

16. Discuss and take-action, if necessary, on re-adopting Travel and Training Policy.

As stated previously by Attorney Oxford, he recommended that the District re-adopt the District's existing travel policy that had previously been adopted in February 2012. (See **Exhibit "G"**). Attorney Oxford informed the Board that the proposed policy mirrored the 2012 policy except for the following two changes:

- He removed the sentence that allowed for payment of per diems if no receipts were given because he felt that an auditor will want receipts before any money is paid; and
- Added several clauses that approval could be by General Manager or two (2) board members with notice to the General Manager.

The Board agreed with the recommended changes and then Director Bauer made a motion to approve the proposed Resolution and corresponding Travel Policy set forth in **Exhibit “G”**. This motion was seconded by Director Hamilton and unanimously approved by all the Directors present.

17. **Discuss and take-action, if necessary, on adopting a resolution in support of John Jenkins to be reappointed by the Governor to the Trinity River Authority Board.**

Mr. Gibson informed the Board that he was contact about adopting a resolution to support Mr. John Jenkin’s reappointment by the Governor to the Trinity River Authority. According to Mr. Gibson, this Chambers County also adopted a Resolution in support of the re-appointment, and he recommended the District’s Board adopt the Resolution set forth in **Exhibit “H”**.

The Board agreed and a motion was made by Director Hamilton to adopt the Resolution set forth in **Exhibit “H”** in support of the of Mr. John Jenkins to be reappointed by the Governor to the Trinity River Authority Board. Director Hamilton’s motion was seconded by Bauer and unanimously approved by all the Directors present.

18. **Discuss and take-action, if necessary, on authorizing staff to request an audit by the Texas State Auditor’s office.**

In response to request to engage the Texas State Auditor’s Office to perform a forensic audit of the District’s finances, Attorney Oxford informed the Board that on October 29, 2020, he talked to Mike Stiernberg (this is spelled correctly), with the Auditor’s office, about a potential request. After hearing the situation at Trinity Bay, Mr. Stiernberg recommended pursuing continuing the pursuant of the TCEQ Public Assistance Program for the following reasons:

1. The Texas State Auditor’s primary focus is on statewide entities and colleges. He stated that on a handful of occasions, his office has audited local governmental entities, but this was not their primary focus.
2. If the District wanted to pursue a request for an audit, the request would need to be made in writing and once it is received, the State Auditor’s Office, refers the request to a joint legislative committee must approves the request. According to Mr. Stiernberg, this is a very time consuming and drawn out process.
3. On the other hand, he did recommend that any citizen could call the Fraud Hotline and make a report as to any misuse of public funds.

Because of the conversation with Mr. Stiernberg, it was Attorney Oxford’s recommendation that the District continue to pursue the TCEQ Public Assistance Program. The reason being, the District was recently audited, and the auditor make recommendations for improvement but did not find any fraud or misuse of Public Funds. Lastly, Mr. Oxford explained to the Board that it appeared that most of the problems surrounding the District involving personality conflicts and questions involving management style and priorities and resolving these problems was something better suited for the TCEQ Public Assistance Program.

The Board agreed with Attorney Oxford and took no action on this agenda item.

19. Discuss and take-action, if necessary, on amending the motion for Agenda Item No. 7 from the September 2, 2020 Special Meeting to allow staff to credit customer's accounts for deposits if the customer qualifies to receive a credit for the deposit.

Director Hamilton asked to address this Agenda Item since she made original motion during the September 2, 2020 Special Meeting to return deposits for qualified customers by way of checks. According to Director Hamilton, she was informed by Mr. Gibson and staff that to make the payments using checks was going to be a time-consuming process. On the other hand, staff has arranged with the District's billing company to credit the qualified customer's accounts. Per staff, this will allow the deposits to be returned much faster and will be less strain on the employees.

Once the issues were discussed, Director Hamilton amended her motion for Agenda Item No. 7 from the September 2, 2020 Special Meeting to change the method of deposit repayment from checks to crediting the customers' accounts. Director Hamilton's motion was seconded by Director Bauer and unanimously approved by all the Director's present.

20. Discuss and take-action, if necessary, accepting a Resale Offer CV27911 submitted by Jessica McGlothlin in the amount of \$20,194.81 on the property under Parcel ID 5190 that is currently in the name of Anahuac Independent School District.

Staff was presented with another Resale Offer for CV 27911 submitted by Jessica McGlothlin in the amount of \$20,194.81 for property located at Parcel ID 5190. (*See Exhibit "I"*). Staff recommended that the District accept this offer.

Upon receiving staff's recommendation, Director Hamilton moved to accept the Resale Offer for CV 27911 of \$20,194.81 by Jessica McGlothlin for Parcel ID 5190. This motion was seconded by Director Bauer and unanimously approved by all the Directors present.

21. Discuss and take-action, if necessary, on approving temporary easements.

Staff requested approval to enter two temporary easements so that they could access property along Spindletop Bayou and a tributary of Spindletop Bayou. However, one of the parcels of the property is owned by multiple individuals who no longer are alive or do not live in the state and are unreachable. Staff asked Attorney Oxford if they could enter into a temporary easement with the known landowner with seventy-five percent (75%) ownership of the property. Attorney Oxford advised that since this was a temporary easement, he did not see any problem with the executing the agreement.

Director Hamilton immediately made a motion to authorize staff to enter into temporary easements with both landowners. This motion was seconded by Director Bauer and unanimously approved by all the Directors present.

22. Drainage Reports.

Following a ten-minute break, Mr. Danny Pringle was called on to give his drainage report. A copy of this report is set forth in **Exhibit “J”**.

23. Water and Sewer Utility Reports.


Mr. Mike Will gave the status on the water usage report. Per Mr. Will, informed the Board that the report was complete and according to the consultants that wrote the report, they believe the sources of the water losses was due to old meters. In addition, the crews located one leak on the west side that accounted for roughly twenty-two percent (22%), or 300 gallons per minute or 157,000,000 gallons per year, of all the water losses. Before the leak was repaired, the West plant was producing 1,100,000 gallons per day. After the leak was repaired, the plant was producing 850,000 gallons per day. In total, he estimated that the cost of this one leak was \$75,000.000 in loss revenues.

After receiving Mr. Will’s report on the water leak and study, Mr. Will then reviewed his monthly report. In particular, he highlighted the fact that staff agreed to contribute to the Texas Association of Resources Conservation and Development Areas, Inc. in lieu of paying a fine to the TCEQ for effluent violations at the Hankamer WWTP. These funds will be used to help low income homeowners in Chambers County- Trinity River Basin and Trinity Aquifer that have failing on site sewer systems. (See **Exhibit “K”**).

Lastly, in light of Mr. Hoyt’s absence, staff submitted the Utilities Report for the Board to review. (See **Exhibit “L”**).

At 11:15 a.m., President Jenkins then called the Board into executive session for consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code. The Board returned Executive Session at 12:32 p.m. and took no action upon reconvening into the open meeting.

There being no further business, President Jenkins informed the Directors that the next regularly scheduled meeting was on November 12, 2020 at 9:00 a.m. and asked if there was anything else to discuss. There being none, he called for a motion to adjourn the meeting at 12:33 p.m. Director Gilbert then made motion to adjourn. This motion was seconded by Director Hamilton with the unanimous consent of all the Directors present.



Jeffrey T. Jenkins, President
Date: 11-17-20