

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

JANUARY 23, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

**I. CALL TO ORDER**

**II. ADMENDMENT OF 2023 BUDGET**

**III. 2023 OFFICER ELECTIONS**

**IV. APPROVAL OF MINUTES OF THE DECEMBER 19, 2022 REGULAR MEETING –**

Bill Kitterman, Secretary [VOTE]

**V. FINANCIAL MATTERS –**

A. TREASURER’S REPORT – Rita Southern – Treasurer

1. Current Financial Status Report [VOTE]

2. Presentation of Claims [VOTE]

3. Board Signatures on Accounts Payable Dockets (January)

4. Other

**VI. OTHER REPORTS**

A. OPERATOR – Dirk Garriott

1. Update on Tank Inspections

2. Other

B. ADMINISTRATIVE ASSISTANT REPORT –

1. Reminder on Lawn Mower Maintenance

2. Update on Released Liens & New Pending Liens

3. Update on Office Supplies

4. Update on Keystone Checks

5. Update on Account with Violation

6. Update on New Build

7. Need Decision on Outstanding Check

8. Continued Discussion on Tank Lids (Repaired, Replaced or Modified?)

9. Continued Discussion on Website

10. Other

11. Additional Information on Insurance Co. Visit with Recommendations

C. INDIANA OFFICE OF TECHNOLOGY – TAYLOR HOLLENBECK

D. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry,  
State Director

E. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**IX. PUBLIC INPUT**

**ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

FEBRUARY 27, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE JANUARY 23, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –**
  - A. TREASURER’S REPORT – Rita Southern – Treasurer
    1. Current Financial Status Report [VOTE]
    2. Presentation of Claims [VOTE]
    3. Board Signatures on Accounts Payable Dockets (February)
    4. Other
- IV. OTHER REPORTS**
  - A. OPERATOR – Dirk Garriott
    1. Update on Tank Inspections
    2. Other
  - B. ADMINISTRATIVE ASSISTANT REPORT –
    1. Update on New Pending Liens
    2. Continued Discussion on Tank Lids (Repaired, Replaced or Modified?)
    3. Keystone
      - a) Need Signature on Keystone Renewal Document
      - b) Update on Keystone Checks
    4. Insurance Company Recommendations
      - a) Update on Purchases for Office Building
      - b) Update on IOT Topics
    5. IFA Meeting Requirement
    6. Update on Account with Violation
    7. Update on New Build
    8. Update on Lawn Mower Maintenance
    9. Need to decide on Outstanding Check
    10. Scanner Needed!
    11. Disaster Recovery Plan
    12. Other
  - C. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry,  
State Director
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

MARCH 27, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE FEBRUARY 27, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –**
  - A. TREASURER’S REPORT – Rita Southern – Treasurer
    - 1. Current Financial Status Report [VOTE]
    - 2. Presentation of Claims [VOTE]
    - 3. Board Signatures on Accounts Payable Dockets (March)
    - 4. Other
- IV. OTHER REPORTS**
  - A. OPERATOR – Dirk Garriott
    - 1. Update on Tank Inspections
    - 2. Update on contact with the acct #142 modification
    - 3. Other
  - B. ADMINISTRATIVE ASSISTANT REPORT –
    - 1. Update on New Pending Liens
    - 2. Insurance Company Recommendations
      - a) Update on IOT Topics
    - 3. Update on Account with Violation
    - 4. Continued Discussion on Outstanding Check
    - 5. Update on Scanner
    - 6. Update Disaster Recovery Plan Discussion
    - 7. Office Needs
    - 8. Other
  - C. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry,  
State Director
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

APRIL 24, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE MARCH 27, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –**
  - A. TREASURER’S REPORT – Rita Southern – Treasurer
    - 1. Current Financial Status Report [VOTE]
    - 2. Presentation of Claims [VOTE]
    - 3. Board Signatures on Accounts Payable Dockets (April)
    - 4. Other
- IV. OTHER REPORTS**
  - A. OPERATOR – Dirk Garriott
    - 1. Update on Tank Inspections
    - 2. Other
  - B. ADMINISTRATIVE ASSISTANT REPORT –
    - 1. Update on New Pending Liens
    - 2. Update on IOT Topics
    - 3. Update on Account with Violation
    - 4. Update on Outstanding Check
    - 5. Update on Scanner
    - 6. Update on Office Needs
    - 7. Other
  - C. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM (RCAP) – HEATHER PALAN
    - 1. Update on Disaster Recovery Plan Documents
  - D. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

MAY 30, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE APRIL 24, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –**
  - A. TREASURER'S REPORT – Rita Southern – Treasurer
    1. Current Financial Status Report [VOTE]
    2. Presentation of Claims [VOTE]
    3. Board Signatures on Accounts Payable Dockets (May)
    4. Other
- IV. OTHER REPORTS**
  - A. OPERATOR – Dirk Garriott
    1. Update on Tank Inspections
    2. Other
  - B. ADMINISTRATIVE ASSISTANT REPORT –
    1. Update on New Pending Liens
    2. Update on IOT Topics
    3. Update on Account with Violation
    4. Update on Outstanding Check
    5. Update on Scanner Quotes
    6. Update on Office Needs
      - a) Roof or water Pipe Leak in Ceiling Tile at Plant
    7. Other
  - C. INSURANCE – MITCHELL AGENCY – VINCE SHISSLER
    1. ATTENDING TO DISCUSS, TALK ABOUT & EXPLAIN INSURANCE COVERAGE
  - D. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM (RCAP) – HEATHER PALAN
    1. Update on Disaster Recovery Plan Documents
  - E. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

JUNE 27, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES OF THE May 30, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]

**III. FINANCIAL MATTERS –**

- A. TREASURER'S REPORT – Rita Southern – Treasurer
1. Current Financial Status Report [VOTE]
  2. Presentation of Claims [VOTE]
  3. Board Signatures on Accounts Payable Dockets (June)
  4. Other

**IV. OTHER REPORTS**

- A. ADMINISTRATIVE ASSISTANT REPORT –
1. Update on New Pending Liens
  2. Updated 2023 Meeting Calendar
  3. Update on Office Roof Repair
  4. Update on #9-00 with Violation
  5. Update on Customer Letters Sent Out
    - a) #71-00 & #72-01- Re: Cigarettes in Tank & Filter
    - b) #82-00 – Re: Discussion of Late Fees Not being Waived
  6. Update / Continued Discussion Re: #142-00 Tank Riser Modification
  7. Update on SBOA Audit
  8. Other
  - 9.– Operator - is attending a conference, so Report will be given by Admin Clerk
- B. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM (RCAP) – HEATHER PALAN
1. Update on Disaster Recovery Plan Documents
  2. Other
- C. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. PUBLIC INPUT**

**ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

JULY 25, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. CALL TO ORDER**
  - II. APPROVAL OF MINUTES OF THE JUNE 27, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
  - III. FINANCIAL MATTERS –**
    - A. TREASURER’S REPORT – Rita Southern – Treasurer
      1. Current Financial Status Report [VOTE]
      2. Presentation of Claims [VOTE]
      3. Board Signatures on Accounts Payable Dockets (July)
      4. Other
  - IV. OTHER REPORTS**
    - A. ADMINISTRATIVE ASSISTANT REPORT –
      1. Update on New Pending Liens
      2. Update on Released & Outstanding Liens
      3. Update on Office Roof Repair
      4. Update on Customer Issues
        - a) #82-00 – Re: Discussion of Late Fees Not being Waived
      5. Update / Continued Discussion Re: #142-00 Tank Riser Modification
      6. Update on SBOA Audit
      7. Other
    - B. OPERATOR – IF ANY – Dirk Garriott
    - C. INSURANCE – MITCHELL AGENCY – VINCE SHISSLER
      1. Attending to Discuss, Talk About & Explain the RRSB Insurance Coverage
    - D. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM (RCAP) – HEATHER PALAN
      1. Update on Disaster Recovery Plan Documents
      2. Other
    - E. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
  - V. OLD BUSINESS**
  - VI. NEW BUSINESS**
  - VII. PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**

AUGUST 29, 2023

6:00 P.M.

ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT

BILL KITTERMAN – SECRETARY

RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE JULY 25, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –**
  - A. TREASURER’S REPORT – Rita Southern – Treasurer
    - 1. Current Financial Status Report [VOTE]
    - 2. Presentation of Claims [VOTE]
    - 3. Board Signatures on Accounts Payable Dockets (August)
    - 4. Other
- IV. OTHER REPORTS**
  - A. OPERATOR – IF ANY – Dirk Garriott
  - B. ADMINISTRATIVE ASSISTANT REPORT –
    - 1. IFA Letter
    - 2. Amendment to Approval - Regarding Quarterly Liens
    - 3. Update on SBOA Audit
    - 4. Update on RCAP Contact Issues
    - 5. Signature Needed for an Updated “Jobs and Duties” for Internal Controls File
    - 6. Continued Discussion Re: #142-00 Tank Riser Modification
    - 7. Continued Customer Issue Re: #82-00 Failure to Pay Late Fees
    - 8. Other
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- ADJORNMENT**



ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**  
TUESDAY, SEPTEMBER 26, 2023  
6:00 P.M.  
ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT  
BILL KITTERMAN – SECRETARY  
RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. **CALL TO ORDER**
  - II. **APPROVAL OF MINUTES OF THE AUGUST 29, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
  - III. **FINANCIAL MATTERS –**
    - A. **TREASURER’S REPORT – Rita Southern – Treasurer**
      1. Current Financial Status Report [VOTE]
      2. Presentation of Claims [VOTE]
      3. Board Signatures on Accounts Payable Docket (September)
      4. Other
  - IV. **OTHER REPORTS**
    - A. **OPERATOR – IF ANY – Dirk Garriott**
    - B. **ADMINISTRATIVE ASSISTANT REPORT –**
      1. Update on Pending 3<sup>rd</sup> Quarter Liens
      2. Update on SBOA Audit
      3. Documents Needing Signed
        - a) Updated “Jobs and Duties” for Internal Controls File
        - b) Candoor Document
      4. Continued Discussion Re: #142-00 Tank Riser Modification
      5. Continued Discussion Re: Disaster Recovery Plan
      6. Update on Office Supplies Purchases / Needs
      7. 2024 Budget will be on the Agenda for October
        - a) Customer Info Sheet to be sent with 2024 Payment Coupons
      8. Other
    - C. **LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney**
  - V. **OLD BUSINESS**
  - VI. **NEW BUSINESS**
  - VII. **PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**  
TUESDAY, OCTOBER 24, 2023  
6:00 P.M.  
ROMNEY FIRE STATION

**BOARD MEMBERS**

DAN KORTY – PRESIDENT  
BILL KITTERMAN – SECRETARY  
RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. **CALL TO ORDER**
  - II. **APPROVAL OF MINUTES OF THE September 26, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
  - III. **FINANCIAL MATTERS –**
    - A. **TREASURER’S REPORT –** Rita Southern – Treasurer
      1. Current Financial Status Report [VOTE]
      2. Presentation of Claims [VOTE]
      3. Board Signatures on Accounts Payable Docket (October)
      4. Other
  - IV. **OTHER REPORTS**
    - A. **ADMINISTRATIVE ASSISTANT REPORT –**
      1. Update on SBOA Audit
      2. Completion Update Re: #142-00 Tank Riser Modification
      3. Continued Discussion Re: Disaster Recovery Plan
      4. Update on Office Supplies Purchases / Needs
      5. 2024 Budget ...
        - a) Who is Doing it Discussion ...
        - b) Customer Info Sheet to be sent with 2024 Payment Coupons
      6. Other
      7. Introduction of Applicant for New Operator
    - B. **OPERATOR – IF ANY –** Dirk Garriott
  - V. **OLD BUSINESS**
  - VI. **NEW BUSINESS**
  - VII. **PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**  
TUESDAY, NOVEMBER 28, 2023  
6:00 P.M.  
ROMNEY FIRE STATION

**BOARD MEMBERS**

VACANT SEAT – PRESIDENT  
BILL KITTERMAN – SECRETARY  
RITA SOUTHERN – TREASURER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. **CALL TO ORDER**
  - II. **APPROVAL OF MINUTES OF THE OCTOBER 24, 2023 REGULAR MEETING**  
– Bill Kitterman, Secretary [VOTE]
  - III. **FINANCIAL MATTERS –**
    - A. **TREASURER’S REPORT – Rita Southern – Treasurer**
      1. Current Financial Status Report [VOTE]
      2. Presentation of Claims [VOTE]
      3. Board Signatures on Accounts Payable Docket (November)
      4. Other
  - IV. **OTHER REPORTS**
    - A. **ADMINISTRATIVE ASSISTANT REPORT –**
      1. Board Members up for Renewal (Bill Kitterman & Rita Southern)
      2. ANY Applicants for New Board Member
      3. ANY Applicants for New Operator
      4. 2024 Budget ...
        - a) Who is Doing it Update ...
        - b) 2024 Rates? ...
        - c) Customer Info Sheet to be sent with 2024 Payment Coupons
      5. Update on SBOA Audit
      6. Continued Discussion Re: Disaster Recovery Plan
      7. 2024 Board Meeting Calendar Presentation for Approval
      8. Website Price Increase for 2024
      9. TDS Internet -vs- Wintek Internet
      10. Update on Office Supplies Purchases / Needs
      11. Continued Issues with Customer #82-00
      12. Other
    - B. **OPERATOR – IF ANY – Dirk Garriott**
  - V. **OLD BUSINESS**
  - VI. **NEW BUSINESS**
  - VII. **PUBLIC INPUT**
- ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT  
**REGULAR MEETING OF BOARD OF TRUSTEES**  
TUESDAY, DECEMBER 19, 2023  
6:00 P.M.  
ROMNEY FIRE STATION

**BOARD MEMBERS**

VACANT SEAT – PRESIDENT  
BILL KITTERMAN – SECRETARY  
RITA SOUTHERN – TREASURER  
HAROLD CORBIN – BOARD MEMBER

**STAFF**

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

**CONTRACTED STAFF**

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

**AGENDA**

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES OF THE NOVEMBER 28, 2023 REGULAR MEETING –**  
Bill Kitterman, Secretary [VOTE]
- III. **FINANCIAL MATTERS –**
  - A. **TREASURER’S REPORT – Rita Southern – Treasurer**
    1. Current Financial Status Report [VOTE]
    2. Presentation of Claims [VOTE]
    3. Board Signatures on Accounts Payable Docket (December)
    4. Other
- IV. **OTHER REPORTS**
  - A. **ADMINISTRATIVE ASSISTANT REPORT –**
    1. Board Seat Assignments
      - a) Renewed Board Members (Bill Kitterman & Rita Southern)
      - b) New Board Member (Harold “Butch” Corbin)
    2. 2024 Budget ...
      - a) Status Update ...
      - b) 2024 Rates? ...
      - c) Customer Info Sheet to be sent with 2024 Payment Coupons
    3. Reminder of USDA Loan payments due January 1<sup>st</sup>
    4. Update on SBOA Audit
    5. Continued Discussion Re: Disaster Recovery Plan
    6. 2024 Board Meeting Calendar Final Presentation
    7. TDS Internet -vs- Wintek Internet
    8. Update on Office Supplies Purchases
    9. Continued Issues with Customer #82-00
    10. Other
  - B. **OPERATOR – IF ANY –**
    1. Outgoing Operator - Dirk Garriott
    2. Incoming Operator – Troy Elless
      - a) Contract to be Signed
      - b) Change of Operator Letter to be Signed
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
- VII. **PUBLIC INPUT**
- ADJORNMENT**