

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE
CASTLE PINES METROPOLITAN DISTRICT
VIA ZOOM TELECONFERENCE**

Held: Thursday, April 16, 2020, 5:00 p.m., at 5880 Country Club Dr., Castle Rock, Colorado

A regular meeting of the Board of Directors of the Castle Pines Metropolitan District, Douglas County, Colorado, was called and held as shown above and in accordance with the applicable statutes of the state of Colorado, with the following Directors, constituting a quorum, present and acting:

Jeff Battin
Bill Calhoun
Rick Huser
Dick Munday
Craig Sundquist

Also present were: Burt Knight, Sue Mantz, Jason LeTellier, Carolyn Frainier, Joe Walters, LeAnna Gonzales, Tracy Adams, District Staff; Jack Reutzel, District Counsel, Fairfield and Woods, P.C.; Mark Larson, General Manager, Castle Pines Homes Association.

Potential Conflict of Interest Disclosures

District Counsel Reutzel stated that Director Battin has a continuing conflict regarding any discussions related to Cherokee Ranch. Director Battin serves on the Board of Directors at Cherokee Ranch.

Approval of the Agenda

Director Huser made a motion to approve the agenda, seconded by Director Battin. Director Battin asked to move the consideration of the approval of Cherokee Ranch Agreement (4E) until after the Attorney's Report.

A vote was called and the amended agenda was unanimously approved.

Guest Introductions / Comments from the Community

The following citizens attended the meeting: Cynthia Cerny, Michael Lanam, Jerry Schofield, and Tad Walden. Mr. Walden had comments relative to Cherokee Ranch and the District's financials. Director Battin requested that Mr. Walden save his questions regarding Cherokee Ranch until he has left the meeting.

Mr. Walden asked a few questions about the manual checks and the upcoming Board of Directors' Election. Mr. Walden asked for confirmation that the check issued to the Douglas County Clerk and Recorder was for a voter list of everyone who lived in the District. There was also a manual check issued to the Douglas County Assessor's Office for a property owners list. Mr. Walden asked if a property owner is not a registered voter, then that person would not

receive a ballot? Ms. Frainier confirmed if a property owner is not a registered voter then that person would not receive a ballot. Mr. Walden wanted to know the purpose of the property owners' list regarding the election. Mr. Reutzler said the list is used to confirm the statement that a registered elector is a property owner, as required by state statute. If the registered elector is not on the property owners list, he or she will not receive a ballot unless it can be shown that he/she otherwise resides in the District. Mr. Reutzler confirmed ballots are mailed from the voter registration list.

Ms. Cerny inquired about the payments to Ewing. Mr. LeTellier said the payments were for truckers to haul debris from the 10 Site to the dump. Ms. Cerny asked if the company was Ewing Irrigation and Landscape Supply. Mr. LeTellier said it was Ewing Trucking and Construction. There are two companies with the name Ewing, the District will clarify that in the future.

Ms. Cerny asked if Mr. LeTellier had the bill of sale for the 2020 fleet vehicle purchases discussed in the April Operations Report. It was Ms. Cerny's understanding, from the December 2019 board packet, that the two vehicles were to replace the two existing vehicles. Mr. LeTellier said the District decided not to replace one of the vehicles because it was needed in the fleet. The decision was made not to replace that vehicle until 2021. Ms. Cerny asked if the vehicle that was not replaced was the 2015 GMC diesel. Ms. Cerny continued by stating at the December 2019 Budget Meeting, when she asked about the 2015 GMC diesel and pointed out that the replacement was outside of the Fleet Policy. The policy requires a vehicle to be 7 years old or over 150,000 miles to be replaced. At that time, Mr. Knight said that the vehicle was over 150,000 miles and that was why it was being replaced. Since the District is holding on to that vehicle, Ms. Cerny would like to know the mileage on that vehicle. Mr. LeTellier said that he could assure Ms. Cerny that the mileage was over 150,000. The Field Manager requested that vehicle for the fleet this summer. Ms. Cerny said according to Mr. LeTellier's report, two trucks were purchased. Her understanding is that the District kept a truck that was supposed to have been sold and an additional truck was purchased. Therefore, she asked if the District purchased an additional truck outside of the 2020 Budget. Mr. LeTellier said that was not correct. A truck and a Terrain were budgeted and that is what was purchased. Director Munday said this was irrelevant for approving the payables and Staff could respond at a later time. Ms. Cerny wanted to clarify that the District purchased a GMC Terrain and GMC 3500 pick-up truck and the 2015 GMC diesel truck has not been turned in. Mr. LeTellier confirmed that statement.

Safety Report

Mr. LeTellier said the primary focus of safety has been the response to COVID-19. Staff implemented social distancing. The District executed a staged response with a reduced staff to minimize exposure to each other. The District also has put restrictions in place as to how it interacts with citizen and vendors.

Action Items

Approve the Minutes from the January 7, 2020 Special Board Meeting –
Director Battin made a motion to approve the amended minutes from the January 7, 2020, Special Board Meeting, seconded by Director Munday. Before the Board meeting, directors

reviewed and suggested changes to the minutes.

A vote was called and the motion passed unanimously.

Approve the Minutes from the February 20, 2020, Regular Board Meeting –

Director Battin made a motion to approve the minutes from the February 20, 2020, Regular Board Meeting, seconded by Director Munday. Before the Board meeting, directors reviewed and suggested changes to the minutes.

A vote was called and the motion passed unanimously.

Ratify the February 2020 Payables. – Director Battin made a motion to ratify the February 2020 payables, seconded by Director Sundquist. Staff met with Director Sundquist to review payables, and manual checks, totaling the amount of \$373,852.03. There were no questions on the payables. Ms. Mantz reported that the March Board Meeting was canceled, therefore the checks for payables were cut on March 17, 2020.

A vote was called and the Board unanimously ratified the February 2020 expenses in the following amounts: General Fund \$161,831.27, and Enterprise Fund \$166,460.25, and manual checks \$45,560.51.

Approve the March 2020 Payables – Director Sundquist made a motion to approve the March 2020 payables, seconded by Director Calhoun. Staff met with Director Sundquist to review payables, totaling the amount of \$572,052.33. Ms. Mantz noted that the District made two principal and interest payments in the middle of March for two Drinking Water Revolving Fund (DWRF) loans. In 2006, loans were secured for the District's transfer station.

A vote was called and the Board unanimously approved payment for the March 2020 expenses in the following amounts: General Fund \$226,646.30, Enterprise Fund \$308,240.75, and manual checks \$37,165.28.

The consideration of the Approval of Cherokee Ranch Agreement was moved to the end of the meeting.

Committee Update

Castle Pines Homes Association – Mr. Larson reported that the CPHA Board meeting will be held in the morning on Thursday, April 23rd, and it will be a Zoom meeting. Mr. Rick Plotke has departed the organization. Mr. Larson is the Interim Director and Chief of Emergency Services. The hiring process for the position is on hold until CPHA can conduct in-person interviews. The annual Spring Cleanup scheduled for May 2nd has been canceled and rescheduled until late summer. Mr. Larson said that the CPHA has been practicing social distancing and has cut back on staffing the gates. Except for Mr. Larson, employees are working from home by teleconference and by video conference. Director Munday commented that when he has gone through Gate 5, guests are waiting to enter the Village. Instead of going through Gate 1, these guests are waiting for a resident to enter and driving in behind them. Director Munday asked if Emergency Services was able to capture that on video. Mr. Larson said the arm at Gate 5 had malfunctioned and Wizard Works is coming in on April 17th to repair it. If the situation cannot be remedied, the gates will be staffed 24 hours 7 days a week.

Discussion Items

Confirm Wednesday, May 20, 2020 Board Meeting at 6:00 p.m. – The Board moved the previously scheduled May 20, 2020, Board Meeting at 6:00 p.m. to May 21, 2020, at 6:00 p.m.

Discuss Committee Member Information Sheet – Director Munday said there have been three iterations of the committee charter. Director Battin said that in December 2019 and January 2020, Mr. Kim Dadlani and Mr. Tom Sims came forth with a committee charter. Director Battin has worked with Mr. Knight and Mr. Reutzel to review this document. A revised charter was pulled together for review by Mr. Dadlani and Mr. Sims, Mr. Walden and Director Calhoun also saw the document. Director Battin said if the District went in direction of that document, there would be no volunteers for the committees, as they viewed the document was restrictive. The group proposed another committee charter, Director Battin and Mr. Knight agreed that the Board should accept this new document with the caveat of hearing from counsel. Mr. Reutzel reported that the charter presented in the board packet is generic and it can work, a few blanks need to be filled in by the committee chair. Mr. Reutzel had two legal concerns. The first, it has to be clear that the committee cannot bind the Board or the District financially or contractually, and the committee cannot engage in any decision making. The second concern, especially in regards to water rights, was there may be occasions when information cannot be shared with committee members due to attorney-client privilege. Mr. Reutzel said the way the charter is set up the Board will select the chair of the committee, the Chair will select the committee members. Mr. Reutzel said it would be a good idea if the Board could review the member list, to ensure a wide geographic representation. In the future, if problems arise with the charter, the Board can bring it back for modification. Director Calhoun asked why not include committee members in attorney-client privilege information. Mr. Reutzel advised against including the committee members in matters subject to attorney-client privilege because private citizens are not his client. Director Calhoun did not agree. Director Battin said that the discussion should not be burdened with a discussion of attorney-client privilege. Director Munday said when the District gets the committees up and running, he believed the committees will have all of the knowledge about what the District intends to do before a contract would be drafted. Mr. Knight said the document is a cordial opportunity for the District to communicate and move forward. The District has to make sure the committees have what they need to succeed. If the committee would like to propose something on a board meeting agenda, Mr. Knight said he will assist. He said he believes the committees will be a benefit because more voices will be heard throughout the community. Mr. Knight anticipates the District will have more public meetings. Director Sundquist said he does not want to get into micromanaging the committees and given them a chance to meet. Director Huser agreed and said he was excited about the prospects of having committees. Director Munday asked if the Board wants to move forward with this as an action item. Mr. Reutzel said with unanimous approval the Board can move the Discussion Item to an Action Item. Director Battin said that Mr. Dadlani and Mr. Sims approved the charter.

Director Sundquist made a motion to move the Castle Pines Metro District Committee Charter to an Action Item, seconded by Director Battin.

A vote was called and the motion passed unanimously.

Director Battin made a motion to approve the Castle Pines Metro District Committee Charter, seconded by Director Huser.

A vote was called and the motion passed unanimously.

Staff Reports

District Manager Report - Mr. Knight referenced his report in the board packet and asked if there were any questions and there were none. Mr. Knight asked Ms. Frainier to report on the upcoming Board of Directors' Election.

Ms. Frainier said the ballots were mailed out on Tuesday, April 14th. Ms. Cici Holbrook volunteered and has been appointed, as the Alternate Election Judge. Ms. Holbrook will only serve as an election judge if one of the other election judges is unable to fulfill their duties. Before April 20th, all election judges will complete online training, provided by the Special District Association. This Monday at 1:00 p.m., Ms. Frainier, Ms. Sherry Sickles, Ms. LeAnna Gonzales, and the election judges will participate in a Zoom Meeting to review training and answer any questions the judges have. Ballots will be counted on May 4th from 10:00 a.m. – 4:30 p.m. and on May 5th beginning at noon until the election results are confirmed. An election information sign has been installed at the District's front entrance. Ms. Frainier reported that a special ballot box has been installed for electors, who wish to drop off their ballots. A sign is posted at the front door, with instructions to call the District, for any mail ballot requests and questions. Ms. Frainier asked for questions and there were none.

Operation's Report – Mr. LeTellier asked for questions on the Operation's Report and said that one of the challenges for the District has been working with reduced staff, the restrictions of the COVID-19 Pandemic, and still moving forward with projects. Director Munday remarked that he was happy that the amount of unaccountable water during March dropped from 23.8% in February to 6.8% in March. Mr. Knight said the District has been working to reduce the amount of unaccountable water. Mr. Knight explained that Staff found some systems that had not been reporting properly and corrected the problems. The Staff has discovered and corrected, malfunctioning meters at a well site reporting skewed numbers. Director Battin asked if it was a reporting problem as opposed to the loss of water. Mr. Knight indicated likely a meter accuracy problem. Director Calhoun said that this has not eliminated demand but the report will be more accurate. Mr. Knight confirmed. Director Munday remarked that Mr. LeTellier fixes problems before there is an issue. Mr. Knight said that the District is going to extend Mr. LeTellier's demonstrated asset management expertise at the Water Treatment Plant into the collection and distribution system. It will be very beneficial to the District.

Director Calhoun asked if the Summit Field irrigation and drainage work was being conducted and paid for by the District. He asked if this would be a precedence for the Morning Star roadway work. Mr. Knight said the Homes Association was having difficulty maintaining the field. The District committed to removing the field and reinstalling it. Mr. Knight said that recently, the District discovered, by our newly hired staff expertise, that there are some drainage issues, and if corrected, the field does not need to be replaced. Director Calhoun said that he believed that Morning Star was more of the District's responsibility than the Summit Field. He

asked about the progress with Morning Star. Mr. Knight said he had reached out to Forsgren and Associates, who are working on a task order that will be discussed in the May Board Meeting.

Mr. Walden asked for clarification on the Unaccountable Water Report. He wanted to be clear that YTD the District is 100% over the usage of where it was in 2018; and 5 or 6 points over the usage of 2019. Mr. LeTellier confirmed and wanted to emphasize that the unaccountable water issue is ongoing and Staff takes it very seriously. Mr. LeTellier reported total production numbers were down in March, which indicates the District is having issues with some meters. Mr. Walden asked why the District uses the same number, month after month, for the expected water leakage. Why is it consistent number and not a percentage? Mr. LeTellier said that number comes from the American Water Works Association (AWWA), who recommends an equation based on miles of water main, service connections, water pressure, etc. The District updates the number every year. Mr. Walden asked what we discovered to change the unaccountable water and asked if 23% was consistent. Mr. LeTellier switched operations from the lower region to the upper region wells. The amount of unaccountable water went down indicating issues with meters in the well field. The District plans on replacing all of these meters. Historically, the District has had 2M gallons of unaccountable water, the number seems to have gone up in recent years. Mr. LeTellier said that it is easy to look at a percentage, he looks at volume. Percentages drop in summer, which does not mean it is unaccountable. Director Munday said a work session on unaccountable water would be helpful. Mr. LeTellier said social distancing would affect replacement of meters. Ms. Cerny asked why social distancing would affect the replacement of meters. Mr. LeTellier said the work requires employees to work within inches of each other in a very tight, confined space. Ms. Cerny asked if Staff was confident that malfunctioning meters are the reason for the high unaccountable water. Mr. Knight said that is what the District suspects is the case.

Administration Report – Ms. Frainier and Ms. Mantz referenced their report in the board packet and asked if there were any questions. There were no questions.

Attorney's Report – Mr. Reutzel nothing additional to report.

Director Calhoun suggested adding a monthly engineering progress reports from Black & Veatch and Forsgren & Associates to the board packet.

Director Battin left the meeting.

Action Item

Consider Approval of the Cherokee Ranch Connection Agreement - Director Sundquist made a motion to consider approval of the Cherokee Ranch Agreement, seconded by Director Huser. Mr. Knight said that he and Mr. Reutzel had taken the direction from the Board and revised the attached Cherokee Ranch Connection Agreement. Mr. Knight provided a summary of the agreement:

- Emergency Service Agreement is terminated.
- Cherokee Ranch is required to purchase a tap that equates to the amount of water service provided

- The District sells up to 50K gallons/month of water at the highest Tier Rate, Tier 4, currently \$9.94
- Cherokee Ranch will pay one and a half times the highest Tier rate for any usage greater than 50K gallons/month
- Cherokee Ranch has provided a “Use List” which lists the intended use of the water
- Cherokee Ranch is responsible for maintenance, repair, replacement or locations responsibilities for any facility downstream of the District meter located near 1206 Wildcat Bend Court
- Cherokee Ranch is fully responsible for the operation of the water system downstream of the District meter including State reporting and water quality tests

Mr. Walden had questions regarding the agreement, as well as, questions regarding the current agreement with Cherokee Ranch. Mr. Walden said the contract speaks to how the water will be used. It refers to a storage tank and irrigation limited to Cherokee Castle grounds. Mr. Walden asked:

- In regards to the storage tank: how big is it, how much water can be collected, maintained, stored, and is the water in the storage tank restricted to the same use as the rest of the agreement? Or, is this a pool where Cherokee Ranch can pump water and continually use the gallons and store the water to create a surplus and use it for other purposes outside of the agreement?
- What is included in the Cherokee Castle grounds?
- The original agreement had a 30-day termination clause, why did this period change to 90-day termination clause?
- In Section 3 of the current agreement, it is specified that the valve would remain closed. In September of 2019, Cherokee Ranch used 200K gallons/month. If the valve was closed, would the water use have escalated?
- In Section 1 of the current agreement, it refers to a separate agreement required for construction costs for District staff to install the emergency connection. Was there a second agreement?
- What rate did Cherokee Ranch pay for the water that was used in September?
- Did Cherokee Ranch pay the District for all of the equipment, product, and labor to install the original water line?

Mr. Knight responded to Mr. Walden’s questions. Cherokee Ranch has three small tanks that serve the Castle and the irrigation around the Castle. As Cherokee Ranch receives water from our meter they pump it up the hill. The other uses are identified in the agreement. Cherokee Ranch could conceivably pump out of the water tanks but it would be highly unlikely. A very limited area of the Castle is irrigated. In September 2019, at the board meeting, Mr. Walden heard that Cherokee Ranch’s reported water usage was around 220K gallons for the month, due to a water leak. Mr. Knight said that Cherokee Ranch installed a meter measuring flow from the tank to the Castle. The difference between what our meter read and the meter at the Castle indicated a 75% loss of water between the two. The District suggested the line feeding the tank between our meter and their pump station, transferring water up to the tank is maybe leaking. Cherokee Ranch has installed two meters and Mr. Knight is anticipating what Cherokee Ranch will find is that water from the pump is not going to the tank and they will be

closer to identifying the problem. Cherokee Ranch has paid 100% for all water going through the Metro District meter. The existing emergency agreement identifies billing at the residential rate. The key with the acknowledgment that this is not an emergency but a continuing situation. The District needed to put Cherokee Ranch as an outside the District Tier 4 customer. Mr. Knight explained that Cherokee Ranch hosts many wedding events in the summer and it uses water to wash down the large patio. Cherokee Ranch has pushed 50K gallons in one month. Anything above that amount will be charged at one and a half of Tier 4 rate (\$14.91 per thousand gallons). Mr. Knight said the reason for increasing the termination of the agreement to 90 days to find alternatives since the District will be Cherokee Ranch's sole water provider. Mr. Walden asked Mr. Knight if he knew that the valve was left open. Mr. Knight could not speak to the intent of the emergency service agreement. The connection was supposed to have been for emergencies only. The emergency was their well had issues and Cherokee Ranch had requested using the District's water on an emergency basis. Mr. Walden asked if District Staff was used for the construction of the emergency line and was there a separate agreement as indicated in the current agreement. Mr. Knight was not aware of any second agreement. Mr. Walden expressed his support of Cherokee Ranch.

Director Calhoun had issues with calling it an emergency line, he said when Cherokee Ranch signed the agreement it was understood to be a permanent line. Even before November 2019, a letter from the State of Colorado indicated that Cherokee Ranch was permanently getting its water from the District. Director Calhoun stated that when the current agreement was signed, Cherokee Ranch had known for seven months that the agreement was for ongoing usage.

Director Calhoun cited paragraph 3 in the proposed agreement, he suggested deleting the words "three consecutive months." Otherwise, this will be going on for years, going up to 100K gallons/month in the summer and going down to 50K gallons/month in the fall. Director Calhoun said it appears that we are not planning to hold Cherokee Ranch accountable for any of the losses the District incurred. In reality, the District has incurred quite a bit of cost and has not been paid. Director Calhoun said that the rerouting of the line that was put through the foundation area, where the builder wants to build a house. Cherokee Ranch is not even paying for that. Mr. Knight said we are back charging Cherokee Ranch in the payables approved earlier tonight. Director Calhoun said if the District is not going to hold Cherokee Ranch accountable is the District going to hold anyone accountable? Director Calhoun asked about the District's insurance. Is the District going to write it off when we know that there is some ugly stuff that has happened? Director Calhoun went on to say that if a resident sues us, someone needs to be accountable since it looks like there was some corruption involved. Director Sundquist said the Board was getting into some issues that were an attorney-client privilege. Director Calhoun said that he had the documents that were distributed before any attorney was involved. Director Calhoun asked Mr. Reutzel if the District chooses not to hold anyone accountable, will our insurance indemnify the Board and former board members. He said it has nothing to do with the dismissal, other than using it as a negotiating tool. Mr. Reutzel said the information he listened to last week indicated that Cherokee Ranch did make a payment, whether or not it made it to the District, Cherokee Ranch did pay. Mr. Reutzel said notwithstanding that, saying that the District needs to be paid seems excessive to the Foundation. Mr. Reutzel said if the Board wants to pursue that, he will. Director Calhoun asked whom the District is going to hold accountable. Director Huser said that that is where the attorney-client privilege comes into play, we heard significant information last week, and we know what happened we know that Cherokee Ranch paid for services rendered. The question is whom they paid and who received it. Director Huser

said to Director Calhoun that not everything is nefarious, the District is trying to help a neighbor. Cherokee Ranch wants 50K gallons a month and they are going to pay dearly for it. Director Huser said for that price, we are going to receive continued protection on our boundaries, with all this beautiful landscape that will not be filled with apartments or homes. Director Calhoun fully supports the contract with Cherokee Ranch; however, Director Calhoun wants Cherokee Ranch to pay for the rerouting of the line. Director Calhoun asked if the District was going to hold anyone accountable. Director Munday asked Mr. Knight if the District had recharged Cherokee Ranch for the rerouting of the line and Mr. Knight said the District is in the process of doing that. Director Munday said that Director Calhoun brought up water usage. Director Munday thinks the Board should have more conversation about the terms under which we would terminate this contract. The history goes back two years when Cherokee Ranch portrayed the waterline as an emergency, the water usage was more than what we were told it would be. The Board needs to look forward and do something enforceable and be willing to enforce. Mr. Reutzel and Mr. Knight agree and want to look at language to make sure we are in a position hold Cherokee Ranch accountable. Director Calhoun said that there are only two items that he would like to see addressed: the three consecutive months, it guarantees Cherokee Ranch that the District has no recourse if they have three months or less of exceeding the water. The word "may" is fine, if Cherokee Ranch exceeds six months to a year we will find out why. The District will not just cut the water off. The way it is written now it guarantees them they can take whatever they want for two or three months a year. Director Calhoun suggest that word "consecutive be removed." Mr. Reutzel said that he can remove the word "consecutive," the Board could move to approve subject to that point. Director Calhoun said that the District has the opportunity to go back and pay for the construction of the pipes. Director Huser pointed out that in paragraph 10, the contract references giving 90 days' notice in the manner provided for in Section 9, it should be Section 12. Director Huser also noted that in Paragraph 13, the contract states "of the either party," it should be "either party." Mr. Reutzel will correct the contract. Director Munday asked if the Board would like to have a conditional approval, the Board has to be specific as to what the conditions. Director Munday asked the Board if they would like to work through this outside of the session. Director Munday asked Mr. Knight if the Board had to approve at this meeting. Mr. Knight said that the only timing is that the District is charging Cherokee Ranch the standard residential rate until the proposed agreement is approved then the District would immediately start billing at the 4 Tier rate. Director Munday asked how the Board can judge if the Board has accomplished the changes that need to be made here. Director Munday asked if Mr. Reutzel could work out the changes suggested by Director Calhoun and Director Huser. Mr. Reutzel said he can correct the contract and provide it to the Board on April 17, 2020. It could be approved tonight subject to the conditions brought forward. Director Huser made a motion to approve the Cherokee Ranch Agreement with the changes discussed at the meeting, seconded by Director Sundquist.

A vote was called and the motion passed unanimously.

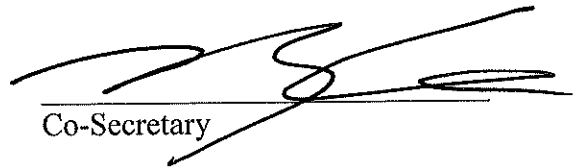
Director Munday said he appreciated everyone's attendance. The District has been generous in allowing prospective board members the opportunity to have a voice. He said when we are running a smooth operation, the Board is going to follow an agenda. The Board will take public comments, we should get to a point where there is not a lot of interrogation in our board meetings. Mr. Knight has put an organization in place that is going to run this place the way it needs to be run. Interrogations can come in the open sessions, where we invite the entire

community to come talk to the Board. When it is time to do the business of the Board, the Board needs to be able to do the business of the Board. Director Munday announced that this will be his last regular session as Chairman of the Board. Director Munday has been the chair for three years. The Board will elect a new chairman at the May Board Meeting. He is looking at two more years of progress and getting this place to run the way it needs to run.

Adjourn

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the Board recessed the regular meeting at 7:33 p.m.

The Board of Directors approved the foregoing minutes on the 27th of May 2020. The preceding constitutes a true and correct copy of the minutes of the above-referenced meeting.


Co-Secretary