

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD**

777 North Capitol Street, NE
Washington, D.C. 20002-4226
(202) 962-3200

**MINUTES OF THE
TRANSPORTATION PLANNING BOARD
October 17, 2012**

Members and Alternates Present

Monica Backmon, Prince William County
Melissa Barlow, FTA
Robert Brown, Loudoun County
Kerry Donley, City of Alexandria
Marc Elrich, Montgomery County
Dan Emerine, DC Office of Planning
Gary Erenrich, Montgomery County
Lyn Erickson, MDOT
Seth Grimes, City of Takoma Park
Jason Groth, Charles County
Rene'e Hamilton, VDOT
Sandra Jackson, FHWA
Shyam Kannan, WMATA
John Jenkins, Prince William County
Julia Koster, NCPC
Carol Krimm, City of Frederick
Michael C. May, Prince William County
Phil Mendelson, DC Council
Mark Rawlings, DC-DOT
Rodney Roberts, City of Greenbelt
Paul Smith, Frederick County
Linda Smyth, Fairfax County Board of Supervisors
David Snyder, City of Falls Church
Kanti Srikanth, VDOT
Todd M. Turner, City of Bowie
Jonathan Way, City of Manassas
Tommy Wells, DC Council
Victor Weissberg, Prince George's County DPW&T
Patrick Wojahn, City of College Park
Sam Zimbabwe, DDOT

MWCOG Staff and Others Present

Ron Kirby
Andrew Meese
Nicholas Ramfos
Wendy Klancher
Eric Randall
John Swanson
Jane Posey
Rich Roisman
Andrew Austin
Michael Farrell
Deborah Kerson Bilek
Ben Hampton
Debbie Leigh
Deborah Etheridge
Jonathan Rogers
Paul DesJardin COG/DCPS
Nicole Hange COG/EO
Steve Kania COG/OPA
Lewis Miller COG/OPA
Joan Rohlfis COG/DEP
Sharon Pandak COG General Counsel
Bill Orleans HACK
Randy Carroll MDE
Judi Gold Councilmember Bowser's Office
Alexis Verzosa City of Fairfax
Pierre Holloman City of Alexandria
Tina Slater CAC Chair
Christine Green Greater Washington Region Safe Routes to School Network
Katrina Tucker Tri-County Alt. to TPB
Paul DeMaio Arlington County
Kevin Rincon WNEW-FM
Mike Lake Fairfax County DOT
Rick Rybeck Just Economics LLC
Tim Davis City of Frederick
Anthony Foster DDOT
Jameshia Peterson DDOT
Crispus S. Gordon Chair Phil Mendelson – DC Council
Allen Muchnick Arlington Coalition for Sensible Transportation

1. Public Comment

There were no public comments.

2. Approval of the Minutes of the September 19th Meeting

A motion was made to approve the minutes. The motion was seconded and was approved unanimously.

3. Report of the Technical Committee

Referring to the handout summary, Mr. Rawlings reviewed the Technical Committee meeting held on October 5. He said five items were reviewed for inclusion on the TPB agenda. In addition, four items were presented for information and discussion. All of these items were described in the summary.

4. Report of the Citizens Advisory Committee

Referring to the handout report, Ms. Slater spoke about the CAC's meeting on October 11. Ms. Slater described the meeting's agenda items. She noted that the CAC took action on two items: 1) the Committee requested representation on the Street Smart advisory committee, and 2) the CAC passed a resolution recommending that the TPB move forward expeditiously to develop a competitive regional program for implementing the new federal Transportation Alternatives Program, using a transparent project selection process and regional project selection criteria.

Regarding the CAC's Street Smart request, Mr. Erenrich asked if there were any particular issues that the Committee was most concerned about.

Ms. Slater said that the committee had been briefed on the campaign materials last year after they were largely finalized. Members had a number of comments, including concerns about the presentation of women. For the next year, the committee would like to be sure its comments and concerns are heard before the new campaign materials are developed.

Mr. Wojahn said the Access for All Advisory Committee is interested in the Transportation Alternatives Program, particularly as it might relate to people with disabilities. He said that committee would be taking up that subject at its next meeting.

Chairman Turner asked Mr. Kirby if he had any questions on the CAC's two requests. Mr. Kirby described the new funding arrangement for Street Smart in which the local contribution is coming out of the COG dues, instead of from voluntary contributions. He said this new arrangement makes the program more of a truly regional effort. He said the meetings of the Street Smart task force advisory committee were open and a CAC member would be welcome to attend and participate.

Regarding the Transportation Alternatives Program, Mr. Kirby said that TPB staff had been

discussing the implementation of this program with the state DOTs. He said that MAP-21 called for MPOs in large urbanized areas to be responsible for project selection in consultation with the State(s) for a suballocated portion of the program's funds. He said this will be a challenge in our region because of its three-state nature. He said that TPB staff would return to the Board in the near future with a proposal for developing the program in our region.

Chairman Turner said he appreciated the CAC's comments regarding the Transportation Alternatives Program. Regarding Street Smart, he said he did not have any objection to the CAC having a representative as part of that process. He also encouraged members of the CAC to participate in the TPB's Community Leadership Institute.

5. Report of the Steering Committee

Mr. Kirby noted that because of the Thanksgiving holiday, the TPB's November meeting will be held on the 28th, which is the fourth Wednesday of the month rather than the third.

Referring to the mailout materials, Mr. Kirby said the Steering Committee met on October 5 and approved one resolution which was an amendment to the FY2013-2018 Transportation Improvement Program (TIP) to include additional funding for planning for operations studies, requested by the Maryland Department of Transportation.

Mr. Kirby called attention to the letters packet that was distributed, which included information on Car-Free Day, announcement of the appointment of Mr. Shyam Kannan to represent WMATA on the TPB, and a formal transmittal from the Federal Transit Administration and Federal Highway Administration giving their review and approval of the 2012 Constrained Long Range Plan and FY2013-2018 TIP that the TPB approved in July.

6. Chair's Remarks

Chairman Turner thanked staff, particularly Mr. Ramfos, for the work done on Car-Free Day. He reminded TPB members to encourage applications for the Community Leadership Institute, which will be held on November 29 and December 1. He called attention to the item on bikesharing on the agenda. Finally, he noted that the presidential debate did not feature any discussion about transportation. He encouraged regional leaders to try to raise the issue of transportation within the context of the election.

ACTION ITEMS

7. Approval of the Call of Projects and Schedule for the Air Quality Conformity Assessment for the 2013 CLRP and the Fiscal Year 2013-2018 TIP

Referring to the mailout material, Mr. Austin said the Board was being asked to approve the call

for project document. He said that after the approval, the document will be transmitted to the state and local agencies, which will have until December 14 to submit projects. He said project submissions will be released for a 30-day public comment period beginning January 10. He noted other key deadlines in the CLRP and TIP development. He said the CLRP and TIP were scheduled for approval by the TPB on July 17, 2013.

Mr. Donley moved approval. The motion was seconded by Mr. Erenrich and was approved unanimously.

8. Approval of the Scope of Work for the Additional Air Quality Conformity Analysis to Respond to the EPA's Redesignation of the Washington Region Under the 2008 Ozone National Ambient Air Quality Standards

Ms. Posey said that in May, EPA designated nonattainment areas for the new air quality standard for ozone. She said our area was designated as a marginal nonattainment area. She said that under this new designation, the TPB would be required to run an analysis of the attainment year 2015. She said the TPB was being asked to approve the scope of work for that process. She said that in November, staff will bring the draft results to the TPB and a 30-day public comment period will begin. The TPB will be asked to approve the conformity analysis at its December 19 meeting.

Mr. Donley moved approval of the scope. The motion was seconded by Ms. Krimm and was approved unanimously.

INFORMATION ITEMS

9. Update on TPB Bus on Shoulder Task Force Meeting *(previously Item 12 on the Agenda)*

Ms. Krimm updated the Board on a meeting of the TPB Bus on Shoulder Task Force that took place immediately prior to today's Board meeting. She told the Board that the meeting included: a summary of current and previous bus on shoulder experience in the region and elsewhere; an update from the Virginia Department of Transportation about a pilot program on I-66 for possible bus on shoulder operations that should be able to complement the work of the Task Force; and a report from the Maryland Department of Transportation about its previous and ongoing experience with bus on shoulder operations. Ms. Krimm said the meeting also involved a discussion of feasibility issues that could arise and that would need to be discussed before bus on shoulder could be implemented in the region.

Ms. Krimm told Board members that, if they have a potential corridor that they would like to be considered for potential bus on shoulder operations, they should send that information to Eric Randall, of TPB staff, as soon as possible. She said that the next meeting of the Task Force will take place at 10:00 a.m. on the day of the January meeting of the TPB.

Chair Turner asked that copies of the PowerPoint presentations that were given during the Task

Force meeting be made available to Board members. He then opened the floor to questions.

Mr. Snyder thanked Ms. Krimm and Mr. Zimmerman for their leadership in initiating the Task Force. He told the Board that the issue of safety was thoroughly discussed at the Task Force's meeting earlier in the day. He said that the group is considering safety very carefully, as there are a number of issues that need to be addressed prior to implementing bus on shoulder operations, including driver training, rules for driver use of shoulders, and coordinating with police and fire first responders.

Mr. Roberts asked whether any new bus on shoulder operations would accommodate only existing bus services, or whether it might accommodate new service too. He also asked what the source of funding would be for any new bus service.

Ms. Krimm responded by saying that the Task Force has not yet established the criteria for determining whether the study will apply only to existing service or will include potential new service.

10. Briefing on the COG Report: “Charged Up: Making Metropolitan Washington Electric Vehicle Ready” *(previously Item 9 on the Agenda)*

Joan Rohlfs of the COG Department of Environmental Programs provided the Board with an overview and introduction to a new report to be released by COG today about making metropolitan Washington ready for electric vehicles.

Ms. Rohlfs reported that the arrival of two electric vehicle models at area dealerships in early 2011 prompted questions about whether the region was prepared to handle future demand, and she said that two nearby regions – Baltimore and Richmond – had received federal stimulus funds to study electric vehicle readiness in those areas. As a result, COG hosted an electric vehicle forum in April 2011 and established a task force in September 2011 – consisting of jurisdiction and utilities representatives, and a wide variety of other stakeholders – to study electric vehicle readiness in the Washington region and to prepare a report.

Ms. Rohlfs said that the report cites the numerous benefits of electric vehicles – reduced tailpipe emissions of pollutants, fuel savings for drivers, and greater energy security thanks to reduced dependence on foreign oil – but acknowledged a number of obstacles – limited electric vehicle availability, slower-than-expected demand, high up-front ownership costs, and a skepticism and anxiety among consumers about the limited range of electric vehicles. She said the final issue, known as “range anxiety,” raises the specific issue of investing in additional infrastructure.

Ms. Rohlfs said the report also includes an examination of: local government policies regarding permitting and inspection for charging stations and other infrastructure; regional registration information for hybrid-electric vehicles; information from the TPB's Household Travel Survey regarding average trip lengths in the Washington region; and the number and location of existing charging stations in the region. Together, she said, the information suggests a move toward

greater demand for electric vehicle infrastructure and a need to supply that infrastructure.

Ms. Rohlfs told the Board that the five main recommendations in the report are: 1) to form stakeholder partnerships to develop a business case for electric vehicles and to assess the potential for community return on investment; 2) to offer incentives such as preferred parking, HOV occupancy exceptions, or tax credits to encourage electric vehicle adoption; 3) to adopt electric permitting procedures that identify electric vehicle supply equipment installations and notify electric utilities of their locations; 4) to reach out to the public to promote electric vehicle adoption and to inform the public of its benefits; and 5) to revise comprehensive plans and zoning regulations so that they guide electric vehicle infrastructure development and ensure that the built environment can accommodate future electric vehicle supply equipment installations.

Chair Turner opened the floor to questions.

Mr. Wells asked whether the task force considered policies to support all-electric car-share fleets, like car2go and ZipCar.

Ms. Rohlfs said that the task force did look at fleets, both public fleets and rental car fleets. She said that the task force contacted Zipcar and others, who were involved in earlier meetings of the task force. She said the task force definitely supports increasing electric vehicle fleets, even if specific recommendations are not included in the final report.

Ms. Smyth thanked Ms. Rohlfs for referencing in her presentation the MITRE report on electric vehicle charging infrastructure recommendations for Fairfax County. She said that Board members who were interested in the report could request a copy from the County. She also said that Tesla, which is another electric car manufacturer, would soon be opening a showroom at Tysons Corner Center.

Mr. Wojahn asked whether the full report was available online, and also said that it would be helpful to learn from the task force about different funding models at the local level for expanding the infrastructure for charging stations, as well as opportunities for local governments to work with partners, facilitate public/private partnerships, and do other creative things to expand the number of charging stations.

Ms. Erickson informed the Board that Maryland has been involved in work related to electric vehicles for a few years, and that its Electric Vehicle Infrastructure Council issued a draft report in January about how to plan and accommodate electric vehicle expansion. She invited Board members to access the draft report, or the full report, which will be complete in December, for additional information about how to support electric vehicles.

Mr. Roberts asked what the task force saw in terms of the potential for private investment in electric vehicle infrastructure, not just investment by the public sector.

Ms. Rohlfs said that the task force has been thinking a lot about that question, and that the consensus among the task force, the states in the Northeast and the Mid-Atlantic, and among all

the Clean City Coalitions is that there will be less public investment in electric vehicle charging infrastructure and that public officials will be looking more to the marketplace – to developers, to building managers – for additional investment.

Mr. Ehrenrich asked whether the District of Columbia is still pursuing the installation of parking meters into which people can deposit money in return for power for recharging electric vehicles.

Mr. Zimbabwe said that there are a few such parking meters or recharging stations in the District, but that there have been challenges in replicating that elsewhere, in part because of the challenge of working with the utility companies to install them.

Mr. Snyder said that energy independence, which is one of the benefits of expanded electric vehicle use, is a goal that most people agree on, regardless of political perspective. He also said that he was impressed with the information from the TPB's Household Travel Survey, which Ms. Rohlfs referenced in her presentation. In particular, he said he was impressed by the number of short-distance trips that a typical household makes for which electric vehicles, with ranges shorter than gas-powered vehicles, could be used. He said that educating the public about this issue and urging the private sector to invest further in electric vehicles and electric vehicle infrastructure are both very important.

Mr. Groth pointed out that, in Charles County, there's a fair amount of private investment in electric vehicle charging stations already, including hotels and restaurants that have started to install such infrastructure. He also said that local governments need to think about encouraging developers and other private entities that are investing in electric vehicle infrastructure to provide higher voltage supplies at the stations they are installing, since a regular 110- or 120-volt connection can take up to eight hours to provide a full charge. He also said that local governments need to think about several other small details – like requiring or providing protective bollards around recharging stations – when figuring out how to support the spread of electric vehicle infrastructure.

Ms. Rohlfs said that the task force report includes a lot of those kinds of local zoning and planning considerations that Board members and other local officials might find useful.

Chair Turner asked whether the task force report includes best practices for public investment in electric vehicle infrastructure that local governments can use.

Ms. Rohlfs said that the report includes a lengthy reference section with a lot of examples about how public investment has occurred on the West Coast as well as in areas on the East Coast.

Chair Turner also asked whether the 133 publicly available charging stations that are referenced in the task force report are publicly owned or privately owned, and whether there is a charge for using them.

Ms. Rohlfs said that some are privately owned, and that there is inconsistency in whether stations charge users for electricity. She said there are a number of stations that don't charge anything.

She also reported that the task force will be investigating that issue further, including questions of how people will pay and what kind of credit cards they'll be able to use, among others.

Chair Turner returned to the question of private versus public investment, asking whether Ms. Rohlfs saw an opportunity for existing gas stations in the region to house recharging stations and how that payment system might work.

Ms. Rohlfs said that there are different models in use around the country, and she referenced the model in use in Houston, which is set up as a subscription service in which users pay for a certain amount of use per month and can use any in a network of recharging stations around the city.

Finally, Ms. Rohlfs reported to the Board that, once the report is adopted by the COG Board of Directors in November, the task force will host a meeting or panel to discuss the business case for electric vehicles, inviting General Motors, General Electric, and others to offer what they see as the future of electric vehicles in the United States and in the region. She said the group will also analyze more thoroughly the various trends and market projections that are available. She said that staff will let the Board know when those meetings are scheduled to take place.

11. Briefing on the Implementation of Capital Bikeshare *(previously Item 10 on the Agenda)*

Mr. Sebastian, of the District Department of Transportation, provided an update on Capital Bikeshare, the bicycle sharing system that exists in the District, Alexandria, and Arlington, and is expected to expand soon to Montgomery County and Rockville. He discussed the program's history and how the system is used. He provided a summary of ridership, and explained some results received through a member survey, including that 80% of respondents say they bike more often and 40% say they drive less. He reported on the cost savings of the program for both users and for individual jurisdictions, and discussed some key aspects to running the program on a regional level. He also presented data that was collected by the TPB on the overall benefit to a bikeshare program, which was collected as part of the process for submitting a grant under the first TIGER program. He concluded by thanking the Federal Highway Administration for providing funding to launch the program.

Mr. Wells said that the success of the Capital Bikeshare Program could provide some instructional relevance for electric cars, particularly with regard to the use of solar power.

Mr. Sebastian replied that Capital Bikeshare uses a new type of energy system that allows for flexibility in locating docking stations, and added that they can be moved easily as needed.

Mr. Wells asked how the docking stations are powered.

Mr. Sebastian answered that solar power is the primary source of power. He said that the kiosks need to be exposed to the sun for three or four hours daily so that users can interact with the bikes. He added that the stations do not use power in absence of people, and that they are

powered by a couple of car-sized batteries that need to be charged every couple of years.

Mr. Erenrich expressed enthusiasm that Montgomery County and the City of Rockville will join Capital Bikeshare with 50 additional docking stations, which he said would substantially increase the program.

Mr. Emerine, who attended the TPB meeting for Ms. Tregoning, said that the success of Capital Bikeshare is a great example of the willingness of Washingtonians to latch onto an innovative transportation solution.

Mr. Sebastian agreed that people of the region are hungry for transportation options, and that this program provides an additional mode from which to choose.

Mr. Wojahn asked for information on the kind of critical mass of stations that would be necessary to make a bikeshare program successful in College Park.

Mr. Sebastian suggested that having a kiosk at a metro station and at the student union would be a good idea, and that adding more stations would allow for differing trip combinations. He said that the density of students would probably be favorable for the program, which he added could always grow to accommodate more trips.

Chair Turner asked how a bikeshare program might work in jurisdictions that are farther from the core that may not have direct access to transit.

Mr. Sebastian suggested that jurisdictions like Bowie and College Park could operate as satellites to the larger Capital Bikeshare program, where users may take a train to the outer jurisdiction, and use Bikeshare to get to their final destination from the train station.

Chair Turner said that Bowie State University is near the MARC station, and that this could be an interesting program to consider. He added that he'd like to see how it works out in Montgomery County and Rockville.

Mr. Kirby commented that, because jurisdictions must enter into individual, separate contracts to implement Capital Bikeshare, informal regional coordination has been a key feature of the program's success.

Chair Turner thanked Mr. Kirby for pointing this out, and thanked Mr. Sebastian for his report.

12. Update on the Regional "Street Smart" Pedestrian and Bicycle Safety Education Campaign *(previously Item 11 on the Agenda)*

Mr. Dunckel, the Pedestrian Safety Coordinator for Montgomery County, provided a briefing on the evaluation of the Fall 2011 and Spring 2012 campaigns. He provided an overall context by discussing regional trends in traffic fatalities, including the growing percentage of bicycle and

pedestrian fatalities. He summarized the Street Smart program, including its funding sources, which changed in 2013 to include contributions through COG dues from all member jurisdictions. He discussed the role of the Street Smart Advisory Group, which he said will now include a member of the Citizens Advisory Committee, reviewed last year's campaign, and provided an overview of the planning for the Fall 2012 and Spring 2013 campaigns. He discussed the evaluations of each campaign each year, the campaign's long-term results, and upcoming next steps, which include working with a new consultant. He mentioned that the fall campaign is scheduled to kick off on November 14 in Loudoun County.

Mr. Mendelson commented that he felt that the campaign is too episodic and should be more sustained throughout the year.

Mr. Dunckel agreed, and said that the new consultant has developed a way to overcome the episodic nature of the semi-annual campaign. He also mentioned other media mechanisms that will be put in place, such as a PSA network, that will result in free constant attention to the issues surrounding pedestrian safety as a way to make the campaign more continuous.

Mr. Mendelson expressed a desire to review a series of best practices of regulations, rules, and law related to bicycle and pedestrian safety.

Mr. Dunckel replied that different jurisdictions and states have differing pedestrian laws, and added that there is a lot of good thinking occurring in the advisory committee regarding best management practices.

Mr. Mendelson said that it would be helpful to have model legislative language for jurisdictions to review so that they could take this language to their respective state legislatures.

Mr. Farrell responded that the Bicycle and Pedestrian Subcommittee has come to the consensus that there is a lot of variation as well as commonality in pedestrian law among the states in our region. He added the importance of considering interpretation of laws, as well as enforcement. He said that creating a best practices report on pedestrian safety could be something for the subcommittee to address in greater depth.

Mr. Mendelson emphasized the importance of having model language.

Mr. Dunckel said that this sort of work is a great example of the role of the subcommittee, and cited a recent session on the new AASHTO guidelines for the best bicycle facilities.

Mr. Mendelson pointed out that this session was on bicycle facilities, not law.

Mr. Dunckel replied that legislation and facilities are two areas covered by the subcommittee, among many others.

Mr. Mendelson said that legislators are trying to devise ways to develop laws that improve bicycle and pedestrian safety. He said, based on his experience in several District hearings on

bicycle and safety enforcement, he was not convinced that the District has the appropriate law, and is looking for a resource for model language. He said he believed the subcommittee, through its regular operational work, would be a perfect conduit to help assemble model language to protect cyclists.

Mr. Dunckel agreed.

Chair Turner asked the subcommittee to reply to Mr. Mendelson.

Mr. Erenrich, responding to Mr. Mendelson's first comment regarding a continuous program, said that Montgomery County puts Street Smart posters on its Ride-On buses year round. He asked if other jurisdictions could do the same.

Mr. Dunckel said that the Street Smart contract with Montgomery County has a provision for county-sponsored advertising, and encouraged other jurisdictions to create similar opportunities.

Mr. Erenrich asked if Mr. Dunckel could approach individual bus operators to post Street Smart information.

Mr. Dunckel replied that this was a good idea, and said he could do so.

Mr. Weissberg asked for clarification on how the new campaign strategy will be tailored to the specific needs of different jurisdictions.

Mr. Dunckel said that the new campaign is a work in progress, and that the first meeting to discuss the new campaign will be Monday October 22. He acknowledged the region's diversity.

Mr. Weissberg advocated for receiving the best practices that Mr. Mendelson discussed.

Mr. Dunckel agreed that some best practice issues could be shared among jurisdictions.

Mr. Wells asked if there is interaction between the subcommittee and the District of Columbia Pedestrian Advisory Council and/or the District of Columbia Bicycle Advisory Council. He also asked whether the number of bicycle and pedestrian fatalities and injuries for DC are decreasing faster than at the national level.

Mr. Dunckel confirmed that the DC fatality numbers are improving, as are those in Montgomery County. He added that TPB staff has an open invitation policy to anyone interested in attending subcommittee meetings. He encouraged representatives from the DC Pedestrian Advisory Council and the DC Bicycle Advisory to attend any future meeting. He added that the group is looking to build a web of people involved in working for pedestrian and bicycle safety improvements.

Mr. Wells asked for confirmation about whether a formal relationship exists.

Mr. Farrell responded that there is close coordination between the pedestrian safety program and the District.

Mr. Wells thanked Mr. Ferrell and Mr. Dunckel

Mr. Dunckel asked for clarification if there were advisory groups to the District transportation committees.

Mr. Wells replied that the two official councils are the Pedestrian Advisory Council and the Bicycle Advisory Council. He said they have appointed members and terms, and provide legislative recommendations.

Mr. Dunckel thanked Mr. Wells.

Chair Turner thanked Mr. Dunckel for the presentation.

Mr. Dunckel encouraged members of the TPB to review a written summary of the 2012 campaign, which was made available at the meeting.

Chair Turner thanked Mr. Dunckel. He asked Mr. Kirby and TPB staff to provide a status report before the year's end about the Complete Streets survey that resulted from The Complete Streets Policy for the National Capital Region that was adopted by the TPB in May. He reminded members of the TPB about election day on November 6, and encouraged members to support candidates who support transportation. He wished everyone a happy Thanksgiving, and remarked that the next TPB meeting will be held after the Thanksgiving holiday on November 28.

13. Other Business

There was no other business brought before the TPB.

14. Adjourn

The meeting was adjourned at 2:06pm.