

**VILLAGE OF GRAFTON**  
**BOARD OF PUBLIC WORKS MEETING MINUTES**  
**MONDAY, SEPTEMBER 13, 2021**

The Board of Public Works meeting was called to order at 6:00 p.m. by Chair Tom Krueger.

Board members present: Trustee Tom Krueger, Trustee Lisa Uribe-Harbeck, Trustee Dan Delorit, and Pat Murray.

Board members excused: Les Blum.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Assistant Utility Director/Engineer Brecken Gries, Facility Operations Coordinator Larry Roy, Field Operations Coordinator Dan Fisher, Park and Recreation Director Megan Phalin (via zoom), and Administrative Assistant Melissa Depies (via zoom).

Others present: Trustee Amy Luft and Trustee Jim Miller.

Trustee Krueger noted that there is a quorum of the Village Board. No discussion as a full Village Board can occur.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**MINUTES**

Trustee Delorit requested the following change on Page 5; paragraph 4: Trustee Delorit stated that the rail railroad sale ~~has now gone through~~ is pending approval through the Federal Transportation Board.

Director of Public Works/Village Engineer Amber Thomas stated that Les Blum had contacted her with various corrections to the minutes as follows:

Page 1; paragraph 1 under Hear Persons Requesting to be Heard: ...was concerned about ~~invasive~~ native species...

Page 8; paragraph 4; change: ...until they reach ~~final~~ substantial completion. One they have reached ~~final~~ substantial completion the fine...

Trustee Krueger requested Page 8; paragraph 3; change: The Village needs to continue to take steps to ~~improve~~ reduce I/I.

Motion by Mr. Murray, seconded by Trustee Delorit, to approve the August 9, 2021, Board of Public Works meeting minutes as corrected. Motion carried unanimously.

Trustee Krueger requested a change to paragraph 1; line 7: ...was hired to ~~design the project~~ prepare project plans and gather public bids.

Motion by Trustee Delorit, seconded by Trustee Harbeck, to approve the September 7, 2021 Special Board of Public Works meeting meetings as corrected. Motion carried unanimously.

## **WATER & WASTEWATER**

### WISDOT I-43 Construction Statements of Non-Reimbursement

Director Thomas explained that the DOT is widening I-43 from Milwaukee County to STH 60. Within this corridor the Village of Grafton has several utility easements for sewer and water mains. The improvements are not expected to impact any Village utilities, however, the need to utilize land where easements exist is required to construct the project.

The Conveyance of Rights and Temporary Construction Easement were approved by this Board and the Village Board in August. There were concerns with the Statement of Non-Reimbursement and the need for a damage clause to be included.

Director Thomas explained that she has had extensive communication with the DOT regarding this and the DOT is comfortable stating that no conflicts with our facilities currently exist as they are outside the project area; however, this document gives the Village the right to ask for reimbursement should the plans change and our facilities need to be relocated.

The DOT did indicate that in the unlikely event that damage to Grafton facilities did occur, the liable party would be held responsible. The DOT would provide daily diaries that document the responsible party, include the repairs needed as part of the project punch list and require the contractors to complete the work; however, it would be Grafton holding them responsible and seeking restitution.

Trustee Harbeck questioned if staff would be attending the weekly construction meetings. Director Thomas stated that she has not attended any to date; however, she does plan to have someone attend as the project gets closer to Grafton.

Trustee Delorit questioned why it states “most of the facilities are outside of the slope” and “we don’t anticipate any damage”. Director Thomas replied that the Utilities are running parallel with the project. As the highway is widened the utilities will remain in the slope outside the work area. There are also some utilities that are under the highway; however, they are much deeper than anyone anticipates needing to encounter.

Trustee Krueger stated that signing this document is the best way to protect ourselves. He suggested that staff attend as many meetings as possible.

Trustee Delorit stated that it is imperative that staff attend meetings and review the diaries to ensure Grafton utilities are not impacted.

Motion by Mr. Murray, seconded by Trustee Delorit, to recommend the Village Board approve and sign the Statement of Non-Reimbursement with WISDOT. Motion carried unanimously.

### Review of 2022 Requested Budget Proposal-Utility

Facilities Operations Coordinator Larry Roy highlighted the proposed 2022 Utility Budget:

Major Water Utility expenses include repairs at Tower 1, asphalt replacement at Well 4, repainting the interior at Well 6, reservoir cleaning at Wells 4 and 5, installing a VFD at Well 4, and rehabilitation of Well 2.

Trustee Harbeck questioned where Tower 1 was located and what a VFD was. Facilities Operations Coordinator Roy responded that Tower 1 is located at Ninth Avenue and North Street and VFD means Variable Frequency Drive. This adjusts the speed of the motor up or down rather than it only running at full speed.

Major Wastewater Utility expenses include an infiltration/inflow study in the Ninth Avenue Lift Station tributary area, level probe installation at Green Bay Road lift station, mixer replacement at Green Bay Road lift station, sludge boiler heat tube replacement, purchase of spare sludge boiler parts, rebuild of one RAS pump, UV system parts, septage receiving station flow meter replacement, purchasing an iPad for the WWTP operators, and purchase of two spare lift station pump flush valves.

Major combined Water/Wastewater expenses include facility asphalt seal coating, various GIS updates, GIS GPS survey, as-built plan scanning and binding, purchase of replacement track pads for the mini-excavator with DPW, and repainting of the employee locker room.

Major capital projects and purchases include continued Automated Metering Infrastructure (AMI) meter conversion, construction of WWTP electrical upgrade project, WWTP construction of phosphorus treatment facilities, purchase of a heavy duty truck with service crane, purchase of a new UV crane, sewer rehabilitation of the Bridge Street Lift Station service area, installation of a standing seam roof over the WWTP walkway area, pump replacement at Shady Hollow Lift Station, WWTP light pole replacement, purchase a replacement WWTP sampler, installation of a utility body onto an existing pick-up truck, purchase of a multi-process welder, UHF SCADA upgrade, and purchase a new jet/vac truck.

Trustee Krueger questioned what the light pole replacement was. Facilities Operations Coordinator Roy stated that there were four light poles in the plant and currently one has a dead short and is inoperable, two of them are in need of repainting, rather than repairing it makes sense to have them all replaced with LED lighting.

Trustee Krueger questioned how old the one ton truck with crane is, the trade in value of the truck, and if it will be replaced with an identical truck. Facilities Operations Coordinator Roy indicated that the truck will be replaced with a truck that has the same capabilities; he believed that the existing truck is a 2011. The budget shows a combined trade/sale value for equipment so he would need to find the quote.

Trustee Krueger stated that the new SCADA upgrade would need to be justified and an explanation as to what kind of value the Village receiving for that kind of investment. Facilities Operations Coordinator Roy stated we currently have a SCADA system that runs on the 900 mega-hertz range, which is the free range, and we are having many ongoing technical issues. Out of seven bands the Utility has had to eliminate four of them. Weather also has a big impact on the system.

Director Thomas stated that this project was on the list for possible use of ARPA funding. It was not one of the projects selected; however, can be discussed further.

Trustee Krueger questioned if the existing jet/vac truck was a leased vehicle. Facilities Operation Coordinator replied that the Utility made the final payment this year on a five year lease to own. The Utility does own the equipment now.

Field Operations Coordinator Dan Fisher stated that the jet/vac truck is the work horse of the department. A new jet truck would also able to work as a pump in emergency situations; giving the ability to suck it up in the front and pump it out in the back. It will also help to better clean our deeper lift stations. Trade in value on our current truck is the highest it will ever be and due to the mechanics of the truck repairs are very expensive and down time is critical to the department.

Trustee Delorit stated that the Village paid \$55,000 a year for five years for the current lease. He questioned if the new truck was \$176,000 a year for five years. Facilities Operations Coordinator Roy explained that last truck, had a trade value of \$30,000 plus we paid a \$100,000 down payment and then five years at \$55,000. Trustee Delorit confirmed that the upgraded truck would be \$176,000 in 2022 and then somewhere between \$55,000 and \$80,000 a year in coming years. Director Thomas replied in general that is correct.

Field Operations Coordinator Fisher stated that he is working with multiple vendors on obtaining costs: A quote for a jet/vac with all the bells and whistles, which is not needed, is \$478,000 with a trade of \$185,000 for the existing truck for a total truck cost of \$293,000.

Trustee Delorit stated that with the Village going toward leasing of equipment we really need to be careful. The Village needs to make sure they can justify getting all the bells and whistles on the vehicles; need to make sure the equipment will be used to the fullest.

Field Operations Coordinator Fisher responded that this truck would possibly be kept longer than five years and is technically going backward in technology. It would be eliminating some of the computerized aspect that the truck currently has that can fail. Facilities Operations Coordinator stated that the previous truck was a 2004 and was kept to 2017 so it was 13 years old.

Trustee Delorit stated that the Utility budget is increasing 13% overall from the 2021 estimated to the 2022 budgeted. Facilities Operations Coordinator Roy stated that expenses are actually down. Capital expenses are not included.

Trustee Krueger questioned what the difference was between the Green Bay Road Lift Station Door Replacement at \$3,800 and the Shady Hollow Lift Station Door Replacement at \$50,000. Field Operations Coordinator Fisher stated that the Shady Hollow Lift Station is not door replacement; it should state pump replacement.

Trustee Krueger stated that there is almost \$2.8 million in sewer and water replacement for Holly Lane, Sunset Lane, Sunset Court, Vista Lane, Willow Lane, Meadowbrook Court, and 11<sup>th</sup> Avenue. Do we know in fact that the Village will need to undertake all these projects or is the money budgeted just to have it covered in case. Facilities Operations Coordinator replied that sewer televising data shows that all work needs to be done. Director Thomas stated that the Utilities are in very poor condition as well as the roads. However, it is Utility work that is a priority. Trustee Krueger stated that Public Works needs to be very fiscally responsible and is

limited to the amount they can spend each year; \$2.8 million for water and sewer work seems excessive. Director Thomas stated that if the water and sewer work was not completed the Village would be putting a brand new road over failing underground utilities. This project also calls for special work due to the layout of the existing utilities.

11<sup>th</sup> Avenue and Meadowbrook Court were added into the plan due of failing Utilities not because of road conditions.

Trustee Krueger questioned why the Utility would rehab Well 2. Director Thomas replied that the pump is out of service and the DNR has instructed the Village to bring it back into service or fully abandon it. Facilities Operations Coordinator Roy stated that the well does not produce a lot of water; however, is a great backup when needed. Trustee Krueger believed a \$100,000 rehabilitation cost for a backup seems very extensive. Facilities Operations Coordinator Roy stated that the well can pump 300 gallons per minute and can supply the entire east side of the Village in case of an emergency.

Trustee Harbeck requested a priority list. It is her opinion that there may be some things that can be pushed back.

Director Thomas stated that ARPA funding was originally created for infrastructure and can be used for these project or even a combination of both types of funding. Trustee Krueger stated that he did not believe using ARPA funding would be approved for Utility as it does not help tax base.

Trustee Krueger requested written project justification sheets as well a priority listing.

#### Utility Projects Update

Assistant Utility Director/Engineer Brecken Gries gave a brief update on the utility projects:

*WWTP Chemical Feed Systems Design Upgrade:* Project plan development is ongoing with bid documents expected for October completion; bidding the project this winter; construction in Spring 2022.

*Water System Master Plan Update:* Project ongoing. Trustee Harbeck questioned what the ongoing residential and commercial development on the Village's east side were. Director Thomas replied Blue Stem Subdivision and River Bend Meadows Subdivision. Facilities Operations Coordinator Roy explained that the Milwaukee River is the dividing line for East and West side of Grafton.

*Bridge Street LS Tributary Area I/I Study:* Flow meters were installed August 17. Flow meter data will be collected for six months. Trustee Harbeck stated this project is over budget and questioned where the extra funds are coming from. Facilities Operations Coordinator Roy replied that they are coming from the expense budget.

*AWWA Risk & Resilience Assessment:* The assessment is completed and certified.

*WWTP Headworks Upgrade Project:* Substantial completion was met on August 16. Punch list items remain. Village is holding a substantial retainer.

*WWTP MCC Replacement Design Services:* MSA continues to work with Utility personnel to complete the design. Trustee Harbeck stated this project is significantly over budget. Facilities Operations Coordinator Roy stated that extra needed funds will be coming from savings from the budgeted sewer work that was not needed.

*Green Bay Road Lift Station Tributary Area Rehab:* Project approved at special meeting on September 7, 2021. Project documents are complete and construction is expected to be completed this fall.

#### Report of Benchmark Measurements-Water & Wastewater

Assistant Utility Director Gries reviewed the benchmark report:

- ✓ Sanitary Sewer Mainline Jetting is almost complete
- ✓ Fire Hydrant sanding and re-coating is scheduled for the end of this week.
- ✓ Fire Hydrant inspections and flushing is scheduled for October.
- ✓ AMI Water Meter Exchanges also scheduled to resume in October.

### **PUBLIC WORKS**

#### Review of 2022 Requested Budget Proposal-Public Works

Director Thomas that the 2022 proposed budget includes two additional crew people. The last crew person was added in 2006 and over the past 16 years the Village has seen significant growth which has greatly increased the crew's workload. The crew currently consists of:

- 1 Superintendent
- 1 Foreman – Who is responsible for helping with supervising the crew and completing all the Village building maintenance.
- 1 Mechanic – responsible for all preventive maintenance and repairs on over 200 pieces of equipment.
- 10 General Crewpersons – to complete all Public Works and Park & Recreation tasks.

Since 2006 the Village has had 10 snow plow routes. Each route has significantly grown due to growth of the Village, taking more time to clear each route. Complaints that are received are not the quality of the plowing but why it is taking to so much longer to get to the road plowed. The Village cannot maintain growth without additional staff. Director Thomas noted that the Village does have a truck to add an additional plow route; a new person can be added without the cost of additional equipment.

The Public Works Budget is controlled by the services that are offered and the area that are maintained. If additional staff is not added, the Village will need to look at cutting back on services.

Since 2006 the following infrastructure has been added and maintained by the crew (not including additional infrastructure planned for the next couple of years):

- 6.5 miles of new roads – additional plowing, crack sealing, and other general maintenance.
- 13 miles of new sidewalks – ADA compliance complaints and issues.
- 6.5 miles of storm water pipes
- 160 storm water manholes
- 150 catch basins/inlets – Biannual inspections and cleaning of all structures.

- 6 storm water ponds – inspections, mowing, and maintenance.
- 625 street trees (watering, trimming, replacing, brush/leaf collection)
- 6 new parks - garbage collection, general maintenance
- 46.6 acres of park green space to mow/maintain
- 5 playgrounds
- 1 park restrooms
- 1 park pavilion
- 1 park parking lot/driveway
- 3 additional municipal buildings – Village Hall, Municipal Services Facility, and Yard Waste Site.
- 4 additional miles of sidewalks/pedestrian paths to maintain/plow

Director Thomas stated this is not a request that is preparing us for future growth, this is a very dire need to address our current workload, as it stands today. She has worked for the Village for five years. She comes to work every day trying to give it her all and provide as much value as possible to our amazing team. Our Department works together 40 hours a week, 52 weeks a year, many of us spend more time together each week than we do with our own family members. She cares deeply about our staff and the lack of help we are receiving makes her very emotional. She has been asking for an additional Crewperson for several years. Some years we were instructed not to request an increase in staffing, so she followed those instructions, it did not change the fact that there is an immense need. Other years, Public Works has come to the board with proposals to utilize savings from retirements or by bringing contractor projects in-house to realize savings to cover the cost of additional staff. The Board of Public Works has always been very understanding and supportive of these staffing requests, but the support has not carried through at the full Village Board level. We cannot continue to operate as we currently are.

We have worked to be as creative as possible in crafting the 2022 budget for the Public Works Department. Unfortunately, we do not have a lot of budget areas that are in our control to cut back. The budget is controlled by services offered, Village owned property which requires maintenance and material costs. The only way to lower our budget is to cut back on services offered. She feared that is what will be required if we do not add staff now. The proposed budget shows two Crewpersons starting on May 2, as it is not feasible to hire someone during the winter months and expect there be time to properly train them on winter duties. The intent would be to post the positions after the winter season, and have new staff on board before the busy summer season of parks maintenance, road repairs and engineering inspections needs, as well as give them time to be properly trained for the winter operations of 2022/2023.

The labor cost breakdown for the two additional crewpersons is proposed to be as follows: 1.0 in Public Works, 0.50 in Parks & Recreation, and 0.50 in Engineering.

With increasing the amount of road reconstruction the Village does annually from 0.50 miles to 1.0 mile it has also doubled the work load of the Engineering Technician. In recent years the Village has had to hire outside consultants to aid in the inspection duties of the road/utility projects. Many times the contractor works on two streets at the same time; requiring the need for two inspectors. Also a contracted inspector was needed to cover PTO time.

Currently there is a crewperson who also has an Engineering degree and is willing to assist the Village with project inspection, surveying, as-builts or other engineering needs as may be necessary. This is a hybrid approach to help the Village in two areas. Aiding in a shortage in Engineering as well as adding a plow route.

Parks & Recreation Director Megan Phalin reiterated Director Thomas' request. She stated that Director Thomas did a phenomenal job explaining Village needs. Director Phalin stated that staff is bursting at the seams to get everything done. Grafton Lions Park is a 16 acre park that includes paths, playgrounds, and restrooms. The River Walk was added to Veterans Park which requires constant maintenance. Shady Hollow Park and River Bend Park are also being added. The Village keeps adding facilities without adding staff to maintain. Currently things are repaired as they break or become dangerous rather than preventative maintenance.

Director Thomas reiterated the safety aspect of plowing. She stated that last winter there was a storm that required our crews to be on the road for 14 hours. This is a major safety issue for our staff and if it gets to that point again she will pull the crew off the road. We need to consider the safety of our staff as well as our residents.

Director Thomas stated that the 2022 proposed budget is less than the 2021 approved budget. She explained that the Village worked ahead with salt purchases and has a full salt shed and an overflow stored at the county shed. She was confident that there is enough salt for 2021/2022 season. She understands that this is not a sustainable savings but noted that the crew has been using less salt by continuing to learn better ways to efficiently treat the roads. She noted that there has also been an increase in revenues.

Other notable changes include:

Street Repair and Maintenance: Increase in Health Insurance; Increase in Road Maintenance Program from \$40,000 to \$70,000; GIS support \$2,500. Increase in labor pools for additional crewperson.

Street Cleaning: No notable changes.

Snow & Ice Control: Decrease of \$140,000 without needing to purchase road salt.

Forestry: No notable changes.

Traffic Control: Increase of \$12,000 for 12<sup>th</sup> & Washington Intersection Design/Construction Grant project.

Storm Water Management: GIS Storm Sewer re-survey (joint project with water/sanitary sewer) \$10,500.

Bridges and Dams: Addition of \$2,000 for miscellaneous repairs.

Equipment Repair & Maintenance: Increase of \$20,000 based on actual year 2021 costs to date (mostly due to product cost increases).

Municipal Services Facility: \$7,000 (in Capital) for roof repairs and \$5,500 for parking lot seal coating (to be cost shared with P&R)

Recycling & Sanitation: 2022 estimated is less than 2021 budget, based on WM billing to date.

Environmental Fund: A total of \$125,000 was budgeted to address ongoing Lime Kiln/Wet Plume monitoring, DNR reporting, and new DNR requested items.

The Capital Projects Fund: Includes funds to complete the 2022 Street Improvement Program which consists of: Holly Lane, Sunset Court, Sunset Lane, Vista Lane, Willow Lane, Meadowbrooke Court, and 11<sup>th</sup> Avenue from Meadowbrook Court to the south end.

Director Thomas stated that the 2022 roads were pushed up during CIP approval; however, Pleasant Valley Road and Arrowhead road were only placeholders for when Shady Hollow Subdivision is complete and the Town is in agreement with cost sharing the project; therefore, will not be done at this time. Director Thomas stated that she believes that there will be additional costs on the other road segments as a result of the very poor road and curb and gutter condition. She recommended leaving the money in the budget to cover these additional costs, if needed.

Trustee Krueger questioned if there was any way this money could be used for the Heritage Settlement Subdivision. Director Thomas stated that there is not enough money to complete the entire area and doing only a partial area is not a good idea. She also noted that this project is completely different because there are not curbs or gutters therefore would require a completely different type of equipment and contractor.

Trustee Harbeck questioned why 17<sup>th</sup> Avenue area was in the plan. She stated that she walks the area every day and it does not seem as bad as other areas in the Village. Director Thomas stated that this project is based on Utility needs. Field Operations Coordinator Fisher stated there have been several water main breaks in the area.

Trustee Delorit stated that several years ago the Village decided to have Utility needs drive the Road Replacement. There are many roads that are in dire need of replacement; how do we balance this out? Director Thomas stated that the Village is getting past the major Utility needs; in the near future the Village will be able to transition to road replacement priorities.

The Equipment Fund: Includes replacement of the following: A Hitch and Go Multifunction Truck to replace one of the current chipper trucks, a Flatbed Mason truck, Street Sweeper, Roller, Pickup and Hot Box for asphalt.

Trustee Harbeck stated that she cannot support the addition of two additional crew persons. She also stated that she was not in favor of the breakdown of how the crewperson(s) would be utilized. Director Thomas explained that the new additional crewpersons would have the same job description as the others. The breakdown was the best way to explain where staff may be used and where associated costs were applied.

Trustee Harbeck questioned the snow plowing policy and who makes the call of when the crew is called out. Director Thomas stated that the Village does not plow if the snow fall is under two inches. Under two inches crews salt the main roads and residential streets are snow packed. If a storm hits during the week the crew typically goes out at 2:30 a.m. to get the road clear before residents need to get out for work. If this happens on the weekend crews typically go out a little later.

Director Thomas stated that she and Superintendent Arndt recently had a meeting with all Police Officers to explain snow plowing policies and procedures. Trustee Harbeck requested a copy of the policy.

Trustee Harbeck reiterated that she is not in favor of adding two additional crew persons. She noted that DPW cannot get all the money.

Trustee Krueger stated he appreciated how the department was able to find the funds for 2022; however, that is not sustainable for future years.

Director Thomas stated that she has been asking for additional staff for several years, since none have been added, two positions are now needed, and future proposed growth may require a third in the near future..

### Major Projects Update

Director Thomas gave a brief update on projects:

*Sidewalk Replacement Program:* Remove and replacement is complete with restoration/punch list items remaining. Saw cut of trip hazards was completed last week.

*Street Reconstruction:* Project complete. Punch list items-manhole cleaning and restoration remain.

*River Bend Road:* Project complete.

*River Bend Park:* Site grading and utility work are nearing completion. The path through the park has been graveled. Drain tiles are being installed before completing the parking lot and curb and gutters.

*Blue Stem Subdivision:* Project substantially complete. Punch list items remain. Developer will completing soon so that the facilities can be accepted by the Village.

*River Bend Meadows Subdivision:* Developer ran into some water and grading issues which put the project on hold until resolved. Subdivision is ready for curb and gutter and roadway work.

*Shady Hollow Subdivision:* Project is complete. Punch list items remain.

### Report of Benchmark Measurements – Public Works

Superintendent of Public Works Jake Arndt reviewed the benchmark report:

- ✓ 37 tons of asphalt was placed
- ✓ 171 miles of street sweeping was complete collecting 79 tons of debris
- ✓ Removed 13 trees; stumped 40 trees; and trimmed 22 trees
- ✓ Replaced 3 signs and installed 3 new signs
- ✓ Placed 6.5 yards of concrete.

## **DIRECTOR'S UPDATE**

### Update on Lime Kiln Groundwater Monitoring Annual Report:

Director Thomas stated that \$125,000 was budgeted based on new requirements from the DNR. Staff continues to work with the DNR to refine requirements and what can be done within one year. Hopefully will have updated budget numbers before the Budget Workshop.

An Environmental Study has been requested by the DNR at the old Milwaukee Sign location. There was a past agreement making this area the responsibility of the Village.

### South Green Bay Pond Overflow Details:

This is the pond located across from Lime Kiln Park, adjacent to Muttland Meadows. The pond was built approximately 20 years ago for water quality not water quantity. Director Thomas noted that it was intended to be a stopping point for water coming from the west side of the rail road tracks. The pond is approximately four feet deep. The pond cannot be dug deeper due to bedrock in his area. Director Thomas stated that the pond was designed and inspected by a consulting engineering, it was known that the storm sewer pipe is slightly back pitched due to the bed rock. The pipe drains, just not at full capacity.

Utility and DPW staff are working together trying to come up with a realistic option to alleviate the flooding issues of this pond. Currently in the case of a bad storm staff puts a pump in the pond and pumps the water to a catch basin to drain to the river.

## **ADJOURN**

Motion by Trustee Delorit, seconded by Mr. Murray, to adjourn the meeting at 8:05 p.m.  
Motion carried unanimously.