

# Metro

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
3rd Floor Board Room



## MINUTES

Thursday, November 30, 2017

9:00 AM

One Gateway Plaza, Los Angeles, CA 90012,  
3rd Floor, Metro Board Room

### Board of Directors - Regular Board Meeting

#### **DIRECTORS PRESENT:**

Eric Garcetti, Chair  
Sheila Kuehl, Vice Chair  
James Butts, 2nd Vice Chair  
Kathryn Barger  
Mike Bonin  
Jacquelyn Dupont-Walker  
John Fasana  
Janice Hahn  
Paul Krekorian  
Ara Najarian  
Mark Ridley-Thomas  
Hilda Solis  
Carrie Bowen, non-voting member  
Phillip A. Washington, Chief Executive Officer

CALLED TO ORDER AT: 9:17 a.m.

ROLL CALL

1. APPROVED Consent Calendar Items: 2, 6, 8, 9, 10, 11, 12, 15, 17, 18, 21\*\*, 22, 23\*\*, 24, 25\*\*, 29, 35, 36, 38, 39, 45, 47, 48, and 49.

Consent Calendar items were approved by one motion except for Item 48, which was pulled by a Director for discussion and separate action.

\*\*Requires two-thirds vote

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
Y	Y	Y	A	Y	Y	Y	Y	A	Y	Y	Y	A

2. SUBJECT: REGULAR BOARD MEETING MINUTES 2017-0756

APPROVED ON CONSENT CALENDAR Minutes of the Regular Board Meeting held October 26, 2017.

3. SUBJECT: REPORT BY THE CHAIR 2017-0783

RECEIVED report by the Chair.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
P	P	P	P	P	P	P	P	A	P	A	P	A

4. SUBJECT: REPORT BY THE CHIEF EXECUTIVE OFFICER 2017-0785

RECEIVED report by the Chief Executive Officer.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
P	P	P	P	P	P	P	P	A	P	A	P	A

PK = P. Krekorian	HS = H. Solis	KB = K. Barger	RG = R. Garcia
JF = J. Fasana	JB = J. Butts	JDW = J. Dupont-Walker	
JH = J. Hahn	EG = E. Garcetti	MRT = M. Ridley-Thomas	
MB = M. Bonin	SK = S. Kuehl	AN = A. Najarian	

LEGEND: Y = YES, N = NO, C = HARD CONFLICT, S = SOFT CONFLICT ABS = ABSTAIN, A = ABSENT, P = PRESENT

6. SUBJECT: TRAXX RESTAURANT LEASE AGREEMENT 2017-0668

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to execute a three-year exclusive lease agreement and a three-year extension option with Tara Thomas Enterprises, Inc., a California corporation for the Traxx Restaurant and the Bar located in Union Station.

8. SUBJECT: PUBLIC HEARING FOR CUSTOMER READINESS 2017-0706  
EFFORTS FOR TRANSFER ON 2nd BOARDING

APPROVED ON CONSENT CALENDAR:

- A. SCHEDULING a public hearing date on Wednesday, January 17, 2018 to receive public comment on possible customer readiness efforts for board approved Transfer on 2nd boarding; and
- B. AUTHORIZING publication of the attached legal notice (Attachment A).

9. SUBJECT: CURRENCY PROCESSING SERVICES 2017-0672

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to award firm fixed unit price Contract No. OP39497-2000, to Los Angeles Federal Armored Services, for currency processing services for an amount not-to-exceed \$457,600 for the one-year base period, and \$514,800, \$572,000, \$629,000, and \$686,400 for each of the four, one-year option terms, respectively, for a combined total of \$2,859,800, effective January 1, 2018 to December 31, 2022, subject to resolution of protest(s), if any.

10. SUBJECT: LOS ANGELES UNION STATION FORECOURT 2017-0492  
AND ESPLANADE IMPROVEMENTS

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to award and execute a 63-month firm fixed price Contract No. AE39616001 with Gruen Associates in the amount of \$2,910,657 for architectural and engineering services to design the Los Angeles Union Station Forecourt and Esplanade Improvements Project and provide design support during construction, subject to resolution of protest(s), if any.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
		C										

11. SUBJECT: CESAR E. CHAVEZ AND SOTO JOINT DEVELOPMENT 2017-0630

APPROVED ON CONSENT CALENDAR:

- A. AUTHORIZING the Chief Executive Officer to execute and enter into a joint development agreement ("JDA"), ground lease ("Ground Lease") and other related documents with La Veranda, L.P. (the "Developer"), an affiliate of Abode Communities, for the construction and operation of a mixed-use, affordable housing project (the "Project") on 85,378 square feet of Metro-owned property located near the corner of Cesar E. Chavez Avenue and Soto Street in Boyle Heights (the "Site") in accordance with the Summary of Key Terms and Conditions attached hereto as Attachment A;
- B. AUTHORIZING an exception to the Joint Development Policy, to allow for a 42% discount to the fair market rent for the Site under the Ground Lease (above the current policy limit of 30%) to allow the Project to be financially feasible while meeting the community's desire for deeper affordability of the housing units; and
- C. FINDING that the Project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 21080(b)(9) of the California Public Resources Code and Section 15332 (In-Fill Development Projects) of the CEQA Guidelines in accordance with the Qualifying Criteria set forth on Attachment C and authorize the Chief Executive Officer to file a Notice of Exemption for the Project consistent with such exemption.

12. SUBJECT: EXPO/CRENSHAW STATION JOINT DEVELOPMENT PROJECT 2017-0476

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to execute a two phase, six-month Short Term Exclusive Negotiation Agreement and Planning Document (Short Term ENA) with Watt Companies, doing business as WIP-A, LLC (Developer) and the County of Los Angeles (County) for the development of 1.77 acres of Metro-owned property and 1.66 acres of County-owned property at the Expo/Crenshaw Station (Site), subject to resolution of protest(s), if any.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
		C				C				C		

15. SUBJECT: CALTRANS PARK & RIDE LOTS

2017-0585

AUTHORIZED ON CONSENT CALENDAR:

- A. acquisition of Lakewood and Norwalk Park & Ride Lots through execution of a Relinquishment Agreement; and
- B. execution of a Memorandum of Understanding with Caltrans to enable a potential future joint development at El Monte Station on Caltrans-owned land.

16. SUBJECT: 2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

2017-0696

APPROVED the programming of up to \$481,845,000 for the 2018 Los Angeles County Regional Transportation Improvement Program (RTIP) as shown in Attachment A.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A

17. SUBJECT: FY 2017 FEDERAL HOMELAND SECURITY AND STATE PROPOSITION 1B SECURITY PROJECTS

2017-0616

APPROVED ON CONSENT CALENDAR:

- A. APPROVING programming of up to \$13.557 million from fiscal year (FY) 2017 federal Department of Homeland Security Transit Security Grant Program (TSGP) and state Proposition 1B California Transit Security Grant Program (Prop 1B Transit Security) funds that are available for eligible capital and operating transit security projects, as shown in Attachment A; and
- B. ADOPTING the required FY 2017 resolution, as shown in Attachment B, authorizing the Chief Executive Officer to execute any actions necessary for obtaining state financial assistance that the California Office of Emergency Services (Cal OES) may provide.

18. SUBJECT: STATE ACTIVE TRANSPORTATION PROGRAM

2017-0679

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to award and execute a 36-month firm fixed price Contract No. PS44597000 to Evan Brooks Associates, Inc. to prepare 37 grant applications and 56 additional grant applications and greenhouse gas analysis tasks in the amount of \$2,170,485 to support Metro and local jurisdiction grant applications to discretionary state funding opportunities, subject to resolution of protest(s), if any.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
C		C				C						

19. SUBJECT: SEPULVEDA TRANSIT CORRIDOR

2017-0723

AUTHORIZED the Chief Executive Officer (CEO) to:

- A. AWARD AND EXECUTE a 20-month firm fixed price Contract No. PS4044200 to Sepulveda Mobility Partners, a joint venture between HNTB Corporation and WSP USA, Inc. (formerly Parsons Brinckerhoff) to prepare the Sepulveda Transit Feasibility Study and Technical Compendium, in the amount of \$6,537,482.39, subject to resolution of protest(s), if any; and
- B. APPROVE Contract Modification Authority (CMA) for Contract No. PS4044200 in the amount of \$980,622 to support the cost of any unforeseen issues that may arise during the course of the Contract.

PK	JF	JH	MB	HS	JB	EG	SK	KB*	JDW	MRT	AN*	RG
A	Y	A	A	Y	C	A	Y	Y	Y	Y	Y	A

\*Selected to vote under Rule of Necessity

21. SUBJECT: PURCHASE OF PRODUCTION RAIL TAMPER

2017-0629

APPROVED ON CONSENT CALENDAR BY TWO-THIRDS VOTE:

- A. FINDING the only responsive responsible bid for acquisition of a Production Rail Tamper under Public Utilities Code (PUC) section 130232 has been rejected due to the lack of competition and the equipment may be purchased at a lower price on the open market (PUC §130233); and

(Item 21 – continued from previous page)

- B. AUTHORIZING the Chief Executive Officer to award a firm fixed price Contract no. OP42642000 with Plasser American Corporation, on the open market pursuant to PUC §130233, for one Production Rail Tamper in the amount of \$3,378,292, inclusive of sales tax.

22. SUBJECT: ELEVATOR AND ESCALATOR INSPECTION SERVICES 2017-0632

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to award a firm fixed unit rate Contract No. OP884190003367 for elevator and escalator inspection services throughout Metro bus and rail facilities with Lerch Bates, Inc. for a not-to-exceed amount of \$853,746 for the three-year base period, \$304,980 for option year one, and \$343,925 for option year two, for a combined total of \$1,502,651, effective January 1, 2018 through December 31, 2022, subject to resolution of protest(s), if any.

23. SUBJECT: P2000 FRICTION BRAKE SYSTEMS & AIR COMPRESSOR COMPONENT OVERHAUL 2017-0703

APPROVED ON CONSENT CALENDAR BY TWO-THIRDS VOTE:

- A. AUTHORIZING the Chief Executive Officer to award a 48-month, indefinite delivery/indefinite quantity Contract No. MA27583000 for the component overhaul of P2000 Light Rail Vehicle (LRV) Friction Brake System & Air Compressor Overhaul to Wabtec Passenger Transit, for a total not-to-exceed amount of \$3,328,499; and
- B. AWARDING a single source procurement, pursuant to Public Utilities Code section 130237 for component overhaul services of the Metro Green Line (MGL) and Blue Line Friction Brake System & Air Compressor Overhaul from the Original Equipment Manufacturer (OEM), to Wabtec Passenger Transit.

24. SUBJECT: P2550 LIGHT RAIL VEHICLE (LRV) MIDLIFE MODERNIZATION PROGRAM - CONSULTANT SUPPORT SERVICES FOR SPECIFICATION DEVELOPMENT & SOLICITATION OF CONTRACTOR 2017-0642

(Continued on next page)

(Item 24 – continued from previous page)

AWARDED ON CONSENT CALENDAR a firm fixed price Contract No. 45383000 for Consulting Support Services to STV Incorporated for the P2550 Light Rail Vehicle (LRV) Midlife Modernization Program, in the amount of \$1,421,086.73, for 24 months from Notice to Proceed, subject to resolution of protest(s), if any.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
		C				C						

25. SUBJECT: P2550 & P2020 FRICTION BRAKE SYSTEM OVERHAUL 2017-0693  
 APPROVED ON CONSENT CALENDAR BY TWO-THIRDS VOTE:

- A. AUTHORIZING the Chief Executive Officer to award an 84 month, indefinite delivery/indefinite quantity Contract No. MA24464000 to Knorr Brake Company for component overhaul services of P2550 and P2020 Light Rail Vehicle (LRV) Friction Brake Systems, for a total not- to-exceed amount of \$4,546,031; and
- B. AWARDING a single source procurement, pursuant to Public Utilities Code section §130237 for component overhaul services of the Metro Gold Line (MGL) P2550 and Metro Blue Lines (MBL) P2020 LRV Friction Brake Systems from the Original Equipment Manufacturer (OEM), to Knorr Brake Company.

29. SUBJECT: SYSTEMWIDE BUS NETWORK RESTRUCTURING 2017-0623  
 PLAN

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to award an 18-month, firm fixed price Task Order No. PS878320003041 under Countywide Planning Services Bench Contract No. PS4010-3041-F-XX with Cambridge Systematics, Inc., for an amount of \$1,295,762, to develop a Systemwide Bus Network Restructuring Plan, subject to resolution of protest(s), if any.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
C		C				C						

30. SUBJECT: P2000 LIGHT RAIL VEHICLE (LRV) MIDLIFE 2017-0643  
 MODERNIZATION PROGRAM

AUTHORIZED the Chief Executive Officer to:

- A. EXERCISE system component Option #3 Communications - New Vestibule Information and Map Displays for the P2000 Light Rail Vehicle Midlife Modernization Program (Contract No. OPP2000) to Alstom Transportation Inc. in the firm fixed amount of \$2,803,953, increasing the total Contract Value from \$130,673,440 to \$133,477,394;

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(Item 30 – continued from previous page)

- B. EXERCISE system component Option #4 Communications - New Audio Communication System for the P2000 Light Rail Vehicle Midlife Modernization Program (Contract No. OPP2000) to Alstom Transportation Inc. in the firm fixed amount of \$3,054,526, increasing the total Contract Value from \$133,477,394 to \$136,531,920;
- C. AMEND and increase the FY18 Budget in Cost Center 3043 in the amount of \$31,404,998 for mobilization costs and accelerated project milestones from \$13,415,079 to \$44,820,077; and
- D. EXECUTE Contract Modifications under this Contract for up to \$1,000,000 per Contract Modification.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
A	Y	A	A	Y	Y	A	C	Y	Y	Y	Y	A

33.1 SUBJECT: MOTION BY DIRECTORS KUEHL, HAHN, GARCETTI, 2017-0786  
 DUPONT-WALKER, SOLIS, BARGER, AND BOWEN

APPROVED:

WE THEREFORE MOVE that the Board direct the Chief Executive Officer to:

- A. Create a report card/score card system reflecting attainment of the female utilization goals for Metro PLA contractors that is aimed at encouraging contractors to exceed the current goals;
- B. Publish the report card quarterly on the Metro website and as part of the quarterly PLA report to the Metro Board. In addition, report to the Metro Board on ways in which the report card could be reviewed and considered by Metro in upcoming contract opportunities;
- C. Develop an incentive program to encourage contractors to exceed the 6.9% female utilization goal, such as a one-on-one meeting comprised of the Chair, a Board Member, and the CEO; and
- D. Develop a provision to the Employment Hiring Plan that requires contractors to demonstrate how they create/promote a diverse and inclusive work environment in the field (i.e. child care, restrooms, sexual harassment prevention). This should include, encouraging contractors to work with the Los Angeles County Department of Public Social Services to learn of the current resources available to working women.

(Continued on next page)

(Item 33.1 – continued from previous page)

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A

34. SUBJECT: SMALL BUSINESS BONDING ASSISTANCE PILOT PROGRAM 2017-0705

APPROVED:

- A. AUTHORIZING the Chief Executive Officer to award a Contract to Merriwether & Williams Insurance Services (MWIS) for a not to exceed amount of \$1,315,417 for a one year Bonding Assistance Pilot Program, effective January 1, 2018 to February 28, 2019, which includes a 2-month ramp-up period;
- B. ADOPT a resolution, Attachment A, authorizing the Chief Executive Officer and other Authorized Officers to negotiate and execute a \$4,000,000 line of credit with Bank of America at a cost of \$18,000 and to execute as needed, individual standby letters of credit at a cost of \$2,000 each or 2% of the value of each letter of credit executed, whichever is greater, for the pilot year;
- C. AUTHORIZING the Chief Executive Officer to approve a no cost Memorandum of Understanding (MOU) with the City of Los Angeles for participation in the City’s Contractor Development and Bonding Assistance Program (CDBAP) for a one year Pilot Program; and
- D. AMENDING the FY18 budget for \$1,413,417 to include the contract with MWIS, and the associated line of credit and standby letter of credit fees.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
Y	Y	Y	Y	Y	C	Y	A	Y	Y	C	Y	A

35. SUBJECT: XO COMMUNICATION UTILITY COOPERATIVE AGREEMENT 2017-0634

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to execute the Utility Cooperative Agreement (UCA) between Metro (Authority) and XO Communications.

- 36. SUBJECT: UNION STATION RESTROOM EXPANSION AND RENOVIATION PROGRAM 2016-0850

APPROVED ON CONSENT CALENDAR a Life of Project (LOP) budget for Los Angeles Union Station (LAUS) New and Existing Public Restroom Facilities Program improvements of \$7.95 million for the following:

- A. construction of new public restroom facilities for \$5.35 million; and
- B. renovation of existing public restroom facilities for \$2.6 million.

- 38. SUBJECT: FEDERAL AUTONOMOUS VEHICLE LEGISLATION 2017-0767

ADOPTED ON CONSENT CALENDAR:

- A. HOUSE RESOLUTION 3388 (Latta) - Safely Ensuring Lives Future Deployment and Research In Vehicle Evolution Act - WORK WITH AUTHOR
- B. SENATE 1885 (Thune) - American Vision for Safer Transportation through Advancement of Revolutionary Technologies Act - WORK WITH AUTHOR

- 39. SUBJECT: COMMUNICATIONS SUPPORT SERVICES BENCH 2017-0699

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to:

- A. AWARD seven-year, task order based bench Contract Nos. PS44432001 through PS44432010, with the following firms: Arellano Associates, Celtis Ventures, Communications Lab, Community Connections, Consensus, Dakota Communications, ETA Agency, Lee Andrews Group, MBI Media, and the Robert Group, for Communications Support Services, for a not-to-exceed amount of \$9,505,568 for the base three-year term effective January 1, 2018 through December 31, 2020, plus \$5,393,760 for each of the two, two-year options, for a combined total amount not-to-exceed \$20,293,088, subject to resolution of protest(s), if any; and
- B. EXECUTE Task Orders under these Contracts for communications support services in a total amount not-to-exceed \$9,505,568.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
		C			C		C					

45. SUBJECT: SB1: STATE TRANSIT ASSISTANCE STATE OF GOOD REPAIR PROGRAM (STASGR) 2017-0772

APPROVED ON CONSENT CALENDAR the Resolution in Attachment A to:

- A. AUTHORIZE the Chief Executive Officer (CEO) or his designee to receive STASGR funds from the State Controller's Office (SCO); and
- B. CERTIFY that Metro will comply with STASGR Recipient Certifications and Assurances, and authorize the CEO or his designee to execute all required documents and any amendments with the California Department of Transportation.

47. SUBJECT: MEASURE M EARLY PROJECT DELIVERY STRATEGY 2017-0686

APPROVED ON CONSENT CALENDAR the policy for a Measure M Early Project Delivery Strategy, outlined in Attachment A.

48. SUBJECT: METRO SYSTEM ADVERTISING (LICENSE TO SELL AND DISPLAY ADVERTISING ON BUS AND RAIL) 2017-0718

APPROVED REVISED RECOMMENDATION directing the Chief Executive Officer to:

- A. ~~AWARD EXTEND existing Contract No. PS41099B - License to Sell and Display Advertising on Metro Bus System to Outfront Media Group, LLC. for 30 days 10- years generating an aggregate minimum guarantee of \$262,250,000 revenue for Metro, subject to resolution of protest(s), if any;~~
- B. ~~AWARD EXTEND existing Contract No. PS41099R - License to Sell and Display Advertising on Metro Rail System to Intersection Parent, Inc. for 30 days 10- years, generating an aggregate minimum guarantee of \$42,902,200- revenue for Metro, subject to resolution of protest(s), if any; and~~
- C. ~~AMEND the FY18 Budget to add three (3) Full Time Employees (FTEs) to support implementation of digital advertising and the new revenue contracts; FTEs will be funded by revenues generated from No. PS41099B and No. PS41099R.~~

CARRIED OVER TO JANUARY BOARD CYCLE:

MOTION BY DIRECTORS KUEHL AND BUTTS:

- A. that the MTA Board limit the number of days a single advertiser can “dominate” a station to 90 days. In addition, a 90-day cooling off period shall immediately follow, in which the vendor is not able to “dominate” that same station;
- B. MTA staff must inform the Metro Board of any upcoming “station domination” at least 10 business days prior to them occurring. In addition, if the “station dominations” are to occur above-ground, MTA staff must also inform the local jurisdiction at least 10 business days prior to the “station domination” occurring; and
- C. MTA staff must inform the Metro Board of any digital displays at least 10 business days prior to them being installed. The notification shall include, at a minimum, the number and location of digital displays. In addition, if the digital displays are above-ground, MTA staff must also inform the local jurisdiction at least 10 business days prior to the displays being installed.

49. SUBJECT: DIGITAL MEDIA CONTRACTS

2017-0744

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to execute:

- A. Contract Ratification and Modification No. 1 to Contract No. PS71103378 with Steve Hyman (editor of The Source) for writing, editing and supervisory services for the Public Relations Digital Media group, to extend the contract term from July 1, 2016 to June 30, 2018 increasing the total authorized not-to-exceed amount by \$398,972.75 from \$145,000 to a new total of \$543,972.75; and
- B. Contract Ratification and Modification No. 1 to Contract No. PS71103377 with Maria Luisa Arredondo-Pagaza (editor of El Pasajero) for editing, writing and translation services for the Public Relations Digital Media group, to extend the Contract term from July 1, 2016 to June 30, 2018 increasing the total authorized not-to-exceed amount by \$156,201.25 from \$150,000 to a new total of \$306,201.25.

51. SUBJECT: TWENTY-EIGHT BY '28 PROJECT LIST- 2017-0780  
TRANSPORTATION INVESTMENT GUIDE IN  
TANDEM WITH THE 2028 OLYMPIC AND  
PARALYMPIC GAMES

RECEIVED AND FILED the draft Twenty-Eight by '28 list provided in Attachment A.

PK	JF	JH	MB	HS	JB	EG	SK	KB	JDW	MRT	AN	RG
Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	A

52. SUBJECT: CLOSED SESSION 2017-0787

RECOMMENDATION

CLOSED SESSION:

Public Employee Performance Evaluations - G. C. 54957

Titles: Chief Executive Officer; Board Secretary; General Counsel; Inspector General; Ethics Officer

NO REPORT.

ADJOURNED at 1:35 p.m. in honor of Juanita Gordon, and in memory of Patrick Nagatani and Susan Dove.

Prepared by: Deanna Phillips  
Board Specialist

  
Michele Jackson, Board Secretary