



Columbus Water Works

*Serving our Community
Protecting the Environment*

August 10, 2020

Due to the Centers for Disease Control and Prevention declaring Corona Virus Disease 2019 (COVID-19) a health emergency and pandemic, the Governor has issued a Statewide Executive Order to Shelter in Place. In accordance, this Board may alternatively utilize virtual meetings during the period of emergency in accordance with O.C.G.A. 50-14-1(g).

The regular monthly meeting of the Board of Water Commissioners of Columbus, Georgia was held as a virtual meeting due to the COVID-19 virus. It was held on Monday, August 10, 2020, at 1:30 p.m. Chairman Reynolds Bickerstaff took the roll call and the following Commissioners were present:

Reynolds Bickerstaff, Chairman
Sanders Griffith, Vice Chairman
Becky Rumer
Rodney Close
Mayor Skip Henderson

Receipt of the Minutes from the regular meeting on June 8, 2020, and the Minutes from the called meeting on June 22, 2020, were presented to the Board. Motion was made by Rodney Close and seconded by Becky Rumer to approve the Minutes as written. Motion carried.

President Davis recognized the following employees on their retirements:

- John W. Eldridge worked as a Mechanical Technician II in the Managed Maintenance Department for 15 years
- Kevin O'Hara worked as a Mechanic I in the Managed Maintenance Department for 15 years
- Ronald Hollis worked as a Field Services Technician II in the Field Services Water Distribution Department for 35 years
- Edward L. Williams worked as the Meter Maintenance Supervisor in the Meter Maintenance Department for 44 years
- Richard L. Henry worked as the Warehouse and Inventory Coordinator in the Finance Department for 38 years

The following Resolutions were provided to the Retirees:

A Resolution

Whereas, John W. Eldridge, has been an employee of the Columbus Board of Water Commissioners since January, 2005 is retiring; and,

Whereas, John W. Eldridge, has served in the capacity of Mechanical Technician II in the Managed Maintenance Department with the Columbus Water Works; and,

Whereas, John W. Eldridge, has performed in an outstanding and productive manner throughout his fifteen years of service;

Now, Therefore, Be It Resolved that the Board of Water Commissioners of the City of Columbus, Georgia, on behalf of all the people of the City, hereby publicly expresses appreciation and heartfelt thanks to John W. Eldridge for his diligent and faithful service on behalf of the Columbus Water Works; and,

Be It Further Resolved that this resolution be spread upon the official minutes of this Board this tenth day of August 2020, and that the Secretary of this Board be directed to furnish copies of this resolution to the said John W. Eldridge and to the Clerk of Council of Columbus, Georgia.

PRESIDENT, COLUMBUS WATER WORKS

CHAIR, BOARD OF WATER COMMISSIONERS

SECRETARY
BOARD OF WATER COMMISSIONERS

SENIOR VICE PRESIDENT,
WATER RESOURCE OPERATIONS

A Resolution

Whereas, Kevin O'Hara, has been an employee of the Columbus Board of Water Commissioners since April, 2005 is retiring; and,

Whereas, Kevin O'Hara, has served in the capacity of Mechanic I in the Managed Maintenance Department with the Columbus Water Works; and,

Whereas, Kevin O'Hara, has performed in an outstanding and productive manner throughout his fifteen years of service;

Now, Therefore, Be It Resolved that the Board of Water Commissioners of the City of Columbus, Georgia, on behalf of all the people of the City, hereby publicly expresses appreciation and heartfelt thanks to Kevin O'Hara for his diligent and faithful service on behalf of the Columbus Water Works; and,

Be It Further Resolved that this resolution be spread upon the official minutes of this Board this tenth day of August 2020, and that the Secretary of this Board be directed to furnish copies of this resolution to the said Kevin O'Hara and to the Clerk of Council of Columbus, Georgia.

PRESIDENT, COLUMBUS WATER WORKS

CHAIR, BOARD OF WATER COMMISSIONERS

SECRETARY
BOARD OF WATER COMMISSIONERS

SENIOR VICE PRESIDENT,
WATER RESOURCE OPERATIONS

A Resolution

Whereas, Ronald Hollis, has been an employee of the Columbus Board of Water Commissioners since November, 1984 is retiring; and,

Whereas, Ronald Hollis, has served in the capacity of Field Services Technician II in the Field Services Water Distribution Department with the Columbus Water Works; and,

Whereas, Ronald Hollis, has performed in an outstanding and productive manner throughout his thirty-five years of service;

Now, Therefore, Be It Resolved that the Board of Water Commissioners of the City of Columbus, Georgia, on behalf of all the people of the City, hereby publicly expresses appreciation and heartfelt thanks to Ronald Hollis for his diligent and faithful service on behalf of the Columbus Water Works; and,

Be It Further Resolved that this resolution be spread upon the official minutes of this Board this tenth day of August, 2020, and that the Secretary of this Board be directed to furnish copies of this resolution to the said Ronald Hollis and to the Clerk of Council of Columbus, Georgia.

PRESIDENT, COLUMBUS WATER WORKS

CHAIR, BOARD OF WATER COMMISSIONERS

SECRETARY
BOARD OF WATER COMMISSIONERS

EXECUTIVE VICE PRESIDENT,
COLUMBUS WATER WORKS

A Resolution

Whereas, Edward L. Williams, has been an employee of the Columbus Board of Water Commissioners since June, 1976 is retiring; and,

Whereas, Edward L. Williams, has served in the capacity of Meter Maintenance Supervisor in the Meter Maintenance Department with the Columbus Water Works; and,

Whereas, Edward L. Williams, has performed in an outstanding and productive manner throughout his forty-four years of service;

Now, Therefore, Be It Resolved that the Board of Water Commissioners of the City of Columbus, Georgia, on behalf of all the people of the City, hereby publicly expresses appreciation and heartfelt thanks to Edward L. Williams for his diligent and faithful service on behalf of the Columbus Water Works; and,

Be It Further Resolved that this resolution be spread upon the official minutes of this Board this tenth day of August, 2020, and that the Secretary of this Board be directed to furnish copies of this resolution to the said Edward L. Williams and to the Clerk of Council of Columbus, Georgia.

PRESIDENT, COLUMBUS WATER WORKS

CHAIR, BOARD OF WATER COMMISSIONERS

SECRETARY
BOARD OF WATER COMMISSIONERS

SENIOR VICE PRESIDENT,
SECURITY, ENVIRONMENTAL SVCS & CUSTOMER ADVOCACY

A Resolution

Whereas, Richard L. Henry, has been an employee of the Columbus Board of Water Commissioners since February, 1982 is retiring; and,

Whereas, Richard L. Henry, has served in the capacity of Warehouse and Inventory Coordinator in the Finance Department with the Columbus Water Works; and,

Whereas, Richard L. Henry, has performed in an outstanding and productive manner throughout his thirty-eight years of service;

Now, Therefore, Be It Resolved that the Board of Water Commissioners of the City of Columbus, Georgia, on behalf of all the people of the City, hereby publicly expresses appreciation and heartfelt thanks to Richard L. Henry for his diligent and faithful service on behalf of the Columbus Water Works; and,

Be It Further Resolved that this resolution be spread upon the official minutes of this Board this tenth day of August, 2020, and that the Secretary of this Board be directed to furnish copies of this resolution to the said Richard L. Henry and to the Clerk of Council of Columbus, Georgia.

PRESIDENT, COLUMBUS WATER WORKS

CHAIR, BOARD OF WATER COMMISSIONERS

SECRETARY
BOARD OF WATER COMMISSIONERS

SENIOR VICE PRESIDENT,
SECURITY, ENVIRONMENTAL SVCS & CUSTOMER ADVOCACY

The Board acknowledged the Retirees.

Danthea Hill presented the Financial Reports for the months of June and July including Ft. Benning to the Board. Ms. Hill also reported on year-end highlights for 2020 as follows:

- The change in the balance sheet for the period ending June 30, 2020 was \$499,485.80. This is the result of Columbus Water Works and Ft. Benning operations.
- Actual combined revenues for the Columbus Water Works at June 2020 were 103.85% of projected revenues year-to-date.
- Actual combined expenditures for the Columbus Water Works at June 2020 were 95.96% of projected expenditures year-to-date.

Motion was made by Becky Rumer and seconded by Mayor Henderson to approve the Financial Reports. Motion carried.

Secretary Hinton gave an update to the Board on the Georgia Environmental Finance Authority Deferral Modification to Existing GEFA Loans as follows:

- Georgia Environmental Finance Authority (GEFA) will have a deferral period from July 1, 2020, to January 1, 2021.
- Provides a payment holiday for all principal and interest payments for six months
- During that time, no interest will accrue on the loan. On January 4, 2021, borrowers will receive a debit notification that includes the upcoming amount to be withdrawn. The installment amount will be equal to the payment prior to the deferral period.
- CWW has four outstanding loans with GEFA listed below:

Loan Number	First Principal		Loan Commitment	Loan Disbursed	Capitalized Interest	Loan Amount
	Date	Maturity Date				
DW01001P	12/1/2008	9/1/2028	7,000,000.00	6,990,000.00	673,358.61	7,663,358.61
CW03001PA	4/1/2009	9/1/2029	23,171,654.05	23,171,654.05	1,938,881.52	25,110,535.57
CW03001B	9/1/2011	9/1/2029	1,828,345.95	719,835.93	39,643.54	759,479.47
CW97001P2	3/1/2012	6/1/2032	4,100,250.39	4,100,250.39	408,477.89	4,508,728.28

- Columbus Water Works has received modification documents to acknowledge the deferral period and request Board of Water Commissioners approval to accept these loan modifications per the following resolutions:

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: COLUMBUS WATER WORKS
Loan Number: CW03001PA

At a duly called meeting of the governing body of the Borrower identified above (the "**Borrower**") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$23,171,654.05** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "**Lender**") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **CW03001PA** (the "**Loan Agreement**"), between the Borrower and the Lender, and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **CW03001PA** (the "**Note**"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "**Modification**") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date _____, 2020

Secretary/Clerk

(SEAL)

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: COLUMBUS WATER WORKS
Loan Number: DW01001P

At a duly called meeting of the governing body of the Borrower identified above (the "**Borrower**") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$7,000,000.00** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "**Lender**") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **DW01001P** (the "**Loan Agreement**"), between the Borrower and the Lender, and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **DW01001P** (the "**Note**"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "**Modification**") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date _____, 2020

Secretary/Clerk

(SEAL)

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: COLUMBUS WATER WORKS
Loan Number: CW03001B

At a duly called meeting of the governing body of the Borrower identified above (the "**Borrower**") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$1,828,345.95** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "**Lender**") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **CW03001B** (the "**Loan Agreement**"), between the Borrower and the Lender, and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **CW03001B** (the "**Note**"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "**Modification**") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date _____, 2020

Secretary/Clerk

(SEAL)

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: COLUMBUS WATER WORKS
Loan Number: CW97001P2

At a duly called meeting of the governing body of the Borrower identified above (the "**Borrower**") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$4,100,250.39** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "**Lender**") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **CW97001P2** (the "**Loan Agreement**"), between the Borrower and the Lender, and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **CW97001P2** (the "**Note**"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "**Modification**") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date _____, 2020

Secretary/Clerk

(SEAL)

Motion was made by Sanders Griffith and seconded by Becky Rumer to proceed with the deferral modification to the four existing GEFA loans and to accept the above Resolutions as presented. Motion carried.

Next, Secretary Hinton updated the Board on the CIP Funding – Georgia Environmental Finance Authority Schedule as follows:

- During the May 11th Board of Water Commissioners meeting, the Board approved Columbus Water Works to continue to explore the option of State Revolving Funds obtained through GEFA to fund certain projects identified in the Master Plan.
- Extensive work has been completed in Engineering to ensure all projects meet EPD requirements for GEFA funding to submit with September 1st application.

Columbus Water Works
\$24,705,000 Clean Water State Revolving Fund (CWSRF)
\$22,438,200 Drinking Water State Revolving Fund (DWSRF)
Georgia Environmental Finance Authority (GEFA)
Preliminary Financing Schedule

<u>DATE</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY</u>
May 11 – <i>Completed and Board Approved</i>	Present to explore GEFA as Funding Source	CWW - Alex Hinton
August 10	CWW Board update	CWW – Alex Hinton
Sept. 1	Deliver GEFA Loan documents, EPD compliance (CE or NONSI) for review (60 days prior to GEFA Board Meeting)	CWW - Alex Hinton
Sept 14	CWW Board update if deemed necessary	CWW – Alex Hinton
Oct 19	CWW Board update if deemed necessary	CWW – Alex Hinton
November 5	GEFA Board Meeting for approval of CWSRF and DWSRF financing	GEFA
November 16	CWW Board Approval of GEFA Loan and terms	CWW – Alex Hinton
December 1st or 8th	City approval of GEFA loan and terms (date pending final council return from break – Lucy Sheftall notified and will keep posted) Have 6 months to obtain final approval after GEFA approval.	CWW

*Preliminary, subject to change.

The Board acknowledged Secretary Hinton's report.

Secretary Hinton gave an update to the Board on the financial impact caused by the COVID-19 virus as outlined below:

- As of July 2020 – We continue to monitor and have not seen significant impact at this time on revenue side.
 - Closely monitoring
 - Revenue
 - Accounts receivable aging
 - Disconnects
- Disconnects
 - As of May 27, 2020, we have over 1,800 customers that are on the disconnect list with an average balance of about \$335 dollars or a total of \$603k.
 - As of August 5, 2020, we have 380 customers that are on the disconnect list with an average balance of about \$176 dollars or a total of \$67k.
- Incurred additional payroll expenses related to mission critical pay of \$198k
- Incurred additional costs of \$110k through July 2020 (\$94k prior year and \$16k current year), related to COVID-19 (including safety equipment, cleaning supplies, and hardware to work remotely)
- We are currently in the process of applying for FEMA grant funding for current project expenditures as relating to World Health Organization declaring Corona Virus Disease 2019 (COVID-19) a world health emergency and pandemic. This will cover unanticipated costs as it relates to system changes and safety equipment.
- Additional federal stimulus funds will continue to be explored.

Columbus Water Works also continues to monitor COVID-19 and how it impacts our employees. In an effort to ensure the health and safety of our employees, CWW has implemented the following:

- Enforce strict policies about wearing mask
- Promote social distancing when possible
- Enable employees who are able to work remotely when possible
- Implement shift rotations when possible
- Extend remote working policies and re-evaluate based on developing information
- Implement policies and procedures for employees with exposure and symptoms to include testing and clearance to return to work
- Ensure and source available testing for CWW employees

The Board acknowledged Secretary Hinton's report.

Becky Butts gave an update to the Board on the impact the COVID-19 virus has had on

CWW customers as outlined below:

May 18th Reopened Transition Process

- Established practices for physical distancing between co-workers and the customers
- Limited only five customers to enter the main office to ensure adequate physical distancing at all times
- Requiring facial coverings to be worn by all personnel and customers in the building
- Requiring all personnel and customers to have their temperature checked. People with a temperature of 100.4 or higher will not be permitted to enter the building
- Customers are asked to check-in at the check-in station to secure their place in line and asked to wait in their vehicle until they are called to enter the building

Disconnections

- June 8th – NSF (returned checks) and Tamps totaling 900±
- June 15th – Door hangers – Customers that are still on the disconnect list – 1600
- Starting June 22nd through July 24th – Disconnects 900± - Disconnects were handled by the Meter Maintenance and Water Accountability Departments. Disconnected on Tuesday, Wednesday and Thursday
- Starting July 27th operations for disconnects have resumed back to normal

Utility Bill Payment Arrangements

- Customers are provided the opportunity to make a reasonable payment plan to pay off over a six (6) month period any accumulated charges during the effective period. **Payment Arrangements are made on a case by case situation with the customer as well**
- Payment arrangements do not cover new monthly bills, charges, fees, etc. and all new bills are due and payable on or before the due date
- Payment plans will automatically cancel if payment installment and/or current bills are not paid on or before the due date(s)
- Failure to make the scheduled payments for the Payment Plan will result in the Payment Plan declared null and void and the customer will become subject to late fees and termination of service for the unpaid balance of charges incurred after the Plan ends
- If an NSF (returned check) is returned the Payment Plan will be declared null and void and the customer will become subject to the return check charges, delinquent fees and termination of service for the unpaid balance of charges incurred after the Plan ends
- Customers that are disconnected for non-payment and not able to make full payments, Customer Service will work with the customers in setting up payment arrangements. The customer will have to pay at least half of their bill
- **Temporary Suspension of Utility Delinquent Fees – CWW extended delinquent fee of \$50.00 starting March through July 31st. CWW made the decision to extend the suspension of the delinquent fee of \$50.00 to August 31, 2020**

CORONAVIRUS SAFETY PRECAUTIONS

For the health and safety of our customers and employees, we are making the following changes effective August 3, 2020:

- ✓ On August 3, 2020, we are closing the Customer Lobby to the public until further notice. Please follow us on Facebook to stay up to date.
- ✓ Our drive-thru will remain open. Customer Service Representatives will be able to provide account assistance at the drive-thru. *M-F 8:30 a.m. to 5:30 p.m.*
- ✓ Over the phone account assistance will be available. Please call us at 706-649-3400 or email us at customerservice@cwvga.org. *M-F 8:30 a.m. to 5:30 p.m.*
- ✓ Payments may be made online or over the phone. Visit our website for details on payment options. www.cwvga.org
- ✓ If you experience a water or wastewater emergency, please call us at 706-649-3400. Emergency Crews will be available.

Please continue to practice social distancing and good hygiene by washing your hands with soap and water.



The Board acknowledged Ms. Butt's report.

Kevin White advised the Board that NeighborWorks has requested a waiver of water/sewer connection and sewer availability fees for the North Highland 4th Avenue Housing Project as outlined below:

- Proposed development is located on 4th Avenue between 35th and 38th Streets
- This project will provide 15 single family housing units and all will serve low income population.
- Based on current plans, the requested connection and impact fees total \$22,950.00.
- **Staff requests Board approval for the waiver of water/sewer connection and sewer availability fees for the North Highland Housing Project up to \$22,950.00.**

Following discussion, motion was made by Sanders Griffith and seconded by Becky Rumer to approve the waiver of water/sewer connection and sewer availability fees for the North Highland Housing Project up to \$22,950.00. Motion carried.

The following Departmental Reports for the month of June and July were provided to the

Board as information only:

- Customer Service Reports
- Customer Advocacy/Meter Maint/Water Accountability Reports
- Engineering Reports
- Field Services Reports
- Information Services/Security/Environmental Services Reports
- Corporate Relations Reports
- Employee Services Reports
- Water Resource Operations/Managed Maintenance Reports

There was no discussion.

President Davis provided the following item of information to the Board:

- President Davis received an email from Councilor Judy Thomas regarding a customer named Doug Harvey. Mr. Harvey was working on his irrigation system when he encountered a problem that he needed help from CWW. Mr. Harvey called and spoke with Latoya Moore (Customer Service) about his issue and she assured him someone would be out to help. Andrew Langford (Meter Maintenance) arrived and helped him to figure out his problem, and advised him of the necessary steps he needed to take on his part in order to make the repairs. Mr. Harvey was very pleased with the professionalism and enthusiasm both Latoya and Andrew showed him.

There being no further business, motion was made by Sanders Griffith and seconded by

Rodney Close to adjourn the meeting. Motion carried.



Alex D. Hinton, Secretary