



Advocating Open Space Preservation and Public Trails

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, OCTOBER 26, 2010 AT 7:00PM  
AT THE SILVERADO COMMUNITY CENTER  
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

**DIRECTORS**

Robert Hunt – President  
Brett Peterson – Vice-President  
Marty Weel – Treasurer  
Tricia Evans – Secretary  
Mark Levy – Director

**STAFF**

Aimee Bryer – SCC Director  
Elizabeth Martyn – General Counsel  
Bev Mileham – Admin. Assistant  
Phil McWilliams – Grants Admin.  
Steve Reighart – Caretaker  
Meghan Warner – Bookkeeper

## **AGENDA**

(A: Action Item) This document is available in PDF format at <http://www.smrpd.org>

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC AND BOARD INPUT**

Receive Public written or oral information/reports only; this is to enable Public input to the Board on any Park District relevant subject and is not a forum for discussion, though Directors may ask for clarification of points. Board input is limited to requests to add urgent items to this Agenda. Time limit is 5 minutes per person.

**V. CONSENT CALENDAR**

**A1:** Approve and file the Minutes of the September 28, 2010 Regular Board Meeting, and Correspondence.

**Note:** Directors may remove any item from Consent Calendar to be considered separately.

**VI. PAYMENT OF DISTRICT BILLS**

**A2:** Transmittal 10-10A for Directors' compensation for Board Meeting of September 28, 2010, \$200.00 total

**A3:** Transmittal 10-10B, District Bills, \$7,178.18 total

**A4:** Transmittal 10-10C, Utility Bills and Reimbursements, \$2,296.88 total

**VII. CHILDREN'S CENTER DIRECTOR'S REPORT**

**VIII. GRANTS ADMINISTRATOR'S REPORT**

**IX. OTHER DISTRICT BUSINESS**

(A) **PUBLIC HEARING ON SMRPD FY 2010-2011 FINAL BUDGET:**

- (1) The Secretary of the Board shall announce that "Now is the time for all who wish to speak regarding the SMRPD FY 2010-2011 Final Budget to come forward and be heard."
- (2) The Board shall accept all public input and then consider any modifications to the Budget. Following these deliberations the chair will call for a motion to vote on adoption of the Budget.
- (3) **A5: RESOLUTION 102610-1** - To adopt the SMRPD FY2010-2011 Final Budget. The Administrative Assistant shall conduct a Roll Call Vote of the Board.

(B) **A6:** Vote on recommendations for three appointees to the SMRPD Board of Directors to forward to the OC Registrar of Voters prior to Nov. 1, 2010.

(C) **DIRECTOR'S COMMENTS: Pursuant to Government Code §54954.2**

members of the Board of Directors or Staff may ask questions for clarification, make brief announcements, make brief reports on their activities. The Board or a Board member may provide a reference to Staff or other resources for factual information, request Staff to report back at a subsequent meeting concerning any matter, or direct that a matter of business be placed on a future Agenda.

- (1) Director Evans    (2) Director Hunt    (3) Director Levy
- (4) Director Peterson    (5) Director Weel

**X. COMMITTEES**

*NOTE: There will be no discussion of Committee issues unless agendized below, or added to the Agenda by majority vote of the Board in Section III to address issues that require immediate attention for reasons to be explained in the motion to add. Other comments can be made under Director Comments.*

**STANDING COMMITTEES AND REPRESENTATIVES:**

- (A) **RECREATION** (Evans, Peterson)
- (B) **FINANCE** (Hunt, Weel)
- (C) **PERSONNEL** (Evans, Levy)
- (D) **OPEN SPACE AND TRAILS** (Hunt, Levy)
- (E) **FACILITIES MAINTENANCE AND SAFETY** (Weel, Peterson)

**AD HOC COMMITTEES & REPRESENTATIVES:**

- (F) **ISDOC REPRESENTATIVE** (Evans)
- (G) **SILVERADO CHILDREN'S CENTER** (Evans, Weel)  
**Children's Center Advisory Committee** (Evans, Weel, Bryer) (Public Members: Dawn Lynch, Julia Jones-Tester, Nancy Moore)

**XI. ADJOURNMENT**

The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00 PM on November 25, 2010.

Materials related to an item on this agenda submitted after distribution of the agenda packet are either available for public inspection at the Silverado Library, or posted on the SMRPD website at <http://www.smrpd.org/agenda-minutes.html>. Materials prepared by SMRPD will be available at the meeting, those provided by others after the meeting.



## **NOTICE OF MEETING CANCELLATION**

**The SMRPD Special Board Meeting of October 20, 2010 (see Agenda on following page) was adjourned to Friday, October 22, 2010 at 6PM at the Silverado Community Center, pending a ruling on a procedural issue. Since that information has not been received, the Adjourned Special Board Meeting is hereby cancelled, and the subject of the Special Board Meeting will be addressed at the Regular Board Meeting of October 26, 2010.**

**Bob Hunt, SMRPD Board President**

A handwritten signature in blue ink that reads "Robert Hunt". The signature is written in a cursive style with a large initial "R" and a long horizontal stroke at the end.



Advocating Open Space Preservation and Public Trails

**BY ORDER OF THE BOARD OF DIRECTORS  
THIS MEETING HAS BEEN ADJOURNED TO:  
FRIDAY, OCTOBER 22, 2010 AT 6:00 PM  
At this same location, as indicated below**

Tricia Evans, Secretary 10/22/10, 6:30 PM

(Notice of Adjournment Posted By, Date and Time in accordance with Calif. Govt. Code Section 54955)

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 20, 2010 AT 6:00PM  
AT THE SILVERADO COMMUNITY CENTER  
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

**DIRECTORS**

Robert Hunt – President  
Brett Peterson – Vice-President  
Marty Weel – Treasurer  
Tricia Evans – Secretary  
Mark Levy – Director

**STAFF**

Aimee Bryer – SCC Director  
Elizabeth Martyn – General Counsel  
Bev Mileham – Admin. Assistant  
Phil McWilliams – Grants Admin.  
Steve Reighart – Caretaker  
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## AGENDA

(A: Action Item) This document is available in PDF format at <http://www.smrpd.org>

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC AND BOARD INPUT**

Receive Public written or oral information/reports only; this is to enable Public input to the Board on any Park District relevant subject and is not a forum for discussion, though Directors may ask for clarification of points. Board input is limited to requests to add urgent items to this Agenda. Time limit is 5 minutes per person.

**IV. OTHER DISTRICT BUSINESS**

(A) **A1:** Respond to Registrar of Voters letter requesting Board recommendations for three appointees to the SMRPD Board of Directors. Response is required no later than Monday, October 25, 2010.

**V. ADJOURNMENT**

The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00 PM on October 26, 2010.



**REGISTRAR OF VOTERS**  
1300 South Grand Avenue, Bldg. C  
Santa Ana, California 92705  
(714) 567-7600  
TDD (714) 567-7608  
FAX (714) 567-7627  
www.ocvote.com

**NEAL KELLEY**  
Registrar of Voters

Mailing Address:  
P.O. Box 11298  
Santa Ana, California 92711

September 27, 2010

Mr. Robert Hunt  
Silverado-Modjeska Recreation and Park District  
POB 8  
Silverado, CA 92676

Dear Mr. Hunt:

July 12, 2010 through August 6, 2010 was the Candidate Filing period for the November 2, 2010 General Election. During that time, no one filed a Declaration of Candidacy for three full-term elective offices of Silverado-Modjeska Recreation and Park District Director.

Elections Code § 10515(b) states that "If no person has filed a Declaration of Candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at a general district election for the office".

I ask that your Board of Directors make recommendations for appointment by the Orange County Board of Supervisors. Please submit a letter notifying me of these recommendations no later than October 25, 2010. Biographical information on these individuals must be included with the letter. I will be certifying the election no later than November 30, 2010. The Orange County Board of Supervisors will receive and file the certification document and will take action on your recommendations at their December 7, 2010 Board meeting. I will notify you of their decision.

If you need any additional information, please contact Kay Cotton, Candidate and Voter Services Manager, at [kay.cotton@rov.ocgov.com](mailto:kay.cotton@rov.ocgov.com) or (714) 567-5159.

Sincerely,

A handwritten signature in black ink, appearing to read "Neal Kelley".

Neal Kelley  
Registrar of Voters



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 28, 2010 AT 7:00PM  
AT THE SILVERADO COMMUNITY CENTER  
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

**DIRECTORS**

Robert Hunt - President  
Marty Weel - Director  
Brett Peterson - Treasurer  
Mark Levy - Secretary  
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**STAFF**

Aimee Bryer - SCC Director  
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Steve Reighart - Caretaker  
Meghan Warner - Bookkeeper

**MINUTES**

(A: Action Item) This Agenda is available in PDF format at <http://www.smrpd.org>

**CALL TO ORDER**

The meeting was called to order at 7:14 PM by Director Hunt, who acted as chairperson.

**ROLL CALL**

Directors Hunt, Evans, Peterson, Levy, Grants Admin. McWilliams, Silverado Children's Center Director Bryer, Caretaker Reighart, and Admin. Assist. Mileham were present.

**PUBLIC ATTENDANCE**

Dick Ertman, Dennis McHale, Chay Peterson, Scott Breeden

**PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS**

**CONSENT CALENDAR**

The Directors reviewed the financial audit reports received from Richard Hale.

**1st ACTION:** Director Levy moved to accept and file the Minutes of the Regular Board meeting of August 24, 2010 and Correspondence. Director Evans seconded. Unanimously approved.

**PAYMENT OF DISTRICT BILLS**

**2nd ACTION:** Director Evans moved to approve payment of Transmittal 09-10A for Directors compensation for the Board Meeting of July 27, 2010, \$200 total. Director Levy seconded. Unanimously approved.

**3rd ACTION:** Director Levy moved to approve payment of Transmittal 09-10B, District Bills for \$6,508.75 total. Director Evans seconded. Unanimously approved.

**4th ACTION:** Director Levy moved to approve payment of Transmittal 09-10C, Utility Bills and Reimbursements, \$713.90 total. Director Evans seconded. Unanimously approved.

#### **CHILDREN'S CENTER DIRECTOR'S REPORT**

Director Bryer gave the Board financials to review. There are 30 children enrolled now, which is better than last year. The Canyons Conservation Fund gave \$1,000 to the Center and some proceeds from the Silverado Fair will be given to them as well. A grant meeting was held on Sept 16<sup>th</sup>. Ms Bryer made an outline of the grants for which they will apply. The Advisory committee is starting up again. A Parent Work day is coming up. Some of the Center's needs are, corral siding, sidewalk and asphalt repairs.

#### **GRANTS ADMINISTRATOR'S REPORT**

Phil McWilliams said the CSI rebate has arrived. He is still waiting for two more checks from the Office of Grant Services that should arrive in the next two months. The All Canyons Cleanup event went very well. With help from Supervisor Campbell, Waste Management contributed containers.

#### **OTHER DISTRICT BUSINESS**

The Board discussed the Proposed Budget for FY2010-2011 and asked for public comment but none were offered. Director Hunt asked the Board to let him know they spotted a need for any corrections.

**5th ACTION:** Director Evans made a motion to accept the Proposed Budget for FY2010-2011. Director Peterson seconded. Unanimously approved.

The Board discussed the need to approve a modification to the contract with Shute Mihaly Weinberger LLP to extend the cost cap by an additional \$5000.

**6th ACTION:** Director Levy moved to approve the \$5000 fee cap increase to cover final pleadings before the California 4th District Court of Appeal. Director Evans seconded. Unanimously approved.

**7th ACTION:** Director Evans made a motion to add a discussion about Director Hunt's investigation into appointments to the SMRPD Board. Director Peterson seconded. Unanimously approved.

Director Hunt reported that due to the lack of timely filings for the open directors seats, state law requires that the O.C. Board of Supervisors make appointments to fill them. Following a discussion with him earlier this month, a recent phone call from Mike Johnson at Supervisor Campbell's office informed that a letter would be sent to SMRPD by the Registrar of Voters in October asking for the Board's recommendations. Due to the short amount of time to act on this and the lack of community response, District Counsel suggested consideration of reappointing the incumbents which would allow a thorough search for interested replacement candidates from the community. The matter will be addressed at the next regular Board Meeting in October.

#### **DIRECTORS' COMMENTS**

Director Evans reported that the new Rec Brochure is almost complete. A family picnic at Madame Modjeska's house is being planned. A home farming class is being offered. Discussed the gopher problems at Silverado Park that are now being reduced by natural predators. There is now a need for a Dance Class instructor.

Director Levy met with John Harris to discuss cleanup locations, maps and community outreach on signage for the Santiago Canyon Road's new Adopt-A-Roadway program. The roadway manual is almost complete. A meeting with Supervisor Campbell will be scheduled.

Director Peterson said he would like to purchase a shed to store Country Fair booths etc. A drinking fountain is needed at the Silverado Community Center.

Dennis McHale presented an award to Directors Hunt and Levy and Scott Breeden from the Tree Huggers Ball folks for their work in cleaning programs for local roadsides. Mr. McHale also gave the Board a copy of *The Transition Handbook* by Rob Hopkins that is guide for achieving energy and other self-sufficiencies for individuals and communities.

#### **ADJOURNMENT**

The Meeting was adjourned AT 9:12 PM. The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00PM on Tuesday October 26, 2010.



		2010 - 2011 BUDGET	
<b>Income</b>			
9990	Fund Balance-Unrestricted		7,113
6210	Property Taxes-Current Secured		29,281
6220	Property Taxes-Curr Unsecured		1,272
6230	Property Taxes-Prior Secured		
6240	Property Taxes-Prior Unsecured		36
6280	Property Tax-Curr Supplemental		290
6290	Other Taxes		49,616
6300	Property Taxes-Prior Supplemental		110
6530	Forfeitures & Penalties		
6540	Penalties & Costs on Delq Tax		29
6610	Interest		455
6620	Rents and Concessions		2,025
6690	State-Homeowners Pr Tax Relief		276
6920	Grant Revenue		
6970	State - Other		
7340	Election Services		
7670	Miscellaneous Revenue		
7680	6-mo Expired Checks		
7960	Donations/Gifts		1,000
6000	Recreation Income (BoFA Account)		120
60001	Yoga Fees		7,723
60004	Workshops		
60005	Trips		
60008	Dance Conditioning		
<b>Total Income</b>			<b>99,346</b>
<b>Expense</b>			
0100	Director Fees	\$	2,600
0702	Telephone and Telegraph		866
1100	Insurance		5,000
1300	Maintenance - Equipment		
1400	Maint/Purch-Build, Equip & Imp		
14001	Landscaping		8,350
14002	Repairs (Minor)		4,620
14003	Construction & Renovations		-
14004	Janitorial		4,676
1600	Memberships		1,440
1700	Miscellaneous		
17001	Enterprise Fund		-
1800	Office Expense		1,500
1803	Postage		556
1806	Printing Costs - Outside Vendors		1,408
1900	Professional/Specialized Svcs		276
19001	Audit Services		8,475
19002	Legal Services		20,000
19003	Grant Writing Services		
19004	Grant Management		4,363
19005	Administrative		4,820
19006	Bookkeeping		3,250
19007	Instructor Fees		9,217
19008	Caretaker		3,005
1912	Investment Administrative Fees		42
2000	Publications and Legal Notices		466
2400	Special Departmental Expense		
2700	Trans. & Travel - Meet & Conf		
2800	Utilities		
28001	Electricity		7,632
28002	Waste Disposal		2,522
28003	Portable Toilets/Septic		
28004	Propane		
28005	Water		4,262
3700	Taxes & Assessments		
4000	Capital Expenditures		
4200	Building & Improvements		
5000	Recreation Expenses		
50001	Hikes		
50002	Casino Trips		
50003	Book Club		
<b>Total Expense</b>		<b>\$</b>	<b>99,346</b>
<b>NET INCOME (LOSS)</b>		<b>\$</b>	<b>-</b>

**LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 10/20/10  
REPORT 10-10A**

Sil-Mod Rec. and Parks Dist. PO Box 8 Silverado, CA 92676	THE COUNTY AUDITOR IS AUTHORIZED TO DRAW THIS CHECK FROM <b>FUND: 728 BUDGET CONTROL: 728</b>
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PAYEE NAME AND ADDRESS SOCIAL SECURITY /TAX ID	DATE INVOICE #	DEPT V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY DOC NUMBER	SC
<b>VC-3280</b> Robert Hunt 28371 Modjeska Canyon Road Modjeska, CA 92676	9/28/10	V700	0100	900	\$ 50.00		
					\$ 50.00		
<b>VC-4543</b> Martin Weel 28614 Modjeska Canyon Road Modjeska, CA 92676		V700	0100	900	\$ -		
<b>VC-2824</b> Mark Levy 17452 Olive Hill Road Modjeska Canyon, CA 92676	9/28/10	V700	0100	900	\$ 50.00		
					\$ 50.00		
<b>VC-4415</b> Brett Peterson P.O. Box 613 Silverado, CA 92676	9/28/10	V700	0100	900	\$ 50.00		
					\$ 50.00		
<b>VC-735</b> Tricia Evans P.O. Box 464 Silverado, CA 92676	9/28/10	V700	0100	900	\$ 50.00		
					\$ 50.00		

The claims listed above totaling **\$200.00** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken an oath or affirmation required by Government Code Section 3102.

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
COUNTERSIGNED BY

\_\_\_\_\_  
ATTESTED AND/OR COUNTERSIGNED

**LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 10/20/10  
REPORT 10-10B**

Sil-Mod Rec. and Parks Dist. THE COUNTY AUDITOR IS AUTHORIZED TO  
P.O.Box 8 DRAW THIS CHECK FROM FUND: 728 BUDGET CONTROL: 728  
Silverado, CA 92676

PAYEE NAME AND ADDRESS SOCIAL SECURITY /TAX ID	DATE INVOICE #	DEPT V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY DOC NUMBER	SC
<b>VC-2027</b> COOKSMITH LANDSCAPING 630 N. TUSTIN AVE #1518 ORANGE, CA 92867	INVOICE #8589 INVOICE #8576 INVOICE #CS7902	V700 V700 V700	1400 1400 1400	900 900 900	\$340.00 \$235.00 \$265.00		
					<b>\$840.00</b>		
<b>VC-2760</b> MEGHAN WARNER P.O. BOX 177 SILVERADO, CA 92676	INVOICE #10-135	V700	1900	900	\$275.00		
					<b>\$275.00</b>		
<b>VC-4740</b> HOME DEPOT P.O. BOX 6031 THE LAKES, NV 88901-6031	INVOICE DATED:10/05/10	V700	1400	900	\$280.68		
					<b>\$280.68</b>		
<b>VC-</b> RICK HALE, CPA 17502 IRVINE BLVD #F TUSTIN, CA 92780	INVOICE DATED: 09/30/10	V700	1900	900	\$4,000.00		
					<b>\$4,000.00</b>		
<b>VC-6773</b> LEWIS, BRISBOIS BISGAARD & SMITH 221 N. FIGUEROA ST, SUITE 1200 LOS ANGELES, CA 90012	INVOICE #831669	V700	1900	900	\$200.00		
					<b>\$200.00</b>		
<b>VC-2865</b> STEVE REIGHART 27641 SILVERADO CANYON ROAD SILVERADO, CA 92676	INVOICE #2080 INVOICE #2081 INVOICE #2082 INVOICE #2083	V700 V700 V700 V700	1900 1900 1900 1900	900 900 900 900	\$295.00 \$270.00 \$295.00 \$135.00		
					<b>\$995.00</b>		
<b>VC-4497</b> PHIL McWILLIAMS 28331 MODJESKA CANYON ROAD MODJESKA, CA 92676	INVOICE DATED: 07/01/10 THRU 08/26/10	V700	1900	900	\$587.50		
					<b>\$587.50</b>		

The claims listed above totaling **\$7,178.18** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken an oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED \_\_\_\_\_

**LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 10/20/10  
REPORT 10-10C**

Sil-Mod Rec. and Parks Dist. THE COUNTY AUDITOR IS AUTHORIZED TO  
P.O.Box 8 DRAW THIS CHECK FROM FUND: 728 BUDGET CONTROL: 728  
Silverado, CA 92676

PAYEE NAME AND ADDRESS SOCIAL SECURITY /TAX ID	DATE INVOICE #	DEP V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY	SC
						DOC NUMBER	
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1789 PAID TO: JANI-KING INVOICE #LAX10100517 INVOICE #LAX10100508	V700	1400	900	\$212.31		
		V700	1400	900	\$214.62		
					<b>\$426.93</b>		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1790 PAID TO: WASTE MANAGEMENT INVOICE #0055804-2884-4	V700	2800	900	\$219.60		
					<b>\$219.60</b>		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1791 PAID TO: IRWD METER #55418830 09/24/10 METER #51441202 09/24/10 METER #56569388 09/24/10	V700	2800	900	\$23.11		
		V700	2800	900	\$113.72		
		V700	2800	900	\$155.03		
					<b>\$291.86</b>		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1788 PAID TO: SHUTE, MIHALY & WEINBERGER, LLP INVOICE #232137	V700	1900	900	\$398.29		
					<b>\$398.29</b>		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: AT&T 714-649-2850 10/10/10 714-649-2428 10/10/10	V700	702	900	\$42.85		
		V700	702	900	\$29.70		
					<b>\$72.55</b>		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: SCE ACCOUNT #2-25-699-8121 10/14/10 ACCOUNT #2-32-988-1767	V700	2800	900	\$67.47		
		V700	2800	900	\$820.18		
					<b>\$887.65</b>		

The claims listed above totaling **\$2,296.88** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken an oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED \_\_\_\_\_