

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On February 22, 2024

– solely by means of electronic equipment - via telephone conference –

Pursuant to CGS §1-225a, the State Properties Review Board conducted a Regular Meeting at 9:30AM on February 22, 2024. Pursuant to the statute, this Meeting was held solely by means of electronic equipment, with Participants connecting via telephone conference at (860)-840-2075 and used Conference ID 917724280#.

The Notice provided designated this Regular Meeting as open to the public. Call in instruction were provided as: Dial toll free (860)-840-2075 and use Conference ID 917724280#. If you have any questions or need assistance to attend these Meetings, or for some reason the Call-In Numbers do not work, please contact SPRB Director Thomas Jerram, immediately, at thomas.jerram@ct.gov to make appropriate arrangements.

Members Present – solely by means of electronic equipment:

Bruce R. Josephy, Chairman
Jeffrey Berger, Vice Chairman
John P. Valengavich, Secretary
Edwin S. Greenberg
Jack Halpert
William Cianci

Members Absent:

Staff Present – solely by means of electronic equipment:

Thomas Jerram

Guests Present – solely by means of electronic equipment:

Jenna Padula, DAS-RECS

Mr. Halpert moved and Mr. Berger seconded a motion to enter into Open Session. The motion passed unanimously.

OPEN SESSION

1. ACCEPTANCE OF MINUTES

Mr. Halpert moved and Mr. Berger seconded a motion to approve the minutes of the February 20, 2024 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB # 24-013
Origin/Client: DAS/DAS
Transaction/Contract Type AE / New CIV/SUR/LA Contracts
Contract: OC-DCS-CIV/SUR/LA-0048
Consultant: Macchi Engineers, LLC
Item Purpose: New On-Call Consultant Contracts

PRB # 24-014
Origin/Client: DAS/DAS
Transaction/Contract Type AE / New CIV/SUR/LA Contracts
Contract: OC-DCS-CIV/SUR/LA-0049
Consultant: Langan Engineering and Environmental Services, Inc.
Item Purpose: New On-Call Consultant Contracts

PRB # 24-015
Origin/Client: DAS/DAS
Transaction/Contract Type AE / New CIV/SUR/LA Contracts
Contract: OC-DCS-CIV/SUR/LA-0050
Consultant: ZUVIC, Inc.
Item Purpose: New On-Call Consultant Contracts

PRB # 24-016
Origin/Client: DAS/DAS
Transaction/Contract Type AE / New CIV/SUR/LA Contracts
Contract: OC-DCS-CIV/SUR/LA-0053
Consultant: Towers Golde, LLC
Item Purpose: New On-Call Consultant Contracts

PRB # 24-017
Origin/Client: DAS/DAS
Transaction/Contract Type AE / New CIV/SUR/LA Contracts
Contract: OC-DCS-CIV/SUR/LA-0054
Consultant: BL Companies Connecticut, Inc.
Item Purpose: New On-Call Consultant Contracts

This is the 10th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$1,250,000 per contract and a common expiration date of 5/15/2026.

Two other firms under this series are pending credentialing and will be submitted at a later date (0051 and 0052).

The prior series had a maximum total cumulative fee of \$1,000,000 per contract as amended in July 2023 (PRB #23-109 to 23-116) and a common expiration date of 1/15/2024.

The maximum on-call fee per assignment has been increased to \$750,000 (from \$500,000) pursuant to Section 107 (6) of Public Act 23-205.

PA 23-205...

Sec. 107. Subdivision (6) of section 4b-55 of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2023): (6) "Project" means any state program requiring consultant services if the cost of such services is estimated to exceed [five hundred] seven hundred fifty thousand dollars, adjusted annually on and after July 1, 2024, in accordance with the provisions of section 108 of this act;

Sec. 108. (NEW) (Effective July 1, 2023) Not later than July 1, 2024, and annually thereafter, the Commissioner of Administrative Services shall (1) adjust the threshold cost for consultant services for a state program to be deemed a project for the purposes of sections 4b-1 and 4b-55 to 4b59, inclusive, of the general statutes, as amended by this act, by the percentage change in the Producer Price Index by Commodity: Construction (Partial) (WPU80), not seasonally adjusted, or its successor index, as calculated by the United States Department of Labor, over the preceding calendar year, rounded to the nearest multiple of one hundred dollars, and (2) post such adjusted threshold cost on the Internet web site of the Department of Administrative Services.

DESCRIPTION: The scope of work under these contracts shall encompass, but not be limited to:

On-Call Civil Engineering Consultants: the entire spectrum of services of civil engineering type projects including, but not limited to, maintenance and repair, design, and related services.

On-Call Surveying Consultant Services: project assignments such as topographic, boundary, construction, bathymetric, as-built, and other surveys as required for sanitary sewer, sidewalk and trails, storm drainage, stream and storm facility rehabilitation, campus and roadway improvement.

On-Call Landscape Architectural Services: the entire spectrum of services of landscape architecture type projects including but not limited to maintenance and repair, design and related services.

These services shall be provided to the Department of Administrative Services for infrastructure work required by DAS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS consultants. Tasks may also include support of in-house work performed by the DAS Technical Support Services Unit and/or DAS Facilities Management. Services may involve both the design and construction administration of a project.

Each contract is exactly the same except for the name and address of the firm

DAS-CS has incorporated all Articles reflecting statutory changes/additions from the prior On-Call Series, as amended in July 2023.

DAS-CS included Article 7. THRESHOLD ENGINEERING SERVICES in this new On-Call Series, where in previous Series, this language was stricken from the contract.

7. THRESHOLD ENGINEERING SERVICES

For a proposed structure or addition thereto which exceeds the threshold limit as provided in Section 29-276b of the Connecticut General Statutes, as revised, the Engineer shall perform the following services when directed in writing:

a. DESIGN PLAN PHASE

1. Review the plans, specifications, and structural computations of the structure or addition to be constructed to determine their compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the primary structural support systems of such structure or addition;
2. Contact the engineer of record to resolve any disagreements in design;
3. Submit a written summary to the Department of Administrative Services. This summary shall document the items reviewed and state a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code. The summary report shall be affixed with the seal of a professional engineer (structural) licensed in the State of Connecticut.

b. CONSTRUCTION PHASE

Review modifications of approved structural plans and design specifications and applicable shop drawings necessary to determine compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the primary structural support systems.

c. SUBMISSIONS

Submit the following:

1. First Submittal

The first submittal shall consist of a written report noting initial structural review comments on all plans, specifications, and structural computations.

2. Second Submittal

The second submittal shall consist of a written report documenting the items reviewed and stating a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code. The report shall be affixed with the seal of the professional engineer (structural) licensed in the State of Connecticut.

The second submittal shall also consist of a letter addressed to the State Building Inspector, including a summary statement indicating which structural aspects were reviewed and stating that the subject project is in compliance with the State Building Code.

3. Third Submittal

The third submittal shall consist of a written report documenting approved structural modifications to the plans and specifications during the construction phase of the project and stating a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code.

Sec. 29-276b. "Threshold limit" defined. Requirements when structure or addition will exceed threshold limit. Standards for facilities which perform testing of construction materials. (a) For the purposes of this section, the term "threshold limit" shall apply to any structure or addition thereto (1) having four stories, (2) sixty feet in height, (3) with a clear span of one hundred fifty feet in width, (4) containing one hundred fifty thousand square feet of total gross floor area, or (5) with an occupancy of one thousand persons.

Sec. 29-276b (c)(d)(e) also require that if the "Threshold limit" is exceeded a professional architect/engineer/structural engineer must perform certain analyses to ensure the project conforms with the State Building Code.

A Request for Qualifications (RFQ) for the consultant services was released on October 3, 2023 and elicited twelve (12) responses at the November 7, 2023 due date for responses. All Respondents were interviewed. The State Selection Panel consisted of five members and rated each firm based upon a weighted ranking system (maximum 100 points per Panel Member).

At the completion of the State Selection Panel process; DAS-CS Management Team reviewed the results and recommended the approval of the following Firms under this Series. The selection of the Firms was approved by DAS Deputy Commissioner Hobbs on December 26, 2023.

The Proposal before the SPRB is for review and approval/disapproval of the following Firms under this Series:

PRB 24-013 – Macchi Engineers, LLC (“MEL”) was established in 1945 and is located in Hartford. MEL has a staff of 10 employees including 5 civil/structural engineers, 1 construction inspector and 1 CADD tech. DAS-CS reports the Consultant has been awarded four contracts in the last five years with \$1,205,372 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0040	Macchi Engineers LLC	\$500,000	21-179
Expires 1-15-2024		\$1,000,000	23-109
Task Letter #1	Office & Bath at Niantic Animal Rescue Barn	\$34,374	(Informal)
Task Letter #2	DMV Hamden Parking & Exterior Lighting	\$92,500	(Pending)
	Total Committed	\$126,874	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$873,126	

OC-DCS-STR-0043	Macchi Engineers, LLC - EXP 8-15-2025	\$500,000	23-053
Task Letter #1	NCC CIT Bldg Structural Evaluation	\$17,000	(Informal)
Task Letter #2	CT MD Camp Hartell USRT Structural Evaluation	\$9,510	(Informal)
	Total Committed	\$26,510	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$473,491	

OC-DCS-VEH-0029	Macchi Engineers LLC - EXP 7-1-2024	\$500,000	22-028
Task Letter #1	NHCC Parking Garage Repairs	\$11,528	(Informal)
Task Letter #2	Plaza and Parking Garage Repairs	\$189,890	22-126
	Total Committed	\$201,418	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$298,582	

MEL will be operating under their Professional Engineering Corporation License (PEC#0000720). MEL does not have staff with a Land Surveyor License or Landscape Architecture License assigned to this on-call series and, when necessary, will retain sub-consultants Pierz Associates (AIA), Martin Surveying, LLC (LS) and FHI Studio (LA), each retaining the requisite professional credentials. Fenner & Esler Insurance Inc. reported that MEL had no general liability or professional policy losses or claims during the past 5 years. MEL scored a total of 500 out of a possible 500 points and is a DAS Certified SBE.

PRB 24-014 – Langan Engineering and Environmental Services, Inc. (LEE) operating as a subsidiary of Langan Engineering, Inc. was established in 1970. LEE has a New Haven staff of 54 employees including 16 civil engineers, 4 landscape architects and 10 surveying professionals. DAS-CS reports LEE was awarded 1 contract over the past five years with \$451,675 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0041	Langan Engineering and Environmental Services Inc	\$500,000	21-142
Expires 1-15-2024		\$1,000,000	23-110
Task Letter #1	CT ARNG - Relocate Bradley Parking	\$80,000	(Informal)
Task Letter #1A	CT ARNG - Relocate Bradley Parking	\$15,775	(Informal)
Task Letter #2	Norwalk CC - Phase II Renov. & Additions	\$75,000	(Pending)
	Total Committed	\$170,775	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$829,225	

LEE will be operating under its Professional Engineering Corporation (PEC#0000603). Lockton Companies reported that LEE has incurred over 200 general liability or professional policy losses or claims during the past 5 years. Nine claims remains open with no incurred or reserve value. None of these claims are related to state funded projects. LEE scored a total of 496 out of a possible 500 points.

PRB 24-015 – Zuvic, Inc. (ZUV) was established in 1988 and is located in Rocky Hill. ZUV has staff of 11 employees including 3 civil engineers. DAS-CS reports ZUV was awarded 2 contracts over the past five years with \$425,590 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0046	ZUVIC INC	\$500,000	21-188
Expires 1-15-2024		\$1,000,000	23-115
Task Letter #1	Former Bergin CI Survey	\$51,600	(Informal)
	Total Committed	\$51,600	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$948,400	

ZUV does not have staff with a Land Surveyor License or Landscape Architecture License assigned to this on-call series and, when necessary, will retain sub-consultants Delta Surveying Services, LLC (LS) and Richter & Cegan (LA), each retaining the requisite professional credentials. ZUV will be operating under their Professional Engineering Corporation License (PEC#0000731). Clark Insurance/Assured Partners reported that ZUV had incurred one (1) general liability or professional policy losses or claims during the past 5 years, not related to state funded project. ZUV scored a total of 486 out of a possible 500 points and is a DAS Certified MBE.

PRB 24-016 – Towers Golde, LLC (TGL) was established in 1996. TGL currently has a staff of 6 employees in New Haven including four landscape architects and one landscape designer. DAS-CS reports TGL was awarded 1 contract over the past five years with \$78,700 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0044	Towers Golde LLC	\$500,000	21-175
Expires 1-15-2024		\$1,000,000	23-113
Task Letter #1	Norwalk CC - Telecom Upgrade at Parking Lots	\$49,500	(Informal)
Task Letter #2	Quinebaug CC - Site Improvements Study	\$29,200	(Informal)
Task Letter #3	Housatonic CC - Telecom Upgrade Study	\$0	(Pending)
Task Letter #4	Seaside State Park - Passive Recreation Dev.	\$435,686	(Pending)
	Total Committed	\$514,386	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$485,614	

TGL does not have staff with a Land Surveyor License or Civil Engineer License assigned to this on-call series and, when necessary, will retain sub-consultants Godfrey Hoffman Hodge (LS) and BVH Integrated Services (PE), each retaining the requisite professional credentials. TGL will be operating under their Landscape Architecture Firm License (LARC.0000055). Smith Brothers Insurance, LLC reported that TGL had no professional policy claims during the past 5 years. TGL scored a total of 480 out of a possible 500 points and is a DAS Certified SBE.

PRB 24-017 – BL Companies Connecticut, Inc. (BLC) originally established in 1986 as Barakos-Landino, Inc. is located in Meriden and Hartford. DAS-CS reports BLC was awarded 1 contract over the past five years with \$99,750 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0047	BL Companies Connecticut Inc	\$500,000	21-146
Expires 1-15-2024		\$1,000,000	23-116
Task Letter #1	DAS - New Construction of Fleet Garage	\$49,000	(Informal)
	Total Committed	\$49,000	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$951,000	

BLC’s Joint Practice Engineering License (JPC.0000064) with the CT State DCP is active. Smith Brothers Insurance Company reported that BLC has experienced nine professional policy or general liability claims during the past 5 years. None of these claims are related to state funded development projects. BLCC scored a total of 446 out of a possible 500 points.

A summary of the Consultant’s Hourly Rates is as follows:

Labor Categories	Per Hour
Principal in Charge	\$240.00
Project Manager	\$200.00
Senior Engineer	\$185.00
Engineer	\$150.00
Senior Designer	\$160.00
Designer	\$140.00
Field Engineer	\$140.00
CAD/BIM Operator	\$115.00
Senior Landscape Architect	\$195.00
Landscape Architect	\$160.00
Licensed Land Surveyor	\$180.00
Survey Crew – 1 Person	\$160.00
Survey Crew – 2 Person	\$220.00
Survey Crew – 3 Person	\$270.00
Staff Surveyor	\$125.00
Survey Technician	\$105.00

RECOMMENDATION – Staff recommend approval of this new CIV-SUR-LA On-Call Contract Series.

1. This on-call series that has a maximum cumulative fee of \$1,250,000/contract and a common expiration date of May 15, 2026

At four separate meetings held in the Fall of 2021, the Board approved PRB Files PRB 21-142 to 21-146, 21-175, 21-179 and 21-188, a total of eight Consultant Contracts under the 9th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The On-Call Contracts had a total cumulative fee of \$500,000 per contract and a common expiration date of 1/15/2024.

Under this Proposal (23-109 to 23-116), DAS is now resubmitting all eight Firms to the Board for approval under Contract Amendment #1 to the On-Call Series OC-DCS- CIV/SUR/LA-0040 to OC-DCS- CIV/SUR/LA-0047 to increase the total cumulative fee by \$500,000, to \$1,000,000.

DAS has made some revisions to the contract for this series to include:

- Updated Article P language – Indemnification;
- Updated Article V language – Confidentiality of Documents;
- Updated Article W language – Non-Discrimination;

- Updated Article X language – Executive Orders and other Enactments;
- Updated Article Z language – Summary of Ethics Laws;
- Updated Article AA language – Whistleblowing;
- Updated Article EE language – Campaign Contribution Restriction;
- Update Article HH language – Audit & Inspection of Plants, Places of Business and Records;
- Updated Article II language – Disclosure of Records;
- Updated Article JJ language – Access to Contract and State Data;
- Updated Article LL language – Large State Contract Representation for Official or Employee of State Agency;
- Updated Article MM language – Iran Energy Investment Certification; and
- Updated Article NN language – Consulting Agreement Certification.

A summary of Task Letters for each Consultant under this Series is as follows:

OC-DCS-CIV-LA-0040	Macchi Engineers LLC	\$500,000	21-179
· Task Letter #1	Office & Bath at Niantic Animal Rescue Barn	\$34,374	(Informal)
· Task Letter #2	DMV Hamden Parking & Exterior Lighting	\$92,500	(Pending)
	Total Committed	\$126,874	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$373,126	
OC-DCS-CIV-LA-0041	Langan Engineering and Environmental Services Inc	\$500,000	21-142
· Task Letter #1	CT ARNG - Relocate Bradley Parking	\$80,000	(Informal)
· Task Letter #1A	CT ARNG - Relocate Bradley Parking	\$15,775	(Informal)
· Task Letter #2	Norwalk CC - Phase II Renov. & Additions	\$75,000	(Pending)
	Total Committed	\$170,775	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$329,225	
OC-DCS-CIV-LA-0042	SLR International Corp	\$500,000	21-143
· Task Letter #1	CAS Feasibility/CEDECCA Plant Upgrades	\$8,500	(Informal)
	Total Committed	\$8,500	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$491,500	
OC-DCS-CIV-LA-0043	Alfred Benesch & Co Inc	\$500,000	21-144
· Task Letter #1	SCSU Football Field & Track Replacement	\$99,000	(Informal)
	Total Committed	\$99,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$401,000	
OC-DCS-CIV-LA-0044	Towers Golde LLC	\$500,000	21-175
· Task Letter #1	Norwalk CC - Telecom Upgrade at Parking Lots	\$49,500	(Informal)
· Task Letter #2	Quinebaug CC - Site Improvements Study	\$29,200	(Informal)
· Task Letter #3	Housatonic CC - Telecom Upgrade Study	\$0	(Pending)
· Task Letter #4	Seaside State Park - Passive Recreation Dev.	\$435,686	(Pending)
	Total Committed	\$514,386	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	(\$14,386)	
OC-DCS-CIV-LA-0045	BSC Group Connecticut Inc	\$500,000	21-145
· Task Letter #1	Norwalk CC - Sewer Line Replacement	\$12,000	(Informal)
· Task Letter #2	Asnuntuck CC - Sewer Line Replacement	\$11,000	(Informal)
	Total Committed	\$23,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$477,000	
OC-DCS-CIV-LA-0046	ZUVIC INC	\$500,000	21-188
· Task Letter #1	Former Bergin CI Survey	\$51,600	(Informal)
	Total Committed	\$51,600	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$448,400	
OC-DCS-CIV-LA-0047	BL Companies Connecticut Inc	\$500,000	21-146
· Task Letter #1	DAS - New Construction of Fleet Garage	\$49,000	(Informal)
	Total Committed	\$49,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$451,000	

Staff inquired with DAS regarding the following:

1. This Series has a maximum fee of \$500,000. Seven of the eight Consultants on this Series have at least \$329,000 uncommitted funds remaining. The ninth consultant, Towers Golde, had been issued two Task Letter totaling \$78,700, with one Task Letter – BI-T-623 Seaside State Park Passive Recreation Development – pending to be issued with a fee of \$435,686, exceeding the maximum fee by \$14,386. Please clarify the following:
 - a) Why are the seven consultant’s contracts being increased \$500,000 when significant funds remain unexpended and only 6 months remaining to the expiry of this series?

DAS Response: We made an agency business decision to increase all seven contracts across the board for uniformity. This would be particularly important if the series were to be amended for time before its expiration. Further, while the contract limit sets the amount not to be exceeded, it is not an indication of uncommitted or committed funds. In other words, no money is being “held” for that consultant.

Staff Response: Is there a written process for management of the on-call contract series or the agency business decision is made on a case by case basis? What is the process for re-issuing an on-call series if it is about to expire in say 6 months? I had a discussion about the management of on-call series with David Barkin and he had indicated that we may have to meet after the legislative session so both DCS and the Board can sort out process for on-call series in general.

DAS Response: Decisions are made on a case-by-case basis, depending on the nature of the on-call and the needs of the agency. Advertising for an on-call series is worked into my group’s overall workload. While we plan for upcoming advertisements, agency priorities can alter the planned schedule.

Staff Response: To be discussed with DAS-CS at SPRB Meeting.

- b) Why is Towers Gold being increased by \$500,000? Why not \$50,000 or \$100,000?

DAS Response: We made an agency business decision to increase each contract by \$500,000 (see above). While \$50,000 or \$100,000 may have covered the next known task letter for this consultant, it may not have allowed for any potential subsequent tasks.

Staff Response: As indicated above, when will this on-call series be re-advertised so that a new series is in place before expiry?

DAS Response: The goal is to have the new series in place before this series expires. If that is not possible, we will extend the time on the current series, so the agency is not left without consultants to choose from.

Staff Response: To be discussed with DAS-CS at SPRB Meeting.

RECOMMENDATION – Staff recommendation of Amendment #1 to the On-Call Contracts to increase the maximum fee by \$500,000, to \$1,000,000 is contingent upon discussion with DAS-CS during the SPRB Meeting. The January 15, 2024 contract expiration date remains unchanged.

7. OTHER BUSINESS:

8. VOTES ON PRB FILE:

PRB FILES #24-013, 24-014, 24-015, 24-016 and 24-017 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILES #24-013, 24-014, 24-015, 24-016 and 24-017. The motion passed unanimously.

- 9. NEXT MEETING** – Monday, February 26, 2024 – will be held solely by means of electronic equipment.

The meeting adjourned.

APPROVED: _____ **Date:** _____
John Valengavich, Secretary