

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – MAY 18, 2023

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, May 18, 2023 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Charles Gilbert	Mr. Joseph Lapia
Mr. Dylan Mace	Mr. John Slivka	Mr. Mark Wolinsky

Absent:

Mr. Charles Konkus	Mr. Kevin McHugh	Mrs. Barbara McIntyre
Mr. Bob Regola		

Others in Attendance:

Mr. Matthew Racunas, Solicitor
Mr. Chad Hanley, Consulting Engineer
Mr. Ed Opst, CPA, Auditor
Mr. Stanley A. Gorski, Jr., Authority Manager
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary
Mr. Billy Kukurin, Vice-President, Kukurin Contracting, Inc.

2. Mr. Caroline led the Pledge of Allegiance.

3. Public Comments:

- A. Billy Kukurin, Vice-President of Kukurin Contracting, Inc., general contractor for the COA-Phase III Project, addressed the Board of Directors, regarding a request for assistance with payment of piping, due to a 114% price increase from the time he obtained quotes for the purpose of bidding, to when the pipe was purchased. Mr. Kukurin distributed packets containing price comparisons (bid and actual), as well as invoices for pipe. Mr. Kukurin is requesting an increase that excludes Kukurin's 12.75% markup on materials. Mr. Kukurin stated that pipe was ordered in March 2021 and received in September 2021. Mr. Caroline stated that the Board and Solicitor will review the information that Mr. Kukurin provided, this evening, and provide a response within two (2) weeks. Mr. Kukurin left the meeting, at this time.

4. 2022 Audit Report:

Mr. Edward P. Opst, CPA, presented the 2022 Audit Report.

- A. Mr. Opst provided a brief review of the 2022 Audit Report, stating that it is Opst & Associate's report on the Authority's financial statements. Mr. Opst stated that the Authority received an unmodified opinion, which means that the financial statements were presented in accordance with generally accepted accounting principles.
- B. Mr. Opst referred to the Management Discussion & Analysis (MD&A), prepared by Mr. Gorski, stating that it is a thorough presentation of the operations of the Authority.
- C. Mr. Opst stated that the Statement of Net Position (Balance Sheet) is consistent, compared to 2021. Current Assets are up by 5%. Total Assets are comparable to the 2021 Audit. Net Pension Asset increased, and is a function of contributions, values, market performance, etc., resulting in fluctuations in recent years. Mr. Opst stated that the Net Pension Asset is one year behind in terms of measurement. Liabilities are also comparable to those of 2021. The long-term sick pay liability was almost fully-funded at year-end.
- D. Revenues were up slightly, and expenses were down, due primarily to an adjustment to accrued sick pay. Interest income was up. Total Changes in Net Position (Net Income) was \$2,358,224.
- E. Mr. Opst explained that a significant accounting standard has been released regarding leases. Similar to the reporting requirement for pension plans, entities are required to report the liabilities related to leases, with an offsetting entry for the value of the lease (recorded as a "right to use" asset). While

this change does not affect the Authority, as the Authority has no leases, Mr. Opst felt that the standard is significant, and worth noting.

F. Mr. Opst asked if there were any questions. There were none.

This concluded Mr. Opst's presentation. Mr. Caroline thanked Mr. Opst for his report. Mr. Opst left the meeting at this time.

A motion to accept the 2022 Annual Audit Report was made by Mr. Lapia, and seconded by Mr. Gilbert. The motion passed unanimously.

5. Communications: None

6. Secretary's Report: Secretary's Report: Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested approval of the Minutes for the April 20, 2023 regular monthly meeting, as presented. A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Secretary's Report.

7. Treasurer's Report – Due to Mr. Konkus' absence, Mrs. Wtorkowski requested approval of the following requisitions:

- A. Revenue Fund Requisition No. 422: Stone & Company: \$154.97: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed, 5-0, with an abstention by Mr. Mace, who is an employee of Stone & Company. A memorandum, signed by Mr. Mace, is attached to these minutes.
- B. Revenue Fund Requisition No. 423: \$188,226.12: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed unanimously.

This concluded the Treasurer's report.

8. Authority Manager's Report – Stanley Gorski, Jr.:

- A. Mr. Gorski reported that there were no NPDES violations nor plant by-passes during April. Average plant flow was 2.73 mgd, and total rainfall was 1.45". Flow was down for the month, as well.
- B. COA-Phase III Project:
 1. All that remains is final restoration. A final walk-through was conducted with Wade Trim on May 12, 2023. There are some areas that need extra seeding. The CCTV report was received on May 12, 2023, and needs to be reviewed by Authority personnel. A brief discussion followed.
 2. Mr. Gorski requested Board approval and authorization of submittal to PENNVEST: Pay Estimate No. 16, in the amount of \$198,950.56, as submitted by Kukurin Contracting, Inc., for the period ending April 28, 2023. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Slivka. The motion passed, 5-0, with an abstention by Mr. Mace, who is an employee of Stone & Co., a supplier to the contractor. A memorandum, signed by Mr. Mace, is attached to these minutes.
 3. Kukurin Contracting, Inc.'s request for increase in contract amount: This item will be discussed during the Executive session. A motion was made by Mr. Lapia, and seconded by Mr. Gilbert, to table the discussion regarding Kukurin Contracting, Inc., until after the Executive session. The motion passed unanimously.
- C. Mr. Gorski requested Board approval to purchase a new Authority vehicle at a cost not to exceed the Capital Budget amount of \$40,000.00, and to authorize the trade-in or sale of the 2011 Chevrolet Tahoe (Tahoe). A motion was made by Mr. Lapia to authorize the Authority Manager to purchase a vehicle to replace the Tahoe, at a cost not to exceed \$40,000.00. There was no second to this motion, as a discussion followed. Mr. Gorski has looked at a Ford Explorer and a Chevrolet Traverse. The Chevrolet Traverse came in at \$31,700.00, including a \$4,900.00 COSTAR discount, and a \$5,500.00 trade-in value for the Tahoe. The Ford Explorer came in at \$39,900.00, with a \$5,500.00 trade-in value for the Tahoe, for a net amount of \$34,400.00. Mr. Gorski stated that the Ford Explorer is a better vehicle, and is four-wheel drive, versus all-wheel drive. Mr. Lapia amended his motion to authorize the Authority Manager to order a 2024 vehicle, if the two vehicles mentioned are no longer available, and to authorize the trade-in or sale of the Tahoe. Mr. Gilbert seconded the amended motion. The motion passed unanimously.
- D. Mr. Gorski requested Board authorization for Foreman Michael Diana and any interested Board Member(s) to attend the WEFTEC 96th Annual Technical Exhibition and Conference from September 30, 2023 to October 4, 2023, at McCormick Place, in Chicago, IL. There is currently an early-bird registration period. Mr. Caroline asked Mr. Gorski to provide him with the deadline for early registration. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Mace. Mr. Lapia asked what was included in the 2023 budget. Mrs. Wtorkowski stated that the budget includes an amount for the Authority Manager, Foreman, and one (1) Board Member to attend the conference. Mr. Lapia asked why the motion does not include the

Authority Manager. Mrs. Wtorkowski stated that this is because it is understood that the Authority Manager always attends this conference. The motion passed unanimously.

- E. Mr. Gorski reported that the Authority received the draft PaDEP NPDES Permit on May 10, 2023. A meeting was held with representatives of HRG, yesterday, to review the parameters of the permit. Several parameters were added to the NPDES permit, including limits for aluminum and iron. The new testing requirements will increase the General Analysis Expense category for 2023 by approximately \$6,000.00 - \$7,000.00. The budget included \$15,228.00 for additional testing in 2023.
- F. Mr. Gorski reported that the CISA report included a recommendation that signs be placed throughout the facility to warn the public that this is a restricted area. Mr. Gorski stated that Mastro Signs made the signs.
- G. Mr. Gorski reported that the Authority received twenty-seven (27) resumes for the position of Operations and Compliance Manager, and the field was narrowed to seven (7) candidates. Interviews were held during the past two (2) weeks. Mr. Gorski will discuss the results of those interviews during the Executive session.
- H. Penn Township Sewage Authority (PTSA) Service Area:
 1. Mr. Gorski stated that a third meeting has been scheduled with representatives of the Penn Township Sewage Authority regarding WWMA's Service Area within Penn Township. Mr. Gorski stated that he wants to meet with the Solicitors from WWMA and PTSA, before presenting anything to the WWMA Board of Directors.
 - I. Mr. Gorski asked the Board to provide names of high school seniors who are scheduled to begin college in the fall, or college students, who would be interested in a summer job.
 - J. The new scum pump for Final Clarifier No. 1 was installed last week by Authority personnel. The Authority's Electrician, Joseph Bell, completed the wiring for the pump, today, and the pump is working well.
 - K. The Authority's new website is live. Mr. Gorski asked the Board to submit any suggestions or comments regarding the website. Mr. Lapia asked if the website contains links for the Member Municipalities' websites. Mrs. Wtorkowski stated that WWMA's website includes links to the Members' websites.

This concluded the Authority Manager's report.

9. Consulting Engineer: Chad Hanley, HRG:

Mr. Hanley reviewed his written report dated May 18, 2023.

A. NPDES Permit Renewal:

1. Mr. Hanley stated that the draft NPDES Permit was received on May 10, 2023, after he submitted his monthly report to the Authority. Mr. Hanley reported that Samantha Schmucker prepared a line-by-line comparison of the existing permit and the draft permit. HRG submitted a report to Mr. Gorski on May 16, 2023. HRG met with Authority staff to review the draft permit and the new requirements, including testing protocols, forms that need to be used, dates, fees, etc. Some of the parameters listed in the pre-draft survey were eliminated, but the Authority was surprised with two additional constituents: aluminum and iron. Before the thirty-day comment period ends, HRG will submit a request for clarification regarding the addition of aluminum and iron limits to the permit. The PaDEP stated that the aluminum and iron limits were added, because the limits would exceed the plant's Wasteload allocation for the stream. Mr. Hanley stated that the draft permit will likely be the final version. The Authority will need to complete a Toxic Reduction Evaluation (TRE) and a Water Quality Based Effluent Limit (WQBEL) test for the new free cyanide limits. The Authority will need to prepare for these new reports by the end of the year.

This concluded Mr. Hanley's report. The complete report is attached to these minutes.

10. Solicitor's Report – Matt Racunas:

- A. There are two personnel issues that will be discussed during the Executive session.
- B. Mr. Racunas is looking into the PTSA Service Area issue.
- C. Mr. Racunas is working with Mr. Gorski and Mr. Caroline regarding terms for the Waste Management Landfill Agreement.
- D. Mr. Racunas will discuss the PTSA Service Area issue, the landfill agreement, and the contractor issue, during the Executive session.
- E. Mr. Racunas stated that he will not be attending the June 15, 2023 and the July 20, 2023 meetings. Mr. Racunas stated that he could attend the June meeting remotely, or he could send an attorney in his place. Mr. Racunas will send an attorney in his place for the two meetings.

This concluded the Solicitor's Report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. Mr. Lapia deferred the two items listed on the agenda until after the Executive session.

B. Finance and Budget Committee: John Slivka:

1. Mr. Slivka requested Board approval of the transfer listed under Agenda Item 11B (1) (a) and investment listed under Agenda Item 11B (1) (b), as follows:

Item 11B (1) (a): Transfer \$126,373.67 from the Revenue Fund to the PENNVEST Account, *and*
Item 11B (1) (b): The purchase of a Capital Improvement Fund two-month United States Treasury Bill in the amount of \$7,550,000.00, providing the interest rate is positive.

A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Charles Gilbert: There was no report.

12. Requisitions and PENNVEST Payments:

Mr. Caroline requested Board approval of the following Requisitions:

- A. Approve Capital Improvement Fund Requisition No. 105, in the amount of \$42,966.06: A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.
- B. Approve PENNVEST, Loan No. 75375, COA-Phase III Project, Requisition No. 13, and authorize submission to PENNVEST: \$198,950.56: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed, 5-0, with an abstention by Mr. Mace, who is an employee of Stone & Co., a supplier to the contractor. A memorandum, signed by Mr. Mace, is attached to these minutes.

13. Board Member Comments: None

14. Executive Session: A motion was made by Mr. Lapia, and seconded by Mr. Gilbert, to enter into an executive session to discuss personnel matters and matters of potential litigation. The motion passed unanimously. The executive session began at 6:52 P.M. Mr. Wolinsky and Mr. Mace excused themselves from the executive session.

It is noted that Mr. Hanley left the meeting during the Executive session, at 7:10 P.M.

A motion to return to the regular order of business was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The Board returned to the regular meeting at 7:45 P.M. The items discussed were personnel issues and potential litigation.

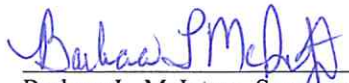
11. Reports of Committees: (Resumed)

A. Personnel Committee: Joseph Lapia:

1. Mr. Lapia requested approval the Administrative Salary and Benefits Policy for new hires, with one change: to include a one-year probationary period for all newly-hired administrative employees. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Slivka. The motion passed unanimously.
2. Mr. Lapia requested approval of the Light Duty Policy, as presented at tonight's meeting. A motion was made by Mr. Gilbert, and seconded by Mr. Slivka. The motion passed unanimously.

A motion was made by Mr. Lapia, and seconded by Mr. Wolinsky, authorizing the Solicitor to draft a letter to Kukurin Contracting, Inc., in regard to their request for additional cost (increase in contract amount), due to the additional pipe costs. The motion passed, 5-0, with an abstention by Mr. Mace, who is an employee of Stone & Company, a supplier to the contractor. A memorandum, signed by Mr. Mace, is attached to these minutes.

15. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 7:47 P.M.


Barbara L. McIntyre, Secretary

MEMORANDUM

TO: Secretary of the Board of Directors of
Western Westmoreland Municipal Authority

FROM: Dylan Mace

DATE: May 18, 2023

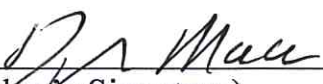
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Stone & Co., a supplier of purchases made by Kukurin Contracting, Inc., contractor for the COA-Phase III Project

Subject to be acted upon:

Regarding Kukurin Contracting, Inc.'s request for increase in contract amount for price increases for pipe, resulting from COVID-19:



(Member's Signature)

MEMORANDUM

TO: Secretary of the Board of Directors of
Western Westmoreland Municipal Authority

FROM: Dylan Mace

DATE: May 18, 2023

I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Stone & Co., a supplier of purchases made by the Authority

Subject to be acted upon:

Approve Revenue Fund Requisition No. 422, Stone & Co., in the amount of \$154.97.

Dylan Mace
(Member's Signature)

MEMORANDUM

TO: Secretary of the Board of Directors of
Western Westmoreland Municipal Authority

FROM: Dylan Mace

DATE: May 18, 2023

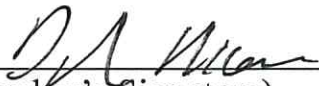
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Stone & Co., a supplier of purchases made by Kukurin Contracting, Inc., contractor for the COA-Phase III Project

Subject to be acted upon:

Approval and submittal to PENNVEST of Pay Estimate No. 16 in the amount of \$198,950.56, as submitted by Kukurin Contracting, Inc., for the period ending April 28, 2023.



(Member's Signature)

MEMORANDUM

TO: Secretary of the Board of Directors of
Western Westmoreland Municipal Authority

FROM: Dylan Mace
DATE: May 18, 2023

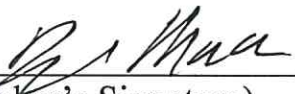
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Stone & Co., a supplier of purchases made by Kukurin Contracting, Inc., contractor for the COA-Phase III Project

Subject to be acted upon:

Approve PENNVEST, Loan No. 75357, COA-Phase III Project, Requisition No. 13, and authorize submission to PENNVEST, in the amount of \$198,950.56.



(Member's Signature)



Construction Status Report

Report Period: **February-23**

Prepared By: **BMB**
 Date: **May 10, 2023**

Total Days: 730
 Days Expended: **683**
 Days Remaining: 47

Construction Start Date: May 19, 2021
 Construction Completion Date: May 19, 2023

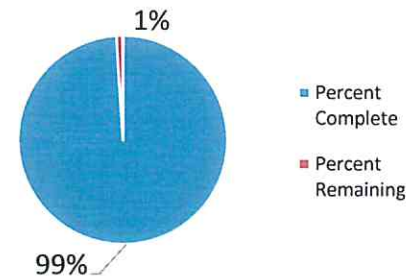
Contract	Contract Award	B Approved Change Orders	C=(A+B) Current Contract Amount	D Value of Work Completed to Date	E =(D/C) Percent Complete	F=100-E Percent Remaining	F =(B/C) Percent Change Orders
Kukurin Contracting, Inc.	\$ 4,744,447.00	\$ 65,044.99	\$ 4,809,491.99	\$ 4,218,508.05	99%	1%	1%

Retainage: \$ 46,000.00
 Net Amount Earned to Date: \$ 4,172,508.05
 Previous Payments: \$ 3,973,557.49
Balance Due This Pay Period: \$ 198,950.56

Balance to Finish Plus Retainage: \$ 636,983.94

COMMENTS:
Work Completed This Period:
 - 12,506 SY of seeding and mulching was completed
 - Completed CCTV of Bushy Run Interceptor
 - Working on addressing punch list items
 - Continued to demobilize equipment
 - Issued substantial completion on 4/26/2023. (reduced retainage to \$46,000 for outstanding punch list items)
 - Total Number of Construction Meetings:
 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (26) Construction Progress Meetings
 - Total Number of full Inspector Days: 291.5, 12 in February

Project Status



Western Westmoreland Municipal Authority
COA Improvement Project - Phase III
Change Order Summary



Kukurin Contracting, Inc.
Current Contract Amount w/ Approved Change Orders: \$ 4,809,491.99

Note: Items in bold have been completed.

CO No.	CPR No.	Change Order Description	Approved		Pending		Comment
			Add	Deduct	Add	Deduct	
	01	Paintertown Rd - Remove Drop From Existing MH RPT-2	\$ 1,972.45				Originally \$4,383.01, negotiated to \$2,133.12 and then \$1,972.45. Incorporated on Change Order No. 1, Approved at Board Meeting on 12.16.2021.
	02	Davis Bacon Wage Rate Modification	\$ 49,278.34				Originally \$53,228.28, negotiated to \$49,278.34. Incorporated on Change Order No. 2, Approved at Board Meeting on 12.16.2021.
	03	Additional Paving between MHs 9 & 10			\$ 6,055.07		Coordinated with Contractor. Change Proposal Request rejected, it is the Contractor's responsibility to repair and damage that occurs outside of trench line.
	04	Strapping Down Manholes	\$ 822.63				Proposal provided for ~\$820 / manhole. WWMA to strap down 7 manholes internally, one manhole (RM-01) to be strapped down by KCI. Incorporated on Change Order No. 3, Approved at Board Meeting on 10.20.22
	05	Broken 8" Water Line	\$ 8,420.62				Approved at Board Meeting on 10.20.22
	06	18" Drop Connection at RBR30	\$ 2,409.22				Approved at Board Meeting on 4.20.23
	07	18" Drop Connection at RM-3	\$ 2,141.73				Approved at Board Meeting on 4.20.23
	08	Pipe Material Escalation			\$ 577,179.00		KCI request for a change based on escalated pipe material costs from time of bid to actual construction. May 9th letter requested an adjustment of
	09	Final Quantity Adjustment			\$ (531,984.00)		Estimated amount. To be confirmed once last pay application submitted.

TOTAL \$ 65,044.99 \$ - \$ 45,195.00 \$ -
TOTAL Approved as % of Contract Value: 1.35%
TOTAL Approved & Pending as % of Contract Value: 2.29%



Herbert, Rowland & Grubic, Inc.
220 West Kensing Drive, Suite 100
Cranberry Township, PA 16066
724.779.4777
www.hrg-inc.com

CONSULTING ENGINEER'S REPORT

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

Attn: Mr. Stan Gorski, Jr.
Report Period: April 2023
HRG Project Number: R008234.0426

May 18, 2023 Authority Meeting



RETAINER SERVICES (.0426)

- HRG completed the 2023 Q1 COA report and submitted to DEP on April 26th.

GENERAL SERVICES (.0427)

- HRG provided PFAS data review from the landfill discharge and WWTP sampling and attended a meeting with WWMA and PTSA staff to discuss the service area agreement.

PLANNING MODULE REVIEWS (.0428)

- HRG completed three reviews in April including Tuscan Hills Ph 7, Battlefield Sports Complex, and Express Auto Wash.

NPDES PERMIT RENEWAL (.0429)

PRE-DRAFT PERMIT SURVEY

Previously, HRG assisted the Authority with coordination with DEP and additional sampling to meet the DEP detection limits. All data has been submitted to DEP and HRG anticipates that additional sampling will eliminate at least five (5) of the eleven (11) WQBELs.

- No other significant updates. Previously:
 - All sample data has been received and reviewed; HRG provided the data to DEP on August 24 following the virtual meeting with DEP, WWMA, and HRG.
 - A summary letter dated September 8 was provided to the Board. The letter details background information, sampling results, and anticipated next steps.
- HRG will prepare a proposal for additional work upon draft permit issuance. HRG anticipates the permit to request TRE and WQBEL Reports.

WWTP PROCESS IMPROVEMENTS (.0430)

LSA Grant Application

- The fully executed grant agreement was received on May 4th and HRG will review the document to determine compliance requirements and work with staff on project scope.

COVID-19 ARPA PA Small Water and Sewer Program Grant Application

- No significant updates. Previously:
 - HRG submitted the grant application for the plant instrumentation and SCADA upgrade project. Responses are anticipated in July or September.

WWTP Evaluation Study

- HRG has continued with some modeling and alternatives analysis work; however, with the lack of response from DEP on the draft NPDES permit and no response yet received from DEP on the preliminary effluents limits, we are hesitant to spend a lot of time on this project without that information.

GIS SERVICES (.0431)

- No updates.

SMALL CAPITAL PROJECTS (.0432)

Chemical Addition Project

- No changes. HRG briefly reviewed the project with Authority staff and shall continue discussions in the future. HRG will explore chemical addition options as part of the WWTP Evaluation Study.

END OF ENGINEER'S RETAINER SERVICES AND ACTIVE PROJECTS REPORT

Herbert, Rowland & Grubic, Inc.



Chad E. Hanley, P.E.
Group Manager | Water & Wastewater

CEH/kmg

P:\0082\008234_0426\Admin\BOD CE Reports\2023\2023.05.18_HRG_CE_Report.docx

c: Ms. Johanna Wtorkowski