

COUNTY MANAGER'S OFFICE



November 30, 2011

Dear Mayor,

Attached for your perusal are the minutes from the SunRail Joint Work Session that was held on November 15, 2011.

If you have any questions, please feel free to contact me at 407-665-7211.

Sincerely,


Sharon Peters
County Manager Coordinator

BOARD OF COUNTY COMMISSIONERS
SUNRAIL JOINT WORK SESSION
NOVEMBER 15, 2011

Attendees: Chairman Brenda Carey (District 5)
Vice Chairman Carlton Henley (District 4)
Commissioner Bob Dallari (District 1)
Commissioner John Horan (District 2)
Commissioner Dick Van Der Weide (District 3)
County Manager Jim Hartmann
Mayor Patricia Bates, City of Altamonte Springs
Mayor David Mealor, City of Lake Mary
Mayor Charlene Glancy, City of Casselberry
Mayor Charles Lacey, City of Winter Springs
Mayor Joe Durso, City of Longwood (late)
Mayor Dominic Persampiere, City of Oviedo
Mayor Jeff Triplett, City of Sanford
Nicole Guillet, Growth Management Director
Deputy Clerk Eva Roach

The meeting was called to order at 1:31 p.m.

Chairman Carey welcomed everyone to the first City/County SunRail workshop and stated they will be discussing funding, possible legislative issues, and then the Next Steps.

FDOT UPDATE

Tawny Olore, FDOT/SunRail Project Manager, displayed a PowerPoint Presentation (received and filed) and began by reviewing the System Map (Phase I and Phase II) operating time for peak service and off-peak service. She stated she is expecting to get Phase I in operation by 2014 and Phase II by 2016. Twelve stations are planned for Phase I with four being in Seminole County. There will be 17 total stations at build-out. There will be two intermodal centers, one at the Lynx Central Station in Orlando and one in the Sand Lake Road area. She displayed and reviewed a picture of what the trains will look like and stated the trains will be double-decker with luggage and bicycle accommodations, and the average speed will

be 45 mph. She added that safety and security is a big issue to the funding partners.

Ms. Olore stated Joint Use Agreements were approved in the spring of 2011 and she explained what that designates. She advised that security cameras will be on board all trains and locomotive cabs as well as the SunRail platforms. She stated the city of Altamonte Springs has requested that cameras be provided within the parking lots. She continued by reviewing the Freight Changes, the Travel Times, and the Costs. She said all of the local money is in hand for Phase I. The State pays for the operation and maintenance for the first seven years, then the local government partners will take over the system.

Ms. Olore continued by reviewing the Project Updates; How They are Doing on Procurement with regard to Construction, Locomotives, Coaches/Cab Cars, Insurance Broker Services, Fare Collection Systems, Public Involvement/Marketing, Station Finishes Contracts, and Operations and Maintenance contract. She displayed the Economic Benefits and began reviewing what that will create. She reviewed the Transit Oriented Development (TOD) Sketchbook as well as copies of photographs showing what the Sanford, Lake Mary, and Longwood stations will look like.

Mayor Joe Durso entered the meeting at this time.

Ms. Olore concluded by reviewing the Altamonte Springs station.

Ms. Olore explained for Commissioner Henley what rate is being charged to CSX for using their rail and where the money will go once the locals take over.

Upon inquiry by Chairman Carey, Ms. Olore clarified once the local jurisdictions take over, the revenue generated by FDOT will go back toward the operation of SunRail before the jurisdictions get their fair share.

Upon inquiry by Commissioner Henley, Ms. Olore advised the interlocal agreement indicated that once the system revenue comes off the top, each station within the County will receive credit for the fair-box revenue.

Commissioner Dallari stated he has seen several locations nationally where the system has gotten so complicated that a new person or elderly person cannot figure it out. Ms. Olore stated SunRail will have a tap-on, tap-off system that will make it easy for the patrons. She added MetroPlan is also helping them with the passenger information signs to make sure that it is user friendly. At the request of Chairman Carey, Ms. Olore elaborated more on what the tap-on, tap-off system is. She informed Commissioner Dallari that they are looking at smart phone technology, but it is not ready at this time; therefore, they will start with the smart card. She stated the Turnpike is looking at that technology as well and they are looking into partnering with them for SunPass.

Upon inquiry by Commissioner Dallari, Ms. Olore advised that FDOT will continue to own the right-of-way for the fiber that is installed on this project, and they are spending State dollars to install a lot of that fiber for the backbone to I-4. FDOT is looking at renting some of the fiber space for additional revenue sources. She stated she will check to see how much would be available if a local authority wanted to use it for security.

Chairman Carey asked if SunRail is doing regular updates to the Legislative Delegation for various jurisdictions in the 61-mile corridor as they are not up to speed on everything that is going on. She stated if not, she would like FDOT to start that at least once a year. Ms. Olore stated she knows that FDOT meets with them, but she doesn't know how much they get into SunRail.

LAND PLANNING UPDATE

Nicole Guillet, Growth Management Director, displayed a PowerPoint Presentation (received and filed) to explain what TOD is and what are the benefits of TOD. She pointed out some of the Good and Bad Elements of TOD Development and Where Seminole County is.

Upon inquiry by Chairman Carey, Ms. Guillet advised staff submitted in October a request for the HUD Sustainability Grant and they are expecting to hear from that grant in about three to six months. Staff is hoping to obtain that grant money so they can work with the cities of Sanford and Altamonte Springs to come up with a good solid land use plan that will help accommodate development that SunRail can bring in. She stated the Board authorized staff to start putting together a working group to discuss land use issues. Staff hopes to put together a stakeholder group with representatives from all the Seminole County jurisdictions as well as Lynx, and the development and banking community to continue to refine the plans that they have for the SunRail stations.

Russ Gibson, City of Sanford Planning Director, displayed and reviewed the 6½-acre Sanford Station site. He said the city of Sanford directed MI Homes to meet with FDOT to facilitate the direct connection that has been facilitated. The 191-unit

townhome community is approximately 60% built and is on track to be completed by the time SunRail is online. There will be approximately 600 individuals available at this location to utilize the SunRail services. The Riverview Townhome Development is only approximately 7 units per acre and they need to look at how they can maximize the land around it. Seminole County, as well as the city of Sanford, has established land use policies to achieve that. The city of Sanford has urban and infill redevelopment policies that will allow the ability to exceed the maximum densities that are otherwise established in the existing land use classifications. He reviewed some of the objectives that the City has in terms of their partnership with the consortium.

Mr. Gibson declared that the city of Sanford has also dedicated resources to make enhancements to the station, but some of those include electric vehicle (EV) charging stations at the Sanford station. He pointed out that Sanford will be the heart of the SunRail operations, and the element that Seminole County will benefit from is jobs. He stated Archer Western Construction offices are already established in Sanford and jobs have already been brought to Sanford for the construction of the improvements to all of the Phase I stations. He explained where the SunRail vehicle maintenance facility operations will be located. He concluded by stating that the City will continue to collaborate work with all the partners to make sure that this is a contributing station to the entire system.

Chairman Carey asked if the City is talking to the landowners about the importance of trying to make sure that if they are the ones who may be developing this, have they thought about how

they may market it. She stated she wants to make sure that they understand the success of high density around these stations.

Mr. Gibson stated they have not only been discussing the opportunity sites within the TOD ring, but have been approached by many of the owners of tracts of land in the vicinity. Some of the stakeholders that they have to work with are those private property owners. The City is collaborating with great partners on the west side of the facility as well as communicating with the owners of vacant lands on the south side of SR 46.

John Omana, City of Lake Mary Community Development Director, stated the City staff has been very busy in setting the regulatory table. He stated what staff did, with the direction of the City Commission and City Manager, was to pursue opportunities that could be there for potential development in the future. He displayed and reviewed exhibits (received and filed) showing an aerial map, a conception layout of a number of mixed uses and TOD-type uses, and the downtown master plan. The city of Lake Mary has taken the initiative to amend the Land Use designations to Downtown Development District (DDD) in the new 45-acre area as well as the SunRail Station Land Use designation to DDD. He explained why they amended the Land Use designation on the SunRail site.

Mr. Omana continued by stating the city of Lake Mary is in the process of putting together a TDR (Transfer Development Rights) program. He stated the City wants to make sure that there are incentives in place that would assist developers in eventually developing the downtown area. He reviewed an example of the TDR program.

Upon inquiry by Chairman Carey, Mr. Omana advised the City has approximately 400-500 dwelling units available under the TDR preliminary analysis. He stated they will no longer be able to develop any of their land. He added their intent is to not develop particular areas, but to take advantage of the density that has been assigned by the City Commission's action in the land use amendment process. He stated everything the City has is going to stay a green space, a civic space or a public space.

Upon inquiry by Commissioner Dallari, Mr. Omana advised 18 dwelling units per acre is not the magic number right now. That is why they created the TDR program. That program will allow the City Commission and City Administration to look at these on a case-by-case basis and that will allow them to customize accordingly. He informed Chairman Carey that approximately 10 years ago, the 18 units were assigned as a policy direction by the City Commission; but, by doing a higher density, that would allow them to drift to a higher number and he believes that is the way to go.

Chairman Carey stated the TDR process has been tried in a lot of different ways and some of them have been successful and some have failed. She asked if the City has established a price for that or is it going to be based on a market price or negotiated.

Mr. Omana stated the City staff has not set a price but they will be looking at a number of models and coordinating that with the City Commission during the public hearing process. Once they have a number of options and models available, staff will present that to the City Commission with a recommendation.

Mr. Omana explained for Commissioner Dallari what a potential private sector station is.

Upon inquiry by Commissioner Van Der Weide, Mr. Omana advised he does not have an answer as to who is going to be ready when the trains start to roll and what they need to do to make sure that they are ready, other than having a concrete platform.

Upon further inquiry by Commissioner Van Der Weide, Chairman Carey advised she believes it will be up to each jurisdiction to decide how they are going to plan for the development around the stations. She stated a lot of the elected leaders have looked at some of the communities that have rail, and they can learn some valuable lessons from those individuals that have helped develop around these stations. The BCC needs to discuss with the cities the things that they learned and shared. They can invite the banking and finance individuals to discuss what can be financed, as well as invite developers outside the community who specialize in developing around the transit stations. All of the entities have gone into the funding agreement knowing it was going to be a simple platform as well as a certain level of maintenance. She stated if they start trying to change this to local governments being the ones to fund this, she is not sure that everyone would agree that they still want to be in the deal. Everyone will have to figure out how to get the public/private partnerships in the deal.

At the request of Commissioner Henley, Mr. Omana elaborated on the potential private station.

Cheryl Bowers, City of Longwood Community Development Services Director, displayed a map of the Longwood stop and reviewed what

the City is doing in preparing for SunRail. She began her presentation (received and filed) by displaying and reviewing a Vision of the station; Longwood SunRail Preparation - 1; and Longwood SunRail Preparation - 2. She stated the City is partnering with Altamonte Springs, Casselberry and Maitland on FlexBus. She stated this is a pilot program for one year and they are looking into how to fund this as they feel it is going to be a success. She stated they made a large portion of the City a brownfield and they have been doing a number of things to enhance SunRail. What it boils down to is how will they get the funding to do the infrastructure and how will they be able to get the gap financing.

Mayor Joe Durso, City of Longwood, stated DOT performed the Economic Impact Study which showed a \$681 million increase in the overall value of the property that showed up within ¼ mile of their station, and that represents nearly 80% of the city of Longwood's total taxable value. The city of Longwood's staff proposed changes in a proactive way to work with businesses and developers in making it open.

Chairman Carey stated the only gain for the cities is redevelopment and that is the only way to restructure the tax base.

Frank Marks, City of Altamonte Springs, explained why the City hasn't done a lot. The city of Altamonte Springs has been doing TDR's for a long time and the challenges are relatively clear. The City presently has \$175 million worth of new development under construction despite the downturn of the economy. He said their approach to the redevelopment of their activity center has a little less to do with what they can proactively create for a

developer and a little more to do with the east/west circulation to connect into the SunRail station. He displayed and reviewed the map (received and filed) showing the County/City Future Land Use and Energy Overlay. He stated Altamonte Springs City Hall is up for sale because parking is going to be the key. The developer is willing to finance up to 100% of the cost of the parking garage and use the revenue from that to fund their underlying mortgage, but they need a secondary source of income. That means the City would have to raise taxes or create a special district. The City has a CRA but they are looking forward to its end because they would like to recover that money into their General Fund. He stated he doesn't know that a special district is the way they would like to go. He added he feels it would be practical to come up with an interlocal agreement that activates a transfer of the title of the property to the City and transfer the ownership of the City's parking lot to the County. The City has a parking lot at City Hall and they would be willing to give that to SunRail to build the parking garage for the station and development around it in exchange for the ownership of the station property. He stated he feels they need to look at the east/west transportation, recognize that they have the right people in place to discuss the mechanics of how this is going to work, and how they are going to pay for the parking garage. The parking garages are going to be the most difficult thing that stands in the way of mixed-use development.

Commissioner Henley requested that Ms. Olore have a discussion with Secretary Downs regarding acquiring the post office in that area. He stated Ms. Downs indicated that that would be acquired during Phase II.

Ms. Olore stated she believes the number of cars that the Altamonte Springs station will handle is between 350 to 375. She stated surface parking lots for the stations were bought with 50% Federal, 25% State and 25% local contributions. The interlocal agreements state the parking lots will stay in fee simple with FDOT until year eight and then they are turned over to the Central Florida Commuter Rail Commission. However, the development rights on those surface parking lots are the jurisdictions of the local funding partner (Seminole County). She said they have negotiated development rights on some of the other locations up and down the corridor.

Chairman Carey recommended that Mr. Marks, Ms. Olore and Ms. Guillet meet to discuss the details of how they can help the City in figuring out a way to work out the parking.

Mr. Marks stated the City offered land to a developer for a parking garage in exchange for 220,000 sq. ft. and 300 units on 2½ acres as well as \$4.5 million in cash toward the construction of the parking garage and they could not make that deal work. They will see the benefits of this about 25 years from now and it will take a long time for the right development to come along. He added he feels that everyone needs to recognize that the near-term development may doom this project. Therefore, they need to take the long view, and they need to see what economically is going to make this a success 30 years from now and set that as a goal.

Commissioner Henley stated he did not recall seeing one parking garage in Salt Lake City. He saw one parking garage in Charlotte, North Carolina and it was less than half full. He added he is not too sure that the success depends solely on a

parking garage. He said sufficient parking is needed, but whether or not it has to be a garage, he is still waiting to be convinced that. Parking is important, but just as important, is being able to service it properly with other transportation.

LYNX UPDATE

John Lewis, Lynx Executive Director, displayed a PowerPoint Presentation (received and filed) and reviewed the SunRail - Commuter Rail showing the stations and Lynx connections at all the stations; Sanford SunRail Station (Links 103, 34, 46E and 46W); Lake Mary Station (Link 45); Longwood Station (Link 434); and Altamonte Springs Station (Links 102, 103, 41 and FlexBus).

Commissioner Dallari left the meeting at this time.

Mayor Durso stated Longwood's base is 60% to 65% commercial and they have a number of very large businesses that they are counting on SunRail to transport employees within that area. He stated he would like to know if there is a formula that will be used to determine the 30-minute peak times, or is it traditional hours, or will there be some flexibility in defining peak time in each area to coincide with everyone's work schedules.

Chairman Carey stated she would also like to know if Lynx still has a system available to work with large employers.

Mr. Lewis stated the formula that they are using is when a train is there, they want to make sure that a bus is there. The peak and off-peak periods are established by the SunRail train schedule. They are open to providing additional bus service if there is a need for it, but they do not want passengers waiting if they offer too much service early on.

Mayor Durso stated the city mayors are very concerned that there is not sufficient amount of infrastructure in place to encourage people to use it.

Mayor Mealor stated the issue for the city of Lake Mary is how they provide the east/west access. He stated he would like to know if they could have a discussion about the FlexBus model being on the I-4 quadrant for Maitland, Altamonte Springs, Longwood and Lake Mary.

Commissioner Henley stated Lynx is a contracted service and they will provide whatever they are willing to pay for. Two of the cities are contributing towards Lynx and the rest is being paid by the County.

Commissioner Dallari reentered the meeting at this time.

Chairman Carey recommended scheduling a workshop between Lynx and the four city representatives that have station locations. She stated they have to think outside the box on this as a bus doesn't necessarily have to be there every time the train arrives. It can be a van.

Mayor Mealor stated he feels that the funding and the legislative issues are the largest economic impact in the State of Florida. He stated the cities and County have a unique opportunity to meet with the Legislative groups to see how they can craft that so they can take advantage of trying to guarantee its success.

Chairman Carey stated she feels a workshop with the four cities and the Lynx Board would be appropriate because if they can't

get people from the train station to where they need to go, this is doomed for failure.

Upon inquiry by Commissioner Horan, Mr. Lewis advised he doesn't have information on the ridership projection, but will provide it to the Board.

METROPLAN UPDATE

Harry Barley, MetroPlan Orlando, displayed a PowerPoint Presentation (received and filed) and began by reviewing the topics relating to Regional Transportation Funding Task Force.

Chairman Carey surrendered the gavel to Vice Chairman Henley and left the meeting at this time.

Mr. Barley continued by reviewing the SunRail Level of Service, AA Study: OIA Corridor, and I-4 Master Plan Implementation. He reviewed the Assumptions that were approved by MetroPlan to make the Long-Range Plan Financially Feasible; the Local Option Rental Car Surcharge; the Local Option Gas Tax; the Local Infrastructure Sales Tax; and Charter County & Regional Transportation Sales Tax. He explained what the Infrastructure Sales Tax can be used for and what the advantage is to the Charter County & Regional Transportation Sales Tax.

Commissioner Carey reentered the meeting at this time and assumed the position of Chairman.

Mr. Barley reviewed the Membership of the Funding Task Force; Some of the Activities to Date; Current Status; and the SunRail Level of Service.

Mr. Barley stated initially, no service is scheduled on Saturdays and Sundays, but there could be for special events or emergencies. That is not the financial plan at this time. There will be a capital cost associated with any improvements in the level of service. More locomotives, cab cars and coaches will be needed and there will be an increase in operating and maintenance costs. He said he does not have those numbers, but will provide that to the Board by the end of the week. He continued by reviewing the Alternatives Analysis Study relative to Year 2030 Long-Range Transportation Plan, Two Potential Rail-Related Studies, Purpose of the Study and Current Status. He informed the Board that Osceola County BCC approved the scope and funding commitment to the Alternatives Analysis Study yesterday.

Mayor Patricia Bates left the meeting at this time.

Mr. Barley displayed and reviewed a map of the project study area and the I-4 Master Plan Implementation.

Mayor Charlene Glancy left the meeting at this time.

Mr. Barley concluded by reviewing the Special Use Lanes and Current Status of the Master Plan.

Commissioner Dallari stated one issue that they may want to discuss is the funding for I-4 so they can help the Legislative Delegates to realize that in order to make SunRail work; they need to do what needs to be done to I-4 so they push people into SunRail.

Mayor Glancy reentered the meeting at this time.

Mr. Barley stated everyone wants SunRail in place before the heavy duty construction begins on I-4. It is going to be a rough period of time during construction. The Master Plan concept north of SR 434 to Kirkman Road will be done in several phases, but will be done as quickly as possible because of the commotion and delay associated with this. The MetroPlan approved funding design work north of SR 434 to the I-4/I-95 interchange in Volusia County and south from Kirkman Road to the Orange/Osceola County line. The project from SR 434 to Kirkman is about a \$2 billion investment and so far, just about all of the right-of-way has been purchased. He stated \$500 million has been committed for the construction funding. More needs to be done in getting I-4 funding in place and to get the work underway and done quickly. A Traffic and Revenue Study is currently underway and is managed by the Florida Turnpike. The one option that they can precede with the special use lanes is to have the Turnpike partners build, finance and manage those. Another option is another expressway authority or a new regional entity. There is an enormous amount of interest from private firms around the world for doing projects like this under a private/public partnership. They would be in charge of operating and maintaining it, and a return on their investment would be considered.

Commissioner Horan left the meeting at this time.

Mr. Barley stated the Traffic and Revenue Study that is underway takes a methodical look at market demand in the corridor with projections for the future to serve as the basis for what could be an exciting public/private partnership to accelerate the plans for the implementation of the I-4 master plan.

Chairman Carey stated when the Regional Task Force finishes their work, she would like that circulated electronically to each of the cities and Board members so they can see what the funding options are before they have discussions on how they want to move forward.

Commissioner Henley stated he feels that one of the important pieces of information would be how much each of the options generates into additional revenue. He stated everyone needs to understand that they all have to come together on one plan, and it is going to take a massive educational program to help the public understand why these things are needed and why they need to obtain the funding resources. He stated he recommended to Senator Simmons that it would be great if the Legislature would encourage setting up regional sales tax districts similar to the one they did for water. He also suggested that the charter county surtax be amended to allow local governments, through a super majority vote, to impose the one-cent sales tax.

Commissioner Horan reentered the meeting at this time.

Commissioner Henley stated the media had taken things out of context and the intent was if the referendum failed and, for whatever reason there is a threat to SunRail continuing on, the locals would have the authority to impose a sales tax. He stated he still feels that is a fallback plan that would be very valuable in the future. He added he doesn't see any of these going forward in the next year or two. When the Task Force finishes it, the 85 cities throughout this region need to support this in order to get it through. The public needs to understand the need and the benefits that are going to come by

being able to make this successful through the TODS being able to serve these stations.

Chairman Carey stated the Legislature needs to expand the ability of the TIF financing being used so everyone can use it to the best benefit to support SunRail. She stated many times the elected officials know it is the right thing to do, but a lot of the public don't even know all of the information that the elected officials know. The officials need to be the visionary group so they can make sure what they are doing is a success and is viable in the future. She stated she doesn't want the property owners to be the only ones paying for things needed in this community; but have the users pay the tolls or parking fees.

Mr. Barley stated the State of Georgia has struggled with transportation funding for a long time. He stated a member of the Georgia House of Representatives got involved in economic development and it didn't take her long to realize that one of the impediments to economic development in the Atlanta area was their failing transportation system. He said she started with a statewide tax in which the Legislature would control, and the local officials throughout the State said that wasn't going to happen. They went to Plan B and divided the State into 12 districts where they are in the process of putting together the projects that they would like to have funded by a 1-cent sales tax. They will take that to the voters in July 2012 as a region throughout the state of Georgia to vote on this together. There are solutions out there that could help them learn from this.

Chairman Carey stated several things that have come out of the discussions they have had is a list of potential legislative

actions that they may want to ask the Legislature to give them some flexibility on. She stated if they need rules or the bills amended that already exists, they need to start to discuss that with the Legislative Delegation right away.

Mr. Hartmann stated the County needs more tools in the toolbox to be very nimble and flexible in how they can deal with development and development interests that are coming into the transit zones. He stated they do not have those at this time and they are looking at a couple of pieces of legislation that have already been introduced, one around the neighborhood districts and the other with the public/private partnerships. This is a good focus area for everyone to look at to get permissive legislation that allows municipalities and the County to make decisions on a project by project basis within a particular area, and to encourage the development, and to be able to act very quickly when those needs show a favorable project for everyone. That kind of decision-making at the local level, as well as flexibility in land planning and how they deal with the transit districts, is going to be really important for the future. He stated Senator Simmons has convened a group and they have met a couple of times. He added he believes the next meeting will be in early December and they will continue to report back from that.

Chairman Carey stated she knows there are a lot of very influential developers that are talking to the people in Tallahassee, but they need to make sure that they understand what makes a good public/private partnership work.

NEXT STEPS

Chairman Carey stated she feels that they can have staff representatives from the County, the cities and Lynx continue

their work by meeting with the banking and financial industry people to learn about the opportunities of the commercial lenders, what they can get funded today, and to coordinate with other staffs in the areas that have rail systems so they can learn from them.

Commissioner Horan left the meeting at this time.

Mayor Mealor thanked the Board for sharing this joint workshop as it is very important and it is imperative that they structure this for success.

Commissioner Van Der Weide stated they need to do whatever it takes to make it a success.

Mayor Dominic Persampiere, City of Oviedo, thanked the Board for putting this together and having all of the information available for the cities that are not directly affected by this yet. He stated the city of Oviedo is looking at it for what it could bring in the future. He added there are a lot of cities that are not affected by a lot of these projects that have local capacity improvement projects that are still on the board. There are projects on the MetroPlan list that affect everyone.

Commissioner Henley stated he feels it is important that every time the Legislature dips into the trust fund, they have to push everything back.

Chairman Carey stated there have been discussions for 25 years about whether the development or the road should come first. She stated with transportation comes development, and with

development comes transportation, and they need to blend that together and figure out how to pay for it.

Commissioner Dallari stated the one thing that makes Seminole County special is that all the entities talk to each other and he wants to make sure that they continue that.

Chairman Carey stated she is sure that they will have other workshops as SunRail gets closer.

The meeting was adjourned at 4:07 p.m.

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