



Tualatin Hills Park & Recreation District Minutes of a Regular Meeting of the Board of Directors

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held electronically on Wednesday, January 13, 2021. Work Session 4:30 pm; Executive Session 5 pm; Regular Meeting 5:30 pm.

Present:

Ashley Hartmeier-Prigg	President/Director
Tya Ping	Secretary/Director
Heidi Edwards	Secretary Pro-Tempore/Director
Wendy Kroger	Director
Felicita Montebianco	Director
Doug Menke	General Manager

Agenda Item #1 – Work Session: Information Services Update

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Ashley Hartmeier-Prigg on Wednesday, January 13, 2021, at 4:30 pm.

Clint Bollinger, Information Services Manager, provided an update regarding the activities and focus of the district's Information Services Department, via a PowerPoint presentation, a copy of which was entered into the record. Information included departmental staffing levels, the technology support provided during the COVID-19 pandemic, security threat information, and project updates. Clint offered to answer any questions the board may have.

Board discussion and comments included the following:

- ✓ Staff training on identifying phishing scam emails. Challenges include limited internal staff capacity, and the cost for an outside company to conduct such training for such a high number of generally transient staff.
- ✓ Increased accessibility of the district's public meetings and taking some of those lessons learned into the post-pandemic future.
- ✓ The board's responsibility in making sure that the Information Services Department has the resources needed in order to keep the district protected and operational.
- ✓ Importance of keeping the district's data secure not only for operational reasons, but also in terms of our responsibility to patrons in protecting their data and information, as well.
- ✓ Gratitude for the department's work overall during such challenging times due to the pandemic.

Agenda Item #2 – Executive Session (A) Legal

President Ashley Hartmeier-Prigg called executive session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection, and
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Executive Session is held under authority of ORS 192.660(2)(h) and (f).

President Hartmeier-Prigg noted that the news media and designated staff may attend executive session. Representatives of the news media were directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session.

Agenda Item #3 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Ashley Hartmeier-Prigg on Wednesday, January 13, 2021, at 5:30 pm.

Agenda Item #4 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #5 – Presentation: Tualatin Hills Park Foundation

Eileen Kravetz, Executive Director of the Tualatin Hills Park Foundation (THPF), provided an overview of THPF's mission and its work toward helping break down barriers faced by community members who wish to participate in recreation activities with THPRD, via a PowerPoint presentation, a copy of which was entered into the record. Eileen offered to answer any questions the board may have.

Heidi Edwards, who serves as the board liaison to THPF, commented that the pandemic has presented unique challenges for fundraising efforts. She reiterated the importance of THPF's Legacy Circle and asked her fellow board members that if they know of anyone interested in giving, to please pass along their information. She thanked Eileen for her hard work over the past year and a half, during which there have been many changes and challenges.

Felicita Monteblanco inquired about outreach efforts to potential donors who are unable to rise quite to the level of the Legacy Circle, noting that the average age within the district is younger and may not be able to contribute at that level.

- ✓ Eileen replied that anyone can donate via the THPF website and any amount is appreciated. Since she is the foundation's only employee, and part time as well, the three-year commitment of the Legacy Circle is helpful in reducing the amount of time spent on administrative tasks. While lower-level donations have not been a focus of the THPF Board of Trustees in the past, she believes it may be time to look at other fundraising avenues, as well.

Wendy Kroger described a matching gift program that the Salem Parks Foundation has with the Oregon Cultural Trust. She asked if THPF has had an opportunity to research this program.

- ✓ Eileen confirmed that THPF is a member of the Oregon Cultural Trust, which has opened many doors for the foundation, including additional grant opportunities, and that she will be working on enabling the matching gift option in the future.

Agenda Item #6 – Exempting Contracts from Requirements of Public Bidding of ORS 279C.335

A. Open Public Hearing

President Ashley Hartmeier-Prigg opened the public hearing.

B. Staff Report

Gery Keck, Design & Development Manager, provided an overview of the memo and findings included within the board of director's information packet via a PowerPoint presentation, a copy of which was entered into the record. Staff is seeking board of directors' approval to exempt the development of two public improvement projects – the SW Quadrant Youth Athletic Field and the Raleigh Park Stream Daylighting & Enhancement projects – from competitive bidding, and to utilize a design/build approach as the alternative contracting method.

C. Public Comment

There was no public comment submitted.

D. Board Discussion

Tya Ping inquired why the district does not regularly use the design/build process given the benefits described this evening.

- ✓ Gery replied that the district last used the design/build process approximately ten years ago for the Babette Horenstein Tennis Center air structure project. This process works well when the district knows upfront exactly what is needed for the project, whereas the traditional design/bid/build process uses public engagement to help determine the desired components of the project.

Felicita Montebianco commented on the board’s values aligning in support of MWESB (Minority-owned, Woman-owned, Emerging Small Business) opportunities, as well as apprentice programs and prevailing wage. She requested that the board eventually be provided a recap of this process including the lessons learned and how much was saved. She recapped a conversation she had with a representative of Beaverton School District who uses this process more regularly and the benefits they have seen.

Wendy Kroger inquired how this process will help guide the district in assessing the natural resource impacts of the projects. She referenced comments she had received from the public expressing concern about the potential impacts to existing trees at these sites.

- ✓ Gery replied that while he does not anticipate tree impacts at Mountain View Champions Park for the SW Quadrant Youth Athletic Field project, there may be some impacts at Raleigh Park. In this case, the district would provide information regarding desired outcomes in the project specifications. The local jurisdictions have requirements in terms of tree protections and our own requirements are even more stringent at times. Additionally, district staff continually monitors activity at construction sites for adherence.
- ✓ Bruce Barbarasch, Nature & Trails Manager, added that there is no native tree loss anticipated for Raleigh Park and that native vegetation will also be added as part of the project.

Wendy asked for confirmation that the use of the design/bid process should not weaken the district’s ability to protect or enhance the natural resources at the project sites.

- ✓ Gery and Bruce confirmed this.

E. Close Hearing

President Ashley Hartmeier-Prigg closed the public hearing.

F. Board Action

Wendy Kroger moved that the board of directors, acting as the Local Contract Review Board, and in accordance with the State of Oregon competitive bidding requirements and exceptions outlined in ORS 279C.335, approve of the Findings contained within the report; and, approve the exemption of the SW Quadrant Youth Athletic Field and the Raleigh Park Stream Daylighting public improvement projects from the requirements of public bidding and authorize the utilization of design-build as an alternative contracting method. Tya Ping seconded the motion. Roll call proceeded as follows:

Felicita Montebianco	Yes
Heidi Edwards	Yes
Tya Ping	Yes
Wendy Kroger	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Audience Time

There was no public testimony received for audience time.

Agenda Item #8 – Board Time

A. Committee Liaisons Updates

Heidi Edwards provided the following updates and comments during board time:

- Topics of discussion at the most recent Nature & Trails Advisory Committee meeting included an overview of the changes made to the district's System Development Charge program, continued review of the Natural Resources Functional Plan, and a presentation on volunteer outreach and coordination efforts.
- The need to continually look for opportunities to promote the work of the Tualatin Hills Park Foundation's fundraising opportunities as those efforts benefit the district substantially. Their next quarterly meeting will occur in mid-February.

Wendy Kroger provided the following updates and comments during board time:

- Held meetings with Metro councilor-elect, Gerritt Rosenthal, and Beaverton School District Board Chair, Becky Tymchuk.
- Topics of discussion at the most recent Pension Committee meeting included a third-quarter analysis and report, and recommendations for investment vehicles in order to implement the new policy asset allocation.
- There was no Parks & Facilities Advisory Committee meeting in December, but the group continues their review of the public input received on the topic of additional dog parks and runs.
- Thanked district staff for adding a definition of Affordable Housing to the System Development Charge Administrative Procedures Guide that is on this evening's consent agenda.

Tya Ping provided the following updates and comments during board time:

- There was no Programs & Events Advisory Committee meeting in December.
- She spent the New Year's holiday outside with her family enjoying what the district has to offer, noting that our parks and trails are busy and enjoyed regardless of the season, and expressed gratitude to district staff for keeping the parks and trails safe, accessible and clean.

Felicita Montebianco provided the following updates and comments during board time:

- Expressed agreement with Tya's comments, noting that she is thankful for the district's trail network.
- Encouraged her fellow board members to attend the childcare conversation happening later this week.

President Hartmeier-Prigg provided the following updates and comments during board time:

- Referenced the attack on our nation's capital that occurred a week ago by homegrown terrorists, noting that lives of public servants were endangered through these acts of violence and continue to be endangered now due to exposure to the virus during the attacks. She reflected that there have been many calls for unity since the event, and she emphasizes that the unity that is needed at this point is to unite against racism and white supremacy. Hate has no place in our country, no place in our state, and especially no place in our district. She is proud to be a part of this organization that makes its values clear of welcoming everyone.
 - ✓ Felicita expressed appreciation for Ashley's comments, noting that all elected officials take an oath to uphold the constitution, regardless of position. She is proud of the votes that the board has taken in reflecting the district's commitment

to diversity, and she wants our patrons to always hold them accountable. She commented on the growing number of elected officials of color in Washington County, which is exciting. She referenced the board members' commitments to themselves as individuals, and as a body, in the beliefs of access, racial equity and diversity.

Agenda Item #9 – Consent Agenda

Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of December 9, 2020 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) System Development Charge Administrative Procedures Guide, (E) Resolution Authorizing the Issuance and Sale of General Obligation and Full Faith and Credit Refunding Obligations, and (F) Resolutions Amending the District's 401(a) Profit Sharing Plan and Amending the District's Individual Account Program Retirement Plan. Wendy Kroger seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Felicita Montebianco	Yes
Wendy Kroger	Yes
Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Unfinished Business

A. Resolution Appointing Budget Committee Members

There are currently two open positions on the district's budget committee due to the expiration of committee members' terms. Notice of the vacancies was published and applications to serve on the committee were accepted from October 19 through November 9, 2020. Nine applications were received and three candidates were selected for interviews at the board's December Regular Board meeting: Ann Albrich, Elizabeth Edwards, and Alfredo Moreno. President Hartmeier-Prigg opened the floor to board discussion regarding appointment of two of those individuals to the budget committee, each for a three-year term expiring on June 30, 2023.

Each board member expressed appreciation for the three candidates' participation in this process, and noted their top-two preferred candidates for appointment and the rationale behind their stated preference:

- ✓ Felicita Montebianco commented that she believes the district and board still have work to do around increasing the diversity of its applicant pools for such positions. That being said, her top-two preferred candidates are Elizabeth Edwards and Alfredo Moreno, noting that Elizabeth is highly-qualified, and Alfredo is very engaged in the community and brings his lived experience as a person of color and a father. The board has committed to racial equity as a value. She expressed appreciation for Ann Albrich's volunteerism and contributions through her work with the district's Visioning Task Force.
- ✓ Heidi Edwards stated that her top-two preferred candidates are Elizabeth Edwards and Alfredo Moreno, noting that both are strongly qualified candidates that she felt reflected both the experience and values that the board would like to uphold through the district's budgeting process.
- ✓ Tya Ping stated that her top-two preferred candidates are Elizabeth Edwards and Ann Albrich, noting that Elizabeth is highly qualified, and Ann has experience working with the district through the Visioning Task Force, which provides a unique wealth of knowledge in terms of what our community desires to see from the district and how that experience could help shape the district's budget is important. She appreciates Alfredo's knowledge and qualifications as well, and commented that this is a difficult decision.

- ✓ Wendy Kroger stated that her top-two preferred candidates are Elizabeth Edwards and Ann Albrich, and expressed agreement with Tya's comments regarding Ann's experience on the Visioning Task Force being of great value to the budget committee.
- ✓ President Hartmeier-Prigg referenced the board's commitment to racial equity, noting that her top-two preferred candidates will reflect that value. She stated that although it feels uncomfortable to have the tie-breaking vote, hearing the other board members' comments this evening serves as a good reminder of how she would like to live out her values and make sure she is being an example of how she wants to see the world do better. Her top-two preferred candidates are Elizabeth Edwards and Alfredo Moreno.

Felicita Monteblanco moved that the board of directors approve Resolution 2021-04 appointing Alfredo Moreno and Elizabeth Edwards to the budget committee, each for a term of three years. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Tya Ping	No
Wendy Kroger	No
Heidi Edwards	Yes
Felicita Monteblanco	Yes
Ashley Hartmeier-Prigg	Yes

The motion was APPROVED by MAJORITY vote.

B. Resolution Naming New Neighborhood Parks and Community Trails

Liana Harden, Engagement & Partnerships Specialist, provided an overview of the memo and resolution recommending names for the district's four new parks and three planned and partially built trails as included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record. Highlights included:

- Names Catalog Development
 - List of names aiming for equity between our communities and our site names
 - Focus on underrepresented communities and experiences
 - Intentional outreach to specific individuals and organizations
 - Engagement through in-depth discussions, historic and photographic archives
 - Honor and value diverse experiences and identities, and cultivate a sense of welcome
- Naming Process
 - Internal Naming Committee selected names from Names Catalog
 - Presented names to Management Team for input
 - Presented names to community and collected input
 - Presented names and input to appropriate advisory committees
 - Presenting names to board for final approval this evening
- Naming Recommendations
 - Recuerdo Park (formerly Crowell Woods area park)
 - Pío Pío Park (formerly Bonnie Meadow area park)
 - Unity Park (NWQ Youth Athletic Field)
 - Reflections Plaza (formerly Cedar Grove apartment plaza)
 - Bethany Creek Greenway, Sato Trail, and Yoshihara Trail

Liana offered to answer any questions the board may have.

Tya Ping expressed appreciation for the community outreach process for this project, noting that while she expected to see some negative comments via the community surveys, she was especially happy to see the number of positive comments from community members excited about seeing their heritage reflected in the proposed names. She referenced the low amount of support received for the name Reflections Plaza and inquired whether it would be better to hold on naming this site until the Cedar Grove apartment complex has people living there that could then be asked about their name preference. She also suggested that in future naming efforts a

few different names be provided in order to give survey respondents different choices to react to rather than only one choice.

Heidi Edwards expressed support for the proposed names as presented and appreciation for Liana, as well as the two interns who worked on this project, Alexandra Ibarra and Paul Molamphy, for their work on this detailed and inclusive community engagement process.

Wendy Kroger thanked district staff for their efforts, noting the importance of wayfinding in terms of trail names, including the benefits of consistency in trail segment names to avoid confusing trail users. She also appreciates the signage planned for these sites, noting that signage will provide important context for the names, as well as educational opportunities. She complimented the district's continued efforts in recognizing and bringing forward the history of indigenous peoples and how they used the land, as there is much we can learn from them.

Felicita Montebalanco expressed appreciation for this effort, noting that this process is a great example of the strides the district is making in becoming more inclusive, more intentional, and living out its values. She reflected that when the district assigns a new name to something, it also offers the opportunity for new ownership to everyone. Using inclusive names, such as those that are in Spanish that represent families of the past, helps the district honor history, bring more people to the table, and helps people feel welcomed into these spaces. As a woman of color from an immigrant family, she had a visceral reaction to some of the community survey comments, and she offered her support to district staff members who may have had similar reactions in collecting or reading this input. She stated that this effort perfectly exemplifies the values of the board and the district's leadership.

President Hartmeier-Prigg expressed gratitude for district staff's efforts, noting that she is impressed by the intentional and thoughtful process. She referenced the resistance some have in moving away from the property owner names associated with park sites and inquired whether this could be mitigated by incorporating the naming process with the master planning process.

- ✓ Liana replied that she believes so, noting that integrating the naming process into the master planning process will also help build a better connection to the site and sense of place in our community. District staff will be moving away from referencing a property by the former property owner's name and instead referencing the property by its physical location. There are situations where the district has appropriately named parks after the former property owners, such as through the act of donating of the property.
- ✓ Holly Thompson, Communications Director, provided remarks regarding the district's intentionality in connecting and working with partners that represent and are the underserved communities of the district, and taking their guidance on suggested names of historical meaning for these areas. She described the well-meaning efforts that can occur by the dominant culture in suggesting ideas and names for places that may have a lot of vocal support, but cautioned the district to resist letting this overshadow the intentionality of the current process. She asked for the board's help in communicating this with the public, and understanding that it will take time to do this work right, which includes building bridges and a lot of listening.

Heidi referenced Tya's comments regarding Reflections Plaza, noting that while she does not want to lose those comments and concerns, she would also like to take into consideration the amount of work and intentionality that went into the list of names being proposed this evening.

Heidi Edwards moved that the board of directors approve Resolution No. 2021-05, naming new park and trail sites as listed.

Discussion continued.

Tya Ping explained that, although she acknowledges the amount of work that went into the recommended names, there was an overall lack of community feedback received for Reflections Plaza, and the name itself seems to lack historical context or identity. She feels uneasy moving forward on a name that has such little community support without taking the time to reevaluate.

- ✓ General Manager Doug Menke commented on the challenges of weighing survey responses from the public; it can be more of an art, than a science. He noted that the reality is that the dominant culture will speak into these things without regard necessarily to the effort. Some of the feedback is genuine and some is reactionary. It forces our process to acknowledge that sometimes we'll have to press into these situations. He agreed that there needs to be additional discussion about how to approach naming sites when no one currently lives in the area, even when combining the naming process with the master planning process.

Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Wendy Kroger	Yes
Tya Ping	Yes
Felicita Monteblanco	Yes
Heidi Edwards	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

A. General Manager's Report

General Manager Doug Menke referenced the General Manager's Report included within the board of directors' information packet, noting that the presentation planned on the topic of the Beaverton Creek Trail Segment #2 is being postponed to a future meeting. The following presentations were provided:

- Tualatin Valley Trail Update
 - Peter Swinton, Urban Planner, provided an update on the planning process underway by Washington County's Tualatin Valley Trail Technical Advisory Committee to help identify a preferred alignment for the trail as it passes through Aloha, via a PowerPoint presentation, a copy of which was entered into the record.
- Recreation Program Update
 - Aisha Panas, Director of Park & Recreation Services, provided a recreation programming update via a PowerPoint presentation, a copy of which was entered into the record.

Doug and the presenters offered to answer any questions the board may have.

Tualatin Valley Trail Update

Wendy Kroger inquired whether the Tualatin Valley Trail will be constructed to regional trail standards and whether it will be on-street, immediately adjacent to the street, or off-street, that being the preference.

- ✓ Peter confirmed that the trail will be built to regional trail standards. Regarding on-street or off-street, there will be a mix based on what each segment is able to accommodate. He provided a brief overview of a few particular segments of interest.

Wendy encouraged the district to advocate for the trail to be off-street as much as possible.

- ✓ Felicita expressed agreement, noting that she is aware of some infrastructure issues in that area, as well as some concerns regarding air quality.

Recreation Programming Update

The board members complimented district staff and expressed gratitude for their creativity, as well as for their flexibility in adapting to a continually changing environment, and for being a bright spot for our community during such trying times.

Agenda Item #11 – New Business

A. System Development Charge 5-Year Capital Improvement Plan Update

Jeannine Rustad, Planning Manager, provided an overview of the memo and draft System Development Charge (SDC) 5-year Capital Improvement Plan (CIP) update as included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following highlights:

- Revenue Adjustments
 - Current year adjustments relied on:
 - Permit activity through November 2020
 - Monthly updates at Washington County Planning Directors' meetings
 - Discussions with developers
 - Adjustment for new rates going forward
 - Increase to multi-family (reduction in single-family) to reflect change in attached-units to multi-family
 - Reduced forecasted annual adjustments
 - More conservative forecast
- Annual Projects List
 - Reduced revenue to account for projected affordable housing projects
 - Land Acquisition
 - Anticipated acquisitions in new urban areas
 - Continued funding for underserved areas
 - Development
 - Functional plan approved prioritization
 - Adjustments made to reflect acquisition status
 - Grant availability may change order
 - Vision to guide master-planning
 - Removed low/high costs given better accuracy in estimating and splitting of phases (master planning, design & permitting, construction)

Jeannine concluded her presentation by noting that the next steps in this process will be to receive input from the board this evening for incorporation into the final draft SDC CIP for consideration of board approval in February, and then using that updated SDC CIP in the FY 2021/22 budgeting process. Jeannine offered to answer any questions the board may have.

Felicita Montebianco referenced the district's Vision Action Plan and its community outreach process, and commented on the need to be able to show in an accessible manner the community's input reflected through the district's budgeting process and other funding allocation processes, such as the SDC CIP.

President Hartmeier-Prigg expressed support for approaching the SDC CIP in a conservative manner given the amount of economic uncertainty right now.

- ✓ Jeannine agreed, noting that even with a more conservative approach, the district will still be able to provide a pipeline of future projects for the community.

B. Resolution Amending District Compiled Policies Chapter 6 to include Retirement Plan Funding Policy

Lori Baker, Director of Business Services, and Matt Larrabee with Milliman, the district's actuary, provided an overview of the memo included within the board of directors' information packet regarding proposed amendments to the district's financial policy, as contained in Chapter 6 of the District Compiled Policies (DCP 6), to include policies and guidelines for funding the district's retirement trust, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following highlights:

- Pension Funding Comparison
 - US government plan average for the most recent available year (2018) is 90.1%
 - The THPRD Retirement Plan is 5.8% funded as of June 30, 2020
- Pension Funding Best Practices
 - Have a funding policy that is based on an actuarially determined contribution
 - Build funding discipline into the policy to ensure that promised benefits can be paid
 - Maintain intergenerational equity so that the cost of employee benefits is paid by the generation of taxpayers who receive services
- Pension Liabilities
 - THPRD's pension liability as of June 30, 2020, is \$32.4 million
 - The pension liability continues to change each year
 - Employees earn additional pension benefits each year that add to this liability
 - The liability also grows with interest expense
 - As retirement payments are made, the liability decreases
- Proposed Retirement Plan Funding
 - Fund an even dollar amount each year to catch up to plan liabilities
 - Once the plan funded status is projected to be near 100%, fund the plan each year with an actuarially determined contribution
- Estimated Funding Ratio Under Proposed Funding Plan
 - Level funding of the plan at \$8.5 million
 - 6% assumption for discount rate, projected annual future return on plan assets
 - Annual employer normal cost for benefits earned for future service is \$1.75 million

Lori and Matt offered to answer any questions the board may have.

President Hartmeier-Prigg asked if the district's pension plan would become fully-funded faster if the stock market does better than expected.

- ✓ Matt explained that the majority of the increase in pension plan funding will be due to the district's contributions, but if the stock market performs over the 6% estimate, it would help the district get to a fully-funded status quicker, at which point the district would pivot to a more maintenance-based contribution level.

Heidi Edwards thanked Lori and Matt for all of their work on the district's pension program.

- ✓ President Hartmeier-Prigg expressed agreement, noting that it is exciting to see that the district will be back on track in five years.

Tya Ping moved that the board of directors approve Resolution 2021-06, amending DCP 6 to include section DCP 6.08, Retirement Funding Plan. Wendy Kroger seconded the motion. Roll call proceeded as follows:

Felicita Montebianco	Yes
Heidi Edwards	Yes
Wendy Kroger	Yes
Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #12 – Adjourn

There being no further business, the meeting was adjourned at 8:05 pm.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins