GOVERNING BOARD MEETING MINUTES OREGON DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES

Thursday, March 14 2024 8:30 a.m. Virtual Public Meeting

1) Call to Order: (Linda Kozlowski, Board Chair)

Chair Kozlowski called the meeting to order at 8:31 a.m.

2) Introductions: (Linda Kozlowski, Board Chair, and Staff)

Chair Linda Kozlowski, Vice-Chair Anne MacDonald, Board Members Diane Teeman, and Tiffany Thomas were all in attendance via Zoom video/phone.

Department of Geology and Mineral Industries (DOGAMI) Staff in attendance:

Ruarri Day-Stirrat – Director/State Geologist

Sarah Lewis, MLRR Program Manager

Lori Calarruda, Recording Secretary/Executive Assistant

Alex Lopez, Public Affairs Coordinator

Steve Dahlberg, Chief Financial Officer (CFO)

Vaughn Balzer, MLRR Floodplain Mining Reclamationist/DOGAMI Rules Coordinator

Christina Appleby, Legislative Coordinator/Geologist

Cari Buchner, Mining Compliance Coordinator

John Hook, Mining Geologist

Others in attendance:

Diane Lloyd, Department of Justice (DOJ)

Kendra Beck, DAS Office of the Chief Financial Officer

1 3) Review Minutes of December 11, 2023 Board Meeting:

Chair Kozlowski asked if there were any changes to the minutes as presented. No changes.

Board Action: MacDonald moved to approve the minutes of December 11, 2023 as submitted. 5

Thomas seconded. Motion carried.

Chair Kozlowski confirmed the June 25, 2024 Board Meeting date, stating Special Meetings may need to be scheduled prior to then to meet required deadlines.

4) Financial Report:

- 11 Steve Dahlberg, Chief Financial Officer, presented the DOGAMI Budget Status Report, as of December
- 31, 2023, ending the second quarter of the 2023-25 biennium, for the Geological Survey and Services 12
- 13 (GS&S) and Mineral Land Regulation & Reclamation (MLRR) programs. The Board Packet contained
- 14 the financial actuals, graphs, and projections.

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9 10 Dahlberg reviewed and presented highlights and a brief financial summary, using rounded dollars rather than whole dollars. The future SalPot adjustment for COLAs and Step Increases was not included in this report, as it is not official yet, but is expected to be by the next meeting.

MLRR's Expenditure Limitation is \$4.8M with expected expenditures of \$5.0M, resulting in being \$.2M over the current Expenditure Limitation, requiring DOGAMI to seek an increase in the Expenditure Limitation through Legislative Approval after the SalPot adjustment is provided. Dahlberg explained it is not a cash flow issue, but an Expenditure Authority that needs to be increased. MRR is still on target for the 6 month operating reserve based on the current numbers.

 Chair Kozlowski asked what the SalPot was and how it is funded. Dahlberg explained it is a salary adjustment the State puts together for expected COLAs and Step Increases to take place over the biennium, that is not included in the Agency's initial budget. For staff paid through General Fund the budget is increased, for those paid through Federal Funds or Other Funds, the Expenditure Limitation is increased, which still requires the Agency to earn the money through permit fees or grants.

Chair Kozlowski asked for more information about the Agency being \$1.6M under the Expenditure Limitation. Dahlberg explained DOGAMI asked for the Expenditure Limitation based on the previous biennium's projections. It is not a cash flow problem, only an ask for a higher level of authority to spend for future grants.

Vice-Chair MacDonald asked if there are any agency agreements with other state agencies as part of the budget. Dahlberg answered they would be under Other Funds, but are not called out directly in the packet. MacDonald asked for the breakdown of each partner DOGAMI does work with in future reports, to better understand DOGAMI's role in the Governor's Natural Resource Cabinet ecosystem.

Dahlberg reviewed graphs showing the budget summary, projections, and expected budget trends. He explained the \$112,203 difference between the projections from December's Board Meeting to now, is due to increased staff allocation, travel, outreach events, and IT Costs.

Chair Kozlowski said it is helpful having the changes identified between the Board Meetings, and asked as a Board Member, if there is anything she should be concerned about. Dahlberg reviewed a slide showing months with spikes of annual costs, and assessments from other agencies. One large cost coming up is for ESRI, as they are raising their rates by 75%-80%. Kozlowski asked what ESRI is and why the increase is so high. Dahlberg explained ESRI is the GIS software program used for all the Agency's mapping work, and is changing from concurrent licensing to named licensee. Day-Stirrat added that several agencies use ESRI and the State is negotiating the pricing agreement, which may lower the cost; the budget is showing worst case scenario. Vice-Chair MacDonald added this ESRI problem is hitting everyone, since it virtually has a monopoly. Kozlowski thanked MacDonald for the additional information.

 Dahlberg said the decrease in Other Funds is due to shifting staff to Federal Funds projects, and an increase in Lidar costs. He reviewed the GS&S Grants, stating there is more grant work and less Lidar projects. Dahlberg described how he uses placeholders in his budget system/platform for projections, constantly compares it to the history, adjusts as necessary, and then adds in the actuals.

MLRR had a minor increase in staffing and decrease in professional services, due to the ePermitting project being delayed and pushed out until later in the year. Dahlberg said the Agency will need to

go through the Legislative process to increase MLRR's authority to spend. Chair Kozlowski said it is important to track and manage the funds and spending.

Dahlberg wrapped up by saying DOGAMI is doing well and continues to have a very healthy outlook. Chair Kozlowski said it was a great report and Dahlberg is doing an excellent job.

Teeman said it is inspiring that the Agency has come this far, as she remembers the difficulties around the finances and getting everything organized and on track. She recognized it is a whole team effort and thanked Dahlberg for the report.

Board Action: <u>Teeman moved to accept the Budget Status Report as presented. Macdonald</u> seconded. Motion carried.

5) Rule Writing:

Vaughn Balzer, MLRR Floodplain Mining Reclamationist and DOGAMI Rules Coordinator, and Diane Lloyd, Senior Assistant Attorney General DOJ, reviewed/provided an update on the formal rulemaking process for changing OAR 632-030-0056.

Balzer stated DOGAMI received three written and two oral responses during the public comment period on the proposed rule change, which have been included in the Board Packet.

Lloyd provided background on the reason for the proposed rulemaking. She stated the Department has the authority in Chapter 517 to suspend mining operations under certain circumstances, such as Mining Without a Permit or violating their permit by being out of compliance. The previous rules caused some confusion about the Department's administrative process, and the revised rules are to clarify that Suspensions Orders take effect immediately as Final Orders that are still appealable but through a different administrative process. The Agency has historically issued Suspension Orders as effective immediately and implemented them as such, therefore nothing has changed administratively.

Lloyd stated the comments from industry generally raise concerns as a change in the administrative process and their preference would the Department issue Proposed Suspension Orders that allow them to continue to operate while the hearing process plays out. DOGAMI does not view that as workable, and uses Statutory Authority provided in 517 to issue Suspension Orders with expectation they be effective immediately. She stated the difference is when the Department issues proposed orders, they are subject to a Contested Case through the Administrative Hearing process, whereas Final Orders go through the Appeals process in Circuit Court.

Thomas said the comments reflected a presumption of guilt. Lloyd answered the Department has used the authority only in extreme cases, and the expectation is they would stop their activity immediately. They have an opportunity to challenge the order.

Vice-Chair MacDonald said DEQ has internal management directives that clarify policy, and asked if a formalization of Department practice would be helpful. Lloyd answered that something that generally affects the interest of the public the Agency tries to put in rule, but this is something that could be considered. She added a Notice of Violation has usually been provided prior to the Suspension Order and they are given an opportunity to correct the issue. Both Lloyd and MacDonald

emphasized a Suspension Order is part of an escalating enforcement action/process and not an initial step, except in egregious cases or circumstances.

Board Action: MacDonald moved to approve filing the final permanent rule for OAR 632-030-0056 with an effective date of April 1, 2024. Thomas seconded. Motion carried.

6) Legislative Update:

Christina Appleby, Legislative Coordinator, provided a Legislative Update.

Appleby provided a brief update on the Short Session, that took place in February and part of March. It was focused on affordable housing, homelessness, addiction treatment, drug possession recriminalization, and campaign finance report. DOGAMI had limited involvement, except the ePermitting update in writing and verbal testimony by Sarah Lewis. The Agency is leveraging the DEQ project work, which has been delayed, requiring the ePermitting funds to be carried/transferred over to the next biennium. Looking forward, DOGAMI can expect appearing in front of the Legislature for competitive grants.

Vice-Chair MacDonald asked with the incentives for more housing, if any legislators have shown interest in or if there is an opportunity to develop connections related to hazards around new housing. Appleby said yes, several legislators are aware of the hazards in Oregon, but did not think of any actual actions that had been taken during this session. MacDonald said she was thinking channel migration zones and landslides. Appleby agreed and said DOGAMI had done some similar hazard reports in the past.

Chair Kozlowski thanked Appleby for a great report.

Briefing: No Board Action Required.

7) Strategic Planning Discussion:

Director Day-Stirrat presented/reviewed the draft Strategic Plan information for discussion with the Board.

Day-Stirrat said strategic planning is extremely difficult to do. There are immediate goals, but it is important to think at the highest level about the direction of the Agency and what the future could be. A Strategic Plan is a framework that allows the Agency to build underneath it. The last one was good for calling out the work DOGAMI does, but did not go across the entire Agency, as an example, MLRR only had one page in an eight page document. DOGAMI wants a document the entire Agency can pull from in multiple places, and that will ultimately be a guide towards budget development. The deadline for a finalized plan to be submitted to the Governor's Office is June 1, 2024.

Day-Stirrat reviewed the steps in developing the plan. It was updated to align with the Governor's Natural Resources Office (GNRO) Strategy and it is to position Oregon to be the destination for innovative initiatives, integrating research, private sector investment, and policies to address emissions reductions, resiliency of natural landscape and in the face of climate change.

 Day-Stirrat said the Mission, Vision and Values were not changed, as they still reflect what the Agency is about. One requirement added to the Strategic Plan is an Equity Statement and it will be located on the first page of the Plan.

The Strategic Plan is structured around imperatives with underlying objectives and actioned by initiatives. There are five overarching imperatives: Maintain Excellence; Embrace Innovation; Build Resiliency; Improve Service; Expand Outreach. The first four reflect what DOGAMI is. Day-Stirrat went through each imperative with the Board and stated the actual plan will center around geology to speak to all of Oregon, and will have imagery related to the different areas of the state.

Kozlowski said the Director and staff did an amazing job completing the draft Strategic Plan, and was curious about the pictures used in the background and if they can be identified. Day-Stirrat stated all pictures were taken by him, and went through them with the Board.

Vice-Chair MacDonald is very impressed and suggested opening up a background photo contest to all staff. She felt Resiliency and Environmental Justice were not linked. On Maintaining Excellence, with regards to the Gallup Survey, it might be worthwhile to not just empower staff to improve internal processes to lead change and drive efficiencies, but seek the resources necessary to have the staff the Agency deserves, and put that objective on Leadership. With respect to Innovation, the term partners is used, but she believes it should be weaved through the other imperatives as well. She thinks DOGAMI should be seen as a proactive agency instead of a reactive resource, and could be strengthened by incorporating partnership and partner into more of the objectives.

Teeman asked if these draft documents are sent to the Tribes for comments. Day-Stirrat answered he thought the information in the Board Packet could be sent out for comments, but the timeline and Tribal Government capacity issues might require the Agency to make an amendment at a later date if comments are received. Teeman stated it might be good to have a work meeting on the document, as she has concerns regarding the term "words are loaded" and wants more information on what that means.

Lloyd said a Work Session would need to be a public meeting and a notice provided to the public. A Lengthy discussion took place. A one hour Work Session was scheduled for March 27, 2024 at 8:30 a.m., and a Special Meeting for final vote on April 4, 2024 at 10 a.m.

Briefing: No Board Action Required.

8) Agency Request Budget Discussion:

Director Day-Stirrat introduced draft budget information to initiate the Agency Request Budget (ARB) discussions.

The 2025-27 Budget timelines and our Governing Board Meetings do not line up. As such, the following budget discussion is very initial in nature and the Agency wishes to be clear about where in the process this discussion is occurring.

• The Governor has established different expectations for the process we will use to develop Agency Requested Budgets and ultimately the Governor's Recommended Budget.

- What we are about to present is a point in time in an ongoing conversation with the Governor's
 office around priorities.
 - The Gov Office will make priorities for expenditure requests across agencies at an earlier stage in the budget development process than may have occurred in the past.
 - April 30th is the anticipated deadline for a first cut at the ARB, with back and forth between many parties before and after that date.
 - Because of today's meeting schedule, we are discussing **draft** packages that have not all been fully reviewed and incorporated into the priority process.
 - As a result, there is no certainty that POPs discussed today will advance forward into the Agency's Requested Budget document.
 - We have made a list of our requests: "Critical to Agency Operations/Customer Service", "Supports/Enhances Execution of Existing Program Authority, and "Addressing Critical Need to Build Greater Landscape Resiliency".

Day-Stirrat asked the Board Members if the Agency mapped the criticality of the Policy Option Packages (POPs) appropriately. Chair Kozlowski asked if they were in the order of priority. Day-Stirrat answered yes.

Vice-Chair MacDonald said it is very forward-looking, and applauded him and staff for putting it together. She suggested making conceptual links for a few of them in successive lines. For #15, the bathymetric Lidar would help with hazards, as well as help with understanding the response of estuaries to sea level rise, not just habitat issues. Day-Stirrat stated last time things were grouped together and this time they were split out.

Thomas asked if they are in order based on size of budget for them, and she would like comparative order of magnitude and funding sources added to the list for them. She asked if all are General Fund alignments or going to be cost sharing between multiple funding sources. Day-Stirrat stated anything that is GS&S the Agency will go after Federal Funds, but it is unable to be done without some General Fund Support. Thomas requested a summary of that information, stating it would be helpful to see if other priorities could be addressed more quickly due to funding availability.

Chair Kozlowski asked if there will be a presentation to the Legislature on the POPs and if matching funds will be discussed. Day-Stirrat said they will go into the ARB and then a presentation to the Legislature will take place. Kozlowski asked if carbon sequestration will be a priority for the Governor. Day-Stirrat said he hoped it would be, and added he attended a workshop a few weeks ago to discuss what is the base and scale that needs to happen to advance carbon sequestration.

Chair Kozlowski and Day-Stirrat asked if the Board is comfortable with the way the POPs are structured, if they are mapped correctly, and if there are any additional priorities. Thomas stated her understanding of the list, as drafted, achieves that and sets up next discussions with the addition of the other funding detail that was previously discussed.

Vice-Chair MacDonald asked who the partner agencies are for some of these initiatives, so DOGAMI can demonstrate added value that is not necessarily showing. Day-Stirrat agreed and discussed a few examples.

Chair Kozlowski said she liked the suggestions by Board Members, that it will be helpful for the next conversation. She added she is impressed by the courage of the ask, stating it is forward thinking, brave, and where the Board wants the Agency to be.

Board Action: <u>Thomas moved to approve the Policy Option Packages (POPs), with the additional requested information from the Board, to move them to the next step. Teeman seconded. Motion carried.</u>

9) Civil Penalties:

Sarah Lewis, MLRR Program Manager, and Cari Buchner, Mining Compliance Coordinator, presented Program recommended Civil Penalties for two cases.

Case 1: Ekroth Quarry (site ID #29-0040) Update on Civil Penalty Case for Mining Without a Permit and request for approval of refined penalty calculation.

Lewis provided a brief overview of the Civil Penalties being discussed for the Ekroth Quarry. She stated the Program has made some changes to how calculations were being done, but there are no changes in the total maximum amount of \$432,000.00 and lower minimum amount of \$68,500.00, approved by the Board in December 2022. The Program is requesting concurrence and approval of the changes.

Lloyd reviewed the violations and changes made to penalty charges calculation. Buchner added the total penalty amount has not changed, just shifted how they were applied due to terminology rewording.

Board Action: <u>Teeman moved to approve the slight verbiage changes of the refined penalty</u> calculation. Thomas seconded. Motion carried.

Buchner reviewed the Steps for Assessing Civil Penalties, that can be found on the Agency's website.

Case 2: Pine Creek (site ID #01-0029) Request for Approval of Civil Penalty for Mining Without a Permit.

Buchner reviewed the Bonanza Mine, Pine Creek (01-0029) details, and shared pictures showing the site damage being the reason for the Civil Penalty. She stated ultimately the goal is to achieve compliance at the site. She explained the summary of violations and walked the Board through the severity chart and penalty breakdown.

Thomas asked if the climate difference and inactive period of the were taken into account for the monthly tally of the penalty summation. Buchner answered yes, it was based on imagery and the seasonal closure reports to establish the mining season.

Vice-Chair MacDonald stated the points of a Civil Penalty are to catch attention, and to make State, Federal, and private resources whole in the event the operator walks away. She asked if DOGAMI is working with other agencies for penalties. Buchner said she has reached out to them, but all of

DOGAMI's violations are above ordinary high water, which leaves the jurisdiction for US Army Corps, DSL, and DEQ the freedom to assess penalties in those areas. At this point in time they are not currently pursuing penalties, but the operators are out of compliance with those permits and those agencies and struggling to get them into compliance.

Chair Kozlowski said the report is an example of excellent staff work, is comprehensive in detail, and the egregious nature of the work this mine is doing is environmentally horrifying.

Board Action: MacDonald moved to accept staff's recommendation for the proposed penalty amount of \$834,250.00 with a minimal penalty of \$167,000.00. Thomas seconded. Motion carried.

10) MLRR Update:

Sarah Lewis, MLRR Program Manager, provided an update on MLRR.

Permit Status Summary

Lewis stated the current number of active applications is 106, of which 87 are for surface mining; 49 are with DOGAMI waiting review, and 38 have been returned to the applicant for revisions. There are not enough staff for the workload. The Program has been making changes to their current database to track the progress of applications within the process, in preparation for ePermitting. There has been an increase in pre-application meetings, which helps get quality applications submitted.

Lewis introduced John Hook, who started on January 2, 2024. Prior to joining DOGAMI, he worked with a geotechnical consulting agency in Wilsonville, and had previously worked with MLRR on several projects. He is a Certified Engineering Geologist (CEG).

Grassy Mountain

In November a Notice to Proceed was issued. MLRR has been focused on working with their consultant to develop the Environmental Evaluation. The draft chapters have been completed; the Program is just waiting for the actual draft report to put together for the State Agency Review. BLM is getting ready to move forward with their Environmental Evaluation stage, and there will be public meetings held in a few weeks. DOGAMI will probably hold public meetings in late spring before moving forward with the permit draft.

Chair Kozlowski asked if she expected major pushback at all. Lewis said it is really hard to tell because the Agency has not been through this process before, they are kind of ready for anything.

Chair Kozlowski appreciates the tone of the newsletter being helpful, supportive and not regulatory. The staff are doing a great job on that communication.

Vice-Chair MacDonald is amazed at how much work MLRR staff are doing. She suggested the Pre-Applications Meetings information be in the newsletter all the time.

Thomas said the volume is daunting.

Teeman said staff are doing an excellent job, especially with the increase in workload.

Briefing: No Board Action Required.

11) GS&S Update:

Ruarri Day-Stirrat, Director & State Geologist, provided the GS&S program update.

Day-Stirrat briefly discussed the publications., drawing attention to Special Paper 54: Geologic Assessment of Potential Cable Landing Sites Along the Oregon Coast. He believes the conversation will not stop with offshore wind, as infrastructure needs to come ashore. This report, working in collaboration with DLCD, has allowed the Agency to identify zones along the coast that are optimal for cable landing sites. There have been recent mapping output publications, including Milton-Freewater. DOGAMI's focus of geological mapping in that part of the State is to get a geological baseline to understand aquafer flow zones, and staff are finding new and interesting things while out there.

Day-Stirrat briefly discussed grants. In January, DOGAMI submitted the largest ever STATEMAP proposal. It was \$250,000 2 years ago, and is now \$1.3M, which is close to the cap available for the STATEMAP Program. Mapping will also be done in Harney Basin and Southern Oregon. The Agency has submitted a proposal to the National Cooperative Geological Mapping Program, Data Preservation Program; it is also 50-50 match like STATEMAP. Building on conversations around resilience, a proposal has been submitted for a Building Resilient Infrastructure Communities (BRIC) Grant from FEMA, and fulfills Key Performance Measure (KPM) Measure 1. It does require some match and focuses on post fire debris flows that could affect drinking water supply in Portland. The Oregon Geographic Information Council (OGIC) Framework Development Program is a relatively small grant, but it is quite important as it updates the statewide building footprint database and forms the basis for other groundwork the Agency does. The Earth MRI Geological Mapping, for \$330,000, will focus on Grant County around a potential cobalt occurrence, and hope to use the baseline developed for future work.

A recent proposal submitted with Lawrence Berkeley National Lab and Washington University St. Louis, to look at the co-production of critical minerals from lithium deposit. DOGAMI's request was for \$320,000 was approved by the Oregon Legislature, the outcome is still pending. The total project is \$2M, with a majority of funds going to Lawrence Berkeley National Lab. Another DOE grant is Regional Initiative for Technical Assistance Partnership, known as RITAP, for Basin-wide to understand the things that need to occur at the community level to make a carbon sequestration project in Oregon successful. The DOGAMI team involves the Washington Geological Survey, Carbon Solutions, Pacific Northwest National Lab (PNNL), Idaho National Lab, and others industry funders to meet cost share requirements. DOGAMI's portion is \$270,000, but the whole project is over \$6M.

The Congressionally Directed Spending Request, known as a community initiated project, is one DOGAMI applied directly to the Federal Delegation to request support to perform geological mapping of 12 quadrangles in one year around Lake View and the watershed around Lake View. If approved, it will appear in Presidential Budget in 2025.

DOGAMI is currently in preparation of the following grant applications: USGS Earth MRI, Mine Waste: This is to look at mine waste in tailings to assess for critical minerals at two mines in the McDermitt Caldera for \$302,400; FEMA Cooperating Technical Partnership (CTP) proposals: They are regular yearly proposals and range from \$317,067 to \$897,181; Interagency Agreement with DLCD, to look at

Countywide Multi-Hazard Risk Assessments in Columbia County for \$52,000 to \$80,000; National Tsunami Hazard Mitigation Program (NTHMP) for \$538,837; and Northwest Association of Networked Ocean Observing System (NANOOS) for \$180,000 additional funds, which is a one-time request.

One not on the list, is a regional scale collaboration to facilitate a domestic critical minerals future, called Carbon or Rare Earth and Critical Minerals (CORE-CM) initiative through DOE. The University of Alaska will likely lead the proposal, but DOGAMI is a key contributor along with other entities. There is a workforce development call out to work with universities and community colleges to identify needed skills and training opportunities for people to be successful in the mining sector. The overall project proposal will likely be about \$7.5M, and depending on how much match DOGAMI can acquire, the Agency will maximize its involvement for likely around \$1M.[Update: Current grant amount is now \$2M.]

Day-Stirrat said DOGAMI has been busy, with direct funding to the Agency of about \$6.5M in the last quarter, and total projects of more than \$14M; and there is a pipeline of projects out there. He recognized the work the GS&S staff do to really write effective proposals and background work that goes into writing them.

The staffing update consisted of two Limited Duration (LD) positions: Richard Walker, Economic Geologist; and Amanda Rossi, Mapping Geologist. GS&S is looking to also hire a Landslide Mapping Geologist. With the GS&S program and the significant grant load, the Agency needs to draw it down to make sure it is producing for the funders.

Outreach activities have included Career Day at PSU; Natural Hazards outreach in Astoria; presentation to the Geological Society of the Oregon Country for their "Geology Hour"; and Oregon will host Cities on Volcanoes 13 in Bend in July 2026, which is an international conference that Jason McClaughry was part of the successful bidding team.

Chair Kozlowski stated managing the finances is critical to the success of DOGAMI, and commended Day-Stirrat for stepping up and his ability to give the Agency and Board great confidence that moving forward is well supported.

Vice-Chair MacDonald said the grant menu is impressive, and it is lovely to see interaction with a wide range of partners. The Agency is attracting top notch staff. She mentioned the Association of Science Communicators Annual Conference, Science Talk 24, April 11-12 in Portland. There is a day focused on science communication, which ties in with one of the Strategic Imperatives.

Teeman thanked Day-Stirrat for the report, she appreciates the updates and being kept up on what is happening. It is wonderful.

Chair Kozlowski recognized the amazing progress of DOGAMI in the financial area, outreach, and managing grant opportunities. It is impressive and exciting. She thanked all the staff for their excellent work.

Briefing: No Board Action Required.

12) Public Comment:

435 Only written comments received prior to or by 12:45 p.m. on the day of the meeting were to be accepted. Chair Kozlowski asked for any written public comments. No public comments. 436 437 13) Board Adjourn: 438 439 Chair Kozlowski adjourned the meeting at 12:22 p.m. 440 441 **APPROVED** 442 DocuSigned by: 443 linda kozlowski 444 Linda Kozlowski, Chair 445 446