



Committee Members

Ron Govin, Chair

David Mechanik, Vice Chair

Kevin Beckner

John Byczek

Fran Davin

Mark Sharpe

HART Administrative Offices

1201 E. 7th Avenue, 3rd Floor

Florida Conference Room

Tampa, Florida 33605

Monday, December 19, 2011, immediately
following Nominating Committee meeting

Information not viewable is available upon request through the Clerk of the Board phone:
813-223-6831, fax: 813-223-7976, or e-mail: petitl@goHART.org

TAB

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

1. APPROVAL OF MINUTES

Minutes from the November 21, 2011, Finance, Governance, and Administration Committee meeting

PUBLIC COMMENT (3 MINUTES PER SPEAKER)

2. PRESENTATIONS

The IS Story: Chapter 3 - Intelligent Transit Systems

Rick Fitz-Gordon, IS Manager

Overview:

This is the third of three presentations intended to present the functionality and technologies deployed at HART to the Board. This presentation offers an introduction to the IS team, a brief history of the technologies employed, the current technologies deployed, technology initiatives under consideration, the impact on IS staffing and funding and a summary of where the Agency's technology deployment is today.

COMMITTEE ACTION ITEMS

a. Authorize the Chief Executive Officer to Apply for FY2012 Federal Competitive Funding for Bus and Bus Facility Projects

Mary Shavaliar, Director of Grants Management and Planning

Overview:

Annually, the Federal Transit Administration (FTA) distributes federal transit funding through a competitive grant process. HART has a number of unfunded projects that are anticipated to qualify for the conditions of the funding programs.

b. Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority (HART) and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute (JARC) Program

Mary Shavaliar, Director of Grants Management and Planning



Continued...

Overview:

This grant will provide the Job Access Reverse Commute (JARC) funding in the amount of \$800,000 to assist with the operating costs of existing late night transit service on eight bus routes, Saturday service on six routes and Sunday service on five routes. This project helps achieve the organizational strategic initiative of “Improve Financial Management.” Amendment No. 2 includes Appendix E, which affirms that Hillsborough Transit Authority (HART) will comply with the requirements of E-Verify.

3. ADJOURNMENT



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Committee Members Present

Ron Govin, Chair
David Mechanik, Vice Chair
Fran Davin

Committee Members Absent

John Byczek
Mark Sharpe
Kevin Beckner

Other Board Members Present

Alison Hewitt
Steven Polzin
Karen Jaroch

Staff Present

Katharine Eagan
Philip Hale
Marcia Mejia
Martha Milligan
Brenda Mowen
Steve Taylor
Mary Shavalier
Rick Fitz-Gordon
Michael Bartholomew
Jeff Seward
Sylvia Berrien
Michael Stephens
Gisela Rivera-Rios

Others Present

Charles Fletcher, Gray Robinson
Ted Jackovics, The Tampa Tribune
Mitch Perry, Creative Loafing

Sign-in sheets are attached

CALL TO ORDER

The meeting was called to order by Committee Chair Ron Govin at 9:03 a.m.

Chair Govin read into the record the absence statements from Directors Beckner, Byczek, and Sharpe.

HART Board Chair Alison Hewitt appointed Directors Polzin and Jaroch as temporary Finance, Governance, and Administration Committee members with full voting rights.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Director Davin moved and Director Polzin seconded approval of the October 21, 2011 Finance, Governance, and Administration Committee meeting minutes. All Committee members present voted aye. The motion carried unanimously.

PUBLIC COMMENT

No one signed up to speak.



PRESENTATION

The IS Story – Chapter II

Mr. Rick Fitz-Gordon, HART Manager of Information Systems, introduced the second of three presentations intended to provide an overview of the functionality and technologies deployed at HART. Mr. Steven Taylor, HART Director of Maintenance, made the presentation on The IS Story – Chapter II – Smart Bus and ITS Deployment. A full copy of the presentation is on file and can be obtained from the Clerk of the Board at petitl@gohart.org.

Director Mechanik arrived at 9:26 a.m.

Director Polzin asked if the cameras onboard of buses can be monitored remotely.

Mr. Taylor advised those features are available, but HART cameras do not have that functionality. The captured videos are retained for 30 days and are downloaded upon the bus return to the garage the same day.

Mr. Philip Hale, HART Chief Executive Officer, stated that HART facilities do have live cameras that can be monitored by dispatchers.

Director Mechanik asked if fareboxes were not a highly favored item to purchase, or does HART receive grant money for fareboxes and use the funds for higher-priority items.

Mr. Hale replied that HART has submitted grant applications that allowed HART to purchase fareboxes and some funds were received in 2009, however, these funds were used to purchase buses instead. He spoke on the outstanding issues of the Smart Farebox which validates credit cards. Mr. Hale said processing of credit cards transactions while boarding buses could cause huge delays in overall travel time and on-time performance.

Mr. Taylor pointed out that the current credit card technology does not allow for transactions validation until the end of day, and fares would be lost from credit cards that were found invalid at the end of the day. He explained that the SMART Cards readers technology are linked to credit card accounts, patrons tap the reader with a card as they walk on, decreasing the boarding time.

Director Mechanik noted that the need for fareboxes is easy to justify and asked why HART is not receiving grants specifically for fareboxes.

Director Polzin explained that formula grants are used by transit agencies at their individual discretion, and they are typically used for items deemed high priority by the current administration.

Mr. Taylor clarified that grants are project-specific for which fareboxes could qualify along with other items.



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Director Jaroch asked about the covert microphone and a plan to integrate multiple emergency calls.

Mr. Taylor responded that the covert alarm is to be used in the threat of life and in situations of disruptions; the operators would be instructed to use the Push-To-Talk buttons. He said that if multiple alarms began to appear, HART would call 9-1-1 and dispatch road supervisors.

Director Polzin asked about the percentage of the buses equipped with cameras.

Mr. Taylor advised that 100 percent of HART buses have onboard cameras and applications are being made to fit the paratransit fleet as well.

Director Polzin asked about the percentage of the fleet equipped with the Automatic Passenger Counting (APC) systems.

Mr. Taylor advised that currently 71 percent have APC and with MetroRapid, approximately 50 percent of the fleet will be equipped with the APC.

Director Polzin asked how similar HART technology systems were to Pinellas Suncoast Transit Authority (PSTA).

Mr. Hale replied that HART's technology is more advanced but the disadvantages are operational costs of the installation and challenges of keeping up with fast-changing technology upgrades.

Chair Govin announced that the third part of the series of HART IS Story will be presented at the next HART Finance, Governance, and Administration Committee meeting.

ACTION ITEMS

3a) Authorization to Reprogram State Funding from the Tampa International Airport Transfer Center to the Marion Transit Center Improvements Project

Ms. Mary Shavalier, HART Director of Planning and Grants Management, presented an overview of the action item.

Director Polzin asked what operational functions would be carried out at the Marion Transit Center relative to the main facility.

Ms. Shavalier said the routes currently using this area (outside of the transfer center) could be refined.

Director Polzin asked how many bus bays were planned.

Ms. Shavalier said about six bays, a connection point for taxis and enhanced parking for staff. She added that the Florida Department of Transportation (FDOT) is interested in HART looking for a drop-off area for Greyhound patrons.



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Mr. Hale explained the intent to expand the area with additional shelters and bus bays with the routes being defined by staff once the project is complete.

Director Hewitt asked about revenue generating partners, for example, a Greyhound-operating concession.

Ms. Shavaliere said that McDonald Training Center operates a concession at MTC and that staff will assess Greyhound's interest in a potential partnership.

Director Polzin asked about pedestrian accommodations for safe crossing to and from the expanded area.

Ms. Shavaliere outlined next steps for the project are to develop a more detailed work plan, and carry out the design and construction. She stated this funding expires December 2012.

Director Polzin noted that the property proposed for improvement is owned by FDOT. He asked if the length of the lease term is known at this time.

Ms. Shavaliere replied that a part of the current project refines the lease to include the current site and the expanded portion for the term of 20 years.

Director Polzin moved and Director Davin seconded approval of the action item Authorization to Reprogram State Funding from the Tampa International Airport Transfer Center to the Marion Transit Center Improvements Project, with Committee review in the early design phase, and advance it to the full HART Board of Directors on December 5, 2011. All Committee members present voted aye. The motion carried unanimously.

Director Davin asked if incentives were built into contracts to motivate accelerating project completion.

Ms. Shavaliere said that staff would review the work scope to explore how it could be accelerated.

Director Polzin said that perhaps the project should be a design/build and if it is targeted to match the Bus Rapid Transit (BRT), they should be on a similar schedule.

Chair Govin stated that the Committee could propose that HART staff look into developing an incentive program for recommendation to the full Board that would allow placing the projects in an accelerated mode.

Director Davin moved acceptance of the proposal made by Chair Govin adding that the development of the program would not delay the project design and Director Polzin seconded. All Committee members present voted aye. The motion carried unanimously.

Director Mechanik made a motion and Director Polzin seconded to approve action items 3b through 3g.



- 3b) Authorize the Chief Executive Officer to Execute a Joint Participation Agreement (FPN 402251) Between Hillsborough Transit Authority and the Florida Department of Transportation to Accept State Block Grant Funding Assistance for Fiscal Year 2012
- 3c) Authorize the Chief Executive Officer to Execute a Joint Participation Agreement (FPN 410693) Between Hillsborough Transit Authority and the Florida Department of Transportation for Transit Urban Corridor Funds to Assist with the Operating Cost of Route 200X - Clearwater Express
- 3d) Authorize the Chief Executive Officer to Execute a Joint Participation Agreement (FPN 420741-1) Between Hillsborough Transit Authority and the Florida Department of Transportation for Transit Urban Corridor Funds to Assist with the Operating Cost of Route 51X – An Express Route Service from New Tampa/South Pasco County to Downtown Tampa.
- 3e) Authorize the Chief Executive Officer to Execute a Joint Participation Agreement (FPN 430322-1) Between Hillsborough Transit Authority and the Florida Department of Transportation for Transit Urban Corridor Funds to Assist with the Operating Cost of Route 20X – an Express Route Service Between Land O’ Lakes in South Pasco County and Downtown Tampa
- 3f) Authorize the Chief Executive Officer to Execute a Joint Participation Agreement (FPN 430326-1) Between Hillsborough Transit Authority and the Florida Department of Transportation for Fiscal Year 2012 Service Development Funds to Assist with the Operating Cost of the Town 'N Country Flex Service and the Supporting Route 61LX
- 3g) Authorize the Chief Executive Officer to Execute a Joint Participation Agreement (FPN 430327-1) Between Hillsborough Transit Authority and the Florida Department of Transportation for Fiscal Year 2012 Service Development Funds to Assist with the Operating Cost of the Northdale Flex Service

Director Mechanik observed low ridership on the Route 200X, which is intuitively a busy connection.

Ms. Katharine Eagan, HART Chief Operating Officer, replied that current travel patterns take patrons beyond their destination requiring a transfer to another bus; therefore, important connections (i.e. Westshore) do not exist.

Director Mechanik asked if over time the demand is there to meet the enhanced service.

Ms. Eagan said demand modeling would be reviewed and presented to the Board.

Director Polzin said there is dispersed activity patterns in both counties but huge established employment concentrations with strong established commutership are what are really needed. He also noted that high-end jobs are what usually motivate people to make such a long commute, and those people have transportation choices.



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Director Jaroch recalled recent numbers reflect that approximately 65 percent of the people in the workforce travel from Pinellas to Hillsborough with 35 percent going the other direction.

Director Polzin stated there are not enough jobs downtown to fill the buses and the ridership numbers cannot justify the cross-bay capacity.

Director Davin asked about ridership on the routes between Hillsborough and Pasco Counties.

Ms. Eagan responded that the services from Pasco are heavily used with the largest ridership going downtown. She added that operation of Route 20X is now reimbursed by the State of Florida.

Director Polzin pointed out that even though the South County routes may be longer, they are not eligible for this particular funding source because they do not cross a county line.

Ms. Eagan confirmed Director Polzin's statement.

Director Davin asked about the progress of Tampa Bay Area Regional Transportation Authority's study into Pasco County corridor.

Ms. Shavalier said no updates have been received lately but she will inquire and report back to the Committee.

All Committee members present voted aye. The motion carried unanimously.

3h) Authorize the Chief Executive Officer to Purchase Fourteen (14) Forty-Foot (40') Heavy-Duty Transit Buses from Gillig LLC. in an Amount Not-to-Exceed \$5,509,000

Ms. Eagan presented the action item.

Chair Govin asked if the appearance of the buses would be different from the current fleet.

Ms. Eagan stated they will have identifiable branding and will be green and grey in color to distinguish the different service.

Mr. Hale clarified that Gillig offers a BRT style bus package and HART purchased 12 of those in 2005-6. He said the 14 new buses will have the BRT styling and will be configured consistent with the 59 already in service, creating more cost-effective maintenance.

Director Mechanik moved and Director Davin seconded approval of the action item, Authorization for the Chief Executive Officer to Purchase Fourteen (14) Forty-Foot (40') Heavy-Duty Transit Buses from Gillig LLC. in an Amount Not-to-Exceed \$5,509,000, and advance it to the full HART Board of Directors on December 5, 2011. All Committee members present voted aye. The motion carried unanimously.

Director Davin asked if the purchase included acquisition of fareboxes.



Mr. Hale replied that the buses will be delivered pre-wired for the cameras, but the ITS system and fareboxes will be reallocated from the inventory. He added that the new Chief Financial Officer will be challenged to identify potential cost savings and revenue to put as many buses in service and keep the fleet operational and well-maintained.

INFORMATION ITEM

Whistleblower Procedures

Mr. Charles Fletcher, HART General Counsel, provided a draft of the Interim Whistleblower Complaint Review Procedures. He identified the two primary areas the update addressed:

- 1) A more clear statement of when it is appropriate for a whistleblower complaint to be considered by the full Board of Directors, addressed in item # 5
- 2) The concept of attaining a second opinion, addressed in item # 6.

Director Mechanik stated he is concerned with the second opinion approach reflected in Paragraph 7 as it suggests there could be difference of opinion. He expressed that if the case was truly a difference of opinion, he was uneasy with the issue defaulting to the Board or to the CEO.

Mr. Fletcher stated the interest to have any unclear complaint be treated as a valid complaint and go through the process. He said the potential difference of opinion would be the purpose of requiring a second opinion.

Director Mechanik asked about a Board ruling after the complaint was heard by both counsels. He suggested the procedures reflect that in the event of a disagreement the labor counsel's determination prevails.

Mr. Fletcher offered to write a more explicit procedure stating the labor counsel's opinion will control in the event of a dispute.

Director Mechanik said the intent is to avoid situations when the Board was focused on procedural issues rather than the substance of the case.

Director Mechanik made a motion and Director Davin seconded to accept the Interim Whistleblower Complaint Review Procedures with a change in Paragraph 7 stating labor counsel's opinion control in the event of a dispute, and advance the item to the full Board of Directors on December 5, 2011.

Director Polzin mentioned that having the terms, "other HART employees" in item #4 implies this process is a first resort versus a last resort for occurrences two or three levels down in the organization.

Mr. Fletcher said that was to be treated as an item informing the Board about a received complaint. He explained the intent of item #4 and said he will add a narrative for clarification.



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All Committee members present voted aye. The motion carried unanimously.

Director Hewitt asked Mr. Fletcher when the first draft of the policies revisions will be made available to the Board Ad Hoc Committee.

Mr. Fletcher said the draft policy changes can be sent out whenever a meeting has been set up. He also said a notice to rule making to change the adoption procedure has been done. Mr. Fletcher noted the Rule Development Workshop to be held on December 19 and said the Ad Hoc Committee can meet before then to start deliberating the issues.

Director Jaroch asked about a date for the Impasse Hearing.

Mr. Hale said staff would move forward to reschedule the Impasse Hearing bringing forward all 6 issues that went before the Special Magistrate. He said staff would poll the Board for availability.

Director Davin asked if the hearing could be delayed until January 2012.

Mr. Hale replied that for business reasons the issues must be resolved by December 31.

Mr. Fletcher stated that compliance with the State Statutes would also require resolution as soon as practical.

Director Jaroch asked if a hearing could be scheduled immediately after the next HART Board regular meeting.

Mr. Hale replied that staff must ensure the majority of the Board members will be available. He stated the impasse hearing management is prepped and he anticipates no more than a couple of hours for the meeting.

Director Mechanik asked for clarification on how the number of issues expanded to six.

Mr. Michael Stephens, HART Director of Human Resources, Risk and Legal Services, explained that as a result of the contract being voted down, all six issues, including the three previously agreed on, have to be heard.

Mr. Fletcher clarified that the unusual procedural situation is a result of the contract being past its term. He stated that initially, 71 articles were agreed upon before an impasse declaration and should not be disturbed, but all of the six that went to impasse will be back before the Board because the union voted down the contract.

Mr. Stephens confirmed that because those contract articles had not been voted and ratified upon by the Union, technically they are not resolved. He stated that once the six impasse articles are resolved, the vast majority of the original 71 articles will be resolved.



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Director Jaroch asked about the membership of the second bargaining union, the number of non-union employees, and if both bargaining contracts are similar.

Mr. Stephens clarified that HART has a non-bargaining group which is primarily administration employees; the Amalgamated Transit Union, which are bus drivers, customer service representatives, and mechanics; and the Teamsters, which are approximately 42 supervisory employees. He said that with the two labor unions, the language was nearly uniform with a few variances as each union bargains separately with the agency.

ADJOURNMENT

The meeting adjourned at 10:49 a.m.



COMMITTEE ACTION ITEM

Authorize the Chief Executive Officer to Apply for FY2012 Federal Competitive Funding for Bus and Bus Facility Projects.

OVERVIEW

Annually, the Federal Transit Administration (FTA) distributes federal transit funding through a competitive grant process. HART has a number of unfunded projects that are anticipated to qualify for the conditions of the funding programs.

RECOMMENDATION

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer apply for FY2012 Federal Competitive Funding for bus and bus facility projects and advance this item to the full Board of Directors.

FINANCIAL IMPACT

Toll credits would be used to satisfy the matching requirements for the federal capital funding, effectively eliminating the need for a local match.

Replacement of buses when they have reached the end of their useful life would reduce operating costs by approximately \$27,000 per bus (fuel, maintenance labor, and major components). This estimate does not include the costs associated with increasing the spare ratio to maintain on-time performance with an older fleet.

The lighting, HVAC and plumbing upgrades associated with the heavy maintenance facility improvements would provide utility cost savings; the magnitude of the savings would be confirmed as part of the project design.

BACKGROUND

At the November 21, 2011 HART Major Projects and Legislative Committee meeting, there was a presentation from HART's Federal Legislative Consultant regarding the status of federal transportation funding legislation and potential impacts to HART. One area addressed was federal discretionary funding. Congress has moved away from awarding discretionary earmarks to allocating funding through competitive grant processes. FTA issues Notices of Funds Availability (NOFAs) for specific funding programs, and then makes funding awards following an evaluation process. HART was recently awarded \$2.3 million in funding for CNG improvements under the Clean Fuels program following a competitive process.

Major Projects and Legislative Committee members expressed interest in discussing HART unfunded needs with members of the Hillsborough County Legislative Delegation to secure support for future funding opportunities. In the next few months, FTA is expected to release funding announcements for several competitive programs.



Staff reviewed capital needs to identify projects that would meet the criteria for potential competitive funding programs. One of the most significant capital needs is bus replacement. Regular replacement of buses when they have reached the end of their useful life is important to maintain the reliability of the fleet and reduce the intensive maintenance demands associated with operating older buses. In addition, newer buses have much lower emissions and are more fuel efficient, providing important environmental and energy efficiency benefits. Approximately 63 buses and vans will need to be replaced in FY2013 and FY2014, at an estimated cost of \$21.3 million. At the present time, only \$6.9 million in funding is programmed for the replacement, resulting in a \$14.4 million funding shortage.

A second unfunded capital need relates to maintenance facility improvements. The HART 21st Avenue Heavy Maintenance building is an older facility that has been used since system start up in 1980. The current project underway is upgrading the lighting, ventilation, and the bus wash. Additional funding is needed to upgrade the facility to meet Americans with Disability Act (ADA) and current code requirements, as well as enhance equipment, security and other systems. In addition, upgrades are required to the on-site storm drainage system to alleviate flooding during heavy rainfalls. The cost of the design and construction is estimated at \$6.2 million.

The bus acquisition and maintenance facility improvements would be eligible projects under two federal competitive funding programs - the State of Good Repair and Bus and Bus Facility programs. To be competitive for this funding, staff will be undertaking work to refine the facility improvement program as well as the cost estimate.

A third potential project for a federal funding submission is the MetroRapid East West project, which would connect the Westshore Business District and the City of Temple Terrace. The preliminary design work was recently initiated using funding from Hillsborough County. The approximate \$30 million in funding to complete the project, including final design work, property acquisition, construction and buses, is not currently programmed. To be eligible to receive federal capital funding, HART would need to demonstrate that funding is available to cover the service operating costs. This would be a major challenge at this time because of the magnitude of the estimated annual operating costs (\$2.7 Million) and the continued decline in ad valorem funding. As a result, seeking funding for this project at the present time is not recommended.

NEXT STEPS

Present the recommendation by the Finance, Governance and Administration Committee to the full HART Board of Directors at the January 9, 2012 regular Board meeting.

Prepared by: Mary Shavalier, Director of Grants Management and Planning

Reviewed by: Jeffrey C. Seward, Chief Financial Officer

Approved by: Philip R. Hale, Chief Executive Office



COMMITTEE ACTION ITEM

Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute Program.

OVERVIEW

This grant will provide the Job Access Reverse Commute (JARC) funding in the amount of \$800,000 to assist with the operating costs of existing late night transit service on eight bus routes, Saturday service on six routes and Sunday service on five routes. This project helps achieve the organizational strategic initiative of “Improve Financial Management.” Amendment No. 2 includes Appendix E, which affirms that Hillsborough Transit Authority (HART) will comply with the requirements of E-Verify.

RECOMMENDATION

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to execute Amendment No. 2 adding FY2011 funds (\$800,000) and including Appendix E (E-Verify) to the existing agreement between HART and the Pinellas County Metropolitan Planning Organization (MPO) for the Job Access Reverse Commute (JARC) program and advance this item to the full Board of Directors.

FINANCIAL IMPACT

The JARC funding in this agreement reimburses operating expenses of existing fixed route service. The funds require a local match of \$800,000 (50%), which will be provided by using existing funds with no additional obligations. Because this is existing service, the local match will not require additional financial obligations from HART. The funds will provide additional revenue in FY2012 and FY2013 that is not reflected in the budget.

BACKGROUND

The Job Access and Reverse Commute (JARC) program provides federal funding for public transit improvements that benefit low-income and unemployed populations. Projects funded under this program must be derived from a regional coordinated human service transportation plan. HART has been receiving JARC funds since 2001 to assist with the operating costs of eligible routes.

Earlier this year, following a competitive process, HART was awarded \$800,000 in JARC funding to reimburse operating cost for existing late night transit service on eight bus routes, Saturday service on six routes and Sunday service on five routes.

HART must amend the current agreement with the Pinellas County MPO in order to receive the fiscal year 2011 funds.



NEXT STEPS

Present the recommendation of the Finance, Governance, and Administrative Committee to the full HART Board of Directors at the January 9, 2012 regular meeting.

Prepared by: Jeanie Satchel, Manager of Grants & Documentation

Review by: Mary Shavalier, Director of Grants Management and Planning
Jeffrey C. Seward, Chief Financial Officer

Approved by: Philip R. Hale, Chief Executive Officer