

**MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

Multiple Public Hearings and a Regular Meeting of the Mediterra Community Development District's Board of Supervisors were held on Wednesday, August 8, 2018 at 9:00 a.m., at The Sports Club at Mediterra (Bella Vita I Room), 15735 Corso Mediterra Circle, Naples, Florida 34110.

Present and constituting a quorum were:

Robert Greenberg	Chair
Ken Tarr (<i>via telephone</i>)	Vice Chair
Mike Bishko	Assistant Secretary
Thomas H. Van Tassel	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Mallory Clancy	District Engineer
Alyssa Willson (<i>via telephone</i>)	District Counsel
Tim Richards	General Manager, MCA
Mary Wheeler	Supervisor-Elect
David M. Risley (<i>via telephone</i>)	Appointed to Seat #1

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:00 a.m. Supervisors Greenberg, Van Tassel and Bishko were present, in person. Supervisor Tarr was attending via telephone.

▪ **Chairman's Opening Remarks**

This item was an addition to the agenda and should be included on all agendas, going forward.

Mr. Greenberg welcomed Ms. Mary Wheeler and stated that she would be joining the Board of Supervisors in November. Mr. Adams was asked to forward a new Board Member packet to Ms. Wheeler until she is seated. If Mr. Risley chooses to resign early, Mr. Greenberg would recommend appointing Ms. Wheeler to fill Mr. Risley's unexpired term, since she was elected uncontested.

Mr. Greenberg shared that he had a running email commentary with a resident who knew very little about the CDD and how it is required to operate and felt that the Board should consider more outreach, that it had a responsibility to better educate residents and explain the functions of the CDD, how things are done and why it has to do some things. He stated that the Board accomplishes its mission successfully and responsibly. The Mediterra North and South CDD Boards, prior to the merger, did a remarkable job, over the last three years, in improving the quality of service and the quality of the ponds, which are now aerated. Other successes include implementation of the first fuel load reduction in the history of Mediterra and the merging of the two Districts, which is rare. Mr. Greenberg asked the Board to consider, for future meetings, ideas for events, as an outreach to the community, to educate residents about the importance of the CDD's role in the community. Board Members were asked to familiarize themselves with the new website and make suggestions at the next meeting about how it can be improved; all ideas are welcomed.

Mr. Tarr pointed out that, with Management's help, there is a significant reduction in costs and referenced the lien roll and the change in auditors. Mr. Adams stated the CDDs previously offered a town hall meeting with a PowerPoint presentation to educate residents; he could prepare and present a similar presentation, focusing on Mediterra, during the height of the season. Mr. Greenberg welcomed the idea and suggested including the PowerPoint presentation, as a special adjunct, to a Regular Meeting in January or February and labeling it as a to-do item, along with streamlining the website and doing more outreach with the community in terms of communication and educational presentation.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Ms. Wheeler wished to comment on the Medici lake bank when it is up for discussion. Mr. Greenberg stated since Ms. Wheeler will soon become a Board Member, he will welcome her comments on each agenda item as they come up, which is an exception not a rule.

THIRD ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Adoption of the District's Final Budget for Fiscal Year 2018/2019, Pursuant to Florida Law

Mr. Adams stated that this is the first merged District budget and, during the course of the budget deliberations, Management identified a need to increase assessments, primarily to address use of funds over prior years in achieving a very aggressive schedule of activities, including improving water quality with lake aeration, embarking upon a home ignition zone (HIZ) preserve maintenance mitigation program and several other activities along the way. The District also increased the level of service in a few standard services, such as lake maintenance, which resulted in fewer phone complaints, and the storm drainage cleaning program. Hurricane Irma brought forth the need to focus and ensure that the system is as clean as it can be so it will function as designed, during times of extreme need. Although the system performed very well; as part of this year's cleaning process, it was discovered that it was filled with debris and, thus, there was a significant increase in appropriations for that.

Mr. Greenberg stated, for the record, that the legal notices were properly prepared, published and acknowledged to the District. Mr. Adams stated that the legal notices were run in the newspaper and copies of the two separate letters mailed to residents in Mediterra North and South CDDs. There is a 1¢ difference between the assessment levels between the two districts, which is a rounding issue that occurs when multiple Districts share operating costs. In response to Mr. Greenberg's question regarding what the one penny difference cost the CDD, administratively, Mr. Adams replied, "None, because the notice had to be circulated to every resident."

A. Affidavit/Proof of Publication

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2018-05, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2018, and Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Adams presented Resolution 2018-05. The new assessment levels that were properly noticed to all units were \$649.06 for on-roll and \$602.88 for off-roll. The difference is the cost of collection and budgeting for the early pay discount. In response to Mr. Tarr's email, 7% is the discount and the cost from the Property Appraiser and the Tax Collector, which is percentage-based at 1½% and 2% in Collier County, while it is \$1 folio in Lee County. The percentages will not match up perfectly but that is what it is related to. Mr. Tarr stated that, in reading the Statute that was attached to the circulated material, it indicates that off-roll

collection can have various time periods and ours is a double-pairing; he hoped that, as the meeting progressed, Management would discuss the failure and costs to meet the obligation on a timely basis. He asked if payment schedules were previously negotiated between The Club and the CDD, when both entities were controlled by Bonita Bay Group (BBG), because it did not have to be twice per year and could be altered. Mr. Adams replied that the off-roll was a negotiation between the District and The Club, at the time of the initial refinancing. As an outflow of that, it was discussed and agreed that Management would have no issue with billing them off-roll, as a single entity, and putting them on a twice per year payment schedule of October and April. As to whether there is a written agreement about on-roll and off-roll payments, Mr. Adams stated that it is outlined in the Resolution. Mr. Bishko stated that, since the Fiscal Year 2018 Budget is for the combined Mediterra North and South CDDs, it should indicate that. Mr. Adams would add a footnote on Page 1. Mr. Greenberg suggested putting the footnote where it says, "Fiscal Year 2018" and at the bottom add: "Due to merger showing a combined North and South numbers." Mr. Adams stated that the merger resulted in savings of approximately \$150,000, year-over-year, for 2018; there was a \$75,000 savings on the administrative and professional side and another \$75,000 or \$80,000 on the services side. The reason for the increase in assessments by \$97,800 is because the CDDs drew down the fund balance in prior years, implemented programs aggressively and did not borrow for any improvements, except the aeration program. Mr. Greenberg asked Mr. Adams to prepare a short letter, informing that the Board adopted the Fiscal Year 2019 budget and include a bullet point outline of the significant takeaways. It should be signed by the District Manager and submitted to the Board for review, prior to circulation. A Board Member questioned the Supervisors' pay, under "Supervisors" on Page 3 of the Mediterra General Fund 001 Budget handout, and Mr. Tarr called attention to grammatical errors on the same page. Mr. Adams stated that \$6,600 anticipates six meetings, plus FICA. He would ensure that the following changes are made:

"Expenditures": Change "Supervisor" to "Supervisor's"

Page 3, "Supervisors", Line 2: Insert "compensation" after "Supervisor's"

Throughout: Change all plural verbiage to singular

Discussion ensued regarding the CDD's insurance policy, aeration equipment, insurance deductible and assessment roll management services. Mr. Adams was asked to complete an analysis for the next meeting. Mr. Greenberg summed up the Board's consensus as follows:

- 1. To inform and educate residents regarding the combined budget.
- 2. To show how the merger has benefited the community, in terms of savings.

Per Mr. Greenberg, Mr. Adams is to prepare an analysis, as part of the draft letter and circulate to residents, after review and approval by the Board, including Ms. Wheeler, ex officio. Mr. Greenberg questioned the \$42,000 "Miscellaneous" line item, on Page 2. Mr. Adams stated that is the amount that came out of the amortization schedule on the life expectancy of the aeration. The item would be renamed "Future aeration replacement reserve". In response to Mr. Tarr's question regarding tree limb removal, Mrs. Adams stated that the cost is \$4,000 and will be drawn from the "Miscellaneous" line item.

Mr. Adams opened the public hearing.

No members of the public spoke.

Mr. Adams closed the public hearing.

On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, Resolution 2018-05, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2018, and Ending September 30, 2019, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2018/2019, Pursuant to Florida Law

Affidavit/Proof of Publication

The affidavits of publication were included for informational purposes.

A. Mailed Notice(s) to Property Owner(s)

Copies of the mailed notices to property owners were included for informational purposes.

In response to Mr. Greenberg's questions, Mr. Adams confirmed that the publication for the public hearing was made in accordance to Florida law and the notices were mailed to the property owners as required by Florida law.

B. Consideration of Resolution 2018-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2018/2019; Providing for the Collection and

Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Greenberg presented Resolution 2018-06.

Mr. Greenberg opened the public hearing.

No members of the public spoke.

Mr. Greenberg closed the public hearing.

On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, Resolution 2018-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2018/2019; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2018-07, Adopting the Annual Meeting Schedule for Fiscal Year 2018/2019

Mr. Adams confirmed that the meeting schedule is required by Statute and provided Ms. Wheeler with a copy. As to whether the schedule can be changed, once adopted, Mr. Adams stated that changes can be made at any time. Discussion ensued regarding establishing a quorum for the November meeting date. The November meeting was changed from November 21 to November 29, 2018.

Mr. Greenberg presented Resolution 2018-07.

On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, Resolution 2018-07, Adopting the Annual Meeting Schedule for Fiscal Year 2018/2019, as amended, was adopted.

SIXTH ORDER OF BUSINESS

Presentation of Annual Quality Assurance Audit: Lake Maintenance

Mrs. Adams presented the Annual Quality Assurance Lake Audit. The audit will eventually be uploaded onto the District's website. Mr. Greenberg commented that the CDD's

lake maintenance policy has worked well and commended Staff and District contractors for successfully implementing the Board's policy for improving the quality of the lakes. Mrs. Adams stated that a headwall, in Lake #76, will need to be repaired when water levels recede, in the spring. In response to Mr. Greenberg's question regarding damage, Mrs. Adams doubted that the damage was caused by London Bay's construction and thought it was due to weather, over time. As to the cost of the headwall repairs, Mr. Adams estimated approximately \$200 for riprap and fabric. Mr. Tarr stated that Lake #73 is devoid of littoral plantings and nearby residents will be sensitive to their water view, especially now that the pig farm is cleared, and the unfinished landscaping and a very minimal lake bank. In response to Mr. Greenberg's question, Mrs. Adams confirmed that the CDD has historically maintained the lake banks. Mr. Greenberg felt that the report should reflect that Lakes #7 and #73 are owned by RCS. Mr. Bishko asked if RCS paid for any costs related to the two lakes that it owns. Mrs. Adams stated that RCS maintains the aeration systems in the ponds. Mr. Adams stated that it is a shared responsibility. In response to Mr. Tarr's question, Mr. Greenberg stated that Staff could ask RCS to contribute to the cost to install Littorals in Lake #73 but the CDD could not compel RCS to make a donation. Mrs. Adams stated that she has a good working relationship with RCS and will call Mr. Vince Barraco. Further discussion ensued.

SEVENTH ORDER OF BUSINESS

Update: Letter to Lucarno HOA Requesting Acknowledgement of District Disclaiming Lake Bulkheads and Confirmation of Communication of the Same to Affected Homeowners

Mr. Adams stated that, at the Board's direction, he sent a follow-up communication to London Bay Homes (LBH), on June 21, and asked them to provide confirmation that either LBH or the HOA are accepting responsibility for the wall and to respond prior to today's meeting. LBH has yet to respond. Mr. Greenberg requested that this item be carried over as an "old item" of business.

EIGHTH ORDER OF BUSINESS

Update: Preserve Management Plan and Implementation

Referencing slides, Ms. Clancy stated that Johnson Engineering prepared a map for the MCA to add areas of potential controlled fuel reduction that it could carry out, in addition to

what the CDD already carried out. This map shows what the CDD accomplished with its Preserve Management Plan, which included a more intense clearing of the fuel load. Trimming of cabbage palms, saw palmetto and the duff layer, in the MCA Management zone, shown in yellow, will be a more minimal version of that. The CDD Management zone was left on so the Board could see what is being taken care of, in total. The yellow is the MCA and it takes care of CDD Management zone places that the CDD was not able to cover. The map was provided to the MCA and to Mr. Adams and they reviewed it and noted a few areas that they might want to change on their map. With those changes, the project is ready to go out to a Request for Proposals (RFP). Mr. Adams stated that Management will help administer the securing of proposals but will not engage the contractors. Due to the sealed bidding that Management would be required to do because of cost threshold expectation, Mr. Adams will secure RFPs for the MCA and forward them to Mr. Tim Richards to directly engage, as the MCA does not have a threshold. Regarding administrative costs, Mr. Adams stated that Management will not charge for its involvement and the MCA has directly engaged Johnson Engineering. The probable MCA cost is the \$350,000 range for 56½ acres. As to how far along the CDD is with the fuel load reduction, Ms. Clancy stated that EarthBalance estimates completion in approximately 45 days; they are moving east to west and have completed three additional areas since she performed an inspection two weeks ago. The contractor indicated that they are moving at a slower pace than expected because of the duff layer; collecting all the debris accumulation on the bottom is time-consuming. Mr. Tarr asked if all the fallen trees have been removed from the completed areas. Ms. Clancy stated trees that were on the ground were cut and removed by hand but they did not have to remove dead trees that were standing. An additional agreement with EarthBalance will be proposed, asking them to go back, at the end of the clearing, and remove all standing, dead trees. In response to Mr. Greenberg's question, Mrs. Adams stated that the current proposal count that she has at this time is an additional \$2,500 to remove the standing, dead trees. Mr. Greenberg asked Management to forward the contract to Ms. Willson for review; if it is EarthBalance's mistake, the District should not have to pay to remove the standing dead trees. Ms. Willson would coordinate with Mr. Adams and review the contract. In response to Mr. Greenberg's question, Ms. Clancy stated that she was satisfied with the contractor's performance, beyond the issue with the standing dead trees. Mr. Greenberg asked Mr. Adams to include an update on the Preserve Management Plan in the informational letter that will be circulated to all residents.

NINTH ORDER OF BUSINESS

Discussion: Orphan Lake Bank Improvements

Mr. Tarr stated that the mortality of the Muhly grass was high, which he recalled was due to the high water events and because Muhly grass cannot survive high water. He questioned why the CDD’s contractor suggested Muhly grass if it cannot survive high water events. Mrs. Adams stated that the contractor was attempting to provide color and the waterways went up higher than ever before, during last year’s storm events.

Mr. Risley joined the meeting, via telephone, at 10:03 a.m.

Ms. Wheeler stated that, in the summer of 2017, plants were installed around the Medici lake bank and, after Hurricane Irma, they were completely demolished and she possessed before and after photographs. She asked if the plants were under warranty and if they could be replaced. Mr. Greenberg asked for an overview of the Orphan lake bank issue. Mrs. Adams stated that residents must look at these exposed areas, which are directly adjacent to the main roadway and, in an attempt to beautify these areas, EarthBalance installed plantings. Not long after, the community experienced two 100-year storm events and the plants were submerged in water for extended periods. During a recent inventory, Staff recorded what survived and what did not survive and the decision was made to include this item on the agenda, going forward. The recommendation is to replant the area with cordgrass, instead of Muhly grass, even though it is beautiful when it blooms. Mr. Greenberg felt that residents who want Muhly grass should accept the risk and pay for installation. Mr. Tarr stated that the lake banks, as laid out in Mediterra by BBG, do not conform with what Management typically observes in CDDs. He asked Mr. Adams to confirm that, typically, CDD property ends at the control level of the lake. Mr. Adams stated that it depends on how the lake is transferred to the District. Mr. Tarr stated that there is a lack of consistency on the far side, which is CDD property; the area was originally planted with very robust grass and there is irrigation and, over time, the grass got old and died. The Board’s consensus was to direct Staff to have cordgrass installed in and around the Orphan lake bank, under the 2018/2019 budget.

TENTH ORDER OF BUSINESS

Discussion: Lake Bank Remediation Options

Ms. Clancy stated that, a few months ago, specific lakes were found to have some erosion issues. She presented a general document which is not specific to Mediterra but details

a few different erosion remediation options. Mr. Greenberg asked which lake banks were in need of remediation; he felt that the document lacked enough information. He asked District Staff to survey the ponds, identify them, coordinate with Ms. Clancy and provide all the information to help the Board make a sound, financial decision. Mr. Adams will include photographs of the lakes. This item was tabled until the next meeting.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2018

Mr. Adams presented the Unaudited Financial Statements as of June 30, 2018. In response to Mr. Greenberg’s question, Mr. Adams did not have any information regarding the second half of the off-roll billing, as the Controller was unavailable. Mr. Greenberg suggested that he contact Mr. Carmen Mauceri, at The Club. In response to Mr. Tarr’s question regarding stipulations for penalties for not paying, Mr. Adams stated the penalty is a recital of law, is included in the Resolution and is 1% per month. Mr. Greenberg asked if the Board could waive the penalty. Ms. Willson replied affirmatively. Staff was asked to contact Mr. Mauceri, inquire about the delay in payment and ask him to be on time in the future.

On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, the Unaudited Financial Statements as of June 30, 2018, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

There being nothing additional to report, the next item followed.

B. District Engineer: *Johnson Engineering, Inc.*

There being nothing additional to report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

i. Consideration of ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One(1) Annual Technological Audit

Mr. Adams stated that numerous complaints were recently filed against several of Management’s clients regarding the Americans with Disabilities Act (ADA) website requirements. Management engaged ADA Website Compliance (ADASC) and an ADA Website

Compliance seal was placed on the District's homepage linking to the District's ADA accessibility policy, providing Management's contact information and what to do if someone is unable to access any part of a CDD's website. In response to a Board Member's question regarding Braille, Mr. Adams stated that the changes to the websites do not involve Braille but ADA-accessibility is achieved by posting all documents in the proper PDF format, which is compatible with a text-to-voice program. The CDD's insurance carrier, Egis, engaged the firm of Roper & Roper, P.A. (R&R) to represent the CDDs that complaints were filed against. A Motion to Dismiss was filed and a settlement agreement was subsequently entered into by all the governmental entities that Egis represents. Management is working to bring the CDD's website into compliance. The recommendation is to purge the website of any documents that are not legally required and convert all required documents to the proper format; if the CDD wishes to keep additional/non-legally required documents on its website, the cost to convert them will range from \$2.50 to \$3 per page and be performed by an outside company. Mr. Adams provided a list of documents that are legally required to remain on the website and documents that were removed and replaced with a link, per the recommendation of Hopping Green and Sams, P.A. (HGS). Discussion ensued regarding historic and required documents, Egis, the MCA, public records, ADA-compliant electronic copies and a thumb drive. Mr. Greenberg asked for a list of all purged documents to determine if the Board wants to incur the cost of conversion and reposting. He asked if the Supervisors could have a private, working portal with its Manager to go over documents. Ms. Willson would research the question and apprise the Board at the next meeting. Mr. Tarr would like to preserve the bulk of the documents because it is a lot easier to do that than go through agendas from years ago.

D. Operations Manager: *Wrathell, Hunt and Associates, LLC*

Mrs. Adams stated she had to temporarily stop updating the Mediterra maps, as the GIS individual she was working with recently passed away.

THIRTEENTH ORDER OF BUSINESS

Approval of June 20, 2018 Regular Meeting Minutes

Mr. Greenberg presented the June 20, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections. Mr. Greenberg submitted his changes to Mrs. Adams.

Mr. Greenberg asked if all of the merger changes were completed. Mr. Adams stated that Management was awaiting the EIN number from the IRS to proceed with finalization; once the EIN is received, the tax exempt certificates and bank accounts can be converted.

Mr. Greenberg asked for clarification of the legend mentioned on Lines 177 and 178. Ms. Clancy would provide an updated legend to the Chair by the next meeting. In response to Mr. Greenberg’s question, Mr. Adams stated that he did not complete the amortization analysis; it remains an open item. Mr. Greenberg inquired about “Medici Standards.” Mr. Tarr stated that, typically, most lake banks are comprised of St. Augustine grass, down to the control level from the property lines but, because of the history of Landmark owning the lake bank, it was very heavily planted and there was a discussion regarding the CDD allowing other property owners to plant, with approval, down to the control level of a lake; the item was left unresolved. Mr. Greenberg asked Staff to devise another phrase for “Medici Standards; update it to lake bank planting etc.”

Mr. Tarr stated that the website for the Bureau of Elections was finally updated to reflect Mediterra. As to the status of the final North CDD audit, Mr. Adams stated that it will occur in the fall.

On MOTION by Mr. Van Tassel and seconded by Mr. Bishko, with all in favor, the June 20, 2018 Regular Meeting Minutes, as amended to incorporate edits previously submitted to Management, were approved.

FOURTEENTH ORDER OF BUSINESS

Action Items

- Items 5, 6, 7, 9, 11, 13 and 14 were completed.
- Items 1, 2, 3, 4, 12, and 15 remained ongoing.
- Items 4 and 15 to be changed from Action Items to Agenda Items.
- Item 14: Per Mrs. Adams, \$20,000 was expended on aquascaping.

FIFTEENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Bishko expressed disappointment that the meeting documents were not delivered to Board Members sooner than Monday, for Wednesday’s Regular Meeting, and asked if Management is understaffed or overcommitted. Mr. Adams apologized for the inconvenience

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and assured the Board that it will not happen again. Mr. Greenberg stated that it is the Board's policy to receive materials ten days in advance of the meeting and informed the Board that he conferred with the District Manager, communicated his expectations for the future and received assurances that such delays will not be repeated.

Mr. Tarr stated that he did not understand how the two principal pre-payments of \$32,800 and \$25,000 on the bonds flow through to the Debt Service schedules and asked where it appears. He asked Management to provide further clarification at the next meeting. Mr. Adams stated that the pre-payments reduce the CDD's principal payments going forward. He will include the Debt Service Fund information on the next agenda. Mr. Greenberg stated that the next meeting is in October.

SIXTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

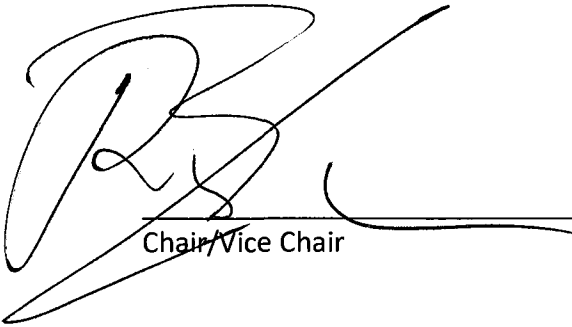
SEVENTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, the meeting adjourned at 11:07 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair