

**MINUTES OF REGULAR MEETING**  
**June 3, 2021**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

**DIRECTORS PRESENT:** Armando Muniz  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge (zoom)  
Hank Trueba, Jr.

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Brian Laddusaw, Director of Finance  
Brian Jennings, Customer Service Manager  
Miguel Valdez, Operations Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 4:00 P.M., Thursday, June 3, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Director Murphy made the correction to the minutes for May 20, 2021, Agenda Item 4 Approval of the Minutes for May 6, 2021, that he was **Away**, not Absent.

Approval of Minutes for May 20, 2021, Board Meeting as corrected.

**Director Trueba moved, and Director Muniz seconded to approve the May 20, 2021, Regular Board Minutes as corrected.**

**Roll call:**

**Ayes – 4 (Muniz, Murphy, Skerbelis, Trueba)**

**Noes – 0**

**Abstain – 0**

**Away – 1 (Trowbridge)**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the June 4, 2021, Salaries, Expenses and Transfers.**

Consideration to Approve the June 4, 2021, Salaries, Expenses and Transfers.

**Director Muniz moved, and Director Murphy seconded to Approve the June 4, 2021, Salaries, Expenses and Transfers**

**Roll call:**

**Ayes – 4 (Muniz, Murphy, Skerbelis, Trueba)**

**Noes – 0**

**Abstain – 0**

**Away – 1 (Trowbridge)**

**The motion was carried unanimously.**

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There were no members of the public to address the board.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

Mr. Don Galleano, member of the Western Municipal Water District, the Chino Basin Watermasters, and the Western representative to the Metropolitan Water District Board, passed away unexpectedly on June 2, 2021.

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

Presented at the second board meeting of the month.

**Emergency and Fire Report:**

Presented at the second board meeting of the month.

**ITEM 9. PUBLIC HEARING. Consideration to Adopt Resolution No. 2021-874, a Resolution Adjusting the Solid Waste Collection and Disposal Charges for Residential, Commercial, and Industrial Customers. DM 2021-30.**

**BACKGROUND**

As authorized by the Board of Directors and attached for your review and consideration is Resolution No. 2021-874, which if adopted, will result in rate adjustments to all Rubidoux Community Services District (“RCS D”) residential, commercial, and industrial solid waste collection and disposal services. Prior to consideration by the Board, Proposition 218 notice requirements must be satisfied. Those requirements include the following:

- All affected property owners and tenants received the Proposition 218 notification.
- Proposition 218 notifications were mailed on April 16, 2021, at least 45-days before the public protest hearing date.
- The notice was provided in English and Spanish (not a Proposition 218 requirement); and

- Identified the public protest hearing location, time, and date affording all parties the ability to file their protests up to and including the hearing date.

On April 16, 2021, the District mailed 9,115 notices. The District received 582 non-deliverable notices from the post office, thereby adjusting the total mailed to 8,533. Proposition 218 requires 50% plus 1 protest votes to defeat such proposed rates. As of the writing of this Memorandum, the District has received two (2) written protests against the proposed increase, well below the required 4,268.

Finally, Proposition 218 requires the public agency to conduct a Public Hearing. At the conclusion of tonight's Public Protest Hearing, the Board will tally all protests submitted (written or oral) as part of the protest vote, determining if the required 50% plus 1 protest vote threshold is met. The Board will be asked to approve the Solid Waste rate adjustment should the protest vote count be below 4,268.

The notice of tonight's pending adoption of Resolution No. 2021-874 was printed in the legal section of the Press Enterprise newspaper as well as on the District Website and available for inspection at the District's office front counter.

General Manager Jeff Sims gave a detailed slide presentation to the board.

**Director Skerbelis opened the PUBLIC HEARING.**

Customer Blanca Gutierrez addressed the board in Spanish regarding why she must pay a higher rate for trash than her neighbor when she does not use her trash very much. Mr. Sims explained how and why the rates are being raised to the entire number of customers throughout the district. Mr. Sims suggested she get a 60-gallon (smaller) trash can for her rate to be reduced monthly. Director Murphy suggested the senior rates application be given to the customer as well. She can leave her name and information with management, and they will get back to her with someone who can help her. Two customers had a NO vote on the Hearing.

**Director Skerbelis closed the PUBLIC HEARING.**

There were 4 protests against the rate increase, well below the required 4,268. The protest failed.

**Director Murphy moved and Director Trueba seconded the Board's Adoption of Resolution No. 2021-874 a resolution establishing residential, commercial and industrial solid waste collection and disposal fees for FY 2021-2022.**

**Roll call:**

**Ayes – 4 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Away – 1 (Trowbridge)**

**The motion was carried unanimously.**

**ITEM 10. Second Reading and Adoption of Ordinance No. 2021-127, an Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of the Riverside Sewage Treatment (RST) Cost Component of the Wastewater Charges. DM 2021-31.**

**BACKGROUND**

On May 6, 2021, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Director’s directed staff to prepare DRAFT Ordinance No. 2021-127 and schedule a public hearing for introduction (First Reading) of the Ordinance at tonight’s regularly scheduled Board meeting. The proposed Ordinance includes a 5% increase in the Riverside Sewage Treatment (“RST”) portion of the wastewater rates. This is a pass-through component of the wastewater bill the District pays to the City of Riverside for treatment and disposal. The 5% increase in the Riverside Sewage Treatment (“RST”) portion of the wastewater rates. This is a pass-through increase proposed in DRAFT Ordinance No. 2021-127 is consistent with year three of a five year fiscally sustainable water and wastewater rate plan (“Rate Plan”) that was adopted by this Board in May 2019 after notice to the public in accordance with Proposition 218 and compliance with AB 3030 and concluded with a public protest hearing.

The proposed sewer residential rate increase is \$1.08 per month. This increase brings the total wastewater cost to the District’s residential customers to \$28.78 per month. Non-residential customers are assessed a rate increase based on their water meter size. The proposed increases are necessary to keep pace with treatment charges passed through from the City of Riverside. The proposed residential rate increase to \$28.78 per month is still significantly less than most surrounding agencies.

Also, although the proposed 5% pass-through increase will help the District pay its increased RST O&M costs from the City of Riverside, the proposed rate increase does not tackle some of the enterprises other pressing issues such as:

- Continuous elevated TDS levels above 650 mg/l (maximum amount allowed based on discharge permit)
- Tentative capital contribution to the City of Riverside for wastewater treatment plant upgrades of \$21.1 million

Ultimately, District management and the Board will need to consider the above when setting rates in the future in addition to the ever-increasing RST component.

This afternoon’s Public Hearing for Ordinance No. 2021-127 was posted at the District’s office, on the District’s website and noticed in the Press Enterprise Newspaper no less than 10 days from today.

Finally, as of the writing of this DM, the District has not received any oral or written comments as it pertains to Ordinance No. 2021-127.

**There were no comments written or in person from the public at this time.**

**Director Skerbelis closed the PUBLIC HEARING.**

**Director Murphy moved and Director Trueba seconded Adoption of Ordinance No. 2021-127 for the June 3, 2021, regular meeting of the Board of Directors of the Rubidoux Community Services District.**

**Roll call:**

**Ayes – 4 (Muniz, Murphy, Skerbelis, Trueba)**

**Noes – 0**

**Abstain – 0**

**Away – 1 (Trowbridge)**

**The motion was carried unanimously.**

**ITEM 11. Second Reading of Ordinance No. 2021-128, an Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Water Rates for the Delivery of Potable Water to Residential, Commercial and Industrial Customers. DM 2021-32.**

### **BACKGROUND**

On May 6, 2021, at the regularly scheduled Rubidoux Community Services District (District”) Board of Director’s (“Board”) meeting, the Director’s directed staff to prepare DRAFT Ordinance No. 2021-128 and schedule a public hearing for introduction (First Reading) of the Ordinance at the May 20, 2021, regularly scheduled Board meeting.

Leading up to and during the public hearing, District staff received no comments, oral or written, or testimony from members of the public as it pertained to DRAFT Ordinance No. 2021-128. Also, during the First Reading, no Board members provided alterations or comments as it pertained to DRAFT Ordinance No. 2021-128. At the conclusion of the public hearing, the Board scheduled the Final Reading (Second Reading) of DRAFT Ordinance No. 2021-128 for tonight’s regularly scheduled Board meeting.

The District’s residential and commercial potable water “stand-by” charge is based on the customers meter size. Currently, approximately 80% of the District’s residential water customers have a 5/8” meter, while approximately 19% of the District’s residential water customers have a 3/4” meter. For example, the typical customer with a 5/8” meter would see an increase in their “stand-by” charge of \$1.15, to \$27.39 per month. A typical District customer with a family of four, using a 5/8” meter and 19 units of water, would see an increase in their monthly bill of \$2.70, to \$61.09 per month. The proposed residential rate increase to \$61.09 for the typical District customer is still significantly less than most surrounding agencies given the same meter size and usage.

At the conclusion of tonight’s Final Reading, District staff recommends the Board consider adoption of Ordinance No. 2021-128. The Ordinance will have an effective date of thirty (30) days from today or July 3, 2021.

**Director Murphy moved, and Director Muniz seconded the Rubidoux Community Services District Board of Directors approve the following:**

**1. Adoption of Ordinance No. 2021-128 with an effective date of July 3, 2021.**

**Roll call:**

**Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 12. Consider Ratification of Task Order for Professional Services related to PFAS Mitigation. DM 2021-33.**

**BACKGROUND**

As the Board is aware, the Rubidoux Community Services District (District”) needs to meet lower Notification Limit (NL) and Response Limit (RL) for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water (DDW). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. Conducted testing and laboratory results indicate all wells in the District are at or above the RL for PFOA. In an effort to avoid having to notify its customers they are being served water with contaminants above the RL set by DDW, the District is in the process of adding treatment processes. DDW issued an Order requiring the District to take quarterly samples and to report the average of the quarterly samples. Two quarters have passed with third quarter sampling to be taken on or before June 30, and the fourth quarter sample to be taken on or before September 30, 2021.

The District has added Granular Activated Carbon (“GAC”) treatment to Well 4 which is permitted by DDW and on-line. At Well 6 which will be permitted by DDW and on-line in early June 2021, GAC within Pressure Vessels (PV’s) in parallel have been added. Additionally, treatment for Well 2 is done with GACPV’s in parallel and in operation. The District is also in process of building an Ion Exchange (IX) system to treat water produced from Wells 1A, 8 and 18 (Q = 4900 gpm) which is expected to be completed, permitted and on-line in early September, 2021.

On May 18, 2021, DDW’s engineer overseeing the District’s DDW Operating Permits sent the following email:

I just reviewed some of the recent PFAS results from Wells 01A and 08A. These wells are currently serving the system and have detected PFAS. Here are these results:

<b>Well Number</b>	<b>Sample Date</b>	<b>PFOA (ppt)</b>	<b>PFOS (ppt)</b>
01A	12-9-2020	16	17
01A	3-9-2021	15	15
08A	12-9-2020	15	19
08A	3-9-2021	13	19

Based on these numbers, the PFOA running annual averages from Wells 01A and 08A will most likely exceed the PFOA response level of 10 ppt in **June, not September.** That's because 3 quarters of data will push the average to above 10 ppt (assuming June sample results are similar to previous quarters' results).

The proposed ion exchange treatment is expected to go online end of August. If you cannot shut these wells down after June's sampling, Rubidoux CSD will have to issue a public notice of the PFOA response level exceedance to its customers. After the treatment is installed, Rubidoux can issue a "Corrective Action Taken" notice with results from the treatment plant effluent."

In simple terms what this means is if the PFOA levels in the June sampling results are consistent with the prior quarterly samples, the District will not be able to achieve a 10 ppt or less as a quarterly average with a non-detect (ND) sample result for PFOA in quarter four. As noted earlier, compliance for PFOA is taken as a running average of four quarterly samples. The running average needs to be at or less than 10 ppt. Even after the IX Treatment System under construction at the Leland Thompson Water Treatment Facility is put into service in August and getting ND results for PFOA (considered 0 ppt), if the June readings are, in fact 15 ppt, the annual average would be determined as follows for Well 1A:  $(16+15+15(\text{assumed})+0) \text{ ppt}/(4 \text{ quarters}) = 11.5 \text{ ppt}$  which is over the response level of 10 ppt. Similar results would be anticipated for Well 08.

The District does not want to issue a public notice of PFOA RL exceedance to its customers. Significant effort has been undertaken to add treatment to meet these lowered PFAS limits. Staff has discussed the ramifications to the District is required to issue a public notice. Although they appear sympathetic to the situation, they will not extend compliance by a quarter despite the obvious efforts taken by this District to comply in an expeditious manner. As a reminder the District has already committed over \$5.0 million in public resources to this issue as it is 100% reliant on groundwater. Given the reliance on groundwater and relative short compliance timeline, addition of treatment has been the only path to give the District a legitimate chance to meet compliance and avoid the public notification.

Added GAC Treatment to remove PFOA and PFOS for Wells 4 and 6 at the Smith Plant occurs before water from those wells is treated for nitrate removal. Well 4 GAC treatment is online and after treatment, PFOA sampling reflects ND. However, this same water then goes through the IX exchange treatment for nitrate removal and after that treatment, the PFOA is again detected at or above 10 ppt. It is anticipated similar results will happen when Well 6 GAC treatment is put into service. Staff contacted Trussell Technologies, an expert in water treatment facilities to provide a proposal to investigate this issue and provide recommendations for its resolution. There are two parts to the scope required to be performed by Trussell. First is to determine the cause of the reintroduction of PFOA at 14 ppt at the Anita B. Smith Nitrate Plant and to provide a plan to resolve the issue. The second part is to analyze and determine the necessary blending strategy at Wells 8 and 2 to achieve required water quality results for these two wells until the new PFAS Ion Exchange Project comes on-line in August 2021.

This strategy is a multi-pronged approach of looking at the District's overall water delivery system for all wells. The District will need to shut off Well 1A in June and have reduced production from Well 8, which is blended with Well 2 to meet nitrate concentrations. With Wells 2 and 8 at reduced production during hot summer months, there is risk the District will not have adequate supply of water being below regulated constituent levels to meet peak demands unless

Wells 4 and 6 are fully operational in June. It is imperative Wells 4 and 6 are fully functional – permitted and online, by the last week of June.

District management issued a \$15,000 initial task order to Trussell Technologies, Inc. to evaluate the issue with Well 4. Trussell Technologies indicates the resin as part of the ion exchange nitrate treatment system is saturated with PFAS contaminants. The resin in the nitrate treatment vessels at the Smith Plant is the original resin installed 25 years ago with original construction of the plant. Now when water ND for PFOA is introduced to the resin in the nitrate treatment vessels, the PFOA on the resin shifts over to the water. Trussell Technologies has exhausted the initial task order and provided the District with a scope of work to help the District through this urgent problem. The cost is \$63,740. Staff recommends the Board ratify the initial \$15,000 approval and authorize the balance of \$48,740. This action will also necessitate a Budget Amendment to the FY 2021 Budget, specifically by reducing Water Fund Reserves by \$63,740 and adding the same amount to the Water Operating Fund.

**Director Murphy moved, and Director Trueba seconded the Board of Directors approve Ratification of the following:**

- 1. Amend the FY 2020-21 Budget by moving the GAC PV Installation Project funding of \$63,740 from Water Fund Reserves to the Water Operating Fund.**
- 2. Approve a Task Order in the amount of \$63,740.00 to Trussell Technologies to perform work per attached scope which includes ratification of the prior \$15,000.00 approved by staff.**

**Roll call:**

**Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 13. Consider Ratification of Purchase Order for Nitrate Ion Exchange Resin related to PFAS Mitigation. DM 2021-34.**

### **BACKGROUND**

As the Board is aware, the Rubidoux Community Services District (District”) needs to meet lower Notification Limit (NL) and Response Limit (RL) for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water (DDW). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. Conducted testing and laboratory results indicate all wells in the District are at or above the RL for PFOA. In an effort to avoid having to notify its customers they are being served water with contaminants above the RL set by DDW, the District is in the process of adding treatment processes. DDW issued an Order requiring the District to take quarterly samples and to report the average of the quarterly



samples. Two quarters have passed with third quarter sampling to be taken on or before June 30, and the fourth quarter sample to be taken on or before September 30, 2021.

District efforts to add treatment for PFOA and PFOS to be compliant with the lowered limits established by DDW include:

Wells 1A, 8 and 18 – Ion Exchange (“IX”) Treatment being installed at the Thompson Water Treatment Plant. This project is in construction and scheduled to be operable by late August 2021.

Well 2 – Granular Activated Carbon (“GAC”) Treatment has been installed and operating as expected. Well 2 water is blended with water from Wells 1A, 8, and 18 for nitrate, and 1,2,3 – TCP.

Wells 4 and 6 – GAC Treatment installed at the Smith Water Treatment Plant upstream of the IX Treatment process for nitrate removal. Well 4 is permitted and operable. Well 6 is installed with final piping being completed and awaiting an operating permit amendment from DDW, which is anticipated very soon (next 10 -15 days).

These efforts will have a combined cost more than \$5.0 million as one-time capital expenditures and add approximately \$1.0 million per year in operating costs.

Well 4 is in operation and sampling just after GAC Treatment for PFOA produces a result of non-detect (“ND”), which is the desired result. The DDW compliance point for the Smith Water Treatment Plant is the discharge point after all treatment processes (PFAS and Nitrate) right before entering the District’s distribution system. After GAC Treatment for PFOA and PFOS removal the water from Well 4 is ND for PFOA. It then enters the IX Treatment for nitrate removal. After IX Treatment Well 4 water is sampled again and the results show PFOA at 14 ppt, which is above the 10 ppt RL for PFOA set by DDW.

As discussed in DM 2021-33, staff hired Trussell Technologies, Inc. (“Trussell”) to assist the District with sorting out why PFOA sampling after GAC Treatment is ND but 14 ppt after IX Treatment. Trussell has determined the resin enabling the IX Treatment for nitrate has an affinity to hold PFOA but once ND PFOA water passes over the resin, the PFOA held on the resin has more affinity to the ND PFOA water and releases into the water. This results in high PFOA sampling results at the DDW compliance point. Trussell indicates “flushing” the resin will take over a year. Besides the time, flushing would require at least one replacement of the GAC and with 5 pressure vessels filled with GAC the cost would be around \$250,000. The timing makes this a non-viable option.

To meet DDW compliance for PFOA and avoid notifying all customers of not meeting the running average annual RL of 10 ppt for PFOA, the solution is to replace the resin in the IX Treatment process at the Smith Water Treatment Plant. The resin has been in service since the plant was built 25 years ago, with only incremental addition of resin to make up losses through the resin regeneration process.

The availability of the required resin in the United States is extremely limited but Trussell was able to find 800 cubic feet available to now from Purolite Corporation. This resin is in Pennsylvania and can be delivered within 7 to 10 days. As the attached Technical Memo from Trussell indicates, this quantity will partially fill two of the three vessels. A second type of resin

is proposed to be combined with the existing resin in the third vessel to remove PFOA while the other two vessels are going through resin regeneration and back washed. This resin is also available to ship now from Purolite Corporation.

To enable the District to comply with the RL for PFOA by June 30, 2021, staff took emergency action to issue a Purchase Order to Purolite Corporation to secure the necessary resin. The General Manager discussed this with District Counsel, who recommended proceeding and bringing the matter back to the Board for ratification at the Board's June 3, 2021, Board Meeting. This emergency action 1) secured the resin before it was potentially sold to another water purveyor, and 2) provides enough time for delivery and change out leaving a week or so before the June 30, 2021, sampling is required. On May 28, 2021, a purchase order in the amount of \$312,903.92 was issued to Purolite Corporation to procure the resin. This amount includes the cost of both required resins, labor to remove and legally dispose of the existing resin, as well as the labor to install the new resin.

In the upcoming 2021-2022 FY Budget additional funding will be budgeted to procure and install additional resin for Vessels 1 and 2 as well as perform a complete change out of all resin in Vessel 3 as this vessel is only being fixed on a temporary basis for immediate operation for this emergency condition.

District is working closely with DDW on all aspects of this solution to obtain acceptance of DDW for these operational strategies. DDW fully understands the District is doing everything in its control to comply with the lowered PFOA RL and avoid the necessity of having to do a notification to all its customers. The choice of not doing the resin change out would put the District in the position of having to send each customer with their bill a notice of the non-compliance, posting of same on the District's website, and publishing in the Public Notice section of the Press Enterprise.

As a note, Trussell indicates with new resin in the IX Treatment process at the Anita B. Smith Water Treatment Plant, the nitrate removal process should be more efficient (less regeneration cycles), and it is fully expected the absorption of the PFOA on the new resin will not occur as the water from Wells 4 and 6 will have been fully treated through the GAC Treatment process.

It is anticipated this approach will allow the District to meet peak demand for water and provide water that meets the response limits for PFOA in addition to all other constituents currently regulated by DDW.

With this Board Action, staff is requesting the Board consider ratifying Purchase Order 9283 issued to Purolite Corporation as an emergency action necessary to comply with DDW requirements, and to amend the FY 2021 Budget to move Water Fund Reserves to the Water Operating Fund.

**Director Murphy moved, and Director Trueba seconded the Board of Directors approve the General Manager to:**

- 1. Amend the FY 2020-21 Budget by moving the GAC PV Installation Project funding of \$312,803.92 from Water Fund Reserves to the Water Operating Fund.**
- 2. Ratify a Purchase Order 9283 in the amount of \$312,803.92**

**Roll call:**

**Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 14. CLOSED EXECUTIVE SESSION** – Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District.

No Reportable Actions.

**ITEM 15. Directors Comments**

Director Murphy brought up that there should be a translator available at meetings. Additionally, he discussed the current union representative and the non-responsiveness. Numerous months ago, an employee manual was sent to the union, and they have yet to get back to the board on it. Back in December the union wanted action on an insurance matter and the board responded quickly. There have been negotiations with the union and the employee manual needs to be updated. The union needs to know we are serious about this. If that means we don't approve it on-time, that's what it means. There is also the issue of the cost-of-living adjustment. The District needs certainty. Having a cost-of-living adjustment that is actually defined would be a good thing for the District and we ought to talk to the union about it.

Mr. Sims stated that District personnel is meeting with the union rep on June 8 and will bring up the policy book. Brian and the labor council spend a lot of time updating the policy book. Brian and I just met with our labor council yesterday we went through the MOU. The goal is the language in the MOU and the language in the employee policy book need to match up.

Director Murphy reiterated that getting something that is undefined to something that is defined is the way to go.

**16. Adjournment**

Director Skerbelis adjourned the meeting at 6:31 PM.