



Minutes

Regular Meeting of the KID Board of Directors
 Carl W. Petersen Board Room
 Tuesday, September 21, 2010, 9:00 a.m.

President Jaksch called the meeting to order at 9:00 a.m. District Manager Freeman called roll.

Directors Present:

John Jaksch, President
 Gene Huffman, Vice President
 Patrick McGuire
 David McKenzie
 John Pringle

Staff Present:

Charles Freeman, District Manager
 Ed Everaert, Engineering Manager
 Ben Woodard, Staff Engineer
 Brian Iller, Legal Counsel
 Jason McShane, Staff Engineer
 Scott Revell, Planning Manager
 Colleen Storms, Comptroller/Treasurer
 Beth Smith, Assistant Operations/Maintenance Manager
 Judy Smith, Administrative Contracts Specialist
 Sandra Dallas, Administrative Assistant
 Doris Rakowski, Executive Assistant

APPROVAL OF AGENDA: President Jaksch moved "Award RFQ Economic Analysis" to Action Items due to a conflict of interest. He postponed the workshop on the Realty Division until the October 5th meeting. **Director McKenzie moved to approve the agenda as amended. Director Pringle seconded the motion and it carried unanimously.**

CONSENT AGENDA: **Vice President Huffman moved to approve the consent agenda as amended. Director McGuire seconded the motion and it carried unanimously.**

Items approved by consent agenda were:

1. Minutes, KID Board Meeting, September 7, 2010
2. Water-Off Letter to USBR
3. Approve Sage Crest Easement Vacation Request
4. Approve PSA 157 Pond Location Easement Vacation Request
5. Acceptance of Quit Claim Deed from Mike Brooks
6. Approve City of Richland Easement Request
7. Travel Requests for NWRA Annual Meeting
8. August Financial Statements including Cash Receipts and Cash Investment Report
9. KID O&M Vouchers

Accounts Payable

Numbers: 60739 through 60769	\$	52,598.61	
60770 through 60820		117,780.51	
Total Accounts Payable			170,379.12

Payroll

Numbers: 31550 through 31554	\$	6,210.75	
31556 through 31556		1,280.05	
Direct Deposit		62,847.60	
Total Payroll			70,338.40

Total Disbursements	\$ 240,717.52
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Voided Checks: Payroll Check No. 31555 Void and reissue, printed out of sequence.

PRESENTATIONS: None

PUBLIC HEARING:

Bretz Road LID: President Jaksch opened the public hearing on the Proposed Bretz Road LID Alternatives and Mr. Freeman confirmed for the record that notice of the hearing was issued in the manner prescribed by the applicable statutes.

President Jaksch asked that any person with an interest in this matter wishing to provide testimony, come to the podium and state their name and address for the record. He noted that the hearing was being recorded and requested that testimony be limited to three minutes per speaker.

Mr. Everaert presented background on the LID formation petition and reviews by the Operations & Engineering Committee, Finance Committee, and the Realty Committee. He noted that Resolution 2010-09 Accepting Surety and Authorizing a Feasibility Study was signed by the Board on April 6, 2010. He reported that staff suggestions for two alternate LID boundaries came out of the feasibility investigation, and were discussed at the August 17th Operations & Engineering Committee meeting and the September 7th Board meeting at which this hearing date was set by Resolution 2010-18.

Ben Woodard presented slides with information regarding the proposed LID (copy of slides on file). He addressed the history of the LID petition and showed a map of the LID boundary as proposed by petitioners and staff. Mr. Woodard discussed the feasibility study and reported on informational meetings held with property owners. He reported that on August 17, 2010, Alternative 1 consisting of 26 lots and 42.2 acres, and Alternative 2 (excluding those preferring to not be in the LID, leaving 27.5 acres) were presented to the Operations & Engineering Committee.

Jim Creer, residing at 72005 Arena Road, asked why, on the north side of Arena Road, only Phil Longwell's lot was included in the LID. Mr. Woodard said another lot west of Mr. Longwell's property was included and said the owner, Mr. Kenmore, expressed interest in joining the LID. Mr. Woodard said that, per statute, up to four times the petitioning acreage could be included in the LID and if more property owners had petitioned, more properties could have been included. He said initial boundaries were determined by KID staff and Bretz Road residents.

Mr. Creer expressed concern about trying to mix residential and agricultural users in the same system because of their very different water use patterns. He reported that on his agricultural acreage he has the water on for nine days at 70 gpm (gallons per minute) then off for nine days. He further noted that participation in the LID would be a bad economical choice for him. He discussed the average annual maintenance on the existing pump and said they are set up for water delivery by the canal weir system. President Jaksch confirmed that Alternative 2 would exclude him. Mr. Creer said he is still concerned that they will be forced into the LID.

Gary DeHaan, residing at 73103 E. Arena Road, asked which properties would be excluded by Alternative 2. Mr. Woodard indicated the parcels on the map and displayed the list of letters received which indicated preference to be included or excluded. Mr. DeHaan suggested exclusion of all parcels left of Dallas Road to avoid running one spur.

Phil Longwell, residing at 4950 Arena Road, asked if this was the only opportunity for inclusion or exclusion. Mr. Iller said now was the time to appear before the Board and show cause for or against formation of the improvement district, including inclusion or exclusion of one's lands

within the LID. He said statute provides for modification of the boundaries after the district is organized, but latecomers would have to pay an equitable charge to put them on an equal footing with those who were originally involved. He said the difficulty is that once the system is designed and constructed to service a smaller acreage, it may not be feasible to add additional acreages later. He said he would not, if he were a property owner, assume he could change his mind and join later, as the system may not be designed of sufficient size to allow that.

Mr. Longwell said his concern was that if KID allows the people owning the two parcels, through which the existing irrigation line runs to his property, to have another source of irrigation, they could tear out the line and leave him dry. He would need an easement, which he doesn't currently have. Mr. Everaert noted that the Board would not decide on inclusion, exclusion or even formation of the LID today and said KID would not design a system that would intentionally cause service to be less than what is currently received. Mr. Iller said that as he represents KID, he could not give legal advice to anyone other than KID and said that KID staff comments were based on their understanding of law. He said if anyone was concerned about easement issues they should obtain their own legal counsel. Mr. Iller suggested that if there was a long-standing pipeline through a property, it was possible there may be a prescriptive easement for that pipeline.

Mr. Longwell asked if it would be possible for a property owner to be included later. Mr. Iller said they could ask to be excluded, but say they may want to be included later. The Board would decide whether to upsize the pipeline to provide the capacity for potential latecomers and whether that was fair to those who made the decision to participate today. Also, the Board could choose to establish a latecomer fee to compensate current participants for the cost of upsizing.

Mr. Longwell asked for a current evaluation of initial and monthly costs of the proposed system for his parcel. Mr. Woodard provided several hypothetical cost scenarios and discussed circumstances that would change the costs such as different pipeline configurations or the possible use of area and frontage charges. Mr. McShane said in the last 20 years, the most common way of charging was by irrigable acres with a per acre charge, though charging by lot or equivalent lot had been used. The proposed payback period for this LID is five years.

Carol Erickson, residing at 832 N. Bretz, asked about the timeframe for construction if the LID is approved. Mr. Woodard said work would begin when approval was received with the goal of completion before the next irrigation season.

Deb Kasperek, homeowner and HOA Secretary, residing at 876 N. Bretz, noted that a homeowner (Lopez) on east side of Bretz Road asked to opt out. She said they were served by a shared pond but that property was being sold, and if it was developed and the pond removed, that parcel would no longer have irrigation water if they were excluded. Ms. Kasperek said the HOA has a pond easement agreement with the owner, but if a majority of the homeowners wished to be on an LID the pond would cease to be. Mr. Iller said, without knowing the underlying facts, if the pond had been there ten years, there may be a prescriptive easement. Ms. Kasperek said an attorney wrote the easement to make sure that one person couldn't force the pond to remain open. She added that the pump broke last week and there was no water available now. The cost per year was what led to the initiation of the LID petition.

Rick Peterman, residing on Dallas, said he was opting out. Mr. Woodard asked people wishing to opt out to fill out an LID protest form.

Kirk Watts, proposed buyer of the property on Bretz, said KID did a great job on the new pond and it would be a value for all the homeowners to get onto it. He said he favored a latecomer's agreement to protect initial participants. He said he was in favor of the LID.

Mr. Creer asked how flow rate was determined when estimating the size of the system and at what pressure the flow rate would be delivered to the lots. Mr. McShane said the systems were designed based on pressure zones where highest elevations would receive a certain pressure and lowest elevations would receive a higher pressure, which would allow a reduction in the number of costly pressure-reducing and pressure-sustaining valves and booster pump stations. He said that means there would be a consistent pressure at the higher elevations if demands did not exceed what the system was designed for. In this case, the pump station was pumping at 73 psi and staff was looking at having a consistent pressure at a minimum of 45 psi at the highest elevation. The pressure at Mr. Creer's lot would be about 55 psi.

Mr. Creer said neither pressure nor flow rate meant anything alone. He asked how the necessary flow rate was determined and how many people could run at that flow rate at one time. Mr. McShane said that, generally, when designing systems, KID used an anticipated 40% peak use rate at a gpm dependent on the size of the parcel. He said for lots up to one half acre 15 gpm was used and from that to about two acres, 20 gpm. He said staff had found that for both residential and rural, by designing at 40% peak at 15 gpm the demands of the larger parcels had been met consistently.

Mr. Creer said he runs one line at 65-70 gpm, moving it nine times in nine days, but he was concerned that, with the design described, he would have to change the design and pipes on his short plat to use 35 gpm running 24/7. Mr. McShane noted that this was an expansion of a 200+ acre system and that 40% of the users in the entire system would have to be on at once to have pressure problems and flow issues. Mr. Woodard agreed with Mr. McShane's description of the design criteria and said staff concluded that a six inch pressurized pipeline would be adequate to serve this area. Mr. Creer asked whether staff saw any problem with the system providing 70 gpm to two properties at once for period of days and then no water for the next week. Mr. McShane said he did not foresee a problem. Mr. Everaert said they may see a slight pressure drop.

Mr. Creer said he runs 14 to 18 sprinklers on the line and described his concerns with having to coordinate use times. Mr. Everaert said the decision for LID formation would be based on math, and acknowledged that yard and agricultural irrigation were totally different. He said KID had a responsibility to serve both types of users at full allotment when the user demanded and, for pastures, peak irrigation usually would come at the same time. He said this would be factored in to the design. President Jaksch asked if staff had accounted for this in the design. Mr. Woodard said a six inch line appeared to handle the demand but staff could continue to evaluate worst case scenarios.

Ms. Kasperek said Bob Massie asked her to mention that parcels at the top of Bretz road had almost no water pressure. They have used drought resistant landscaping, drip irrigation systems and windbreaks to deal with insufficient water pressure.

In answer to a question about the difference in assessment for pressurized and non-pressurized service, Mr. Woodard referred to the toll and tier structure document on www.kid.org.

President Jaksch asked if anyone else wished to provide testimony, and there were no further requests to speak. President Jaksch stated that the KID had received letters from some

landowners indicating whether their preference was for exclusion or inclusion in the proposed LID. He requested that any letter writer present confirm their preference as he read the list below:

Letter received from:	Letter Date:	Property:	Preference Indicated:	If present, preference indicated:
Ron & Kathy Lucas	Apr. 30, 2010	30105 N Dallas Rd	Exclusion	<i>Not present</i>
Gary & Melissa DeHaan	Apr. 30, 2010	Lot 1 Short Plat 1604	Exclusion	<i>Present - exclusion</i>
Robert Massie	Sept. 15, 2010	888 Bretz Road	Inclusion	<i>Not present</i>
James & Barbara Creer	Sept. 16, 2010	Lot 4 Short Plat 1604	Exclusion	<i>Present - exclusion</i>
Tyson & Sharon Creer	Sept. 16, 2010	Lot 3 Short Plat 1604	Exclusion	<i>Present - exclusion</i>
Phillip Longwell	Sept. 16, 2010	Lot 1 Plat 1240	Exclusion	<i>Present - undecided until the guy tears out my mainline</i>
Dave & Cheri Sanders	Sept. 17, 2010	Lot 3 Short Plat 2650	Exclusion	<i>Not present</i>
Kandace & Simon Lopez	Sept. 15, 2010	816 Bretz Road	Exclusion	<i>Not present</i>
John & Carmen McKinny (via email - no signature)	Sept. 18, 2010	811 N Bretz	Inclusion	<i>Not present</i>
Rick Peterman	Sept. 21, 2010 Protest Form	120982011604002	Exclusion	<i>Present - exclusion</i>
Phil & Sandi Schrank	Sept. 19, 2010	852 Bretz PR NE	Inclusion	<i>Not present</i>

President Jaksch asked again if anyone would like to provide testimony. There was no further testimony and President Jaksch declared the hearing closed. **President Jaksch moved to have the Proposed Bretz Road LID Alternatives public hearing testimony incorporated into a preferred Alternative for the "Proposed Bretz Road LID" by the KID Engineering and Operations Department for presentation to the KID Board of Directors for approval or denial at the next scheduled Board Meeting on October 5, 2010. Director McKenzie seconded the motion and it carried unanimously.**

President Jaksch called a break at 9:57 a.m., and the meeting reconvened at 10:10 a.m.

BOARD REPORTS:

Realty Committee Report: Vice President Huffman reported that the committee would meet on the 28th and he would have a report for next Board meeting.

Finance Committee Report: Director McGuire reported that all items discussed at the last Finance Committee meeting were on this Board meeting agenda.

ACTION ITEMS

Adopt Policy 1.11 Elections: Mr. Freeman presented the proposed policy. He said staff had been using a workbook, not a policy or procedure. A procedure which would provide guidelines for staff was in extensive final edits and a second procedure for inclusions and exclusions was being developed. He said the policy was clear and that guidance in RCW 87.03 would be followed.

Director McGuire said the Finance Committee discussed the selection of poll workers and that KID would advertize for poll workers to encourage more ratepayer participation. He said the

finalization of the poll list would be November 1st so absentee ballots could be mailed on demand.

Director McGuire moved to adopt Policy 1.11, Elections, and to authorize the District Manager to approve Procedure 1.11, Board of Directors Elections. Director Pringle seconded the motion and it carried unanimously.

Adopt Policy 2.26 Canal Rehabilitation Fund: Mr. Freeman said the Finance Committee discussed final modifications to the policy following the last Board meeting. He read and discussed the changes. Mr. Freeman clarified that text was struck from section two so the canal rehabilitation levy was not tied to an inflator, but would be reviewed yearly by the Board which could be responsive to the suggestions from the rate study.

Director McGuire moved to approve Policy 2.26, Canal Rehabilitation Program, with changes as presented. Vice President Huffman seconded the motion and it carried unanimously.

Adopt Policy 2.27 Negligence: Mr. Freeman said the proposed policy provided a framework for dealing with those who did not call for locates and cut KID pipe. He noted that, when digging over 18" deep, a call for a locate was required. Mr. Freeman said the rate would be included in the annual fee resolution that would be presented with the budget.

Director McGuire moved to adopt Policy 2.27, Negligence Collections. Director McKenzie seconded the motion and it carried unanimously.

Award RFQ Economic Analysis: Mr. Revell said staff reviewed the two responses to the RFQ and recommended hiring Pacific Northwest Project. They expected to complete the work for \$8,000. Staff recommended a contract limit of \$10,000 which was within the Realty budget. The final report was expected by November. The contract had been reviewed by legal counsel. Mr. Revell confirmed that the contractor would look at leasing options as well as outright sales.

Mr. Freeman said KID published the RFQ and received two responses. The other bid was from Entrix which bid a range of \$39,000 to \$84,300. Pacific Northwest Project was the lowest responsible bidder.

President Jaksch abstained from voting due to a personal relationship with the firm. **Vice President Huffman moved to authorize the Secretary/Manager to sign an agreement with Pacific Northwest Project. Director McGuire seconded the motion. Directors Huffman, McGuire, McKenzie and Pringle voted in favor and President Jaksch abstained.**

RESOLUTIONS: None

PUBLIC COMMENTS:

Jim Wade, residing at 1813 S Rainier Place, asked if, now that over 50% of the acreage was owned in individual ownership, would the KID abide by RCW 87.03.071. He also asked why KID was sending five people to the NWRA conference when one would suffice.

STAFF REPORTS:

Finance Manager: Ms. Storms reported that she had been working with Angela Richardson who prepared the financials. After working with the Finance Committee, one report was added to the financials. Additional information would be provided in the future. Ms. Storms said

Springbrook custom programming was creating challenges in addition to being costly to maintain. Her goal would be to have no customization after upgrading to version 7.0.

Ms. Storms said the State Auditor would audit to the LeMaster Daniels report, so she was addressing items from the report. She was personalizing accounting and purchasing policies drafted by Ms. Richardson for KID. Ms. Storms said she would check the State Auditor's schedule regarding when they might start KID's audit.

Director McGuire asked Ms. Storms if she would give the Board a verbal presentation of the financial statements. Ms. Storms presented and expanded on some sections of the financial reports from item 9 on the consent agenda by page.

Balance Sheet:

- The breakdown of the cash investments between restricted and non-restricted cash.
- Current liabilities - advance assessments and deposits were primarily 5% bid bond that contractors pay deposits on land purchases and not advance assessments so that language would probably be changed.
- The LID loan payable was Elliott Lake.
- Capital leases were confirmed payable and would be in the budget. Ms. Richardson advised that capital leases be evaluated closely, as sometimes interest rates could be imputed, not stated.

Revenue Statement:

- Annual Assessments were at 96% of budget.
- Income from October payments was already on the revenue statement using the accrual method, but interest would be charged as we go along so that would grow a little.
- Comparatives to last year would be provided in the future at the request of the Finance Committee.
- Ms. Storms said she would review the salaries and wages and get back to the Board in response to a question asked.

Budget to Actual Variance:

- Ms. Storms noted that the "budget remaining" percentage on salaries and wages differed from the previous page and she would find out if a correction should be made.

Cash Flow Statements:

- On an accrual income statement, the bottom line was not cash generated, but profit on an accrual basis.
- Carryover would be determined by the net cash provided by operating activities plus or minus the cash flows from capital and related financing activities.
- The carryover number would be provided, probably quarterly, from the financial statements in an understandable format.

Balance Sheet Footnotes - Cash Schedule:

- These balances have been tracked for three months.
- Ms. Storms said the word "endowment," though used since 1997, was not appropriate for the Realty Reserve funds as it implied to auditors that it was a donation with requirements that it be held in trust. The intent of the Board was to use the monies and preserve them appropriately. Ms. Storm asked to go back to the term "Realty Reserves" and restrict the fund to account for it. Discussion ensued. Ms. Storms said the fund

would always be noted as restricted and the transfers would always be booked as intentionally approved transfers and not imputed.

Statement of Revenue Footnotes:

- This was a breakdown of the year's grants and matching funds.

Discussion ensued regarding the USBR Guarantee fund and its uses and restrictions. Ms. Storms said she would check whether there were restrictions that would prevent the Board from wanting to mingle emergency reserves with this fund.

Director McGuire requested monthly presentations of the financial reports.

Engineering/Operations Manager: Mr. Everaert reported:

- Following a conference with Mike Pearce on weed control and hydroscreens, staff determined to defer installation until concrete boxes were constructed instead of using temporary anchors. He said the screens would be ready for the 2011 season.
- The micrometer flow meters were received and would be anchored to concrete head walls. He said staff would order anchor bolts and make brackets for transporting the meters in trucks.
- A meeting was held with Jose Chavallo's team regarding Citadel Estates. It was decided they would provide KID and USBR the geotechnical analysis needed to assure that the hill side would not slide into the canal if irrigated. Mr. Everaert called Carron Helberg at the USBR to determine classification of the 20 acres and whether the classification process kicks in on non-commercial irrigation and was awaiting a reply. To deliver water it must be classified internally as irrigated. Discussion ensued. Staff was investigating and hoped to have it completed within a couple months. President Jaksch noted the acreage would have to come out of relegated water.
- John Humphries of Sutron and Brad Crawford installed the first 9210 data collection unit at Amon pumps. Communication with the base station was not achieved, so software was ordered. Mr. Everaert said the unit installed was temporary and would be replaced when the new units arrive. Mr. Humphries went to each site and created a bin list for each site.
- The winter work list was to be presented to the Operations & Engineering Committee.
- Staff was working on the Capital Improvements priorities and developing the prospectus.
- On the service, equipment and labor costs list, the labor component was complete. The list would be taken to the Operations & Engineering Committee.

Planning Manager: Mr. Revell reported:

- The fall newsletter was nearly done and would be sent out in October.
- Staff participated in the Countryridge HOA meeting. Follow up research was done on the LID formation and how rates were set. This was one area under consideration by the Water Rates Advisory Committee (WRAC).
- There was no additional information on the Settlement Agreement.
- Staff had information on hydraulic permit approval from the Washington Department of Fish and Wildlife and was tracking their legislative action as it could impact permitting decisions in the drains.
- Staff had read the Department of Ecology document on future funding alternatives for the water resources program. There could be impacts to KID.
- The PUD indicated they would update key account holders about rates at a meeting on September 29th.
- Mr. Revell said the WRAC planned to present to the Board in sometime in October.

District Manager: Mr. Freeman reported:

- The Yakima Basin Joint Board of Defense would meet the following week.
- He announced the water off meeting would be held October 28th at the Country Gentleman.
- The party who bid \$25 for the Amon house was trying to withdraw, but the Bureau was giving him 90 days to remove the house.
- A letter was received from the Columbia Irrigation District (CID) regarding concerns with the four PSAs through which they carry KID water.
- Regarding winterizing, there was a How To article put on the front page of the KID website. Also, if the new valves at PSA 117 which allow draining when they are closed perform well next spring, more would be installed in 2011 on the PSA with the next most numerous work orders.

WORKSHOP:

Department Head 2011 Budget Presentations: Mr. Freeman distributed drafts of the proposed budget (copy on file). He reported that Finance Committee received this last week. Budgeting assumptions included an across the board 3% cola and maximum merit increase for budgeting purposes only. The budget showed actual expenses from 2008 through the proposed 2011 budget. A zero-based budgeting process was used.

General Fund:

- **Executive Department:** Mr. Freeman presented. The Board had no questions regarding the draft budget for this department.

Mr. Freeman said budget adoption was scheduled for November 2nd.

- **Finance Department:** Ms. Storms presented. There were no questions.
- **Engineering Department:** Mr. Everaert presented. Mr. Freeman responded to a question regarding the budget for computer supplies that the Engineering Department would pay for 50% of computer upgrades to software according to an allocation schedule developed several years before; they would pay 100% of three computers plus additional laptops and netbooks.
- **Operations Department:** Ms. Beth Smith presented. She said that the outside contractor category would be folded into professional services. Mr. Freeman confirmed that the CID water carriage budget was going up due to the issues identified by CID. Ms. Smith said she would report back regarding the possibility of a second trailer for the dump truck. Mr. Freeman noted that not enough was budgeted for interest on leased equipment in 2010. That was corrected in the 2011 budget which also included other leases and paying off the new Mac truck.
- **Planning Department:** Mr. Revell presented. President Jaksch said the travel and meetings budget may be low. In response to Director McGuire, Mr. Revell said staff expects to do the survey of ratepayers in the first quarter of 2011.
- **Realty Department:** Ms. Judy Smith presented. Ms. Smith suggested the Board consider whether to continue membership in the Benton Franklin Council of Governments. Discussion ensued. Mr. Revell recommended dropping the membership and Mr. Freeman said it would be sufficient to monitor the website.

President Jaksch asked if we were going to matrix staff. Mr. Freeman replied only for Realty because it did not use the same pot of money. He said the budget would be further refined to eliminate double-counting. President Jaksch said Ms. Smith and Mr. Freeman should address budgeting for potential unemployment costs.

- **Legislative(Board):** Mr. Freeman presented. There were no questions.
- **Non-Expense Cash Out:** Mr. Freeman explained the Debt Principal Payments to the USBR and Transfer to the General Fund Capital Projects and discussed the bottom line with expected changes.

General Fund Capital Improvement Plan: Mr. Freeman said this was the budget for the three projects from the Canal improvement Plan which were to be paid with general funds dollars. A new VIOP phone system and an elevator to bring the Administrative building into ADA compliance.

Canal Rehabilitation Program Capital Improvement Plan: Mr. Freeman presented and said there was no change from the Board-adopted plan.

Lorayne J: Mr. Freeman presented the potable system budget. There were no questions.

Elliott Lake: Mr. Freeman presented the potable system budget. Discussion ensued regarding possible work required at Elliott Lake. Mr. Freeman said the Department of Ecology sent a letter then asked KID to wait until they review the lake's elevation.

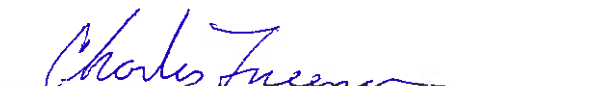
EXECUTIVE SESSION: None

Director McGuire moved to adjourn the meeting at 11:50 a.m. Director Pringle seconded the motion and it carried unanimously.

Attest:

Witness:


John Jaksch, Board President


Charles Freeman, Secretary/Manager

Prepared by Doris Rakowski