

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

August 22, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, August 22, 2003 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Vice Chairperson Keogh called the meeting to order at 9:00 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth (arrived after roll call)
Jeff Almquist (arrived after roll call)
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Dennis Norton
Ana Ventura Phares
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Emily Reilly
Mike Rotkin
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager

Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Sharon Barbour, MASTF
Heather Boerner, *Sentinel*
Jenna Glasky, SEA
Gary Klemz, SEIU
Paul Marcelin-Sampson, Metro Riders
Union

Manny Martinez, PSA
Bonnie Morr, UTU
Robert Yount, Transit Rider
Amy Weiss, Spanish Interpreter
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Written:

a. R. Paul Marcelin-Sampson

RE: Paratransit

Oral:

Robert Yount spoke regarding being allergic to cigarette smoke and how smoking at the transit centers affects him. He wrote down his concerns and these are attached to the Minutes.

DIRECTORS AINSWORTH AND BEAUTZ ARRIVED.

3. LABOR ORGANIZATION COMMUNICATIONS

Nothing to report.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Sharon Barbour, Chair of MASTF, presented the following Motion from their August 14, 2003 meeting to the Board:

In June, METRO directed staff to prepare a report about the relationship between the Santa Cruz Metropolitan Transit District (METRO) and the Metro Accessible Services Transit Forum (MASTF). MASTF was not officially informed of this desire for reassessment until our August meeting – two months later – although the information was in the Board Packet, the newspaper, and signs in the buses. MASTF should not learn about Board interest in our organization through the newspaper. This information should come directly from METRO. As a matter of courtesy, MASTF requests that in the future, any Board interest in MASTF be officially presented to MASTF in a timely manner. Please include in this official notice both the areas of concern and the reasons for this concern.”

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The staff report for Item 13B was distributed to the Board and made available to the public.

SECTION I:

CONSENT AGENDA:

- | | |
|--------------------------|---|
| ADD TO ITEM #7-3 | ACCEPT AND FILE JULY 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report) |
| ADD TO ITEM #7-9 | ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2003
(Add Report) |
| ADD TO ITEM #7-18 | CONSIDERATION OF SUBMITTING A RESPONSE TO THE GRAND JURY REGARDING RECOMMENDATIONS FROM THE 2002-2003 FINAL REPORT
(Add Staff Report) |

REGULAR AGENDA:

- DELETE ITEM #12** CONSIDERATION OF STATUS OF CITIZEN ADVISORY COMMITTEE EVALUATION
(Deferred to September Board Meeting)
- ADD TO ITEM #13** A. CONSIDERATION OF REQUESTS FROM *LA UNIÓN DE LOS PASAJEROS DE METRO/THE METRO RIDERS UNION*:
1. AGENDA SPACE AT THE REGULAR BOARD MEETINGS SIMILAR TO MUG AND MASTF
2. SPACE IN THE *HEADWAYS* PUBLICATION
3. SPACE FOR DISPLAY POSTERS INSIDE THE BUSES AT NO CHARGE TO THE METRO RIDERS UNION
(Insert Staff Report)
B. CONSIDERATION OF REQUEST FROM *LA UNIÓN DE LOS PASAJEROS DE METRO/THE METRO RIDERS UNION* TO DISTRIBUTE LEAFLETS AT METRO-OWNED TRANSIT CENTERS
Presented by: Margaret Gallagher, District Counsel
Staff Report:
(Staff Report will be distributed at the August 22, 2003 Board Meeting)
- DELETE ITEM #14** CONSIDERATION AND APPROVAL OF CONTRACT WITH RNL INTERPLAN, INC., D.B.A. RNL DESIGN FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE METROBASE PROJECT
(Action taken at the August 8, 2003 Board Meeting)
- ADD TO ITEM #16** CONSIDERATION OF STATUS OF HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY FORMATION
(Add Staff Report)
- ADD TO ITEM #17** CONSIDERATION OF AMENDING BUS ADVERTISING POLICY AND REGULATION TO ALLOW ADVERTISING FOR SANTA CRUZ METRO TRANSIT SERVICE
(Add Staff Report)
- ADD TO ITEM #18** CONSIDERATION OF ROUTE SUBSIDY BY PACIFIC UNION APARTMENTS
(Add Staff Report)

CONSENT AGENDA

ITEM #7-13 WAS TAKEN OUT OF ORDER FOR LES WHITE TO GIVE HIS ORAL REPORT.

- 7-13. **ACCEPT AND FILE REPORT ON GENERAL MANAGER LES WHITE'S RECENT TRIP TO WASHINGTON, DC FOR THE APTA LEGISLATIVE CONFERENCE AND LOBBY DAY**

Mr. White reported that he traveled to Washington, DC on July 22 and 23, 2003 for the primary purpose of attending meetings on the reauthorization of the TEA-21, which expires at the end of September 2003. The APTA Legislative Committee met on July 22nd to react to issues presented by the two authorizing committees. Mr. White also scheduled meetings with legislative members to discuss Pacific Station/Metro Center and the inclusion of the High Intensity Transit Tier proposal in the next Authorization Bill. Mr. White requested \$8,667,000 to support redevelopment of the Pacific Station/Metro Center as a complete mixed use facility or as an expanded redeveloped transit center. He asked Congress to include funds for the transit component in the Reauthorization Bill.

Mr. White also met regarding the High Intensity Transit Tier study conducted by FTA of communities under 200,000 in population with higher than normal ridership and service levels. The current formula does not respond to the needs of those systems. During the discussions language was formulated which was met with enthusiasm by both the majority and minority sides of the House and four preferred co-authors were identified.

In addition to the above-stated meetings, Mr. White met with administrative staff members of several legislators (Boxer, Eshoo, Farr, Feinstein, Santorum, etc.) and with the Chief Counsel of FTA to ensure the proposal is consistent with what the FTA wants to do.

In conclusion, Mr. White's goal was to advance both the High Intensity Transit Tier and elevate consideration of the request for initiating funding for Pacific Station/Metro Center.

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF JULY 11 AND JULY 25, 2003**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE JULY RIDERSHIP REPORT**
- 7-4. **CONSIDERATION OF TORT CLAIMS: Deny the claim of: April Short, Claim #03-0023**
- 7-5. **ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF AUGUST 14, 2003 AND THE MINUTES OF THE JULY 17, 2003 MEETING**
- 7-6. **ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF AUGUST 20, 2003; There was no MUG meeting held in July**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JUNE 2003; APPROVAL OF BUDGET TRANSFERS; DESIGNATION OF EXCESS SALES TAX FUNDS IN THE AMOUNT OF \$950,000 FOR CARRYOVER IN THE FY 03-04 BUDGET, AND THE REMAINDER, IF ANY, FOR CAPITAL RESERVES; AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS**
- 7-8. **ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MAY 2003**
- 7-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2003**
- 7-10. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
- 7-11. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 7-12. **CONSIDERATION OF REVISION TO POLICY ON ISSUANCE OF FREE PASSES**
- 7-14. **CONSIDERATION OF REQUEST FOR SHUTTLE SERVICES TO THE CAPITOLA ART & WINE FESTIVAL**
(Moved to Consent Agenda at the August 8, 2003 Board Meeting. Staff report retained original numbering as Item #9)
- 7-15. **CONSIDERATION OF CONTRACT RENEWAL WITH SHAW YODER FOR STATE LEGISLATIVE SERVICES**

(Moved to Consent Agenda at the August 8, 2003 Board Meeting. Staff report retained original numbering as Item #10)

7-16. **CONSIDERATION OF CONTRACT RENEWAL WITH CAROLYN CHANEY & ASSOCIATES FOR FEDERAL LEGISLATIVE SERVICES**

(Moved to Consent Agenda at the August 8, 2003 Board Meeting. Staff report retained original numbering as Item #11)

7-17. **CONSIDERATION OF ENDORSING A RESOLUTION SUBMITTING THE BUDGET ACCOUNTABILITY ACT TO THE VOTERS OF THE STATE OF CALIFORNIA**

(Moved to Consent Agenda at the August 8, 2003 Board Meeting. Staff report retained original numbering as Item #15)

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR PHARES

Director Norton asked the Chair to pull Item #7-18 from the Consent Agenda for further discussion. This item will become #18a on the Regular Agenda.

By affirmative vote, move passage of the Consent Agenda, including Item #7-17 by unanimous voice vote in lieu of a roll call. Motion passed unanimously with no dissents registered and with Directors Almquist, Reilly and Rotkin being absent.

DIRECTOR ALMQUIST ARRIVED.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Discussion:

The following employees were acknowledged with a longevity certificate for their years of service:

TEN YEAR

Margaret Gallagher, District Counsel

FIFTEEN YEARS

Russell Thomas, Mechanic II – carried over from the July 25th Board Meeting
Ward Howard, Body Repair Mechanic – carried over from the July 25th Board Meeting

TWENTY-FIVE YEARS

James Strickland, Bus Operator – carried over from the July 25th Board Meeting

9. MOVED TO CONSENT AGENDA AS ITEM #7-14

10. MOVED TO CONSENT AGENDA AS ITEM #7-15

11. MOVED TO CONSENT AGENDA AS ITEM #7-16

12. DELETED

13. A. **CONSIDERATION OF REQUESTS FROM LA UNIÓN DE LOS PASAJEROS DE METRO/THE METRO RIDERS UNION:**

1. AGENDA SPACE AT THE REGULAR BOARD MEETINGS SIMILAR TO MUG AND MASTF

Summary:

Margaret Gallagher reported that Paul Marcelin-Sampson's Bus Riders' Union has issued a letter making several requests. She pointed out that his request for space on the agenda each month differs from MUG and MASTF receiving agenda space since MUG and MASTF are recognized in the District Bylaws as official advisory groups to the Board. She expressed concern that if Mr. Marcelin's group receives a dedicated agenda item each month that other non-advisory, non-union groups would request the same resulting in a lengthy agenda. It was also pointed out that any group or individual could speak under the *Oral and Written Communications* section on the agenda and if discussion is necessary, the item could be agendaized for a subsequent meeting.

2. SPACE IN THE HEADWAYS PUBLICATION

Summary:

Ms. Gallagher stated that MUG and MASTF are listed in the *Headways* under Metro Citizen Input because they are official advisory groups to the Board. If allowed, Mr. Marcelin's request for space in the *Headways* would be giving space to a group that is not recognized as an advisory group with METRO and would set a precedent to make this publication available for outside groups.

3. SPACE FOR DISPLAYING POSTERS INSIDE THE BUSES AT NO CHARGE TO THE METRO RIDERS UNION

The two concerns on this issue are whether advertising space on the buses would be construed as a gift of public funds by allowing organizational posters in the buses which would displace a paying advertiser. Ms. Gallagher also pointed out that the current advertising policy states that METRO is limited to commercial advertising only. The policy would need to be revised to act on non-commercial advertising requests.

Discussion:

Director Beautz stated that all other agencies that she is aware of have *Oral Communications* on their agendas where groups are allowed to speak. She questioned why METRO has the separate communications on the Board agenda and leaned towards putting all groups, including labor, under Oral Communication rather than expanding the agenda with separate items for each group. Director Beautz asked staff to confer with MUG and MASTF regarding placing them under Oral Communications.

Public Discussion:

Sharon Barbour of MASTF gave a brief history of MASTF and stated that MASTF met as a group for 9 months before it was recognized by the Board and accepted as an advisory group. ~~MASTF provided the Board with a fully formed chartered group that stated it had issues that pertained specifically to METRO ridership~~ **was presented to the Board as a fully formed group with adopted bylaws.** She added that the Metro Riders Group has not supplied the Board with a fully formed group, a charter or with bylaws. Ms. Barbour added that by having their own spot on the agenda, the Board is showing respect for the group and that MASTF is speaking with a certain amount of authority.

Paul Marcelin-Sampson stated that it is easier to form a group for seniors and the disabled because they have existing groups from which to recruit members. He added that he is trying to set up an infrastructure with the Riders Union so people can talk with ordinary bus riders since there is no existing group to represent this segment. He further stated that he needs to be able to approach people with a newsletter informing them of this group. He is asking the Board to give all groups consistent treatment. He explained that his request to put posters on the buses did not ask for them to be displayed free of charge. He expressed his frustration that his request of ten weeks ago yielded a phone call just two days ago. Mr. Marcelin also expressed concern that there was a \$10 charge for the CD he requested of various data. He summarized his goals as: to reach out to ordinary bus riders, to put the Metro Riders Union's phone number in the *Headways*, and to hand out materials at the Metro centers.

There was no more public input at this time.

Director Almquist stated that the METRO agency has one of the most open processes he has ever seen. He added that any organization for riders should have the opportunity to participate and all should be treated equally. Director Almquist stated that some of Mr. Marcelin's requests should be addressed during the future discussion of MUG and MASTF in order to treat groups representing riders equally. The discussions of advisory groups have been postponed to September at which time Director Almquist suggested Mr. Marcelin's requests be addressed.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Postpone all of Item #13 to the discussion in September about relationship with advocacy groups in general, except for Item 13B.

Director Phares pointed out that each Board member informs their constituents of what happens at the Board meetings so they are outreaching as well.

Motion passed with Directors Reilly and Rotkin being absent.

- B. CONSIDERATION OF REQUEST FROM LA UNIÓN DE LOS PASAJEROS DE METRO/THE METRO RIDERS UNION TO DISTRIBUTE LEAFLETS AT METRO-OWNED TRANSIT CENTERS**

Discussion:

Directors Ainsworth and Norton questioned the 5' buffer zone and whether this distance is adequate. Les White explained that this distance was chosen as it allow riders to deboard the bus; a larger buffer zone would prohibit the distributors from certain bus lanes as they would be violating the 5' regulation. Mr. White also suggested that the Board review this regulation in six months. Concerns involved use of amplifying equipment, hours of operation, increased buffer zone, cleaning up any distributed materials that are discarded on the grounds by riders, designated areas for distribution, setting a precedent for other organizations to distribute leaflets, safety of riders and drivers.

It was noted that technically there is nothing stopping any organization from leafletting at the Metro centers now, however, the security staff will need direction on this. It was suggested that the leaflets be placed in a wall rack for interested parties to take.

Paul Marcelin-Sampson stated that his goal is to reach riders going to South County, which would be Lane 4 at the Pacific Station/Metro Center. Bonnie Morr of UTU has concerns regarding the section on Enforcement Provisions as it relates to employee discipline and/or termination. Mr. White stated that staff will instruct security personnel that if anyone does leaflet, to give them the widest latitude possible and only intervene if there is a safety issue.

Director Almquist pointed out that the proposed Regulation specifies only the Pacific Station/Metro Center and Watsonville transit center. Since the Scotts Valley transit center is leased to a private party an amendment would need to be made to the lease. In lieu of an amendment, it was suggested that the regulation be very clear that the Scotts Valley transit center is not included in the leafletting areas.

Sharon Barbour asked that if there is no specific location designated for leafletters, that there be time restrictions on when leafletting could occur. She is concerned about riders being approached after dark when they are alone at the metro centers.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH

Continue Item to the September 26th Board meeting.

Motion passed with Directors Reilly and Rotkin being absent.

14. **DELETED**

15. **MOVED TO CONSENT AGENDA AS ITEM #7-16**

16. **CONSIDERATION OF STATUS OF HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY FORMATION**

Summary:

Les White commented that this item was placed on the agenda due to the reconsideration of AB692 which conveyed on the SCCRTC the authority for “design build” which is now “design build/design sequencing” authority. The question arose as to whether or not it is necessary for METRO to continue in the JPA working group for the Highway 1/HOV project. METRO’s current “design build” authority is valid through the end of 2004. Staff is asking direction as to whether the Board desires staff and Director Tavantzis to remain on the JPA working group or to sever their relationship with the group. Chairperson Reilly wrote a letter to the Board indicating that the “design build” is something people are interested in. The new designation of “design build/design sequencing” allows METRO to do sequencing with Caltrans.

Discussion:

Director Beautz stated that the JPA working group still needs METRO to have the “design build” ability. Being the largest transportation issue in the county, Director Beautz stated that METRO should be a part of this. Director Almquist agrees and added that there is nothing preventing METRO from stating that it wants a point of access for bus lines and a drop off for local connections. Les White and Mark Dorfman should have input into the initial structuring issues. Director Norton stated that it doesn’t seem fair that METRO should have to pick up 35% of the cost. Director Tavantzis supports METRO’s involvement in the working group as it gives the Board a non-jurisdictional overview of the whole project.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH

Continue discussion to September 26th Board meeting or later date when JPA agreement comes to the Board for consideration.

Motion passed with Directors Reilly and Rotkin being absent.

17. CONSIDERATION OF AMENDING BUS ADVERTISING POLICY AND REGULATION TO ALLOW ADVERTISING FOR SANTA CRUZ METRO TRANSIT SERVICE

Summary:

Margaret Gallagher stated that the Board took action in order to procure as much revenue as possible while making sure advertising did not discourage Riders. She received a request from RTC to publish an advertisement of Commute Solutions on our buses. This would bring in no revenue to the District. Due to strict definitions, METRO cannot advertise its own service. Staff is requesting that the Board amend the policy so METRO can advertise its services, programs and activities that it would wish to promote.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR AINSWORTH

Continue this item until September.

Discussion:

Director Norton spoke of the “1 in 5” program, in which METRO is a major participant, and stated that he anticipated that METRO buses could be used as part of their advertising

campaign. Printed materials would stay within the frames and could be at bus stops. The “1 in 5” program would pay for the costs of printing and installing the materials. Mr. White responded that the ads could be installed on the interior of the buses immediately. No new ads have been allowed to be placed on the exterior of the buses since the Obie contract expired. If the Board approves staff’s request to amend the advertising policy and regulation to allow METRO to advertise its services, then staff would return to the Board in September with a proposal to move to framed advertising.

Public Comment:

Linda Wilshusen stated that RTC would appreciate participation by METRO in the “1 in 5” campaign, which will run through the end of October.

Motion passed with Directors Reilly and Rotkin being absent.

18. CONSIDERATION OF ROUTE SUBSIDY BY PACIFIC UNION APARTMENTS

Summary:

Mark Dorfman reported that METRO was approached by the owner/developer of the Pacific Union Apartments on Shaffer Road to provide bus service to the non-university residents of that complex. Staff found a route that could provide this service. Pacific Union Apartments will underwrite the cost of the extension of a route to fulfill this service request. Monthly payments will be made to METRO for rides taken and if this service is successful, Pacific Union would pay METRO \$1.50 per ride and residents would receive magnetically coded bus passes. If the monthly payments are not made, service will be discontinued. The extension of service will be 5 days per week only.

Discussion:

Paul Marcelin-Sampson asked what the riders would do on the weekends when the service extension is only 5 days per week. Mr. Dorfman added that the passes will be good anywhere on the system and the developer will pay for those rides as well. Even though the route would be extended only 9 months of the year, the developer would pay for 12 months. Director Norton suggested that staff be involved in the process of new developments sooner in order to secure more of this type of service. He suggested that staff send letters to all jurisdictions advising them if they would like this type of service, to include METRO in the negotiations prior to finalizing the projects.

DIRECTOR PHARES LEFT THE MEETING.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR AINSWORTH

Authorize the General Manager to enter into an agreement with Pacific Union Apartments to provide for a route subsidy to extend service on Route 20 – University via Westside. Direct staff to immediately cease service without having to return to the Board if monthly payments default.

Motion passed with Directors Phares, Reilly and Rotkin being absent.

**18a. CONSIDERATION OF SUBMITTING A RESPONSE TO THE GRAND JURY REGARDING RECOMMENDATIONS FROM THE 2002-2003 FINAL REPORT
(Moved from Consent Agenda for further discussion)**

Discussion:

Director Norton stated that he feels some of these points are valid and should possibly be considered. He added that the word “disagrees” is too strong in two areas. Director Beutz responded that the Grand Jury Recommendation which states METRO should provide service at the Pajaro station means that we would be providing service in another county. Mark Dorfman added that MST has already committed to providing service to the Pajaro Station. Regarding the recommendation on the Highway 17 Express coordinating schedules with VTA, Director Norton suggested that the response of “disagrees” be softened. Mr. Dorfman pointed out that standard responses were requested with one of them being “disagrees”.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Submit responses to the Grand Jury as outlined in the staff report.

Paul Marcelin-Sampson commented that staff has control over the feeder service to the Highway 17 buses and that staff should respond that they will start a service planning process to look at these things. He spoke of the BRT (Bus Rapid Transit) and that its main strategy is to reduce stops. Director Beutz added that all these things take money and since money is not available, it is correct to respond with “disagree”.

Mark Dorfman will work with Director Norton on the language for the Highway 17 portion of the responses.

Motion passed with Director Norton voting “no” and Directors Phares, Reilly and Rotkin being absent.

19. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Margaret Gallagher reported that the Board would discuss the case of Scott Takahana vs. METRO in Closed Session.

20. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice Chairperson Keogh adjourned to Closed Session at 11:23 a.m. and reconvened to Open Session at 11:31 a.m.

SECTION III: RECONVENE TO OPEN SESSION

21. REPORT OF CLOSED SESSION

Nothing to report at this time.

ADJOURN

There being no further business, Vice Chairperson Keogh adjourned the meeting at 11:31 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator