

SUMMARY OF ADMINISTRATIVE MEETING
February 8, 2017– 4:00 p.m.
Room 326, City-County Building
316 N. Park Avenue, Helena

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Ellison, Farris-Olsen, Haladay and Noonan were present. Staff present was: City Manager Ron Alles; City Attorney Thomas Jodoin; Assistant City Attorney Iryna O'Connor; Police Chief Troy McGee; Administrative Services Director Glenn Jorgenson; Budget Manager Robert Ricker; Community Development Director Sharon Haugen; Community Facilities Director Gery Carpenter; Public Works Director Randall Camp; Capital Transit Supervisor Steve Larson; Parking Director Dave Hewitt; Parks & Recreation Director Amy Teegarden; Parks Superintendent Craig Marr and City Clerk Debbie Havens.

Others in attendance included: IR Reporter Al Knauber; HCC Representative Sumner Sharpe; Luke Osborne, Dave Donahue and Rye Svingen from HydroSolutions.

2. January 18, 2017 Meeting Summary – The January 18, 2017 administrative meeting summary was approved as submitted.

3. Commission comments, questions –

Upcoming Appointment – Mayor Smith recommended the appointment of Dennis Dean as the joint member of the City-County Consolidated Planning Board. Term will begin upon appointment and expire September 1, 2018.

Reappointment of the following member to the Civic Center Board: Judy Kline, Riley Johnson, Brad Culver, Bo Turnbow, Trevor Parrish and Kathleen Pace. Terms will begin upon appointment and expire March 1, 2020.

Commissioner Haladay thanked staff for getting the public comments posted on the city's web page for the demolition permit request for Central School. Commissioner Haladay suggested the public comment process could be used on a regular basis.

Mayor Smith referenced the memo from Attorney Jodoin regarding the February 27th public hearing and asked if there are any questions or comments. He stated he will not be at the hearing and there is a possibility of a 2-2 tie vote.

Commissioner Farris-Olsen asked Attorney Jodoin why in the event of a tie, the demolition permit would be considered "approved". Attorney Jodoin stated the process requires the commission to take action within sixty days; if the commission does not take action he has determined it would be deemed approved.

Manager Alles noted if there is a tie vote on February 27th, the commission could leave the public hearing open and set a date certain for a special meeting for a final decision. If that were to happen, he would recommend a special meeting. Attorney Jodoin concurred the public hearing should remain open, if there is a tie vote. He explained his reasoning would be the commission could continue to take public comment, if the hearing were to remain open.

Commissioner Ellison asked for further clarification on why the public hearing would remain open. Attorney Jodoin spoke of the public hearing at the Heritage Preservation and Tourism Council where the public hearing was closed. If at the public hearing on February 27th, if you close the public hearing and begin discussion; the city needs to keep within the bounds of not accepting further public hearing. March 10th is the drop dead date when a decision has to be made.

Manager Alles asked if the public hearing could be closed and then re-opened if there is a tie vote and continue it to a specific date.

Commissioner Ellison commented the normal process if to open the public hearing, close it, commission discussion, a motion and vote. He asked how the public hearing would be re-opened. Attorney Jodoin stated by a motion.

Commissioner Noonan clarified if there is a tie vote, the public hearing will be re-opened and set for a specific date. Mayor Smith stated he will be back in town on March 2nd

Commissioner Haladay stated since the Heritage Preservation and Tourism Council would not be meeting prior to the February 27th public hearing, will the commission see the draft minutes from the

hearing last night. Commissioner Haladay also clarified if there is a tie vote, a special meeting for commission deliberation can be scheduled for a date certain. Attorney Jodoin concurred.

Director Haugen stated she will obtain copies of the CD from the Heritage Preservation and Tourism Council public hearing from HCTV.

Commissioner Farris-Olsen asked that the commission get copies of any new exhibits that were presented last night at the Heritage Preservation and Tourism Council's public hearing.

Manager Alles noted Attorney Jodoin has reported there was a reference to potential litigation and therefore he has sent out a litigation hold on all references to the demolition permit of Central School.

4. City Manager's Report –

Downtown Master Plan Status – Manager Alles referred the commission the spreadsheet regarding the Downtown Master Plan. Commissioner Noonan thanked Manager Alles and Directors Camp and Teegarden for attending the quarterly BID meeting, which some of the items in the Downtown Master Plan were addressed.

Manager Alles reported on the following items:

1. There are several bills that have been introduced regarding the TIF funding; there is a push to eliminate portions of the TIF funding. To date the League has been successful in killing the bills.
2. City received a Double A bond rating, which is the highest a city can receive.
3. Airport Director Jeff Wadekamper gave a presentation at the joint work session; there is a \$100,000 match for a grant the airport is applying for. Director Wadekamper believes \$50,000 of that will come from the community; however, he is requesting financial support from the city and county. Manager Alles noted the city has participated in the past and he recommended the city contribute some funding toward the match. He suggested it could be done over a two-year timeframe. The grant is to get a direct flight to Portland and an expanded service to Seattle.

Mayor Smith stated the Director Wadekamper's presentation was great and he believes the city previously contributed \$5,000 toward a grant the Airport was applying for a direct flight to Denver.

Commissioner Farris-Olsen noted if the Airport Authority is not successful in getting the grant, the match would not be required. Also, there is a formula the grant funding would be spent down.

Commissioner Haladay supported moving forward with a contribution toward the grant and stated he is comfortable with up to \$10,000 if need be.

Commissioner Ellison noted he is a strong supporter of the airport and he would support contributing toward getting a direct flight to Portland.

4. There were almost 1,000 riders last week on the capital shuttle; city crews have been working on frozen stormwater lines and the street department continues to work on keeping the streets safe.

Commissioner Haladay stated last week he listened to testimony on the proposed bill of Representative Ellis regarding the ability to issue bonds on street maintenance districts. He recognized and thanked Administrative Service Director Jorgenson for his testimony.

5. Department Discussions:

Parks and Recreation

Water Rights Report by HydroSolutions – Manager Alles introduced the agenda item and then introduced Luke Osborne and Dave Donahue with Hydro-Solution, who gave a PowerPoint presentation on the summary report, which included the following:

- Executive Summary
- Introduction
- Why Water Supply Planning
- Helena's Water Reservation
- Other City Water Rights
- Population & City Growth Plan
- City Water Supply & Use

- Groundwater Availability & Storage
- Water Supply Planning Examples
- Recommendations, Opportunities & Conclusions

Commissioner Noonan asked what happens in 2025 if the city is not using the water, do we lose the rights. Mr. Osborne stated the water reservation is meant to be projected on usage, what you have used is what the reservation will become. He would anticipate the city being granted an extension past the 2025 deadline.

Commissioner Noonan asked what would happen to the water if the city would lose the reservation rights. Mr. Osborne stated since it is in a closed basin, he would anticipate it would open some legal availability to groundwater. The priority date of 1985 would also be gone.

Commissioner Noonan asked if it is cheaper for parks to use groundwater than treated water. Director Teegarden stated yes and gave the example of saving \$40,000 per year at Northwest Park once the well was installed.

Commissioner Haladay asked Mr. Osborne to elaborate on the priority date of 1985 for groundwater reservation. Mr. Osborne stated the city would be looking at the impacts from the draw-down from a well, so if you have a high producing well and someone notices in effect the dropping of the amount of water in their well and they have a better priority date than the city, they could call and the city would have to reduce the use. The priority date was set and at that time they called it an "untapped aquifer" which he would interpret there are not a lot of wells that would be affected. Mr. Osborne recognized there has been some subdivisions and growth in the area.

Commissioner Ellison asked what the depth of the untapped aquifer is. Mr. Donohue stated the untapped aquifer is greater than 150 feet; anything below 150-200 feet is considered a deep aquifer. Most of the wells drilled in the Helena valley are in the shallow aquifer, less than 150 feet. Commissioner Ellison asked what the anticipated total capacity in the aquifer to be. Mr. Osborne stated they had not calculated the total capacity.

Commissioner Farris-Olsen asked if there is a risk of the deep aquifer running out of water as things change. Mr. Osborne stated there is a significant amount of water in the aquifer and he would not see that happening for a very long time. Aquifer recharge is a way to possibly minimize the impacts of using the water.

Commissioner Farris-Olsen referred to the point of diversion out by the Missouri River Treatment Plan (MRTP) and asked how would that work when the point of diversion is out at the MRTP. Mr. Osborne stated in order to drill the wells at the MRTP; the city would have to submit a water change application, which changes the point of diversion by specifically adding additional points of diversion. Commissioner Farris-Olsen asked if the wells at the MRTP are in the untapped aquifer or in the shallow aquifer. Mr. Osborne stated there is a mix and one of the things that will be looked at by DNRC is the location of the wells.

Manager Alles suggested the city develop a plan on using the water reservation the city has in order not to lose it by 2025. The water reservation is a huge asset for the city. Further discussion was held on what the "reserved" water could be used for.

Commissioner Ellison stated the city has 8-10 years to do something; however, by 2025 the city is using only 50% of the water reservation, what happens to the other 50%. Manager Alles stated the city may not lose it as there is a potential to get an extension. The water use needs to be identified and a lot of specifics that need to be looked at. The need to use the water has to be identified. It will be a legislative act on whether the date of 2025 could be extended.

Commissioner Farris-Olsen noted the city is currently using 87% of the current water reservation and if we shift our use to the reservation from water rights; how would that affect the water rights out of Tenmile and the Missouri. Mr. Osborne stated there are no water rights out of the Missouri, it is contract water use and would not affect the water rights.

Public Works

Grant Application Discussion - Manager Alles introduced the agenda item and Capital Transit Supervisor Larson gave the following report:

The current assumptions staff has used for revenues, personnel, operating, and capital budgets in the Capital Transit, East Valley and Head Start budgets. The draft budgets are attached. The grant

budgets are due to the Montana Department of Transportation on March 1, 2017. The Commission will be able to adjust this budget as needed throughout the normal City budget process.

FUND 580- HATS CASH FLOW:

- The FY18 projected budget shows that revenues will exceed expenditures by \$3,351 and capital reserves will end the fiscal year at \$207,803. The ending capital reserve balance is better than projected due to the cost savings for the ADA bus stop project. Operationally, the budget is near balanced if all revenue sources are realized.
- 100% of the 5311 and the Transade grant award are projected to be spent.

FUND 580 - HATS REVENUES:

- Operating 5311 funding grant: We have been informed that the grant will be \$674,591 for FY 2018. The 5311 grant last year was \$690,229. This is a decrease of \$15,638.
- The 5311 grant is assumed to be split between HATS (90%) and East Valley (10%) similar to last year's allocation split.
- The FY18 TransAde grant is assumed to continue in the amount of \$51,180.
- Transit fares assume an increase for operating the 2nd fixed route for the entire year and advertising revenues are projected to remain fairly constant. The increase in advertising for projected FY17 is due to two health care campaigns. The FY18 General Fund contribution is shown at the FY17 level of \$337,500.
- The FY18 County contribution is shown to continue at \$37,500. FY16 was the first year the county contributed to help meet the goals of the Transit Development Plan and the implementation of the new fixed routes.
- Transit Fares are projected to increase due to the addition of a second fixed route. At this point it is difficult to know the true revenue impact of this additional service.
- \$20,000 is requested to come from the County for the transfer of a used bus to the East Valley route.
- \$79,620 is requested to come from the Capital Improvement Fund to pay the match required for the capital requests (Bus shelters, Software, and buses). The total capital request is \$119,195 with the state paying 80% for the buses and reimbursing the city 80% for the shelters and software.
- \$50,000 is shown as a transfer in from the Special Charters Fund. The hourly charge for the Legislative shuttle, trail riders, and other special charters includes the costs of administrative overhead (insurance, shop charges, etc.). This money has accumulated in the special charters fund and should be transferred back to Capital Transit.
- No cash donations or in-kind contributions are anticipated.

FUND 580 - HATS PERSONNEL:

- No Cost of Living (COLA) was included in the preliminary budget (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.19% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- No cost increase for vision insurance was included in the preliminary budget.
- Dental insurance was increased 3% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Salaries were budgeted to allow for the additional fixed route. The salaries will fund two fixed route buses that operate on a 60 minute schedule from 7:00 a.m. - 6:00 p.m. (an additional hour ½ per day is budgeted to allow for maintenance of buses.) and three Curb-to-Curb buses from 6:30 a.m. - 5:30 p.m. (an additional hour ½ per day is budgeted to allow for maintenance of buses.).

FUND 580 - HATS OPERATIONS:

- Supplies and Materials are projected to decrease \$3,000 mostly due to reducing uniforms by \$2,000 for uniforms for all drivers. Staff has been waiting until the re-naming of HATS was decided/implemented before investing in uniforms.

- Purchased Services are projected to increase by \$56,642 from the FY17 budget. The major increases are due to increased charges for our Route Match software program maintenance, advertising and City/County IT&S charges.
- Intra-City Charges are projected to decrease \$14,877 from the FY17 budget but increase \$11,115 from the FY17 projection based on having two fixed routes. Intra-city charges include fuel, repairs, tires, & outside repairs.
- Fixed Costs are projected to increase slightly \$1,965 to pay tax bill special assessments.
- Internal Charges are projected to increase \$2,163. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 580 - HATS CAPITAL:

- We have projected that expenditures for the FY17 bus stops and related improvements will total \$165,000. This would be a savings of \$135,000 from the FY17 budget.
- Replacement vehicles -
 - Request one low floor 29 passenger fixed route bus (\$43,000),
 - One 12 passenger (6 wheel-chair) new ADA Para-transit bus (\$12,800).
- These amounts reflect up to a 20% match requirement and not the full cost of a bus.
- The next two items are budgeted at the full amount allowed by MDT. These projects if approved are reimbursed items. Our match after reimbursement will be no more than 20%.
 - Route Match Fixed Route software \$38,795
 - 2 Bus Shelters for the fixed route bus system \$17,600

FUND 581 - EAST VALLEY CASH FLOW:

- The East Valley Cash Flow is balanced using all of the below assumptions. The FY17 projected ending operating reserve balance is \$10,082. The optimum operating reserve for this type of fund is approximately 1/12 of the total operating expenditures or \$11,266 (\$135,197/12).
- The East Valley fund is projected to use \$67,459 (10%) of the 5311 grant funds available to the City.
- 100% of the 5311 grant award is projected to be spent.

FUND 581 - EAST VALLEY REVENUES:

- The Lewis & Clark County contribution to the East Valley bus is shown at \$53,940. This is \$930 higher than the FY17 contribution of \$53,010.
- The City of East Helena contribution is shown at \$4,060. This is \$70 higher than the FY17 contribution of \$3,990.
- East Valley transit fares and advertising revenues are projected to increase slightly from the FY17 projection. No increase/decrease in fares was assumed.
- Revenues also reflect a \$20,000 contribution from Lewis and Clark County to purchase a used bus from Capital Transit.

FUND 581 - EAST VALLEY PERSONNEL:

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.19% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- No cost increase for vision insurance was included in the preliminary budget.
- Dental insurance was increased 3% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Salaries were budgeted to allow for one East Valley bus serving East Helena and the unincorporated East Valley area, operating on an hourly route for eight hours each day our operation is open (an additional hour ½ per day is budgeted to allow for maintenance of buses).
- No changes to the existing service such as a commuter route were contemplated in these budget numbers. This option could be discussed and the expenditure impacts evaluated if desired.

FUND 581 - EAST VALLEY OPERATIONS:

- Supplies and Materials are projected to remain unchanged.

- Purchased Services are projected to increase \$1,177 mostly due to the cost for janitorial services at the Transit Facility.
- Intra-City Charges are projected to decrease \$1,000 due to using a newer bus on the route.
- Internal Charges are projected to increase \$1,115. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 581 - EAST VALLEY CAPITAL:

- A capital bus purchase is anticipated in FY18. The proposal is to move a current checkpoint bus (Unit #631) to the east valley and eventually move bus (Unit #634) to the East Valley operation when the city receives the new low floor buses. At least one of the low floor buses is scheduled to arrive in FY18. The County has historically provided the needed matching funds. This proposal would put the newest buses on the new fixed routes, update the current East Valley fleet, and save the County money.

FUND 582 - HEAD START CASH FLOW:

- This cash flow should always be balanced due to Head Start paying for 100% of the costs of operating this program.

FUND 582 - HEAD START REVENUES:

- It is assumed that Rocky Mountain Development Council (RMDC) Head Start will cover 100% of their costs to the City of Helena.

FUND 582 - HEAD START PERSONNEL:

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.19% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- No cost increase for vision insurance was included in the preliminary budget.
- Dental was increased 3% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Worker's Compensation rates were based on budget office estimates.
- RMDC does not believe there will any additional staff or route reductions this year.

FUND 582 - HEAD START OPERATIONS:

- Supplies and Materials and Purchased Services are projected to be reduced by \$200.
- Intra-City charges are projected to remain the same as FY17.
- Internal Charges are projected to decrease \$483. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 582 - HEAD START CAPITAL:

- No capital purchases are anticipated.

Commissioner Noonan asked if staff will be considering operating Capital Transit on the state/local holidays where majority of the stores remain open. Supervisor Larson stated staff can look at expanding the service and bring a recommendation forward.

Commissioner Ellison commented that he proposed raising fares last year and it didn't go anywhere. He recognized that fares are projected to increase and he would support the recommendation. The service and amenities have increased and ridership should share in the expenses.

Commissioner Farris-Olsen referenced the picture of the 27-passenger bus and asked if that is the bus the city would receive. Steve concurred and noted this is the type of bus the state wants to fund and it would fit into the Transit operations.

Mayor Smith noted the general fund contribution is listed as \$337,500; however, in the budget sheet there about another \$100,000 in city contributions of other funds for a total of \$472,734. Manager Alles noted the \$50,000 is set up in a different fund and was received from the state for the shuttle service; the 79,620 is not proposed to come out of the capital improvement fund.

City Attorney

Non-Discrimination Ordinance FAQs – Attorney Jodoin referred the commission to the FAQs sheet regarding the City of Helena's Anti-Discrimination Ordinance prohibiting discrimination in public accommodations.

Administrative Services

Mid-Year Budget Report – Budget Manager Ricker reported the City's budget components are, as a matter of standard operations, reviewed throughout the year. Each department is responsible for managing and monitoring their own budget to ensure adherence to the legally adopted budget. In addition to these departmental reviews, the Budget Office periodically reviews major budget areas throughout the year and contacts departments whenever potential concerns are found. Appropriate actions, usually a budget amendment or an accounting adjusting entry, are initiated whenever necessary.

Mid-Year Review:

A comprehensive budget review is performed near mid-year by the Budget Office. This budget review includes analysis of the current budget status and projection of trends and expectations through the end of the fiscal year as best can be determined with available data. Departments are solicited for feedback on areas of potential concern and any other questionable areas departments may know of. The review is not expected to catch all areas that eventually may be a problem, but the review does provide for detection of more obvious or predictable concerns.

Findings:

Aside from the relatively minor exceptions noted below, the fiscal year 2017 mid-year review shows no major areas of concern. City operations are proceeding routinely as expected and are anticipated to stay within bottom line budget parameters. A summary of findings is as follows.

EXPENDITURES

PERSONAL SERVICES: Generally, personal services expenses are on track at mid-year and departments expect to remain within their budget parameters aside from the following possible exception.

Fire: An overrun of up to \$72,000 is projected by year-end. This is largely attributable to overtime charges incurred in the first half of the year. As of the last pay period paid in December, overtime charges exceeded the annual budget allocation of \$77,342 by \$4,000 (105%). The department attributes this unusual amount of overtime usage to:

- Additional shift safety coverage for 3 new probationary firefighters
- A higher than usual volume of large incidents that required additional staff to tend to, manage & investigate the incidents
- Additional staff time required to get the two new fire engines fitted, equipped, reviewed and operational within the guidelines of the manufacturer and grant requirements, as well as stripping and surplusing the apparatus that they replaced
- Grant funded hazmat training that may have been incorrectly coded or may require a budget adjustment from the budgeted grant funds. The department is currently reviewing this for proper accounting/budget determination.

With incidents and special projects leveling out or completing, the department intends to manage the training and overtime and be frugal with purchases for the remainder of the year in order to provide savings from other areas of the budget to cover this overage. It is also expected, unless more unusual incidents occur, that the actual amount of budget overrun will be much less than the original projections.

There were also payout costs of approximately \$48,600 for two retiring firefighters. A portion of this cost is expected to be covered by some vacancy savings and filling the positions with lower cost probationary firefighters. There was also an unbudgeted need to hire a temporary administrative position (\$4,240 + benefit costs) to fill in for the administrative coordinator while she was out on leave.

M&O

In the course of any budget year some line items end up with a budget surplus while others show a budget overrun. This is normal and is the nature of the budget plan and predicting estimated costs and usage versus the actual costs and requirements to maintain operations.

There were line items found in various departments that appeared might cause budget concerns by fiscal year-end on an individual line item basis. However, in all cases, as confirmed with each department, department analyses have indicated either no anticipated budget problem by year-end or that possible line item budget overruns would be covered with savings from other lines within department bottom line (legal) budget authority.

REVENUES

GENERAL FUND REVENUES

General Fund revenues are looking to be on track and are anticipated to come in very close to original projections in all major areas. Due to the late mailing of tax notices this year, tax collections at mid-year were down, however no problems in that revenue area are expected for the year.

OTHER FUND REVENUES

With one noted exception below, revenues in funds other than the General Fund are looking to come in at or above projected levels assuming no significant changes in trends. The Public Works utilities funds (Streets, Water, Wastewater, Solid Waste and Transfer Station/Recycling are all projected to meet or exceed their budgeted revenues due predominantly to budgets being set based on rates in effect at the time budgets were adopted. Rate increases later adopted for those funds in August will help to bring in revenues at a slightly higher level than budgeted for those funds.

Parking: Mid-year projections with Parking staff are estimating a revenue shortfall of \$75,000 - \$100,000. This is primarily due to the move of Blue Cross / Blue Shield out of the downtown area and the closing of New West. Parking staff is looking into options to backfill the parking areas with other customers.

CONTINUING REVIEWS

The Budget Office will continue to monitor department budgets throughout the remainder of the fiscal year in order to determine if projections or budget conditions have changed. Any significant changes will be discussed with the appropriate department and, where necessary, possible courses of action will be determined and conveyed to the City Manager.

6. Committee discussions

- a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns – Mayor Smith reported that he plans on going to Washington DC, March 21-23, to discuss public housing in Helena and current challenges the city has regarding the cost of compliance.
- b) Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee – No report given.
- c) ADA Compliance Committee, Audit Committee, City-County Parks Board, Civic Center Board – Commissioner Farris-Olsen reported Director Teegarden presented information on the Firetower and Recreation & Aquatics Manager Todd Wheeler presented on pool and recreation amenities.
- d) Board of Adjustment, City-County Administration Building (CCAB), Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – No report given.
- e) Business Improvement District/Helena Parking Commission, Montana Business Assistance Connection, Public Art Committee – Commissioner Noonan reported the Public Art Committee has selected Artist Ryan Christenson for the mural on the Jackson Street parking garage. He handed out Mr. Christenson's resume and a rendering of "The Miner" he has proposed to paint.
- f) Helena Citizens Council – No report given.

7. Review of agenda for February 13, 2017 – No discussion held.

8. Public Comment – No public comment received.

9. Commission discussion and direction to the City Manager – No discussion held.

10. Adjourn – Meeting adjourned at 6:00 p.m.