

**Southwest Washington Regional Transportation Council
Board of Directors
June 7, 2016, Meeting Minutes**

I. Call to Order and Roll Call of Members

The Southwest Washington Regional Transportation Council Board of Directors Meeting was called to order by Chair Jack Burkman on Tuesday, June 7, 2016, at 4:05 p.m. at the Clark County Public Service Center Sixth Floor Training Room, 1300 Franklin Street, Vancouver, Washington. The meeting was recorded by CVTV. Attendance follows.

Voting Board Members Present:

Marc Boldt, Clark County Councilor
Jack Burkman, Vancouver Councilmember
Paul Greenlee, Washougal Councilmember
Anne McEnery-Ogle, Vancouver Council
Jerry Oliver, Port of Vancouver Commissioner
Julie Olson, Clark County Councilor
Ron Onslow, Ridgefield Mayor
Scott Patterson, C-TRAN (Alternate)
Jeanne Stewart, Clark County Councilor
Kris Strickler, WSDOT Regional Administrator

Voting Board Members Absent:

Shirley Craddick, Metro Councilor
Jeff Hamm, C-TRAN Executive Director/CEO
Jim Herman, Port of Klickitat Commissioner
Doug McKenzie, Skamania Co. Commissioner
Rian Windsheimer, ODOT Region 1 Manager

Nonvoting Board Members Present:

Nonvoting Board Members Absent:

Curtis King, Senator 14th District
Norm Johnson, Representative 14th District
Gina McCabe, Representative 14th District
Don Benton, Senator 17th District
Paul Harris, Representative 17th District
Lynda Wilson, Representative 17th District
Ann Rivers, Senator 18th District
Liz Pike, Representative 18th District
Brandon Vick, Representative 18th District
John Braun, Senator 20th District
Richard DeBolt, Representative 20th District
Ed Orcutt, Representative 20th District
Annette Cleveland, Senator 49th District
Jim Moeller, Representative 49th District
Sharon Wylie, Representative 49th District

Guests Present:

Ed Barnes, Citizen
Lori Figone, WSDOT
Scott Hughes, Port of Ridgefield Commissioner
Lee L. Jensen, Citizen
Laurie Lebowsky, Clark County
Dameon Pesanti, The Columbian
Jason Ruth, Citizen
Scott Sawyer, City of Battle Ground
Marc Thornsby, Port of Klickitat
Michael A. Williams, WSDOT

Staff Present:

Matt Ransom, Executive Director
Ted Gathe, Legal Counsel
Lynda David, Senior Transportation Planner
Mark Harrington, Senior Transportation Planner
Bob Hart, Transportation Section Supervisor
Dale Robins, Senior Transportation Planner
Diane Workman, Administrative Assistant

II. Approval of the Board Agenda

PAUL GREENLEE MOVED FOR APPROVAL OF THE JUNE 7, 2016, MEETING AGENDA. THE MOTION WAS SECONDED BY JEANNE STEWART AND UNANIMOUSLY APPROVED.

III. Call for Public Comments

Marc Thornsbury, Port of Klickitat Executive Director, said that Port Commissioner Jim Herman had planned to attend the meeting, but he had vehicle problems and would not make the meeting. He sends his apologies.

Ed Barnes of Vancouver referred to the accident on the I-5 Bridge over the weekend that resulted in a death. He said the I-5 Bridge needs to be replaced. Mr. Barnes said the Transportation Commission will be in town on June 15, and he expressed the need to get on board with those who want to get a bridge package in the 2017 legislature. Mr. Barnes said the I-5 Bridge needs to be replaced and needs to be built where it is needed. A bridge in another location can be done after that.

IV. Approval of the May 3, 2016, Minutes

JEANNE STEWART MOVED FOR APPROVAL OF THE MAY 3, 2016, MINUTES. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE AND UNANIMOUSLY APPROVED.

V. Consent Agenda**A. June Claims****B. 2016-2019 TIP Amendment: WSDOT SR-14 Access Improvements, Resolution 06-16-09****C. 2016-2019 TIP Amendment: Clark County NE 119th Street East, Resolution 06-16-10****D. FY 2016 UPWP Amendment, Resolution 06-16-11**

ANNE MCENERNY-OGLE MOVED FOR APPROVAL OF THE CONSENT AGENDA: JUNE CLAIMS AND RESOLUTIONS 06-16-09, 06-16-10, AND 06-16-11. THE MOTION WAS SECONDED BY PAUL GREENLEE AND UNANIMOUSLY APPROVED.

VI. Section 218 Agreement, Resolution 06-16-12

Matt Ransom said this item has two parts. The second part refers to the distributed handout of the final version of the resolution. Mr. Ransom said the background of this proposed action is that when RTC was formed in 1992, RTC employees began to contribute to the Social Security program. Deducted from their paychecks were Social Security set-asides as well as Medicaid. That was put in place and employees have been paying that since then. It has come to RTC's attention that the organization back in 1992 needed to enter into a formal agreement with the Social Security Administration. Currently, the Social Security Administration programs within the State of Washington are administered by Washington Department of Retirement System. They have transferred that responsibility to Washington DRS. Mr. Ransom said they have been in consultation with DRS. They have informed RTC that even though the RTC Board adopted some agreements in 1992, they were not the official agreement that needs to be set in place.

The resolution before the Board sets in motion the process whereby RTC employees have the opportunity to either opt in or opt out of participation in the Social Security programs. This is what the Section 218 agreement covers. Mr. Ransom said all local governments such as RTC, state government, cities, and counties have had to do these types of agreements. They were likely put in place back in the mid-1900s.

The resolution sets in motion the formal process. There will be a Referendum, which is essentially a vote by all current RTC employees to make the decision to continue Social Security or not. Depending on the outcome of the vote, the organization would either enter into the formal agreement or not. The vote will be this fall.

Mr. Ransom said the resolution that was published with the meeting materials the previous week was missing two dates and a Federal EIN number. The distributed resolution has the dates (September 30, 1992) and FEIN number included and no other changes. It is a template provided by DRS with RTC's name inserted along with the dates and FEIN number.

Action on this resolution will set in motion the formal process. Mr. Ransom said this needs to take place so the contributions that employees have made over the last 20+ years are not put in jeopardy.

Jeanne Stewart said the Board should be assured that Matt has worked with legal counsel Ted Gathe through the development of this entire document and review along with researching information from the appropriate agencies.

Marc Boldt said he assumed that folks have been contributing all along. He asked what happens if they vote not to continue. Mr. Ransom said as he understands, in order to correct this, they can only get adjustments for the last three years.

PAUL GREENLEE MOVED FOR APPROVAL OF RESOLUTION 06-16-12. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE.

Jerry Oliver asked if there was any other fiscal impact that they should be aware of in terms of the cost to RTC or the cost to the employee. Mr. Ransom said there is none to the organization, because Social Security is a direct employee contribution. The fiscal impact would be to the employee.

Commissioner Oliver asked if the correction would take them back to 1992. Mr. Ransom said should the employees decide to continue to participate in Social Security, then the agreement that would come to the Board this fall would establish the effective date of the agreement July 1, 1992.

Ted Gathe clarified for Commissioner Oliver's question. He said if the employees voted to not join Social Security, they could only obtain three years of the contributions that they had made, and they would potentially forfeit the other years, so there is a significant impact on the employees if they chose to not join.

PAUL GREENLEE MOVED TO AMEND THE MOTION TO INCLUDE THE DATES AND FEIN NUMBER IN THE RESOLUTION AS SHOWN IN THE UPDATED COPY. ANNE MCENERNY-OGLE SECONDED THE MOTION.

Jeanne Stewart asked if this would only insert the corrections in the resolution. Chair Burkman said that was correct.

THE AMENDMENT WAS UNANIMOUSLY APPROVED.

THE MOTION TO APPROVED RESOLUTION 06-16-12 AS AMENDED WAS UNANIMOUSLY APPROVED.

VII. RTC – Clark County Master Interlocal Service Agreement, Resolution 06-16-13

Matt Ransom said this resolution is in support of RTC's work program, which is to continue to develop partnerships with member agencies. This Master Interlocal Agreement is for RTC and Clark County to enter into an agreement whereby Mr. Ransom would be given the administrative authority to enter into Task Order agreements for reimbursement work. This could be RTC soliciting work from Clark County, where they have the manpower and resources to do that and vice versa, where RTC has the manpower and resources and Clark County would ask RTC to do some work on their behalf.

The framework for the Master Interlocal Agreement is such that rather than come to the Board each time they have a small Task Order, they are authorized the ability to enter into the agreements as long as they have budgets appropriated for the work that is to be done. The duration of the Agreement is five years. RTC has similar agreements with C-TRAN, the City of Vancouver, and WSDOT. Mr. Ransom said he has found these agreements to be very beneficial. They recently entered into a Task Order under their Agreement with C-TRAN for them to pay RTC as part of the Bus on Shoulder Study. They were committed to a contribution resource to help underwrite that study as well as pay for some of the RTC overhead.

The request of the Board is for adoption of the resolution to allow Mr. Ransom to enter into the Agreement with Clark County. The Clark County Board has also ratified the Agreement at their May 10, 2016 meeting authorizing the Acting County Manager to sign the Agreement.

PAUL GREENLEE MOVED FOR ADOPTION OF RESOLUTION 06-16-13 AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE MASTER INTERLOCAL SERVICE AGREEMENT BETWEEN RTC AND CLARK COUNTY. THE MOTION WAS SECONDED BY ANNE MCENERNY-OGLE AND UNANIMOUSLY APPROVED.

VIII. Transportation Programing Guidebook, Resolution 06-16-14

Matt Ransom said the Transportation Programming Guidebook discussion began late last year, when they organized a committee of local jurisdiction staff as part of a grant review subcommittee of the Regional Transportation Advisory Committee (RTAC). They began reviewing the grant program including policies and rating criteria for evaluation. They met over a series of several months and provided input. This was presented to the RTC Board three times this year. The Guidebook documents clearly for member agencies what the grant program is and the rules for soliciting grants from RTC. RTC staff felt that putting all of this in one document was their best attempt to transparency and creating a clear understanding of how they would govern the federal grants that are managed by the agency. This is the first time this has been done by RTC, and Mr. Ransom said he thought it was a good initiative to put it all in writing in one place. The Guidebook will be posted to RTC's website upon adoption.

Dale Robins said the Transportation Programming Guidebook has been discussed several times with the Board this year. He highlighted the process. Mr. Robins said early in the year, the

Board provided policy direction. In May a draft copy of the document was provided. Mr. Robins said there have been no changes since that time. They are asking for adoption of the document, and will move forward with their call for projects in the Grant process.

Mr. Robins said the overall regional process is guided by the policy framework established in the Regional Transportation Plan. The guiding strategies of the regional grant program include: leveraging of other grants; implementation of lower-cost Transportation System Management and Operational improvements; construction of multimodal urban arterials; and in addition, regional federal funds will be used for improvement projects and not for preservation projects.

Mr. Robins referred to the selection criteria approved by the Board for STP and CMAQ funds as shown in the resolution and on a slide. The difference between the two is that Air Quality points are tripled for CMAQ.

The intent of the Guidebook is to bring the overall regional TIP process into one document and clarify the process. The Guidebook has been developed over the last year through the Board's policy guidance and with input from jurisdictions' staff. It is a working document that can be amended as the RTC Board provides new policy direction. It is a resource document for local staff to use as they develop grants and include in the Transportation Improvement Program.

Mr. Robins said they are seeking RTC Board adoption of Resolution 06-16-14, which adopts the Transportation Programming Guidebook.

PAUL GREENLEE MOVED FOR ADOPTION OF RESOLUTION 06-16-14. THE MOTION WAS SECONDED BY RON ONSLOW AND UNANIMOUSLY APPROVED.

IX. YR 2020 Transportation Improvement Program – Call for Projects

Dale Robins said RTC staff has issued a call for STP and CMAQ projects. This is for estimated 2020 funds. The total call is for approximately \$9.15 million. Mr. Robins said as discussed previously, the intention is to use these funds not only to construct regionally significant transportation improvements, but to leverage these funds so that they have an even greater impact to the transportation system.

There is \$4.85 million in the STP - Urban program, and there is \$1.40 million in the STP – Rural program. The CMAQ program, projects that improve air quality, has \$2.90 million. Project applications will be due July 15. In September, the RTC Board will be asked for selection of projects, and return for Board approval in October of the Transportation Improvement Program (TIP).

Chair Burkman asked Dale to explain where this money comes from and what the acronyms stand for.

Mr. Robins said these are all federal programs. STP is the Surface Transportation Program. It is a very flexible grant program that can be used for a wide range of transportation improvements for bikes, pedestrians, and roads. The funds are allocated between an Urban and a Rural population boundary. Vancouver, Camas, Washougal, and Battle Ground are the Urban area.

Ridgefield, La Center, and Yacolt are the rural area, also included is rural Clark County. CMAQ is the Congestion Mitigation Air Quality program. These are funds that must be used for projects that improve air quality. There is an air quality boundary, which is about 119th Street to the north and includes Camas and Washougal to the east.

X. 2015 Congestion Management Process - Update

Dale Robins referred to the memo included in the meeting packet along with the attached 2015 Congestion Management Process Summary Report. Mr. Robins said at the May meeting the Board was provided with initial data from the Congestion Management Process. The I-5 corridor was a lot of that discussion. This month, the Summary Report is provided and staff is seeking the Board's final feedback. In July, the final report will be provided and staff will ask for endorsement of its findings.

At the May RTC Board meeting, staff was directed to investigate an I-5 Corridor Operations Study. RTC staff has met with member agencies, including WSDOT, to begin discussion on the scope of work and potential funding. RTC staff will continue to develop this process further and report back to the Board. Mr. Robins would provide more information and answer some of the questions that arose last month. There was a request for additional data from the Oregon side.

A regional summary showed Clark County population from 2011 to 2015 increased 6% to 451,820. The Portland/Vancouver employment increased 4%. Clark County taxable sales went up 43%. Bi-State C-TRAN ridership in the evening hours coming across the bridges (I-5 and I-205) went up 3%. Mr. Robins said 90% of the traffic goes across the I-5 Bridge. In the evening, one bus goes across the I-205 bridge. The Columbia River crossings for autos and trucks daily on I-5 and I-205 is up 8%. Evening travel speed within Clark County is down 6%.

Mr. Robins said these results are all due to a lot of growth in traffic and some of the traffic issues they are starting to see in Clark County. To look at this, they accessed data stations that collect traffic information on the highway system. Mr. Robins displayed total volume and volume per lane for I-5/Columbia River, I-205/Columbia River, I-205/Columbia Blvd., I-5/Terwilliger, I-84/Hollywood, and Highway 26/Tunnel. I-205/Columbia River had the highest volume. The highest number of vehicles in a lane (volume per lane) was I-5/Columbia River.

Last month they discussed a bit about what was happening in the bi-state corridors. The morning peak hour delay (6:30-8:30 a.m.) 2011 compared to 2015 was the highest in I-5 south from Main Street to Jantzen Beach increasing 291%.

Bi-state travel speeds were provided for the I-5 corridor from SR-500 to the Columbia River and from the Columbia River to I-84 for both southbound and northbound traffic. On I-205, SR-500 to the Columbia River and from the Columbia River to I-84 was provided as well. Mr. Robins said I-205 is more variable; whereas I-5 is more consistent.

Mr. Robins said in going through the Congestion Management Process they have identified some of the key congestion needs they have in the corridors. He provided a slide listing those projects, and whether they were listed in the Regional Transportation Plan or if they were

funded. The Interstate Bridge and the interchanges associated with the Interstate Bridge is a great need. They do have partial funding; in that they do have money in the Connecting Washington Package that provided funding for the Mill Plain Interchange on I-5. Mr. Robins highlighted the other projects listed as key congestion needs.

Mr. Robins provided an I-5 Corridor Summary as listed in the Summary Report for 2011 vs 2015. Morning travel time from Main Street to Jantzen Beach has increased 291% as the travel speed decreases by 291%. Transit travel time for 99th Street park-and-ride to downtown Portland is up 57%. Evening travel time has increased 3% from I-84 to the Interstate Bridge. Questioned at the last meeting was the PM weekday vs weekend travel from I-84 to the Interstate Bridge. Weekdays were actually 23% slower travel speeds. What also happens is that from Lombard to the Interstate Bridge it is actually slower on the weekends. What is happening is that when Clark County residents are making various trips in the Lombard to the Interstate area, they are adding to that congestion causing much slower speeds in that segment, but the overall speed from I-84 is faster on weekends. Mr. Robins provided further information on each of these segments travel times and speeds.

Mr. Robins said on the I-5 Bridge southbound in the morning 2011 vs 2015 shows that in 2011, the morning southbound peak lasted three hours with speeds under 50 mph. By 2015, the morning southbound peak was five hours with speeds down and the volume down. The I-5 evening operations across the Interstate Bridge have changed little over the past five years, as the corridor reached a saturation point during the evening period in the early 1990's. Corridor speed and throughput during the peak period has remained constant between 2011 and 2015. The afternoon peak is starting an hour earlier at noon, and the highest volume has shifted to a later time period of 5 p.m.

Julie Olson referred to the Summary Report stating that "the Clark County data confirms that the region's 2015 traffic is exceeding pre-recession travel levels." She then referred to the I-5 corridor summary comparing 2011 to 2015. She asked if they could get the pre-recession numbers as well, for context. Mr. Robins said they could provide that going back about ten years. Councilor Olson said it is very interesting; there is very little change in evening traffic travel times, but there is more than significant change in morning traffic traveling south. Mr. Robins said he thinks that it comes to where the bottleneck is. It used to be that once you got south of the bridge it has always been slow. Now, what is happening is that the I-5 Bridge itself is being the bottleneck, and it is building up. He related it to pouring too much into a funnel causing it to back up with less going through. Mr. Robins said the p.m. peak had no additional capacity, nothing has really changed. People are still avoiding the p.m. peak. Councilor Olson noted a typo on page 4; the I-5 Bridge Northbound box should show PM not AM. Mr. Robins would make that correction.

Chair Burkman requested that a chart with the pre-recession a.m. data be sent to Members prior to the July meeting.

Paul Greenlee said he thought that he remembered that Oregon widened I-5 south of the bridge and asked if that was accurate. Mr. Robins said there was an improvement through Delta Park widening both northbound and southbound. It was just that the northbound was an HOV lane. Kris Strickler said that was in 2008 to 2010. Councilmember Greenlee said he noticed that the southbound times and travel speeds are converging on how bad the northbound afternoon speeds were. He said he thought the northbound p.m. is still worse than the southbound a.m. and asked if that is what the numbers showed. Mr. Robins said it depends on the day; they are pretty comparable. The morning travel is definitely worse.

Ron Onslow said he has been traveling the I-5 corridor since the 1950's. He said unless you're a nonbeliever and don't drive across the bridge, these figures have been in front of us forever. He said he would concur with Mr. Barnes that we can study and study, post the numbers, and talk about it at every RTC meeting, but until the I-5 is fixed, nothing is going to happen. It is just going to get worse. Mayor Onslow said he still travels it. He said his wife requests that he go with her to any appointments in Portland so that they can return in the HOV lane, which will shorten it a little. Mayor Onslow said it is the same thing that we have been saying for years, and he is tired of it. He said the only way to get the nonbelievers is to get them to travel I-5, and maybe they would concur that we need to fix it.

Chair Burkman said the reason that RTC provides this information is because it is a federally required process that they go through annually.

Marc Boldt said this is interesting information and he thought we could plan from this. Councilor Boldt said in looking at the Seattle – Tacoma area and other areas, when an interchange gets so bad, everyone uses the local roads. For local governments, it causes local intersections to immediately fail. He is looking at how the local governments can also plan for this as well.

Chair Burkman said the City of Vancouver is just completing the Westside Mobility Study which shows an amazing number of people getting off of I-5, going down 78th Street, turning onto Fourth Plain to get to Fruit Valley Road to take the long way around to get back to I-5. This is very much what Councilor Boldt described.

Jeanne Stewart said that has a big impact on neighborhoods with the cut-through traffic. Councilor Stewart said she respected Mayor Onslow's opinion, but she was hesitant to say repair of the I-5 Bridge is our only potential solution before us. Mayor Onslow said it is the first solution. Councilor Stewart disagreed; she said it could potentially be the second solution. She said a plan was needed, and information is being brought together. Councilor Stewart said looking at major construction on I-5, they will lose a quarter of the capacity they now have with the two bridges. She said tearing up the I-5 Bridge and restructuring it could be six to eight years and take away use. Councilor Stewart said with the CRC, assuming that it is all okay, there was only a marginal improvement in crossing times. She did agree that action needs to be taken.

Chair Burkman said they do need to be careful, because there are studies that show there were significant changes in travel times and such on the CRC. He did not want this to be a CRC discussion. Some good points were brought up. Construction is going to be an issue; it happens with any road project. He said everyone would like an alternative path already in place, but that takes resources, which means you can't do the construction.

Anne McEnery-Ogle said there is repair work planned for the I-5 Bridge in 2019. She said we need to have a discussion of how they are going to plan for that repair. She asked if the Board has had an update on that repair project.

Kris Strickler said they have not come to the RTC Board with the trunnion repair project. He said ODOT and WSDOT have been working together for the last two years in planning and preparation for that. It goes to construction in 2019, and there will be an impact. They have mentioned it so it can be prepared for.

Chair Burkman asked if the Board would like an update on that project. The Board would like an update on the 2019 trunnion project.

Kris Strickler applauded RTC staff for all their work on the Congestion Management Process Report. He said it is one of the most digestible pieces he has seen in a long time. For the real data of the information we are experiencing every day, as a transportation person, he said he can deduce a lot coming from the data points and thanked staff.

Matt Ransom noted that the same report is going to be presented to the Bi-State Coordination Committee in July. Mr. Ransom said the report really reflects what they committed to in the Work Plan, which was to look deeper into the Interstate corridor conditions and try to develop good planning and quantification data that can be discussed and used to help refine priorities. Chair Burkman said per the conversation at the last meeting of involving Oregon, they are really looking at I-5 from SR-500 down to I-84; the whole transportation corridor.

Paul Greenlee said there are probably other anecdotes that may be available in the data. He said it was pointed out that the overall corridor time on the weekend from I-84 to Main Street was not bad, but at Lombard it gets a lot worse. He said if staff comes across any other interesting bits of information he would be interested in hearing about them.

XI. Other Business

From the Executive Director

Matt Ransom said they have two Project Showcases from WSDOT. Handouts of those were distributed. Both projects provide Traveler Information: a communications link, traffic detection and roadway cameras to provide additional information to the traveler. The projects include fiber optic communications, traffic surveillance cameras and traffic data stations. The first project is on SR-14 from 164th Avenue to NW 6th Avenue. The federal RTC funds were about \$680,000 with the total project cost of \$1,400,000. The second project is SR-503 from NE 119th Street to SR-502. This project also includes a signal optimization study. The federal RTC funds were \$760,000 and the total cost was \$1 million.

Mr. Ransom said a press release was put out today announcing the ramp opening on I-205 and 18th Street on Saturday, June 11. The history of this project began with early studies that RTC did in the 1990's and working in partnership with Vancouver and WSDOT making some modest investments and planning. Mr. Ransom said it is going to be an incredible investment on the east side of Vancouver. Funding was primarily provided by the Legislature in the Partnership Program. It will connect up with a series of improvements that Vancouver is making on 18th Street. RTC has also invested in those improvements on 18th Street. Collectively, they all are putting money on the table for this significant investment for East Vancouver. This project was presented to the Board last year and is a long awaited project.

Kris Strickler said the project engineer on this project gave the presentation last year and is in attendance today. He said feel free to congratulate Lori Figone on a job well done.

Mr. Ransom said it was safe project as well; workers safety was strong. It was a good execution on behalf of a WSDOT contract.

Mr. Ransom thanked those who committed to participate in the Washington State Transportation Commission Meeting. Copies of the agenda were distributed. They will hold their monthly meeting in Vancouver on June 15, 2016 at the Port of Vancouver at 9:00 a.m. to 5:00 p.m. and is open to the public. This is the Governor's appointed Commission that helps to advise the Governor as it relates to statewide transportation policy. It works with the Department on setting policy. They will be here on the 15th and 16th. Mr. Ransom has helped them organize an agenda. He said they hope to share with the Commission the issues here in SW Washington and give them a sense of how this part of the state is dealing with transportation issues, the challenges, and the successes. He said the hope is that they walk away with a clearer understanding of what we need as well as some of the accomplishments that we have had. The 15th is the meeting/panel presentations, and the 16th is a half-day tour.

Mr. Ransom noted JPACT meets Thursday, June 16, 2016, at Metro at 7:30 a.m.

The next RTC Board meeting will be held on Tuesday, July 5, 2016, at 4 p.m. Mr. Ransom noted this is right after the July 4 holiday. He asked that anyone who would not be able to attend to please let Diane know. She would be making calls ahead of time to confirm attendance for a quorum.

XII. Adjourn

PAUL GREENLEE MOVED FOR ADJOURNMENT. THE MOTION WAS SECONDED BY JEANNE STEWART AND UNANIMOUSLY APPROVED.

The meeting was adjourned at 5:05 p.m.