

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, February 23, 2021, at 2:15 p.m.

Copies of the agenda were forwarded to the following news media: Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner.

Commissioners present were Mses. Barnes and Viney and Messrs. Blanton, Horton, Littlejohn, Montgomery, and White. No one was absent.

The meeting was opened with the following statement:

This is a regular meeting of the Spartanburg Sanitary Sewer District Commission. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies mailed to local and nearby news media, at least 24 hours prior to this meeting.

### 1. PRAYER

Mr. Blanton called the meeting to order and Ms. Barnes opened with a prayer.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 26, 2021

Mr. Horton moved and Mr. Littlejohn seconded the motion to approve the minutes as written. The motion passed unanimously.

### 3. APPROVAL OF SERIES 2021 REVENUE BOND REFUNDING

Brad Love of Haynsworth Sinkler Boyd, SSSD bond counsel presented the resolution authorizing the Series 2021 bond refunding of the outstanding 2013A and 2013B Revenue Bonds, as follows:

PROVIDING FOR THE ISSUANCE AND SALE OF NOT EXCEEDING TWENTY-ONE MILLION DOLLARS (\$21,000,000) SPARTANBURG SANITARY SEWER DISTRICT, SOUTH CAROLINA SEWER SYSTEM REFUNDING REVENUE BONDS, SERIES 2021; AND OTHER MATTERS RELATING THERETO.

Management requested Commission approval of the Series 2021 resolution.

Mr. Pressley noted that the targeted pricing date is March 17, 2021, and may obtain present value savings between 8-9%.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management's recommendation for the approval of the Series 2021 resolution. The motion passed unanimously.

### 4. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2021. An explanation was provided for the favorable and unfavorable budget variances.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 23, 2021

The Commission tentatively scheduled the Budget Work Session for Tuesday, April 27, 2021.

The above was provided as information to the Commission.

**5. COVID-19 REPORT**

Ms. Schneider provided the Commission with an update on COVID-19.

Spartanburg County numbers are continuing to be tracked each day. Cases have decreased since the end of January 24, 2021. On January 24, 2021, the 7-day average was 204 with a peak that day of 265. Positive cases on February 16, 2021, were averaging 91 and a peak of 204.

Month	Average Positive Cases/Day	Death Rates/Day	Potential Drivers
April	8.3	0.3	Start of data
May	10.6	0.4	Up swing toward the end of May due to Mother’s day and warmer weather.
June	33.0	0.9	Memorial day, graduations, outdoor activities, beaches, weddings, more openings
July	67.3	1.1	Continued openings, more indoor dining, vacations, travel
August	42.0	2.1	More masking, countered by more openings
September	42.7	1.7	Continued efforts with community orders to mask
October	57.8	1.3	Upswing in infection rates in county and state
November	91.9	1.4	More cases as we go into the holiday Season. The trend is nation wide
December	209.5	4.1	Surges of cases from the end of November and Christmas season.
January	256.3	5.6	Christmas and New Years
February	204.0	4.0	

\*As of February 17, 2021

Management continues to run a robust assessment of all cases, reviewing and using the most up to date CDC and DHEC guidance. Based on the numbers, Spartanburg Water is doing better than other utilities in the state. Holiday season cases for the company peaked out on January 12, 2021, with 25 quarantines and 11 positive cases for a total of 36 people away from work due to COVID-19. After that date, cases started to reduce as the County numbers decreased. A month later, February 12, 2021, there were five quarantines and one positive case for a total of six people out of the workforce due to COVID-19. For now, cases have leveled off. Most quarantines we are seeing now are related to family member/household exposures.

We continue to allow visitors to our facilities on an as needed basis. Managers and Supervisors continue to be heavily involved in case management to protect the workforce by supplying quick information to the Assessment Team. Employees have been given information on free testing sites for COVID-19 and information on insurance coverage related to non-free testing sites. We have surveyed the workforce to determine the percentage that want to take the vaccine. This percentage is 36% and is very similar to other utilities in the state. We are closely monitoring vaccine distribution. Timing for the phases continues to move based on vaccine availability. There have been no supply chain issues to date.

## **6. 2020 ECONOMIC DEVELOPMENT REPORT**

Ms. Schneider and Gene Jackson provided the economic development activity by Spartanburg Water during the 2020 calendar year to the Commission.

Ms. Schneider shared highlights from the report. For every dollar SSSD spends, equals \$27 in economic investment. In 2020 there were a number of commitments to include, 16 new projects, 403 new jobs, and over \$321 Million invested in the SSSD service area. There were 40 new development projects that included 19 miles of sewer line, 561 new manholes, and sewer service to 2,571 lots. This will have a future revenue impact of \$1.2 Million annually.

Ms. Schneider noted on the SWS highlights that for every dollar that the Commission of Public Works spends, equals \$14 in economic investment. In 2020 there were projects and expansions that equaled to over \$201 Million invested in the water service area. There were 10 new projects, 162 new jobs, 10.1 miles of water line, 54 new fire hydrants, 13 fire services, and water service for 1,402 lots. There were 11 new participation projects that included three new fire hydrants and water service for 49 lots. This will have a future revenue impact of \$700,000 annually.

Despite the COVID-19 Pandemic, these are great returns on investment for the SSSD and the CPW.

Gene Jackson provided an overview of the SSSD and SWS development projects including maps for location of this development, and where they are located within the sewer and water district area. Developer inquiries were also reviewed and the maps provided show where growth is taking place.

Ms. Schneider reviewed growth in the City of Spartanburg. The Commission of Public Works contributes \$1.064 Million annually through the Economic Development Participation Agreement to the City of Spartanburg. The City of Spartanburg has \$50 Million in new development and \$292 Million of development in progress. There are 25,255 jobs within 1.5 miles of Morgan Square with residential occupancy at 97.1 percent.

The above was provided as information to the Commission.

**7. BIDS FOR COLLECTION AND DISTRIBUTION COMPLEX PAVING**

Sealed bids were received on February 4, 2021, for the asphalt paving for the area around the warehouse at the Collection and Distribution Complex. The project consists of milling and reapplying 3,500 square yards of asphalt around the Purchasing warehouse. The area receives heavy traffic from freight trucks and has extensive cracking and damage. The project also consists of paving approximately 1,060 square yards of unpaved area for additional storage.

Invitations to bid were forwarded to prospective bidders and publicized in the local media. A tabulation of the bids is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Bennett Paving, Inc. Spartanburg, SC	\$148,938
Bird Corp of Inman Inman, SC	\$156,085

Management recommended the award of the contract to the lowest responsive and responsible bidder, Bennett Paving, Inc., in the amount of \$148,938. Project will be split equally between SSSD and SWS capital funds.

Remsen Parrish provided an overview of the bid for Collection and Distribution Complex paving.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management’s recommendation to award the contract to the lowest responsive and responsible bidder, Bennett Paving, Inc. The motion passed unanimously.

**8. RECEIPT OF BIDS – BEAVERDAM CREEK PUMP STATION UPGRADE PROJECT**

Bids were received on February 9, 2021, for the Beaverdam Creek Pump Station Upgrade Project. The Spartanburg Sanitary Sewer District (SSSD) Model Update and CIP Project Development Report submitted by Brown and Caldwell (B&C) Engineers in early 2018, included a recommendation that the Beaverdam Creek Pump Station be upgraded to address a shortfall in capacity for future growth in the drainage basin. Several additional improvements were identified during the collaborative design process between the consulting engineer and SSSD staff. These additional items will improve safety and facilitate the future operation and maintenance of the pump station. The current project will include the following:

- Rehabilitation of the existing suction-lift pumps and associated piping;
- Construction of a larger enclosure over the pumps and electrical equipment to improve accessibility and safety during maintenance operations;

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 23, 2021

- Installation of a diesel-engine driven back-up pumping system for emergency service as an alternative to the existing portable generator;
- Expansion and grading of the vehicle turn-around area outside the fenced enclosure to provide improved access by the vac truck and other service vehicles;
- Repaving the asphalt entrance road that is in poor condition.

Nine contractors obtained the bid documents for the project and three contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Carolina Grading & Utilities, Inc. Warrensville, NC	\$506,640
Greenstone Construction Seneca, SC	\$538,800
Harper Construction Greenville, SC	\$622,000
J.L. Construction Co., Inc. Greenville, SC	NO BID
M.B. Kahn Construction Co., Inc. Columbia, SC	NO BID
Morgan Contracting, Inc. Knoxville, TN	NO BID
Saluda Construction, LLC Greenville, SC	NO BID
Tugaloo Pipeline, Inc. Westminster, SC	NO BID
Cedar Farms & Construction, Inc. Eastanollee, GA	NO BID
Engineer's Estimate	\$501,000

Management recommended awarding the contract to the lowest responsive bidder, Carolina Grading and Utilities, Inc., Warrensville, NC for the amount of \$506,640. This project will be funded by capital funds.

Gene Jackson provided an overview of the Receipt of Bids for Beaverdam Creek Pump Station Upgrade Project.

Mayor White moved and Ms. Barnes seconded the motion to approve management's recommendation to award the contract to the lowest responsive bidder, Carolina Grading and Utilities, Inc. The motion passed unanimously.

**9. HOWARD STREET GRAVITY SEWER MAIN REHABILITATION PROJECT**

Bids were received February 4, 2021, for the installation of approximately 1,320 LF of 8-inch ductile iron pipe (DIP) and 1,520 LF of PVC gravity sewer lines, 11 manholes, asphalt milling and paving. The contractor will also be responsible for re-establishing 35 sewer service line connections. The pipeline work is located along Howard Street in two locations: (1) Vernon Street to Aden Street; (2) Cleveland Park Drive to Allen Street.

The District is committed to addressing the needs of its aging collection system infrastructure and protecting the environment. Staff have documented SSO's and numerous line blockages within these pipeline segments of Howard Street. The existing 8-inch and 6-inch in diameter sewer lines are (VCP) vitrified clay pipe and the overall condition and been rated poor.

The bid was advertised publically in the Spartanburg Herald Journal, South Carolina Business Opportunities (SCBO) and the company website. In addition, staff invited all the 2020-2022 prequalified contractors to submit a bid. Bid information was distributed to 35 interested contractors. Six proposals were received.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
SM Grading & Excavating, LLC Jonesville, SC	\$549,938.00
L.W. Inc. Georgetown, SC	\$572,224.50
Two Brothers, LLC Shelby, NC	\$577,407.35
Saluda Construction, LLC Greenville, SC	\$668,515.00
HRH Engineering Services, LLC Chesnee, SC	\$749,385.00
Don Moorhead Construction, Inc. Belton, SC	\$1,191,350.00

Management recommended the award of the contract for the Howard Street Gravity Sewer Rehabilitation project to SM Grading & Excavating, LLC of Jonesville, SC in the amount of \$549,938.00. The project will be funded by the collection system rehabilitation fund.

Bobby Walden provided the Commission with an overview of the Howard Street Gravity Sewer Main Rehabilitation Project.

Mayor White moved and Mr. Montgomery seconded the motion to approve management’s recommendation to award the contract for the Howard Street Gravity Sewer Rehabilitation project to SM Grading & Excavating, LLC. The motion passed unanimously.

**10. FERNWOOD PUMP STATION REHABILITATION PROJECT – AWARD OF ENGINEERING CONTRACT**

The Fernwood Pump Station was constructed in the early 1960's by the City of Spartanburg to serve the east side of the City. The pump station is a triplex wetwell - drywell configuration with a dual parallel 8" force main located near Lawson Fork Creek. The District assumed ownership of the pump station in 2008. Record drawings indicate the station was upgraded in 1995. The pump station is nearing the end of its useful life and requires frequent maintenance to remain in operation. Currently, only two of the three pumps are in service. Management recommends an upgrade/rehabilitation of the pump station.

Six qualified engineering firms were invited to provide proposals for the design and construction management services for a new pump station. Based on an alternatives assessment completed for the District in 2019, the project would include access road improvements, a new quadruplex pumping system, a valve pit, a crane system, instrumentation/electrical systems, a permanent standby generator, and a new 12" force main to be directionally bored under Lawsons Fork Creek. The firms were asked to provide information on company experience, project team, schedule, and fee.

The firms invited to submit were:

- Brown & Caldwell, Columbia, SC
- Hazen and Sawyer, Greenville, SC
- KCI Technologies, Inc., Spartanburg, SC
- Rogers & Callcott Environmental, Greenville, SC
- Weston & Sampson, Columbia, SC
- WK Dickson & Company, Greenville, SC

Qualifications and Proposal packages were received January 29, 2021, from the six firms.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the submitted proposals on (1) Similar Project Experience, (2) Design Team Experience and Background, (3) Ability to meet an aggressive schedule and (4) Professional Services Fee to include design, permitting services, bidding support, construction contract administration and limited construction observation services.

The highest scoring proposal and lowest cost was submitted by KCI Technologies, Inc. Based on the results of their response and the matrix score, management recommended that the Commission authorize the Chief Executive Officer to enter into a professional services agreement with KCI Technologies, Inc., of Spartanburg, South Carolina, for the Fernwood Pump Station Rehabilitation Project for the not-to-exceed amount of \$112,000. The engineering services will be funded with capital funds.

Bobby Walden provided the Commission with an overview of the Fernwood Pump Station Rehabilitation Project.

Mayor White moved and Mr. Montgomery seconded the motion to approve management’s recommendation to authorize the Chief Executive Officer to enter into a professional services agreement with KCI Technologies, Inc., of Spartanburg, South Carolina, for the Fernwood Pump Station Rehabilitation Project. The motion passed unanimously.

**11. SUMMARY CHANGE ORDER – FAIRFOREST BASIN LARGE LINE CLEANING AND CCTV PROJECT PHASE IV**

The Fairforest Basin large Line Cleaning and CCTV Phase IV Project is complete. Hydrostructures cleaned and inspected approximately 13,916 LF of large diameter pipeline of varying sizes along Fairforest Creek from W. Main Street to S. Liberty Street.

The change order resulted in a decrease in the contract amount of \$4,941.00.

Original Contract Price	\$235,600.00
Change Order – Deletion of 154 LF Line Cleaning & CCTV Inspection (Based on actual construction)	(-\$4,941.00)
Revised Contract Price (final)	\$230,659.00

The change order was executed on behalf of the Commission as per District policy.

Approximately 10.4 tons of debris was removed from this section of Fairforest Interceptor and transported to the landfill for disposal.

Bobby Walden reviewed the Fairforest Basin Large Line Cleaning and CCTV Project Phase IV. Mr. Walden noted some items removed during the cleaning and stated that there would be an additional cleaning project requested in the near future to continue cleaning out the line.

The above was provided as information to the Commission.

**12. MICHELIN INTERCEPTOR BASIN SEWER SYSTEM EVALUATION STUDY (SSES)**

Proposals were received February 9, 2021, for the Michelin Interceptor Basin Sewer System Evaluation Study (SSES). The SSES will include smoke testing, manhole inspections, line cleaning and CCTV inspections of approximately 27,300 LF of gravity sewer pipelines and 119 manholes. The contractor will provide inspection reports, photographs and videos of their findings for the purpose of identifying primary areas of concern and prioritize future sewer system improvements within the basin.

Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE utilization and community benefit program. The proposals were evaluated using a weighted scoring matrix. The matrix rated the submitted proposals



Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 23, 2021

on (1) Approach and Strategy, (2) Technical Competency and Experience, (3) Schedule, (4) Cost, (5) MWBE Utilization and (6) Community Benefit Program. The evaluation and scoring of the proposals were conducted by an evaluation committee.

The Request for Proposal (RFP) was advertised in the Spartanburg Herald Journal, South Carolina Business Opportunities (SCBO) and posted on the Spartanburg Water website Current Opportunities page. Thirty-four interested contractors requested proposal information packages. Six proposals were submitted including an incomplete bid which was not considered. Proposals received are as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hydrostructures, P.A. Cayce, SC	\$ 87,340
Tri-State Utilities, Inc. Chesapeake, VA	\$128,510
Bio-Nomic Services Belmont, NC	\$135,255
Sweeping Corporation of America, Inc. N. Charleston, SC	\$184,430
ES Integrated, Inc. Charleston, SC	\$202,566

The highest scoring proposal and lowest price was submitted by Hydrostructures, P.A. Based on the results of their response and the matrix score, management recommended the award of the contract for the Michelin Interceptor Basin Sewer System Evaluation Study to Hydrostructures, P.A. of Cayce, South Carolina in the amount of \$87,340. The project will be funded by the capital fund.

Bobby Walden provided the Commission with an overview of the Michelin Interceptor Basin Sewer System Evaluation Study (SSES). This SSES will include smoke testing, manhole inspections, line cleaning and CCTV inspections of approximately 27,300 LF of gravity sewer pipelines and 119 manholes.

Mayor White moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the contract for the Michelin Interceptor Basin Sewer System Evaluation Study to Hydrostructures, P.A. The motion passed unanimously.

**13. UPPER FAIRFOREST BASIN SEWER SYSTEM EVALUATION STUDY (SSES)**

Proposals were received February 9, 2021 for the Upper Fairforest Basin Sewer System Evaluation Study (SSES). The SSES will include smoke testing, manhole inspections, line cleaning and CCTV inspections of approximately 20,750 LF of gravity sewer pipelines and 98 manholes. The

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 23, 2021

contractor will provide inspection reports, photographs and videos of their findings for the purpose of identifying primary areas of concern and prioritize future sewer system improvements within the basin.

Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE utilization and community benefit program. The proposals were evaluated using a weighted scoring matrix. The matrix rated the submitted proposals on (1) Approach and Strategy, (2) Technical Competency and Experience, (3) Schedule, (4) Cost, (5) MWBE Utilization and (6) Community Benefit Program. The evaluation and scoring of the proposals were conducted by an evaluation committee.

The Request for Proposal (RFP) was advertised in the Spartanburg Herald Journal, South Carolina Business Opportunities (SCBO) and posted on the Spartanburg Water website Current Opportunities page. Thirty-four interested contractors requested proposal information packages. Seven proposals were submitted including an incomplete bid, which was not considered. Proposals received are as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hydrostructures, P.A. Cayce, SC	\$ 67,777.50
Compliance EnviroSystems, LLC Baton Rouge, LA	\$ 81,407.50
Tri-State Utilities, Inc. Chesapeake, VA	\$100,482.50
Bio-Nomic Services Belmont, NC	\$104,725.00
Sweeping Corporation of America, Inc. N. Charleston, SC	\$141,497.50
ES Integrated, Inc. Charleston, SC	\$155,987.00

The highest scoring proposal was submitted by Compliance EnviroSystems, LLC. Based on the results of their response and the matrix score, management recommended the award of the contract for the Upper Fairforest Basin Sewer System Evaluation Study to Compliance EnviroSystems, LLC of Baton Rouge, LA in the amount of \$81,407.50. The project will be funded by the capital fund.

Bobby Walden provided the Commission with an overview of the Upper Fairforest Basin Sewer System Evaluation Study (SSES). This SSES will include smoke testing, manhole inspections, line cleaning and CCTV inspections of approximately 20,750 LF of gravity sewer pipelines and 98 manholes.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 23, 2021

Mayor White moved and Ms. Barnes seconded the motion to approve management's recommendation to award the contract for the Upper Fairforest Basin Sewer System Evaluation Study to Compliance EnviroSystems, LLC. The motion passed unanimously.

**14. REQUEST FOR ANNEXATION – MYRTLE B. AND DAVID SMITH TRUSTEE**

Myrtle B. and David Smith Trustee has requested annexation of approximately 13.16 acres of property located off of Highway 101 on parcel 5-29-00-105.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommended the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective May 24, 2021.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On February 23, 2021**

WHEREAS, Myrtle B. and David Smith Trustee, owners of a 13.16-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Highway 101 on parcel 5-29-00-105.00 and more particularly shown on the site location map attached hereto as exhibit "A" has petitioned for annexation of this area comprising the aforementioned tract to the Spartanburg Sanitary Sewer District ("the District"); and

WHEREAS, the petition of the property owner has been accepted by the Commission after finding (a) that the petition was submitted by the property owner of an area in Spartanburg County on a petition form provided by the District, (b) that the petition was signed by the property owner within such area proposed to be annexed, (c) that there was attached to the petition a map made on a scale as required by the District, made by a registered licensed surveyor showing, in detail the boundary of the area proposed to be annexed and that all other requirements of the applicable law had been met, and

WHEREAS, the Commission, after having given due consideration to all matters pertaining to the proposed annexation of such area including but not limited to health hazards, the feasibility of installation and maintenance of a sewer system and cost factors, has determined that such an area should be annexed to the District, and

WHEREAS, in reaching its decision to annex such area, the Commission has taken into consideration the additional waste contributed to the system by such area and present and future expansion of interceptor lines and disposal facilities needed to accommodate and service such area, and it has determined that such consideration does not indicate a probable need for expansion to take care of the sewage needs of such area, and

WHEREAS, the Commission finds that it should now give written notice of ninety (90) days to the governing body of each of the sub-districts of the District.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 23, 2021

NOW, THEREFORE, BE IT RESOLVED that the District Commission hereby confirms and ratifies the determinations and findings set out hereinabove, and

BE IT FURTHER RESOLVED that the aforesaid petition be, and it hereby is, accepted by the Commission, and

BE IT FURTHER RESOLVED that the area owned by the aforesaid property owner shown on the map attached to the petition, be annexed to the District effective at the expiration of the ninety (90) days written notice to be given to the governing body of each sub-district of the Spartanburg Sanitary Sewer District, and

BE IT FURTHER RESOLVED that the Commission will give written notice of ninety (90) days to the governing body of each of the sub-districts of the District of the acceptance of the aforesaid petition and of the decision of the Commission to annex the property shown on the above described map.

BE IT FURTHER RESOLVED that when the annexation becomes effective notice of such annexation shall be given to the County Treasurer, The County Auditor and the County Health Officer.

Gene Jackson provided the Commission with an overview of the Myrtle B. and David Smith Trustee request for annexation of approximately 13.16 acres of property located off of Highway 101.

Mr. Montgomery moved and Mayor White seconded the motion to approve management's recommendation to approve the annexation request. The motion passed unanimously.

**15. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A. Ms. Schneider shared that employees contributed 54 Bags of Love to the United Way quarterly project. These bags were delivered through the Mobile Meals program.
- B. Ms. Schneider informed the Commission that Employee Recognition Week would be March 1-5. Employees will be recognized and celebrated during this week in place of the Employee Recognition Breakfast due to COVID-19.

Meeting adjourned at 3:32 p.m.

\_\_\_\_\_  
G. Newton Pressley  
Secretary-Treasurer