



Civic-Recreational-Industrial Authority

Regular Meeting Agenda
April 10, 2019
9:00 a.m.

Chairman Larry Hartmann
Vice Chairman John Karns
Board Member Sean Lee
Board Member Bob Lindsey
Board Member Ronald Whitemore

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California

Addressing the Authority:

- ▶ **Agenda Items:** *Members of the public may address the Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a three-minute time limit per person for any matter listed on the Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker's Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Authority.*
- ▶ **Public Comments (Non-Agenda Items):** *Anyone wishing to address the Authority on an item not on the Agenda may do so during the "Public Comments" period. In order to conduct a timely meeting, there will be a three-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Authority from taking action on a specific item unless it appears on the posted Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker's Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called by the City Clerk and prior to the individual being heard by the Authority.*

Americans with Disabilities Act:

- ▶ *In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk's Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.*

Agendas and other writings:

- ▶ *In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.*

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1. Call to Order
 2. Flag Salute
 3. Roll Call
 4. Public Comments

5. **EXPO CENTER MATTERS**

5.1 Update on the Expo Center

RECOMMENDED ACTION: Receive and file.

5.2 Consideration of the Register of Demands submitted by the Industry Hills Expo Center for March 2019

RECOMMENDED ACTION: Receive and file.

6. **BOARD MATTERS**

6.1 Consideration of the Register of Demands submitted by the Finance Department for April 10, 2019

RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate personnel to pay the bills.

6.2 Consideration of the minutes of the March 13, 2019 regular meeting

RECOMMENDED ACTION: Approve as submitted.

6.3 Update and Discussion Regarding the Industry Hills Expo Center ATM's.

RECOMMENDED ACTION: Receive and File and Provide Direction, if any.

7. Adjournment. Next regular meeting: Wednesday, May 8, 2019, at 9:00 a.m.

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 5.1

Back-up will be provided prior to the Meeting

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 5.2

Industry Hills Expo Center - Check Register
MARCH

CHECK #	DATE	PAYEE	AMOUNT	DETAILS
13885	03/01/2019	AHERN RENTALS	1,583.42	EQUIPMENT RENTAL-LIGHT TOWERS
13886	03/01/2019	VOID CHECK	0.00	DATA ENTRY ERROR
13887	03/01/2019	AIRGAS WEST	165.88	SUPPLIES EXP-PROPERTY MAINT.
13888	03/01/2019	ALARMCO	120.00	SERVICE CALL-ARENA OS&Y
13889	03/01/2019	ANDREA F MALDONADO	975.00	PROMOTIONAL/MKTG. EXP.
13890	03/01/2019	BROWN & BROWN OF CALIFORNIA INC.	2,100.00	BANQUET TULIP INSURANCE
13891	03/01/2019	GRAHAM COMPANY	415.00	QRTLY EMERG. LIGHT INSPECTION
13892	03/01/2019	HACIENDA LA PUENTE ADULT EDUCATION	1,671.55	CATERING EXPENSE (DIVERS MEMORIAL)
13893	03/01/2019	HOME DEPOT	1,082.44	PROPERTY MAINT. EXP.
13894	03/01/2019	JAM GOLF CARS	562.69	GOLF CART MAINT.EXP.
13895	03/01/2019	JANUS PEST MANAGEMENT, INC.	90.00	PEST CONTROL
13896	03/01/2019	P & R PAPER SUPPLY COMPANY	465.28	PAPER & CLEANING SUPPLIES EXP.
13897	03/01/2019	RANCHO JANITORIAL SUPPLIES	1,542.44	CLEANING SUPPLIES
13898	03/01/2019	YOUNG'S MARKET CO.	2,415.38	ALCOHOL INVENTORY
13899	03/01/2019	AIRGAS WEST	34.89	SUPPLIES EXP.
13900	03/04/2019	MA-020819 LTAP SO CAL PORT WATER DOG	510.00	REFUND DUE TO OVERPMT ON ACCT.
13901	03/04/2019	PAV-022319 YESENIA CORONA	600.00	SEC DEPOSIT REFUND
13902	03/04/2019	AR-022319 CJ DE GUZMAN	300.00	SEC DEPOSIT REFUND
13903	03/04/2019	CNC EQUESTRIAN MANAGEMENT	446.58	REIMBURSE FOR CC PURCHASES
13904	03/04/2019	CNC EQUESTRIAN MANAGEMENT	2,871.21	PR W/E 021719
13905	03/04/2019	CNC EQUESTRIAN MANAGEMENT	1,540.50	PR W/E 022419
13906	03/04/2019	CNC EQUESTRIAN MANAGEMENT	37,092.98	MONTHLY SALARIES-MARCH
13907	03/04/2019	CNC EQUESTRIAN MANAGEMENT	10,000.00	MONTHLY MNGMT FEE
13908	03/04/2019	CNC EQUESTRIAN MANAGEMENT	28,863.12	PROPERTY MAINT EXP-FEBRUARY
13909	03/06/2019	PAV-030219R BERNADETT LEGGIS	600.00	SEC DEPOSIT REFUND
13910	03/06/2019	AR-030219 NORMA TINO	300.00	SEC DEPOSIT REFUND
13911	03/06/2019	ALARMCO	700.00	PROGRESSIVE PMT. FIRE SYSTEM
13912	03/06/2019	BROWN & BROWN OF CALIFORNIA INC.	12,094.52	ANNUAL EQUINE LIABILITY INSURANCE
13913	03/06/2019	CAPITAL PROTECTION INC.	137.50	EVENT SECURITY SERVICES
13914	03/06/2019	CHAD'S PROFESSIONAL CLEANING	1,695.00	PAVILION CARPET CLEANING
13915	03/06/2019	CINTAS	571.62	MATS, MOPS AND UNIFORMS
13916	03/06/2019	CULLIGAN WATER CONDITIONING	81.33	WATER FILTER SYSTEM
13917	03/06/2019	DELHAVEN COMMUNITY CENTER	800.00	SHUTTLE SERVICES-PAV. EVENTS
13918	03/06/2019	FRONTIER COMMUNICATIONS	288.98	MONTHLY HIGH SPEED WIRELESS EXP.

Industry Hills Expo Center - Check Register
MARCH

CHECK #	DATE	PAYEE	AMOUNT	DETAILS
13919	03/06/2019	GREGS REFRIGERATION	1,200.00	REMOVE & REPLACE THERMOSTATS-PAVILION
13920	03/06/2019	HARBOR DISTRIBUTING,LLC	2,568.00	ALCOHOL INVENTORY
13921	03/06/2019	JAM GOLF CARS	971.07	GOLF CART MAINT/RE-KEY 6 CARTS
13922	03/06/2019	JANUS PEST MANAGEMENT, INC.	844.00	PEST CONTROL
13923	03/06/2019	KIKI'S INDUSTRIAL JANITORIAL SERVICE	1,120.00	RR&TRASH ATT. MA-022819
13924	03/06/2019	OFFICE DEPOT	52.26	OFFICE SUPPLIES EXP
13925	03/06/2019	P & R PAPER SUPPLY COMPANY	938.70	PAPER & CLEANING SUPPLIES EXP.
13926	03/06/2019	SPARKLETTS	371.28	ALCOHOL INVENTORY
13927	03/06/2019	SYSCO	1,212.61	CONCESSION INVENTORY
13928	03/06/2019	UNITED RENTALS	651.69	DIRECTIONAL SIGNS/CONSTRUCTION
13929	03/06/2019	XEROX FINANCIAL SERVICES	705.26	LEASE PMT/PROPERTY TAX
13930	03/07/2019	PCR CASH	1,507.73	REPLENISH PETTY CASH-FEB REC.
13931	03/11/2019	AHERN RENTALS	641.76	EQUIPMENT RENTAL/LIGHT TOWERS
13932	03/11/2019	CAPITAL PROTECTION INC.	5,325.25	EVENT SECURITY SERVICES
13933	03/11/2019	CINTAS	1,246.43	MATS, MOPS AND UNIFORMS
13934	03/11/2019	CITY OF INDUSTRY	4,436.72	ROLLOFF/DUMP FEES,STORAGE,3YD SERVICE
13935	03/11/2019	DELHAVEN COMMUNITY CENTER	550.00	SHUTTLE SERVICE-PAV. EVENTS
13936	03/11/2019	F.GAVINA & SONS INC.	370.51	CONCESSION INVENTORY
13937	03/11/2019	VOID CHECK	0.00	DATA ENTRY ERROR
13938	03/11/2019	JANUS PEST MANAGEMENT, INC.	470.00	PEST CONTROL
13939	03/11/2019	MRC SMART TECHNOLOGY SOLUTIONS	1,171.55	QUARTERLY COLOR COPIES EXP.
13940	03/11/2019	OFFICE DEPOT	69.34	OFFICE SUPPLIES EXP.
13941	03/11/2019	ROGERS,CLEM & CO.	2,200.00	ACCTG.&CONSULTING FEE-FEB.
13942	03/11/2019	SOUTHERN WINE & SPIRITS	1,513.92	ALCOHOL INVENTORY
13943	03/11/2019	THE BIG NORWEGIAN	3,140.61	EQUIP.MAINT. EXP-TIRES FOR CASE TRACTOR
13944	03/11/2019	YOUNG'S MARKET CO.	433.94	ALCOHOL INVENTORY
13945	03/13/2019	PAV-030919 JESUS PAEZ	600.00	SEC DEPOSIT REFUND
13946	03/13/2019	PAV-030619 SABRINA DIRECTO	600.00	SEC DEPOSIT REFUND
13947	03/19/2019	7UP/RC BOTTLING OF S.CALIFORNIA	334.50	ALCOHOL INVENTORY
13948	03/19/2019	AT&T	484.35	MONTHLY WIRELESS PHONE CHARGES
13949	03/19/2019	CAPITAL PROTECTION INC.	7,200.00	EVENT SECURITY SERVICES
13950	03/19/2019	CINTAS	1,336.60	MATS, MOPS AND UNIFORMS
13951	03/19/2019	COASTAL CARBONIC	130.65	CARBO CHARGER-PATIO CAFÉ
13952	03/19/2019	FED EX	34.75	POSTAL EXPENSE

Industry Hills Expo Center - Check Register
MARCH

CHECK #	DATE	PAYEE	AMOUNT	DETAILS
13953	03/19/2019	FRONTIER COMMUNICATIONS	518.34	MONTHLY PHONE CHARGES-FEB/MAR.
13954	03/19/2019	GINA HORN DESIGNS	2,180.67	QRTLY MAILER-PROMO EXP.
13955	03/19/2019	HARBOR DISTRIBUTING,LLC	316.00	ALCOHOL INVENTORY
13956	03/19/2019	JUAN LOPEZ	545.00	IT SERVICES
13957	03/19/2019	KIKI'S INDUSTRIAL JANITORIAL SERVICE	1,635.00	RR & TRASH ATT./EMERG.WATER EXTRACT
13958	03/19/2019	KLINE'S PLUMBING	379.26	LOWER BARN RR SERVICE/REPAIR
13959	03/19/2019	OFFICE DEPOT	108.53	OFFICE SUPPLIES EXP.
13960	03/19/2019	PITNEY BOWES	138.82	POSTAGE METER EXPENSE
13961	03/19/2019	SATSUMA LANDSCAPE	8,674.00	MONTHLY LANDSCAPING SERVICES-FEB.
13962	03/19/2019	STAPLES Business Advantage	455.32	OFFICE SUPPLIES EXP.
13963	03/20/2019	California Dept. of Tax and Fee Admin.	7,032.62	SALES TAX PAYMENT
13964	03/11/2019	HARBOR DISTRIBUTING,LLC	1,616.00	ALCOHOL INVENTORY
13965	03/26/2019	DIAMOND BAR ELECTRIC	5,249.00	PURCHASE NEW SPIDER BOXES & CABLES
13966	03/26/2019	JANUS PEST MANAGEMENT, INC.	380.00	PEST CONTROL
13967	03/26/2019	KIKI'S INDUSTRIAL JANITORIAL SERVICE	1,975.00	RR&TRASH ATT MA-031619
13968	03/26/2019	LOCKS PLUS	264.40	DUPLICATE KEYS, PURCHASE LOCKS
13969	03/26/2019	XEROX FINANCIAL SERVICES	411.35	LEASE PMT-COPIER
13970	03/21/2019	AR-031619 FABIAN FRAGOSO	300.00	SEC DEPOSIT REFUND
13971	03/21/2019	PAV-031619 ROSA MOLINA	600.00	SEC DEPOSIT REFUND
13972	03/26/2019	CNC EQUESTRIAN MANAGEMENT	7,763.83	PR W/E 030319,031019,031719
13973	03/26/2019	OFFICE DEPOT	24.57	OFFICE SUPPLIES EXP.
13974	03/26/2019	SOUTHERN CALIFORNIA EDISON	2,586.86	MONTHLY UTILITY EXP.
13975	03/27/2019	VOID CHECK	0.00	PRINTER ERROR
13976	03/27/2019	AR-032319R DIANA IBARRA	300.00	SEC DEPOSIT REFUND
13977	03/27/2019	PAV-032319 JUAN PEREZ	600.00	SEC DEPOSIT REFUND
13978	03/29/2019	KIKI'S INDUSTRIAL JANITORIAL SERVICE	3,394.00	RR&TRASH ATT. PRO RATE FAC.CLEAN-MAR.
13979	03/29/2019	OFFICE DEPOT	557.76	OFFICE SUPPLIES EXP.
13980	03/29/2019	SYMONS EMERGENCY SPECIALTIES INC.	3,200.00	AMB & EMT STANDBY-ARENA EVENTS

TOTAL	208,357.12
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CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 6.1

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting April 10, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
360	INDUSTRY HILLS EXPO OPERATING ACCOUNT	97,419.51

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
WFCK	WELLS FARGO CHECKING	97,419.51

APPROVED PER CITY MANAGER

Civic-Recreational-Industrial Authority
Voided Checks
April 10, 2019

Check	Date	Payee Name	Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking			
10857	03/13/2019	03/27/2019	STANLEY STEEMER LOS ANGELES CC (\$3,525.00)
	Invoice	Date	VOIDED - INVOICE WAS PAID BY EXPO CENTER Amount
	856926	01/26/2019	HVAC SYSTEM CLEANING - EXPO CENTER (\$3,525.00)

Checks	Status	Count	Transaction Amount
	Total	1	(\$3,525.00)

Civic-Recreational-Industrial Authority
Board Meeting
April 10, 2019

Check	Date			Payee Name	Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking					
10860	03/20/2019			SOCALGAS	\$68.54
	Invoice	Date	Description	Amount	
	2019-00001322	03/08/2019	02/04-03/06/19 SVC - 16200 TEMPLE AVE APT 100-EXPO	\$18.03	
	2019-00001323	03/08/2019	02/04-03/06/19 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$50.51	
10861	03/27/2019			FORWARD ASSIST TRAINING LLC	\$1,250.00
	Invoice	Date	Description	Amount	
	STB00301-CRIA	03/13/2019	STOP THE BLEED SEMINAR	\$1,250.00	
10862	04/10/2019			CITY OF INDUSTRY-REFUSE	\$450.00
	Invoice	Date	Description	Amount	
	3525904	03/01/2019	IH RODEO STORAGE BOXES	\$450.00	
10863	04/10/2019			CRIA-EQUESTRIAN CENTER	\$73,845.00
	Invoice	Date	Description	Amount	
	FEB-19	03/20/2019	REIMBURSEMENT FOR FEBRUARY 2019 OPERATING C	\$73,845.00	
10864	04/10/2019			CRIA-PAYROLL ACCOUNT	\$3,000.00
	Invoice	Date	Description	Amount	
	MAR-19	03/14/2019	REIMBURSE PAYROLL - MARCH 2019	\$3,000.00	
10865	04/10/2019			ELEVATE PUBLIC AFFAIRS, LLC	\$5,000.00
	Invoice	Date	Description	Amount	
	1543	03/13/2019	PROFESSIONAL SVC - FEBRUARY 2019	\$5,000.00	
10866	04/10/2019			FRAZER, LLP	\$980.00
	Invoice	Date	Description	Amount	

Civic-Recreational-Industrial Authority
Board Meeting
April 10, 2019

Check	Date		Payee Name	Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking				
	159377	02/28/2019	PROFESSIONAL SVC - FEBRUARY 2019	\$980.00
10867	04/10/2019		SURETECK, INC.	\$15,985.97
	Invoice	Date	Description	Amount
	09292018-EXPO	02/06/2019	SEPTEMBER 2018 ON-CALL MAINTENANCE SVC - EXPC	\$2,725.48
	10312018-EXPO	02/12/2019	OCTOBER 2018 ON-CALL MAINTENANCE SVC - EXPO C	\$2,993.33
	11302018-EXPO	02/13/2019	NOVEMBER 2018 ON-CALL MAINTENANCE SVC - EXPO	\$2,173.58
	12312018-EXPO	02/14/2019	DECEMBER 2018 ON-CALL MAINTENANCE SVC - EXPO	\$3,392.85
	02012019-EXPO	02/28/2019	FEBRUARY 2019 ON-CALL MAINTENANCE SVC - EXPO (\$4,415.73
	02012019-EXPO-2	03/08/2019	FEBRUARY 2019 ADDT'L ON-CALL MAINTENANCE SVC -	\$285.00
10868	04/10/2019		VORTEX INDUSTRIES, INC.	\$365.00
	Invoice	Date	Description	Amount
	04-1326920	03/08/2019	GATE REPAIR - EXPO CENTER SWING GATE	\$365.00

Checks	Status	Count	Transaction Amount
	Total	9	\$100,944.51

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 6.2

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MARCH 13, 2019
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The Regular Meeting of the Civic-Recreational-Industrial Authority of the City of Industry, California, was called to order by Chairman Larry Hartmann at 9:16 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

FLAG SALUTE

The flag salute was led by Board Member Karns

ROLL CALL

PRESENT: Larry Hartmann, Chairman
John Karns, Vice Chairman
Sean Lee, Board Member
Bob Lindsey, Board Member
Ronald Whittemore, Board Member

STAFF PRESENT: Troy Helling, City Manager; Julie Robles, Assistant Secretary; James M. Casso, General Counsel; Clem Calvillo, Deputy Agency City Engineer; Misty Lucero with CNC Equestrian; and Lynn Thompson, Administrative Technician II.

PUBLIC COMMENTS

There were none.

STATUS REPORT ON EXPO CENTER

Deputy Agency City Engineer, Clem Calvillo informed the Board Members of the activities occurring at the Expo Center.

MOTION BY VICE CHAIRMAN KARNs, AND SECOND BY BOARD MEMBER LEE TO RECEIVE AND FILE THE REPORT. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	LEE, LINDSEY, WHITTEMORE, KARNs, HARTMANN
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MARCH 13, 2019
PAGE 2

**CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE
INDUSTRY HILLS EXPO CENTER FOR FEBRUARY 2019**

MOTION BY VICE CHAIRMAN KARNS, AND SECOND BY BOARD MEMBER
WHITTEMORE TO RECEIVE AND FILE THE REPORT. MOTION CARRIED 5-0, BY
THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: LEE, LINDSEY, WHITTEMORE, KARNS,
HARTMANN
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

**CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE
FINANCE DEPARTMENT FOR MARCH 13, 2019**

MOTION BY VICE CHAIRMAN KARNS, AND SECOND BY BOARD MEMBER
WHITTEMORE TO APPROVE THE REGISTER OF DEMANDS AND AUTHORIZE THE
APROPRIATE PERSONNEL TO PAY THE BILLS. MOTION CARRIED 5-0, BY THE
FOLLOWING VOTE:

AYES: BOARD MEMBERS: LEE, LINDSEY, WHITTEMORE, KARNS,
HARTMANN
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

**CONSIDERATION OF THE MINUTES OF THE FEBRUARY 13, 2019 REGULAR
MEETING**

MOTION BY BOARD MEMBER WHITTEMORE, AND SECOND BY VICE CHAIRMAN
KARNS TO APPROVE AS SUBMITTED. MOTION CARRIED 5-0, BY THE
FOLLOWING VOTE:

AYES: BOARD MEMBERS: LEE, LINDSEY, WHITTEMORE, KARNS,
HARTMANN
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MARCH 13, 2019
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PRESENTATION AND DISCUSSION REGARDING THE CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY'S FINANCIAL REPORTS FOR JANUARY 31, 2019

Consultant Dean Yamagata from Frazier, LLP was available to answer any questions from the Authority.

MOTION BY BOARD MEMBER LINDSEY, AND SECOND BY VICE CHAIRMAN KARNS TO RECEIVE AND FILE THE REPORTS. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	LEE, LINDSEY, WHITTEMORE, KARNS, HARTMANN
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

ADJOURNMENT

There being no further business, the Civic-Recreational-Industrial Authority adjourned at 9:16 a.m.

Larry Hartmann, Chairman

Julie Robles
Assistant Secretary