

Minutes of the Penacook/Boscawen Water Precinct

Location of Meeting: 9 Woodbury Lane
Boscawen, N.H. 03303

Present at Meeting: Bruce Crawford, Commissioner
Lorrie Carey, Commissioner
Bill Murphy, Commissioner
Cheryl Mitchell, Water Administrator Consultant
Lauren Hargrave, Recording Clerk
Bernie Rousseau, Pennichuck
Dan Wojcik, Pennichuck
Tara King, Pennichuck
Sarah Diggins, Pennichuck

The Special Meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on January 14, 2020 at 5:32 p.m. by Commissioner Bruce Crawford, Chair.

Old Business:

Feasibility Study: The Commissioners briefly discussed the Feasibility Study which was received by them today. Bernie Rousseau, of Pennichuck, reported that Pennichuck supplied the Town of Boscawen with any information which they requested per the Commissioners request. The Commissioners noted there are some inaccuracies within the Study, for instance, the SCADA System, which is very rudimentary and needs to be upgraded, however the Study indicates that PBWP does not have a SCADA System. Bernie Rousseau, noted that PBWP has a fairly modern reporting, however the GS400 reporter is overwhelming the SCADA System. Dan Wojcik, of Pennichuck, is prepared to discuss this matter with the Commissioners. The PBWP meets the standard according to the DES regarding the SCADA System. Further discussion took place regarding budget projections, the iron in the pipes, upgrading the pump, the tank, etc. which are in the Feasibility Study.

New Business:

The following questions were sent to Pennichuck in preparation of this special meeting:

1. Advice on how to read the Sales Report?

2. Update on Woody Hollow's status. Was the temporary meter reading the same as the meter that was sent out to be checked? Was Woody Hollow billed for the water main break?
 3. We need a summary of monthly billing/receipts.
 4. Is the next insert for quarterly billing about Pay On-line?
 5. What water testing costs are billed to PBWP?
 6. Need a billing breakdown for audit – Backflow/Interest/Repairs. We are having challenges with cash basis accounting versus accrual with our bookkeeper.
 7. What is the past due status of Homestead Inn (King St) and Sue Young (N. Main St.)?
 8. Are shut-offs occurring at \$100 balance and 45 days past due?
 9. What was our Dig Safe Volume for 2019?
 10. Can you review with us your mark-up and what it is applied to?
 11. Can we see a copy of the shut-off notice?
 12. Has the software for the hand-held guns been updated by Prescott?
 13. When are the meters being read (schedule)?
 14. What are our average shut-off costs?
 15. Were abatements taken out of the Revenue in Metered Water Use?
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1. Advice on how to read the Sales Report? : Tara King, of Pennichuck, explained that the base usage includes 300 Cubic Feet of Water. Everyone pays the base fee even if they don't use the water. The usage is billing the customers 3 units plus any usage over the 3 units. Additionally, Tara King reported that most state agencies do not want any minimum in the usage as they feel it does not promote conservation. Additionally, most water businesses are billing approximately \$30 to \$40 per month for their base usage. Discussion was held regarding a rate increase and the overall costs charged by PBWP and whether or not PBWP is charging enough to support the cost of the systems. Tara King suggested perhaps the Commissioners would like to have a Cost of Service Study done. The Commissioners agreed this issue needs to be addressed, but at a later date. Discussion took place regarding the Feasibility Study, which states 23% of water usage is not being billed. The Commissioners suspected this is due to the Town of Boscawen not being billed for water usage, the hydrant flushing this year, breaks, and blow offs. Dan Wojcik, of Pennichuck, informed the Commissioners that anything 15% and under is acceptable and he believes the 8% over can be accounted for. He pointed out that Pennichuck flowed a lot of water during the flushing process this year and this and this would be a realistic operational conclusion. Discussion also was held regarding a system wide Leak Protection Program. Bernie Rousseau, of Pennichuck, explained that the well meters or production should be read at the same time the retail meters are read so you can have a monthly accountability report. He stated that when accurate meter readings are accomplished, and the water usage is

still unacceptable then a Leak Projection Program could be discussed. Tara King reported PBWP still has a very high number of meters which are being estimated for billing, that there is still a number of meter failures, and radio transmission problems. Therefore, the actual water usage cannot be calculated properly. She also reported that the software update has been done and that the bill the PBWP gets from E.J. Prescott is an annual fee for support charges. Commissioner Lorrie Carey explained that PBWP is currently keeping a list of all failed meters and would like Pennichuck to supply the Precinct with the serial number of any failed meter. Tara King also requested a separate meeting be held regarding the mechanical issues related to estimated billing at a later date. Tara King recommended someone from PBWP, someone from Pennichuck, and Dan Buden from E.J. Prescott do a walkthrough of the system together while Pennichuck is trying to do meter reads. This will allow all parties involved to see what difficulties Pennichuck is having and will allow E.J. Prescott to address some of these difficulties. Discussion was held relative to the current meters being not testable or repairable, and that the Rate Sheet had a collection visit fee if Pennichuck visits the customer. The Commissioners agreed to adjust the collection visit fee on the new 2020 Rate Sheet to \$35. Additionally, The Commissioners agreed to adjust the Fire Protection Fee on the new 2020 Rate Sheet to \$60. Typically, most Fire Protection Fees are billed by the service size. Tara King explained that Woody Hollow has a 6-inch service size and the capacity requirements for this service size takes a toll on the system and it is a much larger expense than having a 5/8-inch meter. However, they are only being charged the base rate of \$32 which is not sufficient enough to cover the capacity requirements used. Bernie Rousseau noted that Pennichuck charges \$1,200 for a 6-inch service size and PBWP is only going to charge \$60. Discussion took place regarding Sprinkler Fees and how they can be determined, and Private Hydrant Fees. It was noted that Pennichuck East charges \$47 per month for a Private Hydrant Fee. The Commissioners will have to talk about grandfathering if new fees are put into place with regards to Sprinkler Fees and Private Hydrant Fees. Tara King explained how PBWP budget numbers can be estimated from a 5-year average.

2. Update on Woody Hollow's status. Was the temporary meter reading the same as the meter that was sent out to be checked? /Was Woody Hollow billed for the water main break? : Tara King reported that she is unsure what is meant by "the temporary meter". A new 6-inch chamber was purchased and billed to PBWP by E.J. Prescott. The cost to purchase the new 6-inch chamber and test the old chamber was \$2,333.00. The cost for Pennichuck swapping the chambers out on October 14th was approximately \$3,024. Tara King asked the Commissioners if they wanted Pennichuck to bill Woody Hollow for the work done. Tara King also noted that the PBWP Rules and Regulations state that if a meter tests properly the customer picks up the charges, and that large

meter replacements are absorbed by the customer. The labor was billed at \$100 per hour. The Commissioners agreed that Woody Hollow should be billed at cost with no markup for \$3,024. Tara King also reported that she believes the leak they found in October was another leak and the one which just surfaced was the actual leak in question. Originally Woody Hollow received an abatement of \$184,000 due to a billing issue which involved a digit error in the meter reading. Additionally, they were abated in September for approximately \$4,941 and they were considered paid to date, therefore allowing them to get their Grant money. Woody Hollow paid \$4,500 which still left them with the September bill. The September bill was for approximately \$4,100 and was due at that time. However, the September bill was pushed out until October and they haven't paid December bill, so their current billing is \$14,000 due on their account. After the \$3,024.00 is charged to the account Woody Hollow will owe over \$17,000. Originally looking at the usage and how it related to the meter, it was believed to have been a meter issue. Tara King also reported that in 2017 the compound meter was replaced with a 6-inch meter. There is no record of where the 6" meter came from. The leak was reported on the 18th and the meter was replaced on the 14th so it makes sense since that the leak was happening before December. The usage is currently accurate, and it is billable usage. Sarah Diggins, of Pennichuck, will make sure that there is a scheduled read for tomorrow with Chad's people in order to see if the usage has gone down since the leak was fixed. Additionally, Tara King explained that a 6-inch meter is not going to register the smaller flows, and problems with the sub-meters to the individual trailers, are problems for the trailer park. However, having the Grant to redo the entire trailer park will be the most beneficial outcome for the park. She also has informed Joyce, from Woody Hollow, to request a bypass on the master meter as part of the Grant Project. Tara King will let Joyce know tomorrow that the park owes for the June, September, and December billing along with the \$3,024 charges for the new meter installation and testing. She will explain to Joyce that the Commissioners are billing the charges for installation and testing at cost. Further, Tara King had suggested the Commissioners push out the June, September, and December interest until March 31st so the park will not be behind. The Commissioners agreed with the recommendation and Tara will also let Joyce know of this decision when she talks to her tomorrow. Further, a discussion regarding trailer park/master meter owners are requesting to see the sub meter reading, but they also want to know the balances due on the sub-accounts. Tara King can provide the park owners/master meter owners with an excel spreadsheet with calculated usage for all the sub-meter accounts. Trailer parks property owners/master meters owners should not receive calculated usage with no addresses for the privately owned lots with the park. The Commissioners had no problem with the excel spreadsheet being provided because ultimately the master meter account holder is responsible for the entire usage.

3. We need a summary of monthly billing/receipts : The Commissioners are having difficulty making the budget because they do not know much of Pennichuck's billed amounts to PBWP should be billed to special projects and how much is repairs and maintenance. The Pennichuck bills are making it difficult for the Commissioners to break those figures out. Therefore, the requested Pennichuck go through and look at each invoice and breakout the bills. The Commissioners have a planned budget and need to project for future budgets. Tara reported that all the invoiced bills to PBWP in 2019 total approximately \$141,000 above the normal contract fee. Pennichuck does not have the time or manpower to provide the Commissioners with breakout information. However, Tara explained that how much of the invoices are billable to customers is written on each invoice so the Commissioners should not have difficulty with the breakouts. Bernie Rousseau explained that the PBWP base contract does not cover the analysis of what is invoiced or how it fits into PBWP budget. Further, Tara explained the Final Read, Return, and Backflow is what is billed out to the customers. Additionally, it was noted that work done in 2019 could be part of 2018 or 2020 budget. It was reported that currently Pennichuck has only billed roughly \$15,000 to customers on PBWP behalf. Unanticipated maintenance issues have been high due to a lot of the system not being maintained correctly. Pennichuck contract includes 25 free DigSafe marking charges and overall PBWP has had approximately 165 DigSafe markings. The budget should have a line item for DigSafe. Meter charges were discussed. The Commissioners asked Pennichuck what its recommendations are as far as how the Commissioners approach the invoices when received. Tara King explained that they need to look at each invoice and categorize it/code each part of the invoice then to produce a spreadsheet to capture this information. The spreadsheet can also include a section for "billed to customer". Cheryl Mitchell presented a detailed coding system which was previously used by PBWP. Discussion regarding the spreadsheet and how invoices should be recorded on a spreadsheet took place. Discussion also took place regarding outside contractors. If an outside contractor is hired by Pennichuck then PBWP will be billed for the contractor's services with a markup added to the invoice. If PBWP contracts with an outside contractor and does the scheduling and coordination then the contractor can bill the PBWP directly.. Dan Wojcik, of Pennichuck, gave the Commissioners an example of an individual contractor and the process of Pennichuck overseeing those individual contractors. If the outside contractors are hired by Pennichuck then PBWP is invoiced for the charges along with a 35% markup. Further discussion was held regarding the Generator issue and individual contracting. Pennichuck is coordinating the work which is part of the 35 % markup fee. Further explanation was given as to why individual contractors are billed through Pennichuck compared to billing straight through PBWP. Using a local sub-contractor/vendor will bring the cost down but the markup is still applied.

4. Is the next insert for quarterly billing about Pay On-line? : Tara King reported that the quarterly insert for paying on-line was done in March of 2019. She would like to know if the Commissioners wish to do this insert again. Tara King also reported that currently there is no schedule for 2020 quarterly billing inserts. She reminded the Commissioners that a conservation message needs to be done as an insert to meet the requirements of DES. Tara King recommended doing a conservation message for the March of 2020 insert. She would like to know what kind of conservation content the Commissioners would like to use. After discussion the Commissioners decided on the following: the March 2020 will be about pay on-line; the June 2020 insert will be about outside conservation; the September 2020 insert will be about inside conservation; the December 2020 insert will be about how to protect your meter. It was noted that DES has templates which can be utilized to compose the inserts. Discussion was held regarding DES certification and deadline dates. Tara King will have her staff, Alicia, put something together for the inserts and send them to the Commissioners for review. Cheryl Mitchell requested Pennichuck send the approved inserts to her so she can place them on the PBWP website.
5. What water testing costs are billed to PBWP? : Bernie Rousseau reminded the Commissioners that the state has a list of requirements with regards to testing. Pennichuck has PBWP on electronic sampling schedule and only takes samples of what is required by the state. The only other time a sample is required is if the bacteria sample fails, and resampling has to be done. Bernie Rousseau also reported that Pennichuck will try to do the samples when they are on their regularly scheduled work time, and PBWP will only be billed the actual cost to get the testing done. He also noted that he suspects that the price will be similar in 2020 and the Commissioners may wish to record testing in a separate line item on their budget. The activity of collecting samples for the testing is in Pennichuck's contract costs, but the actual test costs are not.
6. Need a billing breakdown for audit – Backflow/Interest/Repairs : Tara King reported that Pennichuck is experiencing challenges with a cash basis accounting with PBWP's bookkeeper. Discussion took place regarding Pennichuck providing the Commissioners with a quarterly summary in spreadsheet format. Currently Pennichuck creates a summary in a spreadsheet format every year. Cheryl Mitchell questioned where the abatements are recorded. Tara King reported that any abatements are an adjustment after the fact. She further explained adjustments, leak credits, return checks, etc. and how they are recorded. The PBWP had a net income of \$277,000 this year. Discussion of the current Bookkeeper and how they are posting

payments as revenue was also discussed. The Commissioners are considering bringing billing back inhouse and keeping Safebooks for payroll only.

7. What is the past due status of Homestead Inn (King St) and Sue Young (N. Main St.): Tara King reported the Homestead Inn is current. Their December bill was approximately \$900, and they currently owe \$818 on the December bill. Homestead Inn has been making large sum payments on a regular basis. Tara King reported Sue Young is making her \$5 payments, but she has charged them off because it is going to lien. A discussion was held regarding liens and the lien process. Pennichuck sent pre-lien letters at the beginning of November and in December Tara King emailed the Commissioners a list of who had still not paid after the pre-lien letters were sent. The liens did not get posted to the registry yet and the December bills went out without the lien amount included on them. Tara King explained that a lien amount comes off the bill once a lien is placed. The Commissioners were concerned with this due to the customers will then be under the impression that they no longer owe the liened amount. Tara King further explained why the lien amount cannot be noted on the bill and they have received a pre-lien letter, so the customer knows they owe that balance. There was a brief discussion on how the water bills managed to get up so high. Tara King will resend December 6th email regarding customers which should be liened to the Commissioners. Further discussion was held regarding trailer owned verses land owned properties and how liens would be handled with regards to trailer parks. Tara King reminded the Commissioner that they were going to ask the Precinct Attorney about this, but it appears from his response that he only addressed the bankruptcies issue. Tara King stated that typically water liens go on the property, however, there are sub-accounts being placed in the names of the owners of the trailers. She believes a remedy for this issue is to place the property owner's name c/o the tenants name. In the past trailers have been liened and then the town takes the taxes. In theory property owner is supposed to pay the lien off prior to demolition of the trailer but this has not been done. All Pennichuck is doing is doing the pre-lien letters the PBWP needs to do the liens. Tara King further reminded the Commissioners that a letter needs to be sent out to all the property owners, i.e. the master meters owner. Regardless of who owns the trailer the water bills are ultimately the responsibility of the property/ master meter owner. She further explained that if the property/master meter owners may want a report showing what each tenant in their trailer park owes and this may create a privacy issue. The Commissioners sent a letter to the trailer park owners in June 2017 advising them that PBWP was going to start charging them for the Master Meter. Tara King will resend the December 2nd email to the Commissioners for them to review. The Commissioners will discuss this matter further and let Pennichuck know their decision regarding this matter. They are to provide a draft of the letter which they are going to send to the trailer park owners to Pennichuck

and Tara King can give them advice regarding changes. Pennichuck will also take on the responsibility of sending the approved letter out to the trailer park owners.

8. Are shut offs occurring at \$100 balance and 45 days past due? : Tara King reported that the shut offs are occurring per the shut off schedule She will resend the Commissioners the shut off schedule via email, and noted that no shut offs took place during the holidays. Additionally, Tara King explained that Pennichuck rules are, if it is too cold, under 25 degrees at night, they don't shut off. Currently Pennichuck is working on shut offs of customers who are 60 days past due with a balance of \$450.00 or above. Tara King will supply the Commissioners with a copy of the shut off notices. She noted that the delinquent notice is only issued once in a 12-month period, after that they automatically receive a shut off notice. She will also forward a copy of the delinquent notices to the Commissioners. Tara King believes that Pennichuck is trying to do a group of shut offs at a time. She additionally reminded the Commissioners of the Collection Fee and that this fee is charged along with the turn off fee. Pennichuck now has customer service representatives available from 7 a.m. to 7 p.m. The representatives are trying to mitigate sending out employees from collecting in the field. Representatives do not accept credit card payments but are capable of charging a customer checking account by taking the information over the phone. Tara King explained that Pennichuck use to turn on until 8 p.m. but due to safety concerns they now will not turn back on after 6 p.m. The representatives can be directed to give the customer the option of having after hour turn on done at a rate of \$244 which needs to be paid upfront or the customer can wait until 6 a.m. the next day and only get charged a regular turn on fee. The problem reported is that Pennichuck only is doing Monday, Wednesday, and Fridays shut offs. Therefore, turn on's the next day will be an off workday and therefore it would still be an additional cost to PBWP. It was recommended the Commissioners weigh the difference in the costs between 3 workdays to 5 workdays for Pennichuck's services.
9. What was our DigSafe Volume for 2019? : Previously discussed.
10. Can you review with us your mark-up and what it is applied to? : Previously discussed.
11. Can we see a copy of the shut-off notice? : Previously discussed.
12. Has the software for the hand-held guns been updated by Prescott? : Yes, previously discussed.
13. When are the meters being read (scheduled)? : Tara King reported that it takes Pennichuck 2 ½ to 4 days to read the system. Bills go out on the last day of the month

and the meters are typically read the week prior to the end of the month. Tara King will email the Commissioners with the meter read schedule.

14. What are our average shut-off costs? : Tara King reported she does not have this information to supply to the Commissioners.
15. Were abatements taken out of the Revenue in Metered Water Use? : Previously discussed.
16. Bankruptcies: Tara King reported 2 more bankruptcies have come in: 40 Elm Street and 1 Valley of Industries. She will be handling them per previous discussions by taking the balance as of the bankruptcy date and moving it to another account in the same customer name. This in turn will remove the bankruptcy amount from the water account. This second account balance can then be added to the lien list. This mechanism will avoid having a bill go out to the customer which shows the customer still owing any balance prior to the bankruptcy. It will also avoid the bankruptcy lawyers from having this be a legal issue with the Precinct. If the property sells, a final read on both accounts will be looked at and both balances will be paid at that point. The Commissioners questioned how PBWP will know when and if they have been paid. Tara King reported that PBWP wouldn't know until they come up for lien. She also noted that Pennichuck does not track liens. Anyone who calls in for a property transfer will be given the lien amount and the registry will notify PBWP when the lien is paid. Once a property is liened it comes off of the water account and Pennichuck no longer tracks or bills that account. A brief discussion was held regarding what other water agencies do with their liens, and Tara King explained further why liens cannot be put on the customers current bill. Tara also suggested PBWP only lien the customers whom they know cannot be collect from. Liens are a last resort and technically some will be written off, however when the property sells the Precinct will receive the money. She also suggested that PBWP Commissioners write letter to the customers regarding who to contact after the account has gone to a registry lien. More discussion took place regarding liens and how they are and will be handled. PBWP needs to speak to their Attorney to find out what the rights are of PBWP regarding bankruptcies.
17. Leak Credit Requests: Tara King reported she has 3 leak credit requests for the Commissioners. The credits are being requested now because the leak credit requests went into a hold and were lost in Pennichuck's email system. Pennichuck basically utilizes history, typically using a 3-year period if possible, to determine the credit amount. Once the leak is fixed by the customer a read can be done which will determine if the leak was corrected. Tara King is requesting the following 3 leak credit requests be granted: 1. 10 Bailey \$142.08. 2. 20 Elizabeth \$1,847.04 3. 35 Goodhue

Road \$402.56. The Commissioners reviewed the Leak Credit Policy which was voted on and approved by them on June 25, 2018. The Policy states that the Precinct will pay for half of the leak over and above normal usage for the same time period, but only after the leak has been fixed. Commissioner Lorrie Carey read the 2nd paragraph of the Leak Credit Policy for the record. It was noted that customer can only use this credit request 1 time in a 3-year period. Commissioner Bruce Crawford made a motion to approve the 3 leak credits presented. Seconded by Commissioner Bill Murphy. Passed Unanimously.

18. Refund: Tara King asked if the refund check for Mortimer Kelley at 7 Berle has been mailed. The Commissioners approved the refund after further information was received from the customer and the refund check was issued and sent out. However, the customer called Pennichuck last week and was looking for the refund check as he has not received it. The Commissioners will look into this matter.
19. Communication Issue: Tara King suggested that communications between the Commissioners and Pennichuck needs to be streamlined. She was informed by the Commissioners that ordinarily at least one Commissioner will respond to her questions. Therefore, the Commissioners are requesting that Pennichuck continue to communicate with all 3 Commissioners through email. The Commissioners agreed to send a copy of the minutes to Pennichuck and requested Lauren Hargrave, Clerk, to email a copy of the Draft Minutes to Tara King at tara.king@pennichuck.com, Sarah Diggins at sarah.diggins@pennichuck.com, and Bernie Rousseau at Bernie.rousseau@pennichuck.com once they are completed.
20. 140 Water Street: Tara King question if this customer is being billed or not. He is disputing the Fire Charge. The Commissioner informed Tara that this issue was still under debate and if the customer calls again he should be informed that the issue is under review. If the customer asks Pennichuck when he will have an answer, he should be informed that the issue is still being studied and the Commissioners will let him know as soon as it is concluded.
21. Dan Wojcik, of Pennichuck, reported that he will email all 3 Commissioners with information on the wells. During emergencies he will typically contact Commissioner Bruce Crawford. Dan reported that Well #1 went down and an electrician was called because PBWP cannot operate the system appropriately while only using the other 2 wells. Therefore, a new pump was installed, as the sediment had jammed up the old Pump. He needs to get into the well in early spring to rehab the well as it is down around 30%. This should be planned on every 2 years. The bill for the new pump is around \$10,000. To get into the well and begin cleaning in the spring it will probably

cost between \$15,000 and \$17,000. The Commissioners noted this should go under special projects in the budget (\$25,000). If the wells are cleaned every 2 years, there should be no need to replace the pumps as frequently. The cost of the Pump was around \$3,000. Barry, who Pennichuck contacted to do this work, will bill the PBWP directly. Pennichuck has already taken care of scheduling in the spring.

22. Dan Wojcik, of Pennichuck, reported on the pit for the Merrimack County Tank. Dan also stated that the Commissioners and Pennichuck need to do a delineation of what is the County System and what is the PBWP System. The current plan is to replace 2 Mechanical Valves which PBWP has already purchased. These valves can be located in the back office at PBWP. There should be some knowledge of which valves are the Precinct's and which are Merrimack County's. Additionally, he reported that the Altitude Vale is all set. Dan did have some suggestions relative to the SCADA System. The system is antiquated and sooner or later it will need to be updated. PBWP is going to need new Panels at some point in time. But Dan believes the issue of the Panels being in the same Corrosion Building is fine and therefore the issue is moot. There was a discussion pertaining to Chuck Fritz, of Electrical Installations in Moultonborough, being able to accomplish this task of replace the Panels. Dan will supply the Commissioners with a cost estimate for the Panel Project. Also, Dan reported that Pennichuck cannot utilize the alarm parameters of the GS400 because the SCADA system cannot be integrated with it. Dan will follow up on these issues with the Commissioners in an email. The Commissioners noted these repairs and upgrades should be budgeted in special projects.

Meeting Closed:

Motion to Close the Meeting by Commissioner Lorrie Carey. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 8:32 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Regularly Scheduled Meeting of Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, January 27, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 9, 2020

Minutes approved by: _____ /s/ _____ on February 12, 2020

_____ /s/ _____ on February 12, 2020

_____ /s/ _____ on February 12, 2020