

**MINUTES OF MEETING OF
THE BOARD OF DIRECTORS OF THE
WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY**

August 18, 2016

Present:

Larry Fox, President
Mike Murphy, Vice President
Bill Goodwin, Director
Ray Whisenant, Director
Scott Roberts, Director

Staff and Consultants:

Rob Pugh, General Manager
Curtis Wilson, District Engineer
Jennifer Riechers, Agency Program Manager
Keith Parkan, Senior Engineer
Jennifer Smith, Agency Controller
Stefanie Albright (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
David Klein (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
Dennis Lozano (Murfee Engineering Company, Inc.), Agency Engineer
Keli Kirkley (Municipal Accounts & Consulting), Agency Bookkeeper
Nelisa Heddin, Agency Financial Consultant

I. CALL TO ORDER

Director Fox called the meeting to order at 9:02 a.m.

II. ESTABLISH QUORUM

A quorum was established. All directors were present. Also present were the above-referenced staff and consultants.

III. INTRODUCTION OF WTCPUA GENERAL MANAGER

Director Fox introduced Robert Pugh as the WTCPUA's General Manager.

IV. PUBLIC COMMENT

Mr. Mark Stinemetz spoke on behalf of Aqua Dulce Water and stated that he had an issue with using the PUA's fire hydrant. He stated that they have an agreement with the City of Austin to use their hydrants, and there was a misunderstanding with the company using a PUA hydrant to

withdraw 4,000 gallons and he is being fined \$1,000. He asked that the Board reduce the fine and allow him to pay for the water.

Director Murphy asked Mr. Wilson where the hydrants for the PUA end. Mr. Wilson stated that the PUA's eastern service area extends to the Slaughter Creek crossing on 290. Mr. Wilson confirmed that there was nothing to differentiate the meters of the PUA from those of the City of Austin. The Board asked that this be brought back to the Board to consider a variance.

V. PUBLIC HEARING

A. Public hearing on amendments to WTCPUA's retail water and wastewater rates, 10:00 a.m.

The public hearing was called to order at 10:06 a.m.

Director Murphy confirmed that the hearing is provided for comments to be made, not for debate by the Board.

Ms. Heddin provided a presentation relating to proposed rate adjustments, provided as Exhibit A. Director Goodwin confirmed that approximately \$5,000,000 in developer reimbursements are being budgeted for and Ms. Heddin confirmed that the majority of these funds are for CCNG. Ms. Heddin confirmed that the Series 2013 budgeted reimbursement amounts have been used, and that the funds for these payments needs to be replenished.

Ms. Heddin included a comparison of the WTCPUA's rates to neighboring utilities, noting that the PUA was not a taxing entity and many of these utilities partially supported utility operations with tax dollars.

Director Roberts asked whether the percent increase for tiers was the same percentage. Ms. Heddin stated that she had not run the percentage basis, but the higher rate tiers were a higher dollar increase. Director Goodwin stated that District 17 does a similar comparison on their website, and they show that the PUA has a property tax which is incorrect. He also stated that it wasn't clear how much of property tax goes to support the utility, and Ms. Heddin confirmed that for some of these utilities they have this information but not all of them.

Ms. Heddin next provided an overview of wholesale rate recommendations. She stated that the PUA held a wholesale customer meeting on August 16 and prior notice was provided 30 days prior to the Board meeting. Two customers identified concerns with their rates but staff was proceeding with the recommended rates and staff would recommend any changes if needed.

Ms. Heddin next presented rate recommendations relating to wastewater rates, including a comparison of retail rates to neighboring utilities.

Director Roberts asked whether the amounts of reimbursement for CCNG could be included in the CCNG footprint, to which Ms. Heddin stated that legal counsel would need to weigh in. Discussion ensued regarding defined areas in neighboring utilities. Ms. Heddin confirmed that

the full amount of the increase to retail water rates is attributed to these developer reimbursements. Ms. Heddin stated that she could provide this analysis but it would take several months to implement.

Director Murphy stated that he was concerned about the peaking being calculated on an annual basis as this could be more accurate over a period of years. Ms. Heddin confirmed that the peak is a monthly peak.

Mr. Jim Koerner spoke as a resident of Belvedere. He stated that he was concerned that last month there was no rate increase and now there is a 3-6% increase due to developer contracts and he asked the Board to address this issue as an increase was unacceptable.

The public hearing was closed at 10:52 a.m.

VI. CONSENT AGENDA

- A. Approve bookkeepers report, payment of outstanding invoices and other related bookkeeping matters.**
- B. Approve minutes of July 14, 2016 Special Board Meeting, July 21, 2016 regular meeting, July 25, 2016 Special Board meeting, July 29, 2016 Special Board meeting and August 3, 2016 Special Board meeting.**
- C. Approve Pay Application No. 5 for the SH71 1280 Elevated Storage Tank Project.**

MOTION: A motion was made by Director Murphy and seconded by Director Goodwin to approve consent items A & C, provided as **Exhibit C**, as presented.

The vote was taken with the following result:

Voting Aye: Directors Fox, Murphy, Whisenant, Goodwin, and Roberts
Voting Nay: None
Absent: None

Director Whisenant requested that the July 25 minutes be corrected to show that Director Fox did not open the meeting as he was not in attendance.

MOTION: A motion was made by Director Murphy and seconded by Director Goodwin to approve consent item B, provided as **Exhibit D**, with the correction noted.

The vote was taken with the following result:

Voting Aye: Directors Fox, Murphy, Whisenant, Goodwin, and Roberts

Voting Nay: None
Absent: None

VII. CONTROLLER'S REPORT

- A. Discuss, consider and take action on report from Agency Controller, including discussion of the following items:**
- 1. Financial Status**
 - 2. FY 2016 Budget status**
 - 3. Target fund balances**

Ms. Smith provided the Controller's Report, provided as **Exhibit E**. She stated that as of June 30 all minimum required reserves fund balances are expected to be met by the end of the fiscal year.

- B. Discuss, consider and take action on engagement letter from Maxwell, Locke and Ritter to perform FY 2016 audit.**

Ms. Smith presented the audit engagement letter, provided as **Exhibit F**, and introduced Nancy Olson with Maxwell, Locke & Ritter.

MOTION: A motion was made by Director Roberts and seconded by Director Whisenant to approve the audit engagement letter with Maxwell, Locke & Ritter, provided as **Exhibit F**.

The vote was taken with the following result:

Voting Aye: Directors Fox, Murphy, Whisenant, Goodwin, and Roberts
Voting Nay: None
Absent: None

VIII. OPERATOR'S REPORT

- A. Discuss, consider and take action on report from US Water Utility Group regarding water and wastewater system operations, maintenance and billing.**

Gene Chisum presented the operations report, provide as **Exhibit G**. Discussion ensued regarding USWUG's efforts to inspect neighborhoods at night to enforce watering schedules and notify customers that are watering incorrectly. Director Goodwin confirmed that letters identifying potential fines for violating the watering schedules have been mailed, and Mr. Chisum stated that there have been several responses to these letters, including homeowners who were on well water. Mr. Chisum stated that there was no way for USWUG staff to determine whether houses were on wells, but as these calls have come in they are noting these homes in AVR.

Mr. Chisum confirmed that no fines have been assessed at this point.

Director Fox stated that the watering schedule on the website needed to be corrected. Mr. Chisum stated that the first letter is just a warning which will hopefully encourage customers to adjust their watering procedures. Director Murphy stated that many customers are not aware of their irrigation system schedules and stated that the letter should not state that there is a violation of the watering restrictions as the letter is intended to be a warning.

Mr. Wilson stated that staff is trying to be proactive to ensure that tanks are not drained due to demand. He stated that having everyone turning irrigation systems on at the same time would negatively affect any water system. He stated that if irrigation schedules are managed, the PUA has sufficient treatment capacity. Director Goodwin asked whether such a program is effective and whether AMR meters can determine whether violation is happening. Mr. Wilson stated that pulling the data logs would not be efficient and could result in more meter replacements. Mr. Chisum confirmed Mr. Wilson's statement that at this time, using USWUG staff to drive in the service area and identify violators is the most cost-effective approach. Director Roberts asked that the letter include a statement to explain why the Board is enforcing restrictions. Director Murphy confirmed that there was a mailing that went out discussing the watering restrictions and Director Fox stated that the times weren't clearly identified.

Darryl Faykus next provided a report regarding billing and customer service, provided as **Exhibit H**. Director Murphy asked how long customers had to respond to letters before getting a second violation. Mr. Wilson stated that there is a log kept on the letters that go out, and as addresses are reported, the log is updated to confirm whether previous violations exist. Mr. Wilson stated that he has committed to several customers a grace period of 1-2 weeks to allow them to come into compliance.

Director Goodwin asked whether the customers with high usage complaints last year had paid their bills and Mr. Faykus stated that most of these customers have payment plans, but one customer still remains. Director Goodwin confirmed that the remaining disputed individual needs to be addressed.

IX. TARIFF/POLICIES AND SERVICE REQUESTS

- A. Discuss, consider and take action concerning amendments to WTCPUA Tariff, including:**
 - 1. Fees for customer requested data logs, meter calibration and meter replacement.**

Mr. Wilson presented proposed tariff changes, provided as **Exhibit I**. He stated that these edits would ensure that the PUA is reimbursed and costs covered for confirming use and customer-requested activities. This policy doesn't preclude PUA staff from resolving disputes.

Ms. Albright discussed the changes to the Tariff. Director Goodwin confirmed that meters are always replaced with AMRs.

MOTION: A motion was made by Director Roberts and seconded by Director Goodwin to approve the amendments to the Tariff as presented by staff, provided as Exhibit I

The vote was taken with the following result:

Voting Aye: Directors Fox, Murphy, Whisenant, Goodwin, and Roberts

Voting Nay: None

Absent: None

Director Whisenant stated that these fees seem to be in line with what he would expect.

B. Discuss, consider and take action on the following service requests:
1. Spanish Oaks West Village (750 Water and Wastewater LUEs)(PFCS)

Mr. Wilson presented this request, provided as **Exhibit J**. He stated that this is a request under a previous LCRA agreement from 1999 and the request is in conformance with the agreement. He stated that there has been an updated 200 LUE request for this property that was not received in time for the Board packet and that there were some deficiencies regarding the application that need to be cured. This updated request would be brought back at a later meeting if the deficiencies are cured.

Director Goodwin stated that he doesn't understand how the PUA can add this amount of service to the System. Mr. Wilson stated that there was no schedule of development provided as a part of the request. Mr. Wilson stated the 660,000 square feet would likely be a long-term absorption. Director Goodwin asked why a PFCS letter is needed if the contract requires that the service be provided. Mr. Wilson confirmed that this is a Board policy to ensure that adequate capacity is available. Director Goodwin confirmed that no reservation fees are required to be paid under this contract. Director Goodwin stated that this development would add another 200,000 gallons of wastewater to the current 600,000 gallon current wastewater flow. In response to a legal question under the contract, Ms. Albright stated that legal counsel would have to look at the CCNG contracts with these specific questions in mind prior to providing a legal opinion. Director Murphy stated that he didn't believe the contract compels the PUA to provide service if the capacity is not available.

David Klein addressed the Board and stated that he could answer questions in open session and reminded the Board that litigation relating to CCNG was pending and there is also an executive session that legal questions could be discussed. He confirmed that issues other than reimbursement had been raised in the lawsuit.

Director Goodwin stated concerns that the planned development couldn't be achieved under the 1999 development agreement with the City of Bee Cave. He stated concern that under the current TLAP permit, the PUA had issues keeping up with disposal of the current capacity.

Director Murphy stated that he wanted to discuss this item in executive session.

Ariel Axelrod addressed the Board and stated that he had requested that all agreements are catalogued. Ms. Albright stated that these obligations have been catalogued, but the issue was relating to rate adjustments related to the timing of when these obligations would be paid to developers. Mr. Klein confirmed that the Installment Purchase Agreement listed out contracts to be transferred to the PUA, and these contracts had been received and catalogued by the PUA.

Mr. Wilson stated that most, if not all, SERs under LCRA contracts had open-ended capacity allocation in these contracts. The SER closes that amount for each phase and identifies the allocation to the Board. Director Murphy stated that similar to the City of Bee Cave's process, the SER process allows the PUA to ensure that the facilities are available. Director Roberts stated that he wants to know what CCNG has planned, but he doesn't understand why the Board needs to discuss approval if the contract requires that service be provided. Mr. Wilson confirmed that the SER is brought to the Board as a matter of PUA policy.

Director Roberts stated that he wanted to know what the PUA is contractually obligated to do under the CCNG contracts.

Director Murphy stated that he would prefer to stipulate timing on the wastewater capacity even with the capacity committed.

Director Roberts stated that on paper the PUA is beyond the capacity of the wastewater treatment plant. Director Murphy confirmed that the present request is for PUA planning purposes as well as the planning for the development.

Director Goodwin asked Mr. Wilson whether a 750 LUE PFCS letter would be given to a development if it was not requested under the CCNG agreements. Mr. Wilson stated that if a developer currently requested 750 LUEs without an existing commitment, he would not bring such a request to the Board.

Director Murphy asked if a 750 LUE request for water within the PUA's CCN was submitted, would a PFCS letter be presented to the Board. Mr. Wilson confirmed that it would, but based on the policies of the Board.

Director Goodwin stated that he would like an incontrovertible legal opinion on the obligations under the CCNG agreement.

MOTION: A motion was made by Director Roberts and seconded by Director Murphy to approve the PFCS for Spanish Oaks West Village, 750 water LUEs, with a provision added that wastewater service may be subject to a future moratorium that could affect the project.

The vote was taken with the following result:

Voting Aye: Directors Murphy, Whisenant, and Roberts

Voting Nay: Director Goodwin
Absent: Director Fox

Director Murphy stated that he felt that the request should be contingent on the capacity available in the system as there are no reservation fees or schedules provided in the service contract or application.

C. Discuss, consider and take action regarding the Bee Cave 1080 20-Inch Water Transmission Main and funding of same pursuant to the Agreement for the Provision of Nonstandard Retail Water Service with Masonwood HP, Ltd

David Tuckfield, attorney for the Developer, addressed the Board and provided handouts as **Exhibit K**. He stated that he wanted to discuss whether impact fee credits should be given on the identified projects and whether the 1080 Transmission Line (Project D) was an appropriate share. He stated that the CIP clearly states that more LUEs would be available for the project, and that the 1080 Waterline should be available for impact fee credits.

Director Murphy stated this waterline would not be built for some time by the PUA if not for the Masonwood West project. He stated the PUA was not going to go into debt and charge current customers for facilities that the Masonwood West project required.

Ariel Axelrod spoke to the Board stating that this project started with a misrepresentation that excess capacity was owed to the developer based on an LCRA letter. He stated that this developer is in no different position than any other property owner on the waterline. The developer now wants to shift the cost to ratepayers for service to be provided to this development outside the CCN. He felt that the PUA had granted time and consideration to this development and urged the Board to look to the agreement itself only.

Director Roberts stated that the Board should consider rate areas for new developments.

This discussion was continued in executive session.

Director Murphy stated that this item was discussed with legal counsel and requested that the developer meet with PUA staff and legal consultants regarding the path forward.

X. GENERAL MANAGER'S REPORT

A. Discuss, consider and take action on report from General Manager's Agency Administrative and Operations Report.

Mr. Pugh addressed the Board and asked for clarification on certain Board direction. He asked whether the Board would like a supplement letter sent to individuals receiving watering enforcement letters. Director Fox stated that he would like an alternative communication method explored.

Director Goodwin confirmed that the high water disputes from 2015 needed to be finalized.

Mr. Pugh stated that he met with staff and that they would be working on revised job descriptions for staff. He stated that he took a tour of the system with Mr. Wilson over two afternoons. He met with USWUG, the rate consultant and the legal team and planned to meet with the communications consultant, bookkeepers and customer service representatives in the next week. He also stated that weekly staff meetings and monthly CIP meetings are going to be instituted.

Mr. Wilson presented the General Manager's Report, provided as **Exhibit L**. Director Roberts confirmed that there were no odor complaints from the wastewater but there had been a complaint regarding water smell.

Mr. Pugh stated that the wholesale customer meeting was held on August 16 and Ms. Heddin provided a good summary of the analysis of the wholesale rates. There were some follow up questions, but overall the meeting went well.

XI. ENGINEER'S REPORT

A. Discuss, consider and take action on reports from Agency Engineering Representatives, including:

1. Pay Application No. 1 for SCADA System Upgrade Phase 1.

Mr. Wilson presented this item, provided as **Exhibit M** and recommended approval.

MOTION: A motion was made by Director Goodwin and seconded by Director Whisenant to approve Pay Application No. 1 for SCADA System Upgrade Phase 1 as presented by staff.

The vote was taken with the following result:

Voting Aye: Directors Murphy, Whisenant, Goodwin and Roberts

Voting Nay: None

Absent: Director Fox

2. Beneficial Water Recycling Project – Status Update.

Mr. Lozano provided an update on this item, providing a summary memo as **Exhibit N**. He stated that MEC is recommending a 500,000 gallon first phase for the project.

Director Goodwin asked whether the golf courses could claim that the brine water could affect the grass even though the engineering data proves that there is no detrimental effect. Mr. Lozano stated that the information overwhelmingly supports that there would be no effect. If the issue is raised, the PUA has a sound basis to protect against such claims.

Mr. Lozano confirmed that the proposed plan is to treat the water to above drinking water standards and send the water directly into the potable water system. He stated that a 75% treatment efficiency was anticipated. Mr. Goodwin confirmed that other systems have typically sent the treated water back through the water treatment plant to be mixed with the water there. He stated that direct potable reuse was evaluated to save costs by not running this water through the water treatment plant. Director Whisenant confirmed that the reused water would be treated better than the potable water standards and better than the potable water that is currently produced by the water treatment plant.

3. Texas Land Application Permit – Major Amendment Application – Capacity and Phasing Recommendations.

Mr. Lozano provided an update on this item, and stated that the renewal permit is now final and staff and consultants are now prepared to look to the amendment application. He presented a table, provided as **Exhibit O**. He stated that the PUA would be requesting a capacity expansion to 1.6 MGD. He stated that the application could be submitted due to the BWR facility, but otherwise additional disposal area needed to be acquired. Director Goodwin asked how many acres of disposal would be needed to expand capacity to 1.8 MGD, to which Mr. Lozano stated this is speculative at this point.

Director Fox stated that he was leaving at 12:30 p.m. and the meeting would be run by Director Murphy.

Mr. Wilson stated that the PUA is going to leverage their interest on the subsurface disposal area, then look to building the beneficial water reuse, and Mr. Lozano's proposal is supported by staff.

He recommended that master planning related to irrigation and wastewater disposal be undertaken.

4. Proposal from Murfee Engineering for engineering services associated with the design, permitting, and construction administration for the 1340 Elevated Storage Tank CIP Project.

Mr. Wilson presented this proposal, provided as **Exhibit P**. He stated that part of the CIP has been approved – the transmission main – and this elevated storage is the next improvement that is adopted into the CIP. Storage is needed to be increased to service developments down Sawyer Ranch Road, including HighPointe and Belterra.

MOTION: A motion was made by Director Roberts and seconded by Director Whisenant to approve the proposal from Murfee Engineering for engineering services associated with the design, permitting, and construction administration for the 1340 Elevated Storage Tank CIP Project as presented by staff.

The vote was taken with the following result:

Voting Aye: Directors Murphy, Whisenant, Goodwin and Roberts
Voting Nay: None
Absent: Director Fox

Director Goodwin confirmed that the cost in proposal is comparable to the same services for the 1280 Elevated Storage Tank.

5. SH71 1280 Elevated Storage Tank Project Update.

Mr. Lozano presented on this item, provided photos as **Exhibit Q**. Mr. Lozano stated that this project will be substantially completed by the end of February.

XII. OLD BUSINESS

- A. Discuss, consider and take action regarding the following matters:**
- 1. FY 2017 Budget**
 - 2. Amendment to Retail and Wholesale Water and Wastewater Rates**

Ms. Heddin presented on these items, providing a presentation provided as **Exhibit R**.

Director Goodwin asked for clarification on the bookkeeping budgeted amount and Ms. Heddin confirmed that this number is related to contract bookkeeping and is a transitional expense as the shift is made to in-house bookkeeping.

Ms. Heddin confirmed that the biggest adjustment from July was budgeting for developer reimbursements that are anticipated to be due in the next fiscal year. She stated debt was allocated from wastewater to water to account for these reimbursements related to water service. Director Murphy confirmed that the lower volume users would only see an increase of approximately 3%, even though the overall increase was calculated to be 6%.

Ms. Heddin stated that the final budget would be provided for approval in September.

Director Murphy stated that he didn't like rates going up and the surprise of reimbursement liabilities even though he agrees with the analysis. However, he stated that the rates have stayed lower than the proposed increases LCRA proposed to make even in 2009. He stated that they did as they could with the task presented even though they didn't achieve all the planned goals in taking over the system from the LCRA. He stated that the PUA rates cover the costs and there are no costs that can be hidden in a property tax.

Director Whisenant stated that this Board is present on a monthly basis for the public to attend and the Board is transparent because the Board has always stated that they work for the ratepayers. He stated it may be tough until the PUA could move past the LCRA commitments.

Ms. Heddin next presented the rate recommendations.

MOTION: A motion was made by Director Roberts and seconded by Director Whisenant to approve the staff recommendations on rates, provided as Exhibit R.

The vote was taken with the following result:

Voting Aye: Directors Whisenant, Goodwin and Roberts
Voting Nay: Director Murphy
Absent: Director Fox

Jim Koerner addressed the Board, asking whether the rates will go down next year once the \$5 million in reimbursements are made. Ms. Heddin stated that this portion of debt was to be allocated due to these reimbursements and that there wouldn't be a corresponding decrease in the next year.

Director Whisenant stated that the Board doesn't increase rates because they want to, but only because they have to.

At 1:34 p.m. Director Murphy announced that the Board would move into Executive Session pursuant to Section 551.071, Texas Government Code – Consultation with attorney regarding the following agenda items:

Items XII. B-H; and
Items IX. B.1 and C

At 3:33 p.m., Director Murphy announced that the Board would come out of Executive Session and that no action was taken in Executive Session on any of the agenda items.

- B. Discuss, consider and take action regarding Cause No. D-1-GN-16-000538; Travis County Municipal Utility District No. 12 vs. Public Utility Commission of Texas in the 250th District Court of Travis County, Texas.**

Discussed in executive session.

- C. Discuss, consider and take action concerning Travis County Municipal Utility District No. 12 v. West Travis County Public Utility Agency; in the 201st Judicial District Court, Travis County, Texas; Cause No. D-1-GN-16-002274.**

Discussed in executive session.

- D. Discuss, consider and take action regarding the Raw Water and Effluent Agreement, as amended, between Fire Phoenix, LLC, and WTCPUA concerning Fire Phoenix, LLC's delinquent account balance for treated effluent and raw water.**

Discussed in executive session.

- E. Discuss, consider and take action regarding *Plaintiff's First Amended Petition and Application for Temporary Restraining Order and Request for Temporary and Permanent Injunction by West Travis County Public Utility Agency, Fire Phoenix, L.L.C. and Austin Falconhead, L.P.; in the 98th Judicial District Court, Travis County, Texas; Cause No. D-1-GN-15-000601.***
- F. Discuss, consider and take action regarding Cause No. D-I-GN-15-002149; *West Travis County Public Utility Agency v. Severn Trent Environmental Services, Inc.*, in the 98th District Court of Travis County, Texas and Cause No. D-I-GN-15-002169; *Severn Trent Environmental Services, Inc. v. West Travis County Public Utility Agency*, in the 98th District Court of Travis County, Texas.**

Discussed in executive session.

- G. Discuss, consider and take action on Settlement Agreement with Lower Colorado River Authority, CCNG Development Co., L.P., CCNG Real Estate Investors II, L.P., CCNG Properties, L.P., Synchro Realty, L.L.C., CCNG Golf, LLC, Daniel Porter, and West Travis County Municipal Utility District No. 6.**

Discussed in executive session.

- H. Discuss, consider and take action regarding *CCNG Development Co., L.P. v. West Travis County Public Utility Agency and Lower Colorado River Authority; in the 345th Judicial District Court, Travis County, Texas; Cause No. D-1-GN-14-000163.***

Discussed in executive session.

XIII. ADJOURNMENT

MOTION: A motion was made by Director Roberts to adjourn. The motion was seconded by Director Whisenant.

The vote was taken with the following result:


Voting Aye: Directors Whisenant, Goodwin, Roberts and Murphy

Voting Nay: None

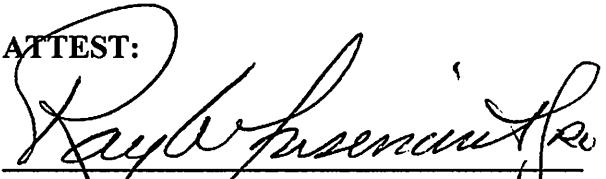
Absent: Director Fox

The meeting adjourned at 3:38 p.m.

PASSED AND APPROVED this 15th day of September 2016.



Larry Fox, Ph.D, President
Board of Directors

ATTEST:


Ray Whisenant, Jr., Secretary/Treasurer