

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, May 25, 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 Mr. Horton opened with a prayer.

2. APPROVAL OF MINUTES OF WORK SESSION MEETING OF APRIL 27, 2021, AND REGULAR MEETING OF APRIL 27, 2021

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

3. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the ten-month period ending April 30, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

4. PUBLIC HEARING FOR PROPOSED FY2021-2022 OPERATING BUDGET

A public hearing was held by the Commission to allow input regarding the proposed FY2021-2022 Operating Budget.

Mr. Horton moved and Ms. Barnes seconded the motion to open the public hearing regarding the proposed FY2021-2022 Operating Budget. The motion passed unanimously.

There were no comments from the public.

Mr. Littlejohn moved and Mr. Horton seconded the motion to close the public hearing regarding the proposed FY2021-2022 Operating Budget. The motion passed unanimously.

5. DISCUSSION/APPROVAL OF PROPOSED FY2021-2022 OPERATING BUDGET

Management requested approval of the proposed FY2021-2022 Operating Budget.

Ms. Barnes asked if the average merit increase had been increased to 3.8% as discussed during the budget work session. Ms. Schneider stated that the average merit increase had been adjusted to 3.8%, this does not change the budget figure, it will be adjusted with the budget.

Mayor White moved and Mr. Littlejohn seconded the motion to approve the proposed FY2021-2022 Operating Budget. The motion passed unanimously.

6. PARTNERSHIP FOR CLEAN WATER DIRECTOR'S AWARD – A. MANNING LYNCH WASTEWATER TREATMENT FACILITY

The A. Manning Lynch Wastewater Treatment Facility has received the 2020 "Directors Award" from the Partnership for Clean Water, a program developed by AWWA and associated Partner organizations to guide wastewater organizations towards preserving environmental water quality by optimizing system operations. The Directors Award was achieved by completing the Self-Assessment and Peer Review phase of the Partnership for Clean Water program, a phase which includes comprehensive evaluation of wastewater treatment plant operations and performance, identification of performance limiting factors, and the development of action plans to achieve optimization. A total of nine wastewater organizations have won this award since 2019 and the District was one of three recipients in 2020.

Our goal is to continually strive to optimize operations and manage wastewater for our customers. Achievement of the Directors Award demonstrates our ongoing commitment to protecting public health.

Rick Jolley, Deputy Chief Operating Officer, stated that the Directors Award was achieved by completing self-assessments, reviewing processes and efficiency studies so that SSSD can not only comply with regulations but to do it efficiently.

Ms. Schneider noted that of all the wastewater organizations, the District was one of only three recipients to receive this award in 2020. This is great recognition of staff and the management team of wastewater.

The above was provided as information to the Commission.

7. COVID-19 REPORT

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

Cases continue to decrease and Spartanburg Water has begun Phase 1A of reopening. Fully vaccinated employees will have options where masks are not required, and unvaccinated employees will continue to wear masks until there is further guidance from the CDC. Spartanburg Water has partnered with SCDHEC for an on-site vaccination clinic that will be held at two locations tomorrow, Wednesday, May 26. There are approximately 30

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participants scheduled and approximately 100-120 employees are anticipated to be vaccinated by the end of May. The #myshotcounts Campaign has been launched with employees sharing their reason for being vaccinated.

Management continues to meet and monitor COVID-19 cases and exposures. The main office reopened yesterday, May 24. Newt Pressley stated this opening has been planned and prepared for including engineering controls and rearranging the lobby for social distancing. A press release was posted on the website and social media. Normal hours of 8:00 a.m. until 5:30 p.m. were resumed and there were approximately 25 customers.

Management will update the Commission on supply chain challenges and delays on certain products due to impacts of COVID-19 at an upcoming Commission meeting.

Mr. Blanton asked how often management meet regarding COVID-19. Ms. Schneider stated meetings are held weekly via ZOOM.

Mayor White asked what percentage of employees have been vaccinated. Ms. Schneider stated approximately 30-35%.

The above was provided as information to the Commission.

8. BID FOR STATIONARY DIESEL GENERATOR PURCHASE AND INSTALLATION SERVICES

Bids were received on April 29, 2021, for the purchase and installation of a diesel stationary generator at the South Tyger River Wastewater Treatment Facility. Invitations to bid were forwarded to prospective bidders and publicized in the local media. A tabulation of the six responses are below listing the total cost:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Generator Services West Columbia, SC	\$112,948.53
Generator Power Systems, Inc. Columbia, SC	\$119,480.00
Page Power Systems Gastonia, NC	\$137,985.00
National Power York, SC	\$148,491.00
Clement Electrical Seneca, SC	\$172,018.00
Carolina Heating Piedmont, SC	\$174,755.65

Based on the results of the bid evaluations, management recommended the approval of an award to Generator Services for a total cost of \$112,948.53. Funding will be provided from SSSD depreciation funds.

Remsen Parrish provided an overview to the Commission regarding the bid for the Stationary Diesel Generator Purchase and Installation Services.

Mayor White moved and Ms. Barnes seconded the motion to approve management’s recommendation and award the bid to Generator Services. The motion passed unanimously.

9. PROPOSED REVISIONS TO THE SPARTANBURG SANITARY SEWER DISTRICT SEWER USE RULES AND REGULATIONS

Management proposed revisions/changes to the SSSD Sewer Use Rules and Regulations. These include:

- Change in **Section 9.84, Enforcement Related Charge** – wording change.
- Addition to **Section 10, Connections and Expansions of Spartanburg Sanitary Sewer District Wastewater Collection Systems** to include **Section 10.4, Recreational (RV) and Camper Storage Facilities – Restricted Dump Stations**.
- Clarification in **Section 11.7, Rebate of Charges Treatment of Waste Originating from Septic Tanks**.
- Changes in **Section 11.8, Industrial/Commercial Site Septic Tanks** that define the categories of Industrial/Commercial Septic Tanks that require prior approval.
- Addition in **Section 11, Holding Tank Waste**, to include **Section 11.9, RV Parks and Campground Site Septic Tanks**. This change lists guidelines for acceptance.
- Miscellaneous clerical corrections and changes.

The proposed revisions/changes are presented as information only. The revisions/changes that affect the Industrial Pretreatment Program are subject to review and approval by SCDHEC.

Therefore, management is not requesting Commission action at this time and will present the proposed changes to SCDHEC. Once SCDHEC approves the proposed changes to the Industrial Pretreatment Program, management will bring the entire set of revisions to the Commission for final review and adoption.

Current Language	Proposed Language	Explanation of Change
<p>9.84 Enforcement Related Charge</p> <p>Any industrial user, whether classified as a SIU or not, shall be billed by the District for all costs</p>	<p>9.84 Enforcement Related Charge</p> <p>Any industrial user, whether classified as a SIU or not, may be billed by the District for all costs</p>	<p>The change from “shall” to “may” gives the District an option to bill for costs associated for enforcement related actions.</p>

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<p>associated with an enforcement action or actions in which the District identifies the user as being in violation of any permit or discharge authorization, order, directive, or any requirement of the Rules and Regulations....</p>	<p>associated with an enforcement action or actions in which the District identifies the user as being in violation of any permit or discharge authorization, order, directive, or any requirement of the Rules and Regulations...</p>	
<p>Current Language</p>	<p>Proposed Language</p>	<p>Explanation of Change</p>
<p>New Section - 10.4</p>	<p>10.4 Recreational Vehicle (RV) and Camper Storage Facilities – Restricted Dump Sites</p> <p>Recreational Vehicle (RV) and camper storage facility dump stations shall only be used by the clientele of the storage facility. The following requirements are in force:</p> <ol style="list-style-type: none"> 1. The dump station is required to be within the confines of a secured facility. 2. The individual dump station is required to be secured. 3. The District must approve all dump stations prior to installation and collecting into the system. 4. A log entry of each discharge is required. 5. Periodic dump station and testing (i.e. chemical screening, metals, etc.) is required. 6. Annual and for cause PCB testing is required. 7. All testing will be completed at the owner’s expense. 	<p>The purpose of this change is to allow Recreational Vehicle (RV) and camper storage facilities to construct and connect dump stations for their clientele.</p>
<p>Current Language</p>	<p>Proposed Language</p>	<p>Explanation of Change</p>
<p>11.7 Rebate of Charges for Treatment of Waste Originating from Septic Tanks</p> <p>The District shall provide the Commission approved rebate to property owners living within the District's boundaries if the property owner's septic tank contents are disposed by a licensed operator at a wastewater treatment plant approved by the District, whether that wastewater treatment plant is located inside or outside the District. The licensed operator shall provide written documentation identifying to the District the owner and location of all waste originating from septic tanks located within the District's boundaries and disposed of at wastewater treatment plants approved by the District. The District shall then notify those</p>	<p>11.7 Rebate of Charges for Treatment of Waste Originating from Septic Tanks</p> <p>The District shall provide the Commission approved rebate to property owners living within the District's boundaries if the property owner's septic tank contents are disposed by a licensed operator at a wastewater treatment plant approved by the District, whether that wastewater treatment plant is located inside or outside the District. The licensed operator shall provide written documentation identifying to the District the owner and location of all waste originating from septic tanks located within the District's boundaries and disposed of at wastewater treatment plants approved by the District. The District shall then notify those owners of their rebate eligibility and</p>	<p>The change involved changing the rebate per address or location to parcel.</p>

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<p>owners of their rebate eligibility and provide a certification form to be completed and returned. Upon receipt and validation of the certification form, the District shall issue the rebate. Only one (1) rebate per address or location will be issued in any calendar year.</p>	<p>provide a certification form to be completed and returned. Upon receipt and validation of the certification form, the District shall issue the rebate. Only one (1) rebate per parcel will be issued in any calendar year.</p>	
<p>Current Language</p>	<p>Proposed Language</p>	<p>Explanation of Change</p>
<p>11.8 Industrial/Commercial Site Septic Tanks</p> <p>All Industrial/Commercial site septic tanks that require pumping must receive approval from the District prior to pumping the site if the wastewater is to be delivered to a District reclaimed water treatment facility. The District may require testing of the wastewater prior to issuing this approval.</p>	<p>11.8 Industrial/Commercial Site Septic Tanks</p> <p>All Industrial/Commercial site septic tanks under the following categories that require pumping must receive approval from the District prior to pumping the site if the wastewater is to be delivered to a District wastewater treatment facility. Those categories of Industrial/Commercial sites that must have prior approval as follows:</p> <ol style="list-style-type: none"> 1. Vehicle related businesses 2. Mortuaries 3. Dog groomers 4. Kennels 5. Vehicle washes/Detailers 6. Industries with processes covered in the IPP program 7. Tattoo Parlors 8. Campgrounds/RV Parks (section 11.9) <p>The District may require testing of the wastewater prior to issuing this approval for any wastewater to be delivered to a District wastewater treatment facility that it may deem necessary.</p>	<p>This change simplifies the categories of industrial/commercial sites required for inspection.</p>
<p>Current Language</p>	<p>Proposed Language</p>	<p>Explanation of Change</p>
<p>New Section</p>	<p>11.9 RV Parks and Campground Site Septic Tanks</p> <p>In order for the District to accept discharges from recreational vehicle (RV) park and campground site septic tanks, the following rules apply:</p> <ol style="list-style-type: none"> 1. Periodic septic tank inspection and testing (i.e. chemical screening, metals, etc.) 2. PCB Testing prior to discharge <p>The owner of the site septic tank is responsible for the cost of all testing.</p>	<p>This section adds requirements for hauled wastes pumped from septic tanks serving campgrounds and RV parks.</p>

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Rick Jolley provided the Commission with an overview of the Proposed Revisions to the Spartanburg Sanitary Sewer District Sewer Use Rules and Regulations. These are for information only as they will be provided to DHEC for review and approval prior to management requesting Commission approval.

Mr. Blanton asked if management is seeing more RV Parks. Mr. Jolley stated that most RV Parks and campgrounds are on septic tanks, but there has been an increase in RV storage facilities that need waste disposal services.

Ms. Viney asked if the new section 10.4 is requested in connection to the recently proposed RV Park in Campobello. Mr. Jolley stated that it is not, and that RV Park is not in the SSSD service area. Ms. Schneider noted that an inquiry came from two areas that are in other water districts, but within the SSSD service area.

Ms. Barnes asked for a little more explanation for the change on Section 11.7. Mr. Jolley noted that the ad valorem tax is based on a parcel of land, not the number of homes on a parcel. That is the reason for this recommendation. Ms. Barnes stated that if the owner had multiple septic tanks on one parcel, per se five septic tanks and all needed to be cleaned more often than every five years, this would be a disincentive. Ms. Schneider stated it addresses some of the situations where multiple units are on one parcel.

The above was provided as information to the Commission.

10. BIOSOLIDS MASTERPLAN DEVELOPMENT PROJECT – PROFESSIONAL SERVICES

In 2018, the District began to experience elevated landfill costs. At the same time, landfills began to realize physical limitations within the landfills in relation to biosolids and saw regulatory drivers on the horizon. A biosolids masterplan was developed in 2011 and many of the items in the plan were carried out. However, no financial trigger points identified in that plan were ever realized due to the low landfill costs.

In 2019, the District began to gather information on available technology to identify viable solutions in the future. Long-term solutions such as drying facilities, incineration, and composting operations were among some of the technologies explored. Short to mid-term solutions were also considered and these included discussions with Spartanburg County in the use of their landfill and composters in the area.

To assist the District in evaluating the various options, a Request for Professional Services was developed. Four consulting firms were chosen to send the request to, based on their previous work and expertise with biosolids. Two of the consulting firms submitted a proposal. The proposals received are listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
AECOM	NO SUBMISSION
CDM Smith	NO SUBMISSION
Brown & Caldwell	\$103,400
Hazen and Sawyer	\$341,500

Based on the received proposals, management recommended awarding the Biosolids Masterplan Development Project to the firm of Brown & Caldwell in an amount not to exceed \$103,400. Funding will be provided by SSSD capital funds.

Rick Jolley noted that in 2018 SSSD started experiencing cost increases and limitations for biosolids. Management began to gather information on available technology to identify viable solutions in the future. Long-term solutions such as drying facilities, incineration, and composting operations were among some of the technologies explored. Short to mid-term solutions were also considered and these included discussions with Spartanburg County in the use of their landfill and composters in the area. To assist the District in evaluating the various options, a Request for Professional Services was developed. Two firms chose not to submit, and one of the two submissions was at an elevated cost.

Ms. Schneider stated that in recent months management has experienced challenged situations from vendors related to bidding on projects. It has become difficult to get responses for small and mid-size projects.

Ms. Viney asked if Hazen and Sawyer submitted a high bid in an effort not to be selected. Mr. Jolley stated that some of the work priced in the Hazen and Sawyer bid has already been completed and was not requested in the proposal, this contributed to the increased cost. Gene Jackson stated there is a lot of projects available at this time, and this is affecting bid responses on smaller projects.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to Brown & Caldwell in an amount not to exceed \$103,400. The motion passed unanimously.

11. RECEIPT OF BIDS – BENS CREEK PHASE 1B GRAVITY SEWER EXTENSION PROJECT

Bids were received on May 11, 2021, for the Bens Creek Phase 1B Gravity Sewer Extension Project. This is the second phase of a multi-phased project that will provide sewer service to a currently unserved area of the Sewer District. The current project will extend an 18" gravity sewer line approximately 3,800 linear feet, beginning near the new Bens Creek Pump Station and ending on the north side of Fowler Road.

Twelve contractors obtained the bid documents for the project, and six contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Don Moorhead Construction, Inc. Belton, SC	\$1,386,613.00
DS Utilities, Inc. Little Mountain, SC	\$1,516,213.75
Greenstone Construction, LLC Seneca, SC	\$1,711,956.00
Long & Son Utility Co. LLC Simpsonville, SC	\$1,861,913.00
Piedmont Utility Group, Inc. Mooreboro, NC	\$1,992,259.62
Payne, McGinn, & Cummins Belton, SC	\$2,430,626.25
Engineer’s Estimate	\$1,650,875.29

Management recommended awarding the contract to the lowest responsive bidder, Don Moorhead Construction, Inc., Belton, SC for the amount of \$1,386,613.00. This project will be funded by capital funds.

Gene Jackson provided the Commission with an overview of the Bens Creek Phase 1B Gravity Sewer Extension Project.

Mayor White moved and Ms. Barnes seconded the motion to approve management’s recommendation and award the contract to Don Moorhead Construction, Inc. The motion passed unanimously.

12. BENS CREEK PHASE 2 GRAVITY SEWER PROJECT – PROFESSIONAL SERVICES

The current Professional Services contract with Hill Engineering for the Bens Creek Project consisted of three phases, the final being the design of gravity sewer continuing along Bens Creek north of Fowler Road for a distance of approximately 1,000 linear feet. Staff has learned that at least two large, residential developers are in negotiations to acquire several large tracts further along Bens Creek, beyond the end of the current plan.

Hill Engineering, LLC has submitted a proposal to design, permit, and provide construction management services for an additional ±9,000 linear feet continuation of gravity sewer along Bens Creek. This will extend gravity sewer service to Greenpond Road and facilitate the development of the tracts noted above, as well as others.

The engineering services provided by Hill Engineering, LLC will also include the preparation of necessary easement plats and assistance with bidding the project.

The preliminary estimate for construction of this gravity sewer extension is \$2,411,690, and Hill has submitted a not-to-exceed Cost for Professional Services of \$240,000.

Hill Engineering has successfully completed Phase 1A of the Bens Creek Project that included the pump station, force main, and approximately 1,000 linear feet of gravity sewer. This phase is now in operation and providing service to the Anderson Grant Subdivision. Phase 1B of the Bens Creek project has been bid and construction should start by July 2021.

Management recommended the approval of a professional services contract with Hill Engineering, LLC in the amount of \$240,000. This project will be funded through the wastewater capital funds.

Gene Jackson provided the Commission with an overview of the Bens Creek Phase 2 Gravity Sewer Project for Professional Services.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the professional services contract with Hill Engineering, LLC. The motion passed unanimously.

13. PAGE CREEK UV EFFLUENT DISINFECTION UPGRADE PROJECT – PROFESSIONAL SERVICES

Ownership of the Page Creek Wastewater Treatment Facility (PCWWTF) was transferred from the City of Landrum to the Spartanburg Sanitary Sewer District (SSSD) in 1998, and an upgrade of the facility to its current configuration was completed in 2002. Disinfection of the treated effluent is currently accomplished by a UV system that is nearing the end of its useful life. The current CIP schedule includes the replacement and upgrade of the existing UV system at the PCWWTF.

During March 2021, the SSSD Engineering Department issued a Request for Proposals (RFP) to four engineering consultants who were understood to have experience with UV effluent disinfection of wastewater. Responses to the RFP were asked to include the following:

- Assistance in identifying and evaluating the available UV disinfection equipment and suppliers and recommending the best option;
- An approach to the design, permitting, and construction management of the UV system upgrade;
- An estimate of the engineering fees.

In response to the RFP, all four consultants submitted proposals. The proposals were reviewed by SSSD staff, and Goldie Associates was selected as the respondent whose scope, fee, and project understanding was determined to most closely align the requirements of the project and the needs of the SSSD. Goldie Associates had recently completed a major facility improvements project at the Lawson Fork WWTF, and staff was familiar with their capabilities and responsiveness.

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Management recommended the approval of a professional services contract with Goldie Associates, Inc., in the amount of \$63,000. This project will be funded through the wastewater capital funds.

Gene Jackson provided the Commission with an overview of the Page Creek UV Effluent Disinfection Upgrade Project for Professional Services.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve the professional services contract with Goldie Associates, Inc. The motion passed unanimously.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Mr. Blanton asked the Commission for their opinion on returning to the Commission room at 200 Commerce Street for the June Commission meeting. There were comments of agreement and the Commission meetings will return to in-person at the 200 Commerce Street location in the Commission room beginning with the June 29, 2021, meeting.
- B. Ms. Schneider noted that the Sewer Audit Committee would need to be selected for the upcoming fiscal year. Mr. Horton and Mayor White will serve on the Sewer Audit Committee.
- C. Ms. Schneider informed the Commission that management was approached by Chesnee Administration to see if SSSD would be interested in acquiring the Chesnee sewer system. Ms. Schneider has met with the Chesnee Administrator and last evening, May 24, 2021, Ms. Schneider, Gene Jackson, and Bobby Walden attended a work session meeting with the Chesnee City Council to discuss a number of issues. They will check on a few things and then management will meet back with Chesnee City Council in late June or July. If discussions continue, it will require Spartanburg County Council to be involved because it is an island annexation. Chesnee also serves a few residential customers in Cherokee County, which would involve working with them as well. There are a lot of things to work through like financials, environmental, etc. Upcoming meetings are expected and it is possible this item would be on a future agenda for Commission review and/or approval.
- D. Ms. Schneider stated that Gaffney Board of Public Works has reached out requesting to acquire infrastructure on the Gaffney side of Upstate Corporate Park. This would not impact the District's ability to provide service on the Spartanburg side. In moving down this pathway, it is a good thing to go ahead and do. Discussions are still in progress, but it is likely that a purchase agreement could be brought before the Commission at a future meeting for review and/or approval.
- E. Ms. Schneider noted that it has been awhile since Upcoming Events have been shared. A few of these pertain specifically to the water Commission, but all are invited. There will be a ribbon cutting at Lake Bowen Park on June 24 at 10:00 a.m. to celebrate the completion of the first phase of the Lake Bowen Park Improvement Project and opening of the new boat trailer parking and second boat ramp.

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- F.** Ms. Schneider stated that management is in the process of scheduling dates in June and July for the dedication of Choose Tap refill stations at the Robert Chapman Center for Philanthropy, Va-Du-Mar McMillan Park, and Cleveland Park.
- G.** Ms. Schneider informed the Commission that Spartanburg Water will participate in the Spartanburg Downtown Criterium with the Choose Tap Oasis and coolers placed in the event tents. The event will begin at 3:15 p.m., and the Oasis will be placed near 145 W. Broad Street.
- H.** Ms. Schneider noted that Spartanburg Water and Choose Tap will participate in the Drafts on Drayton (formerly Hub City Brew Fest). The event will take place from 1:00-5:00 p.m. at the Holliday Brewing location at Drayton Mills. This event will offer an opportunity to promote the Great Water, Great Beer Campaign to a local audience and local breweries.
- I.** Ms. Schneider confirmed that the June Commission meetings are scheduled for June 29 in the Commission room.

Meeting adjourned at 3:12 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh