

# Memo

**To:** Marcey Patterson

**From:** Stephanie Harling

**cc:** Ken Little, Vanessa Claypool

**Date:** February 1, 2022

**Re:** BID #31

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Respectfully submitted for the resignation of:

1. Tim Jarecki as of 12/31/2021 due to retirement
2. Julie McNamara as of 11/1/2021 due to personal tragedy