

MINUTES
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 2

July 19, 2022

The Board of Directors (the "Board") of Mission Bend Municipal Utility District No. 2 (the "District") met in regular session, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, with supplemental access by teleconference available to the public, on the 19th day of July, 2022, and the roll was called of the members of the Board being present:

Judy Villagomez	President
Mary Bertrand	Vice President
Susan Land Johnson	Assistant Vice President
Marlene Weppler	Secretary
Leroy Eaglin	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending in person were Deputy Charles Hill of the Harris County Sheriff's Office ("HCSO"); Susan Cita of TBG Partners ("TBG"); Vicki Busboom of VLB Bookkeeping Services ("VLB"); Lina Loaiza of Bob Leared Interests; Carlous Smith of Si Environmental, LLC ("Si"); Simon VanDyk of Touchstone District Services ("Touchstone"); and Christina Miller and Aidé Meza of Allen Boone Humphries Robinson LLP ("ABHR").

To provide additional access to members of the public, the District established a telephone option for District consultants and members of the public to listen to the meeting and to address the Board. There were no participants via teleconference. The Board considered removing the telephone conference line information from future regular meeting agendas due to inactivity and directed ABHR to remove the telephone conference line information moving forward.

ENGINEERING SERVICES MATTERS

REVIEW STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES

The Board reviewed Statements of Qualifications for engineering services provided by A&S Engineers, Inc., AEI Engineering, LLC ("AEI"), EHRA Engineering, Inc., Huitt-Zollars, Inc. ("Huitt-Zollars"), Morales Engineering Associates ("Morales"), Pacheco Koch Consulting Engineers, Inc. ("Pacheco Koch"), and WGA Consulting Engineers, LLP ("WGA"), copies of which are

attached. The Board discussed narrowing the field of candidates and establishing a list of three engineering firms to invite for in-person interviews at a special Board meeting. Director Villagomez stated that her top three firms are Morales, WGA, and AEI. She stated that Morales is a small firm and is more likely to provide dedicated service to the District. Director Eaglin stated that his top three firms are Morales, WGA, and AEI. He agreed with Director Villagomez that Morales is a small firm and is likely to provide dedicated service to the District. Director Bertrand stated that her top three firms are AEI, WGA, and Morales. She asked the Board to consider authorizing a request for all three engineering firms to provide a client representative list. Director Johnson stated that her top three firms are Huitt-Zollars, Pacheco Koch, and WGA. She expressed her concerns regarding Morales being a small firm. Director Weppler stated that her top three firms are Morales, WGA, and AEI. She stated that she would like to include these three firms in the interview process, because they represent a small, a medium, and a large company.

The Board considered interviewing Morales, AEI, and WGA on July 26, 2022, at 6:00 p.m. at a special Board meeting, authorizing ABHR to request that they bring at least one firm representative, a client representation list, and that they review the District's current action item list ahead of the interview meeting.

Following review and discussion, Director Bertrand moved to authorize ABHR to coordinate interviews with representatives from Morales, AEI, and WGA as discussed. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

AUTHORIZE NEGOTIATION OF AN AGREEMENT FOR ENGINEERING SERVICES, IF APPROPRIATE

The Board unanimously concurred to defer entering into an Agreement for Engineering Services at this time.

DISTRICT TECHNOLOGY MATTERS

UPDATE ON THE DISTRICT'S WEBSITE AND IMPLEMENTATION OF THE EMERGENCY MESSAGING SYSTEM

The Board discussed website matters, including the current content on the District's website, future changes to the website, and the monthly ongoing costs for maintenance and services. The Board discussed previous website posting deadlines provided by the Communications Committee to Touchstone and issues with website content. The Board considered soliciting an itemized cost reconciliation from Touchstone with the quoted versus actual monthly charges to be presented to the Communications Committee. The Board also considered

asking for Touchstone to not send a company representative to regular Board meetings, unless otherwise directed.

PUBLIC COMMENTS

Director Villagomez offered any members of the public attending the meeting the opportunity to make a public comment. There being no members of the public requesting to make public comment, Director Villagomez moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the June 15, 2022 (Special), June 21, 2022 (Regular), July 5, 2022 (Greenbelt), and July 11, 2022 (Chelford) meetings. Ms. Miller confirmed that there was no quorum at the July 5, 2022 (Greenbelt) meeting, therefore there are no minutes for the meeting. Following review and discussion, Director Bertrand moved to approve the June 15, 2022 (Special), June 21, 2022 (Regular), and July 11, 2022 (Chelford) minutes, as presented. Director Weppler seconded the motion, which passed unanimously, with all directors voting "yea."

SECURITY SERVICES MATTERS

REPORT FROM HCSO

The Board reviewed and acknowledged receipt of the June 2022 security services report from the HCSO, a copy of which is attached. Deputy Hill reported on recent criminal activity, including an increase in catalytic converter theft incidents and the coordination of a homeless outreach program throughout the District due to a recent increase in the homeless population in the Mission Bend area. He reported on HCSO personnel matters. Following discussion, there was no action on this matter.

UPDATE ON INSTALLATION OF SIGNS PROHIBITING COMMERCIAL VEHICLES FROM PARKING OVERNIGHT

Deputy Hill reported on the continued coordination with Harris County (the "County") to install the signs prohibiting commercial vehicles from parking in the District overnight. Following discussion, there was no action on this matter.

FINANCIAL AND BOOKKEEPING MATTERS

PAYMENT OF THE BILLS AND REVIEW OF INVESTMENTS

Ms. Busboom presented and reviewed the bookkeeping report, including the investment report, the budget comparison, and the list of checks for the Board's approval. A copy of the bookkeeping report, including the investment report and budget comparison, is attached. Ms. Busboom reported on upcoming debt service payments.

REVIEW AMENDMENT TO BOOKKEEPING SERVICES AGREEMENT AND APPROVE SAME, IF APPROPRIATE

The Board reviewed the current Bookkeeping Services Agreement and considered approving a proposed Amendment to the Bookkeeping Services Agreement between the District and VLB to reflect an increase in hourly labor rates for a total amount of \$4,250.00, per month.

Following review and discussion, Director Wepler moved to: (1) approve the bookkeeping report, the checks presented for payment, and the investment report, as presented; and (2) approve the Amendment to the Bookkeeping Service Agreement, subject to finalization as discussed, and direct that it be filed appropriately and retained in the District's official records. Director Johnson seconded the motion, which passed unanimously, with all directors voting "yea."

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT WINTER CONFERENCE

The Board discussed the AWBD summer conference and eligible per diems. Director Eaglin expressed his gratitude for the opportunity to attend the AWBD summer conference and presented and reviewed a report on the conference, a copy of which is attached. He inquired about the possibility of water reuse in the District and whether the District could implement a water reuse program. The Board discussed the cost and considerations related to the implementation of such a reuse program within the Chelford City Regional Wastewater Treatment Plant ("Chelford RWTP") water system. Director Eaglin reported on a case study of water recycling programs from Denmark presented at the AWBD summer conference. Discussion ensued regarding the program in Denmark. The Board considered authorizing attendance for any interested Directors at the AWBD winter conference in Austin, Texas from January 27, 2023 through January 28, 2023. Following discussion, Director Bertrand moved to authorize eligible per diems to the Directors who attended the summer conference and to authorize Board members to attend the winter AWBD conference, as

discussed. Director Weppler seconded the motion, which passed unanimously, with all directors voting “yea.”

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Loaiza presented and reviewed the monthly tax report, a copy of which is attached, reflecting that 98.7% of the District’s 2021 taxes were collected as of the end of June 2022. Ms. Loaiza reviewed the bills presented for payment including overpayment refunds and adjustments from the previous month. Following review and discussion, Director Bertrand moved to approve the tax report and payment of the checks drawn on the District’s tax account, as presented. Director Eaglin seconded the motion, which passed unanimously, with all directors voting “yea.”

RESOLUTION REGARDING DEVELOPMENT STATUS FOR 2022 TAX YEAR

Ms. Miller discussed the “truth-in-taxation” property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district’s development status and/or tax rate. She reviewed the definitions for each of the three categories and said the Board must annually determine the District’s category for that tax year and follow the associated notice and levy provisions in the Texas Water Code. Discussion ensued regarding the District’s development status. After considering relevant data, information, and statutory definitions, the Board unanimously concurred to defer action on this matter until the Board is able to consult with the chosen engineering firm at the next regular Board meeting.

CHELFORD RWTP MATTERS, INCLUDING DESIGNATION OF REPRESENTATIVE FOR PLANT COORDINATION MEETING

The Board discussed the wastewater service capacity request from West Harris County Municipal Utility District No. 4 (“WHC MUD No. 4”). Ms. Miller reported that coordination on an inclusive meeting is ongoing. The Board considered designating a member of the Board to represent the District for coordination meetings in connection with the WHC MUD No. 4 request. Following discussion, the Board concurred unanimously to designate Director Villagomez as the District’s representative for coordination meetings.

Ms. Miller reported that the KFC restaurant at 7195 Highway 6 and the HEB gas station at 14498 Bellaire Boulevard within the District have been routinely tested and are currently out of compliance in regards to wastewater effluent in accordance with the current Third Amended Order Establishing Rules and Regulations Concerning Residential and Nonresidential Wastes (the “Third Amended Order”). The Board considered authorizing the District’s operator to coordinate with the commercial representatives to resolve the Third Amended Order non-compliance issues and to

transmit violation letters if additional biochemical violations at the locations persist. Following review and discussion, the Board concurred unanimously to authorize the District's operator to coordinate with the commercial representatives to resolve the non-compliance issues at the KFC restaurant at 7195 Highway 6 and the HEB gas station at 14498 Bellaire Boulevard within the District.

OPERATION OF DISTRICT FACILITIES

Mr. Smith presented and reviewed the operations report from Si, a copy of which is attached, including routine and preventative maintenance and repairs in the District. Mr. Smith reported that water accountability was 98.45% in the previous month. Mr. Smith reported on the current connections in the District, water production and distribution repairs, tap line repairs, sanitary sewer maintenance, lift station maintenance, fire hydrant maintenance, and water well maintenance and repairs during the previous month.

Mr. Smith updated the Board on the sanitary sewer project and confirmed there are no priority repairs that need to be completed on an urgent basis. He stated that a proposal for the sanitary sewer repairs will be presented at the next regular Board meeting for review and consideration.

Director Bertrand reported on a recent observation of a possible water leak at a residence on Vista Camino Drive. Mr. Smith stated that Si will dispatch a field representative to the area.

HEARING REGARDING TERMINATION OF WATER AND SEWER SERVICE

Mr. Smith presented and reviewed a list of delinquent customers to the Directors and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. Mr. Smith reviewed the timeline of the delinquencies, including the date of notice letters, door hangers, and scheduled terminations.

Following review and discussion, and based upon the operator's recommendation, Director Wepler moved to: (1) approve the operations report, as presented; and (2) authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Johnson seconded the motion, which passed unanimously, with all directors voting "yea."

INTERLOCAL AGREEMENT FOR WATER WISE PROGRAM ("INTERLOCAL AGREEMENT")

The Board considered approving an Interlocal Agreement with the Harris-Galveston Subsidence District for 60 sponsorships for the Water Wise program at Petrosky Elementary School for the 2022-2023 school year in the amount of \$38.00, per sponsorship. Following review and discussion, Director Bertrand moved to approve the Interlocal Agreement for 60 sponsorships in the amount of \$38.00, per sponsorship, and direct that it be filed appropriately and retained in the District's official records. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA") MATTERS

The Board discussed WHCRWA matters. Ms. Miller presented and reviewed Drought Contingency Plan letters issued by the WHCRWA and a Drought Response letter for public water systems issued by the Texas Commission on Environmental Quality during the previous month, copies of which are attached. The Board discussed certain voluntary precautions to conserve water and Mr. VanDyk presented options for posting such water conservation precautions on the District's website for the benefit of residents. Following discussion, there was no action on this matter.

ENGINEERING MATTERS

The Board reviewed the engineering report, a copy of which is attached.

UPDATE REGARDING TRANSITION OF ENGINEERING SERVICES

The Board did not discuss the transition of engineering services.

UPDATE ON STAND-BY GENERATOR

The Board discussed the approved lease agreement for the District's stand-by generator with NTS Rentals, LLC. They noted that the engineer's report indicates there is nothing new to report at this time.

UPDATE ON DESIGN OF PERMANENT GENERATORS

The Board discussed the status of design of the permanent generators for the District. They noted that the engineer's report indicates that Langford Engineering, Inc. ("LEI") is addressing comments from the County but hasn't received comments yet from the City of Houston. that the Board also noted that the report indicated that the final submittal is anticipated at the end of August with approvals no later than mid-October.

UPDATE ON SANITARY SEWER CLEANING AND TELEVISIONING PROJECT

The Board discussed the District-wide sanitary sewer cleaning and televising project. Mr. Smith restated that a proposal for Phase I of the sanitary sewer cleaning and televising project will be presented to the Board at the next regular meeting for review and consideration.

UPDATE ON IMPLEMENTATION OF MISSION BEND INTEGRATED WATER SYSTEM ("MBIWS") WATER DISTRIBUTION MODELING AND ANALYSIS SOFTWARE

The Board discussed the integrated water system model of the MBIWS water distribution, including modeling and analysis software. They noted that the engineer's report indicates the modeling is underway by Vogler & Spencer Engineering, Inc. and that there is nothing new to report at this time.

UPDATE ON RECOATING OF GROUND STORAGE TANK NO. 1 AND NO. 2 AT WATER PLANT NO. 2

The Board discussed the recoating project to serve ground storage tank no. 1 and ground storage tank no. 2 at water plant no. 2. They noted that the engineer's report indicates that design plans are complete and that the project is ready to advertise for bids. The Board discussed the design work for the recoating project and considered authorizing LEI to advertise this project for construction or authorizing the new District engineer to advertise the project. Ms. Miller reminded the Board that this recoating work should be bid shortly so the construction is completed during the winter months and that Mr. Jacob Floyd of LEI has expressed willingness to assist with advertising, if necessary.

Following review and discussion, the Board concurred unanimously to: (1) approve the engineer's report, as presented; and (2) defer authorization to LEI to advertise the recoating ground storage tank no. 1 and no. 2 project for bids until the Board is able to consult with the new chosen District engineer.

PARK AND RECREATIONAL FACILITY MATTERS

Ms. Cita presented and reviewed a report regarding the District's parks and recreational facilities, a copy of which is attached.

MAGNOLIA PARK MAINTENANCE

Ms. Cita reported on pressure washing within the District. She stated there are no new invoices for approval this month.

Ms. Cita updated the Board on lighting maintenance and repairs by Express Electrical Services, Inc. She stated there are no electrical items to report at this time.

Ms. Cita reported on the general landscape maintenance invoices for Magnolia Park from Custom Scapes that have been authorized for payment by the Board. She presented and reviewed invoice no. 2816 for monthly District landscape maintenance in the amount of \$7,023.75, invoice no. 2809 for monthly maintenance and mowing of Reserve E in Terra Del Sol, Section 7 in the amount of \$600.00, and invoice no. 2806 for facility mowing in the amount of \$434.00, copies of which are attached to the parks and recreational facilities report.

Ms. Cita presented and recommended for approval invoice no. 2814 in the amount of \$890.00, for irrigation repairs on Estrada Drive, Mission Bell entry, and Magnolia Park; invoice no. 2813 in the amount of \$255.00, for irrigation repairs at the Tres Lagunas Drive median at Bellaire Boulevard; invoice no. 2812 in the amount of \$190.00, for irrigation repairs at the Tres Lagunas Drive median at Alief Clodine Road; invoice no. 2811 in the amount of \$292.00, for irrigation repairs at the Presidio Square Boulevard median; invoice no. 2810 in the amount of \$275.00, for irrigation repairs at the Sierra Blanca Drive median; and invoice no. 2815 in the amount of \$970.00, for median irrigation and backflow repairs along the Bellaire Boulevard median due to vehicle damage.

Ms. Cita stated that there are no additional estimates for approval from Custom Scapes at this time.

Ms. Cita updated the Board on the Phase III improvements project. She stated that TBG is performing discovery phase tasks and that progress is pending coordination with the District's new chosen engineer.

Director Weppler inquired about the controller timing of the sprinkler system settings at Magnolia Park. Ms. Cita reported that Custom Scapes may be implementing watering cycles at several times throughout the day, as opposed to once a day for a longer period of time.

MISSION BEND GREENBELT TRAIL ("TRAIL) IMPROVEMENTS PROJECT

Ms. Cita updated the Board on the Pedestrian Bridge dedication plaque. She reported that the construction contract with RS Industrial Arts, LLC ("RS Industrial") in the total amount of \$16,279.10, has been finalized and fully executed. Ms. Cita stated that RS Industrial will proceed with shop drawings and will provide a schedule for installation of the plaque.

Ms. Cita updated the Board on the Trail improvements project. She presented and recommended for approval Pay Application No. 14 in the amount

of \$13,736.29, submitted by D.L. Meacham, LP ("D.L. Meacham"), for work completed through June 30, 2022.

Ms. Cita updated the Board on the Trail project, including the west side Phase III improvements. She requested the Board consider authorizing a request for proposals for survey services. Ms. Miller updated the Board on the County's Precinct 4 matters, including their interest in participating in the Trail Improvements project. Discussion ensued, including the Board's discussion on funding participation from the County's Precinct 4 and the Board considered authorizing the District's attorney to facilitate future Trail Improvement planning meetings.

LITTLE VILLA WETLAND PARK ("LVWP") IMPROVEMENTS

Ms. Cita reported on the screen planting landscape and irrigation project at LVWP. She stated that design documents are on hold.

Ms. Cita reported on design and installation of the western park boundary fence at LVWP. She stated that an updated survey is required to determine the landscape easement boundaries to be requested from the adjacent church. Ms. Cita reminded the Board that it has been discovered that the church has encroached on the LVWP property. She requested the Board consider authorizing a request for proposals for survey services to obtain metes and bounds descriptions for the District's property in order to draft the appropriate easement or encroachment agreement.

Ms. Cita restated that the construction contract with RS Industrial in the total amount of \$16,279.10, has been finalized and fully executed. Ms. Cita stated that RS Industrial will proceed with shop drawings and will provide a schedule for installation of the LVWP rules signs.

Ms. Cita reported on the general landscape maintenance invoice for LVWP from Custom Scapes that has been authorized for payment by the Board. She presented and reviewed invoice no. 2807 for monthly maintenance at LVWP in the amount of \$3,320.00. She reported that there are no additional estimates from Custom Scapes at this time.

Ms. Cita updated the Board on the previously approved replacement of the camera data recorder at LVWP by Today's Integration, Inc. She stated that the work is ongoing and that no pay estimates have been presented for approval at this time.

Director Johnson reported on the continued observation of the previously discussed differential settling and buckling near the mosaic at LVWP. Ms. Cita recommended using a beveling action to correct the settling and buckling issue

at this time. She reported that the supporting columns are not unstable and that there is settling in the area which is causing the buckling near the mosaic.

GENERAL DISTRICT LANDSCAPING SERVICES

Discussion ensued regarding possible price adjustments to be made for the services provided by Custom Scapes to the District. The Board considered authorizing TBG to coordinate with Custom Scapes to confirm that their current pricing is adequate due to recent material price and labor rate increases. Following discussion, the Board concurred unanimously to direct TBG to coordinate with Custom Scapes for a revised rate sheet reflecting an increase of 20% for all maintenance work, effective July 20, 2022.

UPDATE REGARDING PREPARATION OF BOND APPLICATION NO. 11

Ms. Cita updated the Board on bond application no. 11. She reported that TBG will coordinate with the District's chosen engineering firm to submit information for review and inclusion in the bond application report.

Following review and discussion, and based upon the landscape architect's recommendation, Director Bertrand moved to: (1) approve the parks and recreational facilities report, as presented; (2) approve the general landscape, maintenance, and repair invoices for Magnolia Park by Custom Scapes that were authorized for payment by the Board, as presented; (3) approve invoice no. 2814, invoice no. 2813, invoice no. 2812, invoice no. 2811, invoice no. 2810, and invoice no. 2815 for various irrigation and backflow preventor repairs throughout the District during the previous month by Custom Scapes; (4) approve Pay Application No. 14 in the amount of \$13,736.29, from D.L. Meacham for the Trail Improvements project; (5) authorize a request for proposals for survey services for the west side Phase III Trail project; (6) authorize the District's attorney to facilitate future Trail improvement planning meetings with the County's Precinct 4; (7) authorize a request for proposals for survey services for the western park boundary fence project at LVWP; (8) approve the general landscape, maintenance, and repair invoice for LVWP by Custom Scapes that was authorized for payment by the Board, as presented; and (9) authorize TBG to coordinate with Custom Scapes for the revised rate sheet reflecting an increase of 20% for all maintenance work, effective July 20, 2022, as discussed. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

DISTRICT TECHNOLOGY MATTERS (CONTINUED)

Mr. VanDyk presented and reviewed a website communications report for the previous month, a copy of which is attached. He reported on news posts, increased website statistics, including 102 new website users in the previous month, resident inquiries, open items, and action items from the previous month.

Mr. VanDyk updated the Board on the implementation of emergency messaging services in the District. He stated that Touchstone has enrolled 1,045 residents to the District's emergency messaging system. Mr. VanDyk restated his interested in coordinating a tour of the local community fire department training facility and the Board deferred scheduling the tour until following the summer months.

Director Bertrand inquired about the ongoing monthly fixed and separate itemized costs for website hosting services and client representation services by Touchstone. She inquired about the previously discussed changes to the website's homepage that have not been completed. Mr. VanDyk discussed monthly fees for certain services and different tiered fees for ongoing services from Touchstone. He provided examples of different services and articles that can be produced and posted to the District's current website. Director Wepler inquired if Mr. VanDyk can produce a reconciliation of invoice charges for the Board's review. Mr. VanDyk offered to host a Communications Committee meeting to provide a reconciliation of invoice charges and discuss gaps in services. The Board then discussed the possibility of having no representatives attend the meeting and stated that Mr. VanDyk will be updated on the Board's final decision regarding attendance at future regular District Board meetings. Following review and discussion, the Board concurred unanimously to direct the District's Communications Committee to meet with Mr. VanDyk of Touchstone to review website and monthly invoice pricing matters.

COMMUNICATIONS COMMITTEE POSTING POLICY AND PROTOCOLS

There was no discussion on this matter.

MEETING SCHEDULE AND PLANNING MATTERS

The Board restated their intention of interviewing Morales, AEI, and WGA at a special meeting on Tuesday, July 26, 2022, at 6:00 p.m. at ABHR. The Board also concurred to hold the next regular Board meeting on August 16, 2022, at 6:00 p.m. at ABHR.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO SEEK THE ADVICE OF ITS ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION OR TO SEEK AND RECEIVE LEGAL ADVICE BY THE DISTRICT'S ATTORNEY

The Board convened in executive session at 7:33 p.m. pursuant to Section 551.071 of the Texas Government Code to conduct a private consultation with their attorney. Ms. Miller and Ms. Meza were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 7:48 p.m. No action was taken by the Board.

There being no further matters to come before the Board, the meeting was adjourned.

Marlene Wappler
Secretary, Board of Directors



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