

**TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING
Monday, March 11, 2019
Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

Call to Order Mayor Alex Flores called the meeting to order at 7:50. Roll call for the Arriba Town Board was read and those answering were Courtney Dean, Carolyn Steinsiek and Jack Petty, and Leigh Anna Andersen. Bob Rush was absent. Troy McCue arrived later.

Pledge of Allegiance was led by Mike Becker.

Lincoln Community Hospital Services Rachel Smith said she represents Lincoln Community Hospital in Hugo. She said that one of their quality goals identified this year is to be more transparent with the community. She said last month she talked a little bit about the billing, she handed out a letter (attached to these minutes) that gives more detail on what is being done with the billing. She said that something that is going on state wide is that the Governor is excited about people not getting over charged for health care. She pointed out the new email address for the hospital regarding questions anyone may have.

She said President Trump just signed a new bill allowing all VA patients to seek care outside of the VA system. She said that Lincoln Community Hospital is considered a VA choice but the biggest issue is that some of the clinics aren't recognized in the VA system. She said that LCH will help facilitate calls between VA patients and the VA system and help get things set up. Jonathan Hart asked if the reason for the transparency was because of the bailout from the County.

Rachel Smith said the reason is that last year the State created an initiative that all pricing in Colorado would be transparent. She said each facility should list what each procedure will cost. She said the price that is listed does not mean that is what a self-pay person (someone without insurance) would pay. She said legally they have to charge everyone the same- but the fee schedule is what Medicaid and Medicare provide.

She said regarding the bailout from the County there is an article that will be in the Limon Leader that explains why LCH needed it and answers some other questions about it.

Mike Luft said that it's not really bailout its more of a loan the hospital will pay back. Rachel Smith said that was correct and it was a huge benefit for the hospital. She said the hospital does have the funds to pay the loan back. She explained that in 2017 the hospital lost about 2.5 million dollars, in 2018 they lost about 700,000 dollars. She said with the changes that were done they are looking at having a positive cash flow this year. She explained about the 3 different billing systems and how they will be converging everything into one platform later this year.

Public Audience included: Jay Spurling, Harvey Dumcum, Mike Luft, Terry Saffer, Geoff Tomes, Darrel Lehrkamp, Larry Hanneman, Matt Fonte, Jody Schiffers, Marilyn Lightsey, and James Dingwall.

Marilyn Lightsey said she was interested in being on the Board after Jack Petty leaves.

Approval of Agenda Clerk Hart asked to add '2018 Exemption from Audit' under unfinished business before Item 9C. She said 'Trustee Resignation' needed to be discussed- she said she needed Trustee Petty to send her his resignation in writing. Mayor Flores said that this topic could be discussed under Trustee Report. Trustee Steinsiek asked if the coming storm needed to be added to the Agenda. Mayor Flores said that could be under Trustees Report too. Trustee Andersen moved to approve the Agenda as Amended. Trustee Steinsiek seconded and the motion passed unanimously.

Approval of Minutes Trustee Steinseik moved to approve the minutes from the February 11 regular meeting as written. Trustee Andersen seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

Clerk Hart said the payment too Advantage Computer was for 3,000 bill cards. Nichols Electric was for rewiring the breaker box in the shop.

Trustee Andersen moved to approve the Receivables and Payables for February. Trustee Steinsiek seconded and the motion passed unanimously.

Approval of Bills

Clerk Hart explained what the RRWCD bill was. She said each well is allowed so many acre feet and the Town pays the Republic River Water Conservation District for the total acre feet that was used. She said the Town pays for 5 wells, two are allowed 50 acre feet each, 2 are allowed 80 acre feet each, and one is allowed 40 acre feet. She said in 2018 the Town used a total of 58 acre feet from all 5 wells.

Trustee Steinsiek moved to approve the March bills for payment. Trustee Andersen seconded and the motion passed unanimously.

Water for Castle Rock Construction Larry Hanneman said he just gave the Board a signed copy of the Lease Agreement with Castle Rock Construction. He said Ernie Espinosa had asked him to provide him with the training that they do regarding the hydrant and backflow device, he said he still needs to get to the office to get that but then he would just combine it with the Town's fire hydrant procedure and have whoever is going to be using the hydrant sign it. He said after the danger of frost has passed they'll mount and chain the meter and backflow device to the fire hydrant and have a barrier wall in place and it can stay that way until they leave and take it to Flagler. He said regarding the certification they haven't used it since it was certified and with the discussion with Ernie at the last meeting that once they get the device mounted it won't have to be certified every month. He wasn't sure about having a backup as the device cost about \$3,000. He said they have several devices but they are all being used. He said talking to the manufacturer about the backflow preventer they say there's no scheduled gallons before you need to recertify- most entities require the yearly recertification. He said that this backflow

device will stay connected to the meter for this job so that will give a reading of how many gallons has gone through the device for this job.

Mike Becker said that Ernie's concerns was where the device would be stored when not in use and what else it was being connected to. He said Castle Rock could use the same people the Town does to have the device certified.

Clerk Hart said that Ernie added the monthly certification requirement to the fire hydrant use procedures that he wants Castle Rock to sign.

Matt Fonte asked the Board why they wanted it to be tested monthly. He said when a test is done on the device they are only testing the mechanic function of it. He said the one they have is brand new. Clerk Hart said that Ernie's concern was that with the device being hooked up and unhooked and handled so much it would wear out.

Matt Fonte said in his experience he has never been required to certify a device monthly.

Larry Hanneman said that the hydrant and device will be inspected daily to check that everything is working correctly. He said when it is removed for frost danger it will be stored inside at the plant.

Matt Fonte asked if the Board would consider changing the requirement to having the backflow device certified every six months. The Board agreed that this was doable.

Trustee Steinsiek moved to accept the agreement with Castle Rock Construction and to require the back flow prevention device to be certified every 6 months. Trustee Andersen seconded and the motion passed unanimously.

Matt Fonte said he estimates that they will use 130,000 gallons a day when they are at their heaviest production, and this will last for about 4 weeks. He said that there will be 2 frack tanks for sure, they're working on getting 2 more, but they're hoping to have 90,000 gallons of on-site storage.

There was discussion on when they would pull water, what the busiest times for town water usage is, and how much water storage the Town has. The Town's pipe stand holds about 340,000 gallons, in the summer the whole town uses about 30,000 gallons a day. Each of the Town's 4 wells run at 25 gallons per minutes. Mike Becker said the out of town wells kick on when the water pressure is at 30 psi which is about 70 feet of water in the pipe stand.

Matt Fonte said work is usually only done 5 days a week, 7am to 7pm, so there would be a couple of days for the pipe stand to replenish.

There was discussion about Castle Rock Construction adjusting their pull times to coincide with the Town's low usage times.

Mike Becker said the Town could change the in-town well pumps to 2 50's for \$10,000.

Mayor Flores said this could be done very quickly if the Board wanted to do it.

There was brief discussion on letting Castle Rock pull water from the north out of town well.

Terry Saffer asked if the Board could go over the Town's acre feet again. Matt Fonte explained that for the RRWCD every well is required to have a permit and every well is allowed so many acre feet per well. He said some agriculture wells are allowed a high number of acre feet. There was discussion on if these numbers were based off how much water was in the aquifer. Matt Fonte suggested measuring well water levels and monitoring the levels. Clerk Hart said that one in town well is allowed 40 acre feet, the other is allowed 50 acre feet, both out of town wells are allowed 80 acre feet each, and the stock well is allowed 50 acre feet. The Town used a total of 58 acre feet in 2018.

Clerk Hart said that Castle Rock had supplied a map of the batch plant, frack tanks, and water lines. She said they have the fire hydrant placed too far south on the map, it will actually be almost in line with the alley that comes up behind DJ Petro. Jonathan Hart said as the representative of the private property where the fire hydrant is going he would like to dictate where the fire hydrant is placed. Larry Hanneman said the line will be trenched around the first of April. Clerk Hart said the Town needs to get the materials for the water line and a fire hydrant. Larry Hanneman said they would do the road cut and the excavation. Matt Fonte said they could lay the line too but they will need help with the tap. Clerk Hart said that her and Mike had talked about hiring Gerald Masters to help with tapping the fire hydrant. The Board was okay with this. Matt Fonte asked how the Board wanted the hydrant, meter and backflow device stabilized. The Board agreed that the more stable is better, there was no preference at this time.

Repair out of Town wells/water line There was discussion about the town's water replenish rate versus the estimated water usage rate between both the town and Castle Rock. There was discussion on if there was enough water in the Town's wells. There was discussion about changing the pumps at the in-town wells and how that would benefit the Town. It was noted that the Town could make an estimated \$84,000 from selling water to Castle Rock. It was noted that in the Lease Agreement with Castle Rock it does state that Town residents water needs are first priority.

Trustee Andersen moved to hire Schall Drilling to check all the wells to see if they are capable and change out the well pumps. Trustee Steinsiek seconded and the motion passed unanimously.

2018 Exemption from Audit Clerk Hart said that things are a bit different this year- everything is submitted online so the Board needs to pass a resolution to accept the 2018 Exemption from Audit and Board members present need to sign the resolution. The resolution states that Town Board accepts the 2018 Exemption from Audit.

Clerk Hart noted that the water fund expenditures were more than the water fund revenues. She said that is what the State is going to look at when they figure the Town's debt ratio.

Trustee Petty said that by his calculations the Town is in compliance with the debt covenant and rates do not need to be raised, he said he figured the Town was at 162% debt ratio. Clerk Hart said that Trustee Petty wasn't figuring the numbers correctly- the expenditures line does not include the depreciation, it has its own line item. She said by her calculations the Town's water fund is worse off now than it was when the State used 2017 numbers to calculate the debt ratio, the Town is supposed to be at 110% debt ratio, using 2017 numbers the Town was at 15%. She said using 2018 numbers puts the Town a lot lower. Trustee Petty disagreed saying that her calculations were wrong and the Town was in compliance and did not need to raise water rates. Trustee Petty proposed a 2% increase for inflation, but the Town is about to make a lot of money and that didn't figure into any of the calculations.

Trustee Steinsiek moved to adopt the resolution for the 2018 exemption from Audit. Trustee Dean seconded and the motion passed unanimously.

Water Rate Increase Clerk Hart said the State said the Town needs to increase water revenues by \$16,000 annually. She said by raising the tiers the Town can't guarantee that people will use

over the minimum, most people will cut back their usage, but by raising the base rate it guarantees the Town will get more revenue because everyone has to pay it. Currently the Town has 117 water accounts, if the town raises the base rate by \$11 it will give the Town a little over \$15,000 annually.

Clerk Hart said the Board had in front of them the information showing average water usage for the different tiers, along with the current water rate schedule if they wanted to go over how effective it would be to increase tier rates.

It was noted that the Town's annual loan payment is \$16,833.

Trustee Petty said according to his calculations the Town is at 162%.

Trustee Andersen and Trustee McCue agreed that Trustee Petty's calculations were wrong because the depreciation was not included in the expenditures line.

Clerk Hart said she had figured the Town is at -20% debt ratio.

Clerk Hart said at the last meeting it was proposed to increase the base rate by \$11 dollars, the base rate is currently \$38.50.

Darrel Lehrkamp asked why Castle Rock was getting water cheaper than residents. Mayor Flores said Castle Rock wouldn't pay more than \$6 per 1,000 gallons. He said this has been discussed the past few months. Trustee Dean said the Town is trying to make some profit and extra revenue by selling water to Castle Rock. Jay Spurling pointed out that all the water Castle Rock is getting won't be going through the wastewater system.

Trustee Andersen moved to increase the base water rate by \$11. Trustee Dean seconded. Trustees Dean, Andersen, McCue, and Steinsiek voted yes. Trustee Petty voted no. Motion passed.

Selling Town Property Clerk Hart said it will cost about \$400 to advertise, it cost \$600 to have the property surveyed. She's said she's going to advertise it in the Eastern Colorado Plainsman and the Mile Saver Shopper. She said the Town is required to advertise in the Eastern Colorado Plainsman, running it in the Mile Saver is just a courtesy so that everyone has more of a chance to see the ad.

The ad will run for 3 weeks. All bids have to be in by Monday, April 8 at 4:00pm. April 8th is the next Board meeting and the Board will review the bids at that meeting which starts at 7:45pm.

Upgrade Waste Water Treatment Facility Clerk Hart gave a report on the meeting with DOLA, CDPHE and CWRPDA. She said there was a lot information about the different programs the State offers, there was information on the steps the Town needs to follow and how to get the whole process started. She said that the Town needed to start the discussion of buying land for expansion of the wastewater facility to turn it into an evaporative system. The Town needs an additional 10 acres of land. Mayor Flores said that going to an evaporative system is not set in stone it depends on what the State wants the Town to do and what they decide the Town can afford.

Clerk Hart said Element Engineering sent a project update (attached to these minutes). In the update it states that the next step is the Project Needs Assessment which will cost \$12,500. This can be funded by a \$10,000 planning grant with the Town matching \$2,500.

Clerk Hart explained that the Town could go in and fix the pond and liner but in 2 years the Town would probably have to build a different system anyways. She said right now the Town's

wastewater facility is a discharge system, but according to State regulations in 2 years discharge systems won't be allowed anymore.

The Board agreed that Clerk Hart should call Jerry Sauer with Prosper Farms and set up a meeting to discuss land acquisition.

There was discussion on the wastewater pond and liner, and different ideas and possible plans for the new system.

Evaluate Ernest Espinosa and discuss Contract This was tabled until the next meeting because Clerk Hart had just gotten the contract today and no one has had time to look it over.

Town Clean up Trustee Steinsiek asked when the Town will have a clean-up day. There was discussion on how the County hasn't scheduled the free dump day yet but the Town should schedule a day for the Town to gather stuff up then haul it down to the landfill on the free dump day. The Board agreed to have the Town clean-up day on Saturday May 4th.

There was discussion on burning the tree pile on the north lots, it was noted that the pile is very scattered and needs to be pushed into a pile before it's burned.

2019 Town Events Clerk Hart asked the Board if the Town wanted to hold an Easter egg hunt again this year. Clerk Hart said last year the Board approved \$300 for supplies and that was definitely enough. The Board was in agreement to holding an Easter egg hunt and to spend up to \$300 on supplies. Clerk Hart said that the Easter Egg Hunt will be on Saturday, April 20th at 1:00pm. It was noted that the fire departments Nut Fry fundraiser will be on the 20th also.

Clerk Hart asked if the Board wanted to hold a community garage sale. The Board agreed that the past few years there has been almost no participation so no advertising will be done but if anyone wants to have their own garage sale they can.

Clerk Hart said the Annual Dog (and cat) Clinic will be on Monday, June 3rd from 4pm to 6pm. The Board agreed there would be no Town celebration this year.

Maintenance Report Mike Becker said he spends about 2 hours every day out at the wastewater plant. He said all the flow that goes into cell number 2 is an overload on it and he has to flush it, break the ice, and hotsy it. He said he has to record flow average and flow minimum and max for the engineers. He said this has taken him away from the park and streets.

Clerks Report Clerk Hart said that Mike and Pam Koehn are looking at buying Rod Child's trailer house that is on Oak Street and moving it to the north side of their house to use for storage. Clerk Hart said that the trailer wouldn't be hooked up to anything. Clerk Hart said that the Town didn't charge Rod Child the \$500 permit fee when he moved the property across town so Koehn's shouldn't have to pay it either, but they would have to adhere to the setbacks stated in the mobile home ordinance.

Treasurers Report everything looked good.

Trustees Report Trustee Dean said the lady at the Red Cross will let her know when training is scheduled.

Trustee Steinsiek had concerns about the coming blizzard that is predicted to have up to 75 mph winds and possibly cause power outages. Clerk Hart said that if there are stranded travelers to give her or Mike a call and they can put them in the park building.

Trustee Petty asked for the number of the loan officer for the Town's water loan.

Trustee McCue says he is on Lincoln County's 2020 Census committee.

LCEDC Report Trustee McCue had a written report of what he has been doing with LCEDC and general news concerning other towns (the report is attached to these minutes).

Trustee McCue said he's been down at the Fairgrounds for the Regional Economic Develop Forum and will be down there again tomorrow.

He said the LCEDC annual meeting will be on Wednesday, March 27 at 6:30pm at the Limon Community Building, a free dinner will be served.

He talked about one of the businesses locating in Limon.

He said he talked to KC Electric and Titan LED about upgrading Arriba's street lights to LED.

He said he needs to talk to Dave Churchwell about it also.

Trustee McCue said there will be a special screening at the Lincoln Theater of a small budget movie that was filmed in Goodland.

He said that Mary Ann Saffer is building a board for the Bethel Community Center which he will probably be on.


He said he was at Certified Local Government meetings last week about historical preservation and restoration, which went really well. He said they are trying to get a CLG for Lincoln County.

James Dingwall said that the round table strategic planning discussion went well and had a good turnout. He said he'd like Arriba to have another strategic planning workshop before the end of April. The Board agreed to schedule this workshop for Tuesday, April 23 at 7:00pm at the Arriba Town Hall.

Mayors Report Mayor Flores had nothing to report.

Adjournment Trustee Andersen moved to adjourn the meeting, Trustee Steinsiek seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 10:11pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by: 

Mayor Alex Flores

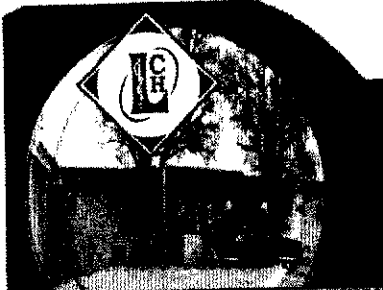
Approved by the Board on: ~~3/11/19~~

5-13-19 JH

Town of Arriba
Board of Trustees
Regular Meeting
Monday, March 11, 2019
7:45pm

Sign In Sheet

Jo. by Schippers
Geoffrey R. Gomez
Lynn Siff
Lauri Lehman
Wendy L. Hummer
Micki Siff
Harvey Durand
Gretchen
Mitt Tu
Jay Spierling
Marilyn Spierling
JAMES DINGWALL



Lincoln Community Hospital

Billing done Better

Healthcare billing is a mess. As billing rules become more convoluted, patients are experiencing increasing incidents of Surprise Billing, Out-of-Network billing and delays in the billing process. Just as every patient is unique, so too is the way we are required to bill for the services provided. The advent of the Affordable Care Act added to the complexity of all healthcare billing, but we are now focused on reducing the impact that has on our patients. Although many of the aspects of healthcare billing are beyond our control due to public policy and regulation, we have identified that our billing process is flawed, and are taking action to fix it.

re | solution is the name of the third-party company, working in-house at Lincoln Community Hospital, which now operates our business office and medical records function. They have, by taking on our previous staff, retaining them as re | solution staff members and training them to become skilled billing & coding experts focused on our community. Over the past several months we have increased the accuracy of our charges and may now more efficiently and effectively bill our patients. Our small size makes it more difficult; we do not have a dedicated biller for each payer. With each new Governmental rule or regulation, we often must change our processes at length to bill accurately and to ensure that we are reimbursed for the care we provide. After this change, we have significantly increased our billing without increases in prices or significant increases in volume.

Have you received a call from our Greeley Office, creating concern that your bill with LCH had been sent to collections? This third-party service is in place to allow us to deal more efficiently with our self-pay patients. The initial billing happens at LCH, payment terms are established between us and the patient depending on their ability to pay and numerous other issues. Once the terms have been created, the patient's bills are sent to this support service. Although this service has been in place for several years, the process has had to be improved by ensuring we are sending reliable and timely information to our Greeley based partner. This allows them to send you accurate statements of your LCH account balance as payment is made.

The biggest change will come with our transition to Athenahealth (a highly rated patient accounting and billing system) in the Fall of 2019. Our facility currently operates using 4 different Electronic Health Records (EHRs) Athena will reduce that to just 2. As you can imagine trying to operate any business with several, non-compatible computer systems can create work flow efficiency and productivity challenges. The implementation of our new EHR will streamline charting, lower clinician workload (allowing better quality patient visits), captures charges in real time and creates detailed, timely statements to our patients. What took several people and many hours or days to accomplish can be done virtually instantaneously as the provider visits with the patient.

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ENGINEER'S PROGRESS REPORT

TO: Town of Arriba
FROM: Element Engineering, LLC
DATE: March 11, 2019
SUBJECT: Progress Report on Current Projects

WWTP Improvements

The town has decided to pursue an alternatives analysis to determine appropriate improvements to the existing wastewater treatment plant improvements project. The existing plant has a significant tear in the Pond No. 1 liner. Because of this existing problem as well as upcoming regulatory changes, appropriate long-term improvements to the system should be analyzed to determine the best use of town funds. Currently, it is anticipated that the decommissioning of the existing system and the construction of a new evaporative pond system will be the chosen project, but this will be determined during the alternatives analysis process.

The proposed project will be funded through the Colorado Department of Public Health and Environment (CDPHE) State Revolving Fund (SRF). The first step in this process is the submittal of a pre-qualification form and a pre-qualification meeting with all involved agencies. The form has been submitted to CDPHE and the meeting was held on March 7th at town hall. CDPHE will now issue a pre-qualification approval letter in the next few weeks. This letter will include a recommendation for a \$10,000 planning grant to assist in funding the next step of the SRF process.

The next step of the process is the Project Needs Assessment (PNA). The PNA is the alternatives assessment as well as documentation of the existing plant, the need for the project, and detailed cost estimates. The total cost of this report is \$12,500. The report will be funded with the \$10,000 planning grant and a \$2,500 town match (this match is a requirement of the planning grant funding). This report will analyze all feasible alternatives considering the impact of future regulatory changes. The PNA also serves as an application for grant funding for the design and permitting of the proposed project.

If the PNA and the town determine that an evaporative pond system is the appropriate project, the town will need to acquire additional land for construction. The PNA will include detailed calculations to determine the amount of land that needs to be acquired, but preliminary estimations show that the town will need an additional 10 acres of land. Element will continue to work with the town regarding the land acquisition as the project progresses.

Lincoln County Economic Development

Executive Director Report

March 11, 2019

-Lincoln County:

- Holding March 19th Census 2020 County Steering Committee meeting at courthouse
- Hosted successful Nuts and Bolts of a CLG at fairgrounds and Roundhouse/courthouse
- Hosted EDCC Pre-conference Data Management meeting today at fairgrounds
- Hosting EDCC Regional Forum for 120+ attendees 3/12 at the fairgrounds

-Arriba:

- Submitted USDA Communities Facilities pre-application for bunker gear/equipment for NELFPD
- Helping coordinate Arriba water sales and new batch plant being set just east of Brent Welding
- Coordinating wrap up of LED lighting upgrades at Leisure Pines, investigating LED street light upgrades.

-Genoa:

- Attending March board meeting
- Attending Creative Districting meeting with See Six States in late March

-Hugo:

- Assisted with countywide Roundtable session at Depot on 2/25
- Attending March board meeting for adoption of building codes
- Helped host Roundhouse open house during CLG conference on 3/7

-Limon:

- Participating in signage committee, weighed in on tourism funding of welcome signs
- Hosting real estate meeting with area realtors and High Plains Bank in April
- Finalized Wausau incentive agreements, awaiting their signed return
- Prospecting two small business locations

-Karval:

- Awaiting Cooper Clark decision on food pantry freeze application
- Provided housing support paperwork for James' delivery on 2/12

-Small Business Development Center:

- Attended awards ceremony in Denver for outstanding program recognition on 2/21
- Raejean picked up two new clients over last two weeks
- Gathering and reporting impact for changing Governor's Office and CSBC direction-state level
- Hosting SBDC local tour of State Advisory Committee and CSBC staff on 4/10 in Limon and

Hugo

-Americorps/VISTA:

- James incorporating roundtable outcomes
- Listing and promotion of VISTA Year 3 opportunity now active
- James wrapping up staff and community leader input for Strategic Plan

-Your Community Foundation:

- Theater has seen better overall average attendance, hosting private parties regularly
- Special screening of Goodland to be held 4/18, 7:00 p.m. with Josh Doke in attendance
- Undergoing new team leader scheduling, assigning changing theater duties
- Signed two new passthrough agreements with Friends of the Tower, Colorado Prairie Arts and Music Council (CPAM)

-Seminars/Training Events:

- James continues regular VISTA regional participation, gaining knowledge in zoning/codes.
- Troy is pursuing CECD certification upon board approval
- EDCC Regional Forum – Fairgrounds March 12th (8:30-4:00) – expecting large attendance (Lt. Governor, Head of OEDIT, Banner Health, LCHCC, Cargill, Viera Wireless, and others)