

October 13, 2016
Fair Housing Work Group
Regular Meeting
4:00 p.m.



Julie M. Robinson, Chairperson
Andrea Greer, Secretary
Pastor Lorraine Brown, Data
Collection Chairperson
Pastor William H. King, III

AGENDA
City of Dickinson
**FAIR HOUSING WORK
GROUP
REGULAR MEETING**

Shamarion Barber
Commissioner Stephen Holmes
Ernest Hubert
Stephanie Russell
Bryan Milward

October 13, 2016

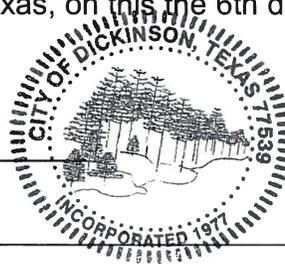
NOTICE is hereby given of a **REGULAR MEETING** of the Fair Housing Work Group for the City of Dickinson, County of Galveston, State of Texas, to be held on **THURSDAY, OCTOBER 13, 2016, at 4:00 p.m.** at 4403 Highway 3, Dickinson, Texas 77539 in Conference Room 2 for the purpose of considering the following numbered items. The Fair Housing Work Group of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM**
- ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Minutes from April 14, 2016 Fair Housing Work Group Regular Meeting.
- ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Progress Report on Implementation of City of Dickinson Fair Housing Action Plan and any Changes in Local Circumstances.
- ITEM 4.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING:** 2017 Housing Family Fair Scheduled for February 18, 2017.
- ITEM 5.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING:** Fair Housing Work Group 2017 Meeting Schedule.
- ITEM 6.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING:** A \$50,000 Grant From Southeast Texas Housing Finance Corporation To The City Of Dickinson.
- ITEM 7.) ADJOURN**

CERTIFICATION

This is to certify that a copy of the Notice of the Annual Regular Meeting of the Fair Housing Work Group for **THURSDAY, OCTOBER 13, 2016** was posted on the bulletin board at City Hall, 4403 Highway 3, Texas, on this the 6th day of October, 2016, prior to 4:00 p.m.


Bryan Milward, Deputy City Secretary



In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending City Council Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6217, or by FAX at 281-337-6190.

TAB 1

**CITY OF DICKINSON, TEXAS
FAIR HOUSING WORK GROUP MEETING
ATTENDANCE LIST**

**MEETING DATE: OCTOBER 13, 2016
Regular Meeting**

<u>COMMITTEE MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
JULIE M. ROBINSON, CHAIRPERSON	_____	_____
ANDREA GREER, SECRETARY	_____	_____
PASTOR LORRAINE BROWN, DATA COLLECTION CHAIRPERSON	_____	_____
PASTOR WILLIAM H. KING, III	_____	_____
SHAMARION BARBER	_____	_____
COMMISSIONER STEPHEN HOLMES	_____	_____
ERNEST HUBERT	_____	_____
STEPHANIE RUSSELL	_____	_____
BRYAN MILWARD	_____	_____

TAB 2

Julie M. Robinson, Chairperson
Andrea Greer, Secretary
Pastor Lorraine Brown, Data
Collection Chairperson
Pastor William H. King, III

MINUTES
City of Dickinson
**FAIR HOUSING WORK
GROUP
REGULAR MEETING**

Shamarion Barber
Commissioner Stephen Holmes
Ernest Hubert
Stephanie Russell
Alun Thomas

April 14, 2016

The Fair Housing Work Group for the City of Dickinson met in a duly called and announced **ANNUAL REGULAR MEETING** on **THURSDAY, APRIL 14, 2016**, at **4:00 p.m.** The meeting was held in Conference Room 2 in Dickinson City Hall located at 4403 Highway 3, Dickinson, Galveston County, Texas 77539, and was held for the purpose of considering the following numbered items.

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

Chairperson Julie M. Robinson called the meeting to order at 4:00 PM Group Member Alun Thomas called roll and certified a quorum. Group Members present were as follows: Chairperson Julie M. Robinson, Data Collection Chairperson Lorraine Brown, Group Member Ernest Hubert Group Member William H. King III, Group Member Stephanie Russell, and Group Member Alun Thomas.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval Of Minutes From October 15, 2015 Fair Housing Work Group Officers Meeting And October 15, 2015 Fair Housing Work Group Regular Meeting.

Group Member King made a motion to approve the Minutes of the October 15, 2015 Fair Housing Work Group Officers Meeting and the October 15, 2015 Fair Housing Work Group Regular Meeting. Group Member Brown seconded the motion.

VOTE:

6 AYES (Brown, Hubert, King, Robinson, Russell, Thomas)

0 NAYS

MOTION PASSED.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Election of Officers.

A. Chairperson

Group Member Russell made a motion to re-elect Chairperson Robinson as Chairperson. Group Member King seconded the motion.

VOTE:

6 AYES (Brown, Hubert, King, Robinson, Russell, Thomas)

0 NAYS

MOTION PASSED.

B. Secretary

C. Data Collection Chairperson

Group Member King made a motion to re-elect Secretary Greer and Data Collection Chairperson Brown to their current positions. Group Member Thomas seconded the motion.

VOTE:

6 AYES (Brown, Hubert, King, Robinson, Russell, Thomas)

0 NAYS

MOTION PASSED.

ITEM 4.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: 2016 Housing Family Fair Held On Saturday, February 20, 2016 At Mt. Carmel Baptist Church And Data Obtained From Surveys Collected.

Group Member Alun Thomas discussed the 2016 Housing Family Fair, and presented the Work Group with the results of the collected surveys. The Group discussed the increase in attendance from the previous two years and various ways in which attendance at the Fair could be increased.

No formal action was taken on this item.

ITEM 5.) DISCUSSION AND DIRECTION CONCERNING: 2017 Housing Family Fair Currently Scheduled for Saturday, February 18, 2017.

Group Members discussed the increased attendance at this year's Housing Family Fair, and the Work Group agreed to proceed with hosting a Fair in 2017 as scheduled. It was the consensus of the Work Group to remove questions pertaining to demographic information from future attendee surveys and also to conduct a survey of the vendors at future Fairs.

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Status Of Tasks Identified For Completion In 2016 In The City Of Dickinson's FFAST Form And Long-Term Plan For Affirmatively Furthering Fair Housing.

Group Member Alun Thomas presented the Work Group with the City's progress on the City of Dickinson's FFAST Form and Long-Term Plan for Affirmatively Furthering Fair Housing. Many of the identified tasks have been completed in previous years, and outstanding tasks are awaiting

further direction from the State of Texas. The City continues to meet and complete all ongoing goals and tasks.

No formal action was taken on this item.

ITEM 7.) ADJOURN

Group Member King made a motion to adjourn the meeting at 4:26 p.m. Group Member Hubert seconded the motion.

VOTE:

6 AYES (Brown, Hubert, King, Robinson, Russell, Thomas)

0 NAYS

MOTION PASSED.

PASSED, APPROVED AND ADOPTED this the 13th day of October, 2016.

Julie M. Robinson, Chairperson

ATTEST:

Andrea Greer, Secretary

TAB 3

CITY OF DICKINSON					
FHA ST FORM PROGRESS REPORT					
Impediment No.	Task	Individual or Group Responsible	Proposed Completion Date	Completed (Y/N)	Notes
3.1	Commit to take Fair Housing Month activities: Passage of resolution or proclamation by governing body establishing fair housing month	City Council	2012, ongoing	Y	Fair Housing Month Proclamation made by City Council on April 12, 2016.
3.1	Commit to take Fair Housing Month activities: Activities in schools	Fair Housing Work Group	2011, 2012, 2013	N	Need clarification on what activities will be.
3.1	Commit to take Fair Housing Month activities: Placing posters in public buildings	City Staff	2011, 2012, 2013	Y	Posters have been placed in City Hall and Library and have been distributed at other City facilities.
3.1	Commit to take Fair Housing Month activities: Governing body will hold special hearing to solicit input from the community	City Council	2011, 2012, 2013	Y	A public hearing was held in 2012, 2013, and 2014, 2015 and one is scheduled for the November 9, 2016 City Council meeting.
3.1	Commit to take Fair Housing Month activities: Other - Update the Fair Housing webpage	City Staff	2011, 2012, 2013	Y	The Fair Housing webpage is reviewed periodically for necessary updates.
3.1; 3.2	Commit to take Fair Housing Month activities: Other - Hold Housing Family Fair	Fair Housing Work Group; City Staff	2011, 2012, 2013	Y	The 6th annual Housing Family Fair was held at Mt. Carmel Missionary Baptist Church in Dickinson on February 20, 2016. The 7th annual housing fair is scheduled for February 18, 2017.
4.2	Develop Anti-NIMBYism Action Plan	City Staff; City Council	2012	Y	The Anti-NIMBYism Action Plan was presented to and approved by the Dickinson City Council on October 23, 2012.
5.1	Review of long-term infrastructure plan to determine if it promotes racial concentrations or otherwise inadvertently results in disparate treatment of members of protected classes as it	City Administrator; Public Works Department;	2011, ongoing	Y	The City has recently adopted a Capital Improvement Plan, and it is currently being reviewed for compliance with this Item.
5.2	Review and ensure that Fair Housing implications are addressed in all aspects of planning in a manner consistent with the guidelines provided by the State of Texas and maintain documentation of review	City Administrator; Community Development Department	2012	N	The City of Dickinson's compliance with this objective is contingent upon provision of guidelines by the State, as stated in the FHA ST form. No guidance has been provided by the State to date.
5.3	Establish a written policy that requires senior staff to receive available Fair Housing training within the first 12 months of their employment	City Administrator	2012	Y	A policy was written and adopted by the City Council on October 23, 2012 . Staff attendance was required at a training session provided by J. Rice of Public Management.

CITY OF DICKINSON

FHAST FORM PROGRESS REPORT

Impediment No.	Task	Individual or Group Responsible	Proposed Completion Date	Completed (Y/N)	Notes
5.5	Develop a written policy that limits the concentration of undesirable infrastructure improvements or policies and procedures that take the residential location of members of protected classes into account for such improvements	City Administrator; City Council; Fair Housing Work Group	2013	Y	The City Council passed a Fair Housing Policies resolution on October 23, 2012 stating that, to the extent that the City of Dickinson has control in decisions on location, infrastructure projects such as wastewater pumping stations, solid waste handling or collection points, or other improvements that tend to adversely impact housing shall not be geographically concentrated in a manner that disproportionately impacts protected classes.
5.7	Develop a process to consider making applications for additional sources of funding to provide assistance to repair substandard housing associated with roads/infrastructure projects	City Council; City Administrator	2012	Y	The City of Dickinson stated in its FHAST form that it may not be able to participate in housing funding applications through the HOME program. However, the City has had communication with Galveston County subrecipients of the CDBG-DR housing program in regards to housing applicants in Dickinson. In addition, the City has considered local projects for the housing program.
5.8	Establish a formal requirement that all non-federally funded infrastructure projects are ADA compliant and address other legacy discrimination issues	City Administrator, City Council, Public Works Department, Community Development Department	2012	N	The City of Dickinson's compliance with this objective is contingent upon provision of guidelines by the State, as stated in the FHAST form. No guidance has been provided by the State to date.
5.15	Establish clear policies and procedures to ensure that all infrastructure projects funded with disaster recovery funds be designed so that publicly accessible infrastructure projects and associated facilities are fully accessible to persons with disabilities	City Administrator	2012	Y	The City Council passed a Fair Housing Policies Resolution on October 23, 2012 stating that all public infrastructure projects, whether federally funded or not, are required to meet ADA requirements.

CITY OF DICKINSON					
FHA ST FORM PROGRESS REPORT					
Impediment No.	Task	Individual or Group Responsible	Proposed Completion Date	Completed (Y/N)	Notes
6.1	Establish a testing program for fair housing violations	State of Texas		N	The City of Dickinson's compliance with this objective is contingent upon provision of guidelines by the State, as stated in the FHA ST form. No guidance has been provided by the State to date.
7.1	Establish a policy statement/guidance for those responsible for developing codes/ordinances that reminds them to consider and document the Fair Housing/AFFH implications of any new rule	City Council; City Administrator; Community Development	2012	N	The City of Dickinson's compliance with this objective is contingent upon provision of guidelines by the State, as stated in the FHA ST form. No guidance has been provided by the State to date.
7.2	Conduct a Fair Housing Review and take appropriate action concerning the City's long-term planning documents for housing growth or redevelopment	Fair Housing Work Group; City Administrator; Community Development Department	2012	N	The City of Dickinson's compliance with this objective is contingent upon provision of guidelines by the State, as stated in the FHA ST form. No guidance has been provided by the State to date.
7.2	Identify residential areas that show concentrations or underrepresentation of protected groups and encourage mixed-income affordable housing and other strategies to widen housing choice throughout our jurisdiction	City Administrator	Ongoing	Y	The City has maps that show demographic and socioeconomic status of residents and uses these maps and other available data when evaluating affordable housing development.
9.3	Coordinate with the legislatively created Housing and Health Services Coordination Council for best practices on working with support services	City Administrator; City Staff	2012	N	The City of Dickinson's compliance with this objective is contingent upon provision of guidelines by the State, as stated in the FHA ST form. No guidance has been provided by the State to date. As required by the GLO, Staff are now registered to receive emails distributed through the HHSCC listserve.
12.2	Develop a Section 3 program that meets the requirements of federal law and regulations and ensure appropriate staff receive training	City Council	2012	Y	City Council approved a Section 3 Policy on September 25, 2012. Public Management, Inc. provided Fair Housing Training to the City Council and Senior Staff on November 12, 2013.

CITY OF DICKINSON**FHAST FORM PROGRESS REPORT**

Impediment No.	Task	Individual or Group Responsible	Proposed Completion Date	Completed (Y/N)	Notes
	Consider: 1) establishing incentives for affordable housing developers to create an increased set-aside of housing units for persons with disabilities or persons who are elderly without violating the existing TDHCA Integrated Housing Rule; 2) providing point incentives for units in proximity to medical facilities for competitive programs using federal funds; and 3) requiring new housing built with federal funds to be built with structures that allow for accessible features, regardless of whether the original occupant needs the features, as called for by State law	City Council; City Administrator; Fair Housing Work Group	2013	N	This action will have to be done in conjunction with Galveston County and the GLO.

TAB 4

7th Annual Dickinson Housing Family Fair

Saturday, February 18, 2016

10am to
1pm

**Mt Carmel Baptist Church
2920 Highway 3
Dickinson, TX 77539**

If you have questions...

- How do I get good credit?
- Can I afford my own home?
- Is there financial help for first time homebuyers?
- What do I need to know about my first home?

The City of Dickinson invites you to learn about local community resources available to our residents. We will have industry professionals available to answer your questions and provide information about: Credit Counseling, First Time Homebuyer Programs, Realtors, Lenders, and other Homebuyer Education Providers.

Admission and the information is free. Food, drinks and children's activities are no cost. Door Prizes given away each hour. Come enjoy your day with us!



For more information call 281-337-6235



Free Kids Activities

- **Arts and Crafts**
- **Hot Dogs**
- **Popcorn**
- **Door Prizes**

7º Anual Feria de Vivienda Familiar de Dickinson

Sábado, 18 de Febrero 2017

10am to
1pm

**Mt Carmel Baptist Church
2920 Highway 3
Dickinson, TX 77539**

Si usted tiene preguntas...

- ¿Como obtengo buen crédito?
- ¿Puedo pagar mi propia casa?
- ¿Ay ayuda para compradores de casa por primera vez?
- ¿Qué necesito saber acerca de mi primar hogar?

¡Nosotros tenemos respuestas!

La Ciudad de Dickinson invita a todos a aprender acerca de los recursos de la comunidad locales disponibles para nuestros residentes. Tendremos a profesionales de la industria disponibles para contestar sus preguntas y proporcionar información acerca: asesoramiento de crédito, programas para compradores de casa por primera vez, agentes inmobiliarios, prestamistas y otros proveedores de educación de compra de casa.

Admisión y la información es gratis. Alimentos bebidas y actividades para los niños son sin costo alguno. Premios serán regalados cada hora. Vengan a disfrutar su día con nosotros!



Actividades Gratuitas Para Los Niños

- **Artesanías**
- **Hot Dogs**
- **Palomitas**
- **Premios**



Para mas información llame al 281-337-2489, ext 254



2016 Housing Family Fair Attendees/Vendors

Organization/Business	Contacted in 2015 By	Attended in 2015?	Contacted in 2016 By	Attending in 2016?
American Home Shield	n/a	n/a	COD	NO
America's Choice Home Loans	COD	YES	COD	NO
AssistPlus Home Inspection Co	n/a	n/a	COD	NO
Bay Area Habitat for Humanity	n/a	n/a	COD	YES
Bayou Animal Services	n/a	n/a	COD	YES
City of Dickinson	COD	YES	COD	YES
Caliber Home Loans	COD	NO	COD	YES
Credit Coalition	n/a	n/a	COD	NO
Cyndi De Palermo (Realtor)	COD	YES	COD	NO
Dickinson PD	COD	YES	COD	YES
Dickinson Fire Marshal's Office	COD	YES	COD	YES
Dickinson EMS	COD	YES	COD	YES
Dickinson Volunteer Fire Department	n/a	n/a	COD	YES
Fair Housing Work Group	COD	YES	COD	YES
Galveston County Health District	COD	YES	COD	YES
Gulf Coast Realtors	SETH	YES	SETH	NO
HEB	COD	YES	COD	YES
HomeTrust Mortgage	SETH	YES	SETH	NO
Houston Area Urban League	SETH	YES	COD	NO
Houstonian Mortgage	SETH	YES	SETH	YES
HUD	COD	YES	COD	YES
JSC Credit Union	COD	YES	COD	YES
Keller Williams Realty	n/a	n/a	COD	YES
LISC	n/a	n/a	COD	NO
Power to Choose (Public Utility Commission of Texas)	COD	YES	COD	YES
Prime National Credit Repair	SETH	YES	COD	NO
Robinson Family Insurance	n/a	n/a	COD	NO
Sam's Club	COD	YES	COD	YES
Southeast Texas Housing Finance Corp. (SETH)	COD	YES	COD	YES
Texas Department of Housing and Community Affairs	n/a	n/a	COD	YES
Texas State Affordable Housing Corporation	COD	YES	COD	NO
The Water District	COD	YES	COD	YES
United Realty	COD	YES	COD	YES
WIC	COD	YES	COD	YES

TAB 5

Fair Housing Work Group Proposed Calendar for 2017

February 18, 2017
Saturday

Housing Family Fair

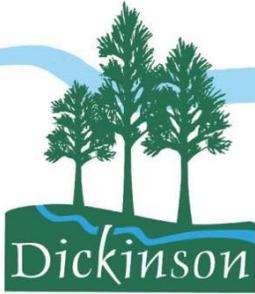
April 13, 2017
Thursday

Annual Meeting

October 12, 2017
Thursday

Meeting of Officers/Regular Meeting

TAB 6



TO: Fair Housing Work Group

FROM: Julie M. Robinson, Chairperson *JMR*

DATE: October 6, 2016

SUBJECT: Potential \$50,000 Grant from Southeast Texas Housing Finance Corporation (“SETH”)

In early September, the City of Dickinson was notified by Southeast Texas Housing Finance Corporation (“SETH”) that its Board of Directors had recently made available \$50,000 to each of its 20 jurisdictions to carry out Affordable Housing Initiatives and Related Services and encouraged each city to apply for the funds and utilize them to fund activities that assist lower income households/individuals (“Grant”). A copy of the letter from SETH is provided with this agenda item.

In order to obtain clarification regarding the Grant, I had a telephone conversation with Ron Williams, Executive Director of SETH, and I was advised that cities are utilizing the Grant for numerous programs to assist low-to-moderate income households including, but not limited to, teaming with a third-party entity such as Habitat for Humanity and Meals on Wheels, funding correction of code violations, constructing handicap ramps, and offering some type of weatherization program. The one program that SETH does not want the City to use the Grant for is any type of first-time homebuyer assistance since SETH has such a program. There is no deadline for applying for the Grant, and the City must use the proceeds within one year of receipt.

One of the areas that the City has had a number of problems with is code enforcement, and particularly issues with individuals or households that are elderly and/or simply do not have the resources (whether it be financial or physical) to correct code violations. Since the City is not allowed by law to expend public funds on private property without either being reimbursed by the property owner or placing a lien on the property that is paid off when the property is sold, the City has not had a mechanism through which the violations could be corrected without placing a lien on the property – something that the City Council recently heard opposition to from a property owner who would have benefited from these funds.

On September 22, 2016, City staff and I met with Cheryl Dunson, Executive Director, and Tom Wiuff, Chief Financial Officer, of Bay Area Habitat for Humanity (“BAHFH”) to discuss a possible partnership between the City and BAHFH to provide assistance to low-to-moderate income property owners in correcting different code violations. BAHFH currently operates the “Brush With Kindness” Program through which minor exterior repairs to a structure as well as painting and landscaping could be undertaken. Depending on the particular circumstance, the Program could

also be utilized for certain interior repairs using a contractor. BAHFH is very interested in partnering with the City to provide this service, and we would develop an Agreement to outline how the partnership would work including how BAHFH would be reimbursed for services. Additionally, the City would be able to perform some of the correction work and reimburse itself for the services performed instead of having to place a lien on the property or recoup the cost of the service from the property owner directly.

In order to ensure that the City actually reaches the households and individuals who need the assistance the most, Management Assistant Bryan Milward has developed a map by Census tract that incorporates data from the Department of Housing and Urban Development (“HUD”) that indicates the location of the City’s LMI areas (“LMI Map”). A copy of the LMI Map is provided with this agenda item. The City would create a layer in its Geographic Information System (“GIS”) with the LMI Map and then be able to cross-reference the location of different code violations with the LMI Map. Once the properties that are in the LMI tracts have been identified, the City and BAHFH would coordinate to determine how to assist the property owner on a case by case basis.

The City would be required to file a report with SETH at the end of the year to advise the Board as to how the City used the Grant funds, and we are prepared to track all of the activities for which the Grant would be used.

If the Work Group approves of applying for and using the Grant as proposed, then City staff will present the Grant to the City Council at the October 25, 2016 meeting for approval of submission of the Application. Management Assistant Bryan Milward and Chief Financial Officer Stephanie Russell will be at the Work Group’s meeting to further discuss the proposed use of the Grant and answer any questions.

DIVIDER PAGE



9-6-16 @ 9:00A
~~01-01-99 11:22 AM~~

SOUTHEAST TEXAS HOUSING FINANCE CORPORATION

September 1, 2016

Mayor Julie Dues Masters
City of Dickinson
4403 Highway 3
Dickinson, Texas 77539

RE: Southeast Texas Housing Finance Corporation (SETH)

Dear Honorable Mayor Masters:

The Board of Directors of The Southeast Texas Housing Finance Corporation has recently made available \$50,000 to each of its 20 jurisdictions to carry-out Affordable Housing Initiatives and Related Services. These funds are derived from SETH's general revenues, therefore, do not have many restrictions as to their use. We do encourage your jurisdiction to apply these funds to activities that assist lower income households/individuals.

Just complete the enclosed "Application For Funds" and mail the completed form to: Ron Williams, Executive Director, Southeast Texas Housing Finance Corporation, 11111 S. Sam Houston Parkway East, Houston, Texas 77089.

SETH's Board of Directors respectively request that none of these funds are allocated to your General Revenues and are used specifically to provide Affordable Housing Initiatives within one (1) year of receipt. If you have any questions, please do not hesitate to contact me at 281-484-4663 ext. 108 or at rwilliams@sethfc.com.

Sincerely,

Ron Williams
Executive Director

xc: Ms. Andrea Greer—SETH Board of Directors

APPLICATION FOR FUNDS

Member Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____ Email: _____

Telephone: _____

Alternate Contact: _____ Email: _____

Telephone: _____

Amount of Funds Requested: _____ (cannot exceed \$50,000)

Proposed Use of Funds: (use additional sheets if necessary)

Anticipated Start Date: _____ Anticipated Completion Date: _____

Authorized Signature:

SETH Board Member:

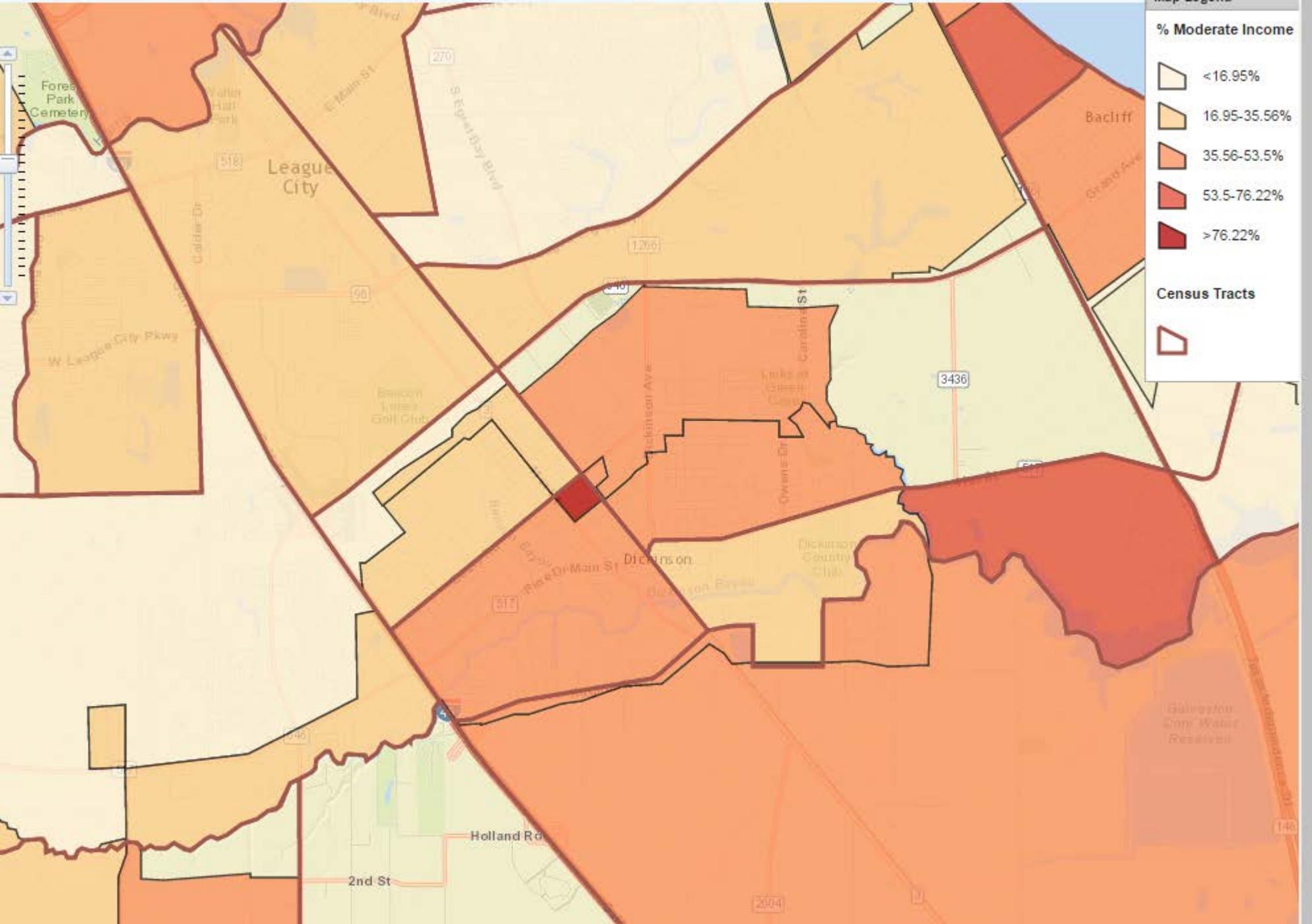
Title: _____

DATE: _____

Signature

DATE: _____

DIVIDER PAGE



ADJOURN

TIME: _____

MOTION: _____

SECOND: _____

VOTE _____