

OFFICIALS

Joe Stear, Mayor
Richard Cardoza, Council President
Briana Buban-Vonder Haar, Council Member
Pat Jones, Council Member
Greg McPherson, Council Member



CITY OF KUNA

Kuna City Hall Council Chamber, 751 W 4th Street, Kuna, Idaho

City Council Meeting MINUTES Tuesday, February 7, 2017

6:00 P.M. REGULAR CITY COUNCIL

1. *Call to Order and Roll Call*

COUNCIL MEMBERS PRESENT:

Mayor Joe Stear
Council Member Pat Jones
Council President Richard Cardoza
Council Member Briana Buban-Vonder Haar
Council Member Greg McPherson

CITY STAFF PRESENT:

Richard Roats, City Attorney
Chris Engels, City Clerk
Wendy Howell, P & Z Director
Gordon Law, City Engineer
John Marsh, City Treasurer
Bobby Withrow, Parks Director
Trevor Kesner, Planner II
Troy Behunin, Planner III

2. *Invocation:* None
3. *Pledge of Allegiance:* Mayor Stear

Consideration to Amend the Agenda

(Council must move to amend the agenda per IC 74-204(4)(b))

(Timestamp 00:00:46)

Add item 7E under Business - Request from Mayor Stear to confirm appointment of Paul Stevens P.E to the position of Kuna City Engineer

Add Executive Session to discuss personnel pursuant to Idaho Code 74-206(b)

The City Clerk was notified of the request on Monday, February 6, 2017

Council Member Jones moved to amend the agenda to include item 7E and an executive session. Seconded by Council Member Buban-Vonder Haar. Motion carried 3-0. Council Member McPherson absent.

4. Consent Agenda:

(Timestamp 00:01:22)

All items listed under the Consent Agenda are considered to be routine and are acted on with one motion by the City Council. There will be no separate discussion on these items unless the Mayor, Council Member, or City Staff requests an item to be removed from the Consent Agenda for discussion. Items removed from the Consent Agenda will be placed on the Regular Agenda under Business or as instructed by the City Council.

A. City Council Meeting Minutes:

- 1. Regular City Council Minutes, January 17, 2017**

B. Accounts Payable Dated February 2, 2017 in the Amount of \$372,196.82

C. Final Plat

D. Resolutions

- 1. Consideration to approve Resolution No. R08-2017 – Accepting Temporary Water Main Easement from RAMA Group, LLC**

RESOLUTION APPROVING ACCEPTANCE OF A TEMPORARY EASEMENT ON GRANTOR'S PROPERTY FOR THE PURPOSE OF CONSTRUCTING, OPERATING AND MAINTAINING A WATER MAIN IN THE VICINITY OF MEADOW VIEW DRIVE AND HIGHWAY 69.

- 2. Consideration to approve Resolution No. R09-2017 – Accepting Perpetual Water and Pressure Irrigation Main Easement from Hansen & Hansen, LLP**

RESOLUTION APPROVING ACCEPTANCE OF A PERPETUAL EASEMENT ON GRANTOR'S PROPERTY FOR THE PURPOSE OF CONSTRUCTING, OPERATING AND MAINTAINING WATER AND PRESSURE IRRIGATION MAINS IN THE VICINITY OF DEER FLAT AND HIGHWAY 69.

- 3. Consideration to approve Resolution No. R10-2017 – Accepting Temporary Sewer Main Easement from Debra Young and Black Creek Ltd. Partnership**

RESOLUTION APPROVING ACCEPTANCE OF A SEWER EASEMENT ON GRANTOR'S PROPERTY FOR THE PURPOSE OF CONSTRUCTING,

OPERATING AND MAINTAINING A SEWER MAIN FOR THE ORCHARD REGIONAL LIFT STATION PROJECT.

4. Consideration to approve Resolution No. R11-2017 – Authorizing the Destruction of Certain Records

A RESOLUTION OF THE CITY COUNCIL FOR KUNA, IDAHO AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS.

5. Consideration to approve Resolution No. R12-2017 – Authorizing the Mayor to Execute the Indian Creek Irrigation Maintenance Access Easement

A RESOLUTION OF THE CITY COUNCIL OF KUNA, IDAHO AUTHORIZING THE MAYOR TO EXECUTE THE IRRIGATION MAINTENANCE ACCESS EASEMENT GRANTING TO THE KUNA JT. SCHOOL DISTRICT NO. 3, THE RIGHT TO ACCESS ITS IRRIGATION PUMP LOCATED IN INDIAN CREEK AND USED TO IRRIGATE THE SCHOOL PROPERTY, AS PROVIDED FOR IN THE EASEMENT AND DESCRIBED IN THE ATTACHMENTS, AS ATTACHED HERETO AND MADE A PART OF AS EXHIBIT A.

6. Consideration to approve Resolution No. R13-2017 – Ardell Pump Station Sole Source Purchase Declaration

A RESOLUTION OF THE CITY COUNCIL OF KUNA, IDAHO DECLARING THAT THERE IS ONLY ONE (1) PRACTICAL VENDOR AVAILABLE FOR PROCUREMENT OF THE EQUIPMENT FOR THE CITY'S IRRIGATION PUMP STATION AT THE ARDELL SUBDIVISION.

E. Findings of Fact and Conclusions of Law

Council President Cardoza had a question pertaining to item D3. The schematic on page 9 of 10 shows the right of way going all the way to Stroebel Road. He thought it should say Sailor.

City Engineer Gordon Law said it does go to Stroebel Road.

**Council Member Buban-Vonder Haar moved to approve the consent agenda. Seconded by Council Member Jones. Approved by the following roll call vote:
Voting Aye: Council Members Cardoza, Jones, and Buban-Vonder Haar
Voting No: None
Absent: Council Member McPherson
Motion carried 3-0.**

5. *Community Reports or Requests:* None
6. *Public Hearings:* (6:00 p.m. or as soon thereafter as matters may be heard.)

7. *Business Items:*

- A. Update on Downtown Revitalization Project funding. – Chris Engels, City Clerk and Bob Bachman, Facilities Director
(Timestamp 00:03:04)

City Clerk Chris Engels reviewed the potential additional funding that was discussed at the previous Council Meeting. Part of that funding did come and staff is still pursuing other funding. The City received an additional \$75,981.00 in federal funding. She explained the breakdown and the options Council was being asked to consider. She stood for questions.

Council Member Buban-Vonder Haar asked if staff was still trying to get Idaho Power to pay for the power.

City Attorney Richard Roats explained Idaho Power was going to pay \$11,000.00 for the power pole to be moved. In reading the agreement, he determined that Idaho Power would be obligated to move it but not to put it under ground so they agreed to pay that portion of it.

Council Member Jones was concerned that the power pole was being moved at city staff recommendation because it is a safety issue but he was not finding anything concurring that from anything else Council had heard from the engineer or the police department. He was not convinced it was a true safety issue and that made it hard for him to allocate money for it.

Mayor Stear explained that a little more research had been done on that since the last discussion. That power pole had recently been replaced because it had been run into several times; mostly just scraping the edge off the post so it was getting thinner. He could not say exactly when that was replaced but Facilities Director Bob Bachman might be able to. However, it has been scraped about three (3) or four (4) more times since it has been replaced. The concern from staff's point of view is that to move the pole will actually move it closer to the Super C building and a little bit more into that lane, making it possible for it to be hit even more frequently than it is now. It looks like it might impede operations for the business there.

Council Member Jones thought that if it was a safety issue that would mean it is not properly located and therefore Idaho Power would be responsible for paying for it.

Mr. Roats said Council Member Jones' point was well taken but Idaho Power will only pay to move the pole. They do not want to establish precedence for putting lines underground. He was not sure where that pole could be moved to when taking stringing distance into consideration.

Council Member Jones agreed that moving the pole may not help and in fact may make it worse. At this point, since putting the power underground would be paid with grant funds and not tax payer money he would not have a problem burying the

pole but he still disagreed with the path. His preference was to do Option 1 if the rest of Council was agreeable.

Council Member Buban-Vonder Haar was still not convinced the path would be used since it does not lead to a safe place to cross the street. She agreed to go with Option 1.

Council Member Jones moved to allow Option Number 1. Seconded by Council Member Buban-Vonder Haar. Motion carried 3-0. Council Member McPherson absent.

- B.** Discussion on City Hall Parking Lot use by groups under special event plans. –
Richard Roats, City Attorney
(Timestamp 00:09:54)

City Attorney Richard Roats explained there had been inquiries about groups renting the City Hall parking lot on weekends. With the special event plan rewrite being done, this is an opportunity for the Council to discuss whether it should be rented out to groups such as crafters, the Farmer's Market, possibly music events, and possibly incorporating the parking lot with the greenbelt. Staff would like Council's thoughts on whether they should move forward with this and incorporate it into special events.

Council Member Buban-Vonder Haar clarified that Mr. Roats was talking about using the parking lot as an event space versus using it as a parking lot for an event to be held somewhere.

Mr. Roats said that is correct.

Mayor Stear added that Lloyd Stubbs usually uses the parking lot to sell fireworks and had inquired about it that day. He suggested that he give the City a percentage of sales. Last year the sales were around \$5,000.00 so he would be willing to give 10%. It would be off to the side in a corner so it shouldn't be a problem. Mayor Stear added that he would like to bring more to this end of town so he would like to let people use the parking lot on weekends to provide special events, however that can be worked out; through percentages of sales or spaces sold or through a flat fee rate.

Council President Cardoza said he had no problem with the allocation of the parking lot for public use since it is a public building and they do basically own the property. The only thing he would like to see in the contract would be a hold harmless endorsement to protect the City but as far as charging he may not be agreeable. He did not think the parking lot could be damaged.

Mayor Stear said staff was thinking along the lines of use of city parks and facilities where there is a small fee to use the location.

Council Member Buban-Vonder Haar said it is basically paying for exclusive use to the extent that, if someone reserved it for a special event, people would not be able to park there like they normally would. She agreed that it should be handled like the city parks with the only difference being for any type of sales or event something more official would be required and there should be no first come first serve otherwise people could come set up a table and sell things in the parking lot whenever they want.

Council President Cardoza said he understands a fee for park use since there are things to maintain but there is nothing that can be destroyed in a parking lot. He was concerned about the amount of fees coming before Council.

Council Member Buban-Vonder Haar explained the parks can be used with no charge but if someone wants to use the park for their own personal barbeque to the exclusion of the public there is a different way to go about that. The same should go for the parking lot. People can park in it if they want but if they want to keep other people from parking in it so they can host a craft fair or sell fireworks there should be an additional cost because they are excluding others who have an equal right to be there.

Council Member Jones said he had no issue with events using the parking lot. It should be used on a reserve basis and treated like anything else that requires a special event plan. He personally felt any event that has sales, collection of fees, or anything like that should be required to have a special event plan and their own insurance. He wanted it to be clear that anyone using the City parking lot would not be under the City's policy unless the City decides to partner with an event like in the past with Trunk or Treat. That was something he would like to discuss during the special event plan rewrite meeting. He was concerned that there would be no public restrooms around if there are no requirements for porta potties. He was against the facilities in the building being used.

City Clerk Chris Engels informed Council there are porta potty/sanitary facilities requirements in the special event plan. They are sometimes even required when an event's crowd is too large for its location's facilities. Those requirements will continue to be a part of the special event plan.

Council Member Jones said lighting issues will need to be considered for evening events. He felt there was limited lighting in the parking lot for something like that but that could be discussed later. There are little things that still need to be figured out but, if Council is willing to allow the special event committee some leeway to figure them out, it will be brought back to Council for approval. He asked if Facilities Director Bob Bachman had any concerns.

Facilities Director Bob Bachman said he did not.

Council Member Buban-Vonder Haar asked how many things or events should be allowed to use the parking lot at one (1) time and should that be based on how much space each thing would need. She thought it would be better to set an objective at the front end of this so it would be easier to implement at the back end. She suggested the committee look into it. Otherwise, she agreed with everything that Council Member Jones said.

Council Member Jones added that other cities have had issues with vendors in parks and the like. They have done lotteries when multiple vendors come in so that no one has precedence over another. He would think, from a City stand point, no partiality should be shown.

C. Update of Indigency Applications – Richard Roats, City Attorney
(Timestamp 00:20:45)

City Attorney Richard Roats reviewed the decision to update Council monthly on indigency requests. There was one (1) completed application in February 2017 and it was denied. The individual is purchasing a home in Kuna with the lender IHA. The applicant has a significant other live in that makes \$34,000.00. The applicant was terminated from employment back in September 2016 and is still unemployed. The total monthly income for the household is just under \$3,000.00. In going through the applicant's bills, a monthly bill for \$160.00 from T-Mobile was found as well as other assets. There was no documentation that the applicant had done any employment searching. It seemed the applicant took the fast approach to filling out the application in order to get the money without really making an effort so it was denied.

Council Member Buban-Vonder Haar asked if there were any limits as to how frequently someone can apply after they have been denied.

Mr. Roats said that was not put in. The thought was that it would be a one-time deal but they will see how it plays out.

Council Member Buban-Vonder Haar said it sounded like this application was rushed so now that they know how it works they may choose to try again with supplemental information or removing unnecessary bills. She was not sure what kind of feedback an applicant gets when they are denied.

Mr. Roats said it would be considered if they did. A letter was sent to the applicant outlining the reasons they were denied so if the applicant read it and realized they should not be asking for City assistance when they are carrying a \$160.00 a month phone bill and other assets they can correct those and come back in if assistance is still needed.

D. Consideration to approve the charitable donation of real property in Ardell Estates No. 1 from DB Development, LLC – Richard Roats, City Attorney
(Timestamp 00:23:30)

City Attorney Richard Roats explained the donation from DB Development, LLC. He stood for questions.

Council Member Jones asked if this property works with City Engineer Gordon Law's plans for the city facilities in the future.

City Engineer Gordon Law said yes.

Council President Cardoza asked Mr. Roats about the validity of Tim Eck's signature on the Certificate of Authority. He signed as the manager of EAMI, LLC; not as the authority of DB Development.

Mr. Roats explained EAMI, LLC is the parent LLC of the other LLCs. Mr. Eck is the manager of EAMI which manages all the DB Development, LLCs. It specifically says in the first paragraph the managers of that and then he is signing as the manager of all that so he would have the authority as the EAMI manger.

Council President Cardoza asked if, for legal reasons, should there be a paragraph in there specifying that EAMI is the parent company of DB Development, LLC since there are two (2) separate LLCs. He asked if there was continuity between them or if they were individual LLCs.

Mr. Roats said he could have him add that paragraph.

Council President Cardoza said he appreciates what Mr. Eck is doing but he wanted to make sure that this does not come back to bite the City. He wanted to be sure EAMI had the legal authority to sign for a different LLC.

Mr. Roats said EAMI is the parent LLC over the DB LLCs.

Mayor Stear asked if Mr. Roats was going to add something to it.

Mr. Roats said he did not think it was necessary but if Council President Cardoza would like it in there he will.

Council President Cardoza said if the City Attorney is comfortable with it he is too he just wasn't sure how one (1) LLC could sign for another.

Mr. Roats explained how EAMI, LLC is over the other LLCs and how they trace back.

Council Member Buban-Vonder Haar said it did not matter what was under his signature block so long as it says at the top the undersigned constituting all the mangers of DB Development, LLC. As long as all the managers of DB Development, LLC have signed it, it is good to go.

Mayor Stear said each resolution needs to be approved separately but can be done consecutively unless there is a question concerning one (1) of the items.

- a. Consideration to approve Resolution No. R14-2017 – Accepting the Special Warranty Deed from DB Development, LLC

A RESOLUTION OF THE CITY COUNCIL OF KUNA, IDAHO ACCEPTING THE SPECIAL WARRANTY DEED FROM DB DEVELOPMENT, LLC GRANTING TO THE CITY OF KUNA, IDAHO THE REAL PROPERTY IN ARDELL ESTATES NO. 1 TO BE USED AS AN IRRIGATION POND FOR THE PLANNED EXPANSION OF THE CITY'S MUNICIPAL IRRIGATION SYSTEM WITH A FAIR MARKET VALUE OF \$163,724.31.

Council Member Buban-Vonder Haar moved to approve Resolution No. R14-2017. Seconded by Council Member Jones. Motion carried 3-0. Council Member McPherson absent.

- b. Consideration to approve Resolution No. R15-2017 – Authorizing the Mayor to Execute the DB Development, LLC Gift Agreement

A RESOLUTION OF THE CITY COUNCIL OF KUNA, IDAHO AUTHORIZING THE MAYOR TO EXECUTE THE GIFT AGREEMENT BY AND BETWEEN THE CITY OF KUNA, IDAHO AND DB DEVELOPMENT, LLC REGARDING THE DONATION OF REAL PROPERTY IN ARDELL ESTATES NO. 1 TO BE USED AS AN IRRIGATION POND FOR THE PLANNED EXPANSION OF THE CITY'S MUNICIPAL IRRIGATION SYSTEM WITH A FAIR MARKET VALUE OF \$163,724.31.

Council Member Buban-Vonder Haar moved to approve Resolution No. R15-2017. Seconded by Council Member Jones. Motion carried 3-0. Council Member McPherson absent.

- c. Consideration to approve Resolution No. R16-2017 – Authorizing the Mayor to Execute a Letter of Appreciation for the Charitable Donation of Real Property from DB Development, LLC

A RESOLUTION OF THE CITY COUNCIL OF KUNA, IDAHO AUTHORIZING THE MAYOR TO EXECUTE THE LETTER TO DB DEVELOPMENT, LLC EXPRESSING THE CITY'S APPRECIATION FOR THE CHARITABLE DONATION OF REAL PROPERTY IN ARDELL ESTATES NO. 1 TO BE USED AS AN IRRIGATION POND FOR THE PLANNED EXPANSION OF THE CITY'S MUNICIPAL IRRIGATION SYSTEM WITH A FAIR MARKET VALUE OF \$163,724.31.

Council Member Buban-Vonder Haar moved to approve Resolution No. R16-2017. Seconded by Council Member Jones. Motion carried 3-0. Council Member McPherson absent.

E. Request from Mayor Stear to confirm appointment of Paul Stevens P.E to the position of Kuna City Engineer
(Timestamp 00:30:31)

Mayor Stear explained the process he and the directors went through to select the new City Engineer. They agreed on Paul Stevens being the right pick for Kuna's new City Engineer. He had the most working knowledge in the areas City Engineer Gordon Law works. He was a little lacking in knowledge on the membrane systems at the waste water treatment plant but staff did not see that as a big problem. Mr. Stevens currently works in Oregon but has a home in Payette, Idaho. He was not able to come out for this meeting to introduce himself. Mayor Stear asked Council's permission to offer the position to Mr. Stevens and negotiate with him. It would not mean Mr. Stevens will definitely take the job; it just allows Mayor Stear to finish the negotiations and then Mr. Stevens can put in his 30 day notice and City Engineer Gordon Law can start training him.

Council President Cardoza had looked at Mr. Stevens' resume and said it looks like he has some experience in Oregon waste systems.

Mayor Stear said he does but it is not the same as Kuna's. He does have experience in drilling wells and that type of thing. He thought Mr. Law was comfortable with Mr. Stevens' answers. He added that Council is welcome to ask staff their thoughts. It is hard to make a decision without meeting someone or going through the process.

Council Member Buban-Vonder Haar said she defers to the expertise of the folks involved in the selection process so if they feel Mr. Stevens is a good fit she is good with it.

Council Member Jones asked if the decision was unanimous.

Mayor Stear said everyone was on board with it.

Council Member Jones asked if there was any concern about Mr. Stevens meeting the City's hiring policies. He asked City Treasurer John Marsh if the leftover money from what was budgeted for a full year of training the new engineer would be put back into contingency.

City Treasurer John Marsh said there is a savings from not hiring this person until this point but there will also be a loss later on if Mr. Law stays on longer to help train that person. It should come in very close on a budget stand point. It is not likely there will be anything leftover to put back into contingency. It just depends on how the negotiation process goes.

Council Member Jones asked City Attorney Richard Roats if this was something that could not be openly discussed.

City Attorney Richard Roats explained that if there is any money left over between Mr. Law's departure and the late hire it will go back into the contingency.

Council Member Jones said he would assume the amount budgeted for October 1, 2016 up to the hire date would go back into contingency. He understood that the current engineer might stay on for part of the next fiscal year but Council has not received notice that the extra money may need to be carried over to the next year.

Mr. Roats said that is correct.

Mayor Stear said he thought the overlap would not be as long as anticipated.

Mr. Marsh clarified that was not correct. As of that moment things were looking like there would not be much, especially not four (4) months, to go back into contingency. That is why he said it depends on the negotiation process and where that salary comes in at. It was budgeted at a certain number but, as Mayor Stear pointed out, the market is entirely different than it was when the City budgeted so that number will change and it is not looking like there will be anything left over from that singularly budgeted item.

Council Member Buban-Vonder Haar asked if part of that was because they only budgeted for Mr. Law to be with the City for part of the year instead of a full year or is it entirely due to salary change for the prospective employee.

Mr. Marsh said it is both.

Council Member Buban-Vonder Haar said that helps explain.

Council Member Jones said he thought it was budgeted for two (2) people for a full year.

Council Member Buban-Vonder Haar said Mr. Law's salary was not discussed but whatever was included in the calculation was included in the calculation and the only thing she remembers being discussed was a full year for the new hire. She will take Mr. Marsh's word that the budget did not include a full year's salary for Mr. Law.

Mr. Marsh said it did. A full year was budgeted for Mr. Law and a full year at a particular rate for the new hire not knowing exactly how it would pan out. The new hire was planned for at a materially lower rate than what is actually panning out in the market place so the number is coming in materially higher than was planned. The City is losing some ground there but is gaining ground since the new hire is coming in later. Some will also be saved by Mr. Law's early departure before the end of the fiscal year but the longer this is drawn out the less the savings will be from Mr. Law's departing. When those factors are taken into account it looks like it will come out pretty close to what was budgeted overall.

Council Member Jones said that explains it. He had not taken into account the competitive rates.

Mr. Marsh added that the number given during budgeting was taken from the Idaho Department of Labor for the State of Idaho. That number turned out to be very outdated considering the current marketplace.

Mr. Law said Mayor Stear could share his retirement date with Council if he would like.

Mayor Stear said Mr. Law turned in a letter for the date of June 3, 2017. He added jokingly that it has not been decided if the party will be before or after that.

Council President Cardoza asked Mr. Law how he felt about Mr. Stevens.

Mr. Law said there were two (2) qualified and capable people but, when they were through, he felt he could talk the language and explain the duties and responsibilities to Mr. Stevens as well as explain the nuances of the city. That was what was important to him.

Mayor Stear added that Mr. Law had an extensive list of technical questions. He felt Mr. Stevens' answers helped with Mr. Law's comfort level. Mr. Law's opinion carried a lot of weight in this decision.

Council President Cardoza asked if he felt the transition should be smooth.

Mr. Law said he did.

Council President Cardoza said he had no problem with appointing Mr. Stevens.

Council Member Buban-Vonder Haar moved to appoint Paul Stevens P.E. to the position of Kuna City Engineer. Seconded by Council Member Jones.

Approved by the following roll call vote:

Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar

Voting No: None

Motion carried 3-0.

Absent: Council Member McPherson

8. Ordinances:

9. Mayor/Council Discussion Items:

(Timestamp 00:43:54)

Council Member Jones asked City Attorney Richard Roats about the status of determining compensation for the Council President.

City Attorney Richard Roats said his understanding at this time is that the Council President is not interested in compensation.

Council President Cardoza added that if Council Member Jones would like to bring it up as an issue for future Council Presidents he can.

Council Member Jones said it can be discussed during budgeting.

Council President Cardoza asked about the purchase of the ACHD building.

Mayor Stear said he had not had that discussion yet due to the past month's series of events. He will be setting up a meeting for the following week to discuss that and a few other items. He felt the City is in good standing with ACHD so it is a good time to talk about it.

Council President Cardoza asked about restrooms at the west end of the greenbelt.

Parks Director Bobby Withrow answered there normally aren't restrooms there but, with moving Movies in the Park down to the greenbelt behind City Hall this summer, they will be putting a porta potty somewhere in the vicinity.

Council President Cardoza said it might be a good time because of the greenbelt.

10. Announcements:

11. Executive Session:

(Timestamp 00:46:30)

Adjourn to Executive Session Pursuant to Idaho Code 74-206(b) for the Purpose of Discussing a Personnel Matter

Council Member Buban-Vonder Haar moved to adjourn to Executive Session. Seconded by Council President Cardoza. Motion carried 3-0. Council Member McPherson absent.

Executive Session was adjourned at 7:15 PM.

12. Adjournment: 7:17 PM



Joe L. Stear, Mayor

ATTEST:


Chris Engels, City Clerk

Minutes prepared by Ariana Welker, Customer Service Specialist
Date Approved: CCM 02.21.2017

