Executive Summary – Enforcement Matter – Case No. 61785 City of Burkburnett RN102992385 Docket No. 2022-0073-PWS-E

Order Type:

Findings Agreed Order

Findings Order Justification:

People or environmental receptors have been exposed to pollutants which exceed levels that are protective.

Media:

PWS

Small Business:

No

Location(s) Where Violation(s) Occurred:

City of Burkburnett PWS, 1953 Ashton Road, Burkburnett, Wichita County

Type of Operation:

Public water supply

Other Significant Matters:

Additional Pending Enforcement Actions: No

Past-Due Penalties: No

Other: N/A

Interested Third-Parties: None

Texas Register Publication Date: May 27, 2022

Comments Received: No

Penalty Information

Total Penalty Assessed: \$11,000

Amount Deferred for Naturally Occurring Inorganic Contaminants: \$11,000

Total Paid to General Revenue: \$0 **Total Due to General Revenue:** \$0

Payment Plan: N/A

Compliance History Classifications:

Person/CN - Satisfactory

Site/RN - N/A

Major Source: Yes

Statutory Limit Adjustment: N/A

Applicable Penalty Policy: January 2021

Investigation Information

Complaint Date(s): N/A

Complaint Information: N/A

Date(s) of Investigation: December 20, 2021 through January 7, 2022

Date(s) of NOE(s): January 7, 2022

Executive Summary – Enforcement Matter – Case No. 61785 City of Burkburnett RN102992385 Docket No. 2022-0073-PWS-E

Violation Information

Failed to comply with the acute maximum contaminant level ("MCL") of 10 milligrams per liter for nitrate [30 Tex. Admin. Code § 290.106(f)(2) and Tex. Health & Safety Code § 341.031(a)].

Corrective Actions/Technical Requirements

Corrective Action(s) Completed:

N/A

Technical Requirements:

The Order will require the Respondent to:

- a. Within 180 days, submit an acceptable written plan, including a proposed schedule and any applicable planning materials, to the Executive Director that provides for an alternate water source, treatment technology, or other means of completing the necessary corrective actions to achieve compliance within 1,095 days with the acute MCL for nitrate;
- b. Within 195 days, submit written certification to demonstrate compliance with a.;
- c. Within 365 days and on a semi-annual basis thereafter, submit progress reports. These reports shall include information regarding actions taken to provide water which meets the acute MCL for nitrate;
- d. Within 1,095 days, return to compliance with the acute MCL for nitrate; and
- e. Within 1,110 days, submit written certification to demonstrate compliance with d.

Executive Summary – Enforcement Matter – Case No. 61785 City of Burkburnett RN102992385 Docket No. 2022-0073-PWS-E

Contact Information

TCEQ Attorney: N/A

TCEQ Enforcement Coordinator: Tayler McKenzie, Enforcement Division,

Enforcement Team 4, MC 219, (512) 239-2511; Michael Parrish, Enforcement Division,

MC 219, (512) 239-2548

Respondent: The Honorable Carl Law, Mayor, City of Burkburnett, 501 Sheppard

Road, Burkburnett, Texas 76354

Lawrence Cutrone, City Manager, City of Burkburnett, 501 Sheppard Road,

Burkburnett, Texas 76354

Respondent's Attorney: N/A



Penalty Calculation Worksheet (PCW)

Policy Revision 5 (January 28, 2021) PCW Revision February 11, 2021

DATES Assigned 10-Jan-2022

PCW 11-Jan-2022 Screening 12-Jan-2022 EPA Due 31-Mar-2022

CASE INFORMATION

Enf./Case ID No. 61785
Docket No. 2022-0073-PWS-E
Media Program(s) Hulti-Media

Multi-Media

Admin. Penalty \$ Limit Minimum \$50 Maximum

Molti-Media

No. of Violations 1
Order Type Findings

Government/Non-Profit Enf. Coordinator Tayler McKenzie
Enforcement Team 2

| | | | Penalty | Calcula | tion Section | n | | |
|---------|--|---|----------------------------------|-----------------|------------------------|------------|----------------|---|
| TOTA | L BASE PENA | LTY (Sum of | violation bas | | | | Subtotal 1 | \$10,000 |
| ADIII | STMENTS () | / | OTAL 1 | - | | | | |
| ADJU | STMENTS (+ Subtotals 2-7 are of | tained by multiplyin | JIAL I g the Total Base Penal | lty (Subtotal 1 | .) by the indicated p | ercentage. | | |
| | Compliance Hi | , , , | | 10.0% | Adjustment | | tals 2, 3, & 7 | \$1,000 |
| | Notes Enhancement for two NOVs with the same/similar violations. | | | | | | | |
| | Culpability | No | | 0.0% | Enhancement | | Subtotal 4 | \$0 |
| | Notes The Respondent does not meet the culpability criteria. | | | | | | | |
| | Good Eaith Eff | ort to Comply 1 | otal Adjustmen | te | | | Subtotal 5 | \$0 |
| | Good Faith En | ort to Compry | otai Aujustilleli | LS | | | Subtotal S | , , , , , , , , , , , , , , , , , , , |
| | Economic Ben | efit | | 0.0% | Enhancement* | | Subtotal 6 | \$0 |
| | Estimated | Total EB Amounts I Cost of Compliance | \$26,446 \$100,000 | *Cappe | d at the Total EB \$ A | Amount | | |
| SUM (| OF SUBTOTA | LS 1-7 | | | | F | inal Subtotal | \$11,000 |
| | R FACTORS A | | MAY REQUIRE | | 0.0% | | Adjustment | \$0 |
| Reduces | | Subtotal by the indi | cated percentage. | | | | | |
| | Notes | | | | | | | |
| | | | | | | Final Per | nalty Amount | \$11,000 |
| STAT | UTORY LIMIT | T ADJUSTME | TV | | | Final Asse | ssed Penalty | \$11,000 |
| DEFE | RRAL | | | | 100.0% | Reduction | Adjustment | -\$11,000 |
| Reduces | the Final Assessed Pe | nalty by the indicate | d percentage. | | | | | |
| | Notes | Notes The Executive Director recommends a conditional deferral for naturally occuring constituents. | | | | | | |
| ΡΔΥΔ | BLE PENALT | Y | | | | | | \$0 |
| | I -II//L-I | | | | | | | Ψ |

Screening Date 12-Jan-2022 Respondent City of Burkburnett

Case ID No. 61785

Reg. Ent. Reference No. RN102992385

Media Public Water Supply

Enf. Coordinator Tayler McKenzie

| Compliance History Worksheet | | | | | | | |
|---|--|--|--------|---------|------|--|--|
| >> | Compliance His Component | tory <i>Sit</i> e Enhancement (Subtotal 2) Number of | Number | Adjust. | | | |
| | NOVs | Written notices of violation ("NOVs") with same or similar violations as those in the current enforcement action (number of NOVs meeting criteria) | 2 | 10% | | | |
| | | Other written NOVs | 0 | 0% | | | |
| | | Any agreed final enforcement orders containing a denial of liability (number of orders meeting criteria) | 0 | 0% | | | |
| | Orders | Any adjudicated final enforcement orders, agreed final enforcement orders without a denial of liability, or default orders of this state or the federal government, or any final prohibitory emergency orders issued by the commission | 0 | 0% | | | |
| | Judgments and Consent | Any non-adjudicated final court judgments or consent decrees containing a denial of liability of this state or the federal government (number of judgments or consent decrees meeting criteria) | 0 | 0% | | | |
| | Decrees | Any adjudicated final court judgments and default judgments, or non-adjudicated final court judgments or consent decrees without a denial of liability, of this state or the federal government | 0 | 0% | | | |
| | Convictions | Any criminal convictions of this state or the federal government (number of counts) | 0 | 0% | | | |
| | Emissions | Chronic excessive emissions events (number of events) | 0 | 0% | | | |
| | Audits | Letters notifying the executive director of an intended audit conducted under to Texas Environmental, Health, and Safety Audit Privilege Act, 74th Legislatur 1995 (number of audits for which notices were submitted) | | 0% | | | |
| | Addits | Disclosures of violations under the Texas Environmental, Health, and Safety Audit Privilege Act, 74th Legislature, 1995 (number of audits for which violations were disclosed) | | 0% | | | |
| | | | | | | | |
| | | Environmental management systems in place for one year or more | No | 0% | | | |
| | Other | Voluntary on-site compliance assessments conducted by the executive director under a special assistance program | No | 0% | | | |
| | | Participation in a voluntary pollution reduction program | No | 0% | | | |
| | | Early compliance with, or offer of a product that meets future state or federal government environmental requirements | No | 0% | | | |
| Adjustment Percentage (Subtotal 2) 10% | | | | | | | |
| >> | Repeat Violator | (Subtotal 3) | | | | | |
| | N/ | N/A Adjustment Percentage (Subtotal 3) 0% | | | | | |
| >> | >> Compliance History Person Classification (Subtotal 7) | | | | | | |
| | Satisfactory Performer Adjustment Percentage (Subtot | | | | 0% | | |
| >> Compliance History Summary | | | | | | | |
| | Compliance History Notes | Enhancement for two NOVs with the same/similar violations. | | | | | |
| | Total Compliance History Adjustment Percentage (Subtotals 2, 3, & 7) 10% | | | | | | |
| >> I | inal Compliance | History Adjustment | | | 1001 | | |
| Final Adjustment Percentage *capped at 100% 10% | | | | | | | |

| Economic Benefit Worksheet | | | | | | | |
|---|--------------------------------|---|------------------------------------|---------------|--|---|-----------------|
| Respondent | Respondent City of Burkburnett | | | | | | |
| Case ID No. | 61785 | | | | | | |
| Reg. Ent. Reference No. | RN102992385 | i | | | | | |
| Media | Public Water 9 | Supply | | | | B | Years of |
| Violation No. | | | | | | Percent Interest | Depreciation |
| | | | | | | 5.0 | 15 |
| | Item Cost | Date Required | Final Date | Yrs | Interest Saved | Costs Saved | EB Amount |
| Item Description | | • | | | | | |
| | | | | | | | |
| Delayed Costs | | | | | | | |
| Equipment | | | | 0.00 | \$0 | \$0 | \$0 |
| Buildings | | | | 0.00 | \$0 | \$0 | \$0 |
| Other (as needed) | \$100,000 | 30-Sep-2021 | 10-Jul-2025 | 3.78 | \$1,259 | \$25,187 | \$26,446 |
| Engineering/Construction | | | | 0.00 | \$0 | \$0 | \$0 |
| Land | | | | 0.00 | \$0 | n/a | \$0 |
| Record Keeping System | | | | 0.00 | \$0 | n/a | \$0 |
| Training/Sampling | | | | 0.00 | \$0 \$0 | n/a | \$0 \$0 |
| Remediation/Disposal Permit Costs | | | | 0.00 | \$0 \$0 | n/a | \$0 |
| Other (as needed) | | | | 0.00 | \$0 \$0 | n/a n/a | \$0 |
| Notes for DELAYED costs | corrective act | ions to return to c first monitoring p | ompliance with period of noncor | the acut | e MCL for nitrate, to the estimated | y, and implement th calculated from the date of compliance. | last day of the |
| Avoided Costs | ANNU | ALIZE avoided c | osts before en | | | one-time avoided | |
| Disposal | | | | 0.00 | \$0 | \$0 | \$0 |
| Personnel | | | | 0.00 | \$0 | \$0 | \$0 |
| Inspection/Reporting/Sampling | | | | 0.00 | \$0 | \$0 | \$0 |
| Supplies/Equipment | | | | 0.00 | \$0 | \$0 | \$0 |
| Financial Assurance ONE-TIME avoided costs | | | | 0.00 | \$0 \$0 | \$0 \$0 | \$0 \$0 |
| Other (as needed) | | | | 0.00 | \$0 \$0 | \$0 \$0 | \$0 |
| Notes for AVOIDED costs | | JI | | <u> 0.00</u> | J \$0 | 3 U | 50 |
| Approx. Cost of Compliance | | \$100,000 | | | TOTAL | | \$26,446 |

The TCEQ is committed to accessibility.

To request a more accessible version of this report, please contact the TCEQ Help Desk at (512) 239-4357.



Compliance History Report

Compliance History Report for CN600249627, RN102992385, Rating Year 2021 which includes Compliance History (CH) components from September 1, 2016, through August 31, 2021.

Customer, Respondent, CN600249627, City of Burkburnett Classification: SATISFACTORY Rating: 1.30

or Owner/Operator:

Regulated Entity: RN102992385, CITY OF BURKBURNETT Classification: NOT APPLICABLE Rating: N/A

Complexity Points: N/A Repeat Violator: N/A

CH Group: 14 - Other

Location: 1953 ASHTON ROAD IN BURKBURNETT, WICHITA COUNTY, TEXAS

TCEQ Region: REGION 03 - ABILENE

ID Number(s): PUBLIC WATER SYSTEM/SUPPLY REGISTRATION 2430005

Compliance History Period: September 01, 2016 to August 31, 2021 Rating Year: 2021 Rating Date: 09/01/2021

Date Compliance History Report Prepared: January 10, 2022

Agency Decision Requiring Compliance History: Enforcement

Component Period Selected: January 10, 2017 to January 10, 2022

TCEQ Staff Member to Contact for Additional Information Regarding This Compliance History.

Name: Tayler McKenzie Phone: (512) 239-2511

Site and Owner/Operator History:

1) Has the site been in existence and/or operation for the full five year compliance period? YES

2) Has there been a (known) change in ownership/operator of the site during the compliance period? NO

Components (Multimedia) for the Site Are Listed in Sections A - J

A. Final Orders, court judgments, and consent decrees:

N/A

B. Criminal convictions:

N/A

C. Chronic excessive emissions events:

N/A

D. The approval dates of investigations (CCEDS Inv. Track. No.):

E. Written notices of violations (NOV) (CCEDS Inv. Track. No.):

A notice of violation represents a written allegation of a violation of a specific regulatory requirement from the commission to a regulated entity. A notice of violation is not a final enforcement action, nor proof that a violation has actually occurred.

1 Date: 09/21/2021 (1782429)

Self Report? NO Classification: Moderate

Citation: 30 TAC Chapter 290, SubChapter F 290.106(f)(2)

Description: NO3 AMCL 3Q2021 - This system exceeded the MCL of 10 mg/L for nitrate (as

nitrogen) with a sample result of 19 mg/L collected on 09/15/2021.

2 Date: 12/15/2021 (1782429)

Self Report? NO Classification: Moderate

Citation: 30 TAC Chapter 290, SubChapter F 290.106(f)(2)

Description: NO3 AMCL 4Q2021 - This system exceeded the MCL of 10 mg/L for nitrate (as

nitrogen) with a sample result of 29 mg/L collected on 11/09/2021.

F. Environmental audits:

N/A

G. Type of environmental management systems (EMSs):

N/A

H. Voluntary on-site compliance assessment dates:

N/A

I. Participation in a voluntary pollution reduction program:

N/A

J. Early compliance:

N/A

Sites Outside of Texas:

N/A

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



| IN THE MATTER OF AN | § | BEFORE THE |
|---------------------|---|-----------------------|
| ENFORCEMENT ACTION | § | |
| CONCERNING | § | TEXAS COMMISSION ON |
| CITY OF BURKBURNETT | § | |
| RN102992385 | § | ENVIRONMENTAL QUALITY |

AGREED ORDER DOCKET NO. 2022-0073-PWS-E

| On | , the Texas Commission on Environmental Quality ("the |
|-----------------------------|---|
| Commission" or "TCEQ") o | onsidered this agreement of the parties, resolving an enforcement |
| action regarding the City o | Burkburnett (the "Respondent") under the authority of TEX. HEALTH |
| & SAFETY CODE ch. 341. Th | Executive Director of the TCEQ, through the Enforcement Division, |
| and the Respondent preser | ted this Order to the Commission. |

The Respondent understands that it has certain procedural rights at certain points in the enforcement process, including the right to formal notice of violations, notice of an evidentiary hearing, the right to an evidentiary hearing, and a right to appeal. By entering into this Order, the Respondent agrees to waive all notice and procedural rights.

It is further understood and agreed that this Order represents the complete and fully-integrated agreement of the parties. The provisions of this Order are deemed severable and, if a court of competent jurisdiction or other appropriate authority deems any provision of this Order unenforceable, the remaining provisions shall be valid and enforceable. The duties and responsibilities imposed by this Order are binding upon the Respondent.

The Commission makes the following Findings of Fact and Conclusions of Law:

I. FINDINGS OF FACT

- 1. The Respondent owns and operates a public water supply located at 1953 Ashton Road in Burkburnett, Wichita County, Texas (the "Facility"). The Facility provides water for human consumption, has approximately 4,106 service connections, and serves at least 25 people per day for at least 60 days per year. As such, the Facility is a public water system as defined in 30 Tex. Admin. Code § 290.38(71).
- 2. During a record review conducted from December 20, 2021 through January 7, 2022, an investigator documented that the single sample concentrations for nitrate at Entry Point No. 2 were 19 milligrams per liter ("mg/L") for the third quarter of 2021 and 29 mg/L for the fourth quarter of 2021.

II. CONCLUSIONS OF LAW

- 1. As evidenced by Finding of Fact No. 1, the Respondent is subject to the jurisdiction of the TCEQ pursuant to Tex. Health & Safety Code ch. 341 and the rules of the TCEQ.
- 2. As evidenced by Finding of Fact No. 2, the Respondent failed to comply with the acute maximum contaminant level ("MCL") of 10 mg/L for nitrate, in violation of 30 TEX. ADMIN. CODE § 290.106(f)(2) and TEX. HEALTH & SAFETY CODE § 341.031(a).
- 3. Pursuant to TEX. HEALTH & SAFETY CODE § 341.049(a), the TCEQ has the authority to assess an administrative penalty against the Respondent for violations of state statutes within the TCEQ's jurisdiction, for violations of rules adopted under such statutes, or for violations of orders or permits issued under such statutes.
- 4. An administrative penalty in the amount of \$11,000 is justified by the facts recited in this Order, and considered in light of the factors set forth in Tex. Health & Safety Code § 341.049(b). The amount of \$11,000 is deferred contingent upon the Respondent's timely and satisfactory compliance with all the terms of this Order and shall be waived only upon full compliance with all the terms and conditions contained in this Order. If the Respondent fails to timely and satisfactorily comply with any requirement contained in this Order, the Executive Director may demand payment of all or part of the conditionally deferred penalty.

III. ORDERING PROVISIONS

NOW, THEREFORE, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ORDERS that:

1. The Respondent is assessed a penalty as set forth in Conclusion of Law No. 4 for violations of state statutes and rules of the TCEQ. The payment of this penalty and the Respondent's compliance with all the requirements set forth in this Order resolve only the matters set forth by this Order in this action. The Commission shall not be constrained in any manner from requiring corrective actions or penalties for violations that are not raised here. Penalty payments shall be made payable to "TCEQ" and shall be sent with the notation "Re: City of Burkburnett, Docket No. 2022-0073-PWS-E" to:

Financial Administration Division, Revenue Operations Section Attention: Cashier's Office, MC 214 Texas Commission on Environmental Quality P.O. Box 13088 Austin, Texas 78711-3088

- 2. The Respondent shall undertake the following technical requirements:
 - a. Within 180 days after the effective date of this Order, submit an acceptable written plan, including a proposed schedule and any applicable planning materials, to the Executive Director that provides for an alternate water source,

treatment technology, or other means of completing the necessary corrective actions to achieve compliance within 1,095 days after the effective date of this Order with the acute MCL for nitrate to the addresses listed in Ordering Provision No. 2.e below.

- b. Within 195 days after the effective date of this Order, submit written certification as described in Ordering Provision No. 2.e below, and include detailed supporting documentation including photographs, receipts, and/or other records to demonstrate compliance with Ordering Provision No. 2.a.
- c. Within 365 days after the effective date of this Order and on a semi-annual basis thereafter, submit progress reports to the addresses listed in Ordering Provision No. 2.e below. These reports shall include information regarding actions taken to provide water which meets the acute MCL for nitrate.
- d. Within 1,095 days after the effective date of this Order, return to compliance with the acute MCL for nitrate, in accordance with 30 Tex. Admin. Code § 290.106.
- e. Within 1,110 days after the effective date of this Order, submit written certification, and include detailed supporting documentation including photographs, receipts, and/or other records to demonstrate compliance with Ordering Provision No. 2.d. The certification shall be signed by the Respondent and shall include the following certification language:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

The certification shall be submitted to:

Order Compliance Team Enforcement Division, MC 149A Texas Commission on Environmental Quality P.O. Box 13087 Austin, Texas 78711-3087 City of Burkburnett DOCKET NO. 2022-0073-PWS-E Page 4

with a copy to:

Drinking Water Special Functions Section Manager Water Supply Division, MC 155 Texas Commission on Environmental Quality P.O. Box 13087 Austin, Texas 78711-3087

- 3. All relief not expressly granted in this Order is denied.
- 4. The duties and provisions imposed by this Order shall apply to and be binding upon the Respondent. The Respondent is ordered to give notice of this Order to personnel who maintain day-to-day control over the Facility operations referenced in this Order.
- 5. The Executive Director may grant an extension of any deadline in this Order or in any plan, report, or other document submitted pursuant to this Order, upon a written and substantiated showing of good cause. All requests for extensions by the Respondent shall be made in writing to the Executive Director. Extensions are not effective until the Respondent receives written approval from the Executive Director. The determination of what constitutes good cause rests solely with the Executive Director. Extension requests shall be sent to the Order Compliance Team at the address listed above.
- 6. The Executive Director may, without further notice or hearing, refer this matter to the Office of the Attorney General of the State of Texas ("OAG") for further enforcement proceedings if the Executive Director determines that the Respondent has not complied with one or more of the terms in this Order.
- 7. This Order shall terminate five years from its effective date or upon compliance with all the terms and conditions set forth in this Order, whichever is later.
- 8. This Order, issued by the Commission, shall not be admissible against the Respondent in a civil proceeding, unless the proceeding is brought by the OAG to: (1) enforce the terms of this Order; or (2) pursue violations of a statute within the Commission's jurisdiction, or of a rule adopted or an order or permit issued by the Commission under such a statute.
- 9. This Order may be executed in separate and multiple counterparts, which together shall constitute a single instrument. Any page of this Order may be copied, scanned, digitized, converted to electronic portable document format ("pdf"), or otherwise reproduced and may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this Order shall constitute an original signature for all purposes and may be used, filed, substituted, or issued for any purpose for which an original signature could be used. The term "signature" shall include manual signatures and true and accurate reproductions of manual signatures created, executed, endorsed, adopted, or authorized by the person or persons to whom the signatures are attributable. Signatures may be copied or reproduced digitally, electronically, by photocopying, engraving, imprinting,

City of Burkburnett DOCKET NO. 2022-0073-PWS-E Page 5

lithographing, electronic mail, facsimile transmission, stamping, or any other means or process which the Executive Director deems acceptable. In this paragraph exclusively, the terms: electronic transmission, owner, person, writing, and written, shall have the meanings assigned to them under Tex. Bus. Org. Code § 1.002.

10. The effective date of this Order is the date it is signed by the Commission. A copy of this fully executed Order shall be provided to each of the parties.

City of Burkburnett DOCKET NO. 2022-0073-PWS-E Page 6

SIGNATURE PAGE

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

| For the Commission | Date | | | |
|--|--|--|--|--|
| - Cun to | 8/15/2022 | | | |
| For the Executive Director | Date | | | |
| I, the undersigned, have read and understand the att the attached Order, and I do agree to the terms and acknowledge that the TCEQ, in accepting payment for on such representation. | conditions specified therein. I further | | | |
| I also understand that failure to comply with the Ord and/or failure to timely pay the penalty amount, may | lering Provisions, if any, in this Order y result in: | | | |
| A negative impact on compliance history; Greater scrutiny of any permit applications submitted; Referral of this case to the Attorney General's Office for contempt, injunctive relief, additional penalties, and/or attorney fees, or to a collection agency; Increased penalties in any future enforcement actions; Automatic referral to the Attorney General's Office of any future enforcement actions; and TCEQ seeking other relief as authorized by law. | | | | |
| In addition, any falsification of any compliance docu | ments may result in criminal prosecution. | | | |
| Signature | 3/23/22 Date | | | |
| Name (Printed or typed) Authorized Representative of City of Burkburnett | Title | | | |
| ☐ If mailing address has changed, please check thi | s box and provide the new address below: | | | |