Executive Summary - Enforcement Matter - Case No. 62496 Aqua Texas, Inc. RN106081631 Docket No. 2022-0832-PWS-E

Order Type:

Findings Agreed Order

Findings Order Justification:

Three or more enforcement actions (NOVs, orders, etc.) over the prior five year period for the same violation(s).

Media: PWS

Small Business:

No

Location(s) Where Violation(s) Occurred:

Rio Ancho Subdivision, 2823 County Road 322 near Liberty Hill, Burnet 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: The complainant has expressed an interest in this

matter but does not wish to speak at Agenda. **Texas Register Publication Date:** September 30, 2022

Comments Received: No

Penalty Information

Total Penalty Assessed: \$1,800

Total Paid to General Revenue: \$1,800 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): May 10, 2022 through May 20, 2022

Complaint Information: Alleged water outages and low water pressure at a subdivision

water system.

Date(s) of Investigation: May 19, 2022

Date(s) of NOE(s): May 27, 2022

Executive Summary – Enforcement Matter – Case No. 62496 Aqua Texas, Inc. RN106081631 Docket No. 2022-0832-PWS-E

Violation Information

Failed to provide a minimum pressure of 35 pounds per square inch ("psi") throughout the distribution system under normal operating conditions and 20 psi during emergencies such as firefighting [30 Tex. ADMIN. CODE §§ 290.44(d) and 290.46(r)].

Corrective Actions/Technical Requirements

Corrective Action(s) Completed:

N/A

Technical Requirements:

The Order will require the Respondent to:

- a. Within 30 days:
- i. Determine the cause of noncompliance and make any necessary repairs or adjustments to the Facility, and maintain a minimum pressure of 35 psi throughout the distribution system under normal operating conditions, and 20 psi during emergencies such as firefighting; and
- ii. Implement improvements to the Facility's process, procedures, guidance, training, and/or oversight to ensure that the Facility maintains a minimum pressure of 35 psi throughout the distribution system under normal operating conditions and 20 psi during emergencies such as firefighting.
- b. Within 45 days, submit written certification to demonstrate compliance with a.

Contact Information

TCEQ Attorney: N/A

TCEQ Enforcement Coordinator: America Ruiz, Enforcement Division, Enforcement Team 4, MC 219, (512) 239-2601; Michael Parrish, Enforcement Division, MC 219, (512) 239-2548

Respondent: Craig Blanchette, President, Agua Texas, Inc., 1106 Clayton Lane Suite

400 West, Austin, Texas 78723-2476

Respondent's Attorney: N/A



Notes

PAYABLE PENALTY

Penalty Calculation Worksheet (PCW)

THE PONMENTAL OU	Policy Re	vision 5 (January 28,	, 2021)				PCW Revision F	ebruary 11, 2021
DATES	Assigned	13-Jun-2022						
	PCW		Screening 13-J	un-2022	EPA Due			
RESPO	NDENT/FACILI	TY INFORMATI	ON					
_	Respondent	Aqua Texas, Inc						
	j. Ent. Ref. No.			1	Na-i/N4:		M = 2 =	
Facilii	ty/Site Region	11-Austin			major/mi	inor Source	Major	
CASE I	NFORMATION							
	f./Case ID No.	62496			No. o	f Violations	1	
		2022-0832-PWS	5-E			Order Type		
Med		Public Water Su			Government			
	Multi-Media		•		Enf. C	Coordinator	America Ruiz	
Adn	min. Penalty \$ I	Limit Minimum	\$50 Max i	mum [\$5,000	EC's Team	Enforcement Team	2
			Penalty C	alcula	tion Section	n		
TOTAL	L BASE PENA	LTY (Sum of	violation base	penalt	ies)		Subtotal 1	\$1,500
		•			•			
ADJUS	STMENTS (+	/-) TO SUBT	OTAL 1					
	Compliance Hi		g the Total Base Penalty			ercentage.	tals 2, 3, & 7	\$300
	сопірнансе пі	Story		20.0%	Adjustment	Subto	lais 2, 3, & 7	\$300
	Notes	Enhancemer	nt for one agreed or	der conta	ining a denial of	fliability.		
	Culpability	No		0.0%	Enhancement		Subtotal 4	\$0
	Notes	The Re	espondent does not	meet the	culpability critei	rıa.		
	Good Faith Eff	ort to Comply T	otal Adjustments	1			Subtotal 5	\$0
			oun ruguomonio					
	Economic Ben		+0		Enhancement*		Subtotal 6	\$0
	Estimated	Total EB Amounts Cost of Compliance	\$8 \$200	*Capped	l at the Total EB \$ A	mount		
			Ψ200					
SUM C	OF SUBTOTA	LS 1-7				F	inal Subtotal	\$1,800
								· · · · · ·
OTHE	R FACTORS A	AS JUSTICE N	MAY REQUIRE		0.0%		Adjustment	\$0
Reduces c	or enhances the Fina	Subtotal by the indi	cated percentage.					
	Notes							
							·	±1.000
						Final Pen	alty Amount	\$1,800
CTATI	ITODY I TMT	r adilietari	VIT			Final A-	and Dan-Har	£1 000
SIAIL	JIOKI LIMII	T ADJUSTMEI	4 I			rınaı Asse	ssed Penalty	\$1,800
DEFER	DD A I				0.00/	Doduction	Adjustment	\$0
		enalty by the indicate	d percentage.		0.0%	Reduction	Aujustment	\$ 0
	1 11101 / 13303300 1 6	by the indicate	a percentager					

No deferral is recommended for Findings Orders.

\$1,800

PCW

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

Respondent Aqua Texas, Inc. **Case ID No.** 62496

Reg. Ent. Reference No. RN106081631

Media Public Water Supply

Enf. Coordinator America Ruiz

Compliance History Worksheet						
>> Co	ompliance Hist Component	ory <i>Sit</i> e Enh Number of	ancement (Subtotal 2)	Number	Adjust.	
	Writi		es of violation ("NOVs") with same or similar violations as those in nforcement action (<i>number of NOVs meeting criteria</i>)	0	0%	
		Other writter	n NOVs	0	0%	
		Any agreed to orders meeting	final enforcement orders containing a denial of liability (<i>number of ng criteria</i>)	1	20%	
	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%	
	Judgments and Consent	of liability of	idicated final court judgments or consent decrees containing a denial f this state or the federal government (<i>number of judgments or ees meeting criteria</i>)	0	0%	
	and Consent 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%	
	Convictions	Any criminal counts)	convictions of this state or the federal government (number of	0	0%	
	Emissions	Chronic exce	ssive emissions events (number of events)	0	0%	
	Texas Environmental, Health, and Safety Audit Privilege Act, 74th 1995 (number of audits for which notices were submitted)		, , ,	0	0%	
			, , , , , , , , , , , , , , , , , , , ,	0	0%	
					 	
		Environment	al management systems in place for one year or more	No	0%	
	Other	,	-site compliance assessments conducted by the executive director ial assistance program	No	0%	
	5 t. 15.	Participation	in a voluntary pollution reduction program	No	0%	
			ance with, or offer of a product that meets future state or federal environmental requirements	No	0%	
Adjustment Percentage (Subtotal 2) 20%						
>> Re	epeat Violator	(Subtotal 3)				
	N/A Adjustment Percentage (Subtotal 3) 0%					
>> Compliance History Person Classification (Subtotal 7)						
	Satisfactory Performer Adjustment Per		centage (Sub	total 7)	0%	
>> Compliance History Summary						
	Compliance History Notes		Enhancement for one agreed order containing a denial of liability.			
Total Compliance History Adjustment Percentage (Subtotals 2, 3, & 7) 20%						
>> Fin	al Compliance	History Adju		*	- 4 4 0 0 0 C	2004
			Final Adjustment Percent	age *capped	at 100%	20%

Economic Benefit Worksheet							
Pacnandant	Respondent Aqua Texas, Inc.						
Case ID No.		ic.					
Reg. Ent. Reference No.							37 6
	Public Water S	upply				Percent Interest	Years of
Violation No.	1						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)				0.00	\$0	\$0	\$0
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	\$100	19-May-2022	10-Mar-2023	0.81	\$4	n/a	\$4
Remediation/Disposal				0.00	\$0	n/a	\$0
Permit Costs	¢100	10 May 2022	10 Mar 2022	0.00	\$0	n/a	\$0
Other (as needed)	\$100 19-May-2022 10-Mar-2023 0.81 \$4 n/a \$4						
	The training/sampling delayed cost includes the estimated cost to implement improvements to the						
	Facility's process, procedures, guidance, training, and/or oversight to ensure that the Facility maintains a						
	minimum pressure of 35 psi throughout the distribution system under normal operating conditions and 20						
	psi during emergencies such as firefighting, calculated from the date of the investigation to the estimated						the estimated
			date	e of con	npliance.		
Notes for DELAYED costs							
		` ,	,			t to determine the	
	•		•	-		acility, and maintain	
	•			•	•	ating conditions an	,
	emergencies	s such as firefight	•			tigation to the estin	nated date of
				complia	ance.		
Avoided Costs	ANNUA	ALIZE avoided c	osts before en	tering	item (except for	one-time avoided	l costs)
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
Other (as needed)				0.00	\$0 \$0	\$0 \$0	\$0 \$0
Other (as needed)				0.00	\$0	\$ 0	\$0
Notes for AVOIDED costs							
		1					1
Approx. Cost of Compliance		\$200			TOTAL		\$8

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 CN604062463, RN106081631, Rating Year 2021 which includes Compliance History (CH) components from September 1, 2016, through August 31, 2021.

Customer, Respondent, CN604062463, Aqua Texas, Inc. Classification: SATISFACTORY Rating: 5.97

or Owner/Operator:

Regulated Entity: RN106081631, RIO ANCHO Classification: NOT APPLICABLE Rating: N/A

SUBDIVISION

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

CH Group: 14 - Other

Location: 2823 COUNTY ROAD 322 NEAR LIBERTY HILL IN BURNET COUNTY, TEXAS

TCEQ Region: REGION 11 - AUSTIN

ID Number(s):

PUBLIC WATER SYSTEM/SUPPLY REGISTRATION

0270141

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

Date Compliance History Report Prepared: June 13, 2022

Agency Decision Requiring Compliance History: Enforcement

Component Period Selected: June 13, 2017 to June 13, 2022

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

Name: America Ruiz Phone: (512) 239-2601

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:

Effective Date: 09/22/2020 ADMINORDER 2019-1597-PWS-E (1660 Order-Agreed Order With Denial)

Classification: Major

Citation: 30 TAC Chapter 290, SubChapter D 290.44(d) 30 TAC Chapter 290, SubChapter D 290.46(r)

Description: The system failed to maintain a minimum pressure of 35 psi. All public water systems shall be operated to provide a minimum pressure of 35 psi throughout the distribution system under normal operating conditions. The system shall also be operated to maintain a minimum pressure of 20 psi during emergencies such as fire fighting. Specifically, the pressure dropped below 35 psi on September 27 and September 30, 2019.

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.

N/A

	N/A		
G.	Type of environmental management systems (EMSs): $\ensuremath{N/A}$		
н.	Voluntary on-site compliance assessment dates: $\ensuremath{N/A}$		
I.	Participation in a voluntary pollution reduction program: $\ensuremath{N/A}$		
J.	Early compliance: N/A		
Sites Outside of Texas:			

F. Environmental audits:

N/A

Component Appendices

Appendix A

All NOVs Issued During Component Period 6/13/2017 and 6/13/2022

1 Date: 02/15/2018 (1467113)

Self Report? NO Classification: Minor

Citation:

30 TAC Chapter 290, SubChapter D 290.45(b)(1)(C)(iii)

Description: The water system does not have two gallons per minute per connection of service

pump capacity. The two pumps are each listed at 120 gallons per minute. The

system currently has 128 connections.

2 Date: 08/08/2019 (1581397)

Self Report? NO Classification: Major

Citation:

30 TAC Chapter 290, SubChapter D 290.44(d) 30 TAC Chapter 290, SubChapter D 290.46(r)

Description: The system failed to maintain a minimum pressure of 35 psi. All public water

systems shall be operated to provide a minimum pressure of 35 psi throughout the distribution system under normal operating conditions. The system shall also be operated to maintain a minimum pressure of 20 psi during emergencies such

as fire fighting.

3 Date: 08/11/2020 (1664757)

Self Report? NO Classification: Moderate

Citation:

30 TAC Chapter 290, SubChapter D 290.46(r)

Description: Failure to provide a minimum pressure of 35 pounds per square inch (psi)

throughout the distribution system under normal operating conditions.

4* Date: 11/09/2020 (1684336)

Self Report? NO Classification: Moderate

Citation:

30 TAC Chapter 290, SubChapter D 290.39(j)

Description: Failure to notify the executive director prior to making any significant change or

addition to the system's production, treatment, storage, pressure maintenance, or distribution facilities. The system has a 3,000-gallon pressure tank which has not

received TCEQ approval.

Appendix B

All Investigations Conducted During Component Period June 13, 2017 and June 13, 2022

Item 1	February 15, 2018**	(1467113)
Item 2	September 18, 2019**	(1592940)
Item 3	November 09, 2020**	(1684336)
Item 4	March 15, 2021**	(1700504)

^{*} No violations documented during this investigation

^{*} NOVs applicable for the Compliance History rating period 9/1/2016 to 8/31/2021

^{**}Investigation applicable for the Compliance History Rating period between 09/01/2016 and 08/31/2021.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



IN THE MATTER OF AN	§	BEFORE THE
ENFORCEMENT ACTION	§	
CONCERNING	§	TEXAS COMMISSION ON
AQUA TEXAS, INC.	§	
RN106081631	§	ENVIRONMENTAL QUALITY

AGREED ORDER DOCKET NO. 2022-0832-PWS-E

On	, the Texas Commission on Environmental Quality ("the
Commission" or "TCEQ") cor	nsidered this agreement of the parties, resolving an enforcement
action regarding Aqua Texas	s, Inc. (the "Respondent") under the authority of Tex. Health &
SAFETY CODE ch. 341. The Ex	ecutive Director of the TCEQ, through the Enforcement Division,
and the Respondent present	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 2823 County Road 322 near Liberty Hill in Burnet County, Texas the "Facility"). The Facility provides water for human consumption, has approximately 213 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 an investigation at the Facility conducted on May 19, 2022, an investigator documented that data collected from a pressure recorder deployed between May 13, 2022 through May 19, 2022 documented 61 instances of pressure drops below 35 pounds per square inch ("psi"), 51 of which were below 20 psi.

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 provide a minimum pressure of 35 psi throughout the distribution system under normal operating

conditions and 20 psi during emergencies such as firefighting, in violation of 30 Tex. Admin. Code §§ 290.44(d) and 290.46(r).

- 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 \$1,800 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 Respondent paid the \$1,800 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: Aqua Texas, Inc., Docket No. 2022-0832-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 30 days after the effective date of this Order:
 - i. Determine the cause of noncompliance and make any necessary repairs or adjustments to the Facility, and maintain a minimum pressure of 35 psi throughout the distribution system under normal operating conditions, and 20 psi during emergencies such as firefighting, in accordance with 30 Tex. Admin. Code §§ 290.44 and 290.46; and
 - ii. Implement improvements to the Facility's process, procedures, guidance, training, and/or oversight to ensure that the Facility maintains a minimum pressure of 35 psi throughout the distribution system under normal operating conditions and 20 psi during emergencies such as firefighting, in accordance with 30 Tex. ADMIN. CODE §§ 290.44 and 290.46.
 - b. Within 45 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 Nos. 2.a.i and 2.a.ii. 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

with a copy to:

Water Section Manager Austin Regional Office 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, 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.

SIGNATURE PAGE

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

For the Commission	Date
Cunt	12/19/2022
For the Executive Director	Date

I, the undersigned, have read and understand the attached Order. I am authorized to agree to the attached Order, and I do agree to the terms and conditions specified therein. I further acknowledge that the TCEQ, in accepting payment for the penalty amount, is materially relying on such representation.

I also understand that failure to comply with the Ordering Provisions, if any, in this Order and/or failure to timely pay the penalty amount, may result in:

A negative impact on compliance history;

Agua Texas, Inc.

- Greater scrutiny of any permit applications submitted;
- Referral of this case to the OAG 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 OAG of any future enforcement actions; and
- TCEQ seeking other relief as authorized by law.

In addition, any falsification of any compliance documents may result in criminal prosecution.

Signature

Craig Blanchette
Name (Printed or typed)
Authorized Representative of

☐ *If mailing address has changed, please check this box and provide the new address below:*