

# **AGENDA - FUSD Self-Insurance Trust Board (FSIT)**

**FLAGSTAFF UNIFIED SCHOOL DISTRICT NUMBER ONE  
District Administrative Center – 3285 E. Sparrow Avenue – Flagstaff, Arizona  
Meeting of the Trustee Board – 7:30 am**

**August 20, 2014**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Trustee Board and to the general public that the Board of the FSIT will hold a Board Meeting, which will be open to the public. Pursuant to A.R.S. §38-431.03(A)(3), the Trustee Board may consider any item on this agenda in any order and at any time during the meeting. Pursuant to A.R.S. § 38-431.4, members of the Trustee Board may participate via speakerphone or other technological devices.

## **PRELIMINARY**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call:

### Board Members

Ms. Christine Fredericks, Member  
Mr. Chris Bavasi, Member  
Mr. Frank Garcia, Member  
Ms. Julie Smith, Member  
Mr. Ben Stanton, Member

### Administration

Dr. Ken Garland, Director of Finance  
Mr. Robert Kuhn, Assistant Superintendent  
Ms. Ginger Wischmann, Director of Accounting  
Ms. Jennifer Moore, Benefits Specialist

4. Reorder Agenda - At the Trustee Board's discretion, the agenda may be reordered to accommodate guests who are present to address specific agenda items.
5. Agenda - Adoption of the agenda with addenda items, as submitted, is recommended.

**If any disabled person needs any type of accommodation,  
please notify the Business Office at 527-6062  
as soon as possible before the scheduled meeting time.**

*Members of the Board may not discuss items that are not specifically identified on the agenda. Additional information about agenda items can be found on the FUSD website at [www.fusd1.org](http://www.fusd1.org) or by contacting the Director of Finance at 928-527-6062.*

**CALL TO THE PUBLIC** - Any person wishing to address the Board on a non-agenda item will be granted time to make a presentation at the discretion of the presiding chairperson. Action taken as a result of public input will be limited to directing staff to review the matter for consideration or decision at a later time. Individual remarks may be limited to three minutes.

### **PRESENTATIONS**

1. Administrative Reports
  - a. Review of Report on the Condition of Health Benefits Account as of August 15, 2014 and the Establishment of an Investment Program
  - b. Current Events

### **ADMINISTRATION: DISCUSSION/ACTION ITEMS**

1. Approval of Minutes of the Regular Meeting held on June 4, 2014
2. Approval of Cooperative Purchasing Agreement with Mohave County for investment purposes

### **INFORMATION ITEMS**

1. Trustee Board Members' Reports
  - a. Current Events
2. Future Agenda Items – The Trustee Board may identify items they would like placed on a future agenda.

### **ADJOURNMENT OF PUBLIC MEETING**

**BOARD SUMMARY**  
**FUSD Self-Insurance Trust (FSIT)**

**MEETING DATE: August 20, 2014**

**REVIEW OF REPORT on the Condition of the Health Benefits Account as of Aug. 15, 2014, and the Establishment of an Investment Program**

**EXECUTIVE SUMMARY:**

The Summary Report on the attachment shows three years of receipts, expenditures and end of the year balances in the FUSD Health Benefits Account. You will note that the end of year for FY 2014 is \$6,812,992. That balance will be somewhat lower for August of this fiscal year.

Currently we have approximately the following funds invested until September 30, 2014:

1. \$1,500,000 in checking account at .10% interest rate
2. \$2,200,000 in money market account at .15% interest rate
3. \$3,000,000 in 3-month CD at .20% interest rate

Investment plans after September 15, 2014 are proposed in the Action item on this agenda.

**RECOMMENDED ACTION:**

This item is for discussion and general direction on the handling of investments.

K. Garland

## FLAGSTAFF UNIFIED SCHOOL DISTRICT #1

Three years summary information for the Health Benefits Account showing revenue, expenditures and balances. Two years of monthly revenue, expenditures and balances.

### FY 2012, FY 2013 and FY 2014 Summary Information for FUSD Health Benefit Account

Year	July 1 Beg Balance	Revenue	Expenditures	Ending Balance	Date
FY 2012	\$3,214,509.71	\$9,340,747.30	\$9,977,085.76	\$2,578,171.25	6/30/2012
FY 2013	\$2,578,171.25	\$11,988,274.38	\$9,842,972.94	\$4,723,472.69	6/30/2013
FY 2014	\$4,723,472.69	\$10,118,695.33	\$8,029,175.52	\$6,812,992.50	6/30/2014

### FY 2014 Health Benefit Monthly Revenue Expenditures and Balances

Month	Beg Balance	Revenue	Expenditures	Ending Balance	Date
July	\$4,723,472.69	\$1,404,178.11	\$642,330.43	\$5,485,320.37	7/31/2013
August	\$5,485,320.37	\$1,321,162.43	\$587,484.81	\$6,218,997.99	8/31/2013
September	\$6,218,997.99	\$756,220.89	\$708,391.60	\$6,266,827.28	9/30/2013
October	\$6,266,827.28	\$738,739.23	\$648,655.93	\$6,356,910.58	10/31/2013
November	\$6,356,910.58	\$762,957.93	\$622,206.36	\$6,497,662.15	11/30/2013
December	\$6,497,662.15	\$723,939.19	\$678,197.76	\$6,543,403.58	12/31/2013
January	\$6,543,403.58	\$728,632.61	\$745,789.69	\$6,526,246.50	1/31/2014
February	\$6,526,246.50	\$1,085,277.56	\$617,054.97	\$6,994,469.09	2/28/2014
March	\$6,994,469.09	\$732,464.70	\$755,766.31	\$6,971,167.48	3/31/2014
April	\$6,971,167.48	\$704,870.65	\$622,458.44	\$7,053,579.69	4/30/2014
May	\$7,053,579.69	\$733,670.44	\$732,607.27	\$7,054,642.86	5/31/2014
June	\$7,054,642.86	\$426,581.59	\$668,231.95	\$6,812,992.50	6/30/2014

### FY 2015 Health Benefit Monthly Revenue Expenditures and Balances

Month	Beg Balance	Revenue	Expenditures	Ending Balance	Date
July	\$6,812,992.50	\$447,919.31	\$613,013.92	\$6,647,897.89	7/31/2014
August*	\$6,647,897.89	\$732,675.93	\$596,746.19	\$6,783,827.63	

\*August totals are projected through end of month

### Explanation of Investment for Balance (\$7,000,000) as of August 15, 2014

Funds Held in Checking Acct (.10% rate)	3 Month Yield	Funds Held in Money Market (.15% rate)	3 Month Yield	Funds Held in 3 Month CDs (.20% rate)	3 Month Yield	Total Expected Yield for 3 Months
\$1,500,000.00	\$375.00	\$2,500,000.00	\$937.50	\$3,000,000.00	\$1,500.00	<b>\$2,812.50</b>

# OFFICIAL MINUTES

June 4, 2014

The FUSD Self-Insurance Trust Board (FSIT), Coconino County, Flagstaff, Arizona held a Board Meeting on June 4, 2014 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

## PRELIMINARY

1. Call to Order – Ms. Fredericks called the meeting to order at 7:50 a.m.
2. Pledge of Allegiance
3. Roll Call:

### Board Members

Ms. Christine Fredericks, Member  
Mr. Chris Bavasi, Member  
Mr. Frank Garcia, Member  
Ms. Julie Smith, Member

### Administration

Dr. Ken Garland, Director of Finance  
Mr. Robert Kuhn, Assistant Superintendent  
Ms. Ginger Wischmann, Director of Accounting  
Ms. Jennifer Moore, Benefits Specialist  
Brandon Kavanagh, Attorney - Mangum, Wall, Stoops & Warden

4. Reorder Agenda – No reordering of the agenda was requested.
5. Agenda – Mr. Bavasi moved to adopt the agenda as recorded. Mr. Garcia seconded; motion carried.

**CALL TO THE PUBLIC** – There were no questions from the public.

## PRESENTATIONS

1. Administrative Reports
  - a. Current Events – Dr. Garland gave a summary of why the Trust was created and why an RFQ was needed. Opened the meeting to questions. Mr. Kavanagh recommended we move to Agenda item #1.

## **ADMINISTRATION: DISCUSSION/ACTION ITEMS**

1. Explanation and Acceptance of Trust Agreement and Designation of Trustee Board President – Dr. Garland explained that statutes have changed. Auditors told the district that if a Trust was not established, the funds in the District benefit account would be swept to offset the property levy. Property levy would go up and down. Funds in the benefit account are needed because of the decrease of revenue over summer months. The District would have to lend money out of M&O funds to the benefit account. The Trust protects the account balance and the funds cannot be swept. Mr. Bavasi asked how long Trusts have been in effect to avoid sweeping. Dr. Garland explained that some districts have had Trusts for 20 years for investment purposes. This Trust hopes to make at least \$25,000 on investments. The District currently earns no interest on benefit funds; only free banking services. Mr. Bavasi asked what interest we will be earning; Dr. Garland indicated that we will discuss under item #4. Mr. Bavasi stated that a board member shall act as chairman per agreement, and that he is concerned that meeting only twice a year might not be enough. Mr. Kavanagh responded that more meetings will be necessary, but that the Trust should meet at least twice a year. The Trust will need to meet to discuss investments, as CD's mature at different times. Mr. Bavasi is concerned that as a Trustee, oversight is a responsibility. Mr. Kavanagh explained that the Title XIV prudent investment rule of A.R.S. covers Trustees. Dr. Garland indicated that it may be necessary to have more meetings in the beginning stages of the

Trust. Mr. Bavasi moved that the Board accept the Trust Agreement and appoint Ms. Fredericks as chairperson. Ms. Smith seconded; motion carried.

2. Review of Report on the Condition of Health Benefits Account being Transferred to FSIT Accounts and Approval of Investment Policy –

Dr. Garland reviewed account balances; has increased over past years, per chart on page 16. Mr. Bavasi asked if revenues are strictly premiums paid by employees. Dr. Garland explained that they are premiums paid through payroll. Ms. Wischmann explained that revenue includes employee deductions for dependents and retiree monthly insurance premiums. Dr. Garland explained that the District had an early retirement program where the District paid premiums for some retirees up to 12 years. A few are still on that program. Mr. Bavasi asked about expense structure – could we have a catastrophic event that would use these funds? Mr. Kuhn said that NAPEBT has reserves to cover catastrophic events. Mr. Bavasi indicated that we could have more money to invest if the June benefit account balance is 7 million; and asked what would happen if we exhausted all reserves. Mr. Kavanagh answered that we would discuss dissolving the Trust at that point. Mr. Bavasi asked if School Governing Board could sweep Trust funds. Mr. Kavanagh said it could be a month by month “bleed” as opposed to taking all 7 million at once. Dr. Garland reiterated that the benefit account is in healthy condition, and explained page 15 of summary of possible investments. Mr. Bavasi asked if we want other investment possibilities; is Trust to approve investment policy? Dr. Garland indicated that the Trust needs to approve the revised statutes as policy, but specifics of investments are different. The Trust cannot use statute that invests in municipal bonds because there has been no RFP. Mr. Bavasi moved to use Arizona Revised Statute 35-323 as investment policy for the Trust. Ms. Smith seconded; motion carried.

3. Appointment of Executive Officer for the Trustee Board and Approval of Transaction Signers – Mr. Bavasi moved recommended action. Mr. Garcia seconded; motion carried. Mr. Bavasi moved to approve appointments of Board Members. Ms. Smith seconded; motion carried.

4. Approval of Recommendation for Banking and Investment Services –

Dr. Garland explained that an RFQ was sent to qualified banking institutions. The only response was received from Alliance Bank. Wells Fargo did not respond even though they currently hold 7 million in the FUSD benefit banking account. Dr. Garland explained the Alliance RFQ response and investment options. Mr. Bavasi asked if the District currently gets any interest on accounts. Dr. Garland responded no; only free banking services. Ms. Wischmann indicated that the District is going out to bid for banking services next year. Ms. Fredericks asked how likely it is that the Trust will stay with Alliance Bank indefinitely or will services be bid again. Dr. Garland indicated that the Trust can change vendors at any time. Ms. Wischmann indicated that current District policy is to go out for quotes every five years. Mr. Bavasi indicated that if the Trust took funds out to invest elsewhere, Alliance Bank may start charging for banking services for remaining funds. Mr. Kavanagh indicated that the Trust needs a base checking account, and then the Board needs to decide where they want to invest funds. Ms. Wischmann indicated that Alliance Bank will collateralize funds so they will be protected because they exceed the \$250,000 FDIC limit. Mr. Bavasi made a motion that FSIT approve Alliance Bank of Arizona for the handling of Trust banking services, with Dr. Garland to invest available assets prudently, and the Trust reconvene to discuss further investments. Ms. Smith seconded; motion carried.

5. Meeting Dates –

Ms. Fredericks recommended the Trust meet in 30-45 days. Dr. Garland will investigate investment options through an RFP, but must meet with the Trust before decisions can be made. Mr. Bavasi asked for Dr. Garland to send out an email in August indicating when the Trust would like to meet. Dr. Garland explained the need for a longer time period to do an RFP and evaluate. Dr. Garland will communicate to Trust Board future meeting time and what is being done with funds as transferring to Alliance Bank begins.

**INFORMATION ITEMS**

1. Trustee Board Members' Reports
  - a. Current Events – None presented.
2. Future Agenda Items – The Trustee Board may identify items they would like placed on a future agenda.

**ADJOURNMENT OF PUBLIC MEETING**

Ms. Fredericks moved to adjourn the FSIT Trust Board meeting. Mr. Garcia seconded; motion carried.

**BOARD SUMMARY**  
**FUSD Self-Insurance Trust (FSIT)**

**MEETING DATE:** August 20, 2014

**APPROVAL OF COOPERATIVE PURCHASING AGREEMENT WITH MOHAVE COUNTY**

**EXECUTIVE SUMMARY:**

We have searched extensively, with no success, for cooperative bids for institutional brokerage services to enhance the yield on funds available for investment. Because of the time necessary to do a formal RFP for direct institutional brokerage services, we are suggesting using Davidson Fixed Income Management for the next year. They have a net yield record of .83% with Mohave County and other major governmental units. They will work with us to determine a safe, secure program of investment and arrange for the necessary purchases of U.S. Treasury Bills, Notes, bonds etc. for investments. This will give us a start on investing at a higher rate of interest, and within a year other options might be available. If we are able to invest \$3,000,000 at .75% net yield it would yield \$22,500 for that part of the investment program. We would also invest at Alliance Bank \$2,000,000 for 24 months in a Flex CD at .55%. \$1,000,000 would be invested in a 2-year CD at .65%, and approximately \$1,000,000 in the money market account at .15%. See attached Alliance Bank Interest Rate Chart. The total estimated interest, on the basis described above, would be approximately \$41,500 for the year.

As a part of our effort to provide enhanced products and services opportunities to the FSIT, we are recommending entering into a cooperative procurement agreement with Mohave County, in order to utilize their awarded contract for Investment Advisory Services.

The Cooperative Purchasing Agreement is permitted under the provisions of the Arizona Administrative Codes R7-2-1191, A.R.S. §§11-92 and 41-2632. A copy of the Cooperative Purchasing Agreement is attached.

**RECOMMENDED ACTION:**

That the FUSD Self-Insurance Trust approve the Cooperative Purchasing Agreement with Mohave County, allowing for the utilization of the County's awarded contract for Investment Advisory Services.



# Alliance Bank

OF ARIZONA

A division of Western Alliance Bank, Member FDIC.

This Rate Chart contains information about interest rates and annual percentage yields for some of the accounts we offer. Please contact any Alliance Bank employee for further information about applicable fees and terms.

## CONSUMER

Checking and Savings Accounts <sup>a,b</sup>		
	Rate	APY
<b>Elite NOW<sup>d</sup></b> Minimum Opening Balance \$5,000.00		
\$ .01 - \$9,999.99	0.08%	0.08%
\$10,000 +	0.11%	0.11%
<b>Personal Premium NOW</b> Minimum Opening Balance \$1,500.00		
\$1,500 - \$9,999.99	0.05%	0.05%
\$10,000 +	0.08%	0.08%
<b>Elite Money Market<sup>d</sup></b> Minimum Opening Balance \$5,000		
\$ .01 - \$9,999.99	0.10%	0.10%
\$10,000 +	0.27%	0.27%
<b>Personal Money Market<sup>d</sup></b> Minimum Opening Balance \$2,500.00		
\$ .01 - \$99,999.99	0.10%	0.10%
\$100,000 +	0.16%	0.16%
<b>Personal Savings<sup>d</sup></b> Minimum Opening Balance \$50.00		
\$ .01 +	0.08%	0.08%
<b>Minor Savings<sup>a</sup></b> Minimum Opening Balance \$1.00		
\$ .01 +	0.20%	0.20%
<b>Health Savings Account<sup>d</sup></b> Minimum Opening Balance \$50.00		
\$ .01 - \$1,499.99	0.05%	0.05%
\$1,500 +	0.10%	0.10%
<b>IRA/SEP Savings</b> Minimum Opening Balance \$50.00		
\$50.00 - \$1,500.99	0.10%	0.10%
\$1,501 +	0.20%	0.20%
<b>IDA/AZ Saves</b> Minimum Opening Balance \$5.00		
\$5.00	0.10%	0.10%

Certificate of Deposit (CD) <sup>b,c,d</sup>						
Minimum Opening Balance	\$1,000		\$25,000		\$100,000	
Term	Rate	APY	Rate	APY	Rate	APY
3 Month	0.15%	0.15%	0.15%	0.15%	0.20%	0.20%
6 Month	0.20%	0.20%	0.20%	0.20%	0.25%	0.25%
9 Month	0.25%	0.25%	0.25%	0.25%	0.35%	0.35%
12 Month	0.35%	0.35%	0.35%	0.35%	0.45%	0.45%
18 Month	0.45%	0.45%	0.45%	0.45%	0.55%	0.55%
24 Month	0.55%	0.55%	0.55%	0.55%	0.65%	0.65%
36 Month	0.75%	0.75%	0.75%	0.75%	0.80%	0.80%

Retirement Accounts (IRA/SEP) Certificate of Deposit (CD) <sup>b,c,d</sup>						
Minimum Opening Balance	\$1,000		\$25,000		\$100,000	
Term	Rate	APY	Rate	APY	Rate	APY
6 Month	0.20%	0.20%	0.20%	0.20%	0.30%	0.30%
12 Month	0.35%	0.35%	0.35%	0.35%	0.45%	0.45%
24 Month	0.55%	0.55%	0.55%	0.55%	0.65%	0.65%
36 Month	0.75%	0.75%	0.75%	0.75%	0.80%	0.80%

CD & IRA Flex CD <sup>b,c,d</sup>		
Minimum Opening Balance	\$10,000	
Term	Rate	APY
3 Month	0.15%	0.15%
6 Month	0.20%	0.20%
9 Month	0.30%	0.30%
12 Month	0.35%	0.35%
15 Month	0.40%	0.40%
18 Month	0.45%	0.45%
24 Month	0.55%	0.55%

## BUSINESS

Checking and Savings Accounts <sup>a,b</sup>		
	Rate	APY
<b>Business NOW</b> Minimum Opening Balance \$100.00		
\$1,500 - \$9,999.99	0.05%	0.05%
\$10,000 +	0.10%	0.10%
<b>IOLTA<sup>d</sup></b> Minimum Opening Balance \$100.00		
\$ .01 - \$9,999.99	0.05%	0.05%
\$10,000 +	0.10%	0.10%
<b>Business Money Market<sup>d</sup></b> Minimum Opening Balance \$2,500.00		
\$ .01 - \$99,999.99	0.08%	0.08%
\$100,000 +	0.15%	0.15%
<b>Business Savings<sup>d</sup></b> Minimum Opening Balance \$100.00		
\$ .01+	0.08%	0.08%
<b>Community Alliance MMA<sup>d</sup></b> Minimum Opening Balance \$3,000.00		
\$0.01 - \$9,999.99	0.10%	0.10%
\$10,000 +	0.27%	0.27%

Personal/Business Flex Savings Account <sup>a,b</sup>		
Minimum Opening Balance	\$5,000	
	Rate	APY
\$5,000-\$99,999	0.08%	0.08%
\$100,000-\$249,999	0.15%	0.15%
\$250,000-\$499,999	0.20%	0.20%
\$500,000-\$999,999	0.25%	0.25%
\$1,000,000+	0.35%	0.35%

- <sup>a</sup> At our discretion, the interest rate and annual percentage yield (APY) may change at any time after the account is opened.
- <sup>b</sup> We use the daily balance method to calculate interest on your account. This method applies a daily periodic rate to the principal in the account each day.
- <sup>c</sup> Penalty may be imposed for early withdrawal.
- <sup>d</sup> Minimum balance to obtain .08% APY \$0.01.

Fees could reduce the earnings on the account.

Interest rates and Annual Percentage Yields are current as of March 1, 2014.



## COUNTY OF MOHAVE COOPERATIVE PROCUREMENT AGREEMENT

This Agreement entered into this 21<sup>st</sup> day of JULY, 2014, between the County of Mohave, hereinafter called the "County" and FLAGSTAFF USD, a public procurement unit, by their duly authorized representatives.

WHEREAS, voluntary purchasing agreements between and among public agencies have been shown to improve competition, quality, and services, provide lower prices for materials and services, and avoid duplication of efforts; and

WHEREAS, the parties hereto desire the free exchange of information, technology, and other services that may assist in improving the efficiency or economy of the procurement of necessary materials and services; and

WHEREAS, cooperative purchasing results from written agreements wherein lead agencies volunteer to procure specified materials and services for themselves and participating cooperative members by compiling quantity estimates, preparing the bid or proposal solicitations, receiving bids or proposals, and awarding contracts for use by all participating members; wherein the lead agency is responsible for placement, receipt and payment of its own orders only, while individual procuring parties separately process and pay for their own requirements; and

WHEREAS, this Agreement will serve these ends;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and for the mutual benefits to result there from, the parties agree as follows:

1. The purpose of this Agreement is to serve as a cooperative purchasing agreement for the procurement of materials and/or services.
2. In the context of this Agreement, the terms "procuring entity" and "procuring party" mean the public entity actually buying the materials or services, whether or not that party initiated the solicitation.
3. Receipt, inspection, acceptance, and payment for materials and services ordered under this Agreement shall be the exclusive obligation of the ordering entity.
4. The exercise of any rights or remedies by a procuring entity shall be the exclusive obligation of such procuring entity.
5. In this Agreement, failure of any entity to secure performance under its purchase order does not necessarily require another entity to exercise its own rights or remedies.
6. The cooperative use of bids or proposals obtained by a party to this Agreement shall be in accordance with the terms and conditions of the bids or proposals, except as modification of those terms and conditions are otherwise allowed by law.
7. The participation in a specific bid or proposal will be at the option of the individual party.
8. The lead entity of the bid or proposal will comply with the competitive procurement and contract requirements of the procurement rules and laws applicable to that entity.
9. A procuring party will make timely payments to the vendor for materials and services received in accordance with the terms and conditions of the procurement. Payment for materials and services,

inspections, and acceptance of materials and services ordered by a procuring party shall be the exclusive obligation of such procuring party.

10. A procuring party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar materials and services.
11. The procuring party shall be responsible for the ordering of materials or services under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold the non-procuring party harmless from any liability, which may arise from action or inaction of the procuring party.
12. Any party may terminate this Agreement with at least ninety (90) days written notice to the other party.
13. This Agreement is exempt from the provisions of A.R.S. § 11-952, Subsections D, F, and G under provision of A.R.S. § 41-2632.
14. This Agreement shall become effective upon execution by the participating parties. Each party acknowledges that a finalized executed copy of this Agreement will be approved by the Mohave County Board of Supervisors, and that Mohave County is the party designated as the entity to ensure compliance with such filing requirement.
15. This Agreement may be canceled pursuant to provisions of A.R.S. § 38-511, which provisions are incorporated herein by this reference.

IN WITNESS WHEREOF, the parties of this Agreement have caused their names to be affixed hereto by their proper officers on the dates indicated.

**FOR THE ELIGIBLE PROCURMENT UNIT:**

**FOR THE COUNTY OF MOHAVE, AZ:**

KA Aringdale

Signature

Kim ARINGDALE

Printed Name

DIRECTOR OF MATERIALS &

Title CONTRACT MGMT

Dated this 21 day of JULY, 2014

Signature

Annie Newton-Fruhworth, C.P.P.B.

Printed Name

Procurement Manager

Title

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_