



ALA MOANA/KAKA'AKO NEIGHBORHOOD BOARD NO. 11

c/o NEIGHBORHOOD COMMISSION • 530 SOUTH KING STREET ROOM 406 • HONOLULU, HAWAII, 96813
TEL: (808) 768-3710 • FAX: (808) 768-3711 • INTERNET: <http://www1.honolulu.gov/nco>

DRAFT REGULAR MEETING MINUTES **TUESDAY, AUGUST 26, 2014** **MAKIKI CHRISTIAN CHURCH**

CALL TO ORDER: Chair Larry Hurst called the meeting to order at 7:02 p.m. **Quorum was established with seven (7) members present.** Note - This nine (9)-member Board requires five (5) members to establish quorum and to take official Board action.

Board Members Present – Rodney Chang, John Horvath (appointed at this meeting), Larry Hurst, Duane Komine, Aaron Landry, Eric B. Marshall (appointed at this meeting), Tom McLaughlin, Ryan Tam, and Michael Zehner.

Board Members Absent – None.

Vacancies – None.

Guests – Raytan K. Vares (Senator Brickwood Galuteria's Office staff), Representative Tom Brower, Jonathan Tungpalan (Representative Scott Saiki's Office staff), Michael Formby (Mayor Kirk Caldwell's Representative, Department of Transportation Services, Director); Councilmember Carol Fukunaga, James Larson (Councilmember Ann Kobayashi's Office staff), Amanda Morales (Councilmember Stanley Chang's Office staff), Fire Fighter Cory Hamaishi for Captain LeRoy Malterre and Firefighter Mike McMahon (Honolulu Fire Department); Acting Lieutenant Winston Leong and Sergeant Anson Kimura (Honolulu Police Department, District 1); Pat Lee [Honolulu Rail Transit Project (H RTP)], Daci L. Armstrong (Pokulani resident), Ed Oshiro (KAKA'A KO.COM, LLC), M. Tait (Hawaii Convention Center), William J. Ammons (Resident), Francisco Gurierez (General Growth Partners/Ala Moana Center), Gerald and Lina Chun (KDIR), James Kramer, Gerald/Lina Chun (KDIR), Pam Wood (Resident), Steve Miller, Noelle Wright, Eric B. Marshall (Candidate for House District 26), Anthony Ching (Hawaii Community Development Authority, Executive Director), Dexter Okada, Renee Espiau (Department of Planning and Permitting), John Horvath (One Waterfront Tower, Resident Manager), Katie Kaanapu (Howard Hughes), Chris Garlui (NITERUN), Sharon Moriwaki, Galen Fox (Resident), Chris Lethem (Candidate), Tama Masuda, Travis Okimoto (Rice Festival), Roy Bumgarner (The Imperial Plaza, Resident Manager), Marilyn Yeager, and K. Russell Ho (Neighborhood Commission Office staff).

Chair Hurst asked for patience from the public safety officers.

BOARD BUSINESS

Filling of Vacancy in Subdistrict 1 – (Boundaries - King Street, Kalakaua Avenue, Kapiolani Boulevard, and Keeaumoku Street) – Eric Marshall volunteered to fill the vacancy in Subdistrict 1. Marshall participated with the McCully/Mo'ili'ili Neighborhood Board No. 8 and recently moved into Subdistrict 1. Marshall disclosed that he is the Republican candidate for House District 26. He was informed that if he wins the election, then he would have to resign from the Neighborhood Board. **As there were no other nominations, Eric Marshall was APPOINTED to fill the vacancy in Subdistrict 1 by ACCLAMATION, 7-0-0 (AYE: Chang, Hurst, Komine, Landry, McLaughlin, Tam, and Zehner).**

Filling of Vacancy in Subdistrict 4 – (Boundaries – Generally, Beretania Street and Ward Avenue to western end of Ala Moana Beach Park, along shoreline to Keawe Street/South Street to Alapai Street to Beretania Street) - Daci Armstrong is a resident at the Pokulani and she wanted to join the Board to address the quality of life in Kaka'ako. Roy Bumgarner is the Resident Manager at the Imperial Plaza and offered his expertise to the Board. Chris Lethem mentioned that he was a Senatorial candidate. Chair Hurst reminded Lethem that he was asking for candidates to fill the vacancy in Subdistrict 4. Marilyn Yeager has been a resident for 15 years and she wanted to join the Board to change the all-male membership. John Horvath is the Resident Manager at the One Waterfront Tower and was on the Board's Sewer Task Force. Galen Fox mentioned that Marilyn Yeager lives in Subdistrict 1. Chair Hurst added that the Board had already filled the vacancy in Subdistrict 1. Roy Bumgarner withdrew his candidacy. Komine spoke in favor of Horvath. **Horvath was APPOINTED to fill the vacancy in Subdistrict 4, 6-0-1 (AYE: Chang, Hurst, Komine, McLaughlin, Tam, and Zehner; NAY: None; ABSTAIN: Landry).**



Chair Hurst called for a short recess.

After verifying the two (2) residences, Neighborhood Assistant Ho administered the Oath of Office to John Horvath and Eric Marshall; **nine (9) members present.**

Chair Hurst called the meeting to order.

CITY MONTHLY REPORTS

Honolulu Fire Department (HFD) – Firefighter Mike McMahon reported the following:

- July 2014 Statistics – There were 6 structure and 2 rubbish fires, 145 medical emergencies, 12 search/rescues and 123 miscellaneous calls for service. There were no major or unusual incidents.
- Fire Safety Tip – HFD investigates reports of smoke to determine if a fire exists. While some fires are authorized under county and state regulations, most are unauthorized. When the HFD encounters an unauthorized burn, the Fire Captain will request that the fire be extinguished immediately. If the fire is authorized, the Fire Captain must determine if the fire is safe, properly contained, and not a nuisance to others.

Honolulu Police Department (HPD) District 1 – Sergeant Anson Kimura reported the following:

- July 2014 Statistics – There were 14 motor vehicle thefts, 7 burglaries, 164 thefts, 22 unauthorized entries into motor vehicles (JEMV), 28 assaults, 4 sex assaults, 7 graffiti cases, and 38 drug offenses. There were a total of 8,415 calls for service for District 1.
- Safety Tips – Hurricane Preparedness - Hurricane Season began in June and goes through November 2014. HPD is asking community members to prepare preparedness/disaster kits. Purchase two (2) five (5) - gallon plastic buckets with sealable lids. One (1) bucket will be marked "Go kit" and the other "Stay kit" on the outside of the bucket. Inside the "Go kit", include items such as passports, birth certificates, medicines, high energy/non-perishable dry food, warm clothing, sanitation items, portable radio, batteries and soap. In the "Stay kit", place photographs, non-essential valuables, and other items, so they remain safe and dry. These items will remain at the secured residence. For more information go to Hawaii State Civil Defense website and find - disaster preparedness kit, Lastly, listen to updated storm information on the radio and seek the nearest designated disaster relief shelter, if needed.
- Statistics – For more statistics, visit – www.honolulupd.org.

Comments followed:

1. Track Homeless – Tam asked if there were statistics tracking the homeless. Sergeant Kimura responded that only crimes are reported.
2. Trafficking of Bicycles – Komine thanked HPD for its presence in the district. Residents have noted up to 15 bicycles at a homeless camp. There have been arrests for drug violations, but residents are concerned with possible stolen bicycles. HPD has a "Bicycle Detail" that does "sweeps." However, many bicycles are not registered, so the bicycles cannot be reported stolen. Chair Hurst mentioned that five (5) bicycles and a motor scooter were left on his property. Komine had more pictures and videos to share with HPD. It was advised to register bicycles.
3. Citizen Patrols – Chair Hurst mentioned that the Citizen Patrols would be having the National Night Out soon.

RESIDENTS'/COMMUNITY CONCERNS

Ala Moana Center Expansion Update – Francisco Gurierrez updated the Board on the Ala Moana Center. The demolition of the ocean side of the parking lot near Neiman Marcus is proceeding until November 2014. The bus stop is open on the mauka side. The main ramp is still open from Ala Moana Boulevard. There is free valet parking. All levels of the new parking structure should be completely open by Thanksgiving Day.

Comments followed: Illegal Signs – Chair Hurst mentioned that the Neighborhood Security Watch (NSW) reported San Lorenzo Bikinis is posting illegal signs on light and telephone poles. Chair Hurst added that the signs stated "80% off." Gurierrez will follow up.

Ward Village Nite Run – Chris Garlui announced a first year five-kilometer (5 K) (about three (3) miles) Fun Run/Walk on Saturday, September 20, 2014, starting at 7:00 p.m. They expect about 1,000 participants and this fundraiser will benefit Juvenile Diabetes.

Two (2) Left Turn Lanes at Piikoi Street at Ala Moana Boulevard – Steve Miller requested a change of the center lane to allow turning left and right at Piikoi Street and Ala Moana Boulevard. Chair Hurst assigned this to the Transportation Committee for further study.

COMMITTEE REPORTS

Chair's Report – Chair Hurst reported the following:

- Committee Re-organization and Re-appointing of Committee Chairs – Chair Hurst assigned Komine and Horvath to remain on the Community Relations Committee, which includes the Sewer Task Force. Landry will chair the Transportation Committee, which includes Transit-Oriented Development (TOD) and Honolulu Authority for Rapid Transportation (HART) (and Pat Lee of the Honolulu Rapid Transit Project [HRTTP]). Tam would be assigned to the Parks and Waterways Committee, which would include the Board of Water Supply (BWS) report, Ala Moana Beach Park, and the Ala Wai Canal. The Hawaii Community Development Authority (HCDA) Committee would include McLaughlin and Chang (and Anthony Ching of the HCDA). Health Committee, including homeless, was assigned to Eric Marshall. Chair Hurst mentioned that if issues are put on the agenda, then the Neighborhood Board could discuss the issue and take a position to testify at public hearings and meetings. Zehner will continue as the Legislation chair.

Community Relations – Duane Komine reported the following:

- Community Relations – There was no report.

Hawaii Community Development Authority (HCDA) Committee – Chair Hurst commented that committee members had attended a reception. Tom McLaughlin submitted a written report and highlighted the following:

- Community Open Houses – HCDA is undertaking a year-long effort to plan for future active use facilities for the parks in Kaka'ako Makai Parks. Anthony Ching distributed a flyer and continued with the following:
 - There will be two (2) open houses on Thursday, August 28, 2014 at 5:30 p.m. and on Saturday, September 6, 2014 at 10:00 a.m. at the HCDA Office, 461 Cooke Street. The first open house will have information on the current parameters and challenges of the 40-acre property and for the second open house, HCDA will develop a Master Plan and an Environmental Impact Statement (EIS) to enhance the parks as "gathering places." There is \$1 million set aside for landscaping and to develop self-sustaining maintenance.
- Parks – Mother Waldron Park will be finished with the landscaping and will be re-dedicated soon. The Board will be notified. Another park will be finished with landscaping, too.
- Presidential Barack Obama Library – Chair Hurst mentioned that the Presidential Barack Obama Library representatives will be making a presentation next month. Ching has spoken with representatives and the land may be near the Look Lab and the former City and County of Honolulu Corporation yard.
- Pump Station – Ching mentioned for Chair Hurst that the historic "Pump Station" will maintain the exterior. The interior of the facility will be converted into a senior and community resource center.
- Pensacola Street/Piikoi Street Couplet – Ching will defer the plan around Ala Moana Center to the Department of Transportation (DTS). HCDA is updating its traffic Master Plan.

Legislation – Michael Zehner reported the following:

- Bill 52, Relating to Housing Code – Zehner reported that Bill 52 is about unsafe and unsanitary conditions on residential properties.
- Bill 51, Relating to Smoking – Zehner reported that Bill 51 is far-reaching. If a tourist comes into the City and County of Honolulu, and if he is under age 21, then he would not be allowed to purchase smoking materials and to smoke. Chair Hurst mentioned that it may be a civil rights issue. Zehner will follow up.

Parks and Waterways/Board of Water Supply (BWS) Report – Ryan Tam reported the following:

- Main Breaks – There were no water main breaks in the Ala Moana/Kaka'ako Neighborhood Board area in July 2014.
- Water Emergency Preparedness – Natural disasters, power outages, or other unexpected events can disrupt the ability of the BWS to provide water service to the community. Hurricane Iselle and Tropical

Storm Julio are the first major storm systems of the central pacific hurricane season and serve as an important reminder to have an emergency preparedness kit available for one's household.

One crucial component of the emergency preparedness kit is having a safe drinking water supply. Residents should store at least one (1) gallon of water per person per day for at least five (5) to seven (7) days. Also, in the event of an emergency, it is very important to stay tuned to media reports to receive water information bulletins and take any appropriate actions announced by the BWS or other emergency response agencies. To receive emergency alerts via email or text message, consider subscribing to the BWS at www.nixle.com.

More information about water emergency preparedness, including a handout describing how best to store drinkable water in one's home, is available online at www.boardofwatersupply.com. Further information about emergency preparedness and storm monitoring may be found by visiting websites for the National Weather Service (www.weather.hawaii.gov/hawaii), Department of Emergency Management (www.honoluluvidem.html), and the Hawaii State Civil Defense (www.scd.hawaii.gov). The Pacific hurricane season continues until the end of November 2014.

- Kona Street Water System Improvement Project Update – A BWS contractor is continuing its work to replace approximately 2,400 feet of eight (8)-inch waterline on Kona Street from Atkinson Drive to Kona Iki Street. The contractor is currently working to install waterline on Kona Street between Mahukona Street and Keeaumoku Street. Working hours are Sunday to Thursday, from 10:00 p.m. to 5:30 a.m. Motorists are advised to anticipate delays when traveling through the area. Work is being conducted in the evenings to minimize interference with other ongoing projects in the area. Questions and comments may be directed to the BWS Construction Section at 748-5730.

Comments followed: Board members recommended to be prepared for emergencies all the time with extra food and water.

Honolulu Authority for Rapid Transportation (HART)/Honolulu Rapid Transit Project (H RTP) – Pat Lee reported the following:

- There is construction activity going on all along the 20-mile rail route from Kapolei to Ala Moana. The most visible work is on the west end of the alignment.
- To date, there are more than 115 concrete columns, 142 foundations, 970 segments cast and 22 spans completed from the Kualakai Parkway in east Kapolei to Farrington Highway in Ewa just past Fort Weaver Road heading into Waipahu.
- School is back in and that means more traffic. This week, an estimated 52,000 university, community college and private school students began their fall semesters. Rail would help relieve some of this congestion in the future, linking several major educational institutions, University of Hawaii (UH) West Oahu, Leeward Community College (LCC), Honolulu Community College (HCC), and Hawaii Pacific University (HPU), which are along the route.
- There will be a City Center Noise Hearing for the Ala Moana-Kaka'ako area. The meeting is scheduled for Wednesday, September 24, 2014 at the Neal Blaisdell Center, Maui Suite from 6:00 – 8:00 p.m.
- The Downtown-Kaka'ako Station Group rail workshops will be coming in late September or early October 2014.
- Additional Archeological Inventory Survey (AIS) work is planned in the City Center, from Kaka'ako to the Downtown area, with about a dozen additional trenches to commence in early September 2014.
- Formal announcements will be made on these rail activities once they are finalized. For traffic updates, meeting notices and more information, please visit the website www.honolulutransit.org, call the project hotline at 566-2299 or email a question at info@honolulutransit.org.

Comments followed: Presentation Next Month – Chair Hurst reminded Lee that he will be giving a presentation next month.

Health/Public Safety Committee –Chair Hurst appointed Marshall to be Chair of the committee and Chair Hurst will be on the committee to report on police matters and the homeless. Chair Hurst added that the homeless in the parks would also fall under Tam's Parks and Waterways committee.

Traffic and Oahu Metropolitan Planning Organization (OahuMPO) – Aaron Landry submitted a written report and highlighted the following:

- OahuMPO Citizens Advisory Committee (CAC) Meeting – OahuMPO CAC meeting was on Wednesday, August 20, 2014. The Draft Transportation Alternatives Program (TAP) - Guide for Sponsors and

Applicants was presented. All documents are available at oahumpo.org. The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and community improvement activities.

- Upcoming Events – The Ala Moana TOD Plan Workshop will be on Wednesday, August 27, 2014, at 6:00 p.m. at the Washington Middle School. The Honolulu City Council Transportation Committee will be on Thursday, August 28, 2014 at 1:00 p.m. Agenda items include Taxicab Drivers' Certificate Working Group, University Student Fee-Based Bus Pass Program (U-PASS) Update, and Web-Based Transportation Network Companies.

Comments followed: Chair Hurst noted that in the past the same topics came up over and over. Landry added that the CAC is advisory only without decision-making powers.

ELECTED OFFICIALS

City Councilmember Stanley Chang – Amanda Morales distributed Councilmember Chang's newsletter and reported the following:

- Residential A – Many "Residential A" homeowners did not file for the homeowners exemption, so Morales brought the forms.
- Followed Up – Morales followed up on Chair Hurst's concern from last month. The City agency has not responded yet.

City Councilmember Carol Fukunaga – Councilmember Fukunaga distributed the newsletter and reported the following:

- Ala Moana TOD Workshop – The third Community Workshop to discuss the Ala Moana Neighborhood Transit-Oriented Development (TOD) Plan will be on Wednesday, August 27, 2014 at the Washington Middle School Cafeteria at 6:00 p.m. The deadline for comments is Monday, September 15, 2014.
- Thomas Square Master Plan and Blaisdell Center View Planes Study – Councilmember Fukunaga and Anderson co-introduced Resolution 14-180 to address Kaka'ako resident concerns about limited public input in the Hawaii Community Development Authority (HCDA)'s TOD planning process for two (2) transit stations planned for the Kaka'ako neighborhood. It will be heard by the Committee on Zoning and Planning on Thursday, August 28, 2014 at 9:00 am.
- "Sit-Lie" Legislation – The "Sit-Lie" legislation does not include the Ala Moana-Kaka'ako region. Several bills pertaining to the homelessness and "sit-lie" provisions are also being heard on Thursday, August 28, 2014 before the Committee on Zoning and Planning.
- Bills 42-43 – Bills 42-43 pertain to the Waikiki Special District area, while Bill 48 (introduced by Councilmember Ron Menor) was introduced to specifically address sidewalk obstructions in neighborhoods outside Waikiki.
- Bill 48, Proposed CD1 – Bill 48, Proposed CD1, also includes specified streets and zones to be included within the "sit-lie" prohibitions. The covered areas include portions of McCully-Mo'ili'ili, Downtown-Chinatown, but do not address areas within Ala Moana-Kaka'ako neighborhoods. Councilmember Fukunaga is introducing another Proposed CD1 amendment to address Downtown-Chinatown business concerns.

Comments followed: Ala Moana Neighborhood TOD Plan – McLaughlin asked for an extension for the comment period. Councilmember Fukunaga explained that the process has been on-going for months and she will follow up.

City Councilmember Ann Kobayashi – James Larson distributed Councilmember Kobayashi's newsletter and reported the following:

- Newsletter – Larson noted the legislative updates, the various Council meetings, events, and staff contact information.
- Bike Lanes – On Thursday, August 28, 2014, there will be a Bike Lane Transit-Oriented Development (TOD) 6:30 to 8:30 p.m., at the Neal Blaisdell Center, Hawaii Suite.

Comments followed: King Street Cycle Track – Chair Hurst favored bicyclists following the traffic rules and that drivers should not be held liable for bicyclists passing on the right side, while the driver is making a right hand turn.

Mayor Kirk Caldwell's Representative – Michael Formby, Director of Department of Transportation Services (DTS) reported the following:

- City News August 2014 – The City News August 2014 was distributed. It highlighted the Complete Streets, the road repair program, and the Mayor's five (5) priorities. On TheBus service improvements, the City Council added additional funding. The Managing Director will decide priority for release of funds. There are several sewer projects. For the Ala Moana Boulevard/Auahi Street Sewer Rehabilitation, Phase 2, construction is on-going. The anticipated construction finish date is December 2014. For the Ala Moana Force Main, construction is on-going. The anticipated construction finish date is December 2015. For the Ala Moana Regional Park McCoy Pavilion Roof Replacement, the projects will go to bid using current year construction funds. The anticipated bid opening date will be in September 2014.
- Waimanu Street Two (2)-way Conversion – After several months of discussion, the plan was approved last week. The plan would affect Pensacola Street and Piikoi Street, and Waimanu Street. A handout detailed the various proposed changes, which would enhance traffic flow and safety. Although the Traffic Engineer was not present tonight, the project is expected to start on Tuesday, September 2, 2014 and be completed before Christmas.

Comments followed: Waimanu Street Two (2)-way Conversion – Komine requested a copy of the proposed plan. Chair Hurst raised many concerns. Director Formby added that the taxpayers did not pay for the traffic study, as General Growth Partners (Ala Moana Center) paid for the traffic study as part of the permitting process. Director Formby offered to bring the Traffic Engineer to a Board meeting to talk about the traffic signals and crosswalks.

State Representative Tom Brower – Representative Brower reported the following:

- Homelessness – Representative Brower, former avid bike-rider, was also concerned about stolen bicycles for parts. If the bicycles are not registered, it is difficult for HPD to trace. In Waikiki HPD seizes the bicycle. Representative Brower commented that bicyclists sometimes break the law and they should be required to ride in the bike lane.

State Representative Scott Saiki – Jonathan Tungpalan distributed Representative Saiki's newsletter and was available to hear concerns.

Comments followed: Chair Hurst mentioned that Representative Saiki's newsletter was different from Marshall's campaign materials.

State Senator Suzanne Chun Oakland – Senator Chun Oakland was not present. However, her packet of information was available, which included the poster on the Children and Youth Day at the State Capitol and surrounding Capital District on Sunday, October 5, 2014 from 10:00 a.m. to 3:00 p.m.

State Senator Brickwood Galuteria – Raytan Vares distributed Senator Galuteria's newsletter and mentioned that the groundbreaking and blessing ceremony for the Ala Moana Pump Station's main building will be on Wednesday, September 10, 2014. The historic building will become a senior community resource center.

Governor Neil Abercrombie's Representative – Barbara Krieg submitted a written report and highlighted the following:

- Tropic Storm Iselle – Following Tropical Storm Iselle, Governor Abercrombie would like to extend a sincere mahalo for everyone's cooperation leading up to and during the storm.
- Iselle Recovery Update – The Hawaii Emergency Management Agency (HI-EMA), formerly State Civil Defense, and the Hawaii National Guard were immediately on the ground, supporting Hawaii County after landfall of Iselle on Friday, August 8, 2014.

PRESENTATIONS

Fifth (5th) Annual Rice Festival at Ward Centers – Travis Okimoto announced the 5th annual Rice Festival on Sunday, September 28, 2014 from 11:00 a.m. to 5:00 p.m. They will try to make the world's largest loco moco at 500 kilograms (1,000 pounds). There will be 30 vendors and Auahi Street will be closed in front of the Ward Warehouse and Marukai Store. The public will be informed of the street closure.

Public Review of the Draft of Ala Moana Neighborhood TOD Plan – Renee Espiau, Department of Planning and Permitting (DPP) distributed printed materials and reported the following:

- Community Workshop #3 – The third community workshop for the Ala Moana Neighborhood TOD Plan will be tomorrow, Wednesday, August 27, 2014 at the Washington Middle School Cafeteria, 1633 South King Street at 6:00 p.m. The recommendations will be forwarded to the City Council.

Comments followed: Ala Moana Neighborhood TOD Plan – McLaughlin noted that the HCDA has a different process and asked for an extension of the Monday, September 15, 2014 deadline.

APPROVAL OF JULY 22, 2014 REGULAR MEETING MINUTES: **As there were no objections, the Ala Moana/Kakaako Neighborhood Board No. 11 ADOPTED the July 22, 2014 regular meeting minutes as circulated by UNANIMOUS CONSENT, 9-0-0 (AYE: Chang, Horvath, Hurst, Komine, Landry, Marshall, McLaughlin, Tam, and Zehner).**

TREASURER'S REPORT – Treasurer Tam reported that for July 2014, \$35.78 was spent for the printing and mailing of the agenda and minutes, leaving a balance of \$629.22. The Treasurer's report was filed.

ANNOUNCEMENTS

- Reminder – The dedication ceremony for the Ala Moana Pump Station will be on Wednesday, September 10, 2014.
- Next Meeting - The next meeting of the Ala Moana/Kakaako Neighborhood Board No. 11 will be on Tuesday, August 26, 2014 at 7:00 p.m. at Makiki Christian Church, 829 Pensacola Street.
- **No Loitering** on church grounds after 9:00 p.m.

ADJOURNMENT: The meeting adjourned at 8:44 p.m.

Submitted by: K. Russell Ho, Neighborhood Assistant

Reviewed by: Neil Baarde, Neighborhood Assistant

Reviewed by: Tom McLaughlin, Secretary and
Larry Hurst, Chair