## TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)

SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE

## JOINT POWERS AGENCY

# FINAL MINUTES OF JUNE 27, 2018 TAMC BOARD MEETING HELD AT THE

Agricultural Center Conference Room 1428 ABBOTT STREET, SALINAS

TAMC BOARD MEMBERS	AUG 17	SEP 17	OCT 17	DEC 17	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUN 18
L. Alejo, Supr. Dist. 1 – 2 <sup>nd</sup> Vice Chair	Р	Р	Р	P	P	P(A)	P(A)	Р	P(A)	P(A)
(L. Gonzales <del>;</del> <del>J. Gomez</del> )	1	1	I	1	I	I(A)	1 (A)	1	I (A)	I (A)
J. Phillips, Supr. Dist. 2, Chair	P	P	P	P	P	P	P	P	P	P
(J. Stratton)	1	1	I	1	I	1	1	1	1	1
S. Salinas, Supr. Dist. 3	Р	Р	D(A)	P	P	P	P	P	P	P
(C. Lopez, P. Barba)	r	Р	P(A)	Р	r	P	P	P	P	Р
J. Parker, Supr. Dist. 4 (W. Askew)	P(A)	P(A)	P	P	P(A)	P(A)	P	P(A)	P	P
M. Adams, Supr. Dist 5 - (Y. Anderson)	P	P	P	P	P	P(A)	P	P	P	P
C. Hardy, Carmel-by-the-Sea										
(S. Dallas)	P	P	P	P	P	P	P	P	P	Е
J. Edelen, Del Rey Oaks										
(L. Buckley, K. Clark)	P	P	P	P	P	P	P	P(A)	P	P
M. Orozco, Gonzales										
(J <del>. Lopez,</del> R. Bonincontri)	P(A)	P	P	P	P	P	P	P	P(A)	P
L. Santibanez, Greenfield										
•	P	P	P	Е	Е	P	P	-	P	P
M. LeBarre, King City	P	P	P	P	P	P	P	P	Е	P
(C. Victoria)		_		•		•	•	•		-
B. Delgado, Marina	P	P	P(A)	P	P	P(A)	P(A)	P	P(A)	P
(F. O'Connell)	•		1 (71)	1	1	1 (71)	1 (71)	•	1 (71)	1
E. Smith, Monterey	P	P(A)	P	P	P	P	P	P	P	P(A)
(A. Renny)		1 (11)		•		•	•	•	•	1 (11)
R. Huitt, Pacific Grove – 1 <sup>st</sup> Vice Chair (C. Garfield, D. Gho)	P	P(A)	P	P	P	P	P	P	P(A)	P
K. Craig, Salinas (J. Gunter)	P	P	P(A)	P	P	P	P	P	P	P
T. Bodem, Sand City	_	_	_	_	_	_	_	_	_	_
(L. Gomez)	P	P	P	P	P	Е	P	Е	P	Е
R. Rubio, Seaside	_		_	_	_	_	_	_	_	_
(D. Pacheco)	P	-	P	P	P	P	P	P	P	P
A. Chavez, Soledad - Past Chair	_	_	_	_	_	_				_
(F. Ledesma)	P	P	P	P	P	P	-	-	-	P
M. Twomey, AMBAG	5/11	_		5443	_	_	5413	5/15	_	5.41
(H. Adamson, B. Patel, S. Vienna)	P(A)	P	-	P(A)	P	P	P(A)	P(A)	P	P(A)
T. Gubbins, Caltrans, Dist. 5	_	7.41	_				<b>5</b> /43	5/15		5/11
(A. Loe <del>, O. Monroy Ochoa, J. Olejnik</del> ,)	P	P(A)	P	P(A)	P(A)	P(A)	P(A)	P(A)	P(A)	P(A)
R. Stedman,										
Monterey Bay Air Resources District	P	_	_	P	_	_	P	P	P(A)	P(A)
(A. Romero, D. Frisbey)	_								(/	(/
B. Sabo, Monterey Peninsula Airport District	P	-	P	P	P	P	P	P	P	-
C. Sedoryk, MST										
(M. Hernandez, H. Harvath, L. Rheinheimer)	P	P(A)	P(A)	P	P	P(A)	P	P	P(A)	P
E. Montesino, Watsonville						<del>                                     </del>			<del>                                     </del>	
(L. Hurst)	-	P	P	P	-	-	-	-	P	P
E. Ochoa, CSUMB*			1		1	1			-	
(A. Lewis, L. Samuels)						P	P	P(A)	-	-
(A. Lewis, L. Sainueis)						<u> </u>			<u> </u>	<u> </u>

\*New member/alternate

TAMC STAFF	AUG	SEP	OCT	DEC	JA	FEB	MAR	APR	MAY	JUN
	17	17	17	17	N	18	18	18	18	18
					18					
D. Delfino, Finance Officer/Analyst	P	P	P	P	E	P	P	P	P	P
R. Deal, Principal Engineer			P	P	E	P	E	P	P	E
R. Goel, Dir. Finance & Administration	P	P	E	P	P	P	P	P	P	P
A. Green, Transportation Planner	P	P	P	P	P	P	P	P	P	E
D. Hale, Executive Director	P	P	P	P	E	P	P	P	P	P
G. Leonard, Transportation Planner	P	P	P	P	P	E	P	P	P	P
M. Montiel, Administrative Assistant	P	P	P	P	P	P	P	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	P	P	P	P	E
V. Murillo, Assistant Trans. Planner	P	P	P	P	P	P	P	P	P	P
S. Blitch, C. McKee, R. Shaw Legal Counsel	P	P	P*	P*	P	P(A)	P	P	P(A)	P(A)
E. Rodriguez, Senior Admin. Assistant	P	P	P	P	P	P	P	P	P	P
L. Terry, Accountant Assistant	E	E	E	P	E	E	E	E	E	E
C. Watson, Principal Trans. Planner	P	P	P	P	P	P	P	P	E	P
T. Wright, Community Outreach	P	E	P	P	P	P	E	P	P	P
M. Zeller, Senior Trans. Planner	P	P	P	P	P	P	P	P	P	P

#### **OTHERS PRESENT**

Mario Romo	Access Monterey Peninsula	Gary Cursio	Monterey Peninsula Hospitality
			Association
Justin Riedmiller	Access Monterey Peninsula	Art McLaughlin	Oak Hills resident
David Cardoza	Access Monterey Peninsula	Cynthia Suverkrop	Oak Hills resident
Michael Paparello	Gonzales resident	Spencer Latham	Monterey County resident
Paula Getzelman	Southern Monterey County	Kevin Dayton	Salinas City Center Improvement
	Rural Coalition		Association
Greg Molinari	Molinari Family Business		

#### 1. CALL TO ORDER

Chair Phillips called the meeting to order at 9:01 a.m., and Mary Adams, Supervisor District 5, led the pledge of allegiance.

## 2. PUBLIC COMMENTS

Paula Getzelman, Southern Monterey County Rural Coalition, commented that the Board needs to Reconsider how TAMC perceives South County and remember that it includes San Ardo, San Lucas, Bradley and Lockwood. For example, the Jolon Road Corridor is poorly maintained and needs improvements; it is a 47-mile-long corridor that is utilized by cyclists for events and provides access to the mission.

Kevin Dayton – representing the Salinas City Center Improvement Association expressed he is excited to see the demolition moving forward for the Salinas Rail Station. (Item 3.5.1)

Greg Molinari representing the Molinari family business read his statement into the record (for items 4 and 5) regarding a condemnation lawsuit filed by the Agency. He noted that the condemnation detrimentally affects their property and warehouse operations that have long served the community by providing janitorial and restaurant supplies to businesses in Monterey County and adjacent areas.

## 3. CONSENT AGENDA

M/S/C Delgado/LeBarre/unanimous

The Board approved the consent agenda.

#### ADMINISTRATION and BUDGET

- **3.1.1** Approved minutes of the Transportation Agency for Monterey County, the Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Fee Joint Powers Agency for Monterey County meeting of May 23, 2018.
- **3.1.2** Accepted the list of checks written in May 2018 and credit card statements for the month of April 2018.
- **3.1.3** Received report on conferences or trainings attended by agency staff.
- **3.1.4** Approved attached updated Agency weighted vote table.
- **3.1.5** Approved closure of Transportation Agency for Monterey County offices on December 26, 27, 28, and 31, 2018.
- **3.1.6** Approved delaying the annual evaluation for the Agency Executive Director and Counsel to December 2019 from December 2018, as recommended by the Executive Committee.
- **3.1.7** Regarding On-Call Graphic Design Consultant:
  - 1. Authorized the Executive Director to execute a contract with AMF Media Group, in an amount not to exceed \$60,000, to provide on-call consultant services for graphic design of public outreach/marketing documents for two years, June 2018 through June 2020;
  - 2. Approved the use of reserve funds budgeted to this purpose; and
  - 3. Authorized the Executive Director to make administrative changes to the contracts if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.
- **3.1.8** Regarding Khouri Consulting contract for legislative advisory services:
  - 1. Approved contract amendment with Khouri Consulting to provide an increase in compensation from \$30,000 per year to \$36,000 per year based on performance hours worked; and
  - 2. Authorized the Executive Director to execute the contract amendment and changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.
- 3.1.9 Adopted Resolution 2018-10 adopting the Agency's updated Title VI Limited English Proficiency Program and Language Assistance Plan.
- **3.1.10** Approved Resolution 2018-09 providing authority for the Executive Director to execute amendment No. 1 to the fiscal year 2018/19 Overall Work Program and Budget to develop the Monterey County Regional Conservation Investment Strategy.
- **3.1.11** Received and accepted a financial report of the Measure X Transportation Safety and Investment Plan receipts and disbursements for the first twelve months from April 2017 through March 2018.

## BICYCLE, PEDESTRIAN, TRANSIT and SOCIAL SERVICES

- **3.2.1** Regarding State Active Transportation Program Grant Applications:
  - 1. Authorized staff to submit two State Active Transportation grant applications.
  - 2. Approved the local grant match of \$2,727,000 from Measure X; and
  - 3. Authorized the Executive Director to accept grant funds, if awarded.
- 3.2.2 Adopted Resolution 2018-14 which determines the Monterey County Active Transportation Plan and its proposed improvements were identified and analyzed in the program-level EIR for the 2040 Metropolitan Transportation Plan/Regional Transportation Plan and adopts the Monterey County Active Transportation Plan.
- **3.2.3** Regarding Transportation Development Act Allocation & Unmet Transit Needs:
  - 1. Received list of Monterey County's unmet transit needs;
  - 2. Approved Monterey-Salinas Transit's application for State Transportation Development Act funds; and
  - 3. Adopted Resolution 2018-11 allocating \$19,354,476 in Transportation Development Act funds to Monterey-Salinas Transit for Fiscal Year 2018-19.
- 3.2.4 Approved the appointment of Jack Smith representing District 2, to serve on the TAMC Bicycle and Pedestrian Facilities Advisory Committee.

#### **PLANNING**

**3.3.1** Adopted opposed position on Assembly Bill (AB)2806 (Olbernolte): Vehicles; disabled parking and adopted support position on Senate Bill (SB) 848 (Committee on Budget): Transportation.

#### PROJECT DELIVERY and PROGRAMMING

- 3.4.1 Authorized the Executive Director to execute a Senate Bill 1 Local Partnership Program Baseline Agreement to receive grant funding for the Marina-Salinas Multimodal Corridor Imjin Road Widening Project.
- **3.4.2** Regarding Monterey County Service Authority for Freeways and Expressways Agreement with the California Highway Patrol:
  - 1. Approved the use of \$3,000 in Service Authority for Freeways and Expressways funds for call box program administration by the California Highway Patrol over three-year contract period; and,
  - 2. Authorized Executive Director to execute an agreement with the CHP for call box program administration and to make administrative changes if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

#### RAIL PROGRAM

- **3.5.1** Regarding Salinas Rail Project Contract for structure demolition:
  - 1. Approved and Authorized the Executive Director to execute a contract with Bowen Engineering and Environmental for building demolition for the Salinas Rail Station, Package 1, subject to Agency Counsel and Caltrans approval, in an amount not-to-exceed \$672,000 for the period ending December 31, 2018;
  - 2. Approved the use of funds from the approved project budget for this work amount not to exceed \$672,000, and \$80,000 as a contingency fund for change orders; and
  - 3. Authorized the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract terms or amount.

Kevin Dayton expressed he and the Salinas City Center Improvement Association are excited to see the demolition moving forward for the Salinas Rail Station improvements.

- **3.5.2** Regarding Water Pipeline Easement Appraisal Services Contract:
  - 1. Approved and authorized the Executive Director to execute a contract with Overland, Pacific & Cutler, LLC for an amount not-to-exceed \$59,393.25, for the period ending June 30, 2020, pending approval by Agency Counsel;
  - 2. Approved the use of California American Water funds per executed reimbursement agreement executed August 11, 2017; and
  - 3. Authorized the Executive Director to take other such further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.

#### REGIONAL DEVELOPMENT IMPACT FEE

**3.6.1** None this month.

#### **COMMITTEE MINUTES**

- **3.7.1** Accepted draft minutes from Transportation Agency committees:
  - Executive Committee June 6, 2018
  - Bicycle and Pedestrian Committee June 6, 2018 (available on line at tamcmonterey.org)
  - Rail Policy Committee No meeting this month
  - Technical Advisory Committee June 7, 2018 (available on line at tamcmonterey.org)
  - eXcellent Transportation Oversight Committee (xTOC) No meeting this month
- **3.7.2** Received selected correspondence sent and received by the Transportation Agency for June 2018.

## 4. <u>CLOSED SESSION</u>

The Board held a closed session pursuant to Government Code section 54956(d)(1) The Board of Directors conferred with counsel on the following existing litigation:

- 1. TAMC v. Olga Chisum, et al., Court Number 17CV001194
- 2. TAMC v. Joseph Viera, Court Number 17CV001228
- 3. TAMC v. MWM Investments, Court Number 17CV001231

The Board reconvened in open session. Agency Counsel Shaw reported there is no reportable action.

## 5. 21 HAPP PLACE ESCROW DEPOSIT INCREASE

#### M/S/C LeBarre/Salinas/unanimous

The Board authorized the Executive Director to deposit an additional \$1,277,560 into the State Condemnation Fund in response to a Superior Court Order directing the Agency to increase the amount of probable compensation on deposit for the Agency's partial acquisition of 21 Happ Place for the Salinas Rail Extension project.

Mike Zeller, Principal Transportation Planner, reported the Salinas Rail Extension Kick Start project budget includes secured funding for property acquisition. The total project is estimated at \$81 million. The Board established just compensation for the partial acquisition of 21 Happ Place at \$722,000 based on appraisal. The court ordered an increase in the amount on deposit, which raises the probable compensation by \$1,277,560 for a total deposit and potential cost of \$1,999,560.

#### **Public comments:**

Greg Molinari read the following statement to the Board:

"We owned the land, No one else had any interest in it. We built the warehouse addition to create much needed space to accommodate our growing business, and to meet current market warehouse standards for bulk storage with shipping and receiving. The City of Salinas approved the building permit for the construction. The addition has been a vital and integral part pf our warehouse operation since the day it was built in 2005. It continues to operate to this day and you are invited to visit. While we do not expect an apology, you need to know that these types of incendiary allegations are unfair to property and business owners facing condemnation and are certainly not conducive to the settlement of litigation. We are not at fault; or will my family be worn down by TAMC's litigation tactics."

## 6. <u>2018 REGIONAL FEE NEXUS STUDY UPDATE</u>

The Board received an update on the 2018 Regional Development Impact Fee Nexus Study; and provided policy direction on the collection of regional fees in the Fort Ord Reuse Area zone in the event Fort Ord Reuse Authority sunsets.

Mike Zeller, Principal Transportation Planner, reported the Regional Impact Fee program was adopted by the Transportation Agency Board of Directors and each of the jurisdictions and went into effect in August 2008. As part of the Joint Powers Agreement that established the program, and state law, the Agency is required to conduct a major update to the fee program once every five years. He noted that this update also evaluated incorporating the Fort Ord Reuse Authority zone into the regional fee program. Using the Association of Monterey Bay Area Governments' Regional Travel Demand Model, the consultant, Wood Rodgers identified the existing and future traffic congestion on the regional transportation network in order to determine where roadway improvements will be needed by the 2035 horizon-year. Then transportation improvement projects were identified to address future congestion. These projects were reviewed with the Technical Advisory Committee and comments were incorporated. Finally, the consultant developed the revised regional fee schedule.

Board member LeBarre expressed his concern that Harris Road I/C is not really in South County; the project is located north of Chualar. Staff noted that the "South County" zone extends from south of Salinas to the San Luis Obispo county line.

Board member Rubio commented that he prefers to keep the FORA zone separate. He requested that there be a more in-depth review of the supporting documents for the regional fee.

Board member Edelen concurred with Rubio noting he also prefers to keep the FORA zone separate.

Board member Chavez asked that staff take another look at the usage of Salinas Road by those coming to and from the South County/Greater Salinas zones.

Board member Delgado asked if the Peninsula zone fee will be higher or lower if it is combined with the FORA zone; staff noted that the Peninsula zone fee will decline if it includes the FORA zone.

Board member Huitt commented that it would simplify the program if the Peninsula zone were incorporated into the FORA zone; then there would be fewer zones.

Board member Salinas requested more information on the validity of the trip information explaining the trips from each zone and how they use each regional roadway.

M/S/C Motion: Rubio/Parker

Noes: Huitt

Board member Rubio motioned to keep FORA separate zone from Peninsula when FORA sunsets.

Board member Parker commented that she likes the idea of keeping FORAs separate, if you combine with the Peninsula the fees decrease. Huitt expressed concerns about the fee increase that would result in the Peninsula zone if there were a separate FORA zone.

## 7. REGIONAL SURFACE TRANSPORTATION FUNDING FOR PEDESTRIAN IMPROVEMENTS

#### M/S/C Salinas/LeBarre/unanimous

The Board approved allocating \$154,500 in Regional Surface Transportation Program funds for Metz Road Traffic Calming project in the City of Soledad.

The project modifies three blocks of Metz Road (State Route 146) with new asphalt, curb, gutter, sidewalk and median features to reduce the speeds of motor vehicles near the project and improve safety for students crossing Metz Road to Gabilan Elementary School and San Vicente Elementary School. The project's location provides a safer route to school, and access to a park, little league baseball fields, the Soledad Community Center and South County YMCA facility.

Mike Zeller, Principal Transportation Planner reported the project's safety features include lighting the mid-block crosswalk next to San Vincente elementary school, extending pedestrian refuge islands, and moving a pedestrian crossing to reduce driveway conflicts.

The TAMC Board previously approved \$516,800 in Regional Surface Transportation Program funds for the project and the City committed \$266,000 in SB 1 gas tax funds to the project. This additional money will fund pedestrian safety enhancements for crossing Metz Road.

Board member Huitt commented that this is a huge improvement, noting it is gratifying to improve pedestrian safety for children. Board members LeBarre and Santibanez concurred. Board member Santibanez noted that it is a wonderful project; she asked if there was a similar project on Bryant Canyon Road.

## 8. <u>2018 REGIONAL TRANSPORTATION PLAN</u>

#### M/S/C LeBarre/Salinas/unanimous

The Board adopted Resolution 2018-12 to adopt CEQA findings, a Statement of Overriding Considerations, and a Mitigation Monitoring and Reporting Program related to the Environmental Impact Report Certified by the Association of Monterey Bay Area Governments for the 2018 Monterey County Regional Transportation Plan; and adopted Resolution 2018-13 to adopt the 2018 Monterey County Regional Transportation Plan.

Grant Leonard, Associate Transportation Planner, reported the Transportation Agency adopts a Regional Transportation Plan every four years to provide a basis for allocating state and federal funding to transportation projects in Monterey County. The 2018 Plan is intended to be a technical update to the 2014 Plan, reflecting changes in revenue forecasts and updated project lists from the local jurisdictions. The Agency prepares the plan in coordination with the Association of Monterey Bay Area Governments (AMBAG) to be consistent with the regional Sustainable Communities Strategy. There is no direct fiscal impact to the Agency. The 2018 Regional Transportation Plan's financial estimate identified a total of approximately \$4.9 billion in projected funding for transportation projects in Monterey County through the 2040 horizon year of the plan.

The Regional Transportation Plan (RTP) includes three main components: 1) A Policy Element communicating goals and measurable objectives for improving the transportation system, 2) a Financial Element that includes a forecast of revenues over the life of the plan, and 3) an Action Element that includes a list of projects to be funded within the capacity of the funding forecast, which meet the goals and objectives identified in the document. The RTP does not approve any particular project but does review the environmental impacts of all proposed projects on a "program level."

## 9. REPORTS FROM TRANSPORTATION PROVIDERS

Caltrans – Aileen Loe, Caltrans District 5, highlighted the work being done due to the Senate Bill 1 revenue. She noted that SB 1 provides \$5.4 billion annually, half of which is for state-owned infrastructure and half for local agency infrastructure. Caltrans projects now under construction include bridge maintenance on Highway 1, pavement overlay on Highway 68 and new striping on US 101. She noted that the SB 1 revenues are now protected for use only for transportation by the constitution amendment passed by voters in June. In conclusion, Ms. Loe announced Caltrans is hiring, and it is a great place to work. The Caltrans Mile Marker, is a quarterly publication that provides a transparent, plain language accounting of Caltrans' performance, is now available at: http://www.dot.ca.gov/milemarker/.

**Monterey Regional Airport District** – No report this month.

Monterey-Salinas Transit District – Carl Sedoryk, announced MST held a ribbon-cutting ceremony on Monday, June 11<sup>th</sup>, 12 noon at One Ryan Ranch for the new operations and maintenance facility, now operating 80 busses safely out of the facility. He reported voters seeking to repeal SB1 funding have qualified to be on the November ballot, noting this will greatly hurt MST's funding source. More information is available at <a href="https://www.mst.org">www.mst.org</a>.

**Monterey Bay Air Resources District** – David Frisbey announced new Electric Vehicle Incentive Program (rebate), which includes outreach to low income individuals for a purchase of used electric vehicle program, up to a \$7,500 tax credit. The next cycle of AB 2766 funding is available for roundabouts, adaptive signal control, electric vehicle incentives, etc.

California State University Monterey Bay – No report

# 10. REPORTS ON MEETINGS ATTENDED BY BOARD MEMBERS AT TRANSPORTATION AGENCY EXPENSE, AS REQUIRED BY STATE LAW

Board member Edelen reported that he attended the CalCOG meeting in Sacramento on May 30, 2018. The main topic was Senate Bill 1.

## 11. <u>EXECUTIVE DIRECTOR'S REPORT</u>

Executive Director Hale reported the following:

- She will be sending out her Goals, Objectives, Accomplishments; educational efforts on how TAMC is using and expects to use SB 1 gas taxes will be emphasized in the coming months.
- Upcoming events:
  - Thursday, June 28 SR 218 corridor workshop, Oldemeyer Center in Seaside
  - Friday, August 10 Rail Tour attendees will take a 7:15 am bus from Salinas to San Jose and return to Salinas on the Coast Starlight train; tickets are available from the Salinas Chamber of Commerce
  - Groundbreaking for Salinas Rail station targeting August, sometime before TAMC meeting
- No TAMC Board meeting or other committee meetings will be held in July, except for: Tuesday, July 17, Measure X Oversight Committee, at the Agricultural Commission Conference room.

## 12. <u>ANNOUNCEMENTS AND/OR COMMENTS</u>

Board member Rubio expressed his appreciation for TAMC's support for the work on West Broadway and the Director's attendance at the ribbon-cutting.

Board member LeBarre thanked Director Hale, Virginia Murillo and Ariana Green for attending the Amgen Tour of California event in King City. He also thanked Caltrans and the County for cleaning up the routes before the race.

Chair Phillips thanked Director Hale for TAMC's funding and assistance with the ribbon-cutting for the new Castroville Crossing pedestrian bridge.

## 13. <u>ADJOURNMENT</u>

Chair Phillips adjourned the meeting at 10:57 a.m.