

JOINT MEETING OF THE BOARD OF DIRECTORS FOR THE
METROPOLITAN TRANSIT SYSTEM (MTS),
SAN DIEGO TRANSIT CORPORATION (SDTC), AND
SAN DIEGO TROLLEY, INC. (SDTI)

January 17, 2013

MTS - 1255 Imperial Avenue, Suite 1000, San Diego

1. Roll Call

Chairman Mathis called the Board meeting to order at 9:03 a.m. A roll call sheet listing Board member attendance is attached.

2. Approval of Minutes

Mr. Cunningham moved to approve the minutes of the December 13, 2012, MTS Board of Directors meeting. Mr. McClellan seconded the motion, and the vote was 11 to 0 in favor (with Messrs. Alvarez, Gloria, Roberts and Ms. Emerald absent).

3. Public Comments

John L. Wood – Mr. Wood asked when the Orange Line construction would be completed. Mr. Wood questioned as to why there are no benches on the west side of the Lemon Grove Depot. Mr. Wood advised the construction fence on the west side of the Lemon Grove depot is an eyesore as there are sand and gravel bags holding up the fence and the bags are open with the sand and gravel spilling out. Mr. Wood questioned why there is a fare machine on the east side of the Lemon Grove Depot, but not the west side. Mr. Wood asked why station announcements are only made at the specific station or not at all. Mr. Wood inquired whether the Lemon Grove Depot would be extended towards North Avenue or stay status quo.

Mr. Mathis advised that Wayne Terry, Chief Operating Officer (Rail) would answer Mr. Wood's questions.

Susan Lesch – Ms. Lesch advised she is a Clairemont resident and is a regular rider and completely dependent on public transportation. Ms. Lesch asked that MTS limit the use of cellphones on buses and trolleys. Ms. Lesch provided the Board with a flyer from MetroTransit (serving the Minneapolis and St. Paul areas) that references cell phone etiquette for a rider of public transportation.

Mr. Mathis advised there seems to be a free speech issue associated with this issue.

4. Elect Vice Chair, Chair Pro Tem, and Committee Appointments

Ms. Karen Landers, General Counsel advised this agenda item is in regard to the election of the Vice Chair and Chair Pro Tem for 2013 and to consider the nominating slate proposed by the Ad Hoc Nominating Committee for appointment of representatives to MTS Committees for 2013 and to vote to appoint those representatives. Ms. Landers discussed the election and appointment procedures.

Chairman Mathis took nominations from the floor. No additional nominations were proposed.

Actions Taken

1. Mr. Ovrom moved to elect Ron Roberts as Vice Chair and Ernest Ewin as Chair Pro Tem for 2013. Mr. Rindone seconded the motion and the vote was 11-0 in favor (with Mr. Alvarez and Ms. Emerald absent and Messrs. Roberts and Ewin abstaining).
2. Mr. Minto moved to consider the nominating slate proposed by the Ad Hoc Nominating Committee for the appointment of representatives to MTS committees for 2013 and vote to appoint representatives to those committees. Mr. McClellan seconded the motion and the vote regarding the proposed slate of nominations is detailed below:

Accessible Services Advisory Committee (ASAC)

- Lorie Bragg, Chairman: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Ms. Bragg abstaining.

Airport Authority Advisory Committee

- Harry Mathis, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Mathis abstaining.
- Ron Roberts, Alternate: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Roberts abstaining.

Ad Hoc Public Security Committee

- Jim Cunningham, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Cunningham abstaining.
- Harry Mathis, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Mathis abstaining.
- John Minto, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Minto abstaining.
- David Alvarez, Committee Representative: 13 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent.
- Mona Rios, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Ms. Rios abstaining.

Audit Oversight Committee

- Ernie Ewin, Chairman: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Ewin abstaining.
- Remaining members set by Board policy.

Budget Development Committee

- Harry Mathis, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Mathis abstaining.
- Bob McClellan, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. McClellan abstaining.
- Ron Roberts, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Roberts abstaining.
- Todd Gloria, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Gloria abstaining.
- John Minto, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Minto abstaining.

Executive Committee

- Set by Board Policy.

Joint Committee on Regional Transit (JCRT)

- Jim Cunningham, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Cunningham abstaining.
- Harry Mathis, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Mathis abstaining.
- Ernie Ewin, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Ewin abstaining.

Los Angeles-San Diego Rail Corridor Agency (LOSSAN)

- Jerry Rindone, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Rindone abstaining.
 - Ernie Ewin, Alternate: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Mathis abstaining.
- (Note: Appointment until establishment of Managing Agency)

SANDAG Board

- Harry Mathis, Advisory Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Mathis abstaining.
- Ron Roberts, Alternate: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Roberts abstaining.

SANDAG Regional Planning Committee

- Mona Rios, Committee Representative: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Ms. Rios abstaining.
- Al Ovrom, Alternate: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. Ovrom abstaining.

Taxicab Committee

- Lorie Zapf, Chair: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Ms. Zapf abstaining.
- Bob McClellan, Alternate: 12 to 0 in favor, with Mr. Alvarez and Ms. Emerald absent and Mr. McClellan abstaining.

CONSENT ITEMS

6. Internal Revenue Service-Required CalPERS Pension Resolution

Action would adopt Resolution No. 13-1 to allow MTS employees to make pension contributions on a pretax basis.

7. Light Rail Vehicle Vandalism and Accident Repair - Ratification and Amendment

Action would authorize the CEO to execute MTS Doc. No. L0884.2-09 with Carlos Guzman, Inc. to increase the amount of the contract due to a higher-than-expected rate of body repair and paint work services and clarify the scope of work.

8. Semiannual Uniform Report of Disadvantaged Business Enterprise Awards or Commitments and Payments

Action would receive the Semiannual Uniform Report of Disadvantaged Business Enterprise (DBE) Awards or Commitments and Payments.

9. Transfer of Ten Retired Paratransit Vehicles

Action would approve staff's recommendation to donate ten (10) retired 2006 El Dorado paratransit vehicles to Facilitating Access to Coordinated Transportation (FACT) to assist nonprofit service providers in the MTS Service Area. The recipients will be agencies that provide services to persons with disabilities who may qualify for Americans with Disabilities Act (ADA) paratransit services.

10. Audit Report - Carlos Guzman Contract Review (MTS Doc. No. L0844.0-09)

Action would receive a report for information.

11. California Sales Tax Increase (Impact on MTS Contracts)

Action would authorize the CEO to: (1) amend contracts, or to otherwise pay invoices on existing contracts, substituting the 8.00% sales tax rate for the sales tax rate included in the individual contract; and (2) make future amendments or payments in response to future sales tax rate changes, if any.

12. LiveScan Authorization

Action would approve a minor revision to previously approved MTS Resolution No. 12-13 as required by the California Department of Justice to become a contributing agency for LiveScan fingerprinting.

Action on Consent Items 6-12

Mr. Ewin moved to approve Consent Items 6-12. Mr. McClellan seconded the motion, and the vote was 13 to 2 in favor (with Mr. Alvarez and Ms. Emerald absent).

DISCUSSION ITEMS

30. San Diego Transit Corporation Employee Retirement Plan's Actuarial Valuation as of July 1, 2012 (Cliff Telfer) (TAKEN OUT OF ORDER)

Cliff Telfer, Chief Financial Officer, introduced Bob McCrory, FSA of EFI Actuaries. Mr. McCrory discussed the actuarial valuation and outlook including cost and funding projections. Mr. McCrory discussed the plan for today including the history, 2012 actuarial valuation, cost and funding projections, recent changes with regard to the Governmental Accounting Standards Board ("GASB"), Public Employees Pension Reform Act ("PEPRA") and Critical Asset Assurance Program ("CAAP") and the proposed changes in funding policy. Mr. McCrory spoke to the plan's history including experience study, valuation results, plan cost, plan-funded ratios, active membership and projection of future cost and funding.

Mr. Gloria questioned if unrepresented workers are still in the plan and asked why represented workers are increasingly not in the plan. Mr. Gloria asked for clarification as MTS has been trying to work with equity with regard to MTS's benefit structure.

Mr. Jablonski advised the unrepresented workers are compliant with PEPRA and existing employees under pension reform have been protected across the board whether represented or unrepresented. Mr. Jablonski stated the major change with both groups is the installation of

employee contributions and provided the following example: with the Trolley Bargaining Unit they have been contributing for a long time primarily because they don't have social security. In the new Labor Agreement, MTS instituted contributions by the Amalgamated Transit Union ("ATU") for existing employees and their defined benefit plan which ramps up over the next three years. MTS has instituted contributions in line with Board direction and the Budget Development Committee for all non-represented employees beginning January 1, 2013. All new unrepresented employees are subject to the rules of PEPRA.

Mr. Ewin questioned how Mr. McCrory arrived at the the 7.5% average assumption, what the balance effects would be on the investments and how would MTS meet these assumptions?

Mr. McCrory advised several scenarios are simulated, a compound average is taken and a recommendation is made based on this information which for MTS is 7.5%. Mr. McCrory explained that most investment consultants are also in this range after inflation adjustment. Mr. McCrory advised the compound effect has been removed. Mr. McCrory stated a possible mistake is not allowing for a margin for error. Mr. McCrory stated he could easily make a case changing the compound rate of return from 7.5% to 7% to allow for a margin of safety, but because the impact of cost has been so severe in changing this rate MTS has been staying close to a no-margin position. Mr. McCrory explained that if the Board and Committees wanted to go with a margin of safety Mr. McCrory would agree with this position. Mr. McCrory further explained that increasing mortality of those in the plan raises the cost of the plan as well.

Mr. Ewin advised it has always been known there is a problem of coverage for those within the plan and for those who are not contributing; even more of a challenge is created especially when amortizing over a 30-year period. Mr. Ewin stated that when MTS looks at the returns California Public Employees' Retirement System ("CALPERS") has had over the last 6-8 years how can MTS cover its employees who are retired now let alone those who are 5-10 years away from retirement.

Mr. Roberts stated within the last week Moody's has suggested some new standards, one of them being a 5.5% assumption. Mr. Roberts asked if this percentage is more for comparative purposes and requested insight from Mr. McCrory.

Mr. McCrory responded that this 7% is based on an inflation rate of 2 or 2.5%, therefore if you look at the real return versus the inflation rate MTS assumes, it is about the same so there is no adjustment. Mr. McCrory stated that Moody's is trying to standardize assumptions and make everything comparable but in doing so they are getting rid of important differences.

Mr. Roberts stated that from Mr. McCrory's slides it appears that MTS's funding requirements will decrease and questioned that for MTS in terms of budget perspective and policy this number will need to be looked at and redefined with regard to employee contributions and will need to be reflected in the future presentations as it would be helpful.

Mr. McCrory advised the existing ATU and International Brotherhood of Electrical Workers ("IBEW") clerical members of the corporation are currently making contributions and the contributions for the declining group will need to be included. Mr. McCrory stated the non-represented employees will make contributions under PEPRA and the contributions to the defined contribution plans for the new members would also need to be included as well. Mr. McCrory advised MTS has a pension obligation bond that still has payments outstanding which would also need to be reflected.

Mr. Minto questioned if there is a way of predicting or estimating when the last person will be out

of the plan, what kind of money will be in the plan at that time and what happens to surplus funds left in the plan.

Mr. McCrory advised that based on his calculations the assets would be exhausted. If there happened to be surplus, IRS law stipulates that the money cannot be retrieved, but there are other possible legal ways to utilize these funds for other benefits. Mr. McCrory stated the IRS lays out these laws on what to do with the surplus funds. Mr. McCrory stated there cannot be a deficiency as MTS is responsible to maintain the fund and with a defined benefit plan you use the normal cost to determine the fixed employee contribution and whatever is required beyond that, this is employer responsibility to pay the benefits and assume the associated risk.

Action Taken

Mr. Minto moved to receive the San Diego Transit Corporation (SDTC) Employee Retirement Plan's actuarial valuation as of July 1, 2012, and adopt the pension contribution rate of 36.106 percent for SDTC's pension plans in FY 14. Mr. Cunningham seconded the motion, and the vote was 14 to 0 in favor (with Mr. Alvarez absent).

CLOSED SESSION

24. Closed Session Items (Taken out of Order)

The Board convened to Closed Session at 9:43 a.m.

- a. **CLOSED SESSION - CONFERENCE WITH LABOR NEGOTIATORS Pursuant to California Government Code section 54957.6 Agency-Designated Representative - Jeff Stumbo Employee Organization - International Brotherhood of Electrical Workers, Local 465 (IBEW)**
- b. **CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION CHIEF EXECUTIVE OFFICER Pursuant to California Government Code Section 54957**

The Board reconvened to Open Session at 11:09 a.m.

Oral Report of Final Actions Taken in Closed Session

Karen Landers, General Counsel, reported the following:

- a. The Board ratified the tentative agreement for a new collective bargaining agreement between San Diego Trolley and International Brotherhood of Electrical Workers, Local 465 (IBEW). The Board voted 14-0 in favor (with Mr. Alvarez absent).
- b. The Board received a report and conducted a performance evaluation.

31. Taxicab Administration Contract Renewal (TAKEN OUT OF ORDER)

No report was given. At the request of Councilwoman Emerald, this agenda item was carried over to the following February 21, 2013 Board meeting.

Action Taken

Mr. Ovrom moved to table the agenda item until the February 21, 2013 Board meeting. Mr. Roberts seconded the motion, and the vote was 14 to 0 in favor (with Mr. Alvarez absent).

32. LOSSAN Joint Powers Authority and Managing Agency (TAKEN OUT OF ORDER)

Paul Jablonski, Chief Executive Officer gave an introduction and provided background. Mr. Jablonski provided an example of the Capital Corridor JPA which went through a similar process. Mr. Jablonski introduced Brent Boyd, Sr. Transportation Planner. Mr. Boyd gave background on the LOSSAN Rail Corridor. Mr. Boyd advised of the main issues with regard to the Joint Powers Authority ("JPA"). Mr. Boyd stated the first issue is the potential approval of the amended JPA which would provide MTS authority to take over operation of Pacific Surfliner and the second issue is whether or not MTS has the desire to become the managing agency of LOSSAN which is essentially the agency that would house the JPA staff. Mr. Boyd provided background on the current JPA. Mr. Boyd discussed the various terms and purposes of the JPA. Mr. Boyd reviewed the advantages, risks and other challenges for local authority. Mr. Boyd discussed the voting structure and the termination requirements should MTS not be satisfied with the JPA. Mr. Boyd advised North County Transit District ("NCTD") is opposed to the JPA.

Mr. Boyd introduced Sharon Cooney, Chief of Staff. Ms. Cooney discussed the negotiations and proposals currently in process in order to address NCTD's concerns. Ms. Cooney advised NCTD's main concern is with regard to funding and continued funding of service once service is taken over locally from the State. Ms. Cooney stated there are provisions in SB 1225 that stipulate the State cannot ask the JPA to use local funding and there are provisions in the JPA that reiterate this. Ms. Cooney explained there is another provision that states if MTS loses funding in any way MTS can terminate its relationship with the JPA with 90 days' notice. Ms. Cooney stated further safeguards are recommended to reinforce the aforementioned protections. Ms. Cooney advised the one outstanding item which needs to be negotiated before LOSSAN can take over service locally is the Inter Agency Transfer Agreement ("ITA") which is an agreement with the State. Ms. Cooney advised of the additional provisions recommended for inclusion in the ITA. Ms. Cooney stated NCTD has requested members be elected officials. Ms. Cooney advised San Diego gets two votes for the region which are currently split between MTS and NCTD. Should one of these agencies disagree SANDAG will be the tiebreaker.

Mr. Boyd discussed the Managing Agency responsibilities, funding, staffing estimates, key components, next steps and recommendations. Mr. Boyd advised MTS is qualified to submit an application for the Managing Agency role.

Mr. Cunningham commented that the State does not normally comply with budget requirements and questioned Mr. Jablonski whether MTS is in a position to handle the managing agency position.

Mr. Jablonski responded that MTS is an operating agency which operates rail and although not heavy inter-city rail MTS has a number people on staff with heavy rail experience. Mr. Jablonski advised MTS has experience with the California Public Utilities Commission ("CPUC"), experience with the State and State departments regarding transit related issues and MTS's staff members are good negotiators. Mr. Jablonski stated MTS would do a job that protected our interests and discussed MTS's concerns if it did not become Managing Agency. Mr. Jablonski explained that MTS stands strongly with SANDAG and NCTD in the belief that should MTS take over as Managing Agency, it should never take MTS's resources that fund public transit. Mr. Jablonski said ultimately it is a process of elimination and there was a consensus among CEO's that it should be an operating agency who takes on the Managing Agency role. Mr. Jablonski discussed the additional possible candidates for the Managing Agency role. Mr. Jablonski advised there is a sense of obligation for MTS to apply as Managing Agency.

Mr. Roberts commented that it was important MTS and NCTD resolve their issues. Mr. Roberts indicated it is important that unanimity to avoid confusion.

Mr. Jablonski advised that the voting is critical since the legislation was amended to provide that if NCTD's vote stands as opposed, no action can be taken by LOSSAN. Mr. Jablonski indicated that most of the other entities in the LOSSAN group approve of the JPA and MTS's application for Managing Agency. Mr. Jablonski said that these entities would create a new legislative initiative to create a new JPA absent those entities that voted unfavorably therefore the process to create a JPA would continue. Mr. Jablonski emphasized that it is important to have all entities involved, quell concerns, and go collectively to LOSSAN.

Action Taken

Mr. Cunningham moved to approve MTS Resolution No. 13-2, the amended Joint Powers Authority (JPA) for the LOSSAN Rail Corridor Agency on condition that the following amendments to the JPA be made: a. that the Interagency Transfer Agreement (ITA) must be approved by a supermajority vote as defined in Section 17.1; b. that the LOSSAN ITA be required to include a provision that should the State cut funding for a mutually agreed-upon minimum level of service, service will revert back to State authority within 30 days; c. that if an ITA cannot be agreed upon, the JPA would revert back to 2011 version; and d. direct staff to submit a proposal to become the LOSSAN Managing Agency. Ms. Emerald seconded the motion, and the vote was 13-0 in favor (with Messrs. Alvarez and McClellan absent).

NOTICED PUBLIC HEARINGS:

25. None.

DISCUSSION ITEMS CONT.

33. 2013 State and Federal Legislative Programs

Report continued to the next meeting.

REPORT ITEMS

45. Operations Budget Status Report for November 2012

Mike Thompson, Budget Manager presented the financial results for the first 5 months of the fiscal year through November 30, 2012. Mr. Thompson discussed the operating revenue, passenger revenue variance, ridership, fair revenue, variances in personnel costs and variances in energy. Mr. Thompson advised MTS is \$1.3M favorable for our operations and MTS administration and other activities are favorable by \$19,000 leading to a total favorable variance for the first 5 months of the year of almost \$1.4M or 2.4%. Mr. Thompson stated that items of ongoing concern and those which can have a dramatic impact on our budget if they are to change direction are items such as sales tax related to revenues, energy prices, passenger levels and the State of CA budget. Mr. Thompson stated that currently everything is looking favorable with regard to the operations budget.

Action Taken

Ms. Emerald moved to receive the MTS operations budget status report for November 2012. Mr. Ovrom seconded the motion, and the vote was 14 to 0 in favor (with Mr. Alvarez absent).

60. Chairman's Report

There was no Chairman's report.

61. Audit Oversight Committee (AOC) Chairman's Report

There was no Chairman's report.

62. Chief Executive Officer's Report

Mr. Jablonski advised there had been no travel since his previous report to the Board.

63. Board Member Communications

There were no Board Member communications.

64. Additional Public Comments on Items Not on the Agenda

There were no additional public comments.

65. Next Meeting Date

The next regularly scheduled Board meeting is February 21, 2013.

66. Adjournment

Chairman Mathis adjourned the meeting at 11:48 a.m.



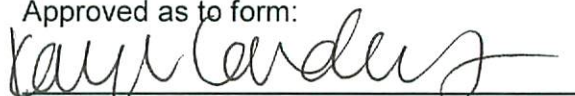
Chairperson
San Diego Metropolitan Transit System

Filed by:



Office of the Clerk of the Board
San Diego Metropolitan Transit System

Approved as to form:



Office of the General Counsel
San Diego Metropolitan Transit System

Attachments: 1. Roll Call Sheet
2. MetroTransit (serving Minneapolis & St. Paul area) Flyer re: cellphone usage

METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
ROLL CALL

MEETING OF (DATE): January 17, 2013

CALL TO ORDER (TIME): 9:03 a.m.

RECESS: _____

RECONVENE: _____

CLOSED SESSION: 9:43 a.m.

RECONVENE: 11:09 a.m.

PUBLIC HEARING: _____

RECONVENE: _____

ORDINANCES ADOPTED: _____

ADJOURN: 11:48 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
ALVAREZ	<input type="checkbox"/> (Faulconer) <input type="checkbox"/>	ABSENT	ABSENT
BRAGG	<input checked="" type="checkbox"/> (Bilbray) <input type="checkbox"/>	9:00 a.m.	
VACANT	<input type="checkbox"/> (Rindone) <input checked="" type="checkbox"/>	9:00 a.m.	
CUNNINGHAM	<input checked="" type="checkbox"/> (Mullin) <input type="checkbox"/>	9:00 a.m.	
EWIN	<input checked="" type="checkbox"/> (Arapostathis) <input type="checkbox"/>	9:00 a.m.	
EMERALD	<input checked="" type="checkbox"/> (Faulconer) <input type="checkbox"/>	9:23 a.m.	
GASTIL	<input checked="" type="checkbox"/> (Jones) <input type="checkbox"/>	9:00 a.m.	
GLORIA	<input checked="" type="checkbox"/> (Faulconer) <input type="checkbox"/>	9:06 a.m.	
MATHIS	<input checked="" type="checkbox"/>	9:00 a.m.	
MCCLELLAN	<input checked="" type="checkbox"/> (Ambrose) <input type="checkbox"/>	9:00 a.m.	
MINTO	<input checked="" type="checkbox"/> (McNelis) <input type="checkbox"/>	9:00 a.m.	
OVROM	<input checked="" type="checkbox"/> (Denny) <input type="checkbox"/>	9:00 a.m.	
RIOS	<input checked="" type="checkbox"/> (VACANT) <input type="checkbox"/>	9:00 a.m.	
ROBERTS	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>	9:08 a.m.	
ZAPF	<input checked="" type="checkbox"/> (Faulconer) <input type="checkbox"/>	9:00 a.m.	

SIGNED BY THE CLERK OF THE BOARD: 

CONFIRMED BY THE GENERAL COUNSEL: 

**KEEP IT SHORT.
KEEP IT LOW.**

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