

Meeting Minutes

**MEETING OF THE NEW MEXICO BOARD OF
LICENSURE FOR PROFESSIONAL ENGINEERS
AND PROFESSIONAL SURVEYORS held at
9:00 a.m., Friday, October 14, 2022
New Mexico Institute of Mining and Technology Campus,
Room 113, Speare Hall, 801 Leroy Pl., Socorro, NM
& Virtual**

Members Present- Karl Tonander, PE, Chair
Maxine McReynolds, Esq., Public Member, Vice Chair
Dr. Ahmed Elaksher, PEPS, Secretary
Robert Gromatzky, PS
Ron R. Bohannan, PE
Karen Nichols, Public Member
Dr. Walter Gerstle, PE
John Wayne, PS

Members Absent- Stephen Ney, PE

Others Present- Perry Valdez, BLPEPS, Executive Director
Crystal Herrera, BLPEPS, Administrative Operations Manager
Miranda Gonzales, BLPEPS, Administrative Manager
Carlos Smith

1. Convene, Roll Call and Introduction of Audience

Prior to convening the meeting Mr. Valdez read the meeting script regarding the virtual meeting protocols. Mr. Tonander convened the meeting at 9:09 a.m. Roll call was taken, and a quorum was noted. Audience introductions made at this time. Mr. Smith introduced himself.

2. Meeting Notification

Mr. Valdez informed the Board the meeting was noticed on the Board's website and at the Board office.

3. Approval of Agenda

MOTION by Dr. Gerstle to approve the agenda as presented, **SECONDED** by Mr. Gromatzky

Roll Call Vote:

Voting 'Aye': Mr. Tonander, Ms. McReynolds, Dr. Elaksher, Mr. Gromatzky, Mr. Bohannan, Ms. Nichols, Dr. Gerstle, Mr. Wayne

The motion **PASSED unanimously.**

4. Board Members and Board Staff

a. Introduction to Staff and Rolls of Each Member

Mr. Valdez directed the Board members to the Staff directory in their meeting packets. He began by explaining his role as the Executive Director. Mr. Valdez explained how he ensured the day-to-day activities of the Board office were running smoothly and effectively.

Mr. Valdez introduced Ms. Herrera as the Administrative Operations Manager. He said she was responsible for the agency budget, preparing for the financial audits, contracts and RFPs, ensures the procurement is followed correctly and being the agency's CPO.

Mr. Valdez introduced Ms. Gonzales as the Administrative Manager. He informed the Board members that she oversaw the licensing division of the agency. Mr. Valdez said she supervises the two licensing administrators, is responsible for the licensure renewals, and rules changes.

Mr. Valdez informed the Board, he also directly manages Angelica Urioste, the Compliance Officer. Mr. Valdez explained that Ms. Urioste manages the incoming complaints, the requests for information, and self-reports, she coordinates with the investigators, and sets-up the disciplinary hearings. He concluded with asking Ms. Herrera and Ms. Gonzales to provide a description of their responsibilities and of their staff that they supervise.

Ms. Herrera explained that she has two individuals under her supervision. She spoke of Stephanie Trujillo, Financial Assistant. Ms. Herrera explained that Ms. Trujillo deals with everything financial, that she processes the invoices, inventory, purchases orders, supplies, maintenance of the state vehicle.

Mr. Tonander asked how long each of the staff have been with the agency. Ms. Herrera replied that she has been with the agency for one year, Ms. Trujillo for 4 years, and Mr. Maes for 1 year.

Ms. Herrera spoke next about Isaac Maes, the Executive Assistant. She briefly described his roles with the agency, she said he prepares for the meetings, does the meeting minutes, processes address changes and verifications, assists with the newsletter, and mail run.

Ms. Gonzales stated that she has been with the agency for 6 years. She stated she supervises Marlene Segura, Licensing Administrator, who has been with the agency for 3 months. She also mentioned Dominique Trujillo, Licensing Administrator, who has been with the agency for 1 year. Ms. Gonzales explained the two Administrators both review the applications, generate the state specific exams, grade the exams, print and send the certificates and licensing materials, and they are a backup for Mr. Maes.

Mr. Valdez indicated that Ms. Urioste has been with the agency for 5 years. He also stated that the agency has a temporary employee to assist with the numerous files that need archiving and destruction.

Mr. Tonander asked Mr. Valdez to also provide information regarding the two contract investigators. Mr. Valdez informed the Board that Joe Barela is the Engineer Investigator, that he has been the investigator for approximately 12 years or more. He explained Mr. Barela's role as the investigator. Mr. Valdez also spoke of Charles Cala, the Surveyor Investigator. He said that Mr. Cala has been the investigator for approximately 8 years.

Mr. Bohannon explained that there are times where the Board has to procure other individuals to assist with investigations due to conflicts of interest or because of a large case load.

b. Virtual Tour of Board Office Space and Staff's Offices

Mr. Tonander explained that the staff is in a better space than what was initially assigned to them in the Toney Anaya Building. Mr. Valdez provided a brief background of how the agency was moved into the Toney Anaya Building.

Mr. Bohannon suggested that the members visit the office space in person. Dr. Gerstle asked if the Board paid for the space. Mr. Valdez explained the money paid to Regulation and Licensing Department (RLD) is for services outlined in the Memorandum of Understanding they have. Ms. Herrera provided a breakdown of the services currently being provided.

Mr. Tonander asked Mr. Valdez to explain what has occurred with IT and the licensing system and the electronic files. Mr. Valdez explained there had been a data breach with the system. He said he was informed that RLD was investigating if any information was accessed or obtained, however, to be cautious, RLD was providing a credit monitoring service for anyone that requested. Mr. Valdez explained how the staff was re-creating documents until the licensing system and data might be recovered. He reported the licensing system is being rebuilt. Mr. Valdez responded to questions the Board members asked as the discussion progressed. Mr. Tonander informed the Board that, as a Board, they will have to decide about possibly extending license renewals. Mr. Valdez explained how license renewals may be handled until a system is in place.

Mr. Bohannon said a worst-case scenario must be in place. He asked Mr. Valdez to come up with solutions for the license renewals and present them to the Board at the next meeting.

Ms. Trujillo provided a real-time virtual tour of the Board office space and Staff's offices. She went through each office space and showed the storage spaces where the agency houses their records.

Dr. Gerstle asked about the paper files and going paperless. Mr. Valdez responded that everything had been scanned in but has been inaccessible with the data breach. Ms. Gonzales explained the plan going forward with the paper files and going paperless.

Dr. Gerstle asked if the agency should be going completely paperless because what has occurred. He said the Board and staff should revisit this.

Ms. McReynolds asked how the staff has been impacted with the data situation and what has been put in place. Mr. Valdez described the temporary solutions have been put in place for staff to continue working.

5. Board Chairs

Mr. Bohannon said this item is to explain the position of the officers of the Board and the subcommittees. He said the new Board members should know the history and what each Committee does. Mr. Bohannon informed the members that normally at the June meeting the new officers are elected and in July they begin their responsibilities as the new officers.

a. Chair Dates/Time Evolution

Mr. Bohannon informed the Board that there is typically a rotation between the engineers and the surveyors each year for the Chair position. He stated the ViceChair is usually an alternate to the Chair so what has been done is to elect the Vice-Chair to be Chair the following year.

Mr. Bohannon explained that the Chair meets with the staff more frequently, regarding the day-to-day items. Mr. Valdez elaborated on the communication with the Chair and what it entails. He said the interactions deal with staff and office updates, the interactions with RLD, financial and budget items, interviews for staff positions, for the agendas, NCEES items, and other various items.

Mr. Tonander noted that the Chair of the Full Board has never chaired either the Engineering or Surveying Committee, while serving as Chair.

b. Vice Chair

Mr. Bohannon stated that the Vice Chair position is the Chair in training. He recommended whoever is the Vice Chair to ask questions and learn what being Chair is about.

Mr. Bohannon said that the Board is free to elect the officers as they see fit, he just wanted to share how the previous board, that he has been serving on, handled the election of officers.

Mr. Bohannon said when he was Chair, he would delegate things to the ViceChair so they could learn.

Dr. Gerstle asked if the information could be in writing as a safety mechanism, outlining what has been said. Ms. McReynolds said she preferred as a course of practice, how it is handed down, and institutional way. She said it provides more flexibility than placing it in writing.

Mr. Tonander delegated Ms. McReynolds to outline the process with staff, not to place it in writing as a procedure, or as a practice, but to capture the history. Ms. Nichols agreed to have it as a useful tool for continuity.

c. Secretary

Mr. Bohannon said the Secretary position, for him when he was in that position, was to meet with the Executive Director on the financial health of the agency. He shared his experience of drilling down on the financial reports where everything was done.

d. Subcommittees

1) Executive Committee

Mr. Bohannon explained that the committee was composed of the officers of the Board and the Engineering and Surveying Committee Chairs. He informed the members that the committee is responsible for the personnel issues, financial issues, and is the extension of the full board and is able to react quickly.

Mr. Tonander also stated that the Chair can also appoint alternates in case not all the members are able to meet. He noted that he would place the past chair as the alternate for continuity.

Dr. Elaksher asked if the committee meetings were public meetings? Mr. Tonander responded that they were not, but there is nothing preventing them to be made public.

Mr. Bohannon commented that each July, the Chair of the Full Board should look at the make-up of each committee and can create a new committee or change the make-up of the committees.

Mr. Gromatzky asked about a quorum. Mr. Bohannon said a quorum of the Full Board should be avoided with the committees. He informed the members that a quorum is six.

Dr. Elaksher suggested that a page on the website should have a description of each committee for the public's knowledge. Mr. Tonander thought that would be a good idea.

Mr. Tonander suggested that a non-board member could also be a member of a committee, such as an emeritus member or someone from the societies.

Mr. Gromatzky asked how many emeritus members are presently appointed by the Board? Mr. Valdez responded there were four emeritus members. Mr. Tonander added that each emeritus member must annually renew their emeritus status. Mr. Bohannon noted this was to ensure they were reporting back to the Board what they were doing as an emeritus member.

Dr. Gerstle mentioned that the Secretary of the Board signs the certificates, and their name appears on the reference forms. There was discussion regarding the members electronic/digital signatures and their use.

2) Rules, Regulations, Policies, Advisory, & Legal Enforcement

Dr. Gerstle stated this committee used to be two different committees but were combined to create one committee. He said the legal enforcement committee was on its own before.

Mr. Tonander informed the members that the legal enforcement committee is mentioned in the Statute so it can't be eliminated. He added thus the reason for the combined committee so it can be utilized.

Mr. Bohannon noted the rules committee has a bucket list of rules and policies that need to be addressed.

3) Public Information, Exam, and Licensure Promotion

Mr. Bohannon noted that the public information committee produces the newsletter. Mr. Tonander commented that the committee delegated it to staff to develop the newsletter.

Mr. Bohannon said the newsletter is a great tool to get a message out to the licensees and the public. Mr. Tonander suggested the newsletter become more of a digital newsletter as other jurisdictions have done.

Dr. Elaksher mentioned the surveying association annual conference and having the Board speak at the conference. Mr. Valdez reported that the Board used to be invited to speak at the conferences. Mr. Gromatzky said it would be good to continue to do so in the future, he noted the Covid pandemic changed things for a while.

Dr. Gerstle commented that the Board should make it known what the Board expects an engineer should do and be. He said focusing on their experience and education. There was further discussion on this topic.

Mr. Tonander brought the discussion back to the item on the agenda. He mentioned the ethics roundtable presentations, the graduation cord initiative, and other presentations.

Mr. Valdez mentioned that he and Dr. Elaksher had discussed conversing with the other institutions in New Mexico to include the core surveying courses to allow their students to pursue a surveying license. He also said that Eastern New Mexico University has an Electronics Engineering Technology program, which is non-ABET accredited, and wished to converse with them to see if they are interested in accreditation for their students.

4) Joint Practice Committee

Mr. Bohannon informed the members that the Joint Practice Committee was composed of the Board, the Board of Examiners for Architects, and the Landscape Architects' Board. He noted that the primary goal of the committee is to look at the overlap between the three boards and their

licenses. Mr. Bohannon informed the members that about four years ago the committee members revisited the rules and regulations of the committee.

Mr. Bohannon reported that it handles those cases whose jurisdiction it is when the case involved one or more of the three licenses. He added it also deals with the attacks on licensure and any other issues impacting the three.

Mr. Bohannon stated the committee has not met in quite some time. He said the structure that exists is a rotation schedule where each board will host the meetings for a fiscal year, that entailed scheduling, creating the agenda, putting together the minutes, etc.

Mr. Valdez added to the information by stating that the Landscape Architect Board is the host for this fiscal year, next year would be our Board. He said the committee is comprised of one engineer board member, one surveyor board member, two architect board members, and two landscape architects.

5) Penalties and Fees

Mr. Bohannon briefly explained this committee. He informed the Board members the committee, four years ago, created a penalties chart that provides a standard penalty and fee. Mr. Bohannon said the chart should be reviewed each year, or every other year, to ensure that each penalty fee remains appropriate for the violation of the Practice Act or the Administrative Code.

Mr. Bohannon reminded the members that the Legislature inquires each year, if our fees are aligned with our budget and what is happening in society.

Mr. Valdez reported that the Legislature came out and said the disciplinary fees are to be transferred to the educational fund as directed in the State Constitution, but no one knows about the fund to transfer the money to.

6) NCEES Committee Members

Mr. Tonander said this item is about the members who are appointed to NCEES committees and to provide a report to the Board of their activities.

Mr. Tonander provided a description of the process of how a board member requests to be on an NCEES committee and how someone is chosen to be on a committee.

Mr. Bohannon emphasized the importance of attending the NCEES meetings.

6. Financial Reports

a. License and Registration Fees

Mr. Valdez directed the Board members to a fee schedule in their meeting packets. He went through the fee schedule explaining each fee and their account codes.

Mr. Gromatzky asked if the verifications are electronically submitted or through paper. Mr. Valdez replied that it depended if the request was through the NCEES verification portal, then it is electronically without a fee, however, if it was a paper verification, then the individual is charged \$25 for processing and mailing the form.

Mr. Tonander reminded the Board that the application and licensing fees were adjusted for those New Mexico residents who graduated from an in-state institution.

b. Legislature Interaction

Mr. Bohannon mentioned that the Board used to have Representative Mr. Larry Larrañaga as the Board's champion when presenting legislation at the Legislature. He said that he was a professional engineer, so he understood the Board's position and the functions of the Board. Mr. Bohannon stated that the Board needed to identify and find another champion.

Mr. Tonander reminded the Board members that they are not allowed to lobby; as a Board member we can educate but not lobby, which is a fine line.

Dr. Gerstle inquired about the LFC Sunset hearing that Mr. Valdez and other board members attended. Mr. Tonander and Mr. Valdez gave a recap of the outcome of the hearing.

Mr. Valdez informed the Board that he will be chasing the bills at the legislature and would update them as to the outcomes and status of the bills. He also noted that he will inform the Board members of any legislative bills being presented, that may impact the Board or their professions.

c. Budget Component

Ms. Herrera presented a budget summary. She reported that the Board office had collected \$80,836.86 in revenues as of October 6, 2022. She went through each account code explaining where most of the revenue was coming from. Ms. Herrera reminded the revenue was only capturing the revenue from July through October.

Ms. Herrera proceeded to explain the expenditures going through each category. She reported that in the 200 Category – Salaries & Employee Benefits, the budgeted amount is \$678,800. Ms. Herrera pointed out that the expenses are totaled at \$164,709.11, and encumbrances are totaled at \$2,600.00, leaving a remaining balance of \$514,090.89.

Ms. Herrera reported the expenses within the 300 Category – Contractual Services, the budgeted amount is \$296,100.00. Expenses are totaled at \$674.25, and encumbrances are totaled at \$135,633.13, leaving a remaining balance of \$153,721.62.

Ms. Herrera continued to report on the 400 Category – Other Category, where the day-to-day expenditures are located, the budgeted amount is \$318,900.00. She reported that there are encumbrances to other state agencies totaling 1,445.75 and expenditures totaling at \$36,608.23, leaving a balance of \$266,625.01. Mr. Gromatzky asked if the scholarship amount is required to be specified in the Practice Act. Mr. Tonander answered that it does have to be specified and it would be updated to \$250,000 with the proposed changes being presented to the legislature.

Mr. Bohannon educated the Board members about the past when the legislature swept the fund balance due to the state budget hardship. He said it was important for the Board to monitor the amount of the fund balance, so it did not grow out of control.

Ms. Herrera showed the projected balance for each category, at the end of the fiscal year.

***Mr. Tonander paused the meeting for a lunch break at 12:03 p.m. ***

***The meeting resumed at 1:44 p.m. ***

d. Executive Committee 1) Hiring 2) Day to Day

Mr. Tonander stated that the Executive Committee was already covered within agenda item 5. d. 1). Mr. Bohannan requested that Mr. Valdez describe the hiring process for the other Board members.

Mr. Valdez described the hiring process, beginning with the steps of advertising for the vacant position. He went on to describe the application process for the potential candidates, the paperwork received, the selection of candidates for interviews, the preparation for the interviews, the requesting for a Board member to participate in the interviews, and finally deciding on who to hire.

Mr. Bohannan spoke of the pay bands for each position, he mentioned the minimum, mid-point, and maximum salary within the pay band. Mr. Bohannan said he was always a proponent for seeking salary increases for the staff retention.

Mr. Valdez explained the salary increase request process and the position reclassification process.

7. Rules, Regulations, Policies, Advisory, & Legal

a. Proposed Changes to the NM Engineering and Surveying Practice Act

1) 61-23-14.1 D. (3)

Mr. Valdez presented the proposed changes to 61-23-14.1. D. (3) of the Practice Act. He explained it was the change discussed at a special Professional Engineering Committee meeting regarding the expedited licensure for those practicing structural engineering.

Mr. Tonander said he presented the proposed changes to the rules committee and received their recommendations. He went on to describe the changes for the other members, he said structural engineering was removed

from the expedited process due to the additional requirements needed for licensure as a structural engineer.

Mr. Tonander pointed out the requirement of requiring the applicant to have passed the NCEES principles and practice of engineering exam, and he indicated this would be addressed in the surveying expedited licensure requirements as well. He advised the Board that the exam requirement was being placed in the surveying law and to be comparable it was also being proposed for the engineering requirements. Mr. Tonander explained this was a point of contention by NCEES with the Western Zone's motion, that several other jurisdictions were concerned that someone could be licensed without having passed the national examination.

MOTION by Mr. Bohannon to approve the proposed changes to 61-23-14.1 D. (3) of the NM Engineering and Surveying Practice Act as presented, **SECONDED** by Ms. Nichols

Roll Call Vote:

Voting 'Aye': Mr. Tonander, Ms. McReynolds, Mr. Gromatzky, Mr. Bohannon, Ms. Nichols, Dr. Gerstle, Mr. Wayne

The motion **PASSED unanimously.**

b. Bucket List

Mr. Valdez briefly explained what the buck list was about since it was already explained earlier.

Dr. Elaksher rejoined the meeting at 1:58 pm

c. NCA Spreadsheet

Mr. Bohannon spoke about the spreadsheet and how it tracks the complaints, so they are not lost from the statute of limitations being met. He provided the steps a complaint goes through once the Board voted to take disciplinary action.

Mr. Bohannon educated the new Board members about individuals who approach them to ask about the status of a complaint case, or simply wish to talk about a complaint, to refer them to Mr. Valdez.

Mr. Valdez reiterated what Mr. Bohannon said to the Board members. He stated the investigations are confidential.

Mr. Bohannon mentioned the process of the pre-notice of contemplated action (pre-NCA) settlement agreement. He went on to explain what was entailed with being a hearing officer for a disciplinary hearing and the hearing process. He informed the members that the investigation report needs to be on firm ground and detailed enough for the Attorney General's office to agree to prosecute.

Mr. Bohannon noted the maximum fine and the additional administrative costs that could be recovered after a hearing.

Dr. Gerstle asked for clarification on the Notice of Contemplated Action process and who processed the paperwork. Ms. McReynolds asked if a hearing officer's report was ever not accepted. Mr. Valdez responded that this occurred at a surveyor meeting.

Mr. Tonander added that there are deadlines governed by the New Mexico Uniform Licensing Act.

Ms. Nichols asked if a hearing officer was always a board member or what would happen if the hearing officer was not a board member? Mr. Bohannon responded that in the past it always has been, but it doesn't necessarily have to be.

Dr. Gerstle asked who chose the hearing officer. Mr. Tonander responded that the Board does. Mr. Bohannon explained how the process has happened in the past, with the staff asking who would be available. Mr. Valdez indicated that there have been times when someone not from the Board was the hearing officer.

Mr. Gromatzky asked if a board member was the hearing officer would they need to recuse themselves from voting on the case. Mr. Tonander responded yes that would have to happen.

Dr. Gerstle asked about why the Attorney General's office is the legal counsel and the prosecution. Mr. Valdez provided a brief response on how there is a division within the office and the services they provide to the Board.

Mr. Gromatzky asked if there is a fee for their services. Mr. Valdez responded that there is no charge for their services.

Mr. Bohannon said the cost that is levied include administrative costs. Ms. Gonzales informed the Board that the administrative costs that can be recuperated are only those costs for the hearing and not the investigation.

d. Enforcement Schedule for the changes to 16.39.3.11.G. and 16.39.5.10.G.

Mr. Tonander explained, with respect to the changes regarding the industrial exemption, there were comments from the public, during the rule hearing, that requested time for them to get situated before enforcing the rule. He said the Board voted to enforce the rule beginning January 1, 2024.

Mr. Gromatzky requested clarification on the industrial exemption change in the rules. Mr. Tonander explained that the industrial exemption change means that the practices of engineering and surveying is exempt only on the property the company or firm owns; anything outside that boundary is no longer protected by the industrial exemption.

Dr. Elaksher sought further clarification regarding the industrial exemption rule. He provided the example of a gas utility company needing to set a gas line, would the surveyor need to be licensed. Mr. Tonander responded that the surveyor would need to be if outside their property. Mr. Bohannon added if the work is done within the gas regulator station would be fine, but once extending off the property they would need to be licensed. Mr. Gromatzky said that would include the right of way.

Dr. Gerstle asked how it would impact a small company that was doing defense contracting, or something similar, such as building a test facility. Mr. Bohannon replied to Dr. Gerstle, he said that is a gray area and needs to be worked out.

Ms. Nichols asked if there was an easement, would that be included? Mr. Tonander answered the easement is not included as industrial exempt and requires a licensed individual.

Mr. Tonander recounted a question he received regarding municipalities. He said the question was about extensive utilities the municipality owned, even outside

their city boundaries or wherever they were working. Mr. Tonander stated when the Practice Act was consulted the municipality was never exempt, being a municipality is public in nature and always required licensed individuals. Mr. Gromatzky contributed by stating the same requirement for the New Mexico DOT.

e. Board/Committee Vote Protocol

Mr. Valdez reminded the Board members that when voting on applications, they should say a vote of “to not approve” instead of “to deny”. He went on to explain the difference between the two votes, when “denying” an application the staff has to begin a referral for an NCA with the Attorney General’s Office. Mr. Valdez said if a hearing is requested the Board or Committee is unable to request additional information from the applicant, only hear evidence from the applicant why they should be licensed or take an exam. He explained when voting “to not approve”, the Board or Committee can request additional information from the applicant and the application be reconsidered.

Dr. Gerstle asked if an application is denied is that a final decision? Mr. Tonander responded that the applicant can resubmit an application.

8. 5 Year Plan

Mr. Tonander tabled this item for a lack of sufficient time for discussion.

9. Sunset Clause

Current termination date is July 1, 2023 (effective July 1, 2024); 61-23-22 NMSA
Mr. Tonander said this was self-explanatory and didn’t require further discussion. Mr. Valdez informed the Board about the upcoming LFC Sunrise/Sunset Committee meeting on October 19th, with the budget hearing in the afternoon.
There was further discussion on the outcome if an entity was sunset.

10. NCEES

a. Function to Board

Mr. Valdez informed the Board about NCEES’ function to the Board. He outlined the services they provide, such as examinations, exam prep materials, the records program, credentials evaluations, and CPC tracking. Mr. Valdez stated that many of the Board’s statutes and rules follow NCEES’ Model Laws and Model Rules,

that their laws and rules try to create uniform standards for the licensing jurisdictions and improves license mobility.

Mr. Tonander said NCEES helps to check in with other the other jurisdictions to find out what they are doing or handling issues that come up, or how they function.

b. Committees

Mr. Tonander provided information about the various NCEES committees. Mr. Valdez advised the Board members to view the NCEES document in their meeting packets which has the committees and what their functions are.

c. Western Zone Attendance (Houston, TX – April 27-29, 2023)

Mr. Tonander tabled this item and asked Mr. Valdez to place it on a future agenda.

Mr. Bohannon recommended setting up a date and time for discussing the 5-year plan at the November meeting. Mr. Tonander suggested having an ad-hoc committee to discuss the plan before meeting on it. Mr. Gromatzky, Mr. Wayne, and Ms. Nichols volunteered to be on the committee.

11. Adjourn

Meeting adjourned at 3:00 p.m.

Submitted by:

s/Isaac Maes
Isaac Maes, Executive Assistant

Approved by:

s/ Karl Tonander
Karl Tonander, Board Chair

November 4, 2022 **Approved Date**