

**GENESEE TRANSPORTATION COUNCIL  
PLANNING COMMITTEE MEETING**

**November 12, 2020  
10:00 a.m.**

*Due to physical distance requirements during the COVID-19 outbreak, this meeting was conducted online rather than in-person.*

**PLANNING COMMITTEE MEMBERS PRESENT**

Scott Leathersich, Monroe County - At Large (Chairperson)  
Rochelle Bell, Monroe County Planning Board  
Angela Ellis, Livingston County  
Jay Gsell, Genesee/Finger Lakes Regional Planning Council (G/FLRPC)  
Erik Frisch, Rochester - At Large  
Todd Gadd, Wyoming County  
Bob Kiley, Monroe County Supervisors' Association  
Dorraine Kirkmire, City of Rochester Planning Commission  
John Papponetti, Orleans County  
Jim Pond, Monroe County  
Craig Prior, Yates County  
Christopher Reeve, New York State Department of Transportation – Region 4  
Mitch Rowe, Seneca County  
Robert Scanlon, Rochester City Council

**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, FHWA  
George Hebert, Monroe County Legislature  
Timothy Hens, Genesee County  
Norman Jones, City of Rochester  
David Lindsay, Monroe County - At Large  
Kevin Rooney, Wayne County  
Evelyn Martinez, Federal Aviation Administration (FAA)  
Bill Wright, Ontario County  
(Vacant), NYS Thruway Authority  
(Vacant), Federal Transportation Administration (FTA)  
(Vacant), NYS Department of Environmental Conservation (NYSDEC)

**OTHERS IN ATTENDANCE**

Dave Askinazi, GPI	Lori Maher, GTC staff
Jody Binnix, GTC staff	Rick Papaj, Ravi Engineering
Joe Bovenzi, GTC staff	Emily Royce, G/FLRPC
Mike Croce, Bergmann Associates, Inc.	Maria Rudzinski, Ontario County
Matthew Durawa, NYS Thruway Authority	Terry Rice, Barton and Loguidice, Inc.
Harriet Haynes, Seneca County	Chris Sichak, Erdmann Anthony, Inc.
Dennis Judson, Fisher Associates, Inc.	James Stack, GTC staff
Joel Kleinberg, NYSDOT	Chris Tortora, GTC staff
Alex Kone, GTC staff	Bob Williams, GTC staff

## **1. Call to Order & Introductions**

Scott Leathersich, Planning Committee Chairperson, called the meeting to order at 10:05 a.m. Alex Kone conducted a roll call of Committee members and alternates. The names of other attendees were captured from meeting login information.

## **2. Public Forum**

Nobody from the public spoke during the Public Forum.

## **3. Approval of Minutes**

**Robert Scanlon moved to approve the minutes from the August 6, 2020 Planning Committee meeting; Erik Frisch 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: No new activity to report.
- Long Range Transportation Plan Update/Implementation: The LRTP will be discussed under Item 4.c.
- Genesee-Finger Lakes Scenario Tool: Staff provided access and technical support to Counties for initial pilot projects. Trend scenario allocations were developed. Next Steering Committee to be scheduled for early December to review trend allocations, Place Type assumptions, and pilot studies.
- I-490 Integrated Corridor Management (ICM) Plan: The first steering committee meeting was held September 30. Staff worked with WSP on coordinating follow-up items (data collection, stakeholder interviews, etc.). Staff is scheduling the second steering committee meeting for mid-December.
- Vulnerable Users Safety Assessment Program Phases 1 & 2: The project is essentially complete and is expected to be presented for closeout in January.
- Congestion Management Process (CMP): No activity to report.
- Travel Time Data Collection Program: No activity to report.
- Lake Ontario State Parkway Lane Transportation Alternatives Feasibility Study: This project has stalled due to a key staff member in Orleans County being out on an extended medical leave. Staff is maintaining contact with the consultant. Still need to schedule the final public meeting and related steering committee meetings.
- Genesee-Finger Lakes Regional Performance Measurement Monitoring & Evaluation System: UrbanSDK provided a product demonstration in late-August.

GTC staff worked with MCDOT and NYSDOT staffs to finalize a scope of work for Phase II (implementation) with an RFP to be released likely in December.

- Transportation Impacts on Economic Development in the Greater Rochester International Airport (GRIA) Area: Due to other priorities, this project has not progressed. GTC staff discussed the project with Monroe County Planning & Economic Development and all agreed that there is not an urgent need for this study at this time. Rather than tie up the funding any longer, the desire is to free up the funds to make them available for the UPWP applications that are under consideration for this cycle. This can be accomplished through the regular development of the 2021-2022 UPWP.
- Cross Asset Highway and Bridge Evaluation and Prioritization Tool: Staff are continuing to coordinate with Decision Lens on asset data and existing TIP evaluation criteria and progress of a NYSDOT pilot project. We are finding that systems to evaluate across asset classes are usually implemented at State levels, not regional. Staff is also looking at a free FHWA tool that may satisfy our needs when combined with other tools we already have.
- Greater Rochester Transportation Management Association Feasibility Plan: You may recall that the RFP was officially cancelled while we wait for the launch of ReimagineRTS that was delayed due to COVID-19. Once new services and travel patterns are in place, the analysis will be more relevant. Also, we need time for the impacts of COVID-19 on travel patterns and mode choice to settle.

#### *G/FLRPC*

Emily Royce reported:

- Genesee Finger Lakes Region Local Update of Census Addresses 2020: Project was accepted by the GTC Board at its June 11 meeting.
- Regional Land Use Monitoring Report: On agenda for closeout under item 5.C.1.
- Implementing Complete Streets in the G-FL Region; A Guidebook: The draft of a model policy is complete and will be presented for public comment in Penn Yan later in the month. The Guidebook development is on-going.
- Regional Fleet Electrification Study: No updates at this time.

#### *Livingston County*

Lori Maher reported:

- Livingston County Downtown Wayfinding Master Plan: The consultant team provided a presentation to the Steering Committee on the proposed branding alternatives. The options will be presented for public comment.

Angela Ellis reported:

- Livingston County Mobility Management Strategy: The Board of Supervisors will be considering authorizing a contract in the next week.

### *Monroe County*

Rochelle Bell reported:

- Monroe County Land Use Monitoring: Project was accepted by the GTC Board at its June 11 meeting.

Jim Pond reported:

- Monroe County High Accident Location Program: Nine additional locations have been completed, totaling thirteen of the twenty-eight locations for 2020-2021.
- Monroe County Traffic-Signal/Sign Pole Asset Management: Data collection on the assets has begun.

### *NYSDOT*

Alex Kone reported:

- NYSDOT Safety Investigations and Analysis: The consultant has provided draft countermeasure and operational recommendations for the Rt 15 corridor.

Chris Reeve reported:

- O'Rorke Bridge Operations and Maintenance Analysis and Strategy: The consultant conducted a site visit August 6. A draft technical memo summarizing existing practices and deficiencies, and a compilation of best practices related to similar structures was provided to the steering committee on August 17 for review and comment by September 4. A steering committee meeting to discuss the associated technical memo was held September 28. Another draft technical memo to summarize the Needs Assessment was provided to the steering committee on October 29 for review and comment. This memo focused on the gaps in documentation for bridge maintenance and operations activities, and gaps in the understanding and awareness of maintenance personnel.
- Ramp Reconfiguration Study: The RFP was released August 14 with proposals due September 25. Six proposals were received and the consultant evaluation team identified two teams to interview on October 22 and 26. A preferred consultant was identified and firms were notified November 11. A contract is being developed.

### *Ontario County*

James Stack reported:

- State Route 332 & Route 96 Sub-Area Study: A public meeting/walking tour was held on September 21. The Existing Conditions/Needs Assessment memo is currently under review. A meeting with NYSDOT-Region 4 was held on November 9 to review preliminary corridor concepts.
- Honeoye Hamlet Active Transportation Study: The public engagement summary was provided to the Steering Committee on August 11. The draft final report is under review.
- Ontario County SR 364/CR 11 Active Transportation Corridor Plan: The project was accepted by the GTC Board at its August 27 meeting.

*City of Rochester*

Erik Frisch reported:

- West Main Street Multimodal Transportation and Placemaking Study: The consultant evaluation team identified a preferred consultant and a contract was executed September 10. A coordination call between GTC, the City, and the Consultant was held September 22 to set clear expectations and distinguish between contract administration and project/study management. City staff worked to identify Advisory Committee members and the first Committee meeting is scheduled for November 20.
- City of Rochester Comprehensive Access & Mobility Plan: Project was accepted by the GTC Board at its June 11 meeting.

*RGRTA*

Eric Farr reported:

- RTS System Redesign: A new launch date has not yet been determined and the decision will be driven by future guidance with respect to managing COVID-19.

*Seneca County*

Mitch Rowe reported:

- Phase II - Cayuga-Seneca Trail: The project is being presented for close out under agenda item 5.c.

*Wayne County*

Jim Stack reported:

- Wayne County High Accident Location Study: Site investigations are underway for top 10 candidate intersections.
- Ontario Midland Strategic Plan: The Steering Committee met August 31 to review the Business Opportunity Analysis. GTC staff met with Wayne County and the consultant to identify a date and location for the second public meeting. It was decided the meeting would be held remotely on October 27 using GTC's PublicInput.com platform.
- Gananda Parkway Pedestrian & Bicycle Active Transportation Plan: An online public meeting was held on August 26 using PublicInput.com. GTC staff sent public input summary materials to the consultant on September 9. A project committee meeting was held October 14 to introduce design alternatives. The consultant team met with NYSDOT-Region 4 Traffic & Safety on November 4 to discuss alternative solutions.

*Other Agencies*

Jim Stack reported:

- Route 390 Multi-Use Trail Restoration and Safety Improvement Study: The Project Advisory Committee kick-off was held August 10. GTC staff conducted bicycle and pedestrian counts along the trail and provided data to the consultant.

The consultant worked with the Town of Greece to determine a venue for public outreach. A Community Open House was held at the Basil Marella Park trailhead on October 10.

- Honeoye Falls Circulation, Accessibility, and Parking (CAP) Study: Project was accepted by the GTC Board at its June 11 meeting.
- Village of Avon Circulation, Accessibility & Parking: Steering Committee met September 3 to discuss initial conceptual designs. GTC staff and the consultant worked with village to develop additional concepts for pedestrian access to the existing parklet within the traffic circle. Stakeholder meeting held with NYSDOT-Region 4 Traffic & Safety on September 9 to ensure viability of plan recommendations. The second public meeting was held September 23 and comments were accepted until October 2. GTC staff sent the public meeting comment and survey data to the consultant on October 4. The Consultant is engaging Avon Central Schools regarding one recommendation. The Steering Committee will convene via teleconference on November 12 to discuss draft final report. The Consultant will present to the study to the Village Board on November 16.
- Village of Waterloo Circulation, Accessibility and Parking (CAP) Study: Six proposals were received by the August 19 deadline. The consultant evaluation team identified three teams to interview on September 15. A preferred consultant was identified and a contract was negotiated. A notice to proceed was issued on October 20.
- Village of Perry Transportation Safety and Access Study: The consultant selection team met August 20 and identified three teams to interview on August 27. A preferred consultant was identified and a contract was negotiated. A notice to proceed was issued October 30. The project kick-off meeting is scheduled for November 18.
- Mt. Morris-Leicester Route 36 Corridor Study: The consultant provided a draft Inventory report September 4 for GTC staff review and comment before distributing to the Steering Committee. The PublicInput.com page for the project was published September 14 and live sessions with the project team were held September 22 and 30. The consultant distributed the draft Inventory report for steering committee review on October 2 and the steering committee met November 5 to provide their feedback. The consultant team is developing the draft alternatives/recommendations.
- Beh Industrial Park Traffic Optimization Study: GTC staff worked with the Town of Ontario to finalize the RFP. The RFP was released October 14 with proposals due November 13.
- Canandaigua Waterfront Active Transportation Plan: Thirteen consultant proposals were received by the July 24 deadline. The consultant evaluation team identified four consulting team for interviews on September 2. A preferred consultant was identified and a contract was executed on September 24. The project kick-off meeting was held November 4.
- Geneseo Active Transportation Plan: Project was accepted by the GTC Board at

its June 11 meeting.

- Sodus Point Active Transportation Plan: Project was accepted by the GTC Board at its June 11 meeting.
- Maple Ridge Corridor Study: Project was accepted by the GTC Board at its June 11 meeting.
- Middle Cheshire Road & Health Care Services Corridor Active Transportation Plan: A public workshop was held on August 19 but attendance was lighter than desired. An online survey was developed and opened from September 1 to October 9 to augment the public meeting. A steering committee meeting was held October 29 to discuss the public input. A draft final report is expected by November 20.

**b. Any Other Old Business or Announcements**

COVID-19 Impact on GTC operations

Since reopening the office on July 6, GTC staff has continued to split their time between home and the office. We are continuing to monitor the situation with regard to community spread and the announcement earlier this week that most of Monroe County has been designated a Yellow Zone under the State's micro-cluster strategy. The designation has not impacted how GTC is operating; however, we recognize this could change on short notice. All staff are equipped and prepared to work from home should the office need to close again.

We have become adept at using tools that allow for remote meetings, both among staff and with staff from other our partners. Our platforms have been used not only for GTC meetings but also for meetings related to UPWP projects that our community partners are sponsoring. Generally speaking, these experiences have been positive and the participation from the public has increased and been high quality.

Federal Legislative and Funding Update

James Stack reported Congress and the Administration failed to come to agreement on any of the FFY 2021 Appropriations bills. A Continuing Resolution was signed on September 30 that funded federal operations through December 11. The CR also extended the FAST Act for a full fiscal year but at FFY 2020 levels. While we did not see the anticipated increase in funding that a new transportation act would bring, NYSDOT Main Office has indicated that they are not taking steps to change our TIP Planning Targets at this time.

In mid-July, the House Appropriations Committee passed its FFY 2021 Appropriations Bill for Transportation, Housing, and Urban Development or T-HUD. This Bill provides \$107.2 billion for the Department of Transportation, an increase of \$21.1 billion over FFY 2020. Highlights include:

- \$1 billion for National Infrastructure Investments (aka TIGER and BUILD programs);

- \$10 million for Transportation Planning Grants to assist areas of persistent poverty, a new competitive program;
- \$61.9 billion for programs funded through the Highway Trust Fund, consistent with the INVEST in America Act the House had already put forth, and an increase of \$14.7 billion over FFY 2020 levels; and
- \$18.9 billion for Transit Formula Grants, consistent with the INVEST in America Act the House had already put forth, and an increase of \$5.8 billion over FFY 2020 levels.

On November 10, the Senate Appropriations Committee released all twelve Appropriations bills, including one for Transportation, Housing and Urban Development, and Related Agencies. For the Department of Transportation, the bill includes \$25.673 billion for discretionary programs and \$61.336 billion in obligation limitation. Highlights include:

- \$1 billion for the BUILD program;
- \$48.7 billion for FHWA programs, including \$1.4 billion specifically for bridges; and
- \$13.0 billion for FTA programs.

It will be interesting to see how these bills progress during the lame duck session. We already know there will be changes in the House and Senate in the new year and there is potential for the control of the Senate to change parties based on the results of two run-off elections in Georgia on January 5. If, as is projected, Joe Biden is the winner of the election, then his supporters may push for another Continuing Resolution to fund federal operations beyond the Inauguration to give his Administration a chance to influence the remainder of the fiscal year spending.

As mentioned earlier, the FAST Act has already been extended through September 30 so whichever Administration is in charge, they will have significant influence over the future of a surface transportation bill.

#### TIP Staff Modifications

Alex Kone reported that nine TIP Staff Modifications were included in the agenda materials.

**c. *Long Range Transportation Plan for the Genesee-Finger Lakes Region 2045***

Jody Binnix reported that, per guidance from our federal partners, GTC is still anticipating a June 2021 adoption for LRTP 2045.

The first round of public engagement on the issues and opportunities facing the region now and, in the future ended September 4. GTC used the publicinput.com platform to conduct public engagement and advertised opportunities through both traditional and social media platforms. Two virtual open houses for the LRTP were

held in August. These open houses provided opportunities for members of the public to ask staff questions regarding the plan.

GTC staff developed an online survey that was available from mid-July to early-September. Approximately 200 people took the survey. The survey focused on gauging public opinion related to transportation issues and opportunities as well as impacts of the COVID-19 pandemic on travel patterns.

When asked to select factors that will impact the regional transportation system over the next 25 years from a list of options, deteriorating infrastructure was the top pick, followed by changes in technology and the prevalence of e-commerce. Respondents were asked, "Are there other factors that you think will impact the transportation system over the next 25 years?" As seen on the word cloud, respondents cited access to jobs, impacts of climate change, along with increased access to transit, pedestrian, and bicycling options as high priorities.

Regarding the COVID-19 pandemic, over 80 percent of respondents cited they were driving less often and consuming less fuel since the start of the pandemic and about a quarter of those respondents expected this change to be permanent.

Staff have completed the demographic and socioeconomic components of the plan and have compiled general information regarding the transportation system. Additionally, staff revisited and revised the Emerging Issues and Opportunities from the previous LRTPs.

The Emerging Issues and Opportunities for *LRTP 2045* include the following:

- Transportation and Public Health;
- Impacts of Extreme Weather/Climate Change;
- Expansion of Alternative Fuels;
- Unforeseen System Disruptions – (*new*);
- Strategic Divestment – (*new*);
- Emerging Technologies – (*new section*);
- Mobility as a service (MaaS) – (*new*);
- Connected, Autonomous, and Automated Vehicles; and
- E-commerce – (*new*).

Over the next few months staff will be finalizing the transportation system needs and developing the associated recommendations and corresponding financial plan. The second round of public engagement regarding the recommendations will take place in the spring.

Jim Pond asked how the updated Emerging Issues and Opportunities will affect project scoring in the TIP. Jim Stack responded that TIP selection criteria will be revised to account for these changes once the LRTP is approved.

## **5. Action Items**

### **a. Action concerning approving the Draft *Public Engagement Plan* for public review**

Lori Maher gave a short presentation about the draft update to the GTC Public Engagement Plan for approval to release for public review and comment. According to Federal requirements, "The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees ... representatives of users ... and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process." [23 CFR 450.316]

The Public Engagement Plan (PEP) is an action plan to involve and engage the public in transportation planning. The PEP guides the public, GTC staff, member agencies, and sponsors who administer GTC-funded projects and programs through the public participation aspects of transportation projects.

All GTC planning work products, as well as major amendments to adopted plans and programs, are incorporated into the Plan. The Plan is organized into sections for each public involvement opportunity. Each includes a description of what it is, why it is important, the public participation process, publicity, arrangements for accessibility and accommodations, contingency plans, how and when each is reviewed, amended and updated, and references for more detailed information.

Jim Stack noted that MPO public participation plans are required by Federal regulation to have a minimum 45-day public review period and the Planning Committee will make a final recommendation to the GTC Board at its February meeting.

**Angela Ellis motioned to approve the Draft *Public Engagement Plan* for public review; Chris Reeve seconded the motion. The motion passed unopposed.**

### **b. Recommendation to the GTC Board concerning amending the *By-Laws of the Genesee Transportation Council***

Jim Stack informed the Planning Committee that Jerry Davis has stepped down from his role as the Chair of the Board of Supervisors for Wyoming County and, as such, is no longer a member of the GTC Board and cannot serve as the Chairman of GTC. Per the GTC By-Laws, the Executive Committee is charged with filling any vacancy in GTC Officers.

Prior to nominations for Officers being held, Jim proposed a revision to the *By-Laws* that would increase the potential field of nominees. Currently, Alternates are not eligible to serve as Officers. Under the proposed revisions, a class of 'Qualified Alternates' is created and they would become eligible to serve as a GTC Officer.

Jim Pond suggested that the Officer titles be made gender neutral. Jim Stack agreed with the suggestion and added that staff will review the entire document for other opportunities for gender neutral language.

Angela Ellis indicated that she prefers that elected officials serve as GTC officers. She suggested that the various bodies of elected officials be listed and not use "etc."

**Jim Pond moved to recommend that the GTC Board amend the *By-Laws of the Genesee Transportation Council* with the proposed revisions; Angela Ellis seconded the motion. The motion passed unopposed.**

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

Scott Leathersich suggested grouping Items 5.c.1 and 5.c.2 into a single action. No Member or Alternate objected.

1. Recommendation to the GTC Board concerning **accepting the *Regional Land Use Monitoring Report* as evidence of completion of UPWP Task 4220 / Proposed Council Resolution 20-46 (G/FLRPC)**

Emily Royce presented the findings of the project. The highest numbers of residential permits in 2019 were in the Towns of Henrietta, Perinton, and Farmington. The highest number of dwelling units permitted, 347, were in the City of Rochester.

The data was adapted in 2020 to also account for mixed use permits, as well as rezoning and residential conversions.

2. Recommendation to the GTC Board concerning **accepting the *Cayuga-Seneca Canalway Trail Phase II Study* as evidence of completion of UPWP Task 4210 / Proposed Council Resolution 20-47 (Seneca County)**

Harriet Haynes presented the Executive Summary of the concept-level plan for Phase II of the Cayuga-Seneca Trail, that would connect the Village of Waterloo to the commercial area of the former Village of Seneca Falls. She noted that the public engagement included a walking tour and that the remaining process was conducted effectively online. She added that the jurisdictions will be pursuing funding opportunities for implementation in the near future.

**Erik Frisch moved to recommend that the GTC Board adopt proposed Resolutions 20-46 and 20-47; Mitch Rowe 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 20-20 and 20-21 and Proposed Council Resolutions 20-48 through 20-51**

1. Action concerning **modifying the 2020-2024 TIP by increasing the Total Cost of Main Street Streetscape, Phase 2 project** / Planning Committee Resolution 20-20 (City of Rochester)

This item was tabled until bids are received and the TIP Development Committee can discuss.

2. Action concerning **modifying the 2020-2024 TIP by increasing the Total Cost of the Rt 63 FLAP Project -Iroquois National Wildlife Refuge project** / Planning Committee Resolution 20-21 (NYSDOT)

**Angella Ellis motioned to approve Planning Committee Resolution 20-21; Robert Scanlon seconded the motion. The motion passed unopposed.**

Scott Leathersich suggested grouping Items 5.d.3 through 5.d.6 into a single action. No member or Alternate objected.

3. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by changing the limits of the NYSDOT Bridge Deck Preventive Maintenance (10 Locations) project** / Proposed Council Resolution 20-48 (NYSDOT)
4. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by deferring the Shared Mobility Project** / Proposed Council Resolution 20-49 (RGRTA)
5. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by deferring the Community Mobility Zone Operations project** / Proposed Council Resolution 20-50 (RGRTA)
6. Recommendation to the GTC Board concerning **amending the 2020-2024 TIP by decreasing the cost of and deferring the Volunteer Transportation WNY project** / Proposed Council Resolution 20-51 (GTC on behalf of the Volunteer Transportation Center)

**Jim Pond motioned to recommend that the GTC Board adopt proposed Resolutions 20-48 through 20-51; Angela Ellis seconded the motion. The motion passed unopposed.**

## **6. New Business**

There was no new business.

## **7. Public Forum**

Terry Rice asked about the current status of the Preventive Maintenance Reserve Block project in the TIP. He noted that the TIP has only limited engineering activity programmed over the next few years. Chris Reeve noted that the TIP Development Committee has had initial conversations about potential projects for consideration.

**8. Next Meeting:**

Scott Leathersich noted that the next meeting is scheduled for January 7, 2021, tentatively at the Ebenezer Watts Conference Center, 47 South Fitzhugh Street in Rochester. *[Please note, subsequent to the meeting, COVID-19 spread has increased in the region and a decision was made to hold the January and February meetings remotely.]*

All materials for items to be considered at this meeting should be submitted to GTC staff no later than Wednesday, December 23, 2020.

**9. Adjournment**

The meeting adjourned at 12:05 p.m.