

**SPRINGFIELD MASS TRANSIT DISTRICT DISADVANTAGED BUSINESS
ENTERPRISE PROGRAM PLAN
March 1, 2025 Revision**

Definition of Terms

The terms used in this program have the meanings defined in 49 CFR 26.5.

Objectives/Policy Statement (26.1, 26.23)

The Springfield Mass Transit District DBA Sangamon Mass Transit District (SMTD or the District) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. SMTD has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SMTD has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of SMTD to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy –

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs; and
5. To help remove barriers to the participation of DBEs in DOT assisted contracts.

The Grants and Procurement Manager (GPM) has been delegated as the DBE Liaison Officer (DBELO), in the absence of a Grant and Procurement Specialist. In that capacity, the GPM is responsible for implementing all aspects of the DBE Program. Implementation of the DBE Program is the same priority as compliance with all other legal obligations incurred by SMTD in its financial assistance agreements with the Department of Transportation. The GPM has direct access to the Managing Director for DBE program matters.

The DBE Program has been presented to the Board of Trustees. SMTD will make this statement available to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by posting an electronic copy on the District website, www.smttd.org.

Federal Assurance (26.13)

SMTD has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

SMTD shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT- assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. SMTD shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. SMTD's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. The implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to SMTD of its failure

to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Each contract you sign with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of [49 CFR part 26](#) in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- Withholding monthly progress payments;
- Assessing sanctions;
- Liquidated damages; and/or
- Disqualifying the contractor from future bidding as non-responsible.

Required Contract Clauses (26.13, 26.29)

1. Contract Assurance

SMTD will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as SMTD deems appropriate.

2. Prompt Payment

SMTD will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from SMTD. The prime contractor agrees further to return retainage payments to each subcontractor or within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of SMTD. This clause applies to both DBE and non-DBE subcontractors.

3. Enforcement of Prompt Payment
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The solicitation shall detail appropriate penalties for failure to comply with prompt payment. The following language may be used:

If the Contractor fails to pay the subcontractor within thirty (30) calendar days, then the Contractor must notify the DISTRICT and the subcontractor, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. The Contractor is obligated to pay interest to the subcontractor on all amounts owed by

the Contractor that remain unpaid after thirty (30) calendar days following receipt by the Contractor of payment from the DISTRICT for work performed by the subcontractor under that contract, except for amounts withheld as allowed in subdivision (1) of this section. Unless otherwise provided under the terms of the contract, interest shall accrue at the rate of one percent (1%) per month, except for the amounts withheld. Notification of failure by the Contractor to make prompt payment to the subcontractor hereinbefore provided will result in notification by the DISTRICT to the Contractor's bonding company, if applicable. Should either the Contractor or subcontractor advise the DISTRICT of a payment issue involving a DBE subcontractor, the DBE officer shall be notified so as to investigate, as appropriate. The DISTRICT shall conduct prompt payment audits that require the Contractor to submit appropriate documentation to verify compliance with this provision.

4. Ensure Prompt Payment

The solicitation shall detail to the prime contractor how the subcontractor is paid within 30 days of satisfactory completed work using one of the following methods:

- Agency may decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage from subcontractors.
- Agency may decline to hold retainage from prime contractors and require a contract clause obligating prime contractors to make prompt and full payment of any retainage kept by prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed.
- Agency may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

The District proactively monitors prompt payment to subcontractors by completing a review and may use the following mechanisms (26.29):

- Reviewing payments from prime contractors to subcontractors, in addition to payments made to all lower-tier subcontractors, with supporting documentation to determine the amount and timeliness of payments.
- Reviewing contract and subcontract documents for inclusion of appropriate prompt payment clauses.
- Reviewing the specifications contained in the contractual clause that may address any measures of performance in prompt payment and return of retainage.

DBE Program Updates (26.21)

SMTD will continue to carry out this program until all funds from DOT financial assistance have been expended. SMTD will provide DOT updates representing significant changes in the program when needed. FTA has a two-tiered system for DBE program compliance.

1. Tier I recipients are those recipients that will award prime contracts exceeding a cumulative total value of \$670,000 in FTA funds in a federal fiscal year, excluding transit vehicle purchases. Tier I recipients must have a DBE program that meets all the requirements outlined in 49 CFR Part 26.
2. Tier II recipients are those recipients that will award prime contracts with a cumulative total value of \$670,000 or less in FTA funds in a federal fiscal year, excluding transit

vehicle purchases. Tier II recipients must comply with abbreviated requirements, including the five specific provisions outlined in 49 CFR § 26.21(a). For additional details, see [Guidance for FTA Tier II Recipients on Implementing the Disadvantaged Business Enterprise \(DBE\) Program Final Rule Published April 9, 2024](#). Tier II recipients do not submit documentation of these provisions to FTA for approval. However, FTA will verify compliance with these requirements during Triennial and State Management Reviews.

Directory (26.25)

SMTD accesses the Illinois UCP directory identifying all firms eligible to participate as DBEs and willing to work in Region 6. The DBE Vendor Directory lists the firm's name, address, phone number, date of most recent certifications, and the type of work the firm has been certified to perform as a DBE. The Directory link is: <http://apps.dot.illinois.gov/ucpsearch>

The Directory can be downloaded for the State, by region, or for specific NAICS codes or areas of specialty.

Overconcentration (26.33)

SMTD has not identified over concentration.

Business Development Program (26.35)

SMTD does not have a business development program.

Monitoring and Enforcement Mechanisms (26.37)

SMTD will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. SMTD will also consider similar action under our own legal authorities, including responsibility determinations in future contracts. Monitoring activities will be certified in writing and maintained in the project file.

Fostering Small Business (26.39)

Employees with regular responsibilities for purchasing and procurement will include Small Businesses in the procurement process. Multi-state listings are available under the State of Illinois Small Business set-aside program and the Small Business Administration list of registered Business under the SBA program. Both lists will be used to identify small businesses when applicable.

Notices for the Invitation for Bids and Requests for Proposals are published in a daily or weekly newspaper and on the District's website. Bid documents will be e-mailed to potential bidders that are on the bidder's list. Prime contracts will be unbundled, when possible, to provide additional contracting opportunities for small businesses and DBE's.

Quotas (26.43)

SMTD does not use quotas in any way in the administration of this DBE Program.

DBE Liaison Officer (DBELO) (26.45)

SMTD designates the following individual as our DBE Liaison Officer:

Grants and Procurement Manager
C/O Sangamon Mass Transit District

928 South Ninth Street
Springfield, Illinois 62703
(217) 522-6087

In that capacity, the Grants and Procurement Manager, or the Grant and Procurement Specialist when the position is filled, under the supervision of the Director of Finance & Administration is responsible for implementing all aspects of the DBE Program and ensuring that the District complies with all provisions of 49 CFR Part 26. The Grants and Procurement Manager, in the absence of a Grant and Procurement Specialist, has direct, independent access to the Managing Director, concerning DBE Program matters. If both the Grants and Procurement Manager and Specialist positions are vacant, then the Director of Finance will serve as the DBELO.

The DBELO is responsible for developing, implementing, and monitoring the DBE Program, in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Sets the overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes SMTD's progress toward goal attainment and identifies ways to improve progress.
7. Advises the Managing Director/governing body on DBE matters and achievement.
8. Participates with the project director to determine contractor compliance with good faith efforts.
9. Participates in DBE training seminars.
10. Acts as liaison to direct potential DBE's through the Uniform Certification Process in Illinois.
11. Maintains SMTD's updated directory on certified DBEs.
12. Complete a shortfall analysis if goals are not achieved, as well as a corrective action plan, if needed.

Methods of Goal Setting

1. Transit Vehicle Manufacturers (26.49)
SMTD will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, SMTD may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.
2. Process
SMTD submits its overall three-year goal to DOT on August 1, prior to the beginning of the first federal fiscal year for the goal submission.

Before establishing the overall goal for the period, SMTD will notify the Springfield Chamber of Commerce and other applicable parties of the SMTD DBE program, the goal setting process, and the certification process. SMTD seeks to obtain information

concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and SMTD's efforts to establish a level playing field for the participation of DBEs by contacting businesses.

Following this consultation, SMTD will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours of SMTD for 30 days following the date of the notice, and informing the public that SMTD and DOT will accept comments on the goals for 45 days from the date of the notice. The notice will appear on the District's website.

Additionally, a copy of the notice may also be mailed to local organizations, such as The Springfield Urban League, the Springfield Chapter of the N.A.A.C.P., the IL Assoc. of Minorities in Government, the Springfield Black Chamber of Commerce, the Associated General Contractors, and the IL Federation of Business & Professionals Women's Clubs Inc.

Normally, SMTD will issue this notice by June 15 of the goal setting year. Following the consultation and public inspection, SMTD will publish a notice on SMTD website of the overall goal submitted to the Federal Transit Administration on August 1. Normally, SMTD will issue this notice by September 1 informing the public of the final three-year goal established.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

SMTD will begin using our overall goal October 1 (beginning of the federal fiscal year of the goal setting year), unless SMTD has received other instructions from DOT.

3. Breakout of Estimated Race-Neutral and Race-Conscious Participation

SMTD will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation.

Contract Goals (26.51)

SMTD shall meet the maximum feasible portion of the overall goal by using race-neutral means of facilitating race neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Good Faith Efforts (26.53)

1. Information to be Submitted

SMTD treats bidder/offers' compliance with good faith effort requirements as a matter of responsiveness.

The District will require that each solicitation for which a contract goal has been established will require the bidders/offers to submit the following information with the bid proposal:

- a. The names and addresses of DBE firms that will participate in the contract, along with DBE Certification;
- b. A description of the work that each DBE will perform;
- c. The dollar amount of the participation of each DBE firm participation;

- d. Written and signed documentation of commitment to use a DBE subcontractor whose participation is submitted to meet a contract goal;
- e. If the contract goal is not met, then evidence of good faith efforts.

2. Demonstration of Good Faith Efforts

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts include:

- a. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
- b. Selecting portions of work to be performed by DBEs to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
- c. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
- d. Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
- i. Considering the DBE subcontractors capabilities and contract goals in addition to price. Additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, if such costs are reasonable. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
- e. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
- f. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.
- g. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- h. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed

on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

- i. Providing procurement staff with DBE lists for inclusion in operating contracting opportunities.
- j. Using certified vendors listed on CMS/CDM website may be considered a good faith effort, as specified in the solicitation.

The Managing Director and Grants & Procurement Manager are responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

SMTD will ensure that all information is complete, accurate, and adequately documents the bidder/offeror's good faith efforts before SMTD commits to the performance of the contract by the bidder/offeror.

3. Administrative Reconsideration

A bidder/offeror may request administrative reconsideration within 20 days of receiving notice from SMTD that the bidder/offeror is not responsive due to a lack of good faith efforts. Bidder/offerors should make this request in writing to the reconsideration official, the Managing Director. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. SMTD will send the bidder/offeror a written decision on reconsideration explaining the basis for finding that the bidder/offeror did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

4. Good Faith Efforts for DBE Replaced on Contract

SMTD will require a contractor to communicate and make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE to the extent needed to meet the contract goal. SMTD will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, SMTD will require the prime contract to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default.

Open-Ended Performance Plans (26.53)

For design-build (D-B) contracts, a DBE Open-Ended Performance Plan (OEPP) is only required on D-B contracts with DBE contract goals and used to documents their commitment to attain the DBE goal, as detailed in 26.53(e).

Counting DBE Participation (26.55)

SMTD will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

Nondiscrimination (26.7)

SMTD will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, SMTD will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program with respect to individuals of a particular race, color, sex, or national origin.

Certification (26.61 – 26.91)

SMTD will use the Chicago Transit Authority, Illinois Department of Transportation, Metra, Pace, and City of Chicago as certifying agencies for DBE's. The list of DBEs certified through the Chicago Transit Authority, Illinois Department of Transportation, Metra, Pace, and Chicago Transit Authority is on file at the District office.

Applicants seeking DBE certification will be directed through the State of Illinois Unified Certification Program. Participants in the IL UCP will use US DOT certification applications.

Monitoring Subcontractors and Payments to DBEs

The management of subcontractors usually involves assurance of required provisions (clauses) from the prime contract, the prime contractor's compliance with the DBE requirements in the prime contract, including compliance with prompt payment, and assurance that the prime contractor has selected critical subcontractors in a prudent fashion to protect the District's program interests.

SMTD will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the District or DOT. This reporting requirement also extends to any certified DBE subcontractor.

SMTD will keep a running tally of actual payments to DBE firms for work committed to them at the time of award to ensure work committed to DBE is performed by a DBE. (26.37). SMTD will perform periodic site visits during construction projects.

SMTD may perform periodic audits of contract payments. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

Information Collection and Reporting**1. Bidders List**

SMTD will create a bidders list consisting of information about DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The Illinois UCP Directory provides a reference source of certified DBE firms, including NAICS codes, specialties, and IDOT's districts and will be used for DBE firms that are available for work when quotes are obtained for operating contracting opportunities.

2. Reporting to DOT
SMTD will report DBE participation to DOT on a semiannual basis, using the TRAMS reporting system.
3. Confidentiality
SMTD will safeguard from disclosure to third parties' information that may reasonably be regarded as confidential business information. Notwithstanding any contrary provisions of state or local law, SMTD will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Reporting Procedure (26.11, 26.55)

SMTD, to implement procedures to ensure future projects are reported on time, has developed the following steps to complete semi-annual DBE Reporting. The reporting periods are based on the Federal Fiscal year, from 10/01/xx-06/30/xx and are as follows:

Report Period 10/01/xx-3/31/xx is due by 06/01/xx.

Report Period 04/01/xx-9/30/xx is due by 12/01/xx.

Purpose: Identify the total number and associated dollar amount of awards and payments for contracting opportunities in a reporting period and the percentage of DBE participation in those contracting opportunities.

Step 1: Identify all contracting opportunities within the reporting period.

- 1.1 Run the "Vendor Payments by Date Range (Excel)" report in the Custom Legacy Finance Menu. This will produce a report of all vendors active in the reporting period.
- 1.2 Identify the non-contracting opportunities. Non-contracting opportunities include:
 - Claims- law firms, medical claims, flexible spending accounts
 - Payroll Deductions- union fees, NCPERS, Pro Com
 - Dues- Chamber of Commerce, IPTA, APTA
 - Employee Reimbursements
 - Ineligible- Community Awareness donations, flowers
 - Proprietary- Gillig, EcoLane
 - Utilities- Ameren, CWLP, American Express
- 1.3 The entries that are unlabeled are the contracting opportunities.

Step 2: Identify the completed contracts within the reporting period.

- 2.1 Completed contracts include:
 - One-time micro purchases- Amazon, NAPA
 - Projects finished in the reporting period- carpet repair, door replacements
 - Advertising
 - Contracts that have expired and were renewed in the reporting period
- 2.2 Copy the completed contracts to a new tab. Use the "Vendor Master" report from Avail to determine the total number of awards and payments as well as the total amount invoiced and the total amount paid for each completed contract.
- 2.3 This information will be used to fill in Section D of the report.

Step 3: Identify all in-progress contracts.

- 3.1 In-progress contracts are the contracts that have been awarded but will not be completed in the reporting period (construction projects, HVAC, Fire Alarms). This included renewed contracts.
- 3.2 Copy the in-progress contracts to a new tab.
- 3.3 This information will be used to fill in Section A and Section C of the report.

Step 4: Identify DBE participation.

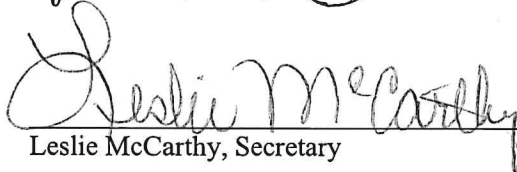
- 4.1 Run the “Vendor DBE Report” to make a list of the number of DBE contracts and the amounts.
- 4.2 Keep the completed and in-progress contracts separate.
- 4.3 This information will be used in each section of the report.

BOARD REVIEW AND PROGRAM ADOPTION

This program shall be subject to review by the Board, or its designee, with changes made as warranted, followed by re-adoption by the Board. The Board reserves the right to implement changes to this program at any time if it is deemed in the District's best interest.

Amended and adopted January 27, 2025.



Brian Brewer, Chairperson

Leslie McCarthy, Secretary