

**GENESEE TRANSPORTATION COUNCIL
PLANNING COMMITTEE MEETING**

**February 13, 2020
10:00 a.m.**

**Livingston County Highway Department
4389 Gypsy Lane, Groveland**

PLANNING COMMITTEE MEMBERS PRESENT

Scott Leathersich, Monroe County – At-Large (Chairperson)
Rochelle Bell, Monroe County Planning Board
Angela Ellis, Livingston County
Timothy Frelier, Monroe County
Erik Frisch, City of Rochester – At-Large
David Hartman, Yates County
Todd Gadd, Wyoming County
John Papponetti, Orleans County
Christopher Reeve, New York State Department of Transportation – Region 4
Kevin Rooney, Wayne County
BJ Scanlon, Rochester City Council
William Wright, Ontario County

ALTERNATE REPRESENTATIVES PRESENT

Eric Farr, Rochester Genesee Regional Transportation Authority (RGRTA), representing Bill Carpenter

PLANNING COMMITTEE MEMBERS ABSENT AND UNREPRESENTED

Stephen Golding, Empire State Development Corporation
Carlos Gonzalez, Federal Highway Administration (FHWA)
Tim Hens, Genesee County
Norman Jones, City of Rochester
David Lindsay, Monroe County – At-Large
Robert Kiley, Monroe County Supervisors' Association
Dorraine Kirkmire, Rochester City Planning Commission
Mitchell Rowe, Seneca County
Steven Urlass, Federal Aviation Administration (FAA)
David Zorn, Genesee/Finger Lakes Regional Planning Council (G/FLRPC)
(Vacant), Monroe County Legislature
(Vacant), NYS Thruway Authority
(Vacant), Federal Transportation Administration (FTA)
(Vacant), NYS Department of Environmental Conservation (NYSDEC)

OTHERS IN ATTENDANCE

Jody Binnix, GTC staff	Joel Kleinberg, NYSDOT-Region 4
Joseph Bovenzi, GTC staff	Alex Kone, GTC staff
Zac Cracknell, Livingston County	Rick Papaj, Ravi Engineering, Inc.
Megan Crowe, Livingston County	Terry Rice, Barton and Loguidice, Inc.
Don Higgins, Livingston County	James Stack, GTC staff
Jeff Jamberdino, NYSDOT-Region 4	Robert Williams, GTC staff
Dennis Judson, Fisher Associates, Inc.	Jason Wolfanger, Livingston County

1. Call to Order & Introductions

Scott Leathersich, Planning Committee Chairperson, called the meeting to order at 10:07 a.m. Members, Alternates, and others present introduced themselves.

Don Higgins welcomed everyone on behalf of Livingston County. He added that this will be the last Planning Committee he is hosting before retirement in May.

Scott Leathersich expressed appreciation for Don's participation in GTC for many years. Scott also noted that this will be Dave Hartman's last meeting before he retires. On behalf of GTC, Scott thanked both Don and Dave and wished them well in retirement.

2. Public Forum

Nobody from the public spoke during the Public Forum.

3. Approval of Minutes

John Papponetti moved to approve the minutes from the January 9, 2020 Planning Committee meeting; Eric Farr seconded the motion. The motion passed unopposed.

4. Reports and Action on Old Business

a. Reports on UPWP Projects and Other Activities

GTC

Jim Stack reported:

- GTC Strategic Planning: Staff held a conference call with our Travel Demand Model consultant on February 12 to discuss the state of the practice for conducting Household Travel Surveys. The information we gather in our next survey will be able to support various functions including our Travel Demand Model, our Scenario Planning Tool, and our Long Range Plan.
- Long Range Transportation Plan Update/Implementation: Staff has met to discuss the public engagement component of the LRTP update. There will be significant public engagement this year and staff have investigated various tools to support this effort. We are working with the RGRTA Procurement office to pursue the acquisition of a platform that integrates many related functions. The full staff is meeting February 13 to brainstorm some key items to be included in the next LRTP and ideas for the structure the document.
- Genesee-Finger Lakes Scenario Tool: County License Agreement letters will be distributed this week. We are seeking a designated user from each County to gain access to the software. The Steering Committee is scheduled to meet on March 3 to review existing Place Type calibration and initial tool orientation. We are working with our consultant to schedule a full training session.
- Genesee-Finger Lakes Regional Local Bridge Vulnerability Assessment: Project was accepted by the GTC Board at its June 13 meeting.

- I-490 Integrated Corridor Management (ICM) Plan: The RFP was released February 7 with proposals due March 20. Eight copies of the RFP package have been requested so far.
- Vulnerable Users Safety Assessment Program Phases 1 & 2: The consultant is scheduled to meet with facility owners on March 10 & 11. Any additional comments will be incorporated into the final reports. The project is expected to be complete in April.
- Congestion Management Process (CMP): No activity to report
- Greater Rochester Regional Commuter Choice Program: No activity to report since this activity has been fully transitioned to the 511NY platform.
- Travel Time Data Collection Program: Staff has extracted data to support the Avon CAP and Route 36 projects. Our current agreement for INRIX data expires in May. Staff is looking into how to piggyback on the NYSDOT contract to extend our access to INRIX data as allowed in that contract.
- Lake Ontario State Parkway Lane Transportation Alternatives Feasibility Study: The Steering Committee met on January 22 to discuss the differences among various alternatives and the 30-year estimates of each. NYSDOT, state Parks, and the consultant held a conference call on February 4 to better understand the transition from the Parkway to the entrance to Lakeside Beach State Park. This should allow us to hold the final public meeting and wrap up the project fairly soon.
- Genesee-Finger Lakes Regional Performance Measurement Monitoring & Evaluation System: Staff has been working with NYSDOT and MCDOT on next steps. We want to explore other platforms using information from the Phase 1 assessment, which still has great value.
- Transportation Impacts on Economic Development in the Greater Rochester International Airport (GRIA) Area: No activity to report.
- Cross Asset Highway and Bridge Evaluation and Prioritization Tool: No activity to report.
- Livingston County Human Services Trip Planning Website: A closeout presentation is on the agenda for later in this meeting.
- Greater Rochester Transportation Management Association Feasibility Plan: Community stakeholders have held several meetings to discuss ways to increase the utilization of the current vanpools, which could also impact any assessment under this study. The group is also exploring additional services that can be supported by the CMAQ awards to the City and RGRTA.

G/FLRPC

Jim Stack reported:

- Genesee Finger Lakes Region Local Update of Census Addresses 2020: G/FLRPC staff are wrapping up their efforts with the Census Bureau.
- Regional Land Use Monitoring Report: G/FLRPC staff have finalized the survey and contact information, distributed the survey, and continued collaboration with Monroe County. About 20% of the surveys have already been returned. The first reminder has been sent out and staff has developed a timeline for follow up

activity. Lastly, staff is discussing changes to the report format.

- Implementing Complete Streets in the G-FL Region: A Guidebook: G/FLRPC staff have started developing a draft of the Guidebook.

Livingston County

Jim Stack reported:

- Livingston County Downtown Wayfinding Master Plan: A project coordination meeting with the consultant team and key stakeholders was held January 17. The first Steering Committee is scheduled for February 14.

Monroe County

Rochelle Bell reported:

- Monroe County Land Use Monitoring: Staff will distribute surveys next week. Staff have been investigating the possibility of combining this survey with similar surveys due to an interest in becoming more efficient in data collection and to reduce the workload for local officials who have to respond to the surveys.

Tim Frelier reported:

- Monroe County High Accident Location Program: One additional location has been completed since the last meeting. Four locations are currently in progress. Once these locations are finished, 43 out of 49 locations will be done. The remaining six locations will not be studied because more recent crash data indicates there is no longer a need to do so. In 2020, there are a total of 28 locations to study.
- Monroe County Traffic-Signal/Sign Pole Asset Management: The RFP is currently out for solicitation.

NYSDOT

Chris Reeve reported:

- NYSDOT Safety Investigations and Analysis: The Steering Committee met February 10 to discuss crash typing and summaries in the Rt. 15 (West Henrietta Road) from I-390 to Rt. 252 (Jefferson Road). Approximately 700 crashes have been plotted for the most recent three year period of crash reports, through June 30, 2019.
- O'Rourke Bridge Operations and Maintenance Analysis and Strategy: The RFP was released December 11 with Proposals due January 24. Ten copies of the RFP package were requested. Two proposals were submitted. The consultant selection and evaluation team is currently discussing the submissions to determine a preferred consultant.

Ontario County

Jim Stack reported:

- State Route 332 & Route 96 Sub-Area Study: The fully executed contract was provided to the consultant on January 31. A project kickoff meeting will be

scheduled in the near future.

- Honeoye Hamlet Active Transportation Study: The Steering Committee met January 16 to discuss existing conditions. GTC staff and the consultant have been working to bring the new Town Supervisor up to speed on the project.
- Ontario County SR 364/CR 11 Active Transportation Corridor Plan: GTC staff reached out to the consultant in early January to get an update on the status of the draft Final report. The draft report is expected by February 21.

City of Rochester

Erik Frisch reported:

- City of Rochester Comprehensive Access & Mobility Plan: The project is complete and closeout is anticipated at the April meeting.

RGRTA

Eric Farr reported:

- RTS Access Ridership and Facility Evaluation: Project was accepted by the GTC Board at its September 5, 2019 meeting.
- RTS System Redesign: Plans were approved by the RGRTA board on June 27, 2019. RTS is moving forward with implementation and launch of the new service on June 29, 2020.
- Mobility Management Implementation Study: Project was accepted by the GTC Board at its September 5, 2019 meeting.

Seneca County

Jim Stack reported:

- Phase II - Cayuga-Seneca Trail: A trail corridor walk was held January 11 and the first public meeting was held January 21. A public engagement summary is expected shortly and the first deliverable is expected in early March.

Wayne County

Kevin Rooney reported:

- Wayne County High Accident Location Study: A project kick-off meeting is scheduled for February 14. GTC staff has pulled data from the Accident Location Information System (ALIS) to support the study.
- Ontario Midland Strategic Plan: Data collection has been completed and the business opportunity analyses are underway.
- Gananda Parkway Pedestrian & Bicycle Active Transportation Plan: A project kick-off Steering Committee meeting was held February 7. Public participation and project work plans are under review.

Other Agencies

Jim Stack reported:

- Route 390 Multi-Use Trail Restoration and Safety Improvement Study: The RFP was released January 8 with proposals due February 7. Twenty copies of the RFP package were distributed and five responses were received. The proposals have been distributed to the Consultant Evaluation and Selection Team. After the evaluations are completed we will likely invite several teams for interviews.
- Honeoye Falls Circulation, Accessibility, and Parking (CAP) Study: The final public meeting was held January 30. Due to the minimal attendance, the Village decided to post an enhanced version of the meeting presentation to their website to seek additional comments through February 21.
- Penn Yan Circulation, Accessibility, and Parking (CAP) Study: A closeout presentation is on the agenda for later in this meeting.
- Village of Avon Circulation, Accessibility & Parking: GTC staff supplied INRIX, ALIS, and RTS data to consultant to support the Existing Conditions/Needs Assessment. The consultant has requested a staffing change. GTC staff is working with the Village to come to agreement on the changes. Work is on hold in the interim. A conference call is scheduled for February 18.
- Mt. Morris-Leicester Route 36 Corridor Study: The fully executed contract was mailed to the consultant on February 12. A project kickoff meeting is being organized for the near future.
- Uptown Canandaigua Mixed-Use & Transportation Corridor Feasibility Study: Project was accepted by the GTC Board at its June 13, 2019 meeting.
- Pittsford Active Transportation Plan: Project was accepted by the GTC Board at its March 7, 2019 meeting.
- Geneseo Active Transportation Plan: A request for additional funding to cover quantities beyond what was anticipated in the contract is on the agenda to be discussed later in the meeting.
- Sodus Point Active Transportation Plan: NYSDOT Traffic and Safety reviewed the draft report and provided comments on January 10, which was quicker than originally anticipated in my report last month. The final report will be provided to the Village this week.
- Maple Ridge Corridor Study: GTC staff has been working with various stakeholders on finalizing the presentation of recommendations in the final document. The project will likely be presented for closeout in April.
- Middle Cheshire Road & Health Care Services Corridor Active Transportation Plan: Initial data collection is underway.

b. Any Other Old Business or Announcements

James Stack provided the following report:

Federal Legislative and Funding Update

The White House released their budget proposal earlier this week. Although the budget is for FFY 2021, it also indicates the administration's priorities going forward up to ten years.

Some highlights include:

- Continued support for the BUILD program at \$1 Billion, which is the same level as current FFY;
- Continued support for the INFRA program;
- An additional \$3.9 billion for FHWA over FFY 2020 enacted levels;
- An additional \$896 million for FTA over FFY 2020 enacted levels; and
- Ending the Transportation Alternatives Program as a set-aside;

Keep in mind, the budget process begins in Congress. Some have already indicated that the administration's budget proposal is "dead on arrival", which is fairly typical. However, this document still stakes the administration's position.

Additionally, the budget proposal introduces a \$1 trillion infrastructure program based on a 10 year reauthorization of surface transportation and other initiatives. This includes:

- \$755 billion of Highway Trust Fund contract authority;
- \$55 billion authorizations of General Funds to support discretionary appropriations for transit, rail, vehicle safety, hazardous materials transport, and the BUILD program; and
- \$190 billion of General Fund mandatory budget authority for FFY 2021 only, including:
 - \$70 billion for mega projects;
 - \$50 billion for freight projects, both formula and discretionary;
 - \$35 billion for a new bridge program with \$12 billion for off-system bridges via formula and \$23 billion for competitive selection;
 - \$25 billion for rural infrastructure; and
 - \$20 billion for transit State of Good Repair.

I realize this does not add up to \$200 billion but that is the breakdown I received. Also of note, there is no indication for how this will be paid for.

TIP Staff Modifications

Alex Kone noted that the TIP Development Committee raised no objections to the following changes on January 16:

- Correct typographical errors to the East Oak Orchard Bridge over Erie Canal (Orleans County) project to reflect Board intent;
- Correct typographical errors to the Rt 31/Rt 96/Rt 64, within V. of Pittsford (NYSDOT) project to reflect Board intent;
- Clarify the description of the I-390 over Erie Canal Barrier Replacement and Fascia Repairs (NYSDOT) project;
- Change the names of the Pavement Markings (2020-2021), Pavement Markings (2022-2023), and Pavement Markings (2024-2025) (NYSDOT) projects; and
- Add non-Federal funds to the Northeast, Group 9 (City of Rochester) project to reflect the latest cost estimate

5. Action Items

- a. Recommendation to the GTC Board concerning **accepting reports as evidence of completion of a UPWP Task**

Scott Leathersich suggested grouping Items 1 through 2 into a single action. No Member or Alternate objected.

1. Recommendation to the GTC Board concerning **accepting the *Village of Penn Yan Circulation, Accessibility, and Parking Study Executive Summary as evidence of completion of UPWP Task 6813*** / Proposed Council Resolution 20-2 (Village of Penn Yan)

On behalf of the Village of Penn Yan, Joe Bovenzi presented the Executive Summary of the project. He explained that the purpose of the project was to identify physical, operational, and regulatory changes needed to enhance circulation, accessibility, and parking for all travel modes. This project coincided with work on the Downtown Revitalization Initiative (DRI). In October 2018, Penn Yan won \$10 million in state funding for downtown revitalization projects. An effort was made to coordinate work on the CAP with the DRI, including holding a joint public meeting and linking several CAP study recommendations with DRI projects for expanding and improving parks and trails, streetscape improvements, and pedestrian improvements align with recommendations in the CAP report. Public meetings were held in February 2019 and November 2019 and there was targeted outreach to the Mennonite community through a special survey. The CAP recommendations were organized into five categories, including Circulation & Accessibility, Downtown Parking, Bicycle Network, Streetscape & Pedestrian Facilities, and Regulatory Framework. The report concluded with an implementation strategy that identified priority actions, estimated costs, funding sources, and implementation agencies and partners.

2. Recommendation to the GTC Board concerning **accepting the Livingston County Human Services Trip Planning Website, *RideLivINgston.com*, as evidence of completion of UPWP Task 8170** / Proposed Council Resolution 20-3 (Livingston County)

Angela Ellis introduced Megan Crowe from the Livingston County Planning Department and stated that Megan would provide the closeout presentation. Angela noted that this project was based on the Livingston County

Transportation Connectively Plan from 2013 and is an element of the county's overall poverty reduction strategy.

Megan Crowe discussed the project. She explained that the purpose of the project was to create an online platform for people to compare choices for transportation modes and schedules. The project was designed to provide comprehensive and innovative transportation services to reach disadvantaged members of the County's population. It was developed in coordination with various County departments and human service agencies. The County will maintain and operate the website but needed consultant support, through Cambridge Systematics, to develop the website. The website has identified key destinations around the county, including the Geneseo Wegmans and Noyes Memorial Hospital. Megan distributed brochures about the website and noted that the new 2020-21 UPWP includes a follow-on study to look at better integration of the website into county services and development of a mobile app.

William Wright moved to recommend that the GTC Board adopt proposed Resolutions 20-2 and 20-3; Kevin Rooney seconded the motion. The motion pass unopposed.

b. Action concerning **modifying the 2019-2020 Unified Planning Work Program** / Proposed Planning Committee Resolution 20-1 (*See page 29*)

1. Recommendation to the GTC Board concerning **amending the 2019-2020 UPWP to reflect the reprogramming of FHWA Metropolitan Planning (PL) funds** / Proposed Planning Committee Resolution 20-1

Robert Williams made a request to allocate of \$8,080 in supplemental funds from Task 1600, Program Reserve to Task 8774, the Geneseo Active Transportation Plan to ensure the plan is comprehensive in its coverage of topics important to the community and completed in a quality fashion. Supplemental funds will make possible additional intersection analysis and camera deployment compared to the amount anticipated by contract. The funding would also allow for a greater level of detail in conceptual planning related to a currently informal trail leading to the Geneseo Central School, cost estimates for a prefabricated truss bridge finishing the preferred alternative link to the Genesee Valley Greenway, an initial operational feasibility assessment for the implementation of a roundabout at the particularly challenging 5-way intersection of Route 20A, Temple Hill Street, Groveland and Crossett Roads, and a presentation of final report recommendations to the Village Planning Board.

Erik Frisch asked if this is a common UPWP action. James Stack responded that it is not but that Task 1600 is included in the UPWP for this type of situation.

Scott Leathersich asked if the additional work was part of the Planning Committee approved scope. James Stack responded that the task activities were included but the additional funding would provide for additional quantities.

William Wright moved to a motion to approve Planning Committee Resolution 20-1; Don Higgins seconded the motion. The motion pass unopposed.

- c. Recommendation to the GTC Board concerning **approving the FY 2020-2021 Unified Planning Work Program** / Proposed Council Resolution 20-1

Jody Binnix reported, the Unified Planning Work Program, or UPWP, is the program of federally-funded transportation planning activities to be undertaken by GTC staff, its member agencies, and other jurisdictions in the Genesee-Finger Lakes Region. The Fiscal Year 2020-2021 UPWP will support planning activities for the period beginning April 1, 2020 and ending March 31, 2021. Projects included in the current UPWP that are not complete as of March 31, 2020 will be rolled over into the FY 2020-2021 UPWP.

A full draft was presented to the Planning Committee for consideration and approval for a 30-day public review at the January 9 meeting. The public review period was conducted from January 13 through February 11. GTC did not receive any public comments. The draft UPWP was also provided to NYSDOT Main Office, the Federal Highway Administration, and the Federal Transit Administration for review and concurrence that it satisfied the requirements of the Metropolitan Planning Rule.

As part of their review, NYSDOT Main Office requested several changes to the financial tables in the back of the document. Regarding Tables 5 and 6, the Task Budget line items were adjusted to update the percentage split between the federal, state, and local shares at 80%, 15%, and 5% respectively as requested by NYSDOT. You may recall that when the draft UPWP was presented in January, the values for rollover projects were based on billings through September 30, or our second quarter. Subsequent to that presentation, NYSDOT received and processed our third quarter billings and requested the UPWP be adjusted accordingly. This resulted in adjusting the total balance available in Table 6 and allowed Tables 9 and 10 to be removed from the document as the grants were spent out.

Jody expressed staff's appreciation once again to the members of the UPWP Development Committee that helped to evaluate and recommend a program of projects that will provide for some significant transportation planning activities. This collaborative effort is why the UPWP can have such an impact beyond the basic MPO requirements.

Dave Hartman moved to recommend that the GTC Board approve Resolution 20-1; Erik Frisch seconded the motion. The motion passed unopposed.

- d. Action and recommendation to the GTC Board concerning **modifying and amending the 2020-2024 Transportation Improvement Program** / Proposed Planning Committee Resolutions 20-2 through 20-8 and Proposed Council Resolutions 20-4 through 20-11

Scott Leathersich suggested grouping Items 1 through 7 into a single action. No Member or Alternate objected.

1. Action concerning **modifying the 2020-2024 TIP by increasing the Total Cost of the Simmons Rd over Little Beards Creek project** / Proposed Planning Committee Resolution 20-2

2. Action concerning **modifying the 2020-2024 TIP by increasing the Total Cost of the Highway Preventive Maintenance #7 project** / Proposed Planning Committee Resolution 20-3
3. Action concerning **modifying the 2020-2024 TIP by adding phases to the Rt 18 over Northrup and Smith Creeks Bridge Replacements project** / Proposed Planning Committee Resolution 20-4
4. Action concerning **modifying the 2020-2024 TIP by adding phases to the Rt 33A over Erie Canal Replacement (BIN 4443340 project)** / Proposed Planning Committee Resolution 20-5
5. Action concerning **modifying the 2020-2024 TIP by adding phases to the Rt 250 over Thomas Creek Bridge Replacement project** / Proposed Planning Committee Resolution 20-6
6. Action concerning **modifying the 2020-2024 TIP by advancing a phase of the Rt 104, from Rt 940M (Lake Ave) to Culver project** / Proposed Planning Committee Resolution 20-7
7. Action concerning **modifying the 2020-2024 TIP by combining the Bridge Steel Repairs at 17 Locations and Bridge Steel Repairs at 23 Locations projects** / Proposed Planning Committee Resolution 20-8

Tim Frelier made a motion to approve Planning Committee Resolutions 20-2 through 20-8; Rochelle Bell seconded the motion. The motion passed unopposed.

Scott Leathersich suggested grouping Items 8 through 15 into a single action. No Member or Alternate objected.

8. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by adding the Wyoming County Bridge Preventive Maintenance project** / Proposed Council Resolution 20-4
9. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by increasing the Total Cost of the Schoellkopf Rd over Cayuga Creek Bridge Rehabilitation project** / Proposed Council Resolution 20-5
 James Stack noted a typographical error. He stated that the amended Total Cost should be "\$3,208,870 (\$2,567,070 Federal)", but noted that the TIP table is correct.
10. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by increasing the Total Cost of the Rt 104 Intersection Improvements at Knickerbocker Rd project** / Proposed Council Resolution 20-6
11. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by changing the Project Limits of the NYSDOT Bridge Deck Preventative Maintenance (9 Locations) project** / Proposed Council Resolution 20-7
12. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by adding the NYS Thruway Pavement Striping project** / Proposed Council Resolution 20-8

Bill Wright asked about the origin of this request. Joel Kleinberg replied that NYSDOT Main Office requested this project be added to the TIP. He noted that it

is part of a statewide block and these amounts are proportional to the amount of the Thruway in Region 4. Chris Reeve added that this is part of an ongoing effort to provide greater clarity and geographic specificity in the STIP.

13. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by increasing the Total Cost of the Rt 77 at Ledge Rd Intersection Improvements project** / Proposed Council Resolution 20-9
14. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by deferring phases of the Pedestrian Safety Action Plan - Phase III (City of Rochester) project** / Proposed Council Resolution 20-10
15. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by adding the Sanford Road Railroad Crossing project** / Proposed Council Resolution 20-11

Kevin Rooney moved to recommend that the GTC Board approve Resolutions 20-4 through 20-11; Chris Reeve seconded the motion. The motion pass unopposed.

6. New Business

There was no New Business.

7. Public Forum

Nobody from the public spoke during the second Public Forum.

8. Next Meeting:

Scott Leathersich noted that the next meeting is scheduled for April 16, 2020 at the City Council Chambers, 30 Church Street in Rochester.

All materials for items to be considered at this meeting should be submitted to GTC staff no later than Friday, April 3, 2020.

9. Adjournment

The meeting adjourned at 11:40 a.m.