



Established

1996

SPRINGFIELD WATER AND SEWER COMMISSION

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Minutes of Meeting

June 23, 2021

The Springfield Water and Sewer Commission held a virtual meeting on June 23, 2021. The virtual meeting was held in accordance with Chapter 20 of the Acts of 2021.

Commissioner Otero called the meeting to order at 9:01 a.m. and announced the Commissioners that are participating remotely. Acting Secretary for the Commission Katie Shea called the attendance roll:

William E. Leonard, Participating Remotely
Daniel Rodriguez, Not Present
Vanessa Otero, Participating Remotely

Also Participating Remotely
Joshua Schimmel, Executive Director
Norman J. Guz, Commission Counsel
Anthony Basile, Comptroller
Domenic Pellegrino, Director of Finance
Bill Fuqua, Director of Wastewater Services
Steve Frederick, Deputy Director of Wastewater Services
James Richardson, Director of IT
Christina Jones, Deputy Director of Water Operations
Bob Stoops, Chief Engineer
Frank Zabaneh, Senior Engineer
Stephanie Douglass, Human Resources Manager
Scott Loomis, Procurement Officer
Katie Shea, Acting Secretary for the Commission

Business Matters

(non-agenda item)

Commissioners moved to appoint Katie Shea as Acting Secretary of the Commission for the meeting held on June 23, 2021.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

**VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to appoint Katie Shea as Acting Secretary of the
Commission for the meeting held on June 23, 2021.

1. Approve the minutes of the meeting held on May 27, 2021, without reading, because copies were furnished to each member of the Commission for their review.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

**COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to approve the minutes of the meeting held on May 27, 2021, without reading, because copies were furnished to each member of the Commission for their review.

New Business

2. Certification for Fiscal Year 2022: Report by Director of Finance.

Director of Finance Domenic Pellegrino reported that he has reviewed the proposed fiscal year 2022 Operating and Capital budgets and the proposed Schedule of Rates, Fees, Charges, and Penalties as set forth in Chapter 5 of the Rules and Regulations.

Mr. Pellegrino reported that there are sufficient funds, as obligated under the Commission's bond resolution, to meet the proposed O&M and capital budgets.

3. Consideration of Proposed Revisions to the Commission Rules and Regulations: Report by Director of Finance.

Mr. Pellegrino reported on the proposed revisions to the Commission's Rules and Regulations.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

**COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to approve and accept the proposed revisions to the Fiscal Year 2022 Commission Rules and Regulations as presented.

4. Consideration of Proposed Schedule of Fees, Rates and Charges: Report by Director of Finance.

Mr. Pellegrino reported on proposed changes to the Fiscal Year 2022 Commission's Rules and Regulations Chapter 5, which is the Schedule of Rates, Fees, Charges and Penalties.

Commission Counsel Norm Guz stated that although Commissioner Rodriguez was not able to be in attendance for the Board meeting, he did meet with Executive Director Josh Schimmel, Comptroller Anthony Basile, Mr. Pellegrino, and Atty. Guz to discuss the proposed rates.

Atty. Guz explained that although Commissioner Rodriguez felt that the finance team has performed well in preparing the budget for FY2022, he felt that given the existing effect of Covid-19 on the residents and businesses in the city that the finance team and Executive Director should consider a reduction in the FY22 rates by using the FY21 expected surplus over O&M to fund a reduction.

Atty. Guz explained, that as discussed with Commissioner Rodriguez, to meet bond covenants and cover costs associated with the capital program, including over \$500 million in capital investment in the next six years, and to maintain stable rate increases in future years, the recommendation of the Executive Director, Comptroller, and Finance Director was to approve the FY22 rates as proposed.

Commissioner Otero added that the financial health of the Commission has never been as strong as it is today, and the Commission was able to secure the WIFIA financing because of its strong financial position. She added that the Commission's future is bright.

Commissioner Leonard stated that it is important to protect the financial health of the Commission while investing in infrastructure to ensure reliable water and sewer service for customers.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

**VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to approve and accept the proposed revisions to the Commission Schedule of Fees, Rates and Charges as presented for Fiscal Year 2022.

5. Consideration of the Proposed FY22 O&M Budget: Report by Comptroller.

Mr. Basile reported that the O&M budget for FY22 is \$80,391,883, which is necessary to carry out water and sewer services.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

**VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to approve the FY22 O&M budget.

6. Consideration of Proposed FY22 Capital Improvement Program Budget and Three Year Capital Improvement Plan for Fiscal Years 2022-2024: Report by Director of Finance.

Mr. Pellegrino reported that the one-year CIP budget for FY22 is \$298,293,025.

The Three Year Capital Improvement Plan for Fiscal Years 2022-2024 includes scheduled projects to be funded through WIFIA. The projects are funded in FY22 but design and construction for some projects will be completed, on an accelerated schedule, over the next several years.

Mr. Schimmel stated that the FY22 CIP budget is kicking off major infrastructure renewal financed through WIFIA. These projects and the strategic financing behind them are essential for providing water and sewer service to our customers in the future. Mr. Schimmel added that the Commission has been working hard over the past year to put together the WIFIA application, and they are excited to move forward with the Three Year CIP.

Commissioner Otero congratulated Mr. Schimmel and Commission personnel on securing the WIFIA financing and moving forward with implementing the capital program.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

**VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to approve the FY 2022 Capital Improvement Program Budget and the Three Year Capital Improvement Plan for Fiscal Years 2022-2024.

7. Financial Update: Report by Comptroller.

Mr. Basile reported that there was ending cash of \$109,897,441 in May. The O&M budget is spent at 85% with 92% projected to be spent through the end of the fiscal year, which is lower than typical, but FY21 was not a typical year due to the pandemic and a deferment of the SRF loan. In more typical years 96%-97% of the O&M budget is spent.

Mr. Basile reported that \$34.8 million had been spent to date from the capital budget, with the river crossing project as the biggest expenditure. There is still \$138.1 million appropriated funding to be spent in the capital budget.

There was \$84.4 million in revenue to date, with a total projected revenue for FY21 of \$91.6 million. Mr. Basile explained that this is a slight increase in revenue due to the dry, hot summer of 2020. Although \$91.6 million will be billed, there are still higher than typical receivables.

There was \$109.8 million in cash, 35% of which was unrestricted. There was \$8.6 million in gross receivables, before credits were issued. Of that, \$3.3 million is over 60 days old. There was \$608.8 million in assets and \$418.9 million in liabilities, which includes pension and OPEB liabilities.

8. Consideration of FY21 O&M Budget Amendment Request #1: Report by Comptroller.

Mr. Basile reported on FY21 O&M Budget Amendment Request #1 which would transfer funds from unexpended personnel services to the OBEP Trust Fund. Because of budget constraints the Commission only budgeted \$250,000 to be added to the OPEB Trust Fund, approval of this requested transfer would add another \$250,000, bringing the total contribution for the year to \$500,000, which is what the Commission typically contributes per year. A decrease in the OPEB Trust Fund would increase the Commission's liability.

Atty. Guz reported that Commissioner Rodriguez stated in the discussion with the Executive Director and finance team the Commission should consider not making the transfer at this time and examine the

possibility of using these funds to reduce the rates for FY22, and to consider the transfer later in the year when the Commission is able to review FY22 revenues vs. expenses.

Atty. Guz added that, as Mr. Basile noted, this contribution is necessary to limit the Commission's liability.

Commissioner Otero responded by stating that the Commission has charted a course and is striving to return to pre-pandemic fiscal health.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve FY21 O&M Budget Amendment Request #1.

9. Consideration of FY21 O&M Budget Amendment Request #2: Report by Comptroller.

Mr. Basile reported that this request is for the transfer of funds for legal expenses from the O&M Budget to the CIP account. The legal expense for the 42-inch main litigation was partially budgeted in the FY21 O&M Budget and partially budgeted in the CIP account. This transfer will consolidate all legal expenses related to the 42-inch main litigation into one account.

Commissioner Otero asked if there would be an opportunity to recover these legal fees.

Mr. Schimmel responded that the fees could not be recovered through the insurance claim, but potentially through damages or a settlement as a result of the litigation.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve FY21 O&M Budget Amendment Request #2 as presented.

10. Consideration of CIP Amendment 2021-19: Report by Director of Finance.

Mr. Pellegrino reported that this amendment would increase the CIP account by \$500,000, as outlined in the previous item, to consolidate legal appropriations into one account.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD
COMMISSIONER OTERO:

to approve CIP Amendment 2021-19.

11. Consideration of FY21 Budget Amendment Request #3: Report by Comptroller.

Mr. Basile reported that this amendment is for a cash transfer to the Stabilization Fund of \$2.2 million, which includes \$400,000 to replenish the funds taken out in FY21 to help offset the economic impacts of the unprecedented Covid-19 pandemic. The transfer will bring the cash balance in the Stabilization Fund to over \$17 million.

Mr. Basile also stated that per the Commission's financial policies, the cap for the Stabilization Fund is \$27 million, and the Commission should strive to reach the \$27 million cap.

Commissioner Otero stated that as the Covid-19 pandemic highlighted, we do not know what might happen in the future, or what challenges may arise, and having the Stabilization Fund helped the Commission maintain financial strength in 2020. She added that if the Stabilization Fund were not available in FY21 rates could have been much higher.

Commissioner Leonard stated that he agreed with Commissioner Otero about the importance of the Stabilization Fund.

Atty. Guz stated that Commissioner Rodriguez asked that it be noted that he thought the Commission to review the possibility of using the cash surplus to reduce the FY22 rate increase, rather than using it to replenish the Stabilization Fund at this time.

Atty. Guz added that the Commission's financial team reviewed all financial policies of the Commission, which state that the Commission must maintain the Stabilization Fund. Atty. Guz commented that it is critical to have these funds available to maintain operations in the event of a pandemic, loss of a major customer, or other catastrophic event. It is protection for the residents of Springfield and Ludlow. The Stabilization Fund is also important for securing financing for capital projects and is reviewed by rating agencies.

Mr. Schimmel added that in addition to utilizing the Stabilization Fund last year to offset financial impacts of the Covid-19 pandemic, the Commission also established pandemic-related assistance such payment plans with more flexible terms. The Commission has also enhanced customer assistance options and adopted a permanent Customer Assistance Program (CAP).

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:

to approve FY21 Budget Amendment Request #3.

12. Consideration of Utility Billing Credit Summary and Summary of Accounts Receivable for May:
Report by Director of Finance.

Mr. Pellegrino reported that the accounts receivable balance through May is \$7.9 million. This is an 18% increase from the receivables at the same time last year and is approximately double the three-year average. Mr. Pellegrino noted that end-of-month reports ran on May 28 due to the Memorial Day holiday on May 31st, and some customers may have paid their balances between May 28 and June 1. Those payments are not reflected in these numbers.

Mr. Pellegrino also reported an increase in the balance of receivables over 60 days. There are over 6,000 accounts over 60 days old.

Mr. Schimmel noted that the number of receivables over 60 days is similar to previous years, however the balance of those receivable accounts has grown. Mr. Pellegrino added that the average balance is up from approximately \$200 to \$528.

Mr. Pellegrino reported that there were 127 credits issued for a total of \$30,848.69. Credits include 49 CAP water bill credits and 45 sewer bill credits in the month of May.

Commissioner Otero added that she thought more people would have taken advantage of the CAP credit over the past several months.

Mr. Schimmel reported that the Commission received hundreds of applications and plans to do more outreach for the program again this fall when customers have their 2021-2022 LIHEAP letters. The state of Massachusetts is also receiving federal Covid relief funding, to support eligible customers with paying their water and sewer bills. Mr. Schimmel has been in close contact with the state agencies administering the funds and is monitoring the dispersal of funds closely. The Commission is in a good position to disperse funds out to customers as soon as possible because of our relationships with local LIHEAP agencies like New England Farm Workers Council and Valley Opportunity Council.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve credits in the amount of \$30,848.69.

13. Consideration of CIP Amendment 2021-18: Report by Director of Finance.

Mr. Pellegrino reported that this amendment would reduce the balance of CIP projects that have been completed.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve CIP Amendment 2021-18.

14. Consideration of AECOM Work Order 20A-08 Final Design and Bidding for the 42” in RWC Return to Service: Report by Chief Engineer.

Chief Engineer Bob Stoops reported on a proposed work order from AECOM for the final design to return the 42-inch raw water conveyance pipe to service. This is a critical pipe that conveys raw water from Cobble Mountain Reservoir to West Parish Filters.

Mr. Stoops explained that the scope of work includes project design, assistance with the bidding and contractor selection process, and assistance with required permitting. Design is to be completed in 6 months from the notice to proceed.

Commissioner Otero asked how long after the design was completed would construction begin. Mr. Stoops responded that construction would begin as soon as possible.

Commissioner Otero asked if the same engineering and construction firms that completed construction on the 42" pipe that failed could bid on the return to service project. Mr. Guz responded that the same firms could not bid.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

**VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to authorize the Executive Director to enter into contract with AECOM for Work Order 20A-08 Final Design and Bidding for the 42" in RWC Return to Service.

15. Consideration of Construction Contract CA-21 for Design/Build of WPF Clearwell & Backwash Pump Station Project: Report by Chief Engineer.

Mr. Stoops reported that this contract is for design/build of the SRF-financed Clearwell and Backwash Pump Station Project. CH Nickerson was selected for this project because of their higher quality proposal and lower price than other bidders.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

**VOTED YES –
COMMISSIONER LEONARD
COMMISSIONER OTERO:**

to authorize the Executive Director to enter into Construction Contract CA-21 for Design/Build of WPF Clearwell & Backwash Pump Station Project.

16. Consideration of AECOM Work Order 20A-17 for Owners Program Manager for Design Build Clearwell & Pump Station: Report by Chief Engineer.

Mr. Stoops reported on a proposed work order from AECOM to serve as the Commission's program manager for the design-build of the Backwash Pump Station and Clearwell project. As part of the

contract AECOM will review design and permitting submittals. The design-builder is required to submit approximately 16 construction plans for the project, which AECOM will review.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to authorize the Executive Director to approve and execute Work Order 20A-17 for Owners Program Manager for Design Build Clearwell & Pump Station.

17. Consideration of AECOM Work Order 20A-18 for Preliminary Design for In-line Hydro, Equalization Tank & Piping and WPF Site Electrical: Report by Chief Engineer.

Mr. Schimmel reported that the Commission has been evaluating the current Cobble Mountain Hydro Station in terms of potential upgrades or new construction options, and power needs at West Parish Filters. The existing hydro station is 90 years old and in need of repairs and upgrades, or an alternative long-term solution, such as the construction of a smaller in-line hydro facility. Through this evaluation process the Commission has identified in-line hydro as the most cost-effective option to meet power needs and provide supplemental revenue through the sale of power to the grid. The Commission would also maintain the existing hydro station for the function of flowing water to the treatment plant.

Mr. Stoops reported that the work order was for preliminary design of the in-line hydro facility and valves to be constructed as part of the project. AECOM will also assist with permitting and coordination with Eversource as part of the project.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to authorize the Executive Director to approve and execute Work Order 20A-18 for Preliminary Design for In-line Hydro, Equalization Tank & Piping and WPF Site Electrical.

18. Consideration of Professional Services Contracts for FY22: Report by Commission Counsel.

Atty. Guz reported on several proposed professional service contracts for professional and legal consultants for FY22.

Atty. Guz reported that Peter Karalekas provides consulting on water operations; Attorney John Leibel provides legal services for damage claims; Attorney Peter Murphy provides legal services for labor and employee relations; Attorney James Chadwell provides legal services for workers compensation; Attorney Bruce Leiter provides legal services for bid protests and public construction contracts; and Murphy McCoubrey provides general legal counsel services.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve the professional services contracts as presented.

19. Consideration of On-Call Engineering Services Contracts: Report by Executive Director.

Mr. Schimmel reported that the Commission would like to enter into three-year on-call engineering services contracts with several qualified engineering firms to provide on-call professional engineering services for various projects including water, wastewater, facilities, and general engineering support services, to support the Commission in planning and execution of the aggressive capital improvement program.

Mr. Schimmel reported that some of the benefits of this procurement strategy are that it will allow the Commission to work with some smaller or specialized firms for specific projects to fit our needs. The contracts are for no specific dollar amount, allowing the Commission to enter into agreements for a specific project and related costs. This is critical for the work the Commission has planned over the next several years as part of WIFIA.

Commissioner Otero asked if many of the firms included on the list were local, noting that with so much engineering, design and construction planned for the next several years, it would be a benefit to the local economy to use local firms as much as possible.

Mr. Schimmel reported that most firms have offices in Massachusetts or Connecticut and several local firms, which the Commission has not had the opportunity to work with before, are included. As part of WIFIA, construction contracts will have a local component for the labor force.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve the On-Call Engineering Services Contracts as presented.

20. Update on Water and Sewer Activities: Report by Executive Director.

Mr. Schimmel presented contracts he executed over the past month.

Mr. Schimmel reported that Cobble Mountain Reservoir is at over 90% capacity.

Mr. Schimmel reported that a MOA had been signed between the Commission and the SACE labor union. The complete contract for review and vote is anticipated for the next Commission Board meeting, to be held next month.

Mr. Schimmel thanked all staff for their hard work and commitment to carry out the mission of supplying reliable water and wastewater services during a challenging year. Mr. Schimmel also recognized the staff for all the work that went into securing the WIFIA loan.

Mr. Schimmel thanked the Commissioners for their work over the past year as well, and their support of the WIFIA application and capital improvement program.

21. Update on NPDES Permit Appeal: Report by Executive Director.

Mr. Schimmel reported that a decision was recently rendered in favor of not making any changes to the NPDES permit. The Commission will accept the decision of the environmental appeals board. The Commission strategically leveraged the appeal to secure funding to meet the permit requirements. Wastewater treatment upgrades financed through WIFIA are critical in modernizing equipment for compliance with the permit.

22. Consideration of Amendment to Chapter 4 Section 4.2.1 Part 9 of the Commission's Rules and Regulations: Report by Commission Counsel.

Atty. Guz reported that the amendment would extend the suspension of payment plan rules until October 31, 2021. The amendment would allow a customer to enter into a payment plan even if they defaulted on a previous plan within the past 24 months. This rule suspension was previously approved as one of the many measures adopted by the Commission to support customers amid the Covid-19 pandemic, and is set to expire at the end of June 2021, unless the extension is voted on and approved by the Commissioners.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve Amendment to Chapter 4 Section 4.2.1 Part 9 of the Commission's Rules and Regulations.

23. Consideration of 41st Supplemental Resolution Authorizing the Issuance of Bond Anticipation Notes: Report by Commission Counsel.

Atty. Guz reported the resolution would allow the Commission to issue bonds of \$14,448,793 and \$1,649,713 for the York Street Pump Station and Connecticut River Crossing Project. This project is funded through SRF and these costs are allowable under SRF. Both bond notes are for 0% interest and mature in May 2024.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve the 41st Supplemental Resolution authorizing the Issuance of Bond Anticipation Notes and authorize the Executive Director to issue the Bond Anticipation Notes as presented.

24. Consideration and/or action on any other matters that may come before the Commission at this meeting.

Atty. Guz reported that July 2021 is the 25th anniversary of the Commission. He also noted that Commissioner Leonard has served as a Commissioner since 1996, and even before that as member of the Board of Water Commissioners. Atty. Guz thanked Commissioner Leonard for his many years of service.

Mr. Schimmel added that the Commission has benefited greatly from Commissioner Leonard over the past 25 years. He has helped moved the Commission forward and has been a great resource.

Commissioner Leonard stated that it has been a benefit to him to be involved with the Commission for so many years. The Commission has accomplished so much in the past 25 years.

Commissioner Otero congratulated Commissioner Leonard on his 25 years serving as a member of the Board and stated that is has been a pleasure to be his colleague. Commissioner Otero thanked Commissioner Leonard for his service to the Commission and to the City of Springfield.

Commissioner Otero added that she would also like to thank Commission staff for their hard work over a difficult year. She added that securing the WIFIA loan was a major accomplishment and thanked the staff that worked to pull everything together for the WIFIA application. It was a competitive process and cities like Springfield often get overlooked on a national level.

Commissioner Otero proposed for consideration a salary increase of 6% for the Executive Director. Commissioner Otero added that strong leadership is critical in managing the Commission, securing the WIFIA loan, maintaining strong financial health, and advancing approximately 30 years of capital work in as little as 6 years.

Commissioner Leonard stated the Commission could not have navigated the past year, especially amid the pandemic, without the strong leadership from the Executive Director. It was gratifying to see how the Commission successfully handled all the challenges it faced this past year.

UPON MOTION DULY MADE BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER OTERO

VOTED YES –

COMMISSIONER LEONARD

COMMISSIONER OTERO:

to approve a 6% salary increase for the Executive Director.

The next Commission Board meeting will be held Thursday, July 29, 2021, at 9:00 AM.

Commissioners voted unanimously to adjourn at 10:37 A.M

Submitted By:

Katie Shea, Acting Secretary