

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
August 3, 2023

MINUTES

Present at the meeting were: Board Chairman Dr. Cephus Jackson, Board Member Rodney Givens, Board Member Robin Malone, Board Member Emma Godbee, Chief Executive Officer H. Bernard Franks, Chief Administrative Officer Teresa Worley, Chief Operating Officer Keisha Thorpe, Legal Counsel Winston Denmark, Executive Coordinator Rhonda Maxwell, and other Clayton County Water Authority (“CCWA”) staff and visitors. Absent: Vice Chair Marie Barber, Secretary/Treasurer P. Michael Thomas, Board Member John Chafin.

Invocation

Chairman Dr. Cephus Jackson introduced Stormwater Director Kevin Osbey to perform the invocation.

Adoption of Agenda

UPON MOTION by Board Member Robin Malone, and second by Board Member Rodney Givens, it was unanimously

RESOLVED to approve the Agenda as presented.

Approval of Minutes

Board Chairman Dr. Cephus Jackson called for the approval of, or any proposed revisions to, the Minutes of the Regular Board Meeting held on July 6, 2023.

UPON MOTION by Board Member Rodney Givens, and second by Board Member Robin Malone, it was unanimously

RESOLVED to approve the Minutes from the Regular Board Meeting held on July 6, 2023, as presented.

Financial and Statistical Reports

Chief Financial Officer Allison Halron reviewed the financial information distributed to the Board for the period ending June 30, 2023. Information only, no action taken.

Recognitions

Director of Communications and Community Relations Suzanne Brown recognized Sr. Communications Specialist Raven Reese for earning the Georgia Association of Water Professionals (GAWP)’s 2023 Jack C. Dozier Emerging Leader Award at the 2023 GAWP Annual Conference and Expo, Savannah, Georgia. Information only. No action taken.

Director of Communications and Community Relations Suzanne Brown recognized Clayton County Water Authority's (CCWA's) BBQ Team for winning five awards at the Water for People BBQ Cook Off at the Georgia Association of Water Professionals (GAWP) 2023 Annual Conference and Expo, Savannah, Georgia. Information only. No action taken.

New Business

Advanced Meter Infrastructure Contract and Implementation Management Task Order Recommendation

Customer Accounts Director Rodney Perkins presented the Advanced Meter Infrastructure Contract and Implementation Management Task Order Recommendation.

CCWA issued a Request for Proposal (RFP) for Advanced Meter Infrastructure (AMI) system and related products, software and services for approximately 89,000 water meters. By implementing AMI system wide, CCWA intends to improve the overall customer experience by providing customers with more detailed consumption data and reduce financial adjustments for customers as a result of the current leak forgiveness procedures.

The AMI project includes the following:

- Water meter replacement and replace labor for 86,000 units
- Meter interface units (MIUs) capable of transmitting meter reading data for 89,000 units
- AMI-compatible lids for meter boxes, or modifications of existing lids for 89,000 units
- Communications services to collect and transport meter reading data to a Head End System (HES) for 89,000 units per month
- HES to collect, store, and manage data delivered through communicates network
- Design, installation and testing of interfaces between System software and CCWA software

On February 22, 2023, the Request for Proposal was advertised, which solicited qualified vendors to provide a complete AMI system with the minimum and optional requirements. Ten proposals were received and opened on April 27, 2023. Clayton County Water Authority (CCWA) Procurement staff and Jacobs Engineering determined which proposers were responsive to the material terms and conditions of the Request for Proposal and determined who was technically, financially, and otherwise responsible to perform the project satisfactorily. The CCWA Evaluation Team consisted of seven CCWA members. The following criteria were used to develop a technical score for each responsible and responsive proposer.

Score	Criteria
25%	Current System Capabilities
25%	Software, Data, and IT Integration
20%	Experience of Proposed Staff
15%	Installation Management
10%	Strength of Vendor: Company Background, Experience & References
5%	Risk Mitigation
100%	Technical Score

The chart below shows the Proposers that met the minimum requirements and proposals were evaluated by Evaluation Team based on evaluation criteria and received technical score.

Ranking	Vendor	AMI System	AMI Solution	Technical
1	Utility Metering Solutions	Badger	Cellular	92.3 %
2	Kendall	Sensus	Fixed	79.3%
3	Delta Municipal Supply	Neptune	Cellular	70.3%
4	Delta Municipal Supply	Neptune	Tailored (Hybrid)	66.7%
5	Consolidated Pipe & Supply	Master Meter	Fixed	65.2%

As part of the evaluation process, CCWA shortlisted the top three (3) proposers by technical score. Those proposers were invited to submit their “best and final offer” and to present to the Evaluation Team on July 10, 2023. The Evaluation Committee and CCWA Procurement reviewed final costs along with final technical scores on July 19, 2023. The chart below shows the Proposer’s AMI Initial cost, AMI Ongoing cost for a 20-year period, Customer Portal cost, which provides Total Lifecycle cost of each AMI Proposer along with their technical scores after presentations. To rank the proposals, CCWA used a Value for Money ratio. This ratio is determined by dividing the AMI Lifecycle Cost into the technical score.

Best and Final Offer							
Vendor	AMI Initial Cost	AMI Ongoing Costs (over 20 years)	Customer Portal Costs	AMI Lifecycle Cost	Technical Score	Value for Money	Ranking
Utility Metering Solutions (Badger)	\$37,804,084	\$7,940,538	Included	\$45,744,623	91.0%	21.48	1
Kendall (Sensus)	\$38,857,245	\$3,513,017	\$2,261,632	\$44,631,893	78.1%	19.28	2
Delta Municipal Supply (Neptune)	\$40,346,450	\$5,488,772	Included	\$45,835,222	72.3%	17.59	3

Utility Metering Solutions ranked number one at an AMI Lifecycle cost of \$45,744,623. Staff recommend including 10% of initial costs as contingency.

Initial Cost	\$37,804,804.15
10% Contingency	\$ 3,780,408.42
On Going Cost	\$ 7,940,538.48
Total Lifecycle Cost	\$49,525,031.04

CCWA is also requesting support from Jacobs Engineering to provide program management support for the AMI upgrade project which includes implementation support, contract management, organizational transformation, and data analysis. The scope of work and cost are as follows:

Tasks	Hours	Costs
Task 1 – Mobilization	330	\$ 64,430
Task 2 – End-to-End Testing	330	\$ 69,514
Task 3 – Communications	456	\$ 90,815
Task 4 – Implementation Management	4792	\$ 928,735
Task 5 – Field Inspection Support	792	\$ 144,655
Task 6 – Organizational Transformation	620	\$ 117,460
Task 7 – Project Closeout	220	\$ 46,391
Task 8 – Data Analytics and Insights	874	\$ 178,421
Grand Total:		\$1,640,421

Recommendation:

CCWA staff requested: (1) Awarding Utility Metering Systems, LLC the Advanced Metering Infrastructure (AMI) contract, (2) Authorization for the Chief Executive Officer to execute contracts with Utility Metering Systems, LLC in the amount not to exceed \$49,525,031.00 contingent upon completion of bonds, risk management, and GEFA requirements, (3) Awarding Task Order to Jacobs Engineering Group for the Advanced Metering Infrastructure (AMI) Implementation Management Support in the amount of \$1,640,421.00, and (4) Authorization for the Chief Executive Officer to execute the Task Order.

UPON MOTION by Board Member Robin Malone, second by Board Member Emma Godbee, it was unanimously

RESOLVED to table the discussion for, and action on, the Advanced Meter Infrastructure Contract and Implementation Management Task Order Recommendation. In favor: Cephus Jackson, Robin Malone, Emma Godbee. Abstain: Rodney Givens. Motion passes.

Riverdale Outfall Phase 1 Replacement Project Recommendation

Engineering Director Kelly Taylor presented the Riverdale Outfall Phase 1 Replacement Project Recommendation.

Phase 1 of the Riverdale Outfall Replacement will install 5,806 linear feet of new 36-inch, 30-inch, and 24-inch gravity sanitary sewer which will replace an existing 18-inch and 15-inch gravity sewer. The project requires flow bypass and includes several work items, two tie-ins, and multiple reconnections of smaller existing sewers. The replacement project extends from just south of Valley Hill Road to Brookview Drive. This line segment connects to the new sewer pipe that was installed as part of the Flint River Outfall Phase 2 project. Construction Services staff in the Engineering department will provide inspection and construction management services.

The total estimated project costs for Phase 1 of the Riverdale Outfall Replacement (5,806 feet), including the construction contract, CCWA purchased pipe, CCWA provided services during construction, supplementary services during design and construction, and easement acquisition services is estimated to be \$8,254,479. A breakdown of all the various project components, through planning, design, and construction is provided below.

Project Component	Budget Estimate
Board of Directors Request:	
Construction Contract by RFB	\$6,783,170.00
FRPM Pipe by RFQ	775,600.00
Other Project Components (by multiple and various procurement methods):	
CCWA Labor and Equipment	\$492,662.00
Easements (45)	\$37,825.00
Outside Services (Engineering Phase)	\$62,320.00
Outside Services (Construction Phase)	\$7,845.00
Other Pipe and Materials	\$95,057.00
Subtotal	\$695,709.00
Total Budget Estimate	\$8,254,479.00

This recommendation is to move forward with the pipeline replacement project, which requires approval of the construction contract and purchase of FRPM Pipe. Other project components, summarized above for multiple goods and/or services, will be procured and paid for in alignment with CCWA procurement policy which will include a variety of procurement methods including warehouse inventory issues, quotes, existing annual contracts and in some cases, like the easement acquisitions, by negotiation. It is not anticipated that any of the other project components will require board approval per our CCWA procurement policy. This project will be funded from the Georgia Environmental Finance Authority (GEFA) loan CW2020014 that was executed in June 2020.

A. Construction Contract

On June 22, 2023, CCWA opened bids for the Riverdale Outfall Replacement Phase 1. The request for bids was advertised for four weeks and 110 contractors were notified, 23 of which were classified as one or more of the following categories: WBE, DBE, or SLBE. Three contractors, sub-contractors and suppliers attended a non-mandatory pre-bid conference on June 6th where our staff explained the RFB requirements including the GEFA loan requirements as well as work and methods involved in this work. To comply with GEFA requirements, this RFB included a 4% WBE and 4% MBE contract goal and due to this, no SLBE requirements were placed on this bid.

Bids received are summarized below:

Bids Received	Total Bid Amount	WBE/MBE Utilization
JDS, Inc.	\$6,783,169.80	6.3%
Ruby Collins, Inc.	\$7,118,078.00	6.8%

B. CCWA Purchased Pipe

On CCWA-led pipe projects, we purchase the majority of pipe materials to save on contractor markups and sales tax. For larger diameter sizes, Fiberglass Reinforced Polymer Mortar Pipe (FRPMP) is preferred as it is inherently corrosion resistant due to the materials used to make the pipe and is readily available. HOBAS is an approved sole source provider for FRPMP, and a quote was requested for this project. The pricing provided is as follows:

Item	Item Description	Quantity (feet)	HOBAS Pipe	
			Unit Price	Extended Amount
1	24-inch FRPMP	240	\$ 95.00	\$ 22,800.00
2	30-inch FRPMP	2,380	\$120.00	\$285,600.00
3	36-inch FRPMP	3,200	\$146.00	\$467,200.00
Total Quote				\$775,600.00

Recommendation:

CCWA staff recommended purchasing Fiberglass Reinforced Polymer Mortar Pipe (FRPMP) from HOBAS based on the unit pricing supplied.

A bid review was performed that included reference checks as well as review for compliance with the GEFA loan requirements and based on this review, CCWA staff recommended awarding to JDS, Inc. based on the Total Bid Amount of \$6,783,169.80.

This award is contingent upon the successful bidder meeting bonds requirements, risk management requirements and executing the contract as well as the Board authorizing the Chief Executive Officer to sign the contract.

The construction contract and pipe purchase, as well as other materials and services (excluding CCWA labor and equipment) to complete the project will be funded by GEFA loan CW2020014 and the RE fund. CCWA currently estimates \$1,407,015.75 remains on the GEFA loan. CCWA will utilize all remaining funding on the GEFA loan and fund the remainder of the project with the RE fund. CCWA labor and equipment are not eligible for reimbursement and will be funded by R&E.

UPON MOTION by Board Member Rodney Givens, second by Board Member Robin Malone, it was unanimously

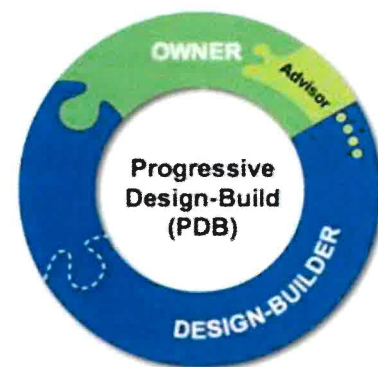
RESOLVED to approve purchasing Fiberglass Reinforced Polymer Mortar Pipe (FRPMP) from HOBAS based on the unit pricing supplied and awarding the Riverdale Outfall Phase 1 Replacement Project contract to JDS, Inc. based on the Total Bid Amount of \$ 6,783,169.80, authorizing the Chief Executive Officer to sign the contract contingent upon the successful bidder meeting bonds requirements, risk management requirements.

Advanced Drinking Water Treatment & Hicks WPP Expansion - Owner Advisor Procurement Support Task Order Recommendation

Engineering Director Kelly Taylor presented the Advanced Drinking Water Treatment & Hicks Water Production Plant Expansion – Owner Advisor Procurement Support Task Order Recommendation.

As part of the 2015 Strategic Master Plan Update, CCWA began evaluating our facilities with the purpose of determining, long-term, the most appropriate configuration of water and wastewater treatment facilities. This Facility Evaluation was updated in 2020, and CCWA has been completing projects since then to determine where additional treatment capacity should be added. Through these projects, CCWA determined that the J.W. Smith Water Production Plant (WPP) should ultimately be decommissioned, and additional capacity should be added at the Terry R. Hicks WPP site. Additionally, the U.S. Environmental Protection Agency (USEPA) issued a Draft Rule for PFAS in March 2023 that proposes significantly lower levels of specific PFAS compounds in finished water. CCWA will have three to five years to be in compliance with the rule, once the Final Rule for PFAS is issued by the USEPA.

To meet our future potable water needs and to prepare for compliance with these new federal regulations, CCWA plans to add a new WPP adjacent to the Hicks WPP facility that will initially replace the Smith WPP and ultimately be expanded to replace the current Hicks WPP. The new WPP will ultimately provide treatment capacity to replace the treatment capacity provided by these two existing WPPs, as well as provide additional treatment capacity to meet projected increases in water demands. The new WPP and existing Hicks WPP will include an advanced treatment process capable of removing PFAS to comply with new regulations being promulgated by USEPA. Additionally, CCWA plans to install an advanced PFAS treatment process at its Hooper WPP. CCWA intends to use a progressive design-build (PDB) delivery model for the design and construction of the new WPP facility and for PFAS treatment at the existing Hicks and Hooper WPPs. Under this method, CCWA will have a single contract with a Design-Builder and will also have a contract with an Owner Advisor providing guidance throughout the procurement and lifecycle of the project.



Multiple planning activities are being conducted to implement a project of this magnitude, and future requests will be made to provide assistance in:

- Developing a report to define the preliminary concepts and design criteria for the facilities
- Providing assistance in environmental and water withdrawal permitting with the Georgia Environmental Protection Division
- Acquiring funding for the project (GEFA, WIFIA, Revenue Bonds)

The purpose of this Task Order is to assist CCWA in procuring a PDB team to implement this project which will include the following tasks:

- **Task 1 – Project Planning.** Hazen will manage and coordinate activities with CCWA to develop a Work Plan outlining the project implementation strategy and overall schedule. The plan will be periodically updated at major project milestones.
- **Task 2 – PDB Contract Development.** This task involves updating the PDB contract utilized in a previous project (W.B. Casey WRRF Biosolids Facilities Upgrade) for the current WPP project. Hazen will collaborate with CCWA staff and legal counsel to prepare the updated contract, ensuring that it includes the necessary components for the successful execution of the project. This includes, but is not limited to, developing technical performance requirements, delivery requirements, overall contract terms and conditions, and other elements of the contract.

- **Task 3 – Request for Proposals.** Hazen will assist CCWA in marketing the project to potential PDB proposers, preparing the RFP document for soliciting detailed proposals, facilitating a pre-proposal meeting, attending individual site visits with each PDB team, and assisting with responding to questions.
- **Task 4 – PDB Team Selection.** Hazen will assist CCWA with reviewing proposals, performing reference checks, and providing feedback. Hazen will participate in PDB team interviews, support CCWA in selecting the preferred team based on evaluation results, and, if needed, assist in final contract negotiations.

Recommendation:

CCWA staff recommended: (1) Awarding Task Order HS-RE-2305 to Hazen in the amount not to exceed \$285,000 for the Advanced Drinking Water Treatment and Hicks Water Production Plant (WPP) Expansion Owner Advisor – Procurement Support Task Order and (2) Authorization for the Chief Executive Officer to execute the task order to be funded by a FY23 Drinking Water State Revolving Fund GEFA loan and a FY23 Emerging Contaminants Drinking Water GEFA Grant, which is expected to be officially awarded by GEFA on August 22, 2023.

UPON MOTION by Board Member Rodney Givens, second by Board Member Robin Malone, it was unanimously

RESOLVED to: (1) Award Task Order HS-RE-2305 to Hazen in the amount not to exceed \$285,000 for the Advanced Drinking Water Treatment and Hicks Water Production Plant (WPP) Expansion Owner Advisor – Procurement Support Task Order and (2) Authorize the Chief Executive Officer to execute the task order to be funded by a FY23 Drinking Water State Revolving Fund GEFA loan and a FY23 Emerging Contaminants Drinking Water GEFA Grant, which is expected to be officially awarded by GEFA on August 22, 2023.

HR Policy Manual 3.38 Voting Leave Amended Policy Recommendation

Chief Human Resources Officer Anquilla Henderson presented the Human Resources Policy Manual 3.38 Voting Leave Policy Amendment Recommendation.

Pursuant to revisions to Official Code of Georgia Annotated (O.C.G.A.) Section 21-2-404 passed by the Georgia General Assembly in its 2023 Legislative Session, effective July 1, 2023, each individual who is an employee in the state of Georgia shall be permitted by their employer to take up to 2 hours of time off from their employment to vote in any municipal, county, state, or federal political party primary or election for which such employee is qualified and registered to vote either on one of the days that are designated for advance in-person voting or on the day on which such primary or election is held. Employees are required to give reasonable notice to their employer for taking leave under

this Code section. Moreover, the law mandates unpaid time off; however, an employer can choose to provide paid leave.

The revised law expands the prior law which required only that employers grant two hours of leave to an employee to take 2 hours off from work on the day of the primary or election and required such leave only if the employee started work at least two hours after the polls opened or ended at least two hours prior to the polls closing – such that the employee could vote when they were not scheduled to work. Employees under the revised law may take the two hours off to vote regardless of whether they can vote at a time when they are not scheduled for duty.

For reference, current HR Policy Manual, Section 3.38 reads as follows:

In accordance with state law, if you do not have two continuous hours off from work on Election Day during the times polls are open, you will be provided with up to two hours of paid leave to cast a vote on Election Day. Employees who wish to vote should notify their supervisor of their need for leave at least five days before Election Day.

Recommendation:

CCWA staff recommended adoption of Resolution 2023-04 thereby amending HR Policy Manual, Section 3.38, regarding Voting Leave Policy, by replacing the current policy as provided for in Resolution 2023-04.

UPON MOTION by Board Member Emma Godbee, second by the Chairman of the Board Dr. Cephus Jackson, it was unanimously

RESOLVED to adopt Resolution 2023-04 (as presented below) and approve the amended HR Policy Manual, Section 3.38, regarding Voting Leave Policy, with an effective date of August 3, 2023.

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION 2023-04

A RESOLUTION BY THE CLAYTON COUNTY WATER AUTHORITY BOARD OF DIRECTORS TO AMEND SECTION 3.38 (VOTING LEAVE) IN THE CLAYTON COUNTY WATER AUTHORITY HUMAN RESOURCES POLICY MANUAL; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Clayton County Water Authority (“Authority”) and its Board of Directors (“Board”) were created on March 7, 1955, by the Georgia General Assembly (Ga. L. 1955, p. 3344); and

WHEREAS, during the 2023 legislative session, the Georgia General Assembly revised Section 21-2-404 of the Official Code of Georgia Annotated (O.C.G.A.), which governs employee leave to vote; and

WHEREAS, the Board desires to incorporate said amendments in the Authority’s Human Resources (HR) Policy Manual.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE CLAYTON COUNTY WATER AUTHORITY: that the Clayton County Water Authority HR Policy Manual is hereby officially amended by striking the existing text in Section 3.38 (Voting Leave) is hereby amended as follows, with permanent deletions in strikethrough font and permanent additions in bold, underline font:

“3.38 Voting Leave

- (a)** ~~In accordance with state law, if you do not have two continuous hours off from work on Election Day during the times polls are open, you~~ **upon reasonable notice to their supervisor, each employee, upon request,** will be provided with up to two hours of paid leave to ~~cast a vote on Election Day.~~ **in any municipal, county, state, or federal political party primary or election for which such employee is qualified or registered to vote (“Voting Leave”). Such leave may be taken on one of the days that are designated for advance in-person voting or on the day on which such primary or election is held.**
- (b)** ~~To be eligible for paid Voting Leave, employees shall provide notice to~~ **Employees who wish to vote should notify their supervisor of their need for leave at least five business days before Election Day prior to the date the Voting Leave is to be taken. In the event notice is submitted within less than five business days, the Voting Leave shall be unpaid.**

(c) The supervisor of the employee may specify the hours during which Voting Leave may be taken under this section.”

BE IT FURTHER RESOLVED that the Chief Executive Officer, or his designee, shall establish procedures consistent with this resolution for purposes of implementing the policies provided for within this resolution.

BE IT FURTHER RESOLVED THAT this amendment shall be immediately effective upon adoption of this Resolution.

BE IT FINALLY RESOLVED that this resolution shall supersede any previously issued policy or resolution which conflicts with the resolution, but only to the extent of the conflict.

SO RESOLVED this ____ day of _____, 2023.

CLAYTON COUNTY WATER AUTHORITY:

Cephus Jackson, Chair

ATTEST:

Mike Thomas, Secretary/Treasurer

APPROVED AS TO FORM:

Board Attorney

Closed Circuit Televising Inspection Camera Purchase Recommendation

Stormwater Director Kevin Osbey presented the Closed-Circuit Televising Inspection Camera Purchase Recommendation.

Within the Stormwater Department, there are currently five (5) crews that perform a variety of infrastructure investigation, cleaning, repair, and replacement. Our most recently added crew will perform a variety of smaller maintenance activities which includes catch basin/manhole grouting, sinkhole stabilization, and pre-construction inspection activities. This is the Miscellaneous Maintenance Crew (MMC).

The MMC will need to utilize a Closed-Circuit Televising (CCTV) unit to assist in the evaluation of storm drain systems that allows our team to determine if the needed repair is a small point repair or full line replacement. The CCTV unit allows our team to determine point defects at a measured distance from the entry point. Having accurate measurements minimizes above ground damages during a repair.

Staff has engaged with Environmental Products Group (EPG) to develop a specification package that would meet our needs. EPG provides a CCTV unit called the Envirosight RovverX HD System with VC 500 Pendant Controller.

Vendor	Model	List Price	Contract Discount	Total Price
Environmental Products Group Atlanta, GA	Envirosight RovverX HD System	\$115,450.00	\$3,410.00	\$112,040.00

Recommendation:

CCWA staff recommended purchasing one (1) new Envirosight RovverX HD System with VC 500 Pendant Controller, with four XL Rubber Quick Change Wheels for \$112,040.00 under State Contract #99999-001-SPD-0000177-0009 and (2) a transfer of \$32,040 from surplus funds in our 2023-24 BU 205 Operating Budget.

UPON MOTION by Board Member Rodney Givens, second by Board Member Robin Malone, it was unanimously

RESOLVED to approve purchasing one (1) new Envirosight RovverX HD System with VC 500 Pendant Controller, with four XL Rubber Quick Change Wheels for \$112,040.00 under State Contract #99999-001-SPD-0000177-0009.

Updates from the Board Members and Chief Executive Officer

Chief Financial Officer Allison Halron shared details about the increase in Employer Pension Contribution. The Board of Commissioners voted to amend the employer contribution for the Employee Pension Plan from 13.9% to 21.5%. The new contribution rate will be effective on compensation paid on, or after, July 1, 2023. Information only. No action taken.

Chief Executive Officer H. Bernard Franks provided an update on the Stormwater Pond in Morrow. Information only. No action taken.

Chief Executive Officer H. Bernard Franks provided an update on the upcoming Water Environment Federation (WEF)'s 2023 WEFTEC Conference on September 30, 2023 thru October 4, 2023. Information only. No action taken.

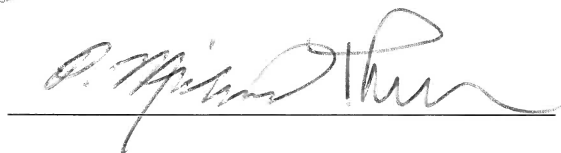
Adjourn

UPON MOTION by Board Member Robin Malone, and second by Board Member Rodney Givens, it was unanimously

RESOLVED to adjourn the Board Meeting at 2:45 p.m., there being no further business to come before the Board of Directors.



Dr. Cephus Jackson, Chairman



P. Michael Thomas, Secretary/Treasurer

