

Antrim County Transportation Committee
Meeting Minutes February 8, 2008

Present: Dawson, Howelman, Allen, White, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of December 7, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Local Advisory Council Agenda & Minutes.
- Notice of date for ACT annual report to the Board of Commissioners.

Financial reports were presented including vouchers for January and February. Also expense and revenue reports for the months of November and December were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented information regarding the FY 09 budget application package that was due and submitted to MDOT on Jan. 31st for the Fiscal Year starting Oct. 1, 2008. The budget reflects the need for a County Appropriation request of \$122,500 to supplement the anticipated State and Federal funds. Rhoads is on the Finance Committee agenda for the Feb. 11th meeting. **Motion by Allen, support by Howelman to make a request to the Finance Committee for the \$122,500. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Correspondence to Robert Daniels was presented indicating that since he has been on disability leave for 18 months his employment relationship with Antrim County has been terminated.
- Two part time drivers have been added. (Terry Martin & Hank Ringlever)

Ridership reports:

- Meadow Brook – Calendar year reports for 2006 & 2007 were presented. There has been a reduction in trips from 155 in 06 to 119 in 07.
- Bellaire Schools – School Year 07-08 report was presented. The report indicated the following through January:
 - Early Childhood Program (ECP) – 326 trips with revenue of \$8,150.
 - Career Technical (TBA) – 179 trips with revenue of \$14,320.
 - Special Run – 136 trips with revenue of \$3,400.

General Ridership

- There were 721 fewer passengers transported in Jan., 08 compared to Jan. 07. This is the result of one less day of operation in 08 & the loss of the Special Ed. Run to Traverse City.

New business:

Rhoads presented the 2008 Committee meeting schedule. It was agreed that the starting time of the March 7th meeting will be moved up to 8:30 am. Rhoads will change the posting.

Tom Sandeen presented photos of the tower building indicating that some repairs are needed. The Building & Grounds Committee will be informed.

Next meeting: March 7, 2008.

Meeting adjourned at 9:50 a.m.

Antrim County Transportation Committee
Meeting Minutes March 7, 2008

Present: Dawson, Howelman, Allen, Rhoads.

Meeting called to order at 8:30 a.m.

Minutes of February 8, 2008 meeting were reviewed.

Rhoads presented the following correspondence:

- MDOT letter approving the recently submitted FY 09 budget application.
- MDOT letter requesting the annual Drug and Alcohol Testing report. The report has been submitted ahead of the due date of March 11, 2008.

Financial reports were presented including vouchers for March. Also expense and revenue reports for the month of January were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Bob Koop who is a full time driver is off on medical leave and is being referred to U of M Hospital for further tests. His return to work is indefinite at this time.
- Currently all new drivers are required to take a DOT physical before driving, but the requirement for regular physicals every two years has been removed for public transit drivers. Rhoads indicated he would like to reinstitute regular driver physicals on all drivers in order to ensure safety and protection for all concerned. The Transportation Committee unanimously agreed.

Ridership reports:

There were no ridership reports provided due to staff being off on sick leave.

New business:

Rhoads presented information regarding an upcoming Grand Vision workshop focused only on transportation issues in the region. There will be two workshops held in Traverse City on March 20. One will start at 1:00 p.m. and one at 6:30 p.m. In addition, a Grand Vision workshop is being planned for Antrim County in April. More information regarding both events will be provided soon.

Next meeting: April 4, 2008.

Meeting adjourned at 9:20 a.m.

Transportation Committee
Minutes March 7th, 2008

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman

Others present: J. Strehl, B. Peckham

Meeting opened: 9:30 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:
New SRE equipment

Approach Clearing: Bob Peckham of Peckham Engineering addressed the committee on the status of approach clearing project. Attached please find tentative target dates for project.

Reports: J. Strehl presented revenue reports for February & Expense reports for January.

Meeting adjourned 11:05 pm

Antrim County Transportation Committee
Meeting Minutes March 26, 2008

Present: Dawson, Allen, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of March 8th meeting were reviewed.

Rhoads presented the following correspondence:

- Meeting change notice that was posted in Co. Bldg. indicating the need to move the regular April Transportation meeting up to this date.
- Communication from Munson was presented regarding charges for dialysis and radiation transportation. Munson is indicating that they are experience trouble meeting the costs of this transportation from outlying counties. ACT's charge for this service has been \$25.00 per hour for several years, while our costs have increased significantly. Rhoads will provide the requested information to them and explain our cost situation.

Financial reports were presented and reviewed. Vouchers for April were not available for review due to the date of this meeting. Also, expense and revenue reports for the month of February were presented.

Rhoads presented an update on personnel issues as follows:

- Bob Koop who is a full time driver remains off on medical leave. His return to work is indefinite at this time.
- Rhoads indicated the need to consider filling up to two full time driver positions. Two retirements in the last year have not been filled and recently another full time driver left employment suddenly. Rhoads will meet with Pete Garwood to discuss the situation and possibly approaching the Administration Committee to request approval to fill the positions.

Ridership reports:

- MeadowBrook – Calander year 2008 YTD
Through February, 17 trips have been provided with revenue of \$1,642
- Belliare Schools – School Year 07-08. The report indicated the following through February:
 - Early Childhood program (ECP) - 396 trips with revenue of \$9,900
 - Career Tech. (TBA) - 215 trips with revenue of \$31,350
 - Special Run – 170 trips with revenue of \$4,250

New business:

Rhoads presented information regarding the Grand Vision events. There was a Regional Workshop on Transportation held in Traverse City on March 20th with about 400 in attendance. The Grand Vision Workshop for Antrim County has been scheduled for May 27th with a location within the County to be determined.

Rhoads also indicated that progress has begun on receiving quotes for resurfacing the ACT parking lot this spring. Federal funds have been approved to cover the costs.

Next meeting: May 2, 2008.

Meeting adjourned at 9:45 a.m.

Transportation Committee
Minutes March 26th, 2008

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen

Others present: J. Strehl, J. White

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

Furnace repairs

Safety Seminar on 4/23

Approach Clearing: J. Strehl addressed the committee on the scope of the entire approach clearing project. The addendum issued on March 21 by Peckham Engineering that stated work will only be performed between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday and the contract time was extended to eight weeks. Discussions took place on the overall project.

Reports: J. Strehl presented revenue reports for March & Expense reports for February.

Meeting adjourned 11:05 pm

Antrim County Transportation Committee
Meeting Minutes May 2, 2008

Present: Dawson, Howelman, Allen, White, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of March 26 meeting were reviewed.

Rhoads presented the following correspondence:

- Letter from Mrs. Ackley (passenger) thanking ACT for the fine service to her and her husband over the years. They are moving out of state for health reasons.

Financial reports were presented including vouchers for April and May. Also expense and revenue reports for the month of March were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Full time driver Bob Koop returned to work from medical leave April 14. However, he has since learned surgery has been scheduled for him May 9 and he will be off at least 8 weeks for recovery.
- Rhoads indicated interviews have been scheduled with the Administrative Committee May 6 to fill one full time driver position and one regular part-time driver position.

Ridership reports:

- MeadowBrook – Calendar year 2008 YTD:
 - Through March, 27 trips have been provided with revenue of \$2,550.
- Bellaire Schools – School Year 07-08. The report indicated the following through February:
 - Early Childhood program (ECP) - 464 trips with revenue of \$11,600.
 - Career Technical (TBA) - 253 trips with revenue of \$36,640.
 - Special Run - 192 trips with revenue of \$4,800.

New business:

Rhoads presented 3 bids for repairing and resurfacing the ACT parking lot as follows:

- SRW - \$24,995
- Elmer's - \$22,860
- H&D - \$19,650

All the bid proposals were reviewed and discussed. **Motion by Allen, support by Howelman to accept the bid from H&D. All voting aye. Motion carried.** While the H&D bid did not include striping, Rhoads was directed to look into whether the county could do the striping. Rhoads will also request a price from H&D for the striping.

Rhoads also reported that the Antrim County Grand Vision workshop has been scheduled May 27 from 6:30 to 9:30 pm at Shanty Creek. Publicity will be forthcoming urging the public to participate.

Next meeting: June 6, 2008.

Meeting adjourned at 9:50 a.m.

Antrim County Transportation Committee
Meeting Minutes June 6, 2008

Present: Dawson, Howelman, Allen, Rhoads.

Meeting called to order at 1:30 p.m.

The FY 09 budget was presented including a request for a County appropriation of \$122,500. **Motion by Allen, support by Howelman to request that the County Clerk include \$122,500 in the FY 09 budget to support public transportation. All voting aye. Motion carried.**

Minutes of the May 2 meeting were reviewed.

Rhoads presented the following correspondence:

- Notice of the time change for this meeting which was posted in the County Building
- Antrim County News story resulting from a reporter riding an ACT bus.

Financial reports were presented including vouchers for June. Also expense and revenue reports for the month of April were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- A grievance has been filed regarding the 60 day waiting period for Health Insurance. Rhoads has issued a Step 2 denial response.
- Full time driver Bob Koop remains on medical leave until July 9th.
- Donna Sylvester started as a full time driver on 5-21-08.
- Terry Springer started as a regular part time driver on 5-27-08.

Ridership reports:

- MeadowBrook – Calendar year 2008 YTD:
 - Through May: 52 trips have been provided with revenue of \$4,905.
- Bellaire Schools – School Year 07-08. The report indicated the following through May:
 - Early Childhood program (ECP) - 616 trips with revenue of \$15,400.
 - Career Technical (TBA) - 329 trips with revenue of \$26,320.
 - Special Run - 236 trips with revenue of \$5,900.

New business:

- Plans are moving ahead on having the parking lot resurfaced sometime in June or July.
- An update was provided on the Antrim County Grand Vision activity.
- The July Committee meeting date was discussed. Since the regularly scheduled meeting date falls on July 4th it was decided to hold the meeting on July 3rd. Rhoads will post the change.

Next meeting: July 3, 2008.

Meeting adjourned at 2:15 p.m.

Antrim County Transportation Committee
Meeting Minutes July 1, 2008

Present: Dawson, Howelman, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of the June 6th meeting were reviewed.

Rhoads presented the following correspondence:

- Notice of the date change for this meeting which was posted in the County Building
- Statement of support from ACT for a Miles with Meaning grant application to the United Way of Northwest Michigan. The grant purpose is to provide transportation for people with disabilities in Antrim and Kalkaska counties.
- Memo indicating that ACT is scheduled to receive a refund of approximately \$18,000 resulting from the FY 07 MDOT budget reconciliation.

Financial reports were presented including vouchers for July. Also expense and revenue reports for the month of May were presented. **Motion by Howelman, support by Dawson to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- A grievance has been filed regarding the 60 day waiting period for Health Insurance. Rhoads presented a letter from the Teamsters Union that they wish to proceed to Arbitration.
- Full time driver Bob Koop returned to work on June 30, 2008.
- ACT has begun reduced hours of operation for the summer resulting in fewer part time drivers as well as reduced hours for full time drivers.

Ridership reports:

- MeadowBrook – Calendar year 2008 YTD:
 - Through May: 52 trips have been provided with revenue of \$4,905.
- Bellaire Schools – School Year 07-08. The report indicated the following through May:
 - Early Childhood program (ECP) - 616 trips with revenue of \$15,400.
 - Career Technical (TBA) - 329 trips with revenue of \$26,320.
 - Special Run - 236 trips with revenue of \$5,900.

New business:

- Rhoads presented an updated time frame for resurfacing the parking lot. The target is end of July.
- Rhoads noted that the Mancelona Family Resource Center recently purchased \$3,000 worth of bus passes for use by their clients.
- ACT has made a smooth transition to the new phone and computer network system.

Next meeting: August 8, 2008

Meeting adjourned at 9:45 a.m.

Antrim County Transportation Committee
Meeting Minutes August 8, 2008

Present: Dawson, Allen, White, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of the July 1 meeting were reviewed.

Rhoads presented the following correspondence:

- Article from The Antrim County Review regarding ACT services.
- Letter to MDOT regarding ACT's rationale for not developing a Limited English Proficiency Plan.
- Letter from MDOT authorizing \$240,500 for bus replacement over the next three years.
- Flyer from the Grand Vision outlining upcoming meetings in Antrim County.

Financial reports were presented including vouchers for August. Also expense and revenue reports for the month of June were presented. **Motion by Allen, support by Dawson to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- The grievance that has been filed regarding the 60 day waiting period for health insurance is at the arbitration stage.

Ridership reports:

- MeadowBrook – Calendar year 2008 YTD:
 - Through July 80 trips have been provided with revenue of \$7,305.
- Bellaire Schools – School Year 07-08. The report indicated the following through June:
 - Early Childhood Program (ECP) - 624 trips with revenue of \$15,600.
 - Career Technical (TBA) - 329 trips with revenue of \$26,320.
 - Special Run - 236 trips with revenue of \$5,900.

New business:

- Rhoads noted that the parking lot has been paved and striped. There is some work to do yet in getting some gravel around the edges.
- Rhoads presented the latest revised version of ACT's Drug and Alcohol testing policy which was reviewed by a consultant firm hired by MDOT to review all of the Michigan transit agency policies. The comments from the consultant firm have been added to the policy. MDOT has requested the revised policy now be adopted by the full Board of Commissioners.

Next meeting: September 5, 2008

Meeting adjourned at 9:55 a.m.

Antrim County Transportation Committee
Meeting Minutes September 9, 2008

Present: Dawson, Howelman, Allen, White, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of the August 8 meeting were reviewed.

Rhoads presented the following correspondence:

- Thank you letter from Carol Mitchell for ACT's help with the Senior picnic
- Thank you letter from Prudence Barber for ACT's service in taking her for radiation treatments.
- Grand Vision flyers regarding citizen input in Antrim County.

Financial reports were presented including vouchers for September. Also expense and revenue reports for the month of July were presented. **Motion by Howelman , support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Memo of understanding between Antrim County and the Teamsters Union regarding a change to allow employees to take personal leave in one hour increments rather four hours as currently written in the Contract.

Ridership reports:

- Meadowbrook – Calendar year 2008 YTD:
Through August, 91 trips have been provided with revenue of \$8,317.
- Bellaire Schools – School Year 07-08.
No students were transported July or August.
- General Ridership report
There were 51 more passengers transported in July, 08 compared to July, 07.

New business:

- Rhoads presented a mock up of a sign to be placed in front of the building. There will be at least one more company submitting a proposal. Before a final decision is made.

Next meeting: October 3, 2008

Meeting adjourned at 9:45 a.m.

Antrim County Transportation Committee
Meeting Minutes October 3, 2008

Present: Dawson, Howelman, Allen, White, Rhoads.

Meeting called to order at 2:15 p.m.

Minutes of the September 9 meeting were reviewed.

Rhoads presented the following correspondence:

- Meeting time change which was posted at the county building.
- Request from Axiom Requisition Service seeking any and all records on Frank Turner. Mr. Turner was a passenger several years ago and ACT has no records available. Rhoads responded in writing as such.
- Final signed letter of understanding between the Teamsters Union and Antrim County regarding the use of personal time.
- Letter of approval from the Rural Task Force to use remaining funds in the parking lot grant to install a sign out front.

Financial reports were presented including year end vouchers and vouchers for October. Also expense and revenue reports for the month of August were presented. **Motion by Allen, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- A new Irregular Part Time Driver, Tom Shoemaker, started September 22.
- All driver physicals have been completed and everyone is up to date.

Ridership reports:

- MeadowBrook – Calendar year 2008 YTD:
Through August, 91 trips have been provided with revenue of \$8,317.
- Bellaire Schools – School Year 07-08.
No students were transported in August.

New business:

- Rhoads presented an update of a meeting with Munson and Kalkaska hospitals. Since ACT has begun transporting dialysis patients to Kalkaska instead of Munson, the billing will be changed to Kalkaska.
- Rhoads presented two proposals for a sign in front of the building, one from Pro Image and one from Pleasant Valley Designs. Creative Characters was also invited to bid, but decided not to. **Motion by Allen, support by Howelman to accept the Pleasant Valley Designs proposal. All voting aye. Motion carried.**

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Antrim County Transportation Committee
Meeting Minutes October 3, 2008
Continued

- Rhoads presented two proposals to replace two steel walk-through doors in the garage area, one from Toddski's Commercial Door Service and one from Access Door Company. Funding for these doors exists in a previously approved authorization from MDOT. **Motion by Allen, support from Howelman to accept the Access Door Company proposal. All voting Aye. Motion carried.**
- ACT will be offering free rides to vote on November 4. People will be asked to call ahead to reserve their free ride.
- Rhoads advised that when the septic system was pumped, several roots from a nearby tree were discovered in the system. The committee agreed the tree needs to be removed.
- In a related subject, Rhoads talked to the Village about hooking into their sewage system. Rhoads was advised we would need to install a lift station and grinder and assume the cost of running a line to the Village's pumping station. It could become quite costly – between \$10,000 and \$15,000. The Village indicated that as long as our system is working we might as well continue with it. The committee agreed to continue with our current system.

Next meeting: November 7, 2008

Meeting adjourned at 3:15 p.m.

Transportation Committee - ACT Minutes for November 10, 2008

Present: Dawson, Howelman, Allen, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of the October 3 meeting were reviewed.

Rhoads presented the following correspondence:

1. Meeting date change which was posted at the county building.
2. Project Authorization from MDOT approving \$55,000 for new roof at ACT.
3. Letter from the Michigan Transit Pool (property and liability insurance) regarding a site visit on this date to review the status of ACT's safety management practices and procedures.
4. Letter to Crystal Rogers regarding suspension of service to her daughter due to behavior.
5. Newspaper ads offering free rides to the polls November 4.

Financial reports were presented including vouchers for November. Also expense and revenue reports for the month of September were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Ridership reports:

1. MeadowBrook – Calendar year 2008 YTD:
Through September, 98 trips have been provided with revenue of \$9,052.
2. Bellaire Schools – School Year 08-09. The report indicated the following through September:
Early Childhood program (ECP) 37 trips with revenue of \$975
Career Technical (TBA) - 37 trips with revenue of \$2,960
Special Run – 33 trips with revenue of \$825
3. General Ridership – Total passengers for September, 2008 was 4,312, an increase of 120 compared to September, 2007.

New business:

1. The steel walk-through doors in the mechanic's area have been installed.
2. Rhoads provided an update on the sign for out front. Pleasant Valley Signs is planning to install it yet this fall.
3. Rhoads indicated the underground fuel tanks needed to be cleaned and the residue disposed of. The job has been completed by Mercer and the contents disposed of by Safety Clean.

Next meeting – December 5, 2008

Meeting adjourned at 9:40 a.m.

Transportation Committee - Airport Minutes for November 10, 2008

Members present: G. Dawson, J. Allen, D. Howelman

Others present: J. Strehl, C. Kraus MDOT, D. Reck, C. Koop.

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

Crack sealing project

Fuel pricing

Ramp lights

PAPI lighting system

J. Strehl reported that his line staff had gone thru a fueling seminar on the proper operation of refueling equipment put on by R. Harrison QA Manager for AvFuel. And that he is putting together procedure manual for committee approval.

MDOT property specialist C. Kraus, informed the committee on the process of entering into phase two of the approach project. (avigation easement acquisition) using federal funds. Considerable discussion took place on the requirements of phase two. ***Motion by D. Howelman, that the board of commissioners enter into phase two of the approach project. And that the committee, have the authority to interview and hire a project manager. Supported by J. Allen***

Financial Reports: Income statements for October, and expenses reports for September were reviewed. ***Motion by D. Howelman; support J. Allen***

Meeting adjourned 12:30 pm

Transportation Committee - ACT Minutes for December 5, 2008

Present: Dawson, Howelman, Allen, White, Rhoads.

Meeting called to order at 9:00 a.m.

Minutes of the November 10 meeting were reviewed.

Rhoads presented the following correspondence:

1. Letter from National Diagnostics Inc. explaining they have been hired by MDOT to assist transit agencies in meeting drug and alcohol testing requirements. Specifically this letter requested information on ACT's pre-employment testing procedures.
2. Letter from MDOT authorizing \$55,000 for roof repair of the ACT building.
3. Letter from the Michigan Public Transit Association announcing a new statewide public transit fuel purchasing program for members. Details to follow.
4. Letter from Munson Healthcare requesting bus operating costs to use in developing a new reimbursement rate for transportation of radiation and dialysis clients. ACT met with other area transits and all have agreed to establish one rate for all, and this information has been forwarded to Munson.

Financial reports were presented including vouchers for December. Also expense and revenue reports for the month of October were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Ridership reports:

1. MeadowBrook – Calendar year 2008 YTD:
Through October, 109 trips have been provided with revenue of \$10,102.
2. Bellaire Schools – School Year 08-09. The report indicated the following through September:
Early Childhood Program (ECP) - 80 trips with revenue of \$2,000.
Career Technical (TBA) - 83 trips with revenue of \$6,640.
Special Run - 67 trips with revenue of \$1,675.
3. General Ridership – Total passengers for October 2008 was 5,345, a decrease of 127 compared to October 2007.

New business:

1. Rhoads presented an addition to the procedures manual regarding passenger use of mobility devices on the bus.
2. Rhoads presented an update on a safety review conducted by the liability

insurance carrier.

3. Rhoads presented an update on the diesel fuel fill riser. It was damaged by the snow removal equipment after installation was complete. The repairs have been completed.
4. Rhoads reported he met with the Building and Grounds Committee regarding a structural engineering report relating to snow load prior to bidding out the roof repair job at ACT.

Next meeting – February 6, 2009

Meeting adjourned at 9:40 a.m.

Transportation Committee - Airport Minutes for December 5, 2008

Members present: G. Dawson, J. Allen, D. Howelman

Others present: J. Strehl, J. White, R. Bechtold

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

1. Boy Scouts request to host a Klondike Derby on airport property on 2/7/09
2. S. Beatty of SRW briefed the committee on a parcel of land that belongs to Kearney Township located at the airport.

Fuel Quality Assurance Procedures: J. Strehl presented a procedure manual for fuel quality insurance at the airport. After reviewing the document, ***it was moved by D. Howelman that Antrim County Airport adopt the procedure manual as presented, support J. Allen***

Snow Removal Equipment: J. Strehl reported that bids have been opened for the Airports new snow blower. Peckham Engineering is in the process of evaluating the bids and award is fourth coming.

Financial Reports: Income statements for November, and expenses reports for October was reviewed. ***Motion to accept by D. Howelman; support J. Allen***

Meeting adjourned 11:32 am