

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 27, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 27, 2003 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Vice Chairperson Keogh called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist (arrived after roll call)
Jan Beautz
Michelle Hinkle
Mike Keogh
Mike Rotkin
Pat Spence

DIRECTORS ABSENT

Dennis Norton
Ana Ventura Phares
Emily Reilly
Marcela Tavantzis
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
David Konno, Facilities Maint. Manager

Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Pat Dellin, SCCRTC
Jenna Glasky, SEA
Paul Marcelin
Manny Martinez, PSA

Bonnie Morr, UTU
Will Regan, VMU
Marion Taylor, League of Women Voters
Amy Weiss, Interpreter

Vice Chairperson Keogh reported that Item #17 "CONSIDERATION OF AWARD OF CONTRACT FOR ARCHITECTURAL ENGINEERING SERVICES FOR THE FINAL DESIGN AND ENGINEERING OF THE METROBASE PROJECT" would be postponed to a future Board meeting.

2. ORAL AND WRITTEN COMMUNICATION

Written:

a. R. Paul Marcelin-Sampson

RE: Metro Riders Union

- b. Marcela Tavantzis, City of Watsonville RE: Transit-Oriented Housing
and Childcare Project

Oral:

Paul Marcelin of the Metro Riders Union spoke in regard to the recent article in the *Santa Cruz Sentinel* which allegedly quoted some of his research findings. Mr. Marcelin distributed handouts which relate to bus pass usage in specific areas of the county. He also distributed a “guide to the monthly farebox report”. He urged the Board to lower the cost of bus passes for the Watsonville local routes and in the Watsonville-Santa Cruz corridor.

Robert Yount read his biography to the Board and alleged that METRO staff, management and counsel treated him with disrespect.

DIRECTOR ALMQUIST ARRIVED.

3. LABOR ORGANIZATION COMMUNICATIONS

Nothing to report.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Nothing to report.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

ADD-ON PACKET #1 - SECTION I:

CONSENT AGENDA:

ADD TO ITEM #7-3

ACCEPT AND FILE MAY 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

DELETE ITEM #7-15

CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER
TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH
THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH
RELATIONSHIPS FOR PLANNING AND PROGRAMMING
TRANSPORTATION PROJECTS
(Action taken at the 6/13/03 Board Meeting)

DELETE ITEM #7-17

CONSIDERATION OF EXTENDING THE LEASE AGREEMENT
BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT
DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT
THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL
YEAR

(Action taken at the 6/13/03 Board Meeting)

- ADD TO ITEM #7-20** ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
(Add Staff Report)
- ADD TO ITEM #7-21** CONSIDERATION OF AWARD OF CONTRACT TO AMPAC BUILDING MAINTENANCE FOR TRASH PICKUP AT DISTRICT BUS STOPS
(Add Staff Report)
- ADD TO ITEM #7-22** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5-YEAR LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU FOR OPENING A NEW ASIAN RESTAURANT AT THE WATSONVILLE TRANSIT CENTER
(Add Staff Report)

REGULAR AGENDA:

- ADD TO ITEM #8A** CONSIDERATION OF RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR SERVICES OF WALTER DAVILA AS A CUSTODIAN FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Add Resolution)
- CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF MARGE LAWHON AS A TRANSIT SUPERVISOR/SCHEDULER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Add Resolution)
- CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF RICARDO PEREZ AS A LEAD MECHANIC FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Add Resolution)
- ADD TO ITEM #10B** CONSIDERATION OF METRO STAFFING LEVELS AND COSTS ASSOCIATED WITH EACH METRO ADVISORY GROUP, METRO USERS GROUP (MUG) AND METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) FOR FISCAL YEAR 2003/2004 (SUPPLEMENTAL)
(Add Staff Report)
- DELETE ITEM #11** CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: THREE GMC MINI-VANS AND ONE FORD MINI-VAN
(Action taken at the 6/13/03 Board Meeting)

- DELETE ITEM #13** CONSIDERATION OF APPROVAL OF CONCEPTUAL DESIGN AND ECONOMIC FEASIBILITY ANALYSIS FOR THE SANTA CRUZ METRO CENTER PROJECT
(Action taken at the 6/13/03 Board Meeting)
- ADD TO ITEM #14** CONSIDERATION OF CALL STOP COMMITTEE PROCESS EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS ALTERNATIVES
(Add Staff Report)
- ADD TO ITEM #20** CONSIDERATION OF EXTENDING THE CONTRACT WITH FIRST TRANSIT, INC. FOR RESIDENT BUS INSPECTION SERVICES
(Add Staff Report)
- ADD TO ITEM #21** CONSIDERATION OF RENEWING THE HARTFORD INSURANCE POLICIES FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE
(Add Staff Report)
- ADD TO ITEM #22** CONSIDERATION OF STAFF ACTIONS TO SUBMIT A GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS
(Add Staff Report)

ADD-ON PACKET #2 - SECTION I:

CONSENT AGENDA:

- DELETE ITEM #7-21** CONSIDERATION OF AWARD OF CONTRACT FOR TRASH PICKUP AT DISTRICT BUS STOPS
(Item deferred to future Board meeting to allow time to consult with unions)

REGULAR AGENDA:

- ADD TO ITEM #10B** CONSIDERATION OF METRO STAFFING LEVELS AND COSTS ASSOCIATED WITH EACH METRO ADVISORY GROUP, METRO USERS GROUP (MUG) AND METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) FOR FISCAL YEAR 2003/2004 (SUPPLEMENTAL)
(Replace Page 10B-B-1 with corrected costs)
- ADD TO ITEM #22** CONSIDERATION OF STAFF ACTIONS TO SUBMIT A GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS
(Replace Attachment – Original was double-sided but only one side was copied in error)

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR BEAUTZ

Move Items 19, 20, 21 and 22 to the Consent Agenda.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 9 AND MAY 23, 2003
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE MAY 2003 RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: None
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JUNE 19, 2003 AND THE MINUTES OF THE MAY 15, 2003 MEETING
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF JUNE 18, 2003 AND THE MINUTES OF THE MAY 21, 2003 MEETING
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2003; APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2003
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2003
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
- 7-12. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE COVERAGE FOR FY 03-04
- 7-13. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 03-04
- 7-14. CONSIDERATION OF TRANSMITTING A LETTER EXPRESSING OPPOSITION TO CERTAIN PROVISIONS OF THE SAFETEA 2003 AUTHORIZING BILL TO THE MEMBERS OF CONGRESS FROM THE BAY AREA
- 7-15. DELETED
- 7-16. CONSIDERATION OF AWARD OF CONTRACT FOR GRAPHIC DESIGN AND PRINT COORDINATION SERVICES FOR HEADWAYS
- 7-17. DELETED
- 7-18. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ FOR TRANSIT SERVICES
- 7-19. CONSIDERATION OF APPROVAL OF FACILITIES MAINTENANCE WORKER III RECLASSIFICATION
- 7-20. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
- 7-21. CONSIDERATION OF AWARD OF CONTRACT TO AMPAC BUILDING MAINTENANCE FOR TRASH PICKUP AT DISTRICT BUS STOPS
- 7-22. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5-YEAR LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU FOR OPENING A NEW ASIAN RESTAURANT AT THE WATSONVILLE TRANSIT CENTER
- 7-23. CONSIDERATION OF ADOPTING AN ANNUAL GOAL FOR DBE PARTICIPATION IN FEDERALLY FUNDED PROCUREMENTS IN FY 2004
(Moved to Consent Agenda at the 6/27/03 Board Meeting. Staff Report retained original numbering as Item #19)

- 7-24. **CONSIDERATION OF EXTENDING THE CONTRACT WITH FIRST TRANSIT, INC. FOR RESIDENT BUS INSPECTION SERVICES**
(Moved to Consent Agenda at the 6/27/03 Board Meeting. Staff Report retained original numbering as Item #20)
- 7-25. **CONSIDERATION OF RENEWING THE HARTFORD INSURANCE POLICIES FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**
(Moved to Consent Agenda at the 6/27/03 Board Meeting. Staff Report retained original numbering as Item #21)
- 7-26. **CONSIDERATION OF STAFF ACTIONS TO SUBMIT A GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS**
(Moved to Consent Agenda at the 6/27/03 Board Meeting. Staff Report retained original numbering as Item #22)

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN

Approve the Consent Agenda.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

REGULAR AGENDA

8. **A. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF WALTER DAVILA AS A CUSTODIAN FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF MARGE LAWHON AS A TRANSIT SUPERVISOR/SCHEDULER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Approve the Resolution of Appreciation and Remembrance for both Walter Davila and Marge Lawhon.

Motion passed by a unanimous voice vote with no opposition in lieu of a roll call vote, with Directors Norton, Phares, Reilly and Tavantzis being absent.

CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF RICARDO PEREZ AS A LEAD MECHANIC FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Vice Chairperson Keogh read the Resolution of Appreciation for Rick Perez. Tom Stickel presented the Perez family with a set of Rick's coveralls that Rick wore for 23 years while performing his duties as Mechanic.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Approve the Resolution of Appreciation and Remembrance for Rick Perez.

Motion passed by a unanimous voice vote with no opposition in lieu of a roll call vote, with Directors Norton, Phares, Reilly and Tavantzis being absent.

B. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Discussion:

The following employees were acknowledged with a longevity certificate for their years of service:

FIFTEEN YEARS

Glenn Nabor, Bus Operator (Carried over from May Board Meeting)
Richard Prudden, Bus Operator (Carried over from May Board Meeting)

TWENTY-FIVE YEARS

Lucere Whitney, Bus Operator

9. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FY 03-04 FINAL BUDGET

Summary:

Elisabeth Ross asked that the Board adopt the resolution approving the final budget for FY 03/04. Action would include Board member travel authorization, employee incentive program authorization, authorizing staffing level and approving the management salary plan.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR HINKLE

Adopt a resolution approving the final budget for FY 03/04 as presented in Attachment B of the staff report; authorize Board member travel in FY 03/04 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D; authorize staffing levels as listed in Attachment G, and approve the management salary plan as listed in Attachment H.

Motion passed by a unanimous voice vote with no opposition in lieu of a roll call vote, with Directors Norton, Phares, Reilly and Tavantzis being absent.

Director Rotkin expressed his thanks to Ms. Ross and the METRO staff for production of this budget. Director Keogh agreed with Director Rotkin and added that the quality of the budget is an example of the quality of the management staff of METRO.

10. A) **CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE**

B) **CONSIDERATION OF METRO STAFFING LEVELS AND COSTS ASSOCIATED WITH EACH METRO ADVISORY GROUP, METRO USERS GROUP (MUG) AND METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) FOR FISCAL YEAR 2003/2004 (SUPPLEMENTAL)**

Summary:

Margaret Gallagher stated that in February 2003 the Board asked staff to prepare a report regarding concerns raised by Paul Marcelin as to the membership of the MUG and MASTF committees. Staff recommended to the Board that they return in August with various alternatives for the Board's consideration. The financial support given to the committees was reviewed and will include more detail in August. Staff will also include the cost of staff support to these committees, including benefits, in their report. The cost categories for both MUG and MASTF will be consistent.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ALMQUIST

Continue this item until August.

Les White added that the reason staff is requesting more time is to allow them to discuss this with individual Board members regarding their expectations from these committees. Staff will also look at the role of an internal advocacy committee vs. an external one. Director Rotkin suggested that posters be installed inside the buses asking for input on the question of advisory groups, including a deadline to respond and contact phone or email information. Director Spence added that members of each committee should be treated equally; i.e. MASTF Executive Committee receives free bus passes while MUG does not.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

11. **DELETED**

12. **CONSIDERATION OF RENAMING THE SANTA CRUZ METRO CENTER FACILITY "PACIFIC STATION"**

Summary:

Les White reported that as part of the redevelopment process of Metro Center, a name change is being requested. Congressman Sam Farr informed Mr. White that there is confusion on the federal level as to whether they were being asked for funds for Metro Center or MetroBase.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR BEAUTZ

As part of the facility redevelopment project currently underway, rename the Santa Cruz Metro Center “Pacific Station”.

Mr. White added that the renaming would be in conjunction with the grand opening of the renovated facility, however, there would be a six month ramp up time to allow sufficient time for the public to associate the new name of Pacific Station with the Metro Center facility. There was discussion of beginning immediately to associate the new and the old name in order to educate the public prior to the official name change.

ACTION: AMENDMENT TO MOTION:

The physical changeover to the name “Pacific Station” will be associated with the final development. However, beginning immediately METRO should educate the public by using the new and old names in correspondence -- i.e. “Pacific Station/Metro Center”.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

13. DELETED

14. CONSIDERATION OF CALL STOP COMMITTEE PROCESS EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS ALTERNATIVES

Summary:

Margaret Gallagher reported that in April 2003 members of the Call Stop Committee complained to the Board that the committee was dysfunctional. However, the committee did agree that the talking bus technology should call all the stops it is technologically able to. Bryant Baehr programmed the technology to call all the stops except for those that are closer than 600', at which time the technology alerts the passengers that a specific stop would not be called. All buses are currently programmed in this way except for the Highway 17 buses.

Discussion:

Due to the dysfunction of the Call Stop committee there was discussion of other options to receive input regarding call stops. Options mentioned were direct mailings, an accessible web page, public hearings.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN

Accept the staff report and look at other methods to obtain input on future issues.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

15. CONSIDERATION OF REQUEST FROM COMMUNITY BRIDGES TO LEASE A PORTION OF THE PARKING LOT AT THE WATSONVILLE MAINTENANCE AND OPERATIONS FACILITY (MOF) FOR THE PURPOSE OF PARKING BUSES/VANS

Summary:

Les White reported that he received a letter from Community Bridges requesting to lease the Sakata Lane site in Watsonville for parking of their vehicles. Staff is recommending that the Board not agree to this. Community Bridges indicated that they have other alternatives in mind and Mr. White suggested that METRO staff work with them to find another site that would be available to them on a long-term basis. Also, the Sakata Lane property will need to be liquidated to acquire additional funds for the MetroBase project.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Direct staff to indicate to Community Bridges that the Watsonville MOF lot is not available as a parking facility for Community Bridges vehicles.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE FOLLOWING AGREEMENTS IN CONNECTION WITH THE METROBASE PROJECT:

A) ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ; AND

B) MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING METROBASE

Summary:

Margaret Gallagher stated that the City of Santa Cruz approved agreements and issued a Resolution of Consent to allow Santa Cruz METRO to exercise its eminent domain authority. Staff is asking the Board to approve these agreements so METRO can move forward.

Discussion:

Director Rotkin added that the City is very concerned that the public and affected property owners be treated with the utmost concern and respect during this process.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

Authorize the General Manager to execute two agreements in connection with the MetroBase Project: a) Acquisition and Relocation Assistance Services Agreement; and b) Memorandum of Understanding between Santa Cruz METRO and the City of Santa Cruz regarding MetroBase.

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

17. CONSIDERATION OF AWARD OF CONTRACT FOR ARCHITECTURAL ENGINEERING SERVICES FOR THE FINAL DESIGN AND ENGINEERING OF THE METROBASE PROJECT

Postponed to a future Board meeting as announced by Vice Chairperson Keogh at the beginning of the meeting. Director Keogh asked that the person causing the delay be informed that some of this delay time will be made up during the design time.

18. CONSIDERATION OF AMENDMENT OF CONTRACT WITH ROMA DESIGN GROUP FOR URBAN DESIGN CONSULTANT SERVICES ON THE METRO CENTER MIXED USE REDEVELOPMENT PROJECT

Summary:

Tom Stickel informed the Board that staff is looking for a time extension only on the Roma Design contract. This additional one year would allow Roma Design to wrap up details that need to be finished. There is no additional cost.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Authorize the General Manager to extend the contract for one additional year with Roma Design Group for urban design consultant services for the Santa Cruz METRO Center Mixed Use Redevelopment Project.

Director Ainsworth asked that Roma Design change their paperwork to reflect the new name of "Pacific Station".

Motion passed unanimously with Directors Norton, Phares, Reilly and Tavantzis being absent.

19. MOVED TO CONSENT AGENDA AS ITEM 7-23

20. MOVED TO CONSENT AGENDA AS ITEM 7-24

21. MOVED TO CONSENT AGENDA AS ITEM 7-25

22. MOVED TO CONSENT AGENDA AS ITEM 7-26

23. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Margaret Gallagher stated that the cases of Parker vs. Santa Cruz METRO, Gouveia vs. Santa Cruz METRO and Adams vs. Santa Cruz METRO would be discussed in Closed Session. She also noted that there is a special Closed Session scheduled for 11:00 a.m.

24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice Chairperson Keogh adjourned to Closed Session at 10:11 a.m. and reconvened to Open Session at 10:36 a.m.

SECTION III: RECONVENE TO OPEN SESSION

25. REPORT OF CLOSED SESSION

Margaret Gallagher stated there was nothing to report at this time.

ADJOURN

There being no further business, Vice Chairperson Keogh adjourned the meeting at 10:37 a.m.

Respectfully submitted,

Dale Carr
Administrative Services Coordinator