

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, May 16, 2024**

DIRECTORS PRESENT: Bernard Murphy
F. Forest Trowbridge

DIRECTORS VIA ZOOM: Hank Trueba, Jr.
Armando Muniz
John Skerbelis

STAFF PRESENT: Brian Laddusaw, General Manager
Ted Beckwith, Director of Engineering
Miguel Valdez, Director of Operations
Martha Perez, Customer Service/Accounts Payable
Manager
Melissa Trujillo, HR Generalist/Safety and Facilities
Coordinator
Kirk Hamblin, Director of Finance and Administration

VISITORS (SIGNED IN): Wendell Prude, LIUNA Local 777 Representative
Johanna Garcia, LIUNA Local 777 Steward
Maribel Madrigal, RCSD employee
William Otterman, Fire Station 38, Fire Chief

ITEM 1. CALL TO ORDER

The meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 4:00 P.M., Thursday, May 16, 2024, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

ITEM 3. ROLL CALL – General Manager

ITEM 4. PUBLIC COMMENTS

Wendell Prude, LIUNA Local 777 Representative commented on the experience negotiating with the District negotiating team. He apologized for the delay with the negotiations but thanked the professionalism and rapid response he received from GM Laddusaw and District staff. He stated he received an email from GM Laddusaw on a proposal for the union on May 3rd asking for a vote. The Union met and voted on the proposal 9-8. The proposal indicated the negotiations

would end and a contract would be signed once approved by the Board. Wendell commented Union members were not happy with the outcome and would like the Board to consider discussing the medical contributions once they receive a copy of the drafted MOU for approval.

Director Murphy commented that he would like to receive a copy of the drafted MOU during a scheduled closed session meeting. A Budget and Finance Committee meeting will be held to discuss the drafted MOU changes during the closed session.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for May 2, 2024, Regular Meeting
- B. Consideration to Approve May 17, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-35:** Acceptance of Grant Deed for Contributed Water and Sewer Assets for Agua Mansa Commerce Park - Parcel Map 37528
- D. **DM 2024-36:** Receive and File Statement of Cash Asset Schedule Report Ending March 2024

ACTION:

Director Murphy moved, and Director Muniz seconded to approve the Consent Calendar:

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

GM Laddusaw shared with the Board an article from the Riverside Press Enterprise titled, "Sacramento- California reports its first increase in groundwater supplies in 4 years." After massive downpours flooded California's rivers and packed mountains with snow, the state reported Monday the first increase in groundwater supplies in four years. The state saw 4.1 million acre-feet of managed groundwater recharge in the water year ending in September and an 8.7 million acre-feet increase in groundwater storage, California's Department of Water Resources said. Groundwater supplies are critical to growing much of the country's fresh produce. The semiannual report came after water officials stepped up efforts during last year's rains to capture water flows from melting snowpack in the mounts and encouraged farmers to flood fields to replenish groundwater basins. California has been seeking to step up groundwater recharge with even drier years expected from climate change.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers. The average total well production in million gallons for potable water is 2.76. The total was 2.99. The Wastewater flow to Riverside average was 1.71. The consumption of JCSD was 0.0. Well No. 18 produced 26.8%. Well No. 8 produced 28.9%. Well No. 6 produced 14.2%. Well No. 2, 1 and the Jurupa Tie- In produced 0.0%.

B. Emergency and Incident Report (Second Meeting Each Month)-

****Deferred to 4:30PM presented after DM 2024-37*

Fire station 38 Chief presented the incidents reported for the month of April 2024. The station had a total of 262 calls. It received 34 false alarm calls, 188 medical calls, 5 other fire calls, 3 other miscellaneous calls, 6 public service assistant calls, 3 rescue fires, 1 ringing alarm, 2 standbys, 17 traffic collisions, and 3 vehicle fires.

C. General Manager and Staff Reports / Updates

GM Laddusaw commented the City of Jurupa Valley Public Works Department Open House scheduled for Saturday, May 18, 2024, had a change of date to Saturday, June 1, 2024, from 8 am – 12 pm at the Jurupa Valley Operations Center.

D. Committee Reports

No Committee reports to report on, but GM Laddusaw commented on the Trash rates meeting that occurred on Monday, May 13th with Director Skerbelis and Director Trueba. They met with City Council member Altamirano to discuss the trash rates.

Director Murphy met with Burrtec staff Richard Nuno and Micheal Heftman on Tuesday, May 14th to discuss SB 1383 and the total weight of the containers after they are picked up from the residents. He would like to see a graph including the numbers from now until FY 26/27.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2024-37:** Consideration to Adopt Contract Amendments to the “Contract Services Agreement for Refuse Collection, Disposal, and Recycling Services in the Rubidoux Community Services District” with Burrtec Waste Industries, Inc.

BACKGROUND:

On January 8, 2008, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) entered into an agreement entitled – “Contract Services Agreement For Refuse Collection, Disposal, And Recycling Services In The Rubidoux Community Services District” (“Agreement”) with Burrtec Waste Industries, Inc. (“Burrtec”) effective January 1, 2008. The original Agreement is included as Attachment 1.

On April 11, 2024, the Solid Waste Committee (“Trash Committee”) considered the following Agreement amendments:

1. First Amendment to Agreement – Section 3.2 ‘Change in Cost of Doing Business’ (consumer price index, “CPI”)
2. Second Amendment to Agreement – SB 1383 language to mirror CalRecycle’s contract language amendment requirements
3. Third Amendment to Agreement – Section 3.5(c) ‘Billing’

The amendments summarized above are described in further detail in the following pages. Further, at the conclusion of the April 11, 2024, Trash Committee, both Committee members concurred on the following motion:

1. Consider and approve the First, Second, and Third Amendment to the Burrtec contract and agenda for full Board consideration for the regularly scheduled Board meeting on May 2, 2024. (Note: Due to a delay in attorney responses, the consideration to adopt the amendments was delayed to May 16, 2024.)

Included in Section 3(a) of the original Agreement with Burrtec, is reference to the commercial Franchise Fee, originally set at 10%. No reference is made to the District’s residential Administrative Fee, originally set at \$0.25 per month per customer. The commercial Franchise Fee and residential Administrative Fee are herein referred to as the “District’s fees”. Beginning in FY 2022|2023, the Board adopted a 5-year rate plan to adjust both fees to eliminate the District’s need to subsidize budget shortfalls with discretionary property taxes revenues.

On April 18, 2024, the Board unanimously voted on a motion to authorize staff to prepare and mail a Proposition 218 notice for rate adjustments which included a commercial Franchise Fee of 17% and a residential Administrative Fee of \$2.00. The Board will consider a Resolution to adopt a new fee schedule subsequent to the Public Protest Hearing on June 20, 2024. Understanding the District’s Board has the authority to adjust the District’s fees on an annual basis, the Agreement language included in Section 3(a) must be amended to conform with this District practice. This proposed language was not considered by the Trash Committee on April 11, 2024. Staff is introducing amended Agreement language this evening for full Board consideration.

For administrative ease, amendments 1 and 3 approved by the Trash Committee were combined into a single amendment (Amendment 1) and will also include adjustments to the contract language regarding the District’s fees. Amendment 2 is narrowly focused on SB 1383. Both Amendment’s 1 and 2, as presented, have already been reviewed and approved by Burrtec’s staff and legal counsel in addition to the District’s General Counsel, John Harper.

1. FIRST AMENDMENT TO AGREEMENT (ATTACHMENT 2)

ITEM 1 – SECTION 3.2 ‘CHANGE IN COST OF DOING BUSINESS’

Background

Pursuant to Section 3.2 ‘Change in Cost of Doing Business’ the service component rate, or the amount kept by Burrtec, is adjusted annually upward or downward to reflect changes in the cost of doing business as measured by the CPI published by the U.S. Department of Labor, Bureau of Labor Statistics (“BLS”), for the Riverside-San Bernardino Standard Metropolitan Statistical Area. The service component is adjusted either up or down based on the net percentage change in the CPI from the prior year as of October 1. Section 3.2 of the original contract is provided below for reference:

3.2 Change in Cost of Doing Business. Rates in effect at the beginning of the term of this agreement shall be adjusted annually upward or downward to reflect changes in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI) published by the U.S. Department of Labor, Bureau of Labor Statistics, for the Riverside-San Bernardino Standard Metropolitan Statistical Area. Beginning with July 1, 2008, and each year thereafter, said rates shall be increased or decreased in a percentage amount equal to the net percentage change in said CPI from the prior year as of October 1. Said changes shall be calculated to the nearest one percent.

As a result of changes in the data published by the BLS a few years back, Burrtec was unable to use October 1 as its measurement date as the data was no longer available. Therefore, beginning with the Board adopted rates on July 1, 2019, Burrtec began using the % change in the yearly annual rate as published by the BLS for the Riverside-San Bernardino-Ontario area. To conform the original contract with this practice, Burrtec has proposed amending the original contract language under Section 3.2 as follows:

3.2 Change in Cost of Doing Business. Rates ~~in effect at the beginning of the~~ governed by the term of this agreement shall be adjusted annually upward or downward to reflect changes in the service cost component of doing business, as measured by fluctuations in the Consumer Price Index All Urban Consumers (CPI-U) published by the U.S. ~~Department of Labor,~~ Bureau of Labor Statistics, for the Riverside-San Bernardino-Ontario, CA Standard Metropolitan Statistical Area. Beginning with July 1, ~~20208,~~ and each year thereafter, said service rates shall be increased or decreased by the in a percentage amount equal to the net percentage change in the said annual average CPI from the prior year as of October 1. The percentage Said changes shall be calculated to two decimal places, the nearest one percent.

This amended language was approved by the Board on April 15, 2021, under Director’s Memorandum (“DM”) 2021-19, but was never formalized via a signed amendment.

ITEM 2 – SECTION 3.5 ‘BILLING’ SUBSECTION (C)

Background

Pursuant to Section 3.5 ‘Billing’ Subsection (c) the District is compensated \$3,000 per month for billing services. Billing services includes staff time to bill District customers for trash, collect trash receipts, and remit receipts to Burrtec. The amount remitted to Burrtec is subtractive of the District’s billing fee and residential Admin. and commercial Franchise fees. The \$3,000 per month billing fee retained by the District has remained unchanged throughout the life of the contract, but contract language included in Section 3.5(c) allows for an increase in the billing fee to “commensurate with the increase in service fees granted to Contractor in any given year.” This means the District is allowed to increase the \$3,000 per month, annually, in the same percentage as the service cost has increased, which is based on CPI. Understanding this, staff retroactively calculated the year-over-year CPI increase beginning with \$3,000 in 2008 to arrive at an adjusted billing fee of \$4,500 in 2024. This billing fee was discussed with Burrtec who are supportive of

the adjustment effective July 1, 2024. Further, included in the amendment is language to increase the \$4,500 by the same percentage Burrtec increases or decreases its service fees, adjusted annually, throughout the length of the contract.

ITEM 3 – SECTION 3.5 ‘BILLING’ SUBSECTION (A)

Background

The current language included in Section 3.5 (a) is not accurate and must be updated to conform with current District practice. Staff proposes the following amendment language:

- (a) The District shall deduct from the Gross receipts received from the collection of garbage and waste, ~~including both from commercial and residential pick-ups, an amount as determined annually by the District that is mutually agreed upon by the Contractor and included as a pass-through cost component in the approved rates. only a sum equivalent to 10% and~~The District shall remit the remaining amount to the Contractor after further deducting any sums due. The District shall keep and maintain records of all persons, firms and corporations to who garbage and waste matter collection is provided, the amount of money billed and the amount collected for each type of service. The Contractor and the person served by the Contractor shall have the right to examine such records at all reasonable times. Such records shall be maintained in accordance with generally accepted accounting standards and shall include all necessary information as to the accuracy of revenues and billings.

2. SECOND AMENDMENT TO AGREEMENT (ATTACHMENT 3)

Background

On September 19, 2016, Senate Bill 1383 (“SB 1383”), the Short-lived Climate Pollutant Reduction Act, was signed into law mandating all jurisdictions providing solid waste collection to adopt an organic recycling ordinance. The main goal of SB 1383 is to reduce organic waste disposal by 75 percent and increase edible food recovery by 20 percent by the year 2025. This legislation requires businesses, multi-family dwellings, and single-family residential properties to have access to recycling programs that collect food waste, green waste, wood waste, and fibers such as paper and cardboard.

The State of California relies on the California Department of Resources Recycling and Recovery, known as CalRecycle, a department within the California Environmental Protection Agency to develop regulations associated with waste and recycling laws passed by the legislature.

To comply with SB 1383 the District is mandated to:

- Provide organic waste collection services to all District solid waste customers including green waste, wood waste, food waste, etc.; and
- Implement an edible food recovery program recovering edible food from commercial edible food generators; and

- Provide education and outreach to haulers, generators, and edible food recovery organizations; and
- Procure recycled organic waste products such as compost, renewable gas, and mulch; and
- Plan and secure access for recycling and increasing edible food recovery capacity; and
- Monitor compliance efforts and conduct enforcement for annual reporting requirements.

Further, CalRecycle requires all jurisdictions who have contract solid waste agreements in the state amend those contracts to include standard SB 1383 language that mirrors CalRecycle’s amendment requirements with general statements intended to provide the District and Burrtec to operate, with some flexibility, that conforms with the regulatory requirements without specific prescriptive language. One example of this would be the container contamination minimization (“CCM”) program. Burrtec has selected, recommended, and implemented route reviews to comply with the CCM requirements because it is less expensive than waste characterizations. Burrtec anticipates CalRecycle will begin verifying contract conformity in the near future and having this amendment in place ensures the District remains compliant with SB 1383.

ACTION:

Director Trowbridge moved, and Director Murphy seconded to authorize the General Manager to:

Sign and execute Amendments 1 and 2 to the “Contract Services Agreement for Refuse Collection, Disposal, and Recycling Services in the Rubidoux Community Services District” with Burrtec Waste Industries, Inc.

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

B. DM 2024-38: First Reading of Ordinance No. 2024-136, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Monthly User Charges for the Collection, Treatment, and Disposal of Wastewater

BACKGROUND:

On May 2, 2024, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2024-136 and schedule its introduction (First Reading) at tonight’s regularly scheduled Board meeting. The proposed Ordinance will adjust certain monthly charges for the collection, treatment, and disposal of wastewater. The proposed adjustment is based on the fully noticed year two (2) rate of the 5-year defensible rate plan adopted by the Board on December 15, 2022.

As stewards of the community's infrastructure and environmental health, it is imperative that the District ensures the sustainable management of its wastewater system.

1. **Infrastructure Maintenance and Upgrades:** The District's wastewater treatment facilities and infrastructure require continuous maintenance and periodic upgrades to remain operational and compliant with regulatory standards. Aging pipelines, treatment plants, and equipment demand significant investment to prevent system failures, mitigate environmental risks, and ensure the uninterrupted delivery of essential services to District customers.
2. **Compliance with Regulatory Standards:** Regulatory agencies impose stringent requirements on wastewater treatment and discharge to safeguard public health and the environment. Failure to comply with these standards can result in substantial fines, legal liabilities, and reputational damage to the organization. Increasing operational costs associated with regulatory compliance necessitate adjustments to the District's rates to uphold its commitment to environmental responsibility and regulatory compliance.
3. **Population Growth and Increased Demand:** Population growth and urban development exert pressure on the District's wastewater infrastructure, leading to higher treatment volumes and operational expenses. As the community expands, so does the demand for wastewater services. To accommodate this increased demand and maintain service reliability, it is imperative to invest in capacity expansions, infrastructure enhancements, and technology upgrades, all of which require additional funding.
4. **Financial Sustainability and Long-Term Viability:** Maintaining a financially sustainable wastewater system is crucial to safeguarding the interests of the District's stakeholders and ensuring the long-term viability of the organization. Adequate funding through appropriate rate structures is essential to cover operating expenses, debt service obligations, capital investments, and reserve funds for contingencies. By implementing a rate increase, the District can secure the financial stability necessary to support its mission and deliver high-quality wastewater services to its customers.

In conclusion, the proposed wastewater rate increase is a necessary and prudent measure to address the challenges facing the District's wastewater system, including infrastructure maintenance, regulatory compliance, population growth, environmental resilience, and financial sustainability.

If no material changes are proposed by the Board to draft Ordinance No. 2024-136, staff recommends the Board continue with the timeline approved at the May 2, 2024, regular Board meeting and proceed with the Second Reading and Public Hearing at the regularly scheduled June 6, 2024, Board meeting.

ACTION:

Director Muniz moved, and Director Murphy seconded to authorize the General Manager to:

Schedule a Public Hearing and Final Reading of Ordinance No. 2024-136 for June 6, 2024, regular meeting of the Board of Directors of the Rubidoux Community Services District.

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

- C. DM 2024-39:** First Reading of Ordinance No. 2024-137, An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Water Rates for the Delivery of Potable Water to Residential, Commercial, and Industrial Customers

BACKGROUND:

On May 2, 2024, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2024-137 and schedule its introduction (First Reading) at tonight’s regularly scheduled Board meeting. The proposed Ordinance will adjust certain monthly charges for the delivery of potable water to residential, commercial, and industrial customers. The proposed adjustment is based on the fully noticed year two (2) rate of the 5-year defensible rate plan adopted by the Board on December 15, 2022.

As guardians of the community's water resources and infrastructure, it is incumbent upon the District to ensure the sustainable management of its water system.

1. **Infrastructure Maintenance and Rehabilitation:** The District’s water distribution infrastructure, including pipes, pumps, and treatment plants, is aging and in need of regular maintenance and rehabilitation. Failure to address infrastructure deterioration can lead to leaks, breaks, and service disruptions, resulting in costly repairs, water loss, and customer dissatisfaction. Increasing investment in infrastructure maintenance is essential to preserve the reliability and efficiency of the District’s water system and mitigate the risk of system failures.
2. **Compliance with Drinking Water Standards:** Regulatory agencies set stringent standards for drinking water quality to protect public health and safety. Ensuring compliance with these standards requires continuous monitoring, testing, and treatment of the water supply. As regulatory requirements evolve and become more stringent, the costs associated with water treatment and quality assurance escalate. A rate increase is necessary to cover the expenses associated with maintaining compliance with drinking water standards and safeguarding the health of District customers.
3. **Resilience to Climate Change and Extreme Weather Events:** Climate change poses significant challenges to water management, including more frequent and severe droughts, floods, and extreme weather events. Building resilience to climate change requires investments in adaptive infrastructure, water storage, and emergency

preparedness measures. By increasing water rates, the District can generate the revenue needed to enhance the resilience of its water system, minimize the impacts of climate-related risks, and ensure the continuous delivery of safe and reliable water services to District customers.

4. **Financial Sustainability and Long-Term Viability:** Maintaining a financially sustainable water system is essential to support the District’s mission, meet customer expectations, and fulfill its obligations to stakeholders. Adequate funding through appropriate rate structures is indispensable for covering operating expenses, debt service obligations, capital investments, and reserve funds for contingencies. A responsible and transparent approach to rate setting will enable the District to achieve financial sustainability while upholding its commitment to delivering high-quality water services to District customers.

In conclusion, the proposed water rate increase is a necessary and prudent measure to address the challenges facing the water system, including infrastructure maintenance, regulatory compliance, water conservation, climate resilience, and financial sustainability.

If no material changes are proposed by the Board to draft Ordinance No. 2024-137, staff recommends the Board continue with the timeline approved at the May 2, 2024, regular Board meeting and proceed with the Second Reading and Public Hearing at the regularly scheduled June 6, 2024, Board meeting.

ACTION:

Director Muniz moved, and Director Trowbridge seconded to authorize the General Manager to:

Schedule a Public Hearing and Final Reading of Ordinance No. 2024-136 for the June 6, 2024, regular meeting of the Board of Directors of the Rubidoux Community Services District.

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

- D. **DM 2024-40:** Consider Ballot for Run-Off Election for the Local Agency Formation Commission Regular Special District Member – Eastern Region

BACKGROUND:

The Riverside Local Agency Formation Commission (“LAFCO”) has a seven-member commission comprised of two members representing the County of Riverside, two members representing Cities within Riverside County, two members representing Special Districts within Riverside County, and one member representing the Public. There is one alternate for each member type and commissioners serve four-year terms. Of the two members representing

Special Districts, one comes from the western portion of the county and one comes from the eastern portion of the county. The Rubidoux Community Services District (“District”) lies within the western region.

On December 14, 2023, staff received correspondence from LAFCO indicating a vacancy of its Alternate Special District Member – Countywide and Regular Special District Member – Eastern Region. Although the District is a member of the western region, the District is allowed to cast ballots for the eastern region elections as well. On March 7, 2024, under Director’s Memorandum (“DM”) 2024-22, the District’s Board of Directors (“Board”) authorized the Board President to complete and submit a ballot for the Alternative Special District Member – Countywide vacancy and decided not to submit a ballot for the Regular Special District Member – Eastern Region vacancy.

LAFCO provided the election results for both vacancies on April 22, 2024. These results were provided to the Board via Memorandum on May 9, 2024.

Harvey Ryan of Elsinore Valley Municipal Water District was the successful candidate for the Alternate Special District Member – Countywide election. The results of the Regular Special District Member – Eastern Region election resulted in a tie and LAFCO must conduct a run-off election.

Appointments to the LAFCO board are only valid if ballots representing a quorum from 29 of the 55 independent special districts (countywide) are returned and thus, LAFCO is requesting the District consider submitting a ballot for the run-off election. Ballots must be returned to LAFCO no later than 5:00 PM on Tuesday, July 2, 2024.

Included as Attachment 1 is further information about the run-off election including the Special District Selection Committee Regular Member – Run Off Election 2024 Ballot. Further, the District received a candidate statement on May 9, 2024, for Castulo Estrada, one of the two candidates (Attachment 2). The candidate statement for Bruce Underwood (2nd candidate) was provided with DM 2024-22. For ease of reference, the candidate statement is provided as Attachment 3.

Staff is making no recommendation on a preferred candidate and seeks direction from the Board if they have a desire to complete a ballot for the LAFCO Regular Special District Member – Eastern Region run-off election.

ACTION:

Director Skerbelis moved to support candidate Bruce Underwood, and Director Trueba seconded the motion. Board President Skerbelis will sign the ballot on behalf of the District and direct the General Manager to submit the ballot to LAFCO on or before July 2, 2024.

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy would like Director Skerbelis to ask Council member Altamirano about the property tax that is being charged to pick up the trash on Mission Street. Director Muniz asked if there would be no discussion on the confidential memorandum GM Laddusaw provided a few days ago prior to the Board meeting. Director Skerbelis, Director Trowbridge, and Director Trueba did not have any comments and/or requests.

ITEM 10. NEXT MEETING

Thursday, June 6, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 4:52 P.M.