



## **Bassett Creek Water Management Commission**

# **A g e n d a**

**Thursday, May 20, 2004**

**12:00 Noon**

**Golden Valley City Hall**

**7800 Golden Valley Road**

### **Call to Order**

**Presentation of April 15, 2004 Minutes**

**Presentation of Financial Statements**

**Presentation of Invoices for Payment Approval**

### **Communications**

#### **Chairman**

- **Citizen Input on Non-Agenda Items**

#### **Counsel**

#### **Commissioners**

#### **Engineer**

### **New Business**

- **Weld Plumbing: Plymouth**
- **Plymouth Avenue Bridge: Minneapolis/Golden Valley**

### **Old Business**

- **Annual Financial Audit Report**
- **Budget Committee Report**
- **Final 2003 Annual Report**
- **Administrative Options Subcommittee Report**
- **Public Involvement and Information Subcommittee**
- **Revisit Website Improvements**
- **BCWMC Second Generation Plan Update**
  - **Draft Response to Minnesota Department of Health Comments**
- **Legal Education**

### **June Meeting**

- **Adopt 2005 Budget (if not adopted at May meeting)**
- **Establish committees to review engineering and legal proposals**

### **Adjournment**

# **Bassett Creek Water Management Commission**

## **Minutes of the Meeting of April 15, 2004**

### ***Call to Order***

The Bassett Creek Water Management Commission was called to order at 12:00 Noon, Thursday, April 15, 2004, at the City of Golden Valley City Hall by Chair O'Toole.

### ***Roll Call***

<i>Crystal</i>	Commissioner Pauline Langsdorf	<i>Counsel</i>	Charlie LeFevere
<i>Golden Valley</i>	Commissioner Linda Loomis, Treasurer	<i>Engineer</i>	Len Kremer
<i>Medicine Lake</i>	Commissioner John O'Toole, Chair	<i>Recorder</i>	Pat Schutrop
<i>Minneapolis</i>	Alternate Commissioner Lisa Goddard		
<i>Minnetonka</i>	Commissioner Bill Yaeger, Secretary		
<i>New Hope</i>	Commissioner Mary Gwin-Lenth		
<i>Plymouth</i>	Commissioner Elizabeth Thornton		
<i>Robbinsdale</i>	Commissioner Karla Peterson		
<i>St. Louis Park</i>	Commissioner PJ Andersen		

**Also present:** Karla Anderson, Alternate Commissioner, city of Plymouth  
Lee Gustafson, BCWMC Technical Advisory Committee, city of Minnetonka  
Laura Adler, BCWMC Technical Advisory Committee, city of St. Louis Park  
Ron Quanbeck, BCWMC Technical Advisory Committee, city of Plymouth  
Tom Mathisen, BCWMC Technical Advisory Committee, city of Crystal  
Bill Deblon, Technical Advisory Committee, city of Robbinsdale  
Jeannine Clancy, BCWMC Technical Advisory Committee, city of Golden Valley  
Kelly MacIntyre, BCWMC Technical Advisory Committee, city of Golden Valley  
Vince Vander Top, Alternate Commissioner, city of New Hope  
Nancy Azzam, Golden Valley League of Women Voters  
Ginny Black, City Council Member, city of Plymouth

### ***Approval and/or Correction of Minutes***

Two sets of meeting minutes were presented, the March 10, 2004 special meeting and the regular Commission meeting of March 18, 2004.

The minutes of the March 10, 2004 special meeting were first considered. Ms. Goddard questioned a comment noted on page 3 of the table, referring to pages 16&17, listing the city of Minneapolis, along with the MPCA and the city of Plymouth, as cities requesting the Commission to consider changing the phosphorus goal from 30 ? g/L to 38 ? g/L. Mr. Kremer recalled the city of Minneapolis included a comment in their letter regarding the quality levels in lakes.

Ms. Gwin-Lenth noted on page 3, referring to pages 20&21, regarding an additional evaluation of sedimentation at Turtle and Lost lakes to Table 12-4 of the second generation plan. She recalled the discussion where New Hope is supportive of evaluating sedimentation at Turtle and Lost lakes as well as adding a sedimentation evaluation for Northwood Lake to Table 12-4. It was the consensus of the Commission to add the sedimentation study to Northwood Lake on Table 12-4.

Ms. Thornton moved and Ms. Gwin-Lenth seconded the motion to approve the minutes with the above correction noted. Carried unanimously.

The March 18, 2004 minutes were presented. Ms. Gwin-Lenth moved and Mr. Yaeger seconded the motion to approve the minutes. Carried unanimously.

## **Financial Statements**

1. Mayor Loomis presented the Treasurers Report as of April 15, 2004. The current balances are as follows:

Checking Account Balance	\$174,241.28
Commercial Paper (due 4/19/04)	249,583.33
<i>TOTAL GENERAL FUND BALANCE</i>	<i>\$423,824.61</i>
Construction Account Balance	\$657,269.39
Commercial Paper (due 4/19/04)	499,166.67
Commercial Paper (due 5/17/04)	499,150.00
Commercial Paper (due 6/15/04)	249,369.58
<i>TOTAL CONSTRUCTION ACCOUNT BALANCE</i>	<i>\$1,904,955.64</i>

The Treasurers report was accepted as presented and ordered to be filed subject to audit.

2. The annual Financial Audit Report for year ending January 31, 2004 was presented. The report was prepared by Malloy Montague, Karnowski Radosevich & Co., P.A. Over the last few years, the Commission has been trying to align the expenditures with the income. Chair O'Toole asked the commissioners to review the report and the Commission will address comments at the next meeting.

## **Presentation of Invoices to be Paid**

The following invoice was presented for approval:

1. An invoice was received from Barr Engineering Company for professional services during the period February 28, 2004 through April 2, 2004, in the amount of \$23,117.73.

Mr. Andersen moved and Ms. Thornton seconded approval for payment of claims as set forth on the invoice. Upon call of the roll, the vote was unanimously carried.

## **Communications**

*Chairman:*

1. An email communication was received from Mike Wyatt, Planner/Program Manager for the Minnehaha Creek Watershed District, announcing an information meeting for the MCWD 509 Plan scheduled for April 21, 2004, 1:00 p.m., at the city of Minnetonka.
2. A meeting notice was received from the city of Plymouth's Aquatic Vegetation Management Group announcing its April 15, 2004 meeting. Ms. Thornton attended the meeting. A contractor has been awarded the bid to treat the curlyleaf pondweed in an effort to minimize the weed in about 300 acres of Medicine Lake. Application will occur when the lake temperature reaches 55 degrees. This is one of a three-year cycle. The group discussed types of monitoring that will be ongoing after the application (i.e., aquatic plant inventory mapping and sampling through the Corps of Engineers, and stem density biomass sampling). The group also discussed monitoring the residuals of the chemicals used.

3. An email communication was received from Ms. Ginny Black regarding supportive background information on administrators for the Admin Options Subcommittee's consideration.
4. Correspondence was received from the Minnesota Department of Health commenting on the BCWMC 60-day review draft of the second generation plan. The letter was received after the formal 60-day review deadline of January 20, 2004. Commission staff is reviewing and comparing the letter with comments already received and addressed in the plan. The comments submitted by the MDH will be discussed later in today's meeting during the second generation plan discussion.

*Citizen Input on Non-Agenda Items:*

1. Ms. Black passed around a publication called "Rain Gardens – A How-to Manual for Homeowners" for the commissioner's information. Chair O'Toole asked this information be put in the Commission's "educational materials" file and asked the recorder to review the contents of the file with the Commission at a future meeting (August).

*Counsel:*

No communications.

*Commissioners:*

1. Ms. Thornton noted an article published in the Sun Newspapers regarding Minnehaha Creek Watershed District's proposal to form three groups in a collaborative effort to manage its water systems. The article also describes the purpose and function of the watershed district. Ms. Thornton suggested the Commission consider submitting a similar information piece informing the public about the Commission. Chair O'Toole said if any of the commissioners were motivated to write an article on the Commission that would be interesting. Chair O'Toole asked that the article be filed in the educational materials file.
2. Mayor Loomis received a copy of a letter from a local resident concerning a washout of a section of trail at Theodore Wirth Lake apparently due to the heavy rainfall last summer. The resident is concerned about getting it repaired. Evidently, the city of Minneapolis tried to repair the section of trail, but the repair failed. The Minneapolis Park Board is now working with the city of Golden Valley to study what the appropriate solution would be to permanently fix the problem.

*Engineer:*

No communications.

## ***New Business***

1. Draft Annual Report. The annual report is prepared as required by the Minnesota Board of Water & Soil Resources. After the Commission reviews the report, the final report is submitted to BWSR. Chair O'Toole said the Commission previously made the decision to do less in preparing the annual report to reduce costs. Comments on the draft report are to be submitted to the Commission recorder, Pat Schutrop, by April 29, 2004.

Mr. LeFevere suggested that the discussion on the Plymouth lake improvements using a tax levy to pay for the project be elaborated. It is unusual for a WMO to implement a capital project using a tax levy to pay for a project.

Ms. Langsdorf pointed out a correction on the list of commissioners showing her term expiration to be the same year she was appointed to the Commission.

Ms. Black suggested the report include the collaborative monitoring efforts done by the individual member cities even though the Commission did not do water quality monitoring in 2003.

Mr. Yaeger moved and Ms. Langsdorf seconded the motion to make suggested edits, finalize the annual report and submit to the Minnesota Board of Water & Soil Resources. Carried unanimously.

2. **Budget Committee.** The budget committee is assigned the task of developing a proposed budget and presenting it to the Commission no later than the June meeting. The budget committee consists of the chair (O'Toole), vice chair (Welch), and treasurer (Loomis). Ms. Thornton and Mr. Yaeger also volunteered.

Chair O'Toole directed the staff recorder to set up the meeting. Chair O'Toole will work with the Treasurer and Commission engineer to develop a proposed draft budget. The committee will then meet and review the proposed draft budget.

3. **Robbinsdale Learning Center.** The city of Robbinsdale requested review of a site improvement plan for the Robbinsdale Learning Center. Improvements include parking lot reconstruction, soccer field grading, utility improvements, and construction of a water quality pond. Grading will occur on 8 acres of the 19.6-acre site. The proposed water quality treatment will be for most of the site and the level of removal of phosphorus and total suspended solids is greater than required by the Commission's water quality policy. Approval is recommended contingent on the condition stated in the Commission engineer's memorandum to the Commission.

Mr. Deblon said the school continues to be an asset to the city of Robbinsdale and recommends the Commission approve the project.

Mr. Andersen moved and Ms. Thornton seconded the motion to approve the project contingent on the condition stated in the engineer's memorandum to the Commission. Carried unanimously.

## ***Old Business***

1. **Medicine Lake Citizens Committee.** This item is a discussion of Barr's participation with the Medicine Lake Citizens Committee appointed by the city of Plymouth to review best management practices for the Plymouth Creek subwatershed. Barr was asked to attend the committee meetings by the city of Plymouth. Mr. Kremer thought the request was made at a Commission meeting; however, the request could not be confirmed by the meeting minutes. The Commission has authorized payment of the invoices to date where time has been spent participating on the committee.

When the water quality data was collected, the city of Plymouth used the data to focus their efforts in terms of improvements for the Plymouth Creek watershed area. Barr, the Commission, city of Plymouth, MPCA, and Three Rivers Park District participated in the development of the monitoring plan and Plymouth and Three Rivers Park District did the actual monitoring.

The city of Plymouth wanted to review the modeling efforts previously completed by the Commission and evaluate some of the BMPs using the modeling and asked Barr's technical staff involved with the modeling to participate in the process. Mr. Kremer thought there were at least two more meetings.

Chair O'Toole said the question the Commission needs to answer is if this is money and time well spent and if the Commission wants to specifically authorize continued involvement of a Commission representative.

Ms. Thornton said the total amount spent to date is about \$7,000 and asked Mr. Kremer to describe what benefit is received by the Commission. Mr. Kremer said the staff attended about eight meetings,

met with city of Plymouth staff about how applicable the water quality model could be and how it can be used to evaluate the data collected, and evaluated some BMPs with the city of Plymouth.

In summary, Chair O'Toole said Plymouth asked the Commission engineer to participate on the committee and does the Commission want the engineer to continue. Mr. Quanbeck added the reason for Commission involvement was to coordinate the water quality expertise to achieve consensus in implementing the right BMPs for the subwatershed area. Mr. Quanbeck said from Plymouth's perspective, it has been very valuable to have Commission staff involved in this process. Mr. Kremer added that this process conducted by the city of Plymouth is similar to the process that will be helpful when conducting the total maximum daily load (TMDL) process.

Mr. Yaeger questioned whether the Commission would want to move forward with participating on the committee since Plymouth appears to be the only benefactor. Ms. Black said although it is important the Commission has someone participate on the committee, she is not sure it has to be the Commission's engineer. She envisioned more of a liaison position for the Commission. Mr. Yaeger sees it more than a liaison position when taking into account the technical tasks carried out by the Commission engineer.

Ms. Langsdorf believes it was important to have someone with technical expertise representing the Commission. She sees another question to consider is whether the Commission authorizes its consultants to make decision as to what meetings to attend. Ms. Langsdorf is in favor of authorizing the Commission engineer to continue attending the Medicine Lake Citizens Committee. Ms. Thornton added that in the future, this is something the Commission should discuss and decide what level, if any, participation is necessary and a funding cap. Mr. Andersen would be in favor of Barr continuing to participate with the committee, especially in light of Plymouth's involvement in the watershed and the future TMDL studies.

It was the consensus of the Commission to direct Barr to continue with the committee involvement. In the future if something similar arises and the cost is estimated to be more than \$2,000, approval to expend the funds will be required by the Commission.

2. **Cities of New Hope and Golden Valley CIP Projects.** The cities of New Hope and Golden Valley have water quality projects listed on the draft second generation plan capital improvements program (CIP). Both communities want to proceed with implementation of the water quality improvements in 2004, which is before the construction schedule on the CIP. The draft plan does not include a mechanism for reimbursement of costs incurred for project implementation prior to approval of the plan. In order for these projects to be funded by the Commission, they would need to be undertaken by the Commission and assessed separately from the plan. The two CIP projects were discussed at the Commission's March 10, 2004 special meeting and at that time, the Commission indicated to New Hope and Golden Valley that the topic would be discussed at a future Commission meeting.

Chair O'Toole requested Barr prepare a memorandum for distribution at today's meeting outlining additional detail as to the need for the timing and moving the projects into 2004 to give more understanding and information to the commissioners to discuss with their member cities. Golden Valley's schedule to award the project is May 18 and New Hope is looking to start construction late fall 2004. Mr. LeFevere said there are two ways the Commission can fund capital projects: (a) the project can be funded through an ad valorem tax if the capital project is part of an approved CIP; or (b) the cities can be billed through the assessment process outlined in the Joint Powers Agreement (JPA) using the 50/50 formula.

The JPA has procedures to be followed prior to assessing the cities that includes giving the cities 45 days public hearing notice. The cities then have 90 days after that to come up with the funding. For instance, if Golden Valley were willing to carry the project costs, the 90 days would not be an issue. In

any case, it takes a two-thirds vote to do a project through the Commission. If the procedures in the JPA are not followed, the cities may not be requested to pay for the project.

An alternative is to approach the member cities asking them to agree and waive the procedures in the JPA and agree to pay for the capital projects through an assessment. There is no statutory requirement to conduct a public hearing and it may not be necessary if the cities agree to waive the public hearing requirement in the JPA.

In summary, Chair O'Toole said the Commission needs to determine:

- ? Should the Commission treat both projects as the same or as different projects because of the timing of construction for each project?
- ? Does the Commission want to pay for the projects?
- ? If the Commission agrees to pay for the projects, the Commission needs to decide to either follow the procedures outlined in the JPA or approach the member cities asking them to waive one or more of the required procedures in the JPA.

Mr. LeFevere added because of the timing of the Golden Valley project, it is not an option to follow the JPA agreement.

The construction schedule on the draft CIP for the Golden Valley project is in 2007 at an estimated cost of \$237,300 and New Hope's project is scheduled in 2006 at an estimated cost of \$141,100. Mr. LeFevere said if it may be helpful for the member cities to continue to pay on the same schedule, New Hope and Golden Valley could be asked to carry the costs until the reimbursement occurs.

The Commission can alter the formula in the JPA, which allocates 50% of the cost on area and 50% on assessed value, if in the opinion of two-thirds of the commissioners there is a disproportionate. Chair O'Toole said there was some discussion in developing of policy during the second generation plan process that cities may want to pay more to have control of the projects. Ms. Black said when projects are taken out of the CIP schedule of order, it becomes a big financial issue for cities and she would be in favor of negotiating the formula.

Chair O'Toole asked if additional projects with similar circumstances exist. Mr. Kremer said the Commission will need to consider setting up a fund for total maximum daily load (TMDL) study costs during the 2005 budget process.

Golden Valley would not be eligible for using the ad valorem tax because the second generation plan CIP will not be approved by the time the project is awarded. New Hope may be a candidate for the ad valorem tax funding if the plan is approved prior to their construction date.

Chair O'Toole said in August 2004, the member cities will receive a budget that could include the cost for the two projects so that the cities will know what will be required to be paid out in 2005.

Ms. Clancy said the difference between the Golden Valley and New Hope projects is that these two projects were identified during the second generation plan formal comment period and no other cities commented on the timing of their projects in the CIP. In Golden Valley's case, the city is obligated under contract to construct the project in 2004. If Golden Valley has to absorb the entire project cost as opposed to waiting the three years to receive reimbursement from the Commission, there will be a project that benefits Medicine Lake that will be delayed for a longer period of time. It might therefore be beneficial for the city of Plymouth to help find a solution to funding this project.

Mr. Yaeger is confused with Plymouth's agreement to the use of the ad valorem tax to fund the Medicine Lake projects (through a minor plan amendment to the Commission's current water management plan) and not hearing support from them for Golden Valley's project. Speaking as a

taxpayer, Ms. Thornton stated she does not like the ad valorem tax, but the Commission has agreed to use the tax levy as a funding mechanism. Ms. Thornton does not feel comfortable to vote on this issue until she has discussed it with her city council members.

Ms. Gwin-Lenth reminded the Commission that in order to construct the water quality improvement in New Hope some issues needed to be addressed first. Several of the items in the CIP consist of projects that New Hope has constructed and paid for. The timing for constructing the current water quality improvement (pond 36A) is very tight. New Hope would like to have this project to continue to be a part of the CIP. Mr. Vander Top added that this project was presented to the Commission in 2003 and the Commission agreed to allow New Hope not to construct pond 36A until the plat necessary was acquired. New Hope is looking to the Commission more directly as to when the CIP will be approved. There is some flexibility as to when the New Hope project will be constructed. Mr. Vander Top said the feasibility report for the project is not completed and the cost is an estimate.

Mr. LeFevere said the timing for approval of the second generation plan will be determined when the 45-day formal review process begins. After the 45-days, the Minnesota Board of Water & Soil Resources has 90 days to approve the plan. The decision the Commission needs to make at this time is if the Commission wants to do the projects and pursue the member cities on a process to get the projects funded. If the Commission is willing to pursue this with the cities and the cities are willing to do it, the Commission will then coordinate a meeting with New Hope and Golden Valley to facilitate some type of agreement.

Chair O'Toole recognizes that as a Commission, the member cities are in this together and should try to accommodate the cities if possible, and he would like to see these projects work out for New Hope and Golden Valley. Chair O'Toole is in favor of pursuing the member cities for an alternative funding method (i.e., 100% share, 50% share, amortizing the payment schedule, etc.) because the projects are good for the watershed.

Mr. Gustafson said due to the painstaking discussions taken to develop the CIP and the conclusion of using the ad valorem tax method to fund the projects, he is reasonably certain that Minnetonka will not agree to a variation to the approved funding method.

Mr. Andersen would be in favor of approaching the member cities to look at alternative methods to fund the projects and would recommend Golden Valley and New Hope carry the costs to the year or closer to the year they are scheduled on the CIP to alleviate unexpected large amounts necessary to be paid by the member cities.

Mr. LeFevere said like the Medicine Lake projects where Plymouth front-ended the associated costs until the funds come in from the county, the cities constructing the projects would front-end the project costs and be reimbursed according to a schedule agreed upon by the member cities. If this is the process the Commission agrees on, it would be like a "consent agreement" outside of the JPA.

Mr. Anderson moved and Ms. Gwin-Lenth seconded the motion to direct Commission staff to send a letter to member cities recommending they discuss the Golden Valley and New Hope water quality projects and consent to the Commission funding these projects outside of the Second Generation Plan CIP in a form and payment schedule yet to be determined. Carried with one no vote from the city of Minnetonka.

Mr. LeFevere asked the Commission to clarify the role to be played by the staff on behalf of the Commission. It could be a facilitating role that includes convening meetings, discussions with the member cities, evaluating pros and cons, etc. to assist the cities' decision-making process. Chair O'Toole agreed with the suggestion of using staff to help facilitate the process.

Mayor Loomis asked if the Commission has applied for any flood control funds for the Golden Valley project because it is addressing some flooding issues (Highway 55/General Mills Boulevard/Boone) as well as water quality. Ms. Clancy said Golden Valley has not requested any flood control funds from the Commission. Mr. LeFevere added that would not change the process the city will need to go through.

Mr. Gustafson asked that specific funding be included in the letter to the member cities because the ad valorem tax method will not be used. Chair O'Toole agreed and that the letter will be prepared for his signature. He added that the staff may organize some meetings with city managers or interested city council members, and include an explanation and the Commission's proposal to a funding arrangement similar to the one outlined in the draft assessment table distributed with some deferred payment period.

Ms. Thornton asked if any tradeoffs exist that are pertinent during the years these projects would have been done where the assessment amount will be lower. Ms. Thornton also cautioned the Commission to be prudent during the years of smaller assessments and not view those years as opportunities to tap into funds.

Mr. Vander Top asked for the most optimistic date of approval of the second generation plan and the CIP. Mr. LeFevere will coordinate with the engineer as to when the draft plan is submitted to the reviewing agencies, which begins the 45-day review period. He will then check with the Minnesota Board of Water & Soil Resources to see if an extension of the 45-day review has been requested.

Chair O'Toole added that it might be possible for the New Hope project to be done by the ad valorem tax if the plan is approved within this year's construction season. Mr. LeFevere said public hearing notice might be scheduled prior to final approval if there are no foreseen problems in the approval process of the plan. Mayor Loomis added that this might not be the first time the Commission is confronted with similar issues due to other projects that may precipitate changes in the CIP.

3. **Contract for Engineering Services.** Barr Engineering Company submitted an engineering contract for the fiscal year 2004. There is currently an open-ended contract in place and signed about 6 or 7 years ago and the contract presented today is essentially the same open-ended contract.

Mr. Andersen moved and Mr. O'Toole seconded the motion to authorize execution of the Contract for Engineering Services. Carried unanimously.

4. **Admin Options Subcommittee Report.** The first meeting of the Admin Options Subcommittee was on Monday, April 12, 2004. Mr. Yaeger was appointed chair of the subcommittee. The group discussed the subcommittee's purpose and defined what success would look like. The next meeting of the Admin Options Subcommittee is scheduled for Monday, May 17, 2004, at 6:00 pm at the city of Golden Valley. The next meeting assignment is to determine what parts of the administrative budget could be moved and handled differently. Ms. Black also distributed handouts of executive director positions to the subcommittee and provided copies to the Commission at today's meeting. Chair O'Toole also attended the meeting and said that the subcommittee is to gather information and evaluate how some areas could work differently. Mr. Kremer pointed out the reference made in the subcommittee minutes concerning the need for the public records and the housing of the records. The official housing for the Commission's files (except for plans submitted by developers) is located in the city of Golden Valley.
5. **Education Subcommittee Report.** Deferred to the May meeting.
6. **Revisit Website Improvements.** Ms. Black provided information of like organizations via email to the Commission. Due to lack of remaining meeting time, this item will be deferred to the May meeting.
7. **Second Generation Plan Update.** Mr. Kremer said the responses to comments made on the 60-day

review draft of the plan have been sent to the plan reviewers. Chair O'Toole requested that a copy of the final memorandum to the plan reviewers concerning 60-day review draft be sent to the commissioners.

The plan is in the process of being revised and will be mailed out some during the week of April 19<sup>th</sup>. To keep costs down, the Commission decided they did not need a paper copy of the revised 45-day review; however, CD copies will be available and requests for copies can be made to the Commission recorder.

### ***May Meeting***

The following agenda items are currently scheduled for the Commission's May meeting:

- Met Council Environmental Services 2002 Stream Monitoring Report Summary
- Budget Committee Report
- Final Annual Report
- Admin Options Subcommittee Report
- Website improvements
- Education Subcommittee
- Legal Education

### ***Adjournment***

It was moved by Mr. Yaeger and seconded by Mr. Andersen to adjourn the meeting. Chair O'Toole adjourned the meeting at 2:00 p.m.

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John O'Toole, Chair

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Pat Schutrop, Recorder

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Bill Yaeger, Secretary

Date: \_\_\_\_\_

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