

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, March 4, 2020**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Chair Orr called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopff, Jessica A.S. Letaw, Darren McKinnon, Keith Orr, Phil Weiss

Absent: Tom Crawford, Molly McFarland, Rishi Narayan

Staff: Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Kelley Graves, Management Assistant

Audience: Mike McKiness, Republic Parking System
Chris Simmons/getDowntown
Ray Detter, CAC
Steve Kaplan, CAC
David Diephuis, Resident
Doug Selby, Wolfpack
Tom Cramer, EMU Student
Carissa Petty, SSAA
Jennifer Hall, AAHC
Peter Honeyman
Carolyn Hastings, Presbyterian Village of MI
Henry Johnson, Presbyterian Village of MI

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Weiss moved and Ms. Letaw seconded the motion to approve the meeting agenda.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Selby addressed the Board on behalf of the Wolfpack, a group of residents, businesses and community leaders focused on climate issues. The Wolfpack's goal is to create connections and drive efforts related to energy, adaptability, resiliency and mobility to effect change in our present and future climate environment. Mr. Selby said the Wolfpack wishes to assist and support the

City's 2030 goals. He is reaching out to the DDA to learn of its goals and action plans and how the Wolfpack may be of support.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Kaplan reported the group discussed Council's approval of the Standard development project at Main & William and agreed it will have a positive economic impact for downtown and the community. They discussed the good work being done by the Housing Commission in creating more affordable housing and agreed on the importance of maximizing density and quality design. A study done since the last CAC meeting with a sound instrument concluded the current baseline ambient sound in various downtown locations is 58 and 59 decibels. The impact of sound doubles with every 10-decible increase. The City's proposed ordinance would establish a baseline for ambient sound at 85 decibels. The CAC plans to send the study results to City staff and City Council and recommends they revisit the benchmark level. The group discussed the Center of the City task force report presented to Council on 3/2 and will keep informed as plans unfold. A new Historic Marker program is being established at the Kyer-Whitker Building at Main and Miller.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw's first quarterly Walk/Talk of 2020 will be on Saturday, March 7th at 10 am and will include the William Street bikeway and First Street to talk about the upcoming First/Ashley/William project. The quarterly Downtown Hall will be on Wednesday, March 25th at 7 pm on the 3rd floor of the AADL. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Thomson congratulated Ms. McCallum on the birth of her new granddaughter this morning at 3 am. She reported that the DDA Board will hold a half-day retreat focused on committee structure from 9-12 on Thursday, April 9th at the DDA office.

7. APPROVAL OF MINUTES

Mr. Bartelme moved and Mr. Weiss seconded the motion to approve the February minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The motion was approved.

8A. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Prior to the vote on the resolution regarding the FY21 budget, Ms. McCallum shared with the Board that at Committee, Mr. Crawford suggested adding the Ann Ashley expansion back into the budget. The budget as presented does not include the project Ms. McCallum said, but she noted

that it may be a point of discussion at the Council work session on March 23rd. Ms. McCallum reported that in removing the Ann Ashley expansion project from the budget, a portion of the cash funding for that project was freed up to allow for a \$2M contingency which will allow the DDA to respond to carbon neutrality initiatives expected to be identified in a series of studies currently underway.

Mr. Guenzel moved and Ms. Klopf seconded the following:

**RESOLUTION TO PUT FORWARD THE DDA BUDGETS
FOR FISCAL YEAR 2021**

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY21-FY26 capital improvement items for inclusion in the City of Ann Arbor's Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY21 Budget;

Whereas, The DDA's Finance Committee has reviewed the DDA's updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and details the financial assumptions that have gone into that Plan;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality;

Whereas, The Finance Committee upon completing this review recommends approval of the FY21 Budget by the DDA;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and puts these budgets forward to the Ann Arbor City Council for their approval.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The resolution was approved.

The next Finance Committee meeting is scheduled for Thursday, March 26 at 9:30 am (new time)

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

Ms. Letaw reported that CIC reviewed current construction cost estimates for bonded projects. There are two years of construction remaining and some MDOT reviews outstanding, leaving a lot unknowns. Current estimates show opportunity and funds may be available to apply to Ashley Street elements that were considered important but a lower priority. The Committee recommends increasing the SmithGroup design contract by \$170,000 to proceed with design and feasibility for some of these elements to allow the DDA to respond quickly if project funds remain available as predicted.

Ms. Letaw moved and Mr. Weiss seconded the following:

RESOLUTION TO MODIFY THE SMITHGROUP CONTRACT FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On November 1st, 2017 the DDA Board approved a \$1,258,702 contract with Smithgroup for the First, Ashley, and William Street Projects and on July 10, 2019 increased the contract by \$150,000 for a total of \$1,408,702;

Whereas, Current Huron, William, First and Ashley cost projections indicate that there may be additional dollars remaining in the bond fund, allowing the DDA to address Ashley Street improvements initially removed from the project scope;

Whereas, Preparing construction documents and undertaking additional analysis for these areas will allow the DDA to respond quickly if bonded project funds remain at the end of the 2020 construction season;

Whereas, This work, plus additional construction support, would increase the SmithGroup contract by about \$170,000 for a total of \$1,579,000;

Resolved, The DDA Board authorizes the DDA Director to increase the SmithGroup contract to \$1,579,000 to be paid from the Capital Construction fund (494);

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, Orr, Weiss

Nays: None

Recused: McKinnon

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Letaw reported there were several unforeseen challenges encountered during the 2019 construction season on Huron Street including relocating private communication lines, filling private building vaults and restoring large segments of roadway, in addition the Board's decision to take on the City's IT conduit cost. While current costs are within the approved Fonson Company contract, projections indicate additional \$260,000 may be needed to complete the project. Ms. Letaw stated the Committee recommends increasing the contract with Fonson Company, Inc., noting the total project budget remains at \$5.6M and thus,

Ms. Letaw moved and Mr. McKinnon seconded the following:

RESOLUTION TO MODIFY THE HURON STREET CONSTRUCTION CONTRACT WITH FONSON COMPANY, INC

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On February 6th, 2019 the DDA approved a contract with Fonson Company, Inc. not to exceed amount of \$3,432,419.93;

Whereas, The construction process encountered numerous unforeseen challenges in the 2019 construction season, including relocation of private communication lines, filling private building vaults, and restoring large segments of roadway;

Whereas, Cost projections indicate that an additional \$260,000 may be needed to complete the project, increasing the contract to \$3.7M;

Whereas, Approving these additional dollars will enable staff to oversee completion of the project without exceeding the total project budget of \$5.6M;

Resolved, The DDA Board authorizes the DDA Director to increase the Fonson Company Inc contract to \$3.7M, to be paid from the Capital Construction fund (494);

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Letaw stated the following three resolutions are to approve standard construction support services as is the DDA's practice with all projects. The selected contractors are competitively bid by City Engineering.

Ms. Letaw moved and Ms. Klopf seconded the following:

**RESOLUTION TO APPROVE AN AGREEMENT
WITH TESTING ENGINEERS & CONSULTANTS, INC.
FOR MATERIAL TESTING SERVICES**

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, Testing Engineers & Consultants, Inc. was one of five firms selected by the City of Ann Arbor through a competitive RFP process (RFP 20-06) to provide ongoing material testing services;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select material testing services for DDA projects within the public right of way;

Whereas, Of the five firms selected by the City, DDA staff recommends Testing Engineers & Consultants, Inc. to provide testing services;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately \$34,500) of the costs for material testing services and the DDA will fund 77% (approximately \$115,500); and

Whereas, The required funds for the DDA's portion of material testing are included in the approved DDA project budget;

Resolved, The DDA Board approves a Professional Services Agreement with Testing Engineers & Consultants, Inc. in the amount of \$150,000 for Material Testing Services for the First & Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of \$150,000 to be paid from the Capital Construction fund (494).

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Letaw moved and Mr. Weiss seconded the following:

**RESOLUTION TO APPROVE AN AGREEMENT
WITH WADE TRIM ASSOCIATES, INC.
FOR CONSTRUCTION ENGINEERING, INSPECTION, AND STAKING SERVICES**

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Construction engineering, inspection, and staking are required to oversee contractor activities, enforce construction specifications, provide construction layout, document pay item quantities, and engineer construction field changes;

Whereas, Wade Trim Associates, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-17-19) to provide ongoing civil engineering services, including engineering, inspection, and staking;

Whereas, Wade Trim Associates, Inc. was involved in the design of the First and Ashley Improvements Project and their familiarity with the project plans will result in efficiency of completing construction-related services;

Whereas, DDA staff recommends Wade Trim Associates, Inc. to provide construction engineering, inspection, and staking services;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately \$215,481) of the costs for Construction Engineering, Inspection, and Staking Services and the DDA will fund 77% (approximately \$726,378); and

Whereas, The required funds for the DDA's portion of construction engineering, inspection, and staking are available in the approved budget;

Resolved, The DDA Board approves a Professional Services Agreement with Wade Trim Associates, Inc. in the amount of \$941,859 for Construction Engineering, Inspection, and Staking for the First and Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of \$941,859 to be paid from the Capital Construction fund (494).

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Letaw moved and Mr. Weiss seconded the following:

**RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT
WITH STANTEC CONSULTING MICHIGAN, INC.
FOR CONSTRUCTION ADMINISTRATION & ENGINEERING SERVICES**

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Construction administration and engineering are required to manage construction activities;

Whereas, Stantec Consulting Michigan, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-19-27) to provide ongoing civil engineering services;

Whereas, The DDA has an existing Professional Services Agreement with Stantec and DDA staff recommends Stantec Consulting Michigan, Inc. to provide construction administration and engineering services for the First and Ashley Street construction project;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately \$53,871) of the costs for Construction Administration & Engineering Services and the DDA will fund 77% (approximately \$181,594); and

Whereas, The required funds for the DDA's portion of construction administration and engineering are available in the approved budget;

Resolved, The DDA Board approve the Amendment to the Professional Services Agreement with Stantec Consulting Michigan, Inc. in the amount of \$235,465 for Construction Administration & Engineering Services for the First and Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Amendment with a not to exceed amount of \$235,465 to be paid from the Capital Construction fund (494);

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Letaw stated the following resolution initiates design for the second round of infrastructure and mobility improvements for People-Friendly Streets 2, which includes State Street and four

other street improvements to be defined through public engagement and focus on DDA goals for equitable access, safety, affordable housing infrastructure support and responsible energy. Four vendors responded to the RFQ and were reviewed by a team of eight City and DDA staff. The Committee recommend SmithGroup, teamed with Wade Trim and Toole Design. The design contract includes the City's portion of the State Street design for waterman consolidation and road resurfacing.

Ms. Letaw moved and Mr. Bartelme seconded the following:

RESOLUTION TO APPROVE A DESIGN TEAM FOR THE PEOPLE-FRIENDLY STREETS PHASE 2 PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On December 4th, 2019, the DDA Board established People-Friendly Streets Phase 2, with a total project budget of \$10M;

Whereas, DDA and City of Ann Arbor staff partnered to write a Request for Qualifications, including City- planned improvements on State Street and North University in the design scope;

Whereas, The DDA issued the Request for Qualifications (RFQ) for Streetscape Design and Engineering Services on January 8th, 2020 and received four responses on February 3rd, 2020;

Whereas, A selection committee of City and DDA staff determined that SmithGroup is the best qualified team to provide the design and engineering services for the People-Friendly Streets 2 Project and that SmithGroup's proposed fee of \$1,337,124 is reasonable to perform this work; and

Whereas, Approximately \$360,684 of the contract costs are attributable to the City scope and will be reimbursed to the DDA by the City;

RESOLVED, The DDA Board approves the SmithGroup team for People-Friendly Streets Phase 2 with a contract amount of \$1,337,124;

RESOLVED, That a contract contingency amount of \$133,712 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the design contract with SmithGroup not to exceed \$1,470,837 to be paid from the General Fund (248);

RESOLVED, That the City portion of the design scope is contingent upon City of Ann Arbor approval and execution of the cost-share agreement;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the City's portion;

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with SmithGroup Company, Inc.;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay; and

RESOLVED, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to proceed with construction.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, Orr, Weiss

Nays: None

Recused: McKinnon

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Miller reported that MDOT has approved a full signal at Third and Chapin on Huron, this includes a crosswalk on the east side of Chapin. They have also approved No Turn on Red along the corridor and a left turn phase at 5th Avenue. All scheduled for spring 2021.

The next Capital Improvements Committee meeting is scheduled for Wednesday, March 18 at 11 am.

8C. SUBCOMMITTEE REPORTS – PARTNERSHIPS COMMITTEE
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Mr. Kinley reported that Jan Culbertson of the 2030 District Coalition provided an overview of the organizations work in assisting building owners, stakeholders and community organizations benchmark and reduce energy and water usage. They provide programs and free energy audits. Jennifer Hall presented the feasibility analysis of City-owned properties as sites for affordable housing.

Mr. Kinley stated the forthcoming resolution is contingent upon the City removing the restriction in the City DDA ordinance that DDA Housing Funds can only be used for housing project for individuals at 50% or below AMI as this hinders DDA's ability to support the Housing Commission's efforts to develop affordable housing.

In support of the Housing Commission's work regarding affordable housing, Mr. Kinley moved and Ms. Letaw seconded the following:

RESOLUTION APPROVING A GRANT TO THE CITY TO SUPPORT THE CONSTRUCTION OF AFFORDABLE HOUSING ON DOWNTOWN CITY-OWNED PROPERTY

Whereas, The DDA is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, DDA has supported a variety of downtown affordable housing projects using its Housing Fund, with total grants now surpassing \$5M;

Whereas, The lack of affordable housing in Ann Arbor has become urgent;

Whereas, The City has commissioned a feasibility analysis of the development of affordable housing on underutilized city-owned properties, including eight downtown sites;

Whereas, It is significantly more advantageous to examine multiple sites at once, rather than focus on a single site, because it provides greater context thus more can be accomplished;

Whereas, The DDA has committed to pursue ROW infrastructure projects to support the construction of new affordable housing;

Whereas, The DDA had previously provided grants to the City totaling \$100,000 to sponsor public engagement and analyses of the 350 S. Fifth Ave lot and the 415 W. Washington site by SmithGroup;

Whereas, Additional analysis and plan development are needed for these sites and similar engagement and analysis are needed to commence for the remaining downtown city-owned sites, and the DDA has been asked to provide the City with grant funds for the following:

FY20 Grant Request to the DDA

Community engagement and analysis (SmithGroup) (353 S Main, 721 N Main, S Ashley lot, Catherine/4 th lot)	\$125,000
Downtown Parking Study	\$ 55,000
Downtown Housing Market Analysis	<u>\$ 20,000</u>
	\$200,000

Whereas, DDA staff recommends approval of this request and asks the DDA Partnerships Committee to put this resolution forward to the DDA Board for approval, with funds to come from the DDA Housing Fund;

Whereas, An obstacle to DDA's financial participation in these projects is a restriction added to the City's DDA Ordinance (Title 1, Chapter 7, 1:156) in 2016, limiting use of the DDA Housing Fund use to "housing affordable to residents with very low income (below 50% AMI)" while the projects listed above are recommended to provide housing aimed at an average 60%AMI;

Whereas, The Partnerships Committee recommends DDA Board approval of the grant requests listed above and make its grants contingent upon changes to the City DDA Ordinance so that DDA funding is not out of compliance with policy enacted by City Council;

RESOLVED, The DDA approves grants to the City for \$200,000 in FY20 in support of the construction of affordable housing on downtown sites as listed above;

RESOLVED, The DDA's grants to the City are contingent upon changes to the City DDA Ordinance (Title 1, Chapter 7, 1:156) removing the restriction that DDA Housing Funds be used for "housing affordable to residents with very low income (below 50% AMI)."

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, Orr, Weiss

Nays: None

Recused: McKinnon

Absent: Crawford, McFarland, Narayan

The resolution was approved.

The next Partnerships Committee meeting will be on Wednesday, March 11 at 9:00 am with Partners.

8D. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE

Mr. Weiss provided a brief history of the creation of the go!Pass program by the DDA and GetDowntown. The go!Pass program is an important part of the menu of mobility options offered. Funding for the program comes from parking revenues. He noted the resolution to approve FY21 funding for Go!Pass is for a 'not to exceed' amount of \$770,600.

Mr. Weiss moved and Mr. McKinnon seconded the following:

RESOLUTION TO PROVIDE A GRANT TO FUND THE GO!PASS AND THE GETDOWNTOWN PROGRAM FOR FY 2021

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AAATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA's go!Pass;

Whereas, In support of its mission and mobility initiatives the DDA has provided funding for go!Passes and the getDowntown Program since 2001;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY21 for the getDowntown program, go!Pass , and other transportation programs as follows:

Program or Service	FY2021 Request	Purpose
Promotion and Marketing (not to exceed amt)	\$65,000	TDM Marketing including media campaigns and outreach support for the 2 annual commuter challenges and go!pass renewal. This amount for this year includes additional outreach/media to promote carpool, vanpool, and possibly D2A2 services.
Fixed-Route Fares (go!pass) (not to exceed amt)	\$613,100	Transit incentive for employees that increases bus use and frees up parking for other users. No change from FY19 or FY20. This amount is for projected usage less the projected \$80,000 received from employers for participation in the program.
Non-Fixed Route Discounts	\$92,500	Includes ExpressRide discount, NightRide discount, and new possible programs for D2A2 commuter bookings, late-night options, and/or downtown vanpools
TOTAL	\$770,600	.5% reduction from FY20 request

Whereas, The DDA is charged only for actual usage of the go!Pass and getDowntown, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for non-fixed route discounts is a flat amount;

RESOLVED, The DDA Board approves a grant to fund transportation services and programs provided by AAATA, not to exceed \$770,600.00, with funds coming from the DDA's Fiscal Year 2021 Parking Fund.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The resolution was approved.

Parking and Transportation Report: The report is included in the packet. There were no questions.

The next Operations Committee meeting is scheduled for Wednesday, March 25 at 11 am.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Mr. Orr said the Executive Committee reviewed today's meeting agenda.

The next Executive Committee meeting is scheduled for Wednesday, April 1 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business Mr. McKinnon moved and Mr. Weiss seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:40 pm.