



# MEMORANDUM

**To:** Board of Directors  
**From:** Gary W. Fern, PE, Executive Director  
**Date:** December 11, 2009  
**Re:** Meeting Minutes of November 5<sup>th</sup> and November 19, 2009  
**cc:** James M. Bowling, IV

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The ACSA Board Minutes of November 5<sup>th</sup> and November 19, 2009 were not complete at the time of Board Packet assembly. The delivery of these minutes, prior to the Board Meeting of December 17, 2009, would not give Board Members sufficient time for review. Therefore, these minutes will be provided to the Board prior to the January Board Meeting, at which time they can be reviewed and approved by the Board.

GWF/dbh

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