

Tennessee Town NIA General Membership Meeting
6:30 p.m., Monday; November 12, 2018; Buchanan Center Conference Room, 1195 SW Buchanan

TENTATIVE AGENDA:

- I. Welcome
- II. Guest: Robin St. James, Older Kansans Employment Coordinator, Let's Help, Inc.
- III. City Council Report: Karen Hiller
- IV. Community Policing Report: Ofc. Derek Parrett
- V. Property Maintenance Report: Carlos Hernandez
- VI. Citizens Advisory Council (CAC) Report: Donald Fortin
- VII. Adoption of Agenda (vote)
- VIII. Approval of September 10, 2018 General Membership Meeting Minutes (vote; see pgs. 2-4)
- IX. Reading and Acceptance of Treasurer's Reports (vote; pg. 5)
- X. Scheduling December 2018 Holiday Party (vote)
- XI. SORT Housing Rehabilitation, Habitat for Humanity Minor Exterior Rehab Meetings
- XII. Second Habitat House in First 1200 Block of SW Buchanan Update
- XIII. Lane Garden Letter and Update (see pg. 6)
- XIV. Ideas for Using Community Resources Council's "Tier-Two Nonprofit Status" Report: Gateway Signs
- XV. "Food Oasis" Group's Meeting with City Manager Brent Trout and Deputy City Manager Doug Gerber to Establish Another Central Topeka Full-Service Grocery Store Update
- XVI. Reports of Officers: None
- XVII. Old Business:
 - A. International Academy Update: Sandy Lassiter
 - B. Topeka JUMP, Heartland Visioning Updates: Joyce Revely
- XVIII. New Business:
 - A. Improving Alley Behind Doorstep, Inc.
- XIX. Kudos:
 - A. Emma Ray and Asbury-Mt. Olive Church; and Faith Temple Church and Community First, Inc. and Faith Temple Church for Their Outstanding Efforts with National Night Out and the Tennessee Town Basketball Tournament
 - B. Topeka JUMP for its Efforts to Address Topeka's Affordable Housing Challenges
 - C. Kudos from Attendees
- XX. Announcements:
 - A. Cold Weather Rule, which helps ensure gas, electric and water service during the cold months, starts Nov. 1, 2018 and ends on Mar. 31, 2019. For more information, please contact the KS Corporation Commission at 800-662-0027.
 - B. Kansas Gas Service "Share the Warmth" Program provides one-time assistance with a gas bill. For more information, please call 816-756-5392, ext. 2.
 - C. Neighborhood Relations Programs: (1) *Emergency Program*: Intended to help homeowners make repairs to immediate health or safety hazards, (2) *Accessibility Program*: Provides modifications to residential homes for owners or tenants with disabilities. For more info. or to apply, please call 785-368-3711.
 - D. TOTO first-time homebuyers' assistance program: The program helps low-income families purchase their first home through HUD funding. The program helps Topeka residents become homeowners by providing education, financing, and home rehabilitation by partnering with Housing and Credit Counseling Inc. For more info., please call 785-234-0217, ext. 317.
 - E. Next Meeting: 6:30 p.m., Mon., January 14, 2019, Buchanan Center, 1195 SW Buchanan
- XXI. Adjournment

Tennessee Town on the Internet! Website: <http://tenntownnia.weebly.com> (all NIA meetings, activities posted)
Nextdoor Tennessee Town: https://tennesseetown.nextdoor.com/news_feed/
E-Mail: tenntown@yahoo.com • Twitter: @tenntown • Facebook page under construction

Tennessee Town NIA General Membership Meeting
6:30 p.m., Monday, November 12, 2018
Buchanan Center Conference Room, 1195 SW Buchanan

Minutes of September 10, 2018 General Membership Meeting:

Attendees: President Michael Bell, Vice-President Pat DeLapp, Secretary-Treasurer Sandra Lassiter, Karen Hiller, Deputy City Manager Doug Gerber, Public Works Director Jason Peek, Donald Fortin, Joyce Revely, Phyllis Phelps, Belinda Phelps-Booker, Barbara Scott, Zachary Scott, Christine Allen, Rachelle Jeneo, K. Decam, TPD Ofc. Derek Parrett, Property Maintenance Officer Carlos Hernandez.

Bell called the meeting to order at 6:35 p.m.

Bell relayed information from GraceMed Health Clinic Development Director Alice Weingartner thanking those who attended the ribbon cutting for the new GraceMed facility at 1400 SW Huntoon. Weingartner said a women's health provider had joined the GraceMed staff and that the new facility would be open to tour during the Aaron Douglas Art Show on Sep. 22, 2018.

Guests: Deputy City Manager Doug Gerber (Continuation of 1/2 Cent Sales Tax) and Topeka Public Works Director Jason Peek: Gerber discussed the upcoming November 2018 vote on extending the city's 1/2 cent sales tax to pay for infrastructure needs, specifically roads. Peek said the extension would help to improve 310 lane miles of streets. Gerber said this tax is about 52 percent of the city's budget. He also said that the last sales tax will provide work on SW Huntoon and SW 12th streets in Tennessee Town. Peek discussed the "microsurfacing" going on in Topeka that is providing new asphalt coverings for streets. He said that about 83 miles of streets would be microsurfaced this year. Peek said the 10-year goal is to have all of Topeka's streets rated at least in fair condition.

SORT Housing Rehabilitation, Habitat for Humanity Minor Exterior Rehabilitation Program Sign Up: Attendees were provided with sign-up sheets for both programs. Bell said the Habitat program also includes interior rehab and encouraged attendees to sign up.

Old Business: Second Habitat House in First 1200 Block of SW Buchanan Update: Bell said that the parcel of land the NIA wanted to acquire to donate to Habitat for a second house, at 1229 SW Buchanan, had been acquired by Robert Ortiz in the tax sales held on July 27. Bell said the NIA would approach Shiloh Baptist Church about donating the vacant lots it owns between its parking lot and the first Habitat house at 1221 SW Buchanan to Habitat.

Ideas for Community Resources Council's "Tier-Two" Nonprofit Status: Gateway Signs: Bell suggested that the NIA pursue gateway signs at various intersections throughout the NIA identifying Tennessee Town. The group agreed. Bell said he would investigate grant opportunities and report back to the NIA.

Lane Garden Update: Bell reviewed the process and the frustrations the NIA has gone through so far in trying to get Shawnee county to bring Lane Garden under its umbrella, just as it had done with the Aaron Douglas Art Park directly across the street. He asked the body to vote to have the NIA send a letter to the Shawnee County Commission requesting that it bring Lane Garden under its umbrella.

Pat Delapp moved to authorize Bell to write a letter to the Shawnee County Commission asking it to bring Lane Garden under its umbrella. Joyce Revely seconded the motion. The motion was approved.

Fall Neighborhood Cleanup Reminder: Bell reminded attendees that the NIA would hold a neighborhood cleanup from Fri., Sep. 28, through Sunday, Sep. 30, 2018 and that dumpsters would be placed at the alley entrances at the northwest corner of SW 12th and Clay Streets and at 1153 SW Lane.

"Food Oasis" Ad-Hoc Group Convened to Pursue a Full-Service Central Topeka Grocery Store Report: Bell discussed the groups meetings thus far as it strives to establish another full-service grocery store in Central Topeka.

Adoption of Agenda:

Pat DeLapp moved adoption of the agenda as presented. Emma Ray seconded the motion. The motion was approved.

Approval of July 9, 2018 General Membership Meeting Minutes:

Christine Allen moved approval of the July 9, 2018 meeting minutes as presented. Belinda Phelps-Booker seconded the motion. The motion was approved.

Reading and Acceptance of Treasurer's Reports:

Ray moved acceptance of the City Operations and Communications and Envista treasurer's reports. Allen seconded the motion. The motion was approved.

Reports of Officers: There was no report.

Community Policing Report: Ofc. Parrett distributed the data for the NIA for the period Aug. 10 through Sep. 10, 2018. He said there were only five reports and no trends for the period. He also said a search warrant had been issued at an address at 1119 SW Clay. To contact Parrett, please e-mail him at dparrett@topeka.org.

Property Maintenance Report: Hernandez distributed the report. He said currently there were about 20 active code violation cases in the NIA, a relatively low number. To contact Hernandez, please e-mail him at chernandez@topeka.org.

Citizens Advisory Council Report: Fortin said recommendations for the next SORT grant were made at the Sep. 5, 2018 CAC meeting. He said the new SORT format features only one NIA being selected for the next year instead of two being selected for the next two years. Fortin said the Central Park NIA had been selected for the next SORT. He said the CAC now is meeting monthly and that the next three meetings would be held on October 5, November 7 and December 5, 2018. Fortin said the CAC recently had updated its bylaws. He said CAC Vice Chair LJ Polly had resigned and Quinton Heights-Steele's James Prout had been elected to replace Polly.

Old Business: National Night Out Against Crime Report: Ray said turnout for the Aug. 11 National Night Out Against Crime event was very good. She said 137 people participated in the "Stuff the Bus" competition with other NNO participating groups. Stuff the bus involves getting as many NNO attendees as possible into a Topeka Metro Bus.

Old Business: Tennessee Town Basketball Tournament: Lassiter said this year's event went very well.

Old Business: International Academy Update: Lassiter said that things were going well and that the kids were back in session after summer recess.

Old Business: Topeka JUMP, Heartland Visioning Updates: Revely said Heartland Visioning still was meeting at the library and that the next meeting was scheduled for 8 a.m. on Sep. 14. She said that the group no longer is accepting new members.

New Business: There was no new business.

Kudos: Bell thanked National Night Out Against Crime Coordinator Emma Ray and Asbury-Mt.Olive Church and Community First, Inc. and Faith Temple Church for their continuing and outstanding efforts with National Night Out and the Tennessee Town Basketball Tournament, respectively.

Announcements: Neighborhood Relations' programs, TOTO program.

Adjournment:

Ray moved adjournment. Revely seconded the motion. The motion was approved.

The meeting adjourned at 8:44 p.m.

Next NIA meeting: 6:30 p.m., Monday, November 12, 2018, at the Buchanan Center, 1195 SW Buchanan.

Tennessee Town NIA General Membership Meeting; 6:30 p.m., Monday, November 12, 2018
Buchanan Center Conference Room, 1195 SW Buchanan

Treasurer's Report for Nov. 12, 2018 General Membership Meeting: 2018 Operations/Communications Budget

Tennessee Town NIA 2018 Operations and Communications Budget:				
Date	Piece Count	Transaction Type	Withdrawal	Balance
1-1-18	▶	▶	▶	\$686.02
5-31-18	1	State of KS Nonprofit Fee	\$40.00	\$646.02
6-25-18	302	Meeting Notice Card Printing	\$8.04	\$637.98
6-25-18	302	Meeting Notice Card Postage	\$42.28	\$595.70
8-28-18	1	Your Hometown Inflatables (Nat'l Night Out)	\$250.00	\$345.70
9-10-18	1	Rita Goodger (Balloons, Face Painting, etc. (Nat'l Night Out)	\$300.00	\$45.70
TOTALS:	▶	▶	\$640.32	\$45.70

Treasurer's Report for Nov. 12, 2018 General Membership Meeting: Envista Account

Tennessee Town NIA 2016-2018 Envista Account:			
Date	Transaction Type	Deposit/Withdrawal	Balance
3-27-16	Account opened	Deposit of \$5.00	\$5.00
9-22-16	Check from Working Men of Christ Ministries	Deposit of \$337.00	\$342.00
10-20-16	Payment of Lawyer's Title Closing Costs for 1192, 1194 SW Lane; Reimbursement of Pat DeLapp's Expenses Related to Closing Costs	Withdrawal of \$275.00 (\$200.00 for Lawyer's Title; \$75.00 for DeLapp's Expenses)	\$67.00
12-20-16	Emma Ray Donation	Deposit of \$5.00	\$72.02 (includes interest earned)
12-20-16	Payment of First Half of 2017 Property Taxes at 1194 SW Lane	Withdrawal of \$20.79	\$51.23 (interest earned only on accounts with \$200+ on hand)
3-13-17	Account Balance Check	NA	\$51.23
5-8-17	Account Balance Check	NA	\$51.23
6-28-17	Payment of Second Half of 2017 Property Taxes at 1194 SW Lane	Withdrawal of \$21.08	\$30.15
9-8-17	Account Balance Check	NA	\$30.15
11-9-17	Account Balance Check	NA	\$30.15
12-19-17	Payment of First Half of 2018 Property Taxes at 1194 SW Lane	Withdrawal of \$20.76	\$9.39
1-22-18	Donation of \$100.00	Deposit	\$109.39
1-22-18	Donation of \$30.00	Deposit	\$139.39
3-1-18, 4-1-18, 5-1-18, 6-1-18, 7-1-18, 8-1-18, 9-1-18 & 10-1-18	Dividend of \$0.01 paid each time	Deposit	\$139.47
TOTALS:	▶	▶	\$139.47



Tennessee Town Neighborhood Improvement Association

1195 SW Buchanan
Topeka, KS 66604

Website: tenntownnia.weebly.com

E-Mail: tenntown@yahoo.com

Nextdoor.com:

https://tennesseetown.nextdoor.com/news_feed/

Twitter: @tenntown

November 5, 2018

Shawnee County Commissioners Kevin Cook, Shelley Buhler and Bob Archer
200 Southeast 7th Street, B-11
Topeka, Kansas 66603

Dear Commissioners:

My name is Michael Bell. I am the president of the Tennessee Town Neighborhood Improvement Association here in Topeka. The Tennessee Town NIA is bounded by SW 10th on the north, SW Washburn on the west, SW Huntoon on the south, and SW Clay on the east. For more information on Tennessee Town: <http://tenntownnia.weebly.com>.

Contained within Tennessee Town is a small park that the NIA founded more than 30 years ago. That park is Lane Garden. It is located at the northeast corner of the intersection of SW 12th and Lane Streets. For years now we've been trying to make improvements to Lane Garden, including expanding it directly north o property the NIA acquired for that purpose. And for years we've been unable to do so because of the contentious nature of who owns the current Lane Garden.

That contentious nature is solely because, during the parks and recreation merger between the City of Topeka and Shawnee County, Lane Garden wasn't included. I learned from Shawnee County Parks and Recreation Advisory Board Member LJ Polly that Lane Garden was the only pocket park in the city left out of the merger. While that may have begun as an oversight, it now feels patently unfair and the county's consistent unwillingness over the years to make it right feels like some kind of punishment for some crime we didn't commit. We are in limbo regarding trying to improve the only recognized greenspace in the NIA and it isn't because of anything we've done. This is especially painful for us as we have watched the county put the Aaron Douglas Park, located directly across the street from Lane Garden, under its umbrella and slate it for improvements as Lane Garden is left to fall into disrepair.

Given the county's consistent refusal to recommend that Lane Garden be brought under the county's umbrella, just as the Aaron Douglas Art Park across the street has been (including citing reasons to deny our request that would equally apply to the Art Park), it feels like the county is make a choice by trying to kill Lane Garden and support the Art Park. That is NOT a choice the NIA and its members support and it's not a choice the county commission should be making for us. We want to keep Lane Garden and make it better.

After several meeting with the county's Parks and Recreation Advisory Board earlier this year, even it understood the unfairness of omitting Lane Garden from the Parks and Recreation merger but could do no more than recommend that Tennessee Town be able to make improvements to Lane Garden. While that recommendation is appreciated, it is not sufficient anymore.

We are asking the Shawnee County Commission to at long last do the moral, ethical and legal thing here, the right thing, and rectify the mistake it made when the Parks and Recreation merger with the City of Topeka occurred, that is to bring Lane Garden under the county's umbrella with all of the privileges and rights that come from such a designation.

The Tennessee Town NIA's officers stand ready to meet with the county commission to further discuss this issue. We continue to be hopeful that the commission will do the right thing by Tennessee Town and bring Lane Garden into the county's fold.

Thank you for your time and consideration.

Michael Bell
Tennessee Town NIA President

Patrick DeLapp
Tennessee Town NIA Vice-President

Sandra Lassiter
Tennessee Town NIA Sec'y/Trea.

Bylaws Revisions (approved at the July 9, 2018 NIA general membership meeting):

Article I: Name and Boundaries

Section 1: Name

This organization shall be known as the Tennessee Town Neighborhood Improvement Association (Tennessee Town NIA).

Section 2: Boundaries

The boundaries for the Tennessee Town NIA shall include the area within the geographic boundaries depicted in Attachment "A." Those boundaries certification of the Tennessee Town NIA shall be determined in accordance with Topeka City Code 42-5.

Article II: Purpose

The Association has as its purposes the following:

- 1) To participate in identifying needs and in defining objectives and expressing preferences about activities proposed in the city's five-year consolidated plan and the annual consolidated action plan.
- 2) To act as a vehicle through which individual and group concerns regarding housing and neighborhood development performance are channeled to the Department of Neighborhood Relations (DNR) of the City of Topeka.
- 3) To participate in the development of neighborhood improvement revitalization plans.
- 4) To otherwise participate in programs related to community betterment.
- 5) To elect representatives to sit on and participate in the citizens advisory council.
- 6) To participate directly with the staff of DNR on those DNR programs benefitting the NIA or its members which are funded or sponsored by federal, state or city funds.

Article III: Members

Section 1: Eligibility

All those 18 years of age or older who have a definable interest, as set forth in Topeka City Code section 42-5(c) in the Tennessee Town NIA are entitled to vote at any of its meetings. In addition to general members, "associate" members will also be recognized but will not have voting privileges.

Section 2: Votes

No member shall have more than one vote. Persons with an interest in the Tennessee Town NIA who do not meet requirements listed in Topeka City Code section 42-5 (c) will not be entitled to vote until such time that the requirements in Topeka City Code section 42-5(c) are fulfilled.

Section 3: Proxy Votes

Proxy votes may be recognized if a written designation of proxy is submitted in accordance with the procedure approved by DNR.

Section 4: Non-Discrimination

The Tennessee Town NIA will not discriminate against individuals or groups on the basis of race, color, sex, age, disability, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

Section 5: Dues

No dues of any kind shall be assessed of any member.

Article IV: Officers & CAC Representatives

Section 1: Officers

There shall be a Tennessee Town NIA president, vice-president, secretary, treasurer, or secretary-treasurer. These officers shall perform the duties prescribed by the parliamentary authority as determined in Article VII. Officers must be elected from members of the Tennessee Town NIA. Should an officer move from the NIA area or otherwise be determined not eligible for membership, he or she must be replaced within 60 days of the disqualifying event. The officers shall be referred to generally as the Executive Committee, in addition, they shall perform the following duties:

a. President

The President shall preside at all meetings of the Tennessee Town NIA and of its Executive Committee. The President shall prepare a tentative agenda. The President may represent the Tennessee Town NIA to committees and commissions of the City of Topeka, Shawnee County, and State of Kansas, and shall perform other duties normally expected of a presiding officer.

b. Vice-President

The Vice-President shall preside at meetings of the Tennessee Town NIA and its Executive Committee in the absence of the President, and shall perform any other duties normally assigned to the President when the President has so requested because of the President's unavailability.

c. Secretary

The Secretary shall be responsible for the minutes of the Tennessee Town NIA and of its Executive Committee. The Secretary shall also be responsible for the safekeeping of all the official papers of the Tennessee Town NIA.

d. Treasurer

The Treasurer shall be responsible for any fiscal functions pertaining to the Tennessee Town NIA that may be necessary. The Treasurer shall comply with all statutory provisions of open meetings laws.

Section 2: Nominations

The Executive Committee may appoint a Nominating Committee that will submit a list of candidates for each office at least 60 days prior to the January general membership meeting. However, nominations will be accepted from the floor at the Annual Meeting. Candidates for officers shall have attended at least one general meeting of the NIA within the prior 12 months. These nomination requirements will become effective at the January meeting in 2006.

Section 3: Election

The officers shall be elected by voice vote or ballot of the general membership at the January Annual Meeting for a term of one year or until their successors are elected. No member shall serve in the same capacity for more than two consecutive years or multiple offices for more than five consecutive years unless other nominees cannot be identified. A majority vote is required for election. If there are more than two candidates for an office and no one receives the required majority on two successive ballots, only the two candidates with the greatest number of votes are eligible for election on the third ballot. A tie on the third ballot will be broken by lot. Names, addresses, and telephone numbers of all officers must be submitted to DNR within 30 days of election to office.

Section 4: Citizens Advisory Council

The eligible voting members shall elect a representative and an alternate to the CAC at its Annual Meeting in January depending on the provisions of the CAC ordinance which specify that NIA CAC representatives serve three-year terms. Per city ordinance, a NIA CAC representative would only need to be considered for reelection after serving three years and would be limited to two consecutive three-year terms.

Section 5: Vacancies

A vacancy in any of these offices shall be filled by a majority vote of the general membership at the next meeting following the existence of any vacancy. Officers who fail to attend two (2) general membership meetings in one (1) calendar year shall be deemed to have resigned their offices. Replacement of officers following said event shall follow procedures described in Article 4, Section 5 of these bylaws.

Article V: Meetings

Section 1: Regular Meetings

Regular meetings shall be held six months per year in every odd-numbered month at a time and location designated by the Executive Committee and as published in a variety of ways including meeting notice fliers/cards/newsletters, the NIA's website, Nextdoor.com, and other means approved by the Executive Committee. Notice of meetings may include a tentative agenda of the meeting. Neighborhood Relations shall be provided with a listing of the times, dates and location for general membership meetings in January of each year. Any member of the public may attend such meetings and offer comments. The NIA president or the presiding officer at a general membership meeting shall determine if comments are relevant to NIA business.

Section 2: Annual Meeting

The regular meeting in January is designated as the Annual Meeting, at which election of officers, Citizens Advisory Council (CAC) members are held, reports of officers are received, and such other business as may properly come before the Annual Meeting is transacted. Newly elected officers take office at the adjournment of the Annual Meeting. CAC representatives become active at the next CAC meeting.

Section 3: Special Meetings

A special meeting of the general membership may be called by a two-thirds vote of the members of the Executive Committee to transact urgent business. Notice of such meeting shall be given at least one week prior to the meeting in the same manner as notice of regular meetings and shall include time, place and the nature of the business to be transacted. No other business is in order at a special meeting.

Section 4: Emergency Meetings

In the case of an actual emergency, the President or Vice-President is authorized to call a meeting with at least 24 hours notice. The minutes of the meeting must describe the emergency and indicate why the meeting could not be delayed. A good-faith effort must be made to notify the public at large, especially those who have a special interest in the issue at hand. Only emergency issues may be acted upon at an emergency meeting.

Article VI: Committees

Section 1: Committees in General

For all committees, the Chair shall be appointed by the President and the other general members shall be selected by the Executive Committee. No one who is not a member of the Tennessee Town shall serve as voting members on the Association's committees.

Section 2: Nominating Committee

90 days prior to the January Annual Meeting, the Executive Committee may select a Nominating Committee. No one may serve more than two consecutive years on this committee. The President will appoint the chair. The committee will publish calls for nominations in the newsletter and provide a telephone number where members may submit names. The committee will present a slate of nominees for officers and for board membership at the January Annual Meeting. The committee shall secure from all such nominees an indication of their willingness to serve as an officer of the Association.

Section 3: Ad Hoc Committees

Such other committees as may be deemed necessary by the Executive Committee for the proper conduct of the business of the Association may be established as ad-hoc committees. In each case, the President shall name the Chair and the Executive Committee shall appoint the other members.

Section 4: The President

The President shall be an ex-officio member of all committees except the Nominating Committee.

Article VII: Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with Kansas' laws, these bylaws, and any special rules the NIA may adopt.

Article VIII: Amendment

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and to DNR at least 30 business days prior to the meeting at which action on the proposed amendment is to be taken and notice of the proposed amendment is included in the call to the meeting.

Article IX: Applicable Laws

The Tennessee Town NIA will abide by and follow any and all federal, State of Kansas and City of Topeka laws, codes, regulations, ordinances, and financial accounting standards.

Article X: Dissolution

If the Tennessee Town NIA is dissolved for any reason whatsoever, any physical or fiscal assets of the Tennessee Town NIA will be distributed in accordance with the Tennessee Town NIA Articles of Incorporation if applicable.

**CERTIFICATE OF SECRETARY TENNESSEE TOWN
NEIGHBORHOOD IMPROVEMENT ASSOCIATION**

I, the undersigned, do hereby certify:

- (1) That I am the duly elected and acting secretary of Tennessee Town Neighborhood Improvement Association

And

- (2) That the foregoing bylaws, comprising of five pages, constitute the bylaws of said corporation, as duly adopted at the general membership meeting of the NIA duly held on the 9th day of July, 2018.

Sandra Lassiter, Secretary

Attachment "A".

