

MINUTES OF BOARD OF COUNTY COMMISSIONERS
MILLARD COUNTY THE 7th DAY OF AUGUST 2012
AT THE COURTHOUSE, FILLMORE, UTAH

PRESENT: James I. Withers..... Chairperson
Bart A. Whatcott. Commissioner
Daron P. Smith..... Commissioner

Richard Waddingham County Attorney
Norma Brunson County Clerk
Marki Rowley. Deputy County Clerk

ALSO PRESENT: Robert Dekker County Sheriff
Brandy Grace County Auditor
John Hansen County Treasurer
Pat Manis County Assessor
Susan Wilcox Assessor's Office
Travis Kyhl Six County Association of Governments (AOG)
Linda Gillmor Millard County Economic Development (MEDA)

PURSUANT TO AN AGENDA WHICH HERETOFORE HAD BEEN PROVIDED TO each member of the governing body, posted at the principal office of the Millard County Commission, posted on the Utah Public Notice Website, and provided to the Millard County Chronicle Progress, a newspaper of general circulation within Millard County, Utah, as required by law, the following proceedings were had:

PUBLIC WAS WELCOMED

The meeting began at 10:00 a.m. after a brief welcome by Commissioner Withers to the public and Commission members.

OPENING STATEMENTS

Commissioner Withers asked if anyone had an opening statement to give. Commissioner Whatcott read two quotes from Benjamin Franklin: "Listen to your constituents, listen to your conscience and choose actions that serve them both the best." "Learn from your mistakes. There is no education from the second kick from a mule." Commissioner Whatcott said the invocation. Everyone stood and said the Pledge of Allegiance to the Flag.

APPROVAL OF JULY 17, 2012 COMMISSION MINUTES

The proposed minutes of a regular County Commission meeting held July 17, 2012 were presented for consideration and approval. Following review and consideration of minor corrections,

Commissioner Whatcott made a motion to approve the minutes of July 17, 2012, as corrected.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

AUDITOR'S REPORT

Auditor Grace presented a bill from Utah Association of Counties (UAC) for Millard County's portion of the cost share agreement for Zions Bank to do an assessment on county contracts for housing state prisoners. An attached letter explained that at the Sheriff's Joint Jail Committee Meeting they discussed doing an analysis of the cost benefits of housing state prisoners and the committee selected Zions Bank to do the analysis for \$25,000.00. Each county will be billed \$1,100.00 to help cover the costs of the analysis.

After talking to the Sheriff it was clarified that the funding for this amount would be taken out of the Department for Special Projects for Public Safety fund.

Commissioner Smith made a motion to approve paying the invoice to UAC in the amount of \$1,100.00 for a study on housing state inmates.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried.

POSSIBLE APPROVAL OF HARDSHIP ABATEMENT APPLICATIONS

Auditor Grace presented the commissioners with a hardship abatement application from Myron Johnson, parcel number 6450.

After reviewing the information provided, Commissioner Whatcott made a motion to abate 45% of Mr. Johnson's property taxes based on income.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

POSSIBLE BOARD OF EQUALIZATION (BOE) DISCUSSION AND OR ACTION

Commissioner Smith made a motion to enter into a BOE.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried. The BOE began at 10:20 a.m..

Auditor Grace said that the Snow College Foundation has delinquent taxes in the amount of \$259.33 which includes penalties and interest. After the Treasurer's Office sent out the delinquent notices the Foundation submitted an application along with its articles of incorporation and bylaws for exemption.

Auditor Grace explained that the standards of practice that deal with religious, charitable or educational institutions state that property owned by a non profit entity which is used exclusively for religious, charitable or educational purposes is exempt from taxation. If it is not used for those purposes it would not qualify for an exemption.

The problem with this request is that the property is owned by a non profit organization but it is not being used for a religious, charitable or educational purpose.

Assessor Manis gave a brief history of the property. He said that he does not see how the property would qualify for a charitable exemption. He gave examples of exemptions and non exemptions of property used for charitable purposes. He does not feel that this particular property qualifies as exempt property.

It was suggested to send the Snow College Foundation a letter which will include the standards of practice that states that ownership does not make the property exempt, it is the usage that makes it exempt.

Commissioner Whatcott made a motion to deny the request received from the Snow College Foundation for an exemption.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

Assessor Manis discussed that in a past commission meeting the Commission discussed a list of businesses that were delinquent on their personal property taxes who claimed that they had mailed in their forms. The Commission granted a period of time for those businesses to file the forms which would be a one time exception.

Assessor Manis discussed two businesses that would qualify for that exception, Jamie's Daycare (now closed) and PC Trends. The personal property values for both businesses fall under the exemption amount of \$3,900.00. Assessor Manis requested that these two businesses be allowed the exemption based on their personal value being under \$3,900.00.

Commissioner Whatcott made a motion to exempt the personal property taxes of Jamie's Daycare and PC Trends based on the value of the personal property taxes being under \$3,900.00.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

Assessor Manis said that Sara Lee Coffee, Tea and Food has two accounts in two different areas of the county. The business was sold to JMS Food Service which the assessor's office was unaware of. When the assessor's office sent a letter to JMS and to Sara Lee Coffee, Tea and Food regarding the delinquent amount, JMS paid the taxes owed. Assessor Manis suggested to waive the amount billed to Sara Lee Coffee, Tea and Food since it is no longer in business and has filed the business closure forms.

Commissioner Whatcott made a motion to accept the paper work from Sara Lee Coffee, Tea and Food and to remove the value placed on its accounts.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

Assessor Manis discussed the business of Bill's Pallets. He recommended that the commission write off the balance on the business since it does not have any personal property that

can be seized.

Commissioner Smith made a motion to write off Bill's Pallets personal property taxes and to close the business account due to there being no way to collect the amount owed.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried.

Commission Whatcott made a motion to close the BOE.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried. The BOE ended at 10:34 a.m..

TREASURER'S REPORT

Treasurer Hansen presented the Tax Collection and Distribution report which he provides the commission each month.

Treasurer Hansen discussed the landfill in Delta not having the reserve necessary to meet the requirement for post closure costs. He proposed using some of the money in the Capital Reserve account to meet the requirement.

Auditor Grace said that at the current time the County is operating under a permit. The permit had been approved based on a commitment from the County to transfer \$50,000.00 annually to fund the post closure of the Delta Landfill. She and Treasurer Hansen feel confident that with inflation the \$50,000 a year should cover the costs. They questioned whether they should set some money aside or totally fund it now.

Treasurer Hansen said that in addition to doing this they should be building a reserve for equipment replacement or repair which they have not been able to do.

The amount that is needed is around \$350,000.00. Treasurer Hansen suggested that the commission look into this during this year's budget closing.

APPROVAL OF THE 2011 INDEPENDENT AUDIT

Auditor Grace explained that at the time of the presentation of the 2011 Independent Audit it was not finalized because the county was waiting for numbers from its component unit. It is now finalized and needs to be approved.

Commissioner Smith made a motion to approve the 2011 Independent Audit.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried.

RATIFY THE MOTION TO HAVE THE PROPERTY NEAR THE DELTA FAIRGROUNDS AND BALL PARKS APPRAISED TO DETERMINE THE CURRENT MARKET VALUE

Commissioner Withers said that there was discussion regarding property that was contiguous with the Delta ball parks at the fair facility. The gentleman who owns the property would like the

county to purchase it. The commission has discussed this and have decided that they will not be purchasing this piece of property. Commissioner Withers will contact the seller and let him know of the decision.

Commissioner Whatcott made a motion to strike having the property near the Delta fairgrounds and ball parks appraised to determine the current market value.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

RATIFY THE ACCEPTANCE AND SIGNING OF THE NATURAL RESOURCE CONSERVATION SERVICES (NRCS) AGREEMENT TO RECEIVE FUNDING FOR POTENTIAL FLOODING

Commissioner Withers said that after the fires in the areas of Oak City, Leamington and Scipio the commissioners met with NRCS regarding potential flooding in Oak City. They agreed to participate with NRCS and Oak City to make sure that the town is protected as much as possible from the potential flooding. The agreement with NRCS, which was signed, requires the County to match 25% of the funding with NRCS. The auditor's office will help the county and Oak City make sure that those funds are distributed correctly. The match could be done with funds or inkind services.

The road department has done a lot of work and have kept a good list of what they dd for inkind services.

Commissioner Smith made a motion to ratify the acceptance and signing of the NRCS agreement to receive funding for potential flooding.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried.***need copy***

RATIFY THE SINGING OF THE BRAND INSPECTION CONTRACT

Attorney Waddingham explained that the State neglected to pay the county last year for brand inspection services so this contract is a two year contract for \$3,500.00 a year, or \$7,000.00.

Commissioner Smith made a motion to ratify the signing of the Brand Inspection Contract for 2011 and 2012 in the amount of \$7,000.00.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried. ***need copy***

RATIFY THE SINGING OF THE COURT BAILIFF CONTRACT

The contract amount for 2012 and 2013 is \$25,000.00, which covers \$13,000.00 for bailiff services and \$12,000.00 for court security. The contract will run from July 1, 2012 to June 30, 2013.

Commissioner Whatcott made a motion to ratify the signing of the Court Bailiff Contract 2012-2013.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried. ***need copy***

RATIFY THE SIGNING OF THE BEER TAX REPORT

Sheriff Dekker said that the County will be receiving beer tax fees. The one time release of the funds will be in October.

Commissioner Whatcott made a motion to ratify the signing of the Beer Tax Report.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

OTHER

The commissioners and Sheriff Dekker discussed the appeal process and a possible hearing date for an upcoming appeal.

Later, the date was set for Tuesday, August 28, 2012 at 1:00 p.m..

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 12-08-07, A RESOLUTION TO APPOINT PAUL FARR AS A JUSTICE COURT JUDGE PRO TEMPORE FOR THE MILLARD COUNTY JUSTICE COURT

Attorney Waddingham explained that last year the county adopted a resolution that appointed any certified justice court judge serving in the Fourth Judicial District as a justice court judge pro tempore for Millard County. There was a case that recently came up where the county needed to appoint a pro tempore judge and the State Court Administrator's Office felt that a person, by name, should be designated to serve as a justice court judge pro tempore. The county contacted Judge Paul Farr who agreed to hear the case. The county would like to specifically appoint him as an individual to serve for this case and possibly other cases as well.

Commissioner Smith made a motion to adopt Resolution 12-08-07, a resolution to appoint Paul Farr as a justice court judge pro tempore for the Millard County Justice Court.

Commissioner Withers SECONDED the motion. Clerk Brunson called for a roll call vote. Commissioner Smith voted YES. Commissioner Whatcott voted YES. Commissioner Withers voted YES. The voting was unanimous and the motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF THE COUNTY CONTRIBUTING A CERTAIN AMOUNT TO THE RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

Commissioner Withers explained that representatives from the RSVP program came to the last commission meeting and asked the county to contribute \$610.00 a year to support the program.

They provided a list of the 61 Millard County volunteers. They base the contribution amount on the number of volunteers times \$10.00. Currently Millard County is the only county in the six county area that is not contributing any funding to the program.

Commissioner Whatcott made a motion to support the RSVP by contributing \$610.00 a year to the program.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF THE FINAL FUNDING FOR THE SNAKE VALLEY WATER STUDY FROM THE US GEOLOGICAL SURVEY (USGS)

The commissioners discussed the funding needed to finish the survey. Commissioner Whatcott said that a couple of months ago he and David Susong, USGS, went to Juab County and Tooele County, both of whom committed funding. Salt Lake County was going to allocate \$7,000.00 by July 1, 2012. They are still waiting on a commitment from Utah County.

It was decided that once an invoice is received Millard County will pay the invoice with what funds it has committed and collected. Commissioner Whatcott will talk to Linda Gillmor, Millard Economic Development Association (MEDA), to see if she has received an invoice.

Commissioner Whatcott made a motion to approve paying what funding the county has receipted so far from Juab County, Salt Lake County, and Tooele County as well as Millard County's portion to USGS.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

DISCUSSION AND DESIGNATION OF THE SECURE RURAL SCHOOLS (SRS) MONEY BETWEEN ALLOCATION OF TYPE II AND TYPE III

Treasurer Hansen said that Howard Allred came into his office and said that Sevier County and Sanpete County were using their SRS money for a variety of different things and was wondering why he could not use the money for those things as well. It was explained to him that there are some very specific requirements and restrictions on what the county could use the money for and when. Treasurer Hansen asked the commission if they had insight on Sevier and Sanpete Counties and how they have chosen to use the money. He said that Sevier County's Commissioner Ogden contacted him to discuss what they are using the money for.

Treasurer Hansen said that both of those counties have more communities that adjoin Forest Service property than does Millard County, which makes a considerable difference in their ability to use those funds. They also have a firewise community program set up that calls for specific action to be taken and were able to use money for that program. It also seems there are different possibilities as to how the counties can choose to receive their allocation from this program and that may make a difference in how the money can be spent.

Treasurer Hansen said that the county has 2 year's allocations on hand and that the program

has been re-authorized for an additional year. He also said that the county needs to decide how the money is to be obligated prior to the end of September 2012 if the county is going to use it for this year's reports. The final obligation has to be made by the end of September 2013.

The county also needs to determine how they want to receive its distribution of funds for the SRS Act for the re-authorized year, 2012.

He said that there is some question on whether the money could be used for Scipio, Kanosh, Meadow, Oak City, Fool Creek and Leamington for fire wise communities where the town boundaries are close to the Forest Service boundaries and a buffer zone could be created between them to serve as a fire break.

Commissioner Whatcott asked if there was anyone up state that the county could call and get some more information on this issue.

Commissioner Withers said that they have spoken with Mark Ward but the conversation was specifically about equipment that was destroyed from the last fire. Treasurer Hansen said that he contacted John Zapell, Richfield, who is the person over our area and the federal level, and found that they are going to be more stringent on the use of the funds due to some counties just spending the money.

Treasurer Hansen said that he would like it stated in the minutes that the person certifying those funds would not be personally responsible in the event the Federal Government audited the report and did not approve the use as being in compliance with the requirements of the act and would have to be repaid.

Commissioner Withers said that speaking for himself he would never ask Treasurer Hansen to sign anything that he did not feel comfortable doing. The commission would take responsibility for certifying how funds are spent. If it was not approved by SRS then it would be taken care of through the county.

Commissioner Smith explained the differences between Title II and Title III funds and how they would be allocated.

The commission and Treasurer Hansen discussed this issue further.

Commissioner Smith made a motion to allocate the SRS money for the 2013 year, which was re-authorized by Congress for one year. The county will allocate the funds the same as previously with 45% going the school district, 40% going to the Special Service District and the other 15% to be split as follows: 7% for Title II and 8% for Title III. Also, to have the Commission as a board certifying that those funds are expended correctly.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried.

PUBLIC INPUT

There was none.

OTHER BUSINESS

Commissioner Withers presented and read a resignation letter he received from Josephine F. Huntsman from the Great Basin Heritage Board. Eric Jenson will be Ms. Huntsman's

replacement.

Commissioner Whatcott made a motion to accept Josephine F. Huntsman's resignation from the Great Basin Heritage.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried.

Commissioner Whatcott said that he serves on the Piute ATV Trail Committee. He said that this committee promotes the entire trail itself. They are putting together an 8 ½ x 11 colored magazine which will help promote all the businesses on the ATV trail. Each business will pay \$125.00 to have its business listed in the magazine. The magazine will cover four issues each year and will highlight different jamborees in the trail system. The first print will include 3,000 copies and will be taken to all the shows.

Max Reed is working on getting some numbers together on what this brings into the community including what each individual will spend on average including food, room and board and activities. This will not cost the county any money to support it.

Commissioner Whatcott said that he received a letter from Roland Comeau, Housing Authority, asking that the east side of the county submit a few names to be on the Housing Committee. Greg Roper and Richard Dearden's names were submitted. Mr. Roper said that he would be able to serve on the committee, but as of this point, Richard Dearden has not been contacted.

Commissioner Whatcott has been working with Bruce Costa, Central Utah Public Health, on potentially building a new Central Utah Public Health Department building in Fillmore. He presented a building plan which sketches the floor plan, the price listing and the site plan. He would like to get approval to see what kind of money is out there through the grant process. He has also been working with Russ Anderson who informed him that Claudia Jarrett, CDBG, is very supportive of this and also that there is money available through the WIC program.

Commissioner Withers asked if there were any existing buildings that could be used for this rather than building a new building. Commissioner Whatcott said that he has looked into several buildings in town and have found that the existing buildings would be costly to renovate to bring up to code.

Commissioner Whatcott made a motion to recess for lunch.

Commissioner Smith SECONDED the motion. The voting was unanimous and the motion carried. The meeting recessed at 12:56 p.m..

NOON LUNCH BREAK

Commissioner Smith made a motion to reconvene the meeting.

Commissioner Whatcott SECONDED the motion. The voting was unanimous and the motion carried. The meeting reconvened at 1:18 p.m..

PRESENTATION OF THE SIX COUNTY HOUSING PROGRAM - TRAVIS KYHL, SIX COUNTY ASSOCIATION OF GOVERNMENTS (SCAOG)

Travis Kyhl, Housing Director, gave a brief presentation on the housing programs:

- Weatherization
 - This program qualifies low-income families to participate in energy conservation programs which will lessen the impact of the high cost of energy on their household budgets and improve household health and safety. Priority is given to the elderly, disabled and households with children under the age of six. This is a cost-effective energy efficiency measure for existing residential and multifamily housing with low-income residents. The program service providers install energy efficiency measures in the home of qualifying homeowners free of charge.
- Single Family Rehabilitation and Reconstruction Program
 - This program offers individuals low interest loans for the rehabilitation or reconstruction of their existing home. This will provide decent, safe and affordable housing for low income, elderly or disabled families. The program helps homeowners make home improvements, address accessibility issues, replace older housing stock, reduce overcrowding, update plumbing or electric and address any other type of housing concern.
- Crown (Credit to Own) Homes
 - This program partners with Utah Housing Corporation to bring home ownership within reach of very low-income households. Utah Housing Corporation builds the CROWN homes and the Six County A.O.G. manages them as rent to own homes for low to moderate-income clients. CROWN is designed to address the problems and concerns of all communities by increasing quality affordable housing. CROWN residents typically develop a long-term commitment to their neighborhood and community. The tenant has the opportunity to purchase the home after living in it for 15 years.
- Mutual Self-Help Program
 - This program targets low-income families who are willing to work to gain equity in their own home. The program qualifies applicants for construction loans through USDA Rural Development. Applicants who would qualify for a very low conventional loan due to income can obtain a subsidized or non-subsidized construction loan to build a nice home for their family. By providing “sweat equity” on their homes, the client’s mortgage is comparatively lower than the average conventional mortgage loan.
- Six County Community Housing
 - This program is a nonprofit program that consists of multi-family projects such as town homes. These homes are manned by strict guidelines to keep the properties nice.

The commission will visit with Linda Gillmor, MEDA, regarding these program options and will be in touch with Mr. Kyhl.

DISCUSSIONS FROM EACH COMMISSIONER, COUNTY ATTORNEY, ELECTED OFFICIAL AND SECRETARY

Commissioner Smith said that the Chamber of Commerce questioned if the commissioners would be willing to participate in a golf tournament on August 25, 2012. Two of the commissioners will be out of town and will be unable to attend.

Commissioner Smith attended the NACo conference and the Millard County Fair.

Commissioner Smith said that the Snake Valley water EIS is now an official public document and there is a 30 day public comment period at which time a record of decision will be signed. The BLM selected Alternative F, which is a “no” Snake Valley alternative. Millard County selected Alternative D and E, which were also “no” Snake Valley alternatives and a little less water being developed in Spring Valley.

He said that Millard County has fought for a number of years on this issue. He said that he appreciates Mark Ward, UAC Attorney, and all his efforts and time by leading the county through the BLM process. He feels that the county has been very effective for the time being. This does not mean that Southern Nevada Water Authority cannot reapply for another right-of-way in the future but as for this process they would not be allowed to.

There is some speculation that Nevada may want to file a lawsuit against Utah. Millard County feels pretty comfortable in its position. Attorney Waddingham said that the State of Utah needs to be unified in its efforts or it will be extremely difficult.

Commissioner Whatcott attended the Paiute ATV Trail Meeting in Marysville. They discussed how the three counties (Millard, Sevier and Paiute) can improve the Paiute ATV Trail and bring tourism dollars to our local communities. Signs are being put up to advertise the trail information and also local businesses that are on the main trail heads.

Commissioner Whatcott spoke at Snow College to a youth leadership group on July 19, 2012 regarding his military service in Iraq. It is sponsored by the Rural Electric Associations of Utah, Wyoming and other western states.

Commissioner Whatcott had a meeting with Trail Kreitzer, Division of Natural Resources, from the Cedar City Office, on improving a segment of road that takes off from the Maple Hollow road just above Holden and connects to Pioneer Canyon. The road is used on a regular basis by ranchers from Holden and the Holden Water Master uses the road to control the stream flow from the diversion at the mouth of Pioneer Canyon. The road is impassable when it gets wet causing ranchers to have to leave their trucks and horse trailers until the road is dry enough to drive back.

Commissioner Whatcott met with Deputy Teeple, Sheriff's Office Work Crew, to coordinate a clean up project at the Fillmore Equestrian Park. Millard County is hosting more and more events at the race track which include 4-H events, riding club events and the Little Buckaroo Rodeo.

Commissioner Whatcott met with Kevin Arrington, Tourism Director in Richfield, Utah, to

coordinate and hand in the ads from local businesses which will be featured in a ATV trail publication on a quarterly basis. All businesses advertised are at the major trail heads on the Pauite ATV Trail.

Commissioner Whatcott attended and also helped coordinate the “Town Hall Meeting” with Congressman Jason Chaffetz. It was held in the Territorial Statehouse Museum.

Commissioner Whatcott attended the Military Affairs Task Force meeting at the Utah Association of Counties building in Murray, Utah. This is a new group of county leadership organized in helping the servicemen and women when they return back to their communities. They recognize there are many programs for their benefit. This is a show of support by the counties to let the servicemen and women know their service is appreciated and to assist other programs by possibility providing facilities to hold meetings, job fairs, etc.. This program is for all veterans.

Commissioner Whatcott helped with the Fillmore Volunteer Appreciation Dinner at the American Legion building.

Commissioner Whatcott attended the Millard County Fair Luncheon and helped put up County Tourism displays. He attended the County Fair all three days. He said that he really appreciates Betty Jo Western and her group for the hard work that was put into the fair program. He suggested that a note of thanks be put in the paper thanking Ms. Western and her group of volunteers. Commissioner Withers agreed.

Commissioner Withers said he too appreciates Ms. Western for her work. He also wanted to thank Kevin Morris and his group for always having the facilities nice and ready for the entertainment.

POSSIBLE REVIEW OF COUNTY POLICIES AND CONTRACTS

There was none.

POSSIBLE CLOSED MEETING PURSUANT TO UTAH CODE ANNOTATED SECTION 52-4-4&5

There was none.

WHERE UPON THE MEETING ADJOURNED

Commissioner Whatcott made a motion to adjourn the meeting.

Commissioner Smith SECONDED the motion. The voting was unanimous and the meeting adjourned at 2:02 p.m..

Attest: _____

Approved: _____