

HOVE Road Maintenance Corporation
BOD Meeting
January 24, 2017 @ 10:00 am in the RMC Office

Quorum: Yes
Present was George Campbell President/Treasurer,
Pete Fleuret Secretary/VP, 2nd VP Paul Greeson.
Also in attendance: COO and 1 guest.

Call to Order: President George Campbell called the meeting to order at 9:55am.

Agenda stands as written.

Approval of Prior Minutes:
Monday December 27, 2016: Board Meeting, unavailable.
Monday December 27, 2016: Executive Session, unavailable.
Both Minutes will be presented at the next Board Meeting.

Reports

President's Report: The office has unveiled the new HOVERMC web-site.

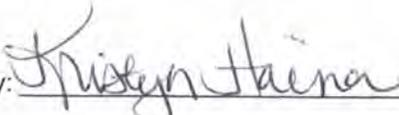
Treasurer's Report: We are into the New Year 2017 and payments are arriving daily. We finished 2016 slightly under budget. The annual financial Audit will be conducted in March.

General Report: HOVE still has one property for sale it is being handled through Plumeria Realty. The crew is doing regular maintenance on the roadways. We are still looking for an IT person and new computers.

New Business: Equipment - Still unable to locate a sweeper.
2017 Road Work: Recommendations for the road work are Hawaii Blvd., Lehua Lane and Trade Winds Blvd. and fog sealing King Kamehameha. This will clearly take us over the allotted 10 miles.
The contract for road work still needs to be negotiated and re-written.
Abandoned vehicles showing up on lots and on the easement has increased in the past few months it was suggested that we send letters to the homeowners of mentioned properties

General Discussion: No general discussion at this time.

Meeting adjourned at 10:41 AM.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

**H.O.V.E. Road Maintenance Corporation
BOD Meeting
February 28, 2017 @ 10:00 am in the RMC Office**

All Board members were present:
George Campbell, President – Treasurer
Pete Fleuret, V President – Secretary
Paul Greeson, 2nd V President
Also in attendance, COO Laura Foster and 2 quest members.
The meeting was called to order at 10:00 a.m.

The agenda was approved as written

There were corrections made to the December 27, 2016 minutes. Corrections were also made to the January 24, 2017 minutes. Minutes were approved as corrected.

President deferred his report to the rest of agenda items.

Treasurer George Campbell met with our financial representative from Merrill Lynch. A lengthy discussion ensued resulting in changes to our investment portfolio; the intent is to accumulate more revenue from our investments.

Our new mower has been in our yard waiting on a new hydraulic hose, the hose is supposed to be replaced in the next few days and it is anticipated that the hose will take care of the hydraulic line leak. While our mower is down all crew members are doing routine maintenance.

After a lengthy discussion about the 2017 road work, a motion was made.

Motion: Finalize changes in the contract that firmly lay out the specific instructions for materials, length of time and obligations of the contractor. After the contract is prepared another meeting will be called.

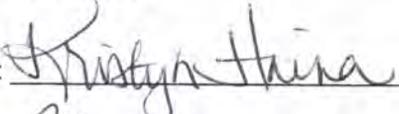
Motion by George Campbell and seconded by Pete Fleuret. Motion passed unanimously.

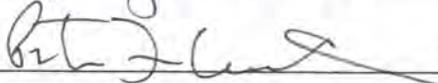
HPD continues to remove junk cars in HOVE. Junk tires are becoming a real issue again as more areas in HOVE are reporting dump sites.

At the end of this meeting an application for membership on the Board was accepted.

Motion by Pete Fleuret and seconded by Paul Greeson to accept the application and appoint Frank Loosli to the Board of Directors. Motion passed unanimously.

Meeting adjourned 10:20am

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
March 27, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson and Director, Frank Loosli.

Also in attendance: COO Laura Foster and 2 guest members.

II. CALL TO ORDER: The meeting was called to order at 10.03 am by President, George Campbell.

III. ADOPTION OF THE AGENDA: Yes.

IV. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 02/28/17 were unanimously approved as distributed.

V. REPORTS:

President's Report: The April 25, 2017 Board Meeting has been changed to Friday April 21, 2017, due to the un-availability of one of the Board of Directors.

Treasurer's Report: Members are taking advantage of the pay early discount and by the end of March we are 71% compliant we had an excellent February.

General Report: The due date for paying assessments is Friday March 31, 2017. At this time a \$10.00 late fee will be assessed to all un-paid accounts. At the beginning of May intent to lien letters will be sent to those accounts that are 2 years or more delinquent. If they remain unpaid those accounts will be assessed a \$235.00 lien fee and will be subject to foreclosure within a year.

The crew has been busy getting the roadways and equipment/machinery ready for the up-coming 2017 road work. A representative from Etnyre spent half a day with the crew going over the Oiler and Chip Spreader. The roof for the paint storage container has been fixed so when the road paint arrives it will be stored in a nice dry area. Our mechanic flew to Oahu to look at some equipment that was for sale unfortunately they were either too expensive or to old. Our search for a dump truck, 9 wheeled pneumatic roller, sweeper and water truck continues. The New Holland tractor has been equipped with a flexible hydraulic hose rather than a metal pipe our problem has been solved. Street tires have been ordered for this tractor and should arrive in May. We will use the John Deere tractor for sweeping until a new (used) one can be found.

VI. OLD BUSINESS:

A few changes need to be made to the contract for the 2017 road work.

MOTION: To remove 2 blocks on Hukilau from the 2017 road work and work on the curve on the end of Coconut instead. Motion by GC seconded by PF passed unanimously.

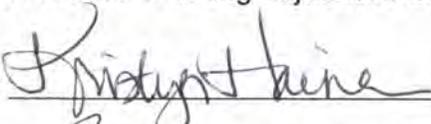
The last 4.5 miles of fog sealing will be earmarked for Palm Parkway from Hawaii Blvd. up to Trade Wind Blvd. Abandoned vehicles have been actively removed. There are members who have encroachments that need to be taken care of. A few offenders are in the process of clearing up their encroachments. A Board member has suggested that we send out letters to the offenders who are not complying and charge them fines.

A Board Member will be in the mainland soon and if we can find equipment and machinery for sale in those areas he is willing to go check them out.

VII. NEW BUSINESS: None at this time.

VIII. GENERAL DISCUSSION: The subject of solar for the office and shop came up, a Board Member volunteered to check into solar once again.

IX. ADJOURNMENT: Meeting adjourned at 10:39 am by President, George Campbell.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
April 21, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson and Director, Frank Loosli.

Also in attendance: COO Laura Foster and 1 guest member.

II. CALL TO ORDER: The meeting was called to order at 10:00 am by President, George Campbell.

III. ADOPTION OF THE AGENDA: Yes.

IV. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 03/28/17 were unanimously approved as distributed.

V. REPORTS:

President's Report: Not much for the President to report at this time all subjects will be discussed during this meeting.

Treasurer's Report: 72% of the members have paid their 2017 assessments this is the best it's been at this time in years. Hopefully we can avoid placing so many liens. The cost of our insurance policies has been the biggest expense so far this year.

General Report: The C.O.O. took a tour of Glover in Hilo and spoke with their General Manager about how dusty the rock is and he has agreed to wash their rock prior to delivery for a fee of \$2.00 per ton. So at \$61.00 per ton the rock will be washed and delivered.

The new "lawn tread" tires for the New Holland mower have arrived and R & G has mounted them on the rims for us. The mower is now out on the road again and the mower is running much smoother. We now need to find someone who recycles old tires. The C.O.. has spoken to a few local companies and unfortunately none of them will take tires for free.

As of March 31, 2017 any account not paid or on a payment plan is delinquent and a \$10.00 late fee has been applied. The 2nd notice for Intent to Lien notices will be in the mail this week.

VI. OLD BUSINESS: A copy of the updated contract for roadwork is included in the meeting packet. As of this date the contract has not been signed and NO funds have been released and NO start day has been set. Our crew has started the prep work on the shoulders along Trade Wind Blvd. above Anuenue and are currently working on Lei Pkwy. Intersection

We are still in the market for a sweeper, pneumatic roller and a water truck and possibly a dump truck. We have been busy scouring websites and auction sites hunting for deals. Some of the sites we have been checking on, on a daily basis are Bidaboo, Craigslist and Machine Trader.

An IT person came to our office to look at our computers and server to get an idea what we were running here. His quote for new computers, server and service was quite high. At this point we are dealing directly will Dell ourselves. We have an IT guy in Kona who will assist us in installing our equipment if needed. The C.O.O is still getting prices on solar for our buildings, most solar companies don't do commercial.

VII. NEW BUSINESS: None

VIII. GENERAL DISCUSSION: A discussion with a guest member regarding abandoned vehicles and the fee we pay for the removal of abandoned vehicles on our motor vehicle registration and what the County is not doing about it, along with tires for an extra fee is charged.

IX. ADJOURNMENT: Meeting adjourned at 10:41am by President, George Campbell. The next Board meeting will be held on Tuesday May 23, 2017 at the HOVE Road Maintenance office.

~~Submitted by: _____ Kristyn Haina~~

Approved by:  _____ Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
June 27, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson.
Excused Absence: Director, Frank Loosli.
Also in attendance: COO Laura Foster and 2 guest members.

II. CALL TO ORDER: The meeting was called to order at 9:57 am.

III. ADOPTION OF THE AGENDA: Yes, with the addition of a motion: MOTION: Reinstate Frank Loosli until the December elections. Motion made by Peter Fleuret, 2nd by Paul Greeson. Passed Unanimously.

IV. APPROVAL OF MINUTES:

The meeting scheduled for May 23, 2017 was cancelled for lack of a quorum.
The minutes of the BOD meeting held on 04/21/17 were unanimously approved as distributed.

V. REPORTS:

President's Report: A check has been issued to our road contractor for services and hoping everything runs along smoothly.

Treasurer's Report: 80% of the 2017 assessments have been paid by our members.

General Report: The contract between HOVE RMC and Island Roads was approved and signed on May 26th and the check was hand delivered on June 8 along with the notice to begin road work, as of today's meeting however no road work has been started. It was suggested to send Island Road's a certified letter regarding this matter.

HOVE RMC will be closed on Tuesday July 4th in observance of the 4th of July.

The past few months our crew has been busy cleaning up the road edges and putting down a mixture of base coarse and cinders in preparation for paving.

There has been a rash of sign/pole thefts and damages costing HOVE RMC and its members just over \$2000.00.

The computers in the office are very close to being completely set up, this has not been a plug and work operation by far.

VI. OLD BUSINESS: The office has posted our machinery needs on a few Machinery websites and have been getting a lot of responses. Now it is the shipping and freight to Hawaii that has slowed down any purchases.

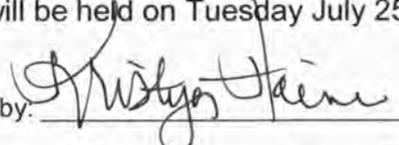
Liliana will need to be added to the road work for 2018. Liliana is in very bad shape due to the constant wear and tear of big trucks and machinery.

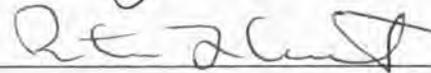
VII. NEW BUSINESS: Union negotiations for the new union contract will be starting soon.

Newsletter content also needs to be discussed. For the first time in many years the office will be handling the upcoming newsletter.

VIII. GENERAL DISCUSSION:

IX. ADJOURNMENT: Meeting adjourned at 10:27 am by President, George Campbell. The next Board meeting will be held on Tuesday July 25, 2017 at the HOVE Road Maintenance office.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
July 25, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson.
Excused Absence: Director, Frank Loosli.
Also in attendance: COO Laura Foster and 1 guest member.

II. CALL TO ORDER: The meeting was called to order at 10:00 am.

III. ADOPTION OF THE AGENDA: Yes.

IV. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 06/27/17 were unanimously approved as distributed. With the notation of 2 mistakes that were corrected after the packets were distributed but prior to this meeting. The meeting date was listed as August 22 rather than June 27 and the street that needs repairs is Liliana not Lurline.

V. REPORTS:

President's Report: The C.O.O. and I met with the new Operating Unions Representative yesterday to begin discussions for the union contract renewal coming up in October. Subject matter of this meeting will be discussed during our Executive session following this meeting.

Treasurer's Report: We are still on track which is good news. Our 2015-2016 Financial Audit draft is complete and approved. The final audit should be in our office at anytime.

We will be sending out the final payment reminder to all accounts that are intent-to-lien and liens will begin being placed on August 1, 2017.

General Report: The 2017 road work has yet to begin. Our crew has been busy doing regular maintenance and re-doing weed control on the upcoming roads that are scheduled to be worked on. Slurry seal is something we should put some serious thought into its been a while since we have looked into this product and its cure time may have improved.

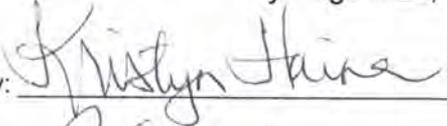
VI. OLD BUSINESS: We found a water truck and a pneumatic roller in Texas and the freight charge to Hawaii would be \$20,000. At this point we would be happy finding a good quality, nicely priced sweeper locally.

VII. NEW BUSINESS: Our 2018 Newsletter will basically look like last years and is currently in the beginning stages. The person who counts our ballots has already confirmed the job for the upcoming election. F. Loosli will be on this ballot, still waiting for nominees. The Annual meeting has been set for Saturday December 9, 2017 at 10:00am, location TBD, hoping for the Community Center.

MOTION: To increase the 2018 road assessment from \$140.00 to \$150.00. Motion made by CG and 2nd by PF. Passed unanimously.

VIII. GENERAL DISCUSSION:

IX. ADJOURNMENT: Meeting adjourned at 10:39 am by President, George Campbell. The next Board meeting will be held on Tuesday August 22, 2017 at the HOVE Road Maintenance office.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
Aug 22, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson.
Excused Absence: Director, Frank Loosli.
Also in attendance: COO Laura Foster and 1 guest member.

II. CALL TO ORDER: The meeting was called to order at 10:00 am.

III. ADOPTION OF THE AGENDA: Yes, with the addition of a quote under equipment and newsletter discussion under old business.

IV. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 07/25/17 were unanimously approved as distributed.

V. REPORTS:

President's Report: The road work will be discussed during Executive Session. The September Board of Directors meeting will be changed from Tuesday 09/26/17 to Monday 09/18/17 to accommodate the approval of the newsletter so it can get to the printer by the end of that week.

Treasurer's Report: Currently the members are 82% compliant with the 2017 assessments. The intent to lien accounts have reduced from 520 to 285.

General Report: The C.O.O. went over the daily time sheets, used by the crew, to document their daily jobs and time spent on tasks. The BOD has requested this become a normal report from the C.O.O.

VI. OLD BUSINESS: We have received quotes for 3 used sweepers on island and it was suggested that the C.O.O. go and look at them.

A preview of the 2017 Newsletter was distributed to the BOD for input and ideas.

The BOD was given the latest report on stolen and damaged signs and a cost loss of \$2618.00 in one weeks time.

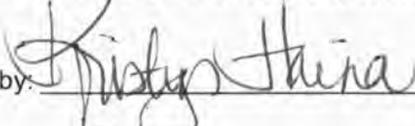
The annual meeting location will be at OVCA on December 9, 2017 at 11:30 am.

Motion: To accept the 2018 Budget. Motion made by CG, 2nd by PG. Passed unanimously.

VII. NEW BUSINESS: None

VIII. GENERAL DISCUSSION:

IX. ADJOURNMENT: Meeting adjourned at 11:02 am by President, George Campbell. The next Board meeting will be held on Monday September 18, 2017 at the HOVE Road Maintenance office.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
Sept 18, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson.
Director, Frank Loosli.
Also in attendance: COO Laura Foster and 1 guest member.

II. CALL TO ORDER: The meeting was called to order at 10:00 am.

III. ADOPTION OF THE AGENDA: Yes

IV. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 08/22/17 were unanimously approved as distributed.

V. REPORTS:

President's Report: The 2017 roadwork will be discussed during executive session. There is nothing else to report.

Treasurer's Report: Our 990 is complete and has been e-filed.

General Report: We ordered 3 pallets of yellow road paint. 2 pallets will be delivered tomorrow and the third one will be here in 4-6 weeks. During the month of August, the road crew did maintenance on signs and poles, potholes, painting white lines (160 gallons), clearing debris from side of roadways and Mowing in the higher NE section and lower SE section.

265 liens have been placed and 5 liens released in August.

Beginning October 1st, the County of Hawaii will no longer be hauling Abandoned Vehicles out of subdivisions. There are several lots in HOVE that have become junk yards for abandoned vehicles. It is in the works to begin fining the lot owners for their junk yards.

The newsletter has been put together and should be back from the printer by Friday or next week Monday. The temp hires will be coming in and assisting the office staff with preparing the newsletter for mailing.

VI. OLD BUSINESS: The 2017 road work is currently stalled.

The C.O.O. went to Hilo to look at sweeper rentals. Rentals are \$295.00 per day, \$840.00 per week or \$2400.00 per month. If we rented a model that we were interested in purchasing we could test it out and make sure it is what we want and need.

MOTION: To trade in or sell our tractor, mower and sweeper prior to purchasing a new sweeper. Motion made by PF and seconded by FL.

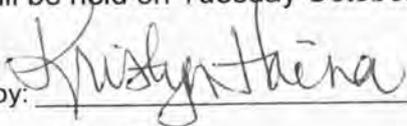
They also have a few used water trucks for sale but they have been heavily used.

MOTION: Approve the newsletter. Motion made by PG and seconded by FL, passed unanimously.

VII. NEW BUSINESS: None

VIII. GENERAL DISCUSSION: None

IX. ADJOURNMENT: Meeting adjourned at 10:30 am by President, George Campbell. The next Board meeting will be held on Tuesday October 24, 2017 at the HOVE Road Maintenance office.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
Oct 24, 2017 @ 10:00 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson.
Not in attendance: Director, Frank Loosli.
Also in attendance: COO Laura Foster and 1 guest member.

II. CALL TO ORDER: The meeting was called to order at 10:00 am.

III. ADOPTION OF THE AGENDA: Yes

IV. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 09/18/17 were unanimously approved as distributed.
The minutes of the Executive meeting held on 09/18/17 were unanimously approved as distributed.

V. REPORTS:

President's Report: Nothing new to report since the last meeting.

Treasurer's Report: The same percentage of members are paying year after year but not necessarily the same members.

The financial statement was accepted by PF, 2nd by PG.

General Report: Fog sealing, and safety painting is completed on Sea View Drive between Tiki Lane and Koa Lane.

VI. OLD BUSINESS: Our first tank of oil has arrived, and it is pouring rain. The workers are ready and on hold until the rain stops. Work will begin on Trade Wind Blvd. from Sea View to Anuenue. Our goal is to complete 5 to 6 miles throughout HOVE.

The New Holland tractor is running smoothly, and new blades have been installed on the mower attachment.

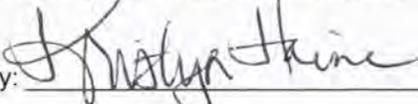
At the beginning of October, we rented (with the possibility of purchasing) a used sweeper. However, the sweeper had some issues and had to be returned. Since then the problems have been corrected and the sweeper is back and ready to go.

The newsletters are in the mail. We have received back 225 ballots so far. Ballots will be turned in once a week to the ballot counter.

VII. NEW BUSINESS: PF brought up that we are going to be ordering a new tape recorder and the front office will be handling the regular and executive session BOD minutes. All agreed upon.

VIII. GENERAL DISCUSSION: None

IX. ADJOURNMENT: Meeting adjourned at 10:27 am by President, George Campbell. The next Board meeting will be held on Tuesday November 28, 2017 at the HOVE Road Maintenance office.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary

Minutes December 9, 2017

The Annual Membership meeting was held Saturday December 9, 2017 at the Ocean View Community Center.

President George Campbell called the meeting to order at 11:30 a.m. and then called for last votes.

All Board Members were in attendance: President/Treasurer George Campbell:

Vice President/Secretary Pete Fleuret: 2nd Vice President Paul Greeson: Director Frank Loosli

Also in attendance C.O.O. Laura Foster and 11 Guest Members.

15% of the Membership voted by ballot.

There were 3 ballots cast at the meeting. The unofficial count of the Ballots is as follows:

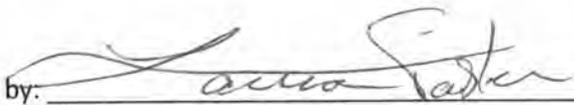
Director Frank Loosli received 1463 yes votes.

Approval of the Budget 1328 Yes votes - 222 No votes - 21 non-votes Passed by 85%

Approval of the Road Plan: 1389 Yes votes – 155 No votes – 27 non-votes Passed by 88%

President Campbell then opened the floor for public comment.

The meeting adjourned at 12:35 p.m.

Submitted by:  _____ Laura Foster

Approved by:  _____ Pete Fleuret, Secretary

H.O.V.E. Road Maintenance Corporation
BOD Meeting
Dec 26, 2017 @ 10:15 am in the RMC Office

I. QUORUM: Yes.

Present: President/Treasurer; George Campbell; VP/Secretary; Peter Fleuret, 2nd VP; Paul Greeson.

Not in attendance: Director, Frank Loosli.

Also in attendance: COO Laura Foster and 2 guest members.

II. CALL TO ORDER: The meeting was called to order at 10:15 am.

III. ADOPTION OF THE AGENDA: Yes

IV. ELECTION OF 2018 OFFICERS: Officers, only change will be Paul Greeson to become a director and all other will remain the same.

V. APPROVAL OF MINUTES:

The minutes of the BOD meeting held on 10/24/17 were unanimously approved as distributed.

The minutes of the Annual Membership meeting held on 12/09/17 were unanimously approved as distributed.

VI. REPORTS:

President's Report: Nothing new to report since the last meeting.

Treasurer's Report: We have received a proposal from Carr & Gouveia for the 2017 audit.

MOTION: To approve the 2017 audit proposal. Motion made by P.F., 2nd by P.G.

We will finish this year within budget, but note that not all of the 2017 road work has been completed.

General Report: The last batch of ballots are going to the counter, so we will have the official count soon. We met the 15% of votes for a quorum. The office is busy doing their end of year procedures and will be ready to print and mail out the 2018 statements by the 2nd week of January.

VII. OLD BUSINESS: Road work is going well. The rain has allowed us to re-group and make necessary adjustments for the next round of chip-sealing. We received a load of oil last week and will get another load in mid-January. The average cost for a load of oil is \$33,000.00. Receiving oil every two weeks has worked out well. The cost for one (1) mile of roadway is \$57,000 to \$58,000. The brakes have been fixed on our roller that we use for compacting the edges of the roadway. Brakes were also fixed on the sweeper. Also another breakdown on the new mower, Bacon was to come out soon to fix.

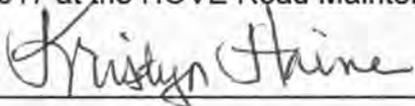
VIII. NEW BUSINESS: **MOTION:** To bring in Bill Wyres as the newest HOVE RMC Board of Director. Motion made by P.F., 2nd by C.G. and P.G.

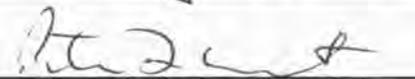
HOVE RMC has been approached by the Dept. of Transportation about getting school bus stops located up higher in HOVE. As far as HOVE RMC is concerned, the bus stops are all dangerous and cause extensive damage to our roadways. More discussion needed.

A Contractor come out and did "sample" plastic paving on a small part of our roadway. It doesn't seem to be a reasonable alternative to chip seal for HOVE.

IX. GENERAL DISCUSSION: None

X. ADJOURNMENT: Meeting adjourned at 10:52 am. The next Board meeting will be held on Tuesday January 23, 2017 at the HOVE Road Maintenance office.

Submitted by:  Kristyn Haina

Approved by:  Pete Fleuret, Secretary