The regular committee meetings of the Board of Directors of the Omaha Public Power District ("OPPD" or "District") were held via Webex audio and video conference on Tuesday, September 20, 2022 at 8:30 a.m.


Committee Agenda Item 1: Board Chair Opening Statement

Chair Bogner gave a brief opening statement, including an announcement regarding public notice of meeting, which was publicized by notifying the area news media1; by publicizing same in the Omaha World Herald2; OPPD Outlets newsletter, oppd.com and social media; by displaying such notice on the Arcade Level of Energy Plaza; and by emailing such notice to each of the District’s Directors on September 16, 2022. She also provided reminders for using the Webex audio and video conferencing platform. She noted the Board would conduct a closed session this morning to discuss two topics: (i) Enterprise Risk Management Quarterly Update; and (ii) Ratification of Union Contracts.


2 Public notice of meeting was published in the print version of the Omaha World Herald newspaper on September 13, 2022, and in the online version from September 13 through September 19, 2022.
Committee Agenda Item 2: Closed Session

At 8:32 a.m., it was moved by Director Moody that the Board go into Closed Session. Director Moody stated as follows:

“I move that the Board go into closed session at this time (8:32 a.m.) to discuss two topics: (i) Enterprise Risk Management Quarterly Update; and (ii) Ratification of Union Contracts.

With respect to the Enterprise Risk Management Quarterly Update, a closed session is necessary for the protection of the public interest because the discussion involves matters that are confidential and protected by the attorney-client privilege and attorney work product doctrine and involve the discussion of security for District property and utility infrastructure information, including, but not limited to, Nebraska City Station 2.

With respect to the Ratification of Union Contracts, a closed session is necessary for the protection of the public interest because the discussion involves the negotiation of collective bargaining agreements and involves matters that are confidential and protected by the attorney-client privilege and attorney work product doctrine.”

The motion was seconded by Director Yoder.

Thereafter, the vote was recorded as follows: Bogner – Yes; Cavanaugh – Yes; Howard – Absent; Mollhoff – Yes; Moody – Yes; Spurgeon – Yes; Williams – Yes; Yoder – Yes. The motion carried (7-0).

Chair Bogner read the following:

“The motion to go into closed session has passed. This closed session will be limited to discussion regarding two topics: (i) Enterprise Risk Management Quarterly Update; and (ii) Ratification of Union Contracts. No votes or other action will be taken.”

After confirming the Board members, executive leadership team members, OPPD staff subject matter experts, S. M. Bruckner and T. F. Meyerson, General Counsel, and M. F. Hinners were present, the Webex Event was locked to prevent additional attendees from joining. The Board then conducted its closed session discussion of the quarterly enterprise risk management update.

Board member S. E. Howard joined the Webex meeting at 8:47 a.m.

At 9:23 a.m., the Board took a break and OPPD enterprise risk management staff departed the meeting. The Board then conducted its closed session discussion regarding the ratification of union contracts.

At 9:50 a.m., the Board took a break. No further business was discussed. The Webex Event was unlocked to allow OPPD staff and the public to join.

At 10:01 a.m., a motion was made and seconded to reconvene the meeting in open session.
Thereafter, the vote was recorded as follows: Bogner – Yes; Cavanaugh – Yes; Howard – Yes; Mollhoff – Yes; Moody – Yes; Spurgeon – Yes; Williams – Yes; Yoder – Yes. The motion carried (8-0).

Chair Bogner stated:

“The motion to come out of closed session at (10:01 a.m.) is carried. This closed session was limited to discussion regarding two topics: (i) Enterprise Risk Management Quarterly Update; and (ii) Ratification of Union Contracts. No votes or other board action were taken during the closed session.”

Committee Agenda Item 3: Public Session – Board Chair Opening Statement

Chair Bogner welcomed members of the public and gave an overview of the meeting agenda and reminders for using the Webex audio and video conferencing platform. She informed the public that per the Board’s Guidelines for Public Participation, the Board does not take public comment during the All Committees meeting. The Board will take public comments at the Board meeting on Thursday, September 22, 2022, which will be conducted in person at the Omaha Douglas Civic Center at 5:00 p.m. The public may attend in person or remotely via Webex Events by going to oppd.com.

Chair Bogner noted all board members were present via Webex, along with members of the OPPD executive leadership team and subject matter experts and approximately 30 attendees, consisting of OPPD employees and members of the public.

Committee Agenda Item 4: Safety Briefing

President Fernandez provided physical and psychological safety reminders, including current safety focus reminders about: (i) staying prepared for disasters or other emergency situations; (ii) mental health awareness; and (iii) reducing overexertion risk.

Committee Agenda Item 5: Governance Committee

Governance Committee Chair Report

Director Moody provided the Governance Committee report. He reported the Committee met on September 14, 2022 via Webex videoconference. A copy of the agenda for that meeting was made available in the All Committee meeting materials for the Board to review. The Committee discussed the following topics: (i) SD-10: Ethics monitoring report; (ii) ratification of union contracts; (iii) 2022 Board Governance Workshop; (iv) 2023 Board meeting schedule; (v) confirmation of Governance Committee items on the Board Work Plan; and (vi) summary of Committee direction.

With respect to the Board Governance Workshop, Director Moody explained the Board plans to conduct a workshop in the second quarter of 2023 after new Board member(s) have completed orientation. He stated an exit interview would be developed to capture the perspectives of departing Board members.

Supporting Data

Agenda
Ratify Union Contracts

J. F. Rainey, Director Employee Relations, provided the following report on the tentative agreements that have been reached with the International Brotherhood of Electrical Workers, Local No. 763, (“IBEW Local No. 763”), International Brotherhood of Electrical Workers Local No. 1483 (“IBEW Local No. 1483”), and International Association of Machinists and Aerospace Workers, Local Lodge No. 31 (“IAM&AW Local Lodge No. 31”) for a three year period.

a. IBEW Local No. 763 represents 601 craft workers, IBEW Local No. 1483 represents 377 professional, technical and clerical workers, and IAM&AW Local Lodge No. 31 represents 32 craft workers.

b. The Unions have ratified their respective Agreements, included as attachments: Exhibit A – IBEW Local No. 763, Exhibit B – IBEW Local No. 1483, and Exhibit C – IAM&AW Local Lodge No. 31.

c. Each Agreement calls for comparable but competitive increases to wages as follows:

   • IBEW Local No. 763: 4% retroactive to June 1, 2022, 3% effective June 1, 2023, and 2.5% effective June 1, 2024.
   • IBEW Local No. 1483: 4% retroactive to June 1, 2022, 3% effective June 1, 2023, and 2.5% effective June 1, 2024.
   • IAM&AW Local Lodge No. 31: 3% retroactive to June 1, 2022, 3% effective June 1, 2023, and 3% effective June 1, 2024. Signing Bonus of one thousand five hundred dollars ($1,500) to each bargaining unit member for ratification.

d. Each Agreement creates an emergency clause, which will allow for greater flexibility in the event of a declared emergency.

e. Each Agreement includes significant changes to Vacation Leave. Effective January 1, 2023, the current Vacation Allowance, granted in arrears, will be replaced with a per pay period Vacation Leave accrual, eliminating the associated risk and allowing for more comparable vacation leave.

f. Both IBEW Local No. 1483 and IBEW Local No. 763 Agreements includes language to encourage after-hours response time to ensure system reliability.

g. IBEW Local No. 763 Agreement includes language to modify early retirement eligibility and recognizes part time employees.

h. IBEW Local No. 1483 Agreement creates rules surrounding remote work/work from home. Additionally, several classifications were consolidated into new classifications to reduce jurisdictional concerns.

i. The Agreements also reflect additional negotiated changes to the contracts including but not limited to health and life insurance changes, disciplines and grievances changes, funeral leave provisions, premium payments and travel allowances.

j. The settlements include ratification of changes agreed to with the unions since the last negotiations.
Mr. Rainey presented the following:
- Overview
- Historical Background
- Opportunity and Goals for 2022 Negotiations
- Approach and Process
- Tentative Agreement
- Results

The Board and management team discussed a variety of issues, including improving work/life balance for employees.

Management recommended Board approval of the tentative agreements for IBEW Local No. 763, IBEW Local No. 1483, and IAM&AW Local Lodge No. 31 for a three (3) year period. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

**Supporting Data**
Datasheet
Exhibit A – IBEW Local No. 763
Exhibit B – IBEW Local No. 1483
Exhibit C – IAM&AW Local Lodge No. 31
Resolution
Presentation

**SD-10: Ethics Monitoring Report**

M. V. Pinder, Vice President – Human Capital, provided the following facts to ensure full board review, discussion, and acceptance of the 2022 SD-10: Ethics Monitoring Report.

a. The first set of Board policies was approved by the Board on July 16, 2015. A second set of Board policies was approved by the Board on October 15, 2015.

b. Each policy was evaluated and assigned to the appropriate Board Committee for oversight of the monitoring process.

c. The Governance Committee is responsible for evaluating Board Policy SD-10: Ethics Monitoring Report.

d. The Governance Committee reviewed the SD-10: Ethics Monitoring Report and recommended that OPPD be found to be sufficiently in compliance with the policy as stated.

Ms. Pinder presented the following:
- SD-10: Ethics Policy
- Highlights of how OPPD requires high ethical standards in all aspects of official conduct;
- Examples of how OPPD establishes clear guidelines for ethical standards and conduct by setting forth those acts that may be incompatible with the best interests of OPPD and the public;
- OPPD’s process for: (i) reporting suspected violations of the Code and policies; (ii) investigating suspected violations of the Code and policies; and (iii) providing an annual report to the Board.
The Board and management team discussed a variety of issues, including OPPD’s involvement with the Business Ethics Alliance of Omaha.

The Governance Committee recommended Board approval of the 2022 SD-10: Ethics Monitoring Report. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

**Supporting Data**
Datasheet
Exhibit A – SD-10: Ethics Monitoring Report
Resolution

**2023 Board Meeting Schedule**

S. M. Focht, Vice President – Corporate Strategy and Governance, provided the following facts to support approval of the schedule for 2023 Board of Directors meetings.

a. Article IV, Section 1 of the Bylaws of the Omaha Public Power District directs that the Board annually shall approve a schedule of regular Board meetings. Regular meetings of the Board shall be held as specified in the adopted schedule at the general offices of the District in Energy Plaza, Omaha, Nebraska, or at such other time and/or place as specified in the notice of meeting, including audio and video conference as provided in the Open Meetings Act.

b. The proposed 2023 OPPD Board of Directors meeting schedule is outlined on the attached Exhibit A.

The Board and management team discussed a variety of issues, including availability of the Omaha Douglas Civic Center location, continuation of virtual meeting format and time of meetings.

Management recommended Board of Directors approval of the 2023 Board meeting schedule. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

**Supporting Data**
Datasheet
Exhibit A – Proposed 2023 Regular Board Meeting Schedule
Resolution

**Committee Agenda Item 6: Finance Committee**

**Finance Chair Report**

Director Yoder reported the Finance Committee met on September 9, 2022 via Webex videconference. A copy of the agenda for that meeting was made available in the All Committee meeting materials for the Board to review. The Committee discussed: (i) safety briefing; (ii) overview of 2023 budget development; (iii) Rate Design Project next steps and feedback; (iv) SD-2: Rates policy revision; (v) confirmation of Finance Committee items on the Board Work Plan; and (vi) summary of Committee direction.
Director Yoder explained the Finance Committee will take a new approach to revising the SD-2: Rates policy. Instead of identifying metrics and benchmarks, the Finance Committee proposes to identify a few high level outcomes that the Board would like to see accomplished. The Finance Committee will continue its discussion of revisions to SD-2 in October.

**Supporting Data**
**Agenda**

**Committee Agenda Item 7: System Management & Nuclear Oversight Committee**

**System Management & Nuclear Oversight Committee Chair Report**

Director Williams reported the System Committee met on September 8, 2022 via Webex videoconference. A copy of the agenda for that meeting was made available in the All Committee meeting materials for the Board to review. The Committee discussed: (i) safety briefing; (ii) SD-9: Integrated System Planning (formerly Resource Planning) monitoring report; (iii) SD-7: Environmental Stewardship policy revision; and (iv) summary of Committee direction.

**Supporting Data**
**Agenda**

**Nebraska City Station Unit 2 Exciter Repair Materials and Services – Engineer’s Certification**

T. R. Via, Vice President – Utility Operations and Chief Operating Officer, presented the following facts to support Board approval of the Engineer’s Certification and authorization for management to negotiate and enter into contract(s) to provide materials and services to repair the Nebraska City Station Unit 2 exciter and related components

a. Nebraska City Station Unit 2 (NC2) was recently taken offline to address excessive generator exciter brush wear. Upon further inspection, it was determined that the exciter collector rings require significant repair or replacement.

b. The exciter collector rings are not readily available replacement materials. Multiple repair or replacement solutions are being reviewed to restore the unit to operation efficiently.

c. It is optimal for the District to expedite the return of NC2 to service due to the financial and reliability impacts of an extended outage.

d. The District’s engineer has certified the use of the sealed bid process is impractical and not in the public interest due to the variability in optimal material procurement, associated installation services, or repair solution(s) that are in review.

Management recommended Board approval of the Engineer’s Certification and authorization by management to negotiate and enter into a contract or contracts for the supply of materials and services for the repair of the Nebraska City Station Unit 2 exciter and related components. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

**Supporting Data**
**Datasheet**
**Letter of Recommendation**
RFP 5984 – Nebraska City Station Unit 2 SCR Catalyst Module and Air Preheater Basket Installation Replacement Labor Contract Award

T. R. Via, Vice President – Utility Operations and Chief Operating Officer, provided the following facts to support Board approval to award a labor services contract for the replacement of the Nebraska City Station Unit 2 air preheater baskets and seals, and Selective Catalytic Reduction (SCR) catalyst modules.

a. The existing air preheater baskets and seals are at the end of their expected life. Recent inspection reports have confirmed replacement of the baskets and seals is needed.

b. Individual layers of SCR catalyst are replaced at regular intervals in order to maintain SCR system performance.

c. The air preheater basket and SCR catalyst replacement work will be completed during the planned spring 2023 Unit 2 outage. A common labor contract for these two projects is being sought to optimize installation activities.

d. Six bids were received in response to RFP 5984. All bids were determined to be legally responsive. Three bids were determined by OPPD to be technically non-responsive.

Management recommended authorization by the Board to award a contract to TEiC for labor services to replace the Nebraska City Station Unit 2 Air Preheater Baskets/Seals and SCR catalyst modules in the amount of $1,331,059.00. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

Supporting Data
Datasheet
Letter of Recommendation
Tabulation of Bids
Legal Opinion
Resolution
Photographs

SD-9: Integrated System Planning (formerly known as SD-9: Resource Planning) Monitoring Report

B. R. Underwood, Vice President – Systems Transformation, provided the following facts to ensure full Board review, discussion and acceptance of SD-9: Integrated System Planning Monitoring Report.

a. The Board confirmed the Corporate Governance Initiative Charter in December 2014, in order to assess and refine OPPD’s corporate governance infrastructure.

b. The first set of Board policies was approved by the Board on July 16, 2015. A second set of Board policies was approved by the Board on October 15, 2015.
c. Each policy was evaluated and assigned to the appropriate Board Committee for oversight of the monitoring process.

d. The System Management and Nuclear Oversight Committee is responsible for evaluating Board Policy SD-9: Integrated System Planning on an annual basis.

e. The Board approved revisions to SD-9 on August 18, 2022 and renamed the strategic directive from SD-9: Resource Planning to SD-9: Integrated System Planning.

f. The System Management and Nuclear Oversight Committee reviewed SD-9: Integrated System Planning Monitoring Report as outlined in Exhibit A and recommended that OPPD be found to be sufficiently in compliance with the policy that was in effect prior to the August 18, 2022 policy revisions.

Mr. Underwood presented the following:

- SD-9: Integrated System Planning (formerly Resource Planning) Policy summary of revisions approved by the Board on August 18, 2022
- SD-9: Resource Planning Policy prior to revisions
- Resource Planning Process
- Short Term and Long Term Planning and IRP Planning Process
- Pathways to Decarbonization: Energy Portfolio completed in December 2022 and findings were incorporated into the Integrated Resource Plan (IRP) filed in February 2022
- Evaluating Multiple Scenarios
- Range of Outcomes
- Key Findings
- Alignment with other OPPD Strategic Directive Policies
- Power with Purpose generation project as a solution for growing customer demand
- Recommendation
- Reflections

The Board and management team discussed a variety of issues, including: OPPD collaboration with other planning agencies and counties with respect to the siting of utility scale solar generation; compressing the planning timeline; intensity of load growth and resources needed for continuing electrification.

The System Management and Nuclear Oversight Committee recommended Board approval of SD-9: Integrated System Planning Monitoring Report. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

Supporting Data
Datasheet
Exhibit A – Monitoring Report
Resolution

Revisions to SD-7: Environmental Stewardship

B. R. Underwood, Vice President – Systems Transformation, provided the following facts to ensure full board review, discussion and acceptance of SD-7: Environmental Stewardship policy revisions.
a. The System Management and Nuclear Oversight Committee is responsible for evaluating and monitoring Board Policy SD-7: Environmental Stewardship.

b. The System Management and Nuclear Oversight Committee proposed revisions for Board consideration on September 20, 2022.

c. The System Management and Nuclear Oversight Committee recommended to the Board that Board Policy SD-7: Environmental Stewardship be revised as outlined on Exhibit A.

Mr. Underwood presented the following:
- Current SD-7: Environmental Stewardship Policy
- Refinement process for strategic directive policies
- Proposed revisions for All Committees review and discussion
- Next Step Options

The Board and management team discussed a variety of issues, including: the consideration of other metrics and other types of emissions to include in the revision; connection between this revision and the extension of operations at North Omaha Station; flexibility of dates for CO₂ reduction at North Omaha Station; and CO₂ as an indicator of other emissions.

The System Management and Nuclear Oversight Committee recommended Board of Directors approval of the SD-7: Environmental Stewardship policy, as outlined on Exhibit A. The Board was scheduled to vote on this matter at the September 22, 2022 meeting.

Supporting Data
Datasheet
Exhibit A – Proposed SD-7: Environmental Stewardship Policy
Exhibit B – Presentation
Resolution

The Board took a break for lunch at 12:17 p.m. and reconvened at 12:50 p.m.

Committee Agenda Item 8: Public Information Committee

Public Information Committee Chair Report

Director Mollhoff reported the Public Information Committee met on September 13, 2022 via Webex videoconference. A copy of the agenda for that meeting was made available in the All Committee meeting materials for the Board to review. The Committee discussed: (i) safety briefing; (ii) legislative and regulatory update; (iii) North Omaha engagement outline; (iv) confirmation of Public Information Committee items on the Board Work Plan; and (v) summary of Committee direction.

Supporting Data
Agenda

North Omaha Station (NOS) Outreach and Engagement Outline

L. A. Olson, Vice President – Public Affairs, provided a high level vision of the District’s future stakeholder and outreach endeavors. She explained the objective of the District’s outreach effort
in North Omaha, per Resolution 6518 adopted on August 18, 2022, is to “engage with local educational, public health, and community-led organizations in carrying out the process that includes engaging the North Omaha community in understanding the benefits and developing action plans to reduce overall impacts related to ongoing operations at North Omaha Station for residents.”

T. R. O’Brien, Director Economic Development and External Relations, then presented the following:

- Communication and Outreach IAP2 Level: Consult
- Community Conversations
- Stakeholder Questions
- Phase Updates at Monthly Public Information Committee and Board Committee Meetings
- Board Alignment – Next Steps
- Appendix – International Association for Public Participation (IAP2) Spectrum of Public Participation

The Board and management team discussed a variety of issues, including process and timing of plan development and how OPPD can serve as a catalyst in the communities it serves.

Supporting Data
Presentation

Committee Agenda Item 9: Other Business

Confirmation of Board Meeting Agenda

The Board members reviewed and confirmed the agenda for the Board meeting on Thursday, September 22, 2022, which will be conducted in person at the Omaha Douglas Civic Center, 2nd Floor Legislative Chamber, at 5:00 p.m. The public may attend in person or remotely via Webex audio and video conference.

Review of Board Work Plan

Chair Bogner stated there were no new items to add to the Board Work Plan.

Power with Purpose: Natural Gas Generation, Energy Delivery and Solar Updates

T. R. Via, Vice President – Utility Operations and Chief Operating Officer, provided the following updates on Power with Purpose projects for September 2022.

TURTLE CREEK STATION & STANDING BEAR LAKE STATION FACTS

1. Engineering, procurement, and construction activities are in progress. Substation activities include grounding work and drilled piers. Installation of underground piping and duct banks, foundation work and preparations for major equipment deliveries continues at the generation facilities.

2. Standing Bear Lake Station’s substantial completion date is January 8, 2024, and Turtle Creek Station’s substantial completion date is January 26, 2024.
3. Four of the nine Wärtsilä reciprocating internal combustion engines (RICE) have been delivered to OPPD property with remaining five by mid-month.

4. Natural gas supply infrastructure and pipeline installation is taking place at the respective sites.

ENERGY DELIVERY FACTS

1. Procurement and construction activities continue on the transmission assets associated with the Sarpy Southwest Transmission Project. Major activities include foundation construction and structure deliveries on the three new transmission circuits connecting Turtle Creek Station to the existing transmission system.

2. Substation work is in progress at multiple substations supporting both natural gas facilities, and below-grade construction activities will begin in fourth quarter of 2022 to ready the interconnect substation for the solar facility in Saunders County.

SOLAR FACTS

1. The 81-megawatt Platteview Solar facility in Saunders County continues to make progress. AES and OPPD have kicked off team meetings and are working on building out the detailed execution timeline. Construction is expected to begin at the site in the first quarter of 2023.

2. In late August, the Department of Commerce announced it would extend its own deadline from late August until November 28th to make a preliminary ruling in the Auxin Solar petition. The department said it needs additional time to review the information and administrative records. There is concern in the industry that this will further delay a final decision on the investigation, which would include prospective tariffs. On June 6th, President Biden did waive tariffs for 2 years. OPPD staff continue to monitor and evaluate the impacts to OPPD’s deployment of solar.

3. The Inflation Reduction Act (IRA) was signed into law in August and has significant implications to how OPPD may deploy future energy projects, specifically Power with Purpose solar. OPPD staff have engaged industry experts, including financial, tax, legal, and suppliers, to further evaluate the IRA in order to understand how to optimize the pursuit of solar deployment for customer owners.

4. OPPD staff continue to engage with local jurisdictions to support the development of solar regulations and provide education on solar technology. In August, staff delivered this information at the Cass County Planning Commission meeting.

M. A. Walker, Manager Construction Management, presented construction updates for Standing Bear Lake Station and Turtle Creek Station.

C. M. Kennedy, Manager Alternative Energy Program, then presented the following:

- Solar Update
- Platteview Solar Project Status
- Federal Policy Updates
  - Anti-Circumvention Investigation
  - Inflation Reduction Act (IRA) of 2022
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  o Summary of IRA
  • Local Advocacy and Education
  • Typical Timeline of Utility-Scale Solar
  • Regulatory Involvement for Solar Projects
  • Deploying Solar
  • Ongoing Efforts to Deploy Solar

T. R. O’Brien, Director Economic Development and External Relations, presented the following:
  • Stakeholder Outreach and Communication regarding Standing Bear Lake Station, Turtle Creek Station and Sarpy Southwest Transmission Project
  • Ongoing Solar Community Outreach

Supporting Data
Datasheet
Presentation

Customer Engagement for the Future Strategic Initiative Update

T. D. McAreavey, Vice President – Customer Service, stated that today the Board will receive an update on the Customer Engagement for the Future strategic initiative. This initiative is one of five strategic initiatives currently being undertaken by the District to prepare for the future. The five initiatives are: (i) pathways to decarbonization; (ii) customer engagement; (iii) electric system evaluation and modernization; (iv) technology platform; and (v) workforce transformation.

H. B. Siebken, Director Product Development and Marketing, presented the following:
  • Advocacy is the Ultimate Goal
  • Project Approach Phases
  • The Environment
  • What We Studied
  • Our Journey
  • Moments That Matter
  • Engagement Tactics
  • Engagement Playbook
  • Engagement in Action
  • A New Vision
  • Next Steps Phases
  • Questions
  • Appendix

The Board and management team discussed a variety of issues, including pilot programs and other kinds of product testing and organizational readiness.

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There being no further business, the meeting adjourned at 2:17 p.m.

S. M. Focht
Vice President – Corporate Strategy and Governance and Assistant Secretary

M. F. Hinners
Assistant Secretary of the Meeting