

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, January 8, 2020, 1:30 p.m.

Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 60 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (5 minutes)
4. Committee Action/Discussion: (5 minutes)
 - A. Minutes of December 11, 2019 Committee Meeting – Corrections/Approval
5. Committee Chair reports: None (*No meetings in January*)
 - A. Planning & Development
 - B. Performance Monitoring & External Relations
6. Central City Line: Construction Management & Administration Task Order Authorization (*Otterstrom*) (5 minutes)
7. Jefferson Lot Cooperative Park & Ride Agreement (*Otterstrom*) (5 minutes)
8. Approval for Board Member Travel to 2020 APTA Meetings (*Meyer*) (5 minutes)
9. Appointment of Chairs and Board Members to the Planning & Development and Performance Monitoring & External Relations Committees for 2020 (*French*) (10 minutes)
10. Board of Directors Draft January 16, 2020 Meeting Agenda – Corrections/Approval (5 minutes)
11. CEO Report (10 minutes)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, February 12, 2020, at 1:30 p.m.
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

SUMMARY

At this time, the Board Operations Committee will review the meeting agenda with any revisions enclosed in the blue folders.

RECOMMENDATION TO COMMITTEE: Approve agenda.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

SUMMARY

Mr. French will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 4A : MINUTES OF THE DECEMBER 11, 2019, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SUMMARY

The December 11, 2019, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the December 11, 2019 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Al French, Spokane County, *Chair Pro Tempore*
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair, Ex-officio*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications &
Customer Service*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources & Labor
Relations*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Mumm called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Mr. French moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. November 13, 2019 Committee Minutes

Ms. Haley moved to approve the November 13, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

Mr. Grover said the Committee approved the Committee's 2020 Work Program, the Central City Line (CCL) Scope of Work for Core Construction, and the Scope of Work for CCL Amenities Fabrication that includes stations and shelters. The Committee reviewed the Outreach Strategies for the 2020 Title VI Plan and forwarded a recommendation for approval to the Board consent agenda. Mr. Otterstrom provided information on a major update to *Connect Spokane* and a draft Scope of Work.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)

Ms. Kinnear said the Committee reviewed the 2020 Spokane Police Department (SPD) Agreement and forwarded a recommendation for approval to the Board consent agenda. The new agreement includes a designated full-time SPD Officer at the Plaza. Mr. Rapez-Betty provided information on the draft 2020 State Legislative Priorities. Mr. Watkins reported on the purchase of four battery electric replacement coaches for fixed route.

6. 2020 BOARD AND COMMITTEE MEETING CALENDAR

The Committee reviewed the 2020 Board and Committee Meeting Schedule noting exceptions to the traditional meeting dates in August and October. The Board Operations Committee will meet on January 8, and the Board on January 16. The P&D and PMER Committees do not meet in January. The Board Strategic Planning and Budget Workshop will be held on July 1, 2020.

Mr. French moved to recommend the Board approve the 2020 Board and Committee Meeting Schedule as presented and forward to the Board consent agenda. The motion was seconded by Mr. Grover and passed unanimously.

7. BOARD OF DIRECTORS AGENDA DECEMBER 19, 2019

Committee members reviewed the agenda.

Mr. French moved to approve the Board agenda as presented, Ms. Haley seconded and the motion passed unanimously.

8. CEO REPORT

Ms. Meyer said the Central City Line will go out to bid in late December. STA has provided the Federal Transit Administration (FTA) all of the requested information. STA anticipates signing the Small Starts Agreement with the FTA in January.

Construction has started on the building at the Moran Station that will support STA operations. The SCC Transit Center will open on December 15.

STA hosted the Washington State Department of Transportation, Secretary Millar and the Executive Team, on December 3.

Ms. Meyer attended the Tuba Christmas music performance at the Plaza on December 8. She estimated 100 people attended and said it was a fun event that filled the Plaza with music.

9. NEW BUSINESS

Ms. Mumm said the City of Spokane held a news conference today and it was announced that the Shadle Library will temporarily relocate to a space in the Northtown Mall while its current building is being renovated. Also mentioned at the news conference was the relocation of a police precinct downtown. Under consideration is a satellite/auxiliary smaller precinct until a location for a larger precinct is available.

Mr. French left at 1:45 p.m.

10. EXECUTIVE SESSION

At 1:50 p.m., Chair Mumm announced the Committee would adjourn for an Executive Session for the purpose of:

Reviewing the performance of a public employee.

The Committee will reconvene in open session at approximately 2:05 p.m. If it becomes necessary to extend the Executive Session, a member of the staff will return to announce the time at which the Committee will reconvene.

At 2:05 p.m., Ms. McAloon announced the Committee would reconvene at 2:15 p.m.

At 2:15 p.m., Ms. McAloon announced the Committee would reconvene at 2:25 p.m.

At 2:25 p.m., the Committee reconvened and Chair Mumm declared the meeting back in public session. No action was taken.

11. ADJOURN

With no further business to come before the Committee, Chair Mumm adjourned the meeting at 2:25 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 6 : CENTRAL CITY LINE: CONSTRUCTION MANAGEMENT & ADMINISTRATION TASK ORDER AUTHORIZATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Daniel Wells, Deputy Director of Capital Development
Don Skillingstad, Capital Projects Manager

SUMMARY: Staff is seeking Board authority for the Chief Executive Officer (CEO) to negotiate and execute a task order for Central City Line construction management and administration activities with Coffman Engineers under an existing, Board-approved, engineering services contract (#2017-10019).

BACKGROUND

The Central City Line is a 5.8-mile, corridor-based bus rapid transit (BRT) line that will operate between Browne's Addition and Spokane Community College via downtown Spokane and the University District. This is a critical project within the STA Moving Forward plan to improve and expand transit to the region and partner in economic development. It is also STA's most significant capital expense in the agency's history, funded through a combination of federal, local, and state funds, with a total project budget of \$92.231 million.

The Invitation for Bid (IFB) of the core construction is the first construction contract being procured under the project. The bid was advertised on December 22, 2019, with bids due on January 30, 2020. Additional components of construction and installation for the project will be let through other contracts. With the advancement of construction activities, it is timely to secure professional services for construction management (CM). The CM consultant will be responsible for the overall management of construction activities including full time observations of all construction activities throughout the approximate 26-month construction timeline, but also including bidding and pre-construction support as well as project closeout, which is approximately 35-months in length.

Staff requested and received a proposal from Coffman Engineers, STA's on-call engineering firm to provide full time CM services. Coffman is proposing to utilize Hill International for most of the CM activities. (The proposed CM activities do not include Engineer of Record services, which will be under a separate work order with Jacobs Engineering.) When final, the CM scope of work will include the following activities:

- Overall project management, invoicing, and reporting activities
- Quality Control
- Surveying
- Ongoing updates and adherence to the Project Management Plan (PMP), Construction Management Plan (CMP), and Quality Assurance/Quality Control (QA/QC) Plan
- Project control activities including payment application review, quantity verification, wage compliance, schedule review and compliance
- Field Authorization and Change Order preparation, review and tracking, Requests for Information (RFIs), and material submittal review and tracking
- Risk Management and Quality Assurance/Quality Control management and reporting
- Labor wage compliance verification

- Utilities and third-party coordination
- Full time field inspection and construction observations
- Construction estimating
- Coordination with the Engineer of Record, contractors, special inspection firms, and agencies with jurisdiction
- Construction safety and security monitoring
- Provision of a central project office that houses both the construction contractor and construction management personnel

A staff-prepared Independent Cost Estimate (ICE) estimated the value of the task order for these services to be approximately \$5.46 million before accounting for the central project office. Board authority of a not-to-exceed amount of \$5.5 million for all elements of the scope, including the central project office, should be sufficient for a final task order and is within the estimated values for construction management activities, including construction inspections, in the existing project budget. STA expects to negotiate and finalize scope and fee no later than the end of January in order to have construction management services in place at the time of bid opening of the core construction contract. Board authorization of CEO negotiation and award is required by the Board's procurement resolution because the task order value exceeds \$1 million.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors authorize the CEO to negotiate and award a task order with Coffman Engineers under existing contract #2017-10019 for an amount not to exceed \$5.5 million for construction management, administration, inspection, and related services.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 7 : JEFFERSON LOT COOPERATIVE PARK AND RIDE AGREEMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: Staff request board authority to execute a no-cost cooperative agreement with the Washington State Department of Transportation (WSDOT) for the use of the Jefferson Lot Park and Ride.

The Jefferson Lot is a park and ride facility under the I-90 Viaduct between Jefferson and Walnut streets with approximately 400 parking stalls. For decades, it has been used primarily by commuters traveling to Eastern Washington University. Although WSDOT owns the land, the City of Spokane is the master lease holder for all the off-street areas under I-90 through an agreement dated May 10, 1971. Spokane Transit last signed a lease agreement with the City of Spokane for the Jefferson Park and Ride in June 2015. This lease agreement was approved through May 10, 2021.

In 2016, Spokane Transit invested in a park and ride improvement project, rehabilitating pavement, upgrading lighting, adding security cameras, a real time bus arrival information sign and other improvements. Before making the improvements, WSDOT assured STA in writing that they intend to pursue a direct lease of the lot to STA, potentially simplifying the lease arrangement.

Consistent with the intent signaled in 2016, WSDOT recently contacted Spokane Transit to negotiate a Park and Ride Cooperative Agreement directly with WSDOT. Spokane Transit's lease with the City of Spokane will be terminated *de facto* and replaced with a Cooperative Agreement with WSDOT. This Cooperative Agreement will allow STA to maintain the Jefferson Park and Ride and continue transit use with no lease payments to the City of Spokane, which have totaled \$339,000 between 2005 and 2019, and without the new agreement would exceed \$28,000 in 2020 lease expenses. A draft of the Jefferson Park and Ride Cooperative Agreement will be provided at the meeting. Board authorization is required to enable the CEO to sign the final agreement.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to execute the Jefferson Park and Ride Cooperative Agreement and forward to the Board consent agenda.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 8 : APPROVAL FOR BOARD MEMBER TRAVEL TO 2020 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) MEETINGS - RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: STA Bylaws require Board approval for Board member travel.

The American Public Transportation Association is holding its 2020 Legislative Conference in Washington, D.C., March 15-17, 2020. There will also be opportunities to meet with legislators and Federal Transit Administration (FTA) staff.

Of additional interest to Board Members is the APTA EXPO Meeting in Anaheim, California, October 12- 14, 2020.

Up to eight Board members are budgeted to attend APTA conferences this year at an approximate cost of \$3,500 each.

RECOMMENDATION TO COMMITTEE: Recommend approval for travel for up to eight Board members to attend APTA conferences in 2020 and forward to the Board consent agenda.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 9 : APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2020

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, STA Board Chair

SUMMARY: The Board Chair appoints the Board members and Chairs of STA's Planning & Development and Performance Monitoring & External Relations committees for the coming year, subject to confirmation by the Board.

The Chief Executive Officer is an ex-officio non-voting member of all Board committees.

The proposed list of 2020 committee appointments is attached.

RECOMMENDATION TO COMMITTEE: Recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees and Mayor Chris Grover, Small Cities (Cheney), as Chair of the Planning & Development Committee, and City of Spokane Councilmember Lori Kinnear as Chair of the Performance Monitoring & External Relations Committee for 2020.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

DRAFT 2020 BOARD COMMITTEE MEMBER APPOINTMENTS

Planning & Development (P&D) Committee Members

Committee meets 1st Wednesday of the month at 10:00 a.m.

1. **Chris Grover, Small Cities (Cheney), Chair**
2. Candace Mumm, City of Spokane*
3. Karen Stratton, City of Spokane*
4. Pam Haley, City of Spokane Valley*
5. Kevin Freeman, Small Cities (Millwood) (Ex-Officio)*
6. E. Susan Meyer, CEO (Ex-Officio)

Performance Monitoring & External Relations (PMER) Committee Members

Committee meets 1st Wednesday of the month at 1:30 p.m.

1. **Lori Kinnear, City of Spokane, Chair***
2. Josh Kerns, Spokane County
3. Kate Burke, City of Spokane*
4. To be determined, City of Spokane Valley *
5. Veronica Messing, Small Cities (Airway Heights) (Ex-Officio)*
6. Mike Kennedy, Small Cities (Liberty Lake) (Ex-Officio)*
7. Rhonda Bowers (non-voting labor representative)*
8. E. Susan Meyer, CEO (Ex-Officio)

Board Operations Committee Members

Committee meets 2nd Wednesday of the month at 1:30 p.m.

1. **Al French, Spokane County (Board Chair)**
2. Pam Haley, City of Spokane Valley Representative (Board Chair Pro-Tempore)*
3. Chris Grover, Small Cities, Cheney, (P&D Chair)
4. Lori Kinnear, City of Spokane (PMER Chair)*
5. E. Susan Meyer, CEO (Ex-Officio)

Note: City of Medical Lake has declined to appoint an ex-officio representative for 2020

**Not yet confirmed by jurisdiction*

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM **10** : BOARD OF DIRECTORS MEETING AGENDA JANUARY 16, 2020 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for January 16, 2020, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD MEETING

Thursday, January 16, 2020, at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. 4th Quarter Years of Service (*Nancy Williams*)
 - B. 4th Quarter 2019 Employee Recognition Awards (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the December 19, 2019, Board Meeting – Corrections/Approval
 - B. December 2019 Vouchers (*Monique Liard*)
 - C. Jefferson Lot Cooperative Park and Ride Agreement (*Karl Otterstrom*)
 - D. Central City Line Construction Management & Administration Work Order Approval (*Karl Otterstrom*)
 - E. Approval for Board Member Travel to 2020 American Public Transportation Association (APTA) Meetings (*E. Susan Meyer*)
6. Board Action – Committee Recommendations: *10 minutes*

Board Operations

 - A. Confirmation of Appointment of Board Members and Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2020 (*Al French*)
7. Board Action – Other: *10 minutes*
 - A. Election of Chair Pro Tempore (*Al French*)
 - B. Confirmation of Appointment of Board Members to Board Operations Committee for 2020 (*Al French*)

Note: Item 7A requires a majority of 5 votes
8. Board Operations Committee: *10 minutes*
 - A. Chair’s Report (*Al French*)

9. Planning & Development Committee: *No January meeting*
10. Performance Monitoring & External Relations Committee: *No January meeting*
11. CEO Report: *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2019 Financial Results Summary (*Monique Liard*)
 - C. December 2019 Sales Tax Summary (*Monique Liard*)
13. New Business
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*McAloon Law PLLC*) - *None*
16. Adjourn

Cable 5 Broadcast Dates and Times of January 16, 2020 Board Meeting:

Saturday, January 18, 2020	4:00 p.m.
Monday, January 20, 2020	10:00 a.m.
Tuesday, January 21, 2020	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	Feb. 5, 2020, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Feb. 5, 2020, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Feb. 12, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 20, 2020, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 8, 2020

AGENDA ITEM 11 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____