



TRANSPORTATION ADVISORY COMMITTEE
Minutes of January 24, 2018
2:00 p.m., Greensboro, NC
2nd Floor, Greensboro City Council Chamber
Melvin Municipal Office Building

ATTENDANCE

Marikay Abuzuaiter	<i>TAC Chair</i>	Adam Fischer	<i>GDOT</i>
Yvonne Johnson	<i>TAC Member, City of Greensboro</i>	Tyler Meyer	<i>GDOT/MPO</i>
Nancy Vaughan	<i>TAC Member, City of Greensboro</i>	Dan Amstutz	<i>GDOT/MPO</i>
Skip Alston	<i>TAC Member, Guilford County</i>	Lydia McIntyre	<i>GDOT/MPO</i>
Alan Branson	<i>TAC Member, Guilford County</i>	Tram Truong	<i>GDOT/MPO</i>
Mike Fox	<i>TAC Member, NCDOT BOT</i>	Craig McKinney	<i>GDOT/MPO</i>
Dena Barnes	<i>TAC Member, Town of Summerfield</i>	Yuan Zhou	<i>GDOT/MPO</i>
Mike Mills	<i>NCDOT Division 7</i>	Ophelia Jones	<i>Town of Sedalia</i>
Chris Spencer	<i>GDOT</i>	Serita Faison	<i>Town of Sedalia Planning Board</i>
David Hampsten	<i>Bikesboro</i>	Joe Geigle	<i>FHWA</i>
Kim Eccles	<i>VHB</i>	Michael Abuya	<i>NCDOT TPB</i>
Terry Arellano	<i>VHB</i>	Taruna Tayal	<i>VHB</i>
		Ian Hamilton	<i>VHB</i>

Marikay Abuzuaiter called the meeting to order at 2:05 pm.

Introductory Items

1. Conflict of Interest Policy Statement

Marikay Abuzuaiter read the Conflict of Interest Policy Statement required by the State Ethics Act: it is the responsibility of each committee member to avoid conflicts of interest and if there are any to identify them now. No conflicts were raised by members.

Planning for the transportation future

2. Reports, Concerns, and Discussion from MPO Area Towns

There were none.

3. Public Comments

David Hampsten, Bikesboro, thanked TAC for the interest in the Elm Street bike lanes, asked what bicycle accommodations are included with the Lowdermilk & Holts Chapel roadway project, and stated that the Vision Zero initiative needs an effective advertising and outreach effort. Adam Fischer noted there will be a presentation about Vision Zero later in the meeting that goes into more detail, and lots of public involvement and stakeholder outreach is part of the program. He said the program is a fundamental shift in how the city and society views traffic injuries and fatalities which will take time to take hold with the public.

Action Items

1. Approve Minutes of November 8, 2017

Skip Alston moved to approve the minutes of the November 8, 2017 meeting. Nancy Vaughan seconded the motion. The TAC voted unanimously to approve the minutes of the November 8, 2017 meeting.

2. FY 2018-2027 MTIP Administrative Modification: Piedmont Triad International Airport (AV-5708)

Tyler Meyer presented the MTIP Administrative Modification:

- NCDOT project I-5110 (I-73 construction) included a new taxiway bridge over I-73. However, this bridge does not connect to the existing runway structure or the large airport development parcel to the north of I-73.
- PTIA received \$500,000 in funding support from P3.0 to connect this taxiway bridge to the existing airport runway system and to the airside development tract to the north of I-73.
- This action carries over funding committed from the FY 2016-2025 TIP into FY 2018 that will provide additional time for construction of the new taxiway.
- The airport will provide the additional funding needed for construction through its own sources or FAA funds, but these do not need to be included in the TIP.
- Mike Fox asked how much the taxiway will cost. Meyer noted the state funding support is capped at \$500,000. He did not have information about the total project cost but estimated it at several million dollars.

Nancy Vaughan moved to endorse the FY 2018-2027 MTIP Administrative Modification: Piedmont Triad International Airport (AV-5708). Alan Branson seconded the motion. The TAC voted unanimously to endorse the FY 2018-2027 MTIP Administrative Modification: Piedmont Triad International Airport (AV-5708).

3. FY 2018-2027 MTIP Administrative Modification: I-40/US 29/Martin Luther King Jr. Drive (U-5754)

Tyler Meyer presented the MTIP Administrative Modification:

- Under TIP Project U-5754 NCDOT plans to make improvements to ramps from I-40 onto both Martin Luther King, Jr. Drive and US 29 and to lengthen the merger area for southbound US 29 onto I-40. Improvements are aimed at relieving peak hour congestion. This project was chosen for funding under P3.0.
- NCDOT requires more time to design this project and is delaying right-of-way and construction by one year, shifting right-of-way to FY 2019 and construction to start in FY 2020.

Skip Alston moved to endorse the FY 2018-2027 MTIP Administrative Modification: I-40/US 29/Martin Luther King Jr. Drive (U-5754). Alan Branson seconded the motion. The TAC voted unanimously to endorse the FY 2018-2027 MTIP Administrative Modification: I-40/US 29/Martin Luther King Jr. Drive (U-5754).

4. FY 2018-2027 MTIP Amendment: Delete Projects EB-5714, EB-5875 & EB-5881

Tyler Meyer presented the MTIP Amendment:

- Three bicycle and pedestrian projects originally selected for funding under P3.0 are to be deleted from the TIP.
 - The scope of work for Project EB-5714 (Lees Chapel Road Sidewalks, Church Street to Yanceyville Street) will be handled under EL-5101DL and the corresponding Safe Routes to School funding shifted to the Lovett Street sidewalk project. There were issues with combining the SRTS funding with other sources and the Lovett Street project, also utilizing SRTS funds, required additional funding. The MPO previously amended the FY 2016-2025 MTIP to make these changes, however NCDOT failed to amend the FY 2016-2025 STIP accordingly. NCDOT later adopted the FY 2018-2027 with these errors intact. For that reason, MPO action is needed at this time correct the FY 2018-2027 MTIP.
 - \$1,000,000 from Projects EB-5875 (A&Y Greenway) and EB-5881 (Downtown Greenway Phase 4) has been shifted to the Downtown Greenway Phase 2 project. This was a key part of the successful strategy to close the funding gap on EL-5101DJ. Work on the A&Y Greenway and Downtown Greenway Phase 4 are currently to be completed using City Bond funds. This was another carryover error that needs to be corrected in the FY 2018-2027 MTIP.
- Skip Alston asked if this action is both deleting the A&Y and Downtown Greenway Phase 4 projects from the TIP and adding the funding to the Downtown Greenway Phase 2. Meyer clarified that this is the first of two steps; the next action item on the agenda will add the \$1 million from the two deleted projects onto the Downtown Greenway Phase 2 (EL-5101 DJ).

Skip Alston moved to approve the FY 2018-2027 MTIP Amendment: Delete Projects EB-5714, EB-5875 & EB-5881. Nancy Vaughan seconded the motion. The TAC voted unanimously to approve the FY 2018-2027 MTIP Amendment: Delete Projects EB-5714, EB-5875 & EB-5881.

5. FY 2018-2027 MTIP Amendments: Bicycle and Pedestrian Projects (EB-5518, EB-5877 and EL-5101)

Tyler Meyer presented the MTIP Amendments:

- Three bicycle and pedestrian projects need to be amended to correct a project description and to add funding not previously programmed.
 - *EB-5518 Latham Park Greenway*: construction funding will be added in FY 2018 to reflect the latest project delivery schedule. This project has been delayed due to complications of getting an encroachment agreement from Norfolk Southern Railroad, but documents for this encroachment were received by the City in December and are currently under review. Construction is expected to proceed soon.
 - *EB-5877 Farmington Drive Sidewalks*: at the request of the MPO, the project limits will be corrected and engineering phase funding will be added that was not previously programmed. This is correcting a carryover error between the FY 2016-2025 and FY 2018-2027 MTIP.
 - *EL-5101 Various Pedestrian and Bicycle projects*: \$1 million will be added to the Downtown Greenway Phase 2 project and funding will be directed to EL-5101 DL to bring the TIP into line with current plans. An amendment is required because the cost increase exceeds the \$2 million and 25% thresholds and to correct the FY 2018-2027 STIP.

Yvonne Johnson moved to approve the FY 2018-2027 MTIP Amendments: Bicycle and Pedestrian Projects (EB-5518, EB-5877 and EL-5101). Mike Fox seconded the motion. The TAC voted unanimously to approve the FY 2018-2027 MTIP Amendments: Bicycle and Pedestrian Projects (EB-5518, EB-5877 and EL-5101).

6. FY 2018-2027 MTIP Amendment: Y-4807B - Lowdermilk Street, Sykes Avenue and Pine Street

Tyler Meyer presented the MTIP Amendment:

- Project Y-4807 B will realign Lowdermilk Street and Sykes Avenue at East Market Street to create a single intersection. It will close the Pine Street railroad crossing to improve safety as identified in the East Guilford Traffic Separation Study conducted by NCDOT Rail Division and adopted by the City of Greensboro. Under an executed municipal agreement, the City of Greensboro is to acquire the right-of-way and NCDOT will construct the project using state rail funds.
- This project will also include sidewalks that will tie into the Lowdermilk Street and Holts Chapel Road sidewalk and road project. Bicycle lanes will be added on Holts Chapel Road as part of this project but not on Lowdermilk Street due to its low traffic volumes and constrained street cross section. A traffic signal will be installed at the new intersection with E. Market Street and Sykes Avenue/Lowdermilk Street.
- This amendment adds local right-of-way funding in FY 2018 not previously programmed and delays construction from FY 2018 to FY 2019.

Skip Alston moved to approve the FY 2018-2027 MTIP Amendment: Y-4807B - Lowdermilk Street, Sykes Avenue and Pine Street. Mike Fox seconded the motion. The TAC voted unanimously approve the FY 2018-2027 MTIP Amendment: Y-4807B - Lowdermilk Street, Sykes Avenue and Pine Street.

7. FY 2018-2027 MTIP Amendments: Highway Projects (I-5712, R-5725, U-6012 and U-6045)

Tyler Meyer presented the MTIP Amendments:

- This action adjusts four highway projects in order to provide more time for delivering them and to modify funding levels, schedules and one project description:
 - *I-5712, I-40 / Sandy Ridge Road Interchange*: adds additional time for planning and design and provides additional time for right-of-way and construction.
 - *R-5725, NC 68 - Fogleman Road to NC 150, intersection, access management, and safety improvements*: the description will be revised to include work previously under project U-6012. In addition, include additional time for planning and design, add right-of-way not previously programmed, and provide additional time for construction.
 - *U-6012*: delete project, with work absorbed into R-5725.
 - *U-6045, Sandy Ridge Road - I-40 to W. Market Street*: this widening project requires additional time for planning and design, as well as additional time for right-of-way and construction.

Alan Branson moved to approve the FY 2018-2027 MTIP Amendments: Highway Projects (I-5712, R-5725, U-6012 and U-6045). Skip Alston seconded the motion. The TAC voted unanimously to approve the FY 2018-2027 MTIP Amendments: Highway Projects (I-5712, R-5725, U-6012 and U-6045).

8. FY 2018-2027 MTIP Amendment: Division 7 Transportation Alternatives Program (R-5787)

Tyler Meyer presented the MTIP Amendment:

- Project R-5787 is an umbrella project for replacing and/or adding curb ramps to sidewalks around Division 7.
- NCDOT proposes to add additional TAP funding in FY 2018 to R-5787. For Division 7, the total funding amount is \$800,000 in TAP funds and \$200,000 in matching State funds.
- NCDOT has already written to local governments for input to identify additional locations needing wheelchair ramp improvements for accessibility.
- NCDOT will use a needs-based prioritization process to evaluate and select locations to be included in R-5787.
- The proposed amendment is needed to add construction funding in FY 2018 not previously programmed.

Mike Fox moved to approve the FY 2018-2027 MTIP Amendment: Division 7 Transportation Alternatives Program (R-5787). Skip Alston seconded the motion. The TAC voted unanimously to approve the FY 2018-2027 MTIP Amendment: Division 7 Transportation Alternatives Program (R-5787).

9. FY 2018-2027 MTIP Amendment: Piedmont Corridor Rail Projects P-5719A & P-5719B

Tyler Meyer presented the MTIP Amendment:

- NCDOT proposes acquiring and refurbishing equipment to improve current AMTRAK passenger rail service between Raleigh and Charlotte and support the planned service expansion from three to four round trip trains per day.
- The MTIP will be amended to add funding for rail projects P-5719A and B in FY 2018. P-5719A provides for acquiring and rebuilding two additional locomotives. P-5719B provides for acquiring and refurbishing two coaches and one lounge/baggage car.
- NCDOT-directed CMAQ funds, matching State Highway Funds, and additional Highway Trust Funds are the funding sources for these projects.
- AMTRAK makes local rail stops in Greensboro, Burlington, and High Point, among other locations.
- Mike Fox asked if this Amendment needs to be approved by the Greensboro because the rail service travels through this region. Meyer confirmed that and noted the High Point MPO and Burlington-Graham MPO also have to approve this Amendment. The reason is Federal Highway CMAQ funds are being used for the rail service and it is a federal requirement that MPOs approve this change when it touches the MPO region.

Yvonne Johnson moved to approve the FY 2018-2027 MTIP Amendment: Piedmont Corridor Rail Projects P-5719A & P-5719B. Skip Alston seconded the motion. The TAC voted unanimously to approve the FY 2018-2027 MTIP Amendment: Piedmont Corridor Rail Projects P-5719A & P-5719B.

10. FY 2018-2027 MTIP Amendment: Funding For MPO Unified Planning Work Program (U-6085/M-0433)

Tyler Meyer presented the MTIP Amendment:

- The annual Section 104(f) PL budget is insufficient to cover MPO Planning activities.
- MPO Planning activities are required to comply with Federal regulations, to effectively participate in the STI project identification and prioritization process, and to support new initiatives like Smart Cities technologies and Vision Zero.
- Future year work programs will also require a supplement from STBG-DA. It is advisable to budget ahead at this time to ensure future years availability. \$100,000 per year is listed for the FY 2019-2027 period.
- The MPO previously amended the FY 2016-2025 MTIP to make these changes, however NCDOT failed to amend the FY 2016-2025 STIP accordingly. NCDOT later adopted the FY 2018-2027 with these errors intact. For that reason, MPO action is needed at this time correct the FY 2018-2027 MTIP. .
- This project is identified in the MTIP as M-0433, while NCDOT has identified U-6085 as its project number for the STIP.
- Mike Fox noted he is in favor of the Amendment but asked why many of these amendments did not get transferred over onto the STIP. Meyer explained that some of the issue was NCDOT program development made errors during the transfer over to the new STIP. There was also a time period last year where they wanted to wait until the FY 2018-2027 TIP was adopted before any new changes were to be made to the document, and the delay caused some changes to be missed in the final document. Finally, MPO staff utilized the TIP tables provided by NCDOT when creating the MTIP and errors on those tables were transferred over into the final MTIP. He apologized for the additional steps needed at this meeting to make these changes in the final document.

Yvonne Johnson moved to approve the FY 2018-2027 MTIP Amendment: Funding For MPO Unified Planning Work Program (U-6085/M-0433). Mike Fox seconded the motion. The TAC voted unanimously to approve the FY 2018-2027 MTIP Amendment: Funding For MPO Unified Planning Work Program (U-6085/M-0433).

11. Greensboro Vision Zero Program Presentation

Lydia McIntyre explained that GDOT staff have been working on building a Vision Zero program for several months. The purpose of the program is to eliminate traffic fatalities on roadways. It started in Sweden and focuses efforts on improving infrastructure to create safe systems as opposed to focusing on individual users. Phase 1 of the program is to build a foundation and identify goals and Phase 2 is to develop an action plan. McIntyre noted they are working the consultants VHB who are giving the presentation today. Kimberly Eccles introduced herself as the safety practice leader for VHB and gave the presentation.

- Eccles showed a video produced by the NC Vision Zero Program which discusses the number of acceptable deaths from car crashes and concludes that no deaths on roadways are acceptable.
- Vision Zero started in Sweden in the 1990s and the program is seen as primarily responsible for a 50% decline in traffic deaths in the country since its inception.
- Vision Zero is a “safe systems” approach that looks at traffic safety from multiple different perspectives.
- After several years of declines in roadway fatalities in North Carolina, the fatality rate has started to increase again – not just in our state but around the country as well. There are many theories about why these numbers are increasing but there is no one factor that can be attributed.
- Greensboro’s fatality rate rose significantly from 2016 to 2017 when compared to peer cities from around the country. There were 42 fatalities in Greensboro from traffic crashes in 2017.
- Mike Fox asked why Greenville, SC has the highest fatality rate out of all the cities they compared to Greensboro. Eccles noted Greenville has a lot of interstate traffic and a major BMW car manufacturing plant. She also noted southeastern states have higher fatality rates than other parts of the country in general. Many of the roadways in the southeast were “farm to market” roads that have a difficult time accommodating the explosive population growth occurring in the region.
- Clusters of Greensboro fatality locations from 2012-2016 include points around I-40 and within the core of the city. Similarly, in data from 2007-2014, pedestrian injuries and fatalities tend to be around interstate roadways and the city core, while bicycle injuries and fatalities are more spread out, with several in the rural county areas.
- Similarly sized cities that have Vision Zero programs include Durham, NC; Alexandria, VA; Richmond, VA; Fremont, CA; Columbia, MO; and Fort Lauderdale, FL.
- After a few years some cities are finding great success with the program, including San Francisco and Fremont.
- Cities typically start with a high-level endorsement from elected officials to endorse the development of the program.
- Broad and inclusive programs with multiple types of stakeholders and active participants are the most successful.
- VHB will assist with the first phase of the initiative, including establishing a vision, mission, and goals; engaging stakeholders; collecting and conducting data analysis; assessing potential data improvements; identifying focus areas; and conducting stakeholder meetings.
- The action plan should be a living document that is reviewed and updated frequently, and it is the implementation of this plan that is the real Vision Zero program.
- Potential stakeholders identified include universities and county schools, EMS and first responders, local businesses & industry leaders, local police & law enforcement, local & state government, and non-profits & advocacy groups.
- Adam Fischer noted the video produced by the NC Vision Zero Program which discusses the number of acceptable deaths from car crashes hits the point home that no deaths on roadways are acceptable. He said there needs to be a societal change in order to take this issue seriously, as other countries do and as some cities in the United States that are starting to do. This includes stricter enforcement of texting and driving laws and speed limits, and usage of technology to assist with this enforcement. Autonomous vehicles and vehicle technology can potentially contribute to lowering speeds and saving lives. Possible city initiatives include awareness campaigns with powerful videos and other media to get the attention of

the public. The Executive Committee for Highway Safety at the state level has set a goal of reducing statewide fatalities by 50% by 2030. It will be important to meet these goals at the local level because it can affect the availability of funding for the area. Staff intend to bring this resolution to the City Council for endorsement in February.

Mike Fox moved to endorse the Greensboro Vision Zero Program Resolution. Nancy Vaughan seconded the motion. The TAC voted unanimously to endorse the Greensboro Vision Zero Program Resolution.

Business Items

1. FAST Act Performance Measures: Safety

Lydia McIntyre presented on the item:

- MAP-21 and FAST Act regulations require development and adoption of performance measures.
- Performance measures are starting to be worked into various planning documents, but now targets need to be set by states and MPOs.
- Federal regulations were issued in three separate rulemakings or categories: 1) Safety, 2) Pavement/Bridge, and 3) CMAQ, Reliability, and Freight. The Safety Target approval deadline is February 27.
- There are 5 safety-related performance measures required by FHWA:
 - Number of fatalities;
 - Fatality Rate (per 100 million VMT);
 - Number of Serious Injuries;
 - Serious Injury Rate (per 100 million VMT); and
 - Number of Non-motorized (Pedestrians + Bicyclists) Fatalities and Serious Injuries.
- States and MPOs must set safety targets based on these performance measures.
- NCDOT has set specific safety targets for reducing total fatalities, the fatality rate, serious injuries, the serious injury rate, and total non-motorized fatalities and serious injuries.
- MPOs may either set their own targets or adopt the state's targets. Unfortunately, there are many data gaps that make it difficult for the MPO to set its own targets.
- Staff are recommending supporting the state's targets instead of making a target specific to the MPO planning area. However, this does not preclude the MPO from setting its own targets in the future.
- If the performance measure targets are not met, funding will be reallocated to other areas to support implementation of the safety measures to meet the targets.
- The MPO must track its performance on meeting the targets and it will be a factor during federal recertification review.
- Because a decision on the targets are due before the next MPO meeting in February, the MPO needs to take action on this item today.

Yvonne Johnson moved to approve the Safety Performance Measure Targets. Alan Branson seconded the motion. The TAC voted unanimously to approve the Safety Performance Measure Targets.

2. Division Engineer Updates

Mike Mills said the Eastern Urban Loop from US 70 to US 29 is now open. The Western Urban Loop from Bryan Boulevard to Battleground Avenue was expected to open by the end of 2017, but due to issues with getting electricity to signals and other fixtures, it is now expected to open in February. The section of the Urban Loop from Lawndale Avenue to Battleground Avenue is ahead of schedule and could be open by the end of 2018. Traffic signals will be installed at US 70 and Golf House Road West, near Sedalia; US 70 and Birch Creek Road, south of McLeansville; N. Church Street and Archergate Road; and Hicone Road and Eckerson Road. On Rock Creek Dairy Road between US70 and Judge Adams Road, NCDOT will add two-foot shoulders to the road and a signal at Rock Creek Dairy Road and Franz Warner Parkway. A turn lane

will be added at Pleasant Garden Road and Neelley Road. The last two projects are part of the low cost high impact program NCDOT began last year.

3. Project Updates

The following project updates were presented:

- Downtown Greenway Phase 2 (EL-55101 DJ): Craig McKinney noted Phase 2 of the Downtown Greenway from Gate City Boulevard to Greene Street will be advertised for bids January 25, with a bid opening February 22. The project is tentatively expected to start April 23 and will take about 560 days to complete. Mike Fox asked how much of the greenway will be finished once Phase 2 has been constructed. Adam Fischer noted three quarters of the Downtown Greenway will be complete after Phase 2 is done.
- I-40 Widening between Freeman Mill Road and MLK Jr. Drive (I-5965): McKinney said NCDOT is kicking off a project to widen I-40 through Greensboro. At least two concepts have been developed so far that include modifying certain interchanges, bridges, and other structures. The second concept includes closing some ramp access to certain roads as well. This is a major widening that will increase the number of lanes to four or five each direction. Fischer noted his interest in enhancing the pedestrian environment around the highway similar to the plans for the Business I-40 reconstruction project in Winston-Salem.
- 2018 Greensboro City Street Resurfacing: Daniel Amstutz noted the 2018 resurfacing list focuses more on residential streets and is not quite as extensive as the one for last year. Staff are reviewing the streets for bicycle improvements to be included with the street repaving. Fox said he has received several calls from residents about water and sewer work being done on Elm Street, and specifically a pothole on Elm Street near Cone Hospital. He asked if the street repaving is planned to be done soon after the waterline replacement so that the streets will not be in rough condition for too long. Fischer explained that Field Operations and Water Resources work closely together to coordinate street resurfacing and water work. The bike lanes will be installed in conjunction with the street repaving.

4. Strategic Reports

Tyler Meyer provided two strategic reports:

- At the next MPO meeting, it is expected that there will be a presentation on the Mobility Greensboro 2040 Plan from the City's consultants.
- State Ethics Act TAC filing requirements include the completion, without error, of the Statement of Economic Interest (SEI) and Real Estate Disclosure (RED) forms by April 15. Meyer suggested submitting the forms early in case there are any errors or omissions that must be resolved; otherwise, members could be fined \$250 for each item being late. Marikay Abuzuaiter asked him to send the link to the information to TAC members. Meyer said he will forward this information to them.

Other Items

1. Board Member Update

Mike Fox asked if the map of the 2018 resurfacing projects is online. Daniel Amstutz said it was not on the MPO website but it could be added to there. Fox also asked that the map of the Urban Loop in the reference material in the TAC binders be updated to show the recent sections of the loop that have been completed. He said there is interest in doing a ribbon-cutting or other event to celebrate the opening of the next loop section, from Bryan Boulevard to Battleground Avenue. The final section of the Urban Loop is expected to be let for construction in March. The Board of Transportation is planning to travel to Charlotte for its March meeting.

2. Regional Updates

There were none.

3. Wrap-Up

- Marikay Abuzuaiter requested the resident survey responses to the Old Battleground/Cotswold Terrace traffic issues. TAC members would like to read the responses and potentially have a discussion on it.
- Adam Fischer noted there will be a public meeting about Old Battleground/Cotswold Terrace on March 1. Additionally, in mid-February will be a kickoff for the downtown streetscape projects.
- Craig McKinney noted there will be a public meeting on the widening of Mackay road next Tuesday January 30 at Griffin Recreation Center.

The meeting was adjourned by Marikay Abuzuaiter at 3:18 pm.