Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Barefoot Grow Company LLC	**License Number:**	15918		
License Type:	Standard Cultivation Facility				
Doing Business As:	Barefoot Grow Company LLC				
Premises Address:	940 Star Court				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	PO Box 74337				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99707

Primary Contact:	Jessica Dance		
Main Phone:	(907)978-5356	**Cell Phone:**	same
Email:	barefootgrow@gmail.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

The facility is located on private property at the end of a private road. The business owners intend to post a "private road, no outlet" sign near the intersection of Star Court and Badger Road.

The premises is not open to the public. The facility will be monitored by video surveillance at all times (3 AAC 306.720). High resolution cameras will be placed to monitor every exterior door and the single site access point. The system will be capable of taking clear video at night. Exterior lighting will be mounted to the building exterior and motion activated lighting will be placed around the facility (3 AAC 306.715).

All facility access points will be locked at all times.

Describe your processes for admitting visitors into and escorting them through restricted access areas:

Visitors are accepted by appointment only. Visitors ring a bell at the main entry door to alert personnel of their arrival. Personnel promptly checks the visitor's state issued ID to verify the visitor's age is over 21. Once age is verified, visitors over the age of 21 will sign the day's Visitor Log, providing their full name, date of birth, date and time of visit, reason for visit, and signature.

Visitors are issued a Visitor ID badge to wear for the duration of their visit. (3 AAC 306.710.c.2) Before leaving the facility, the visitor will sign the Visitors' log with the time of their departure.

All visitors are escorted by authorized personnel at all times, visitors are limited to no more than five (5) visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors (3 AAC 306.710.c).

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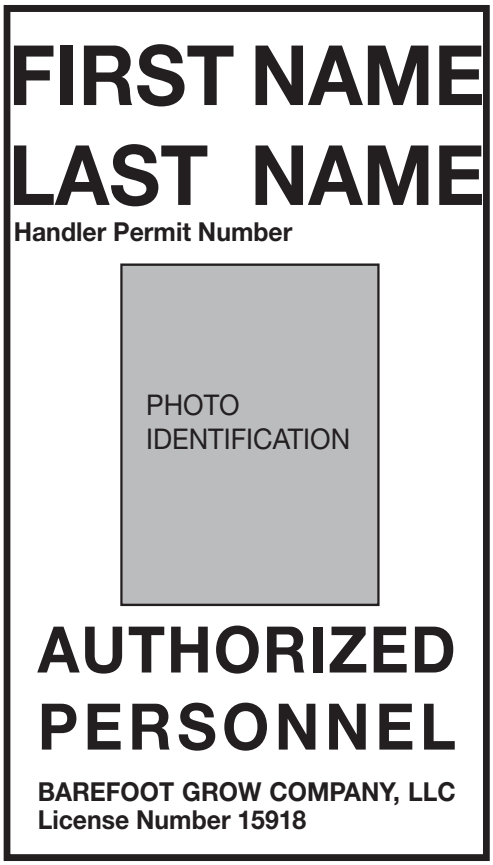
Describe your recordkeeping of visitors who are escorted into restricted access areas:

A daily Visitor Log is maintained on site. The log records every visitor's full legal name, date of birth, time and signature at arrival, and time and signature at departure and reason for visit.

At the end of the day the Log is scanned for storage electronically on the facility computer system. The computer hard drive is backed up to cloud storage daily. A physical copy of the visitor's log is also kept in locked storage on site. All records are kept for the current year and three preceding calendar years.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

actual size: 3x5



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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

LED lights will be wall mounted to the building exterior to illuminate all building entries, the surrounding parking area, the access drive, and the back and sides of the facility. These lights will be on from sun down to sun up every day.

Additional motion activated flood lights will be installed around the building exterior to further illuminate the building entries and site access when activity is present.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The facility will utilize a SimpliSafe security system.

The system includes two keypads (one for each building entry), key fobs for personnel, entry sensors at each exterior door to alarm at a breach, passive motion sensors, and a panic alarm button.

Law enforcement will be notified upon alarm activation.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

Each entry door is equipped with a position switch and a keypad alarm activation/deactivation. When the system is armed, after business hours, and the door opens, the alarm is activated.

The system is designed to function even if keypads are smashed.

There are no windows in the facility.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Bags and personal items are not allowed in restricted access areas. The entire footprint of restricted access areas will be under full high resolution video surveillance. All areas containing marijuana are restricted access areas and shall comply with 3 AAC 306.710.

Barefoot Grow Company LLC does not employ staff at this time and is fully operated by the Licensees, ensuring full control over the facility and its contents. If/when the company grows to employ staff, or hire temporary trimmers, there will be a zero tolerance policy on theft. Theft shall result in termination of employment and criminal prosecution. Video records will be reviewed, the authorities notified, and criminals will be held accountable for their behavior.

Barefoot Grow Company LLC will utilize the metrc RFID tracking system used by the Alaska Marijuana Control Board, to track inventory and prevent diversion. After harvest, during curing and trimming, inventory is taken daily to prevent theft. Packaging is tamper resistant, tracked, and securely stored until transported to retail stores.

Describe your policies and procedures for preventing loitering:

The facility is located far from populated areas, on private property at the end of a private road. Unauthorized visitors will not go unnoticed at any time. The owners/operators of the facility live in a single family home on the same lot as the cultivation facility and monitor the area at all times, whether by video surveillance, accessible on mobile devices, or in-person on-site.

Motion detectors will notify the owners via mobile app if someone is on the premises.
No Loitering, No Trespassing signs will be posted.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

The facility will install motion detectors, motion-activated lighting, and use a panic alarm to enhance security on the premises. The panic alarm will be centrally located inside the facility to activate the alarm during business hours when other elements of the security system may not be activated. All authorized personnel with handler permits will be trained on the alarm's location and proper use.

All cameras are high definition and equipped with night vision. The system notifies owner/operators when motion is detected outside business hours.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

A licensee, employee, or agent will alert law enforcement upon security alarm activation. A licensee, employee, or agent will inspect the facility to take a full inventory identifying theft or damage, as soon as it is safe to do so. The licensee, employee, or agent will fill out a detailed internal incident report describing the circumstances, theft, or damage. The report is scanned into the facility computer and hard-copy kept on site in locked storage. All records are kept for the current year and three preceding calendar years. Barefoot Grow Company will make every effort to work with law enforcement to prevent further security breaches, should one occur.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	☑	☐
Both the interior and exterior of each entrance to the facility	☑	☐
Each point of sale area	☑	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	☑	☐
Clearly and accurately displays the time and date	☑	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	☑	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video surveillance shall comply with 3 AAC 306.720. Five high resolution cameras will be placed on the exterior of the building to monitor each building entrance, all sides of the building, and the single site entry. Placement will ensure faces are clearly visible at 20' and vehicle license plates can be seen clearly.

High resolution cameras will also be placed inside the facility to monitor the two building entries and each restricted access area such that all activities inside the building area monitored at all times without obstruction and individuals can be clearly identified.

All cameras will have motion detection and night vision.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

The SimpliSafe base station and computer that wirelessly connects to the video cameras will be stored in a locked cabinet in a restricted access area. The video files are stored on the onsite server and backed up daily to the cloud. Only the Licensees have access to the locked cabinet. Only the Licensees have password access to the computer, server, and cloud account.

Law enforcement or an agent of the board will be granted access by the Licensee upon request.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	☑	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	☑	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	☑	☐
Video surveillance records are stored off-site	☑	☐

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☑	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	☑	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	☑	☐
Records related to advertising and marketing	☑	☐
A current diagram of the licensed premises including each restricted access area	☑	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	☑	☐
All records normally retained for tax purposes	☑	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	☑	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☑	☐

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A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business electronic files are password-protected and stored on the office computer hard drive and cloud server. All paper records are scanned and kept on the office computer hard drive and backed up to the cloud server.

The computer hard drive is backed up daily to the cloud server and weekly to an external hard drive stored in a secure off site location. The cloud server account and the computer are password-protected, accessible to the business owners only or to law enforcement or an agent of the board upon request.

Paper copies kept on site will be stored in a locked cabinet in the business office.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Barefoot Grow Company LLC will use Franwell's METRC system, the same system the board has implemented.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

All employees will be required to complete a state-approved Marijuana Handler training course and maintain a valid Handler's Permit. All employees will receive orientation training that includes security procedures, appropriate handling of plant material and waste, and state regulatory compliance procedures.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Any solid marijuana waste is stored in sealed plastic containers in a restricted access area under video surveillance. The waste is stored until three days after the board has been notified of the intent to destroy. At that time all solid marijuana waste is put through a grinder. The resulting product will then be mixed with a greater than 50% amount of inert soil, using the soil the plants were grown in, and transported to a compost area on-site. After composting, the soil will be reused in future crops or disposed of at the landfill, as needed for space.

The Marijuana Control Board will be notified via the inventory tracking system at least 3 days before any marijuana waste is rendered unusable per state regulatory requirements.

Waste runoff water from plant irrigation will be collected and stored on site for disposal by a permitted septic hauling company at Golden Heart Utilities. In this process runoff is collected from each table and transported to the ~600-gallon tank stored inside the facility. See floor plan.

Golden Heart Utilities requires a waste control plan before accepting waste which Barefoot Grow Company LLC will provide.

ADEC does not require a plan review for small (less than 1000 gallon) tanks stored on the floor inside the facility.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

Inert soil, in greater than 50% quantity, organic and natural waste produced on the property.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

After mixing the ground plant waste with inert soil and organic material, the ratio of less than 50% plant material makes the mixture unusable as marijuana product. The mixture will remain in the restricted access area until it has been mixed sufficiently as to be unrecognizable as marijuana plant material. At that point the mixture will be transported to a designated compost area on the property to be maintained as such until it may be utilized as future growth medium.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

After harvest, curing, and trimming, all marijuana product will be weighed using registered scales in compliance with AS 45.75.080 and 3 AAC 306.745. All product designated for transport to either a marijuana retail store or a marijuana product manufacturing facility will be vacuum sealed in tamper-resistant packaging no greater than 5lbs containing a single strain or a mixture of strains as identified on the label.

Barefoot Grow Company LLC will package some marijuana product for sale to the consumer without repackaging by the retailer. The marijuana will be placed in a tamper-resistant package not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own logo and license number. These packages shall be labeled in accordance with 3 AAC 306.475, with the following statements:

Marijuana has intoxicating effects and may be habit forming and addictive.

Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.

There are health risks associated with consumption of marijuana.

For use only by adults twenty-one and older. Keep out of the reach of children.

Marijuana should not be used by women who are pregnant or breast feeding.

Labels shall also include the following information:

Barefoot Grow Company LLC, License Number 15918

The harvest batch number assigned to the marijuana in the package

The net weight of the marijuana using a standard of measure compatible with the METRC system

A complete list of all pesticides, fungicides, and herbicides used in the cultivation of the packaged marijuana

continued on page 19.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

Product will be stored in a locking container securely attached to the transport vehicle to prevent removal, or a heavy-duty truck box.

Once the product is ready for transport, the container will be locked and sealed. All paperwork and labels, including the transport manifest, required by AMCO will be stored with the container during transport, outside the secured container for access.

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(Additional Space as Needed):

Wholesale packages sold to retail stores or manufacturing facilities will include labels with lab test results including the following:

a cannabiniod potency profile expressed as a range of percentages from every test conducted on that strain of marijuana from the facility within the last three months

a statement listing the results of microbial testing

a statement listing the results of residual solvent testing

a statement listing any contaminants for which the product was tested - mold, mildew, filth herbicides, pesticides, fungicides, and harmful chemicals.

All marijuana packages are secured for transport in locked storage compartments and accompanied by a transport manifest produced with the METRC software.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

The facility will not post signs with the business name on or near the establishment.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	☐	☐
Promotes excessive consumption	☐	☐
Represents that the use of marijuana has curative or therapeutic effects	☐	☐
Depicts a person under the age of 21 consuming marijuana	☐	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	☐	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☐	☐
On or in a public transit vehicle or public transit shelter	☐	☐
On or in a publicly owned or operated property	☐	☐
Within 1000 feet of a substance abuse or treatment facility	☐	☐
On a campus for post-secondary education	☐	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☐	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☐	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☐	☐

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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The facility is located on private property at the end of a private road. The premises is not open to the public. The facility will be monitored by video surveillance at all times.

All facility access points will be locked at all times, restricted access and no trespassing signs will be posted.

No persons under the age of 21 will be employed or allowed access at any time or for any reason. All visitors are by appointment only and will not be admitted without a state approved identification proving age at 21 years or older.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Jessica Dance
Printed name

Subscribed and sworn to before me this 29th day of January, 2018.

Official Seal
STATE OF ALASKA
Notary Public
Rockell Belanger
Commission Expires 02/04/19

Notary Public in and for the State of Alaska.

My commission expires: 02-04-2019

Received by AMCO 1.31.18