

MINUTES
REGULAR QUARTERLY BOARD MEETING
TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
VIA VIDEOCONFERENCE
February 25, 2021—10:30 AM

Discuss and Possibly Act on the Following Agenda Items:

1. Preliminary Matters:

A. Call to Order.

Dr. Sina K. Nejad, P.E., P.Eng., Chair, called the Regular quarterly Board meeting of the Texas Board of Professional Engineers and Land Surveyors to order at 10:30 a.m. via Videoconference. (NOTE: all votes are unanimous unless noted.)

B. Recitation of the Pledge of Allegiance.

Dr. Nejad led the recitation of the Pledge of Allegiance.

C. Roll Call.

Ms. Bodden called the roll. It was noted for the record that a quorum was present.

The following Board members were present:

Dr. Sina K. Nejad, P.E., P.Eng.	Chair
Lamberto Ballí, P.E.	Vice-Chair
Rolando Rubiano, P.E.	Secretary
Albert Cheng	Treasurer
Ademola Adejokun, P.E.	Member
Coleen Johnson, R.P.L.S.	Member
Mark Neugebauer, R.P.L.S., L.S.L.S.	Member
Catherine Norwood, P.E.	Member

Veena Mohan, Assistant Attorney General and General Counsel for the Board, was present via Videoconference to provide legal counsel to the Board.

The following staff members were present:

Lance Kinney, Ph.D., P.E.	Executive Director
Rick Strong, P.E.	Director of Licensing and Registration
Michael Sims, P.E.	Director of Compliance and Enforcement
Jeff Mutscher	Chief Financial Officer
Janet Sobieski	Director of Operations
Mason Schoolfield	Lead Systems Developer
Cristabel Bodden	Executive Assistant

D. Excuse absent Board members.

The following Board members were absent:

Kiran Shah	Public Member
Dr. Marguerite McClinton Stoglin	Public Member

It was MOVED/SECONDED (Norwood/Rubiano) to excuse Mr. Shah and Dr. McClinton Stoglin from the Regular Quarterly Board meeting. A vote was taken and the MOTION PASSED.

E. Welcome Visitors.

Dr. William Edwards, R.P.L.S., L.S.L.S., Advisory Member; Edmundo Gonzalez, P.E., R.P.L.S., Advisory Member; Jon Hodde, R.P.L.S., Advisory Members; Govind Nadkarni, P.E., Advisory Member; and R. Kyle Womack, P.E., Retired, Advisory Member, were present via Videoconference.

F. Public Comment.

There were no public comments.

2. Consent Agenda*

(The following items may be acted upon under **Consent Agenda** and are highlighted in blue on the Regular Quarterly Board Meeting Agenda).

- **November 18, 2020 Policy Advisory Opinion Committee Minutes (See agenda item #3).**
- **November 18, 2020 Licensing Committee Minutes (See agenda item #4).**
- **November 19, 2020 General Issues Committee Minutes (See agenda item #5).**
- **November 19, 2020 Legislative Issues Committee Minutes (See agenda item #6).**
- **November 19, 2020 Enforcement Committee Minutes (See agenda item #7).**
- **November 19, 2020 Regular Quarterly Board Minutes (See agenda item #8).**
- **Administrative Reports, Outstanding Administrative Penalties, Default Judgment, Dismissed Cases, Violation Terminated Cases, Voluntary Compliance Cases (See agenda item #23).**
- **Licensing Applications (See agenda item #27).**

It was MOVED/SECONDED (Ballí/Norwood) to approve the items listed in the **Consent Agenda** as presented. A vote was taken and the MOTION PASSED.

Board and Committee Minutes:

- 3. (Consent Agenda) November 18, 2020 Policy Advisory Opinion Committee Minutes.**
- 4. (Consent Agenda) November 18, 2020 Licensing Committee Minutes.**
- 5. (Consent Agenda) November 19, 2020 General Issues Committee Minutes.**
- 6. (Consent Agenda) November 19, 2020 Legislative Issues Committee Minutes.**
- 7. (Consent Agenda) November 19, 2020 Enforcement Committee Minutes.**

8. (Consent Agenda) November 19, 2020 Regular Quarterly Board Minutes.

Agenda items 3-8 were approved under **Consent Agenda**, see above.

9. Board Members' Quarterly Activity Update.

- **Adejokun**
- **Ballí**
- **Cheng**
- **Johnson**
- **Nejad**
- **Neugebauer**
- **Norwood**
- **Rubiano**
- **Shah**
- **McClinton Stoglin**

10. Advisory Members' Quarterly Activity Update.

- **Edwards**
- **Gonzalez**
- **Hodde**
- **Nadkarni**
- **Womack**

Agenda items 9-10 were included for information only, no action was required.

11. Finance and Budget.

- **FY21 1st Quarter Budget Report.**

Mr. Mutscher reviewed the 1st Quarter Budget report with the Board. The report reflected income and expenses for the agency for both Engineers and Land Surveyors through the end of November 30, 2020.

Mr. Mutscher stated that the agency is currently on target with a slight positive variance.

No action was required on this agenda item.

Issues Relating to Committee Matters:

12. Licensing Committee Meeting Summary. (February 24, 2021)

- **Applications for Licensure: Personal Interviews Cases.**

- **Galvez, Manuel.**

Ms. Norwood reported that the Committee had met and discussed and reviewed the personal appearances cases.

It was MOVED/SECONDED (Norwood/Johnson) to allow Mr. Galvez licensure in Texas upon the successful completion of the 30-hour Basic Level Ethics course from Texas Tech Murdough Center for Engineering Ethics. A vote was taken and the MOTION PASSED.

- **Adopt or Propose Amendments to Add 22 Tex. Admin. Code Chapter 134, Subchapter G – Examinations.**

- **§134.67 – Examination on the Principles and Practice of Surveying.**

Ms. Norwood stated that Chapter 134, Subchapter G – Examinations rule §134.67 Examination on the Principles and Practice of Surveying was ready for adoption.

Dr. Kinney stated these rules were repropose with the language and modifications from the Surveying Advisory Committee, were posted on the Texas Register for public comment and the Board received three written comments which are included with the exhibit. No changes were made based on the comments. The rules are ready for adoption.

The proposed main modifications state that the Board will not move forward with the NCEES PS exams at this time and does not have a specific date in the rule, but does state that the Board may approve the NCEES PS exam in conjunction with a state-specific exam.

It was MOVED/SECONDED (Norwood/Ballí) to adopt rule §134.67 Examination on the Principles and Practice of Surveying. A vote was taken and the MOTION PASSED.

- **Adopt or Propose Amendment to 22 Tex. Admin. Code Chapter 133, Subchapter G – Examinations.**

- **§133.67 – Examination on the Principles and Practice of Engineering.**

Ms. Norwood stated that Chapter 133, Subchapter G – Examinations rule §133.67

Examination on the Principles and Practice of Engineering was ready for adoption.

Emergency rules can only be in place for half a year and it was recommended that staff put this rule in place as a standing rule because the exam delay could continue to impact these individuals.

This rule has gone through the rulemaking process and is ready for adoption. This rule was reviewed by the Governor's Office, was posted on the Texas Register for public comment, and no comments were received.

It was MOVED/SECONDED (Norwood/Ballí) to adopt rule §133.67 Examination on the Principles and Practice of Engineering. A vote was taken and the MOTION PASSED.

- **Discussion of Revision of Personal Interview and Criminal History Review Procedures.**

Ms. Norwood stated the Licensing Committee had gone into Executive Session to discuss revisions to the personal interview and criminal history review procedures with legal counsel and no action was taken during the Executive Session.

Dr. Kinney stated that this is a white paper on ways to streamline and look at improvements for the Licensing committee process as it relates to criminal history background checks and the review of applications.

Dr. Kinney stated he would solicit feedback from interested stakeholders before any revisions were made.

No action was required on this agenda item.

- **Texas Board of Professional Engineers and Land Surveyors' Land Surveying Exam Update.**

Ms. Norwood stated that Mr. Strong had discussed and provided an update to the Professional Engineers and Land Surveyors' Exam with the Committee.

Ms. Norwood stated that the surveying exams were held on October 16, 2020, and were very successful. The primary goal for staff was to ensure the safety of the examinees, the proctors, and all the exam developers as related to the pandemic while delivering a secure exam.

The next exam date is April 16, 2021, and will be held again at the Norris Conference Center in Austin, TX.

No action was required on this agenda item.

- **Licensing Director's Report.**
 - **Engineer Results and Statistics: Licensing Application and Examination Report.**
 - **Surveyor Results and Statistics: Registration Application and Examination Report.**

Ms. Norwood stated Mr. Strong had discussed the Director's Report with the Committee.

No action was required on this agenda item.

13. Policy Advisory Opinion Committee Meeting Summary. (February 25, 2021)

- **Policy Advisory Opinion Request Regarding the Use of and Sealing Procedure for Digital Three-Dimensional Models (Policy Advisory Request No. 50).**

Mr. Rubiano stated that Policy Advisory Request No. 50 regarding the use of and sealing procedure for digital three-dimensional models was ready for adoption by the Board.

Mr. Rubiano stated that staff proposed a final draft that is included in the Board exhibits with a few non-substantive edits to clarify the language and asked that the committee adopt the final response. Once adopted, it will be published on our website in the policy advisory section and on the Texas Register.

It was MOVED/SECONDED (Rubiano/Adejokun) to adopt Policy Advisory Request No 50 regarding the use of and sealing procedure for digital three-dimensional models. A vote was taken and the MOTION PASSED.

- **Policy Advisory Opinion Request Regarding whether the Installation of Fiber Optic Lines by a Telecommunications Provider Qualifies for the Public Works or Telephone Company Exemptions in the Texas Engineering Practice Act (Policy Advisory Request No. 53).**

Mr. Rubiano stated that the Committee had voted to table Policy Advisory Request No 53 regarding whether the installation of fiber optic lines by a telecommunications provider qualifies for the public works or telephone company exemptions in the Texas Engineering Practice Act as it may be impacted by the response to Policy Advisory No 55 regarding the application of the exemption for employees of certain utilities or affiliates to the crossing of transit corridors. Board staff have asked for additional time to further investigate Policy Advisory No 55.

It was MOVED/SECONDED (Rubiano/Ballí) to table Policy Advisory Request No 53 until Board staff have a response for Policy Advisory No 55. A vote was taken and the MOTION PASSED.

- **Policy Advisory Opinion Request Regarding the Application of the Exemption for Employees of Certain Utilities or Affiliates to the Crossing of Transit Corridors (Policy Advisory Request No. 55).**

Mr. Rubiano stated that the Committee had voted to allow Board staff to post Policy Advisory No 55 regarding the application of the exemption for employees of certain utilities or affiliates to the crossing of transit corridors for a 30-day public comment period on the Texas Register and agency website to solicit feedback from interested stakeholders.

No action was required on this agenda item.

- **Policy Advisory Opinion Request Regarding the Application of the Texas Engineering Practice Act to Predominant Use Studies Involving the Use of Natural Gas or Electricity by a Business Entity (Policy Advisory Request No. 56).**

Mr. Rubiano stated that the Committee had voted to allow Board staff to continue their work with interested stakeholders and pertinent agencies and post Policy Advisory No 56 regarding the application of the Texas Engineering Practice Act to predominant use studies involving the use of natural gas or electricity by a business entity for a 30-day public comment period on the Texas Register and agency website to solicit feedback from interested stakeholders.

No action was required on this agenda item.

- **Policy Advisory Opinion Request Regarding the Requirements of an Engineer to Sign and Seal Amended Engineering Plans and the Ability of a Governmental Entity to Accept Unsealed Revised Plans (Policy Advisory Request No. 57).**

Mr. Rubiano stated that the Committee had voted to allow Board staff to continue their work with interested stakeholders on Policy Advisory No 57 regarding the requirements of an engineer to sign and seal amended engineering plans and the ability of a governmental entity to accept unsealed revised plans. Board staff have asked for additional time to further investigate Policy Advisory No 57.

No action was required on this agenda item.

14. Legislative Issues Committee Meeting Summary. (February 25, 2021)

- **Important Dates and Information Related to the 87th Legislative Session.**

Mr. Cheng reviewed the legislative dates and provided an update on the activities of the legislature to date. He noted that the recent winter storms have been very costly and numerous bills have been filed related to the storms.

No action was required on this agenda item.

- **Update on bills relating to the Texas Board of Professional Engineers and Land Surveyors.**

Mr. Cheng stated that Dr. Kinney had provided an overview of current bills being tracked.

Mr. Cheng asked that staff provide an updated report to the Board of the bills tracked in the Telicon system with standard internet links as not all members had access to the Telicon system. This report would allow the Board access to the public side of the Texas Legislature and be able to see the bills.

No action was required on this agenda item.

- **Review of Legislative Communication and Lobbying.**

Mr. Cheng reminded Board members that as a private individual, they could communicate with legislators but it must be on their own time and own expense and cannot say if they are for or against any bill.

No action was required on this agenda item.

- **Legislative Communication Plans.**

Mr. Cheng stated that he wants Board members to be accessible to the legislators and communicate any concerns. It is an extremely rough session, and he wants the Board to be there for them and be engaged in the legislative process.

Mr. Cheng proposed creating ad-hoc committees that could help facilitate any requirements requested by the Legislature.

No action was required on this agenda item.

15... Adopt Four Year Rule Review.

- **Chapter 131 – Organization and Administration.**
- **Chapter 133 – Licensing.**
- **Chapter 135 – Firm Registration.**
- **Chapter 137 – Compliance and Professionalism.**
- **Chapter 139 – Enforcement.**

Dr. Kinney stated that the agency is required to perform a four-year rule to ensure that Board rules are still applicable and supported by the statutes.

All board rules have been reviewed and no changes needed. Notice of review has been have been posted for public comment and no comments were received. There are no changes needed and the recommendation is to adopt the rule review, file in the Texas Register, and re-start the four-year clock on these rules.

It was MOVED/SECONDED (Norwood/Rubiano) to adopt the Four Year Rule Review. A vote was taken and the MOTION PASSED.

16. Adopt or Propose Amendment to 22 Texas Administrative Code Chapter 138, Subchapter E – Professional and Technical Standards.

- **§138.81 – Introduction.**

Dr. Kinney stated that this was an introductory rule, had been posted on the Texas Register, no comments were received, and is ready for adoption.

It was MOVED/SECONDED (Johnson/Rubiano) to adopt Chapter 138, Subchapter E – Professional and Technical Standards rule §138.81 – Introduction. A vote was taken and the MOTION PASSED.

17... Adopt or Propose Repeal of 22 Tex. Admin. Code Chapter 661, Subchapter C – Definition of Terms.

- **§661.33 – Easement Depiction.**

Dr. Kinney stated that this was a rule repeal of surveying rules that have been moved to Chapter 138, had been posted on the Texas Register, no comments were received, and the repeal is ready for adoption.

It was MOVED/SECONDED (Ballí/Johnson) to adopt the repeal of §661.33 – Easement Depiction. A vote was taken and the MOTION PASSED.

18... Adopt or Propose Repeal of 22 Tex. Admin. Code Chapter 661, Subchapter D – Applications, Examinations, and Licensing.

- **§661.45 – Examinations.**
- **§661.57 – Land Surveying Firms Compliance.**

Dr. Kinney stated that these were rule repeals, had been posted on the Texas Register, no comments were received, and the repeals were ready for adoption.

It was MOVED/SECONDED (Ballí/Johnson) to adopt the repeal of §661.45 – Examinations and §661.57 – Land Surveying Firms Compliance. A vote was taken and the MOTION PASSED.

19. Adopt or Propose Repeal of 22 Tex. Admin. Code Chapter 661, Subchapter E – Contested Cases.

- **§661.97 – Action in Another Jurisdiction.**
- **§661.99 – Sanctions and Penalty Matrix.**

Dr. Kinney stated that these were rule repeals, had been posted on the Texas Register, no comments were received, and the repeals were ready for adoption.

It was MOVED/SECONDED (Ballí/Johnson) to adopt the repeal of §661.97 – Action in Another Jurisdiction and §661.99 – Sanctions and Penalty Matrix. A vote was taken and the MOTION PASSED.

20. Adopt or Propose Repeal of 22 Tex. Admin. Code Chapter 663, Standards of Professional Responsibility and Rules of Conduct.

- ...§663.1 – Ethical Standards.
- ...§663.3 – Offer to Perform Services.
- ...§663.4 – Conflicts of Interest.
- ...§663.5 – Representations.
- ...§663.6 – Unauthorized Practice.
- ...§663.8 – Adherence to Statutes and Codes.
- ...§663.9 – Professional Conduct.
- ...§663.10 – Disciplinary Rules.
- ...§663.11 – Criminal Convictions.
- ...§663.13 – Introduction.
- ...§663.15 – Precision and Accuracy.
- ...§663.16 – Boundary Construction.
- ...§663.17 – Monumentation.
- ...§663.18 – Certification.
- ...§663.19 – Survey Drawing/Written/Description Report.
- ...§663.20 – Subdivision Plat.
- ...§663.21 – Descriptions for Political Subdivisions.

Dr. Kinney stated that these were rule repeals, had been posted on the Texas Register, no comments were received, and the repeals were ready for adoption.

It was MOVED/SECONDED (Ballí/Johnson) to adopt the repeal of Chapter 663 – Standards of Professional Responsibility and Rules of Conduct. A vote was taken and the MOTION PASSED.

21. Executive Director Reports.

- **Quarterly Meeting Activity Update.**
Dr. Kinney stated his report is provided as an exhibit.

No action was required on this agenda item.

- **COVID-19 Pandemic Report.**

Dr. Kinney stated his report is provided as an exhibit.

Dr. Kinney stated that the TBPELS team has been doing a very good job teleworking and the agency is fully functional; the office is closed physically to the public but staff is still processing applications, investigating cases, and completing all other tasks.

Agency communications are remote via Zoom or telephone meetings. In addition, the agency went through the procurement process and updated the agency phone system. Staff members can now remote into the agency phone system through their laptops or cell phones and communicate as if they were in the office.

No action was required on this agenda item.

- **National Council of Examiners for Engineering and Surveying (NCEES) – Meeting and Committee Update.**

- **Board Presidents’ Assembly**

Dr. Kinney stated that he and Mr. Ballí attended the virtual Board Presidents’ Assembly. The meeting provided normal two-year updates and discussed the exam schedule moving forward.

- **Southern Zone Meeting**

Dr. Kinney stated that the Southern Zone meeting, scheduled for April 15, 2021, will be a virtual meeting again this year.

The NCEES National meeting is still being discussed and is scheduled for August 18-21, 2021, in New Orleans.

No action is required on this agenda item.

- **Outreach Report.**

Dr. Kinney reported that travel for the Outreach program is on hold for the foreseeable future and requests for virtual presentations continue to rise. The team is doing an excellent job of providing all outreach presentations remotely.

No action is required on this agenda item.

Enforcement/Disciplinary Matters:

22. Compliance and Enforcement Report.

- **Update on Compliance and Enforcement Department.**

Mr. Sims stated that there were still two openings for investigators. A few interviews were

postponed due to the Texas winter storms and once we tried to reschedule them, the applicants were no longer interested in the positions. Unfortunately, we are having difficulty getting a robust applicant pool. Other agencies are reportedly having similar issues.

Mr. Sims stated that Ms. Mazza is out on leave until April and requested any questions that would normally go to her to be sent to him directly.

No action is required on this agenda item.

- **Status of Compliance and Enforcement caseload.**

Mr. Sims stated that the case processing from November to February shows we have 195 new complaints and 146 complaints have been closed. There are 287 pending cases and there are five orders representative of six cases that will be presented on the next agenda item. There are also ten Consent Orders out for consideration.

Mr. Sims stated that Enforcement is seeing large number of cases referred from the Secretary of State's office for firms incorporating engineering in the name which is protected by the Act in that you can only do that if you have a licensed individual on staff.

Mr. Sims is going to reach out to the Secretary of State's Office to see if there is some way to get some guidance in their documentation to try to prevent people registering a business name with engineering in the title when they do not have the engineer on staff.

No action is required on this agenda item.

- **Status of Continuing Education audit(s).**

Mr. Sims stated that the Continuing Education pages on the agency website have been updated to reflect the change in surveying continuing education requirements.

Mr. Sims stated that the September 2020 renewals of PEs is complete and there were zero case referrals so everyone that was audited did have the right documentation. Currently, the December 2020 renewals have 40 people left to complete the audit process.

No action is required on this agenda item.

23. (Consent Agenda) Administrative Reports, Outstanding Administrative Penalties, Default Judgment, Dismissed Cases, Violation Terminated Cases, Voluntary Compliance Cases.

This agenda item was approved under the Consent Agenda, see agenda item #2.

**24. Agreed Board Orders.
Engineering.**

1. Continental Builders & Developers, Inc. – B-37880 (Balli – recused).

It was MOVED/SECONDED (Norwood/Johnson) to approve Agreed Board Order B-37880 as submitted. A vote was taken and the MOTION PASSED.

2. David Aguero – B-38066 (Adejokun – recused).

It was MOVED/SECONDED (Ballí/Norwood) to approve Agreed Board Order B-38066 as submitted. A vote was taken and the MOTION PASSED.

3. Bijay Raj Aryal, P.E. – D-38202 (Norwood – recused).

It was MOVED/SECONDED (Ballí/Johnson) to approve Agreed Board Order D-38202 as submitted. A vote was taken and the MOTION PASSED.

Informal Reprimand.

4. D-38767 – (Norwood – recused).

It was MOVED/SECONDED (Ballí/Adejokun) to approve the Informal Reprimand D-38767 as submitted. A vote was taken and the MOTION PASSED.

25. Consent Orders.

Engineering

1. Oscar A. Chavez, P.E. – D-37879 & D-37902.

It was MOVED/SECONDED (Cheng/Norwood) to approve Consent Orders D-37879 & D-37902 as submitted. A vote was taken and the MOTION PASSED.

26. Michael Brandon Capehart, P.E. – D-37951, Request for an extension to complete ethics course.

Mr. Sims stated that agenda item #26 involves an extension request to complete an ethics course. On August 20, 2020, the Board adopted the Consent Order to resolve this case. As part of the Order, Mr. Capehart was given a one-year probated suspension and administrative penalty and the requirement to complete the Texas Tech Murdough Center for Engineering Ethics course within six months of the date of the Order which is February 20, 2021.

Mr. Capehart asked for an extension on February 4, 2021, due to delays he encountered with COVID-19 issues within his family and stated he was 90% through the course.

Mr. Sims stated that Board staff was neutral on this extension but asked Mr. Capehart to appear before the Board for any questions.

Mr. Sims stated that this extension can only be granted by the Board and could not be granted on the agency staff level.

It was MOVED/SECONDED (Nejad/Norwood) to approve a one-time three-month extension and allow Mr. Capehart to complete the ethics course. A vote was taken and the MOTION PASSED.

Licensing Applications requiring board ruling:

27. (Consent Agenda) Licensing Applications.

- **Approved for Exams.**
- **Approved for Licensure.**
- **Firms Approved.**
- **Waivers – Fundamentals of Engineering examination.**
- **Waivers – Professional Engineering examination.**
- **Not Approved for Licensure.**

This agenda item was approved under Consent Agenda, see agenda item #2.

28. Issues for consideration for the next scheduled Board meeting of the Texas Board of Professional Engineers and Land Surveyors.

Mr. Rubiano asked staff to coordinate a strategic planning session that would allow the board to manage a broader discussion, be better prepared, and offer more clarity as we are seeing so many things starting to interact with the Engineering and Surveying Acts by industries that are exempt or other agencies.

Mr. Rubiano stated that he had an opportunity to visit with agency staff to discuss the requirements for achieving a professional land surveyor's license and was curious if there were any potential significant differences between the route engineers and the surveyors take that could be creating a bottleneck or limitation for young professionals that are interested in achieving their license for surveying. He noted that the start of the experience clock is different between engineers and surveyors and he would like staff at the next Board meeting to present to the Board a summary of the potential bottlenecks that might exist.

On Mr. Rubiano's first request, Dr. Nejad stated he supports a virtual gathering for a strategic planning meeting because of COVID and recommended that Mr. Womack help support this meeting.

On Mr. Rubiano's second request, Dr. Nejad deferred to Ms. Johnson who stated that experience requirements are set by statute but commented that at least the preliminary draft of the TSPS bill adds more steps to the process and would like to see what comes out of this bill once it is filed.

Mr. Adejokun asked that we aim for 100% virtual for the strategic planning meeting; and for future in-person meetings that staff take the appropriate planning to set-up something safe.

Mr. Cheng asked that staff have a discussion on how the Board can assist the state in electric generation and transmission issues to increase the stability of that system. Dr. Nejad stated that Mr.

Cheng's recommendation would be added to the agenda for the next Board meeting for discussion and consideration.

29. Adjourn.

It was MOVED/SECONDED (Norwood/Ballf) to adjourn the meeting at 12:01 p.m. A vote was taken and the MOTION PASSED.

Date Board approved the minutes as submitted:

May 27, 2021