

Southeast Alabama Regional Planning and Development Commission

*P.O. Box 1406
Dothan, Alabama 36302*



*Phone: 334-794-4093
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www.searpedc.org*

June 2016

Title VI Program

This Title XI Program has been updated to represent administrative contact information changes at Wiregrass Transit Authority and ALDOT. These changes include the local contact at Wiregrass Transit Authority to Mr. Darrell D. Rigsby, Transportation Director and the ALDOT contact to Mr. Wiley Brooks, Senior Transportation Planner.

Under the provisions of FTA Circular 4702.1B and other controlling laws and regulations, this agency has established the attached Title VI program.

This policy consists of the several elements required by which the public is informed of their rights to fair and equitable treatment, to file a complaint and the processes by which these complaints may be filed. It also addresses those efforts made by this organization to ensure the inclusiveness of all elements of our local population in both the dissemination of and access to information and decision processes.

This agency is a sub-recipient of federal funding "passed through" the Alabama Department of Transportation (ALDOT). Consequently, this policy is subordinate to the ALDOT Title VI Policy. Where conflicts are identified, the ALDOT policy will be the controlling policy.

This policy has been approved by the board of the Southeast Alabama Regional Planning and Development Commission.

Thomas B. Solomon
Executive Director

*Central to the Southeast
Serving Municipal and County Governments in:
Barbour, Coffee, Covington, Dale, Geneva, Henry and Houston Counties*

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Wiregrass Transit Authority

Title VI Notice to Public

(To be posted on all transit vehicles)

The Wiregrass Transit Authority hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibiting discrimination in Federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding Wiregrass Transit Authority's public transportation program has a right to file a formal complaint with Wiregrass Transit Authority. Any such complaint must be in writing and submitted to Transportation Director, Wiregrass Transit Authority within one hundred eighty (180) days following the date of the alleged occurrence. For more information regarding civil rights complaints, please contact:

Mr. Darrell D. Rigsby
Transportation Director, Wiregrass Transit Authority
210 Depot St or P.O. Box 1406
Dothan, Alabama 36302
VOICE: (334) 794-4093
FAX: (334) 836-4132
E-MAIL: transit@searpdc.org

Wiregrass Transit Authority
Aviso Público de el Título VI

Por este medio la Wiregrass Transit Authority da aviso público de su póliza de defender y asegurar nuestra completa conformidad con el Título VI de la ley de derechos civiles de 1964, la ley de restauración de los derechos civiles de 1987 y los estatutos relacionados. El Título VI y los estatutos relacionados que prohíben la discriminación en programas asistidos por el Gobierno Federal requieren que ninguna persona en los Estados Unidos de América, por motivos de raza, color, origen nacional, sexo, edad, o discapacidad sea excluida de la participación en, se le niegue los beneficios de, o sea sujeto a discriminación bajo cualquier programa o actividad que recibe asistencia Federal. Una copia completa de los procedimientos de esta agencia puede encontrarse en el sitio web de las agencias en: <http://www.searpcdc.org/departments/wiregrass-transit-authority/> o www.wiregrasstransit.org

Cualquier persona que crea que ha sido ofendido por una práctica discriminatoria ilegal con respecto al programa Wiregrass Transit Authority tiene derecho a presentar una queja formal con Wiregrass Transit Authority. Cualquier denuncia debe ser por escrito y enviada al administrador de la Wiregrass Transit Authority dentro de los ciento ochenta (180) días siguientes a la fecha de la supuesta ofensa. Para obtener más información con respecto a quejas que conciernen a los derechos civiles, por favor póngase en contacto con:

Mr. Darrell D. Rigsby
Transportation Director, Wiregrass Transit Authority
201 Depot St. or PO Box 1406
Dothan, Alabama 36302
VOICE: (334) 794-4093
FAX: (334) 836-4132
E-MAIL: transit@searpcdc.org

Complaint Procedures

The following information is provided as a public service by the Wiregrass Transit Authority and required by Title VI of the Civil Rights Act for any passenger or member of the public desiring to file a complaint against or express a concern about this agency.

The Wiregrass Transit Authority hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibiting discrimination in Federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding Wiregrass Transit Authority's public transportation program has a right to file a formal complaint with ALDOT. Any such complaint must be in writing and submitted to ALDOT's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged occurrence.

Complaint Procedures:

During the normal course of providing service to the community, it is possible that passengers and/or members of the public will desire to lodge complaints about the quality of transit service offered or the manner in which transit service is delivered. Every effort will be made to handle these issues quickly, courteously and fairly. All employees are reminded that everyone in the community has the right to express concerns about transit operations. One should remember, however, that the mere allegation of impropriety does not establish proof that a violation has occurred. Every effort will be made to address and resolve customer complaints as quickly as possible but certainly within fifteen days.

Specifically, a "complaint" is an allegation by a member of the public that there has been a specific violation, misinterpretation, or inappropriate act by a member of Wiregrass Transit Authority. Vague or general charges of "unfairness" that are not substantiated by facts will not be processed through the dispute resolution system.

All complaints will be referred to Transportation Director, Wiregrass Transit Authority for investigation and resolution. Complaints specifically alleging inappropriate behavior by management personnel of Wiregrass Transit Authority will be referred to the Executive Director of the SEARP&DC. The following steps are established to provide a framework for handling these issues.

Step One – The complaint is received by Wiregrass Transit Authority. Sufficient information is collected to allow an investigation and the individual is to be thanked for bringing the matter to the attention of the Wiregrass Transit Authority. Upon receiving the complaint, we will neither be defensive nor argumentative.

Step Two – Transportation Director, Wiregrass Transit Authority will investigate the facts, as presented, develop additional facts, identify (where possible) the employee in question and determine what actually occurred.

Step Three – If the complaint has merit, Transportation Director, Wiregrass Transit Authority will counsel the appropriate employee and take the appropriate progressive disciplinary steps.

Step Four – Where applicable, Transportation Director, Wiregrass Transit Authority will respond to the individual filing the complaint within fifteen business days. Depending on the desires of the individual and the nature of the complaint, this response may be either a telephone call (sufficiently documented) or a written response.

Step Five – For any egregious complaint, Transportation Director, Wiregrass Transit Authority will advise the Executive Director of the SEARP&DC. A joint decision may be made to accelerate the disciplinary process or take other extraordinary actions to resolve the complaint.

Step Six – If the member of the public is not satisfied with actions taken locally or if they demand further action, these unresolved complaints will be referred to the Public Transportation Section of the Bureau of Multimodal Transportation, ALDOT in Montgomery. We will freely and promptly provide names, telephone numbers and addresses.

Mr. Wiley Brooks
Senior Transportation Planner
Alabama Department of Transportation
Bureau of Transportation Planning and Modal Programs
1100 John Overton Drive
Montgomery, Alabama 36110
VOICE: (334) 353-6417
FAX: (334) 353-6451
E-MAIL: brookswi@dot.state.al.us

Step Seven – If the member of the public is not satisfied with actions taken by the state, they may contact the Federal Transit Administration Regional Civil Rights Officer in Washington, D.C. We will freely and promptly provide names, telephone numbers and addresses.

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Step Eight – Transportation Director, Wiregrass Transit Authority shall maintain a log of Title VI complaints received. The log shall include the date the complaint was filed, a summary of the allegations; the status of the complaint; and actions taken in response to the complaint.

The entire issue of complaint resolution, whether it is one of our employees or a member of the public, is one of courtesy and common sense. We serve the public and they have a right to share their concerns with us. We will handle all complaints courteously and will not allow ourselves to “argue” about the merits of any complaint. In many instances, individuals merely want “to be heard”. We will give them that opportunity.

**SOUTHEAST ALABAMA REGIONAL PLANNING & DEVELOPMENT
COMMISSION and WIREGRASS TRANSIT AUTHORITY**

TITLE VI COMPLAINT FORM

Discussion

The form provided below is offered as an aid to any individual wishing to file a Title VI complaint (or any other complaint) with/against this agency.

Complaints must be submitted in writing. This form will aid the complainant in collecting and presenting the data necessary for a full and complete investigation of the issue presented. Use of this form is not mandatory. The complainant may choose to present their complaint as a letter or memorandum. Should the complainant elect that option, it is requested that as much of the data as possible requested in the attached form be provided in the letter so that this agency may conduct a full and complete investigation.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are filing this complaint:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				

I believe the discrimination I experienced was based on (check all that apply):

Race Color National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or attach additional sheets.

Section IV

Have you previously filed a Title VI complaint with this agency?	Yes	No
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Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____
 Federal Court _____ State Agency _____
 State Court _____ Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Transportation Director
 Wiregrass Transit Authority
 201 Depot St
 PO Box 1406
 Dothan, AL 36303

If you are alleging that you have been discriminated against by the individual listed above then you may submit this form to:

Executive Director
 Southeast Alabama Regional Planning and Development Commission
 462 N. Oates St.
 4th Floor
 PO Box 1406
 Dothan, AL 36303

SOUTHEAST ALABAMA REGIONAL PLANNING & DEVELOPMENT
COMMISSION & WIREGRASS TRANSIT AUTHORITY
FORMULARIO DE QUEJA DE EL TÍTULO VI

Discusión

El formulario a continuación se ofrece como una ayuda a cualquier persona que desee presentar una queja de el Título VI (o cualquier otra queja) con/contra esta agencia.

Las quejas deben presentarse por escrito. Este formulario le ayudará a coleccionar y presentar los datos necesarios para una investigación exhaustiva y completa del tema presentado. No es obligatorio el uso de este formulario. Usted puede presentar su queja como una carta o memorando. Si se elige esa opción, se solicita que muchos de los datos solicitados en el formulario adjunto se incluyan en la carta para que esta agencia pueda llevar a cabo una investigación exhaustiva y completa.

Sección I:				
Nombre:				
Dirección:				
Teléfono (casa):			Teléfono (trabajo):	
Dirección de correo electrónico:				
¿Requisitos de formato accesible?	Letra Grande		Cinta de audio	
	TDD		Otros	
Sección II:				
¿Está presentando esta queja en su nombre?			Sí *	No
* Si usted respondió "sí" a esta pregunta, vaya a la sección III.				
Si no, por favor suministre el nombre y la relación con la				

persona por la cual usted está presentando esta queja:

Explique por qué usted ha presentado una queja a favor de una tercera persona:

Por favor confirme que ha obtenido el permiso de el ofendido si usted presenta esta queja a nombre de una tercera persona.	Sí	No
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Sección III:

Creo que la discriminación que experimenté se basó en (marque todas las que correspondan):
 Raza Color Origen Nacional
Fecha de la supuesta discriminación (mes, día, año): _____
Explique lo más claramente posible lo que sucedió y por qué usted cree que fue discriminado. Describa a todas las personas que estuvieron envueltas. Incluya el nombre e información de contacto de las personas que lo discriminó (si se conoce) así como los nombres e información de contacto de cualquier testigo. Si se necesita más espacio, utilice el dorso de este formulario o adjunte hojas adicionales.

Sección IV

¿Ha presentado usted anteriormente una queja de el título VI con esta agencia?	Sí	No
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Sección V

¿Se ha presentado esta queja a cualquier otra agencia Federal, Estatal o Local, o con cualquier Tribunal Federal o Estatal?
 Sí No
Si su respuesta es Sí, marque todas las que apliquen:
Agencia Federal : _____
Tribunal Federal de : _____ Agencia Estatal: _____
Tribunal del Estado : _____ Agencia Local: _____

Sírvase proporcionar información sobre una persona a la cual contactar en la agencia/corte donde se

presentó la queja.
Nombre:
Título:
Agencia:
Dirección:
Teléfono:
Sección VI
Nombre de la agencia contra la cual es la queja:
Persona de contacto:
Título:
Número de teléfono:

Usted puede incluir cualquier material escrito u otra información que usted piensa que es relevante a su queja.

Se requiere firma y fecha a continuación

Firma

Fecha

Por favor entregue este formulario en persona a la siguiente dirección, o envíe este formulario por correo a:

Transportation Director
 Wiregrass Transit Authority
 201 Depot St
 PO Box 1406
 Dothan, AL 36303

Si en su queja alega que ha sido discriminado por el individuo mencionado usted puede enviar este formulario a:

Executive Director
 Southeast Alabama Regional Planning and Development Commission
 462 N. Oates St.
 4th Floor
 PO Box 1406
 Dothan, AL 36303

Tab D
List of Investigations or Findings

This agency shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

WIREGRASS TRANSIT AUTHORITY

Public Outreach Policy

Introduction:

The conduct of public hearings and public outreach is an essential element in the process of involving the public in the oversight of public transportation within the city and county. Simple, straight forward procedures are necessary to guarantee the public access to the management of the Transit System and to provide a process to address their concerns.

Purpose:

To provide clear guidelines to the staff and management of the transit system for the planning, implementation and conduct of public hearings and public outreach.

Conditions:

There is one significant and required consideration/condition for conducting a public hearing. This is:

- Grant application involving federal funding

Procedures:

The following procedures will be followed to announce, set up and run a public hearing:

- Notification will be made once and at least two weeks prior to the public hearing or for that interval and period of time specified in the instructions for a specific grant application
- Notification will be made through the Dothan Eagle
- Notifications of the public meeting will also be posted in reception areas of both Wiregrass Transit Authority and SEARP&DC as well as on both organizations public bulletin board.
- Transportation Director, Wiregrass Transit Authority will receive, process and respond to any written responses to the public hearing notice.
- Hearing will normally be held in the Wiregrass Transit Authority Conference Room in the Dixie Depot at 201 Depot St., Dothan, AL.
- Transportation Director, Wiregrass Transit Authority will be responsible for providing all administrative support (interpreter, secretary, transcript, etc.).

In addition to the procedures listed above, this agency will also utilize the public hearing and public outreach mechanisms and efforts of our MPO. We will also make every effort to utilize and exploit the outreach potential of our Rural Planning Organization (RPO).

Our parent agency conducts numerous public hearings and public outreach efforts through myriad programs and grants that they manage. Any data, information, requests or concerns from the LEP population or transportation disadvantaged population that relate to transit and that surface through these various venues will also be evaluated and addressed.

This agency is also deeply committed to and involved in the Human Services Coordinated Transportation Plan development and planning cycle. This process has a fairly sophisticated and dynamic public outreach and public information component. We will fully utilize this mechanism as well to garner comments from our LEP population. Input gathered from these various sources will also be evaluated and addressed.

Consideration:

Transportation Director, Wiregrass Transit Authority will review all comments received from the public forum and from any other source. He will synopsize these comments and forward them, with his recommendation(s) to the Executive Director, SEARP&DC; Chairman, Houston County Commission; and Mayor, City of Dothan. While every effort will be made to address and accommodate concerns raised by the public, Transportation Director, WTA is not compelled to implement any of the recommendations made through the public hearing process.

Conclusion:

This is not a complex process. These guidelines are intended to supplement specific regulatory guidance that exists for each of the various programs. In the event of a conflict, existing regulatory guidance will always take precedence.

Language Assistance Plan for Wiregrass Transit Authority

Date adopted: July 2013

Purpose

The purpose of this Language Assistance Implementation Plan (hereinafter “plan”) is to meet Federal Transit Administration’s (FTA’s) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. As a subrecipient of FTA funds, this transit system is pledged to take reasonable steps to provide meaningful access to its transit services for persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons.

The U.S. DOT’s FTA Office of Civil Rights’ publication “*Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons – A Handbook for Public Transportation Providers*” was used in the preparation of this plan.

Contents

This plan contains:

- A. Needs assessment based on the four-factor analysis
- B. Language assistance measures
- C. A staff training plan
- D. Methods for notifying LEP persons about available language assistance
- E. Methods for monitoring, evaluating and updating plan

A. LEP Needs Assessment – the Four-Factor Analysis

Factor 1. The number or proportion of LEP persons in our service area who may be served or are likely to encounter a transit program, activity, or service.

We assessed the following information (as checked) about LEP persons to determine the number or proportion of LEP persons who might use or want to use our transit services:

GIS map showing transit service area and concentrations of LEP persons (Attachment A)

2010 US Census data

- The total number of LEP persons in our service area is 1304.
- The total eligible population in our service area is 93,813.
- The proportion of LEP persons to the total eligible service population is 1.39%.

Survey results

Reports from drivers, dispatchers, others about contact with LEP persons

- Local school district data
- Human Services Dept. data
- Information from local organizations (religious, legal, social service, etc.) about LEP persons in our service area
- Other information. Describe: Interaction with dispatching staff

Factor 2. The frequency with which LEP persons come in contact with our transit programs, activities, or services.

We currently have no verifiable data about LEP persons in our service area that need, may need or have requested language assistance in relation to our transit services. All anecdotal evidence suggests that the need is somewhere between slight and nonexistent. We will make efforts in the future to refine this assessment.

Factor 3. The nature and importance of programs, activities, or services provided to the LEP population.

Our agency considers transit to be an important and essential part of the transportation infrastructure of our region for those citizens living within our service area.

Wiregrass Transit Authority is the public transportation provider for the City of Dothan and for Houston County and provides services to all citizens within the service area. We operate a (at peak service) fifteen- buses, all of which are wheelchair accessible. We operate from 6 AM to 5:30 PM Monday through Friday. We do not operate at nights or on weekends.

Factor 4. The resources available to our transit system and the overall cost to provide language assistance.

This agency currently has no budget line or dedicated funding to support a language assistance plan. Translation/interpreter services will be provided by current bilingual staff. All other elements of this plan are just “the cost of doing business” and are assumed as part of our operating and administrative overhead. Should demand for the services defined within this plan increase over time, we have a mechanism in place to “mesh” with the LEP of our local MPO.

B. Language Assistance Measures

Language measures currently used and planned to be used by our transit system to address the needs of LEP persons include the following:

- Translating key documents in the following language(s): Spanish, (these key documents are currently defined as the “Title VI complaint form” and this agency’s Title VI “Notice to the Public”
- Arranging for availability of oral translators, when needed
- Communicating with LEP persons’ groups about transit services
- Posting notices in appropriate languages informing LEP persons of available services
- Other. Describe _____

C. Staff Training

To ensure effective implementation of this plan, the transit system will schedule training at orientations for new staff and for all relevant employees:

- the transit system's Language Assistance Implementation Plan
- demographic data about local LEP population
- printed LEP persons' materials (where applicable)
- how to handle verbal requests for transit service in a foreign language
- their responsibility to notify transit Transportation Director about any LEP persons' unmet needs.

D. Notice to LEP Persons about Available Language Assistance

Our transit system plans to notify LEP persons in their own language about the language assistance available to them without cost by using the following methods:

- signs on buses
- brochures
- posters
- sending information to local organizations that work with LEP persons
- telephone messages
- local ads (newspaper, radio, TV)
- website notices
- information tables at local events, grocery stores, pharmacies, and churches
- Other, describe: One on one interaction telephonically with individuals requiring assistance as identified when they make contact with this agency.

E. Monitoring, Evaluating and Updating Plan

The transit system will review this plan during its annual review with its ALDOT transit project Transportation Director by:

- assessing its effectiveness (e.g., comparing numbers of LEP persons served by year, number of requests for language assistance received during the year),
- assessing the sufficiency of staff training and budget for language assistance,
- reviewing current sources for assistance to ensure continuing availability, and
- reviewing any complaints from LEP persons or about their needs that were received during the past year.

This plan will be reviewed by our transit system annually. Revisions of this plan will be approved or adopted by the transit system (transit Transportation Director or board) and dated accordingly.

F. Dissemination of Plan

This Language Assistance Plan is available on our website at <http://www.wiregrasstransit.org>

This plan is also available at no cost in English upon request by telephone, fax, and mail or in person. If requested to be provided in another language and it is feasible to have it translated, it shall be provided at no cost to the requester.

G. Contact Information

Questions or comments about this plan may be submitted to:

Name: Darrell D. Rigsby

Title: Transportation Director, Wiregrass Transit Authority

Address: PO Box 1406, Dothan, AL 36302

Telephone: (334) 794-4093

Fax number: (334) 836-4132

E-mail address: transit@searpc.org

Tab G
Authorizing Resolution

RESOLUTION 224

WIREGRASS TRANSIT AUTHORITY TITLE VI PLAN

WHEREAS, the Southeast Alabama Regional Planning & Development Commission (Wiregrass Transit Authority) is a recipient of federal financial assistance from the Alabama Department of Transportation in support of transit services which imposes certain obligations upon the recipient, including complying with the Title VI federal requirements.

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and


WHEREAS, the Southeast Alabama Regional Planning & Development Commission (Wiregrass Transit Authority) commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity regardless of the funding source; and

NOW, THEREFORE, be it resolved by the Board of the Southeast Alabama Regional Planning & Development Commission as follows:

The Board approves the proposed Title VI Program in order to comply with the Title VI federal requirements.

The Executive Director of the Southeast Alabama Regional Planning & Development Commission in his/her capacity, will serve as the Title VI Officer and is authorized to revise and update the plan as necessary.

Adopted this 12th day of September 2013.

Signature: 

Attest: 

Typed Name: Wess Etheredge

Typed Name: Glenda Chancey

Title: Board Chairman

Title: Board Secretary