

**Minutes**  
**County Road Administration Board**  
**August 1-2, 2013**  
**CRAB Office – Olympia, Washington**

**Members Present:** Brian Stacy, PE, Pierce County Engineer, Vice-Chair  
Dale Snyder, Douglas County Commissioner, Second Vice-Chair  
Rob Coffman, Lincoln County Commissioner  
Bob Koch, Franklin County Commissioner  
John Koster, Snohomish County Council Member  
Mike Leita, Yakima County Commissioner  
Bill Schulte, Lewis County Commissioner  
Drew Woods, PE, Columbia County Engineer

**Staff Present:** Jay Weber, Executive Director  
Walt Olsen, PE, Deputy Director  
Steve Hillesland, Assistant Director  
Karen Pendleton, Executive Assistant  
Randy Hart, PE, Grant Programs Manager  
Jeff Mosen, PE, Intergovernmental Policy Manager  
Derek Pohle, PE, Compliance & Data Analysis Manager  
\*Don Zimmer, Inventory Systems Manager  
\*Bob Moorhead, PE, Maintenance Manager  
\*Rhonda Mayner, Secretary  
\*Bob Davis, Systems Manager  
\*Jim Oyler, Support Specialist  
\*Kathy O’Shea, Database Specialist  
\*Eric Hagenlock, Applications Specialist  
\*Jim Ayres, PE, Design Systems Program Manager

**Guests:** \*Doug D’Hondt, PE, Kittitas County Engineer  
\*Tim Elsea, PE, Lewis County Engineer  
\*Melissa McFadden, PE, Mason County Engineer  
\*Gary Rowe, WSACE Executive Director  
\*Ramiro Chavez, Pierce County  
\*Reid Wheeler  
\*\*Jeff Pavey, Paladin Data  
\*\*Jim Nall, Paladin Data

*\*August 1, 2013 only*

*\*\*August 2, 2013 only*

**CALL TO ORDER**

Vice-Chair Stacy called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, August 1, 2013, at the CRAB Office in Olympia.

## **CHAIR'S REPORT**

### **Introductions**

Vice-Chair Stacy introduced new CRABoard member, Lincoln County Commissioner Rob Coffman, and welcomed him to the Board.

### **Approve Agenda for the August 1-2, 2013 Meeting**

Commissioner Koch moved and Councilmember Koster seconded to approve the agenda as presented. **Motion passed unanimously.**

### **Election of Chair, Vice-Chair and Second Vice-Chair**

Vice-Chair Stacy opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Mr. Woods moved and Councilmember Koster seconded to nominate Vice-Chair Stacy as Chair. Commissioner Koch moved and Commissioner Leita seconded to nominate Second Vice-Chair Snyder as Chair. Vice Chair Stacy called for the vote. Second Vice-Chair Snyder was selected as the new CRABoard Chair.

Commissioner Schulte moved and Commissioner Koch seconded to nominate Vice-Chair Stacy as Vice-Chair. **Motion passed unanimously.**

Vice-Chair Stacy moved and Commissioner Leita seconded to nominate Mr. Woods as Second Vice-Chair. **Motion passed unanimously.**

### **Approve Minutes of April 18-19, 2013 CRABoard Meeting**

Commissioner Leita moved and Commissioner Koch seconded to approve the minutes of the April 18-19, 2013 CRABoard meeting. **Motion passed unanimously.**

## **CERTIFICATIONS**

### **Resolution 2013-005 Certifying the 2013 Master Road Log**

Mr. Zimmer presented Resolution 2013-005 - Certifying the 2013 Master County Roadlog, to reflect the county road system as of January 1, 2013. He noted that all 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Second Vice-Chair Woods moved and Councilmember Koster seconded to approve Resolution 2013-005 - Certifying the 2013 Master County Roadlog. **Motion passed unanimously.**

### **Resolution 2013-006 Regarding Roadway Categories and Unit Costs for the**

### **2014 and 2015 County Fuel Tax Distribution**

Mr. Zimmer reviewed the process of determining the fuel tax distribution for the counties.

Mr. Zimmer presented Resolution 2013-006 - Regarding Roadway Categories and Unit Costs for the 2014 and 2015 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation factors. Staff recommends approval of the resolution.

After discussion and questions, Commissioner Koch moved and Commissioner Schulte seconded to approve Resolution 2013-006 - Regarding Roadway Categories and Unit Costs for the 2014 and 2015 County Fuel Tax Distribution. **Motion passed unanimously.**

### **RURAL ARTERIAL PROGRAM**

#### **Project Request – Kittitas County**

Mr. Hart reported that Kittitas County is requesting that the CRABoard waive reimbursement of \$106,052.07 in expended RATA funds used for design of their withdrawn Westside Road project.

The project was submitted on September 1, 2006, requesting \$3,800,000 in RATA funds. The funding limit for Kittitas County in the '07-'09 biennium was \$2,000,000 due to the large amount of turn-back funds that were available to the region at that time. Most of the \$2,000,000 was assigned to the county's partially-funded Nelson Siding Road. The project has gained funding in parts due to regional county funding limits to reach the total funding to date of \$3,800,000.

The county has expended \$106,052.07 in RATA funds to date for design of the project. In February 28, 2013 when the county requested but was denied a reduction in scope, the estimated cost to complete design was listed as \$450,000 and the total project cost was \$5,521,438. As this cost far exceeds the original estimate of \$4,222,300, the county has withdrawn the project and is asking the CRABoard grant a waiver of payback of the \$106,052.07 that the county has expended to date on design. The county intends to pursue Highway Safety Improvement Program and other federal and state funds to focus on improvements to Westside Road in smaller segments in the future.

On July 16, 2013 CRAB staff reviewed project documentation at the Kittitas County Public Works office with the county engineer. The engineer explained that overall design is 25-30% complete. This was verified by CRAB staff review of design documents created to date.

The Kittitas County Commissioners have requested this waiver in writing per their letter of July 2, 2013, and responded to the issues specified in WAC 136-167-030 (2) above. The County is not eligible to retain design study per WAC 136-167-030(3) since the scope of work as described in the project prospectus has not changed.

Review of items accomplished:

Preliminary plans - \$40,069 total: These are complete enough to form a starting point for future projects on Westside Road. The accomplishment of projects to the scale represented in the plans, however, will likely not be realized for a number of years, if at all. Staff finds a waiver of half of these costs is reasonable:

**Allowed costs \$20,035**

Wetland Delineation: - \$15,957 total. The county has determined at this stage that wetlands can be avoided. Staff finds this has an indirect benefit to any future project, and depends on project locations and final alignments. Staff suggests a value of \$5,000 is more appropriate. **Allowed costs \$5,000**

Survey Work - \$56,703: This work has contributed to the plan drawings and other design features as well as wetland delineation. Since the above allowed costs are 45% of the total incurred, Staff suggests 45% of total surveying costs be allowed. ( $\$56,703 \times .45 = \$25,516$ ) **Allowed costs \$25,516**

Geotechnical - \$27,209: PanGEO produced no final report and staff finds these costs are not eligible. **Allowed costs: \$0**

County design and administration - \$12,584. Staff finds a portion of these costs are eligible. **Allowed costs \$5,555**

Total eligible costs:

\$25,035 Plans

\$5,000 Wetland Document

\$25,516 Survey

= \$55,551

+ \$5,555 10% county administration

= \$61,106 total eligible

X 90% RAP matching limit

= **\$54,995**

CRAB staff finds that the county has pursued project design slowly since funding was approved, and that the project has grown too expensive to accomplish within a reasonable time frame. The items completed may be of some value for future improvements, but not at 100% since future work has not been clearly defined. Staff therefore recommends that the CRABoard waive the reimbursement of \$54,995 spent by Kittitas County on the Westside Road project, and that the county be required to reimburse the CRABoard the remaining \$51,057.07, in keeping with WAC 136-167-030(3).

Mr. Hart introduced Mr. D'Hondt, who gave further information to the Board.

Following questions and discussion, Commissioner Leita moved and Councilmember Koster seconded that the CRABoard waive the reimbursement of \$54,995 spent by Kittitas County on the Westside Road project, and that the county be required to reimburse the CRABoard the remaining \$51,057.07. **Motion failed unanimously.**

**Chair Snyder called for a two-minute recess.**

## **PUBLIC HEARING**

Chair Snyder opened the public hearing at 2:00 pm.

Mr. Hart presented staff's proposed changes to WAC's 136-15-045, 136-100-020, 136-130-050, 136-161-060, 136-170-030, 136-180-040, and 136-300-010. He noted that the majority of them were housekeeping changes.

Chair Snyder opened public comment. Mr. Chavez spoke in favor of the changes. Chair Snyder closed the public comment portion of the hearing. Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to approve the changes as recommended.

**Motion passed unanimously.**

Chair Snyder closed the public hearing at 2:20 pm.

## **RURAL ARTERIAL PROGRAM CONTINUED**

### **Project Request – Kittitas County continued**

Mr. Weber recommended that the CRABoard waive reimbursement by Kittitas County of \$106,052.07 in expended RATA funds used for design of their withdrawn Westside Road project. Following questions and discussion on the issue, Councilmember Koster moved and Second Vice-Chair Woods to defer a decision on the issue until the October 2014 CRABoard meeting. **Motion passed unanimously.**

### **Project Request – Lewis County**

Commissioner Schulte abstained from discussion and voting on the request.

Mr. Hart reported that Lewis County has requested a scope reduction for their Highway 603-2 project. The request is to omit the improvement to 50 mph of a horizontal curve at milepost 13.21, and maintain the existing 40 mph speed with no reduction in funding.

On April 17, 2008, the CRABoard granted partial funding of \$380,300 for Highway 603-2. Full funding to \$1,125,000 was awarded by the CRABoard on April 16, 2009. Total project cost was estimated at \$1,250,000 at that time. The total estimated cost of the project is now \$2,480,000.

The project prospectus submitted by the county on September 1, 2006 proposed to lengthen two sub-standard horizontal curves to 50 mph design speed as indicated on the prospectus. The total score was 50.07 (weighted geometry and structure).

The county is requesting that the curve at milepost 13.21, which is safely travelled at 40 mph, remain unimproved as it is adjacent to the City of Winlock. This reduced speed better prepares vehicles for entry to the city where the speed is further reduced to 25 mph. The original proposal would have allowed vehicles to approach the city limits at 50 mph and would decrease, instead of enhance, safety. Also, local property owners have been very strongly against giving up right-of-way for the curve enhancement and negotiations are at an impasse. The county therefore proposes to add additional warning features to the roadway and increase the width to 34 feet, which will help mitigate conflicts with driveways, and recovery distance for errant vehicles.

Staff has reviewed the county's request and visited the project site on July 22, 2013. Staff noted the curve's proximity to the city limits and the locations of driveways within the curve alignment as well as the locations of accidents reported in the prospectus. County staff confirmed their commitment to provide significant widening at the location and warning signs. With this reduction, the project rescores at 48.40 points and retains its current ranking in the 2007–2009 SW Region array. Staff finds that the reduced, unimproved speed at this curve better addresses driver safety entering the city, especially given proposed widening, and therefore recommends approval of this reduction in scope with no reduction in RATA funding.

Mr. Hart introduced Mr. Elsea, who gave further information to the Board.

Following questions and discussion, Councilmember Koster moved and Vice-Chair Stacy seconded to approve Lewis County's request for a scope reduction for the RATA funded Highway 603-2 project with no reduction in RATA funding. **Motion passed unanimously, with Commissioner Schulte abstaining.**

#### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 982 projects have been completed. Anticipated revenue to the end of the 2013-2015 biennium is \$521,708,656. RAP expenditures to date total \$465,618,549. RAP obligations remaining are \$116,951,311.

#### **Regional Meetings Update**

Mr. Hart reported on items discussed at the recent Puget Sound Region meeting.

#### **Resolution 2013-007 to Approve 2013-2015 RAP Projects and Allocate Estimated 2013-2014 RATA Funds**

Mr. Hart presented Resolution 2013-007 - Approve 2013-2015 RAP Projects and Allocate Estimated 2013-2014 RATA Funds.

He noted that the CRABoard met on April 18, 2013 to approve Rural Arterial Program projects and allocate Rural Arterial Trust Account funds. \$1,411,700 of the NE Region bridge allocation was withheld from funding of projects as there

were fewer bridges on the array at that time than revenue available. Therefore, the region is currently funded at 82% rather than the 90% allowed during the first year of the biennium.

Mr. Hart reported that on May 10, 2013 Douglas County submitted a RAP prospectus requesting \$940,200 as match for \$3,760,800 Federal Bridge Replacement funds awarded for Chief Joseph Dam Bridge. He noted that the county funding limit for the 2013-2015 biennium will be reached with funding of \$809,900.

Following questions and discussion, Commissioner Leita moved and Second Vice-Chair Woods seconded to approve 2013-007 - Approve 2013-2015 RAP Projects and Allocate Estimated 2013-2014 RATA Funds. **Motion passed unanimously, with Chair Snyder abstaining.**

#### **Resolution 2013-008 Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2013-008 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$6,018,422 now credited to RATA for May 2013 through July 2013 to the regions by the established 2011-2013 biennium regional percentages after setting aside \$139,000 for administration. Staff recommends approval of the resolution.

Commissioner Schulte moved and Commissioner Koch seconded to approve 2013-007 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

#### **Resolution 2013-009 to Establish Regional Percentages for the Apportioning of RATA Funds during the 2011-2013 Biennium**

Mr. Hart presented Resolution 2013-009 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2013-2015 Biennium, which sets the apportionment percentages for the five regions.

Commissioner Koch moved and Vice-Chair Stacy seconded to approve Resolution 2013-009 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2013-2015 Biennium. **Motion passed unanimously.**

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Weber noted that there is currently a vacancy on the CRABoard, as former member Mr. Pohle has resigned as Grant County Engineer and has joined the CRAB staff.

#### **CRAB Budget Update**

Mr. Weber noted a positive variance overall of \$18,690,977, most of which is in the RAP account for the close of the 2011-13 budget. He reported that staff will be submitting a supplemental budget request for \$20-22 million in RAP funding to allow the program to continue at its current rate. He concluded that at he will be presenting the new biennial budget allotments at their October Board meeting.

## ASSISTANT DIRECTOR'S REPORT

### County Transportation Metrics (CTM) Dashboard

Mr. Hillesland presented staff's report on the Dashboard project, completed for the Washington State Association of Counties on June 26, 2013. He noted that In September 2011, the Office of Financial Management (OFM) contracted with the Washington State Association of Counties (WSAC) to assist the counties of Washington State in developing performance measures. The funding for the project was from the local studies portion of the state fuel tax revenue. This contract produced a report to the Legislature in February of 2013 named "Transportation Metrics for Counties." This report concluded, in part, that:

*Counties are on the front lines of Washington State's transportation challenges, bearing responsibility for nearly 50 percent of the state's roads and bridges. The county road infrastructure is aging, funds are decreasing and our reliance on county transportation systems to sustain Washington State's economy and provide mobility to our citizens is growing. In this challenging environment, counties need tools to focus on and improve the delivery of their transportation programs and projects.*

The report recommended the establishment of 11 specific performance measures and work to continue in development of performance measures in six areas: Preservation; Safety; Mobility; Stewardship; Environmental and Economic Vitality and that these measurements (or metrics) be collected and presented on the Internet as a "Dashboard". The County Transportation Metrics (CTM) and the CTM dashboard reflect the six transportation policy goals established by the Legislature in RCW 47.04.280 and complement the biennial State Transportation Attainment Report prepared by the Office of Financial Management.

In March of 2013, WSAC contracted with the County Road Administration Board (CRAB) to develop the CTM Internet Dashboard. Members of WSAC, CRAB and the Washington State Association of County Engineers (WSACE) continue to collaborate on this Dashboard development. The CTM Dashboard project was intended to create an effective tool to communicate the transportation metrics identified by the WSAC advisory committee to the public, transportation stakeholders and the Washington State Legislative body.

The work done by CRAB under this contract and the resulting CTM Dashboard very closely match the recommendations of the Transportation Metrics for Counties report. The dashboard is intuitive in functionality, displaying useful information at-a-glance. The dashboard is interactive allowing the ability to drill down to very specific information. It has both current data providing a snapshot look and historical data needed for displaying trends. All six performance areas are addressed in both statewide and county-by-county metrics. The dashboard displays well on various platforms,

operating systems and browsers including mobile devices such as Apple©, Windows© and Android© tablets and smart phones.

The CTM Dashboard should serve transportation stakeholders as a “Roadmap for Setting Priorities” and enhance their ability to make more informed decisions in their efforts to protect and improve the transportation infrastructure in Washington’s counties.

Mr. Hillesland gave a brief demonstration of the Dashboard.

#### **IT Strategic Planning**

Mr. Hillesland updated the Board on projects underway, including redesigning the RAP Online Web Application and making enhancements to Mobility. He noted projects planned for the future.

#### **Design Engineering – Civil 3D**

Mr. Hillesland introduced Mr. Ayres, who gave an update on the Design Systems Program Status.

#### **Other IT Activities**

Mr. Hillesland noted that this was covered in the Strategic Planning section.

**Chair Snyder recessed the meeting at 4:20 pm on August 1, 2013. The CRABoard meeting will resume August 2, 2013 at 8:30 am.**

## **CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on August 2, 2013.

## **DEPUTY DIRECTOR'S REPORT**

### **County Engineers/Public Works Directors**

Mr. Olsen announced the following changes in status of County Engineers since April 2013:

- By letter on May 30, 2013, King County announced that Paulette Norman, PE resigned as County Engineer effective May 30, 2013. Rick Brater, PE will serve as County Engineer, effective May 30, 2013.
- By letter on June 18, 2013, Grant County announced that Derek Pohle, PE would resign as County Engineer, effective Jun2 30, 2013. By letter on July 2, 2013 Jeff Tincher, PE has accepted position as County Engineer effective 22, 2013.
- By letter on July 29, 2013, Okanogan County announced that Jeff Tincher, PE would resign as County Engineer effective July 26, 2013. Larry Zimmerlund, PE from Methow Engineering will serve as interim County Engineer until a replacement is found.

### **County Visits**

Official County Visits to the following counties were conducted since the April 2013 CRABoard meeting:

- |                |            |
|----------------|------------|
| • Spokane      | • Benton   |
| • Pend Oreille | • Yakima   |
| • Lewis        | • Chelan   |
| • Thurston     | • Douglas  |
| • Asotin       | • Okanogan |
| • Garfield     | • Ferry    |
| • Columbia     | • Stevens  |
| • Walla Walla  | • Lincoln  |
| • Franklin     |            |

Numerous contacts with County Engineers took place in other venues.

The Board discussed in length the opportunity for CRAB staff to provide training opportunities to County Commissioners to educate them on what CRAB does.

### **State Auditor's Report**

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the

audits. This report details our staff procedures to satisfy the SAO.

CRAB has received ten audit reports representing eight counties since the April 2013 CRABoard meeting. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

### **2011 Audits**

1010035 Grant County Accountability  
From 01/01/2011 to 12/31/2011, issued 07/01/2013, no findings.

1009995 Cowlitz County Accountability  
From 01/01/2011 to 12/31/2011, issued 06/24/2013, one finding (no County Road).

### **2012 Audits**

1010062 Kitsap County Financial and Federal  
From 01/01/2012 to 12/31/2012, issued 07/08/2013, no findings.

1010032 King County Financial  
From 01/01/2012 to 12/31/2012, issued 07/01/2013, two findings (no County Road).

1010099 Benton County Comprehensive Annual Financial Report  
From 01/01/2012 to 12/31/2012, issued 06/27/2013, no findings.

1010100 Chelan County Comprehensive Annual Financial Report  
From 01/01/2012 to 12/31/2012, issued 06/26/2013, no findings.

1010044 Kitsap County Comprehensive Annual Financial Report  
From 01/01/2012 to 12/31/2012, issued 06/24/2013, no findings.

1010031 King County Comprehensive Annual Financial Report  
From 01/01/2012 to 12/31/2012, issued 06/18/2013, no findings.

1009656 Snohomish County Accountability  
From 07/01/2011 to 06/30/2012, issued 05/20/2013, no findings.

1009689 Whitman County Accountability  
From 01/01/2011 to 12/31/2012, issued 05/13/2013, no findings

1009587 King County Accountability  
From 07/01/2011 to 06/30/2012, issued 04/29/2013, two findings (no County Road).

### **Activities**

Mr. Olsen reviewed a list of his activities since the April 2013 CRABoard meeting, including the National Association of County Engineers Annual Conference in Des Moines, Iowa, the Washington State Association of County Engineers Summer Conference in Ritzville, required state employee classes in Olympia, and County Transportation Metrics project meetings.

### **Maintenance Management Report**

As Mr. Moorhead was unable to attend the day's meeting, Mr. Olsen presented his report. He noted that with the retirement of Larry Pearson as Maintenance Manager last September, the CRAB emphasis on Maintenance Management has shifted from "implementation" to "monitor and support." County visits have been initiated, with a goal of meeting with each county once every two years. So far, eleven meetings have been completed in 2013. As RAP projects are completed, visits are scheduled with the counties to review a few specifics of the project paperwork, and to take notes and photos of the finished projects. This effort is often part of travel around the state for other meetings.

Mr. Olsen summarized Mr. Moorhead's meetings, as well as CRAB training conducted since April 2013, presented the expanded checklist for Maintenance Management that has been developed by staff, and concluded by providing a list of RAP Project Actions: Increases, Emergency Projects, and Changes of Scope to the Board.

## **STAFF REPORTS**

### **Intergovernmental Policy Manager**

Mr. Mosen reported that since the April 2013 CRABoard meeting, he has had general discussions at the following County Engineer offices:

- Island on April 23 (financial reporting)
- Whatcom on May 20
- Whatcom County Council Public Works Committee on June 4 (county ferry related)

He summarized his other activities.

He reported on County Engineers' Training, noting that a three day training at CRAB, scheduled for May 7-9, was cancelled due to limited response. An eight hour session at Benton County (2-half days) was held May 9-10 with five participants; a three hour session at Thurston County May 29 had 12-participants; and an eight hour session at Spokane County (2-half days) held July 24-25 had ten participants.

He reported a planned release of updates to the October 2012 version of the Desk Manual in late August or early September 2013.

He updated the Board on the Design of County Financial Reporting "Round-Tables":

- Various meeting sites around the state (Fall), attempting to involve multiple counties with similar accounting practices at each
- Involve County Engineer AND Accounting Staff
- Fact finding regarding similarities/differences/issues
  - Between counties
  - Internal to the county
- NOT an audit or compliance review
- Identify opportunities for improving data quality and consistency
- Identify opportunities for simplification of CRAB reporting requirements  
Consult with State Auditor's office, WSDOT, and WSACE as needed

#### **Compliance – Derek Pohle**

Mr. Pohle reported that the submittals of the Annual Road Log Action Record, Road Log Summary Record, and Engineer's Certification for calendar year 2012 were due from the County Road Departments to CRAB by May 1, 2013. All 39 Counties submitted their updates as required.

He noted that in the reporting of the vacancies of the office of County Engineer, Grant County and King County were compliant with WAC regulations. Okanogan County, however, failed to inform CRAB of the vacancy within five working days.

He reported that in July 2013, ten counties received notice from Highways and Local Programs of deficiencies in their bridge inspection frequencies. According to officials at H&LP, these issues have been rectified.

He summarized his other activities since joining the staff on July 1.

#### **PRESENTATION – PALADIN DATA**

Mr. Weber introduced Mr. Nall and Mr. Pavey, who gave a brief demonstration on their product, "Panoramic", and the services they provide.

**Chair Snyder adjourned the summer CRABoard meeting at 10:35 a.m.**

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Chair

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Attest