



Agenda

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TRANSIT ADVISORY BOARD MEETING

TUESDAY, MAY 22, 2012

5:00 PM – 7:00 PM

SANTA FE TRAILS FACILITY

2931 RUFINA STREET

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES: MARCH 27, 2012

PUBLIC COMMENT:

1. PROPOSED CHANGE TO SANTA FE RIDE SUBSCRIPTION TRIP RESERVATION POLICY

ACTION ITEMS:

1. ENDORSEMENT OF PROPOSED CITY COUNCIL RESOLUTION: ENDORSING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT'S FY2013 BUDGET PROPOSAL, APPROVING THE FY2013 CITY OF SANTA FE'S REGIONAL TRANSIT PLAN, AND DIRECTING STAFF TO SUBMIT THE CITY OF SANTA FE'S REGIONAL TRANSIT PLAN FOR FY2013 TO THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS FOR CONSIDERATION AND APPROVAL
2. ENDORSEMENT OF PROPOSED SANTA FE PICK-UP SEASONAL SHUTTLE BETWEEN THE RAIL YARD, MUSEUM HILL, AND SANTA FE CHILDREN'S MUSEUM AREA TO BE FUNDED BY REGIONAL TRANSIT TAX RECEIPTS

DISCUSSION ITEMS:

1. REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE
2. REVIEW OF FINANCIAL MANAGEMENT REVIEW FINDINGS AND RESPONSES
3. DISCUSS SYSTEM LOGO, BRANDING, AND SYSTEM IDENTIFICATION PROPOSALS
4. REPORT ON CAPITAL PROJECTS: SANTA FE PLACE AND BENCH AND SHELTER PROTOTYPES
5. UPDATE ON ROUTE MATCH AVL PROJECT FOR FIXED-ROUTE SYSTEM
6. REGIONAL TRANSIT UPDATE: FY2013 NCRTD BUDGET PROPOSAL

PUBLIC COMMENT

ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

TRANSIT ADVISORY BOARD INDEX

5/22/12

1. Call to Order	The Meeting was called to order by the chair at 5:00 pm	Page 1
2. Roll Call	A quorum was declared by roll call.	Page 1
3. Approval of Agenda	Mr. Robinson moved to approve the agenda, seconded by Councilor Calvert. Motion passed by unanimous voice vote.	Page 1
4. Approval of Minutes: Correction: Pg. 6 par transit para transit	MINUTES: MARCH 27, 2012 Councilor Calvert moved to approve the minutes as amended, seconded by Mr. Messer. Motion passed by unanimous voice vote.	Page 1
5. Public Comment(s)	Informational – Proposed Change to Santa Fe Ride Subscription Trip Reservation Policy	Page 2-3
6. ACTION ITEMS 1. ENDORSEMENT OF PROPOSED CITY COUNCIL RESOLUTION 2. ENDORSEMENT OF PROPOSED SANTA FE PICK-UP SEASONAL SHUTTLE BETWEEN THE RAILYARD, MUSEUM HILL, AND SANTA FE CHILDREN’S MUSEUM AREA TO BE FUNDED BY REGIONAL TRANSIT TAX RECEIPTS.	Councilor Calvert moved to approve forwarding this to City Council, seconded by Ms. Bleck. Motion passed by unanimous voice vote.	Page 3-7
7. DISCUSSION ITEMS • REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE	Informational, no formal action taken.	Page 7-11

TRANSIT ADVISORY BOARD INDEX

5/22/12

<ul style="list-style-type: none"> • UPDATE ON FINANCIAL MANAGEMENT REVIEW RECOMMENDATION • REVIEW OF FINANCIAL MANAGEMENT REVIEW FINDINGS AND RESPONSES • DISCUSS SYSTEM LOGO, BRANDING, AND SYSTEM IDENTIFICATION PROPOSALS • REPORT ON CAPITAL PROJECTS: SANTA FE PLACE AND BENCH AND SHELTER PROTOTYPES • UPDATE ON ROUTE MATCH AVL PROJECT FOR FIXED-ROUTE SYSTEM • REGIONAL TRANSIT UPDATE: FY 2013 NCRTD BUDGET PROPOSAL 		
<p>8. Public Comment</p> <p>9. Adjournment</p>	<p>Staff to Follow up On Mr. Whitbeck as his term has expired.</p> <p>Transit Board, the meeting was adjourned at 7:00 pm</p> <p>Signature Page</p>	<p>Page 11</p>

**TRANSIT ADVISORY BOARD MEETING
TUESDAY, MAY 22, 2012
5:00 PM – 7:00 PM
SANTA FE TRAILS FACILITY
2931 RUFINA STREET**

MINUTES

CALL TO ORDER

The Chair called the meeting to order at 5:05 p.m.

ROLL CALL

Present:

Aurore Bleck
Garrett Robinson
Colin Messer
Chris Calvert
Don Bell
James Bradbury
Susan Maslar

Excused:

Cindy Montoya
John Whitbeck

STAFF PRESENT:

Jon Bulthuis

APPROVAL OF AGENDA

Mr. Robinson moved to approve the agenda, seconded by Councilor Calvert. Motion passed by unanimous voice vote.

APPROVAL OF MEETING MINUTES: MARCH 27, 2012

Pg. 6: ~~par transit~~ correct spelling: para transit

Councilor Calvert moved to approve the minutes as amended, seconded by Mr. Messer. Motion passed by unanimous voice vote.

PUBLIC COMMENT:

1. PROPOSED CHANGE TO SANTA FE RIDE SUBSCRIPTION TRIP RESERVATION POLICY

“Dave” commended that he had reviewed the plan for the new transportation. He indicated that he had a couple issues. The first, the signage must be raised to the maximum amount. This is governed by federal highway department. The lettering must be visible to pedestrians and parked vehicles. Second, all altered schedules must have a scoping report. In the future, all work must have this report. This includes bus stop upgrades, even if you are just putting a bench. Wanted to make sure the transit people are aware of the requirements.

Also, he stated that it is required by FDA to announce stops on the fixed route. He has ridden four different busses and none of them announce. They are not following the rules. He also requested that all bus drivers be retrained on the proper way of securing people. He stated that he has not been secured properly.

Had concern about the reservation practice and him not being in the system after he had made and confirmed a reservation.

Mr. Bulhuis: Informed the Board that the next training for drivers regarding tie downs is scheduled for June 22nd.

Mary: Some people identify themselves when they call and that is nice. Supervisors are especially great. I have gotten some no show letters. I am hoping we can talk about when the public hearing is going to be on that. It is frustrating – couple times when the driver went to my home rather than Vistas. I use the service so much that I can’t always remember what happened when. If there is a mistake in the location I do not want that to count as a no show. I understand why we have to deal with the no shows but it is frustrating.

Ms. Bleck: Does the no show letter have the date/time?

Mary: I can go back to my calendar. Everyone is trying to do their best. I am hoping there is an easy way to deal with that.

Mr. Messer: How soon after the no show does the letter go out?

Annette: I believe within a week. It could be up to two weeks. It can be corrected. Right now it does not do anything against them.

Ms. Bleck: I have a comment by e-mail regarding vehicles being too hot during the summer. Last summer the interior was very hot and hazardous. Request drivers to take necessary precautions before picking up passengers. This is a concern I have. I was on a van with a non-working air conditioner on a 90 degree day.

Annette: We have replaced the vehicles with the MV1. The new raised roof vans have the air condition on top. It will make a huge difference.

Discussion held regarding dates and location for the subscription ride trip reservation and how that would be announced. It was determined that work would be done on the website to make it easier to access the information.

Ms. Bleck moved to hold the public input meetings on the evening of July 24 downtown and the day meeting on July 25th at the Southside Library at 1:00 p.m. Seconded by Ms. Maslar. Motion passed by unanimous voice vote.

ACTION ITEMS:

1. ENDORSEMENT OF PROPOSED CITY COUNCIL RESOLUTION: Endorsing the North Central Regional Transit District's FY2013 budget proposal, approving the FY2013 city of Santa Fe's Regional Transit Plan, and directing staff to submit the city of Santa Fe's Regional Transit Plan for FY2013 to the North Central Regional Transit District Board of Directors for consideration and approval

Mr. Bulthuis: This resolution intends to have the City sign on to the proposed budget, which has the same funding levels as last year plus a little extra money. It encourages the NCRTD to pass as well as indicating that we will continue to provide the services that we have in the past.

Mr. Messer: It talks about new connections.

Mr. Bulthuis: Those are not new to us. They are the connections we put in with the Rail Runner.

Councilor Calvert: At the bottom of page 2 re: additional funds in FY2013 be allocated ... museums ... ski area ... my questions is did I see an FIR on this. It seemed like they might be offering in the vicinity of \$14,000 and this service that we are talking about was in the neighborhood of \$50,000.

Mr. Bulthuis: It was \$50,000 for a full year. We worked out some numbers for seasonal, which is 6 months. That leaves us short about \$10,000. We can cover through transit for the first year. If GRD comes back we can cover it. We do not have any certainty that they will continue to fund us as they have in the past.

Councilor Calvert: Whatever we are going to do – we need to define seasonal – their document is vague. How does this affect the M route?

Mr. Bulthuis: We have discussed running the M route as it stands. If this works well we may be able to revise the structure so it does not do loop into the railyard.

Councilor Calvert: How often will it run?

Mr. Bulthuis: About every 30 minutes.

Councilor Calvert: Is there a need for the M route to continue?

Mr. Bulthuis: They want it from downtown and this is from the railyard. Some people who work at St. Johns.

Councilor Calvert: M is one of the lowest ridership there is. It seems like we are running a lot of service on something that is lightly used. I can see how Museum Hill – this has to fit into a regional context. I am less clear how Santa Fe Children's Museum works into a regional context. Those are few and far between. Albuquerque has museums that cover that same territory. What

impact does this have on Santa Fe Pick Up? We are not allocating any additional resources (i.e. vehicles). Is the frequency of the regular pickup going to be less?

Mr. Bulthuis: No. But they will need additional staff. The funds are basically an FTE equivalent.

Councilor Calvert: He is going to use an existing vehicle. My concern is that vehicle will not then do the normal route. I want clarification that it is an extra vehicle and not a vehicle currently being used.

Mr. Bulthuis: I do not have an immediate answer. They will develop those details as it moves forward.

Councilor Calvert: How will this be advertised? You will want to know early if this is working out.

Mr. Bulthuis: My contention was that there has been a disconnect between the City and Museum Hill. The Museums have not done anything in terms of promoting this. I have made it clear to them that we cannot do it all.

Councilor Calvert: That should be in the resolution – that we expect the museums to be responsible for marketing.

Mr. Bradbury: Is there something in place to judge ridership?

Mr. Bulthuis: I believe it will be weak. We do not have strong ridership now. It serves the Plaza and the railyard now. There is only one train that comes in after 10 to make this work. In our discussion my suggestion was promote the service we have now. We have partnered before – wrapped a bus – put information at all the stops – partnered with downtown hotels, saw ridership more than double. That is an effort that needs some work.

Councilor Calvert: I am not going to come up with working now but by the time this gets to Public Works on the 28th we could have some language about who will be responsible for promoting and publicizing it to ensure it is a worthwhile endeavor.

Mr. Bulthuis: The only thing this does is say if you have extra money lets set it aside and get it going.

Councilor Calvert: This money is available to anyone who can apply for it. The county might want to put up that extension on 14 or something.

Mr. Bulthuis: The way the budget is structured this is set aside for the City. There is not extra money for the County. Ours is flat line with the exception of the \$14,000.

Mr. Messer: We are locking in specials.

Mr. Bulthuis: That is to ensure that they continue.

Councilor Calvert: The language should not be in this resolution.

Mr. Bulthuis: We should address some of the issues after we get the money going. We can have more discussion about the service design, how we judge if it is successful – bring another package forward. Get this set up to get to the next stage.

Councilor Calvert: When are you proposing that the service would start?

Mr. Bulthuis: They proposed mid-April to mid-October. We will be half way through that time.

Councilor Calvert: They want it soon.

Mr. Bulthuis: They wanted it in April. I do not think it will have the success them imagine it will have unless they get behind it.

Councilor Calvert: I see what they would like the City to do but what are they willing to do to make that happen?

Mr. Bulthuis: I was very frank in the meeting. Last year we brought it forward and it did not get funded.

Councilor Calvert: They did not even attend the meetings when we talked about cuts.

Mr. Bulthuis: There is a perceptual separation that the museum directors want to see from our primary transit system.

Mr. Messer: They are deriving this from Rail Runner.

Mr. Bulthuis: This will create droves of people coming up.

Mr. Bradbury: The City of Santa Fe is working with a fellow in Belen and it is to promote Rail Runner rides from Belen to Santa Fe. He is trying to beef up the Rail Runner ride so they go to restaurants, museums, etc. That is just now kicking off and there is a bit of back and forth on trying to get that going. He got a \$10,000 match grant from Tourism and \$5,000 from City of Santa Fe and \$5,000 from Belen. He met with the chamber and he asked for \$250,000 to kick this off. He is an energetic fellow with good ideas.

Ms. Maslar: What about all the controversy with Tourism. Are they doing something to promote Albuquerque and Santa Fe museums?

Mr. Bradbury: They are promoting New Mexico as a whole. They are advertising us as a State with a great amount of uniqueness. A lot of people think we are dry and dusty with nothing to do. They are trying to change the mindset. We need to get the new folks here.

Mr. Messer: They can play up the train.

Mr. Bradbury: That would bring people to museums, restaurants, etc.

Mr. Robinson: What about the ski area. How would you plan on that because you don't know if it is going to snow?

Mr. Bradbury: Hiking during the summer.

Councilor Calvert: The problem there becomes one of liability and safety. We won't resurrect the Shuttlejack but we don't want to visit that again.

Mr. Bulthuis: The idea has been around for some time. We have done the assessments and have not recommended that.

Councilor Calvert: The hotels can get together and come up with their own shuttle. Hotel Santa Fe has shuttles.

Mr. Bulthuis: That died when the ski area said they did not want anything to do with that.

Mr. Bradbury: Our ski basin is a drive in drive back home. We get a lot of west Texas in the winter. That's the majority of our population there. Hotels cannot get their acts together because of cash and not a whole lot of benefit.

Councilor Calvert: The question would be a free shuttle or charge for it.

Mr. Bulthuis: What we talked about had a premium on it. It was an extra \$8.00 tied to the Rail Runner ride. Ski New Mexico was very supportive. The local ski area was not supportive. The same organization runs Santa Fe as Sandia. They do not have incentive to encourage people to go from Albuquerque to Santa Fe.

Ms. Maslar: Sandia has not been open much.

Mr. Bradbury: When you put pencil to paper you realize the effort is not worth it.

Mr. Messer: That road is a nightmare. It is not much of a benefit for the City. It is not transit's responsibility. It is a huge responsibility.

Councilor Calvert: What is the market and the potential? I do not see a lot of potential in either of these proposals.

Mr. Bulthuis: the City is not very good at promoting.

Mr. Bradbury: We have to advertise in Albuquerque and the visitor center. Not everyone comes in the visitor center.

Councilor Calvert: It is backwards in terms of planning to get the vehicle out their first and then figure out how to fill it. This looks like we are putting a vehicle out there and hope people get the word. That is not good planning.

Councilor Calvert: We need a separate resolution to address concerns.

Mr. Bulthuis: The core element of this is it our vehicle now to get the funds that we traditionally get and identify routes that are both funded and to put ideas and a plan for things that may or may not happen in the future.

Councilor Calvert: Just because we have it in here does not mean we have to do it. I do not want the tail wagging the dog.

Mr. Bulthuis: Important that we get this passed for the services we are delivering now. The museum is separate.

Councilor Calvert: What we can do is get this to council.

Mr. Bulthuis: It has to be done by June 1.

Councilor Calvert moved to approve forwarding this to City Council, seconded by Ms. Bleck. Motion passed by unanimous voice vote.

NOTE: Councilor Calvert states that when this comes to council he will give direction to staff that this needs to be well planned and marketed and promoted with full cooperation of those who will benefit.

2. ENDORSEMENT OF PROPOSED SANTA FE PICK-UP SEASONAL SHUTTLE BETWEEN THE RAIL YARD, MUSEUM HILL, AND SANTA FE CHILDREN'S MUSEUM AREA TO BE FUNDED BY REGIONAL TRANSIT TAX RECEIPTS

The City Manager and Mayor have been involved in this.

DISCUSSION ITEMS:

1. REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE

Mr. Bulthuis: (Handout). Fixed route carried constant from previous year (down a little bit). May's numbers will be in at next meeting.

Councilor Calvert: April of 2011 may have been unusual. April for the previous years was down.

Mr. Messer: Younger people are tending less to buy automobiles.

Mr. Bulthuis: They are not paying.

Ms. Bleck: But they get in the habit of riding.

Mr. Bulthuis: Para transit number are up this month over previous months. We are seeing the numbers creep up. Not having issues like last fall when we were at capacity.

Ms. Bleck: Is the 26 picking up at all?

Mr. Bulthuis: It is struggling.

There are several questions regarding Thursday/Friday zeros.

Mr. Bulthuis: Not sure why that is.

Mr. Bulthuis: We have had drivers out on FMLA and as well as people leaving their positions at the City. We are struggling to make sure we get all the service on the streets. We have lost a

couple drivers on the ride program. We are doing everything we can to recruit and bring in new staff so we do not hit the capacity issue like last fall. If you know anyone looking for a job let me know.

Mr. Bulthuis reported that they have 8 temporary positions to fill.

Discussion on proposed benefit increases, pay increases, drivers salaries and GRT.

Ms. Maslar: We have been talking about collecting e-mail addresses for para transit riders in order to send them notices. Can we do this when someone calls in for a ride?

Mr. Bulthuis: We can do it during the application process.

2. REVIEW OF FINANCIAL MANAGEMENT REVIEW FINDINGS AND RESPONSES

Mr. Bulthuis: The major issue were material weaknesses. The good news is that we have a couple of responses to these that will make the findings go away. Particularly, on the matching requirement. When we first received the grant we had dialogue on how to bill. When we did the review they determined that the methodology was not in keeping with the grant requirements. We charged 4 employees at 100% instead of 8 at 50%. We probably over matched that grant so we need to work through pay records to clarify that.

The preauthorization on drawdowns is something we were not doing. This was a longstanding practice. Not a major – more of a technical finding.

The disaster recovery and business continuity plan – we have worked on this with the City on a general level. They want something more specific to transit. Our document does not rise to the level of what they want to see. We will revise what we have already done. None of these are funded. We do have a plan that fed into the City's comprehensive plan. We will work on more specific to transit.

Mr. Messer: They were comfortable with the facilities?

Mr. Bulthuis: The only concern was the gate. We do not have control to the entrance of the facility. The rest of the facility was okay. The gate is on our capital plan.

The rest are lower findings.

Mr. Messer: I have a question on the physical inventory of the spare parts. How are these handled? Some we handle in house and others we don't?

Mr. Bulthuis: Yes. The City has a parts office at fleet that we order some parts through like tires – general commodity type stuff that can be used for multiple vehicles. We have more bus specific parts here on site.

Councilor Calvert: Do they want both?

Mr. Bulthuis: The finding was on our part. They found that we did not have documentation that we regularly inventory our parts.

Ms. Maslar: How routine is routine?

Mr. Bulthuis: We got them down to once a year. There is significant federal investment in some areas. In our yard there is not that much value. The stuff that is trackable we do monthly.

Councilor Calvert: They are trying to keep track of what they are funding.

Mr. Messer: At one time some of that inventory was walking out the door.

Mr. Bulthuis: Things that do have market value are not housed here. Those inventories are done more regularly. These are all good suggestions in terms of inventory control. There was nothing that they said was a real problem. Most of the findings are about process, developing process and getting paperwork in place.

Mr. Messer: On the fare box they have concern on inventorying the receipts.

Mr. Bulthuis: We had identified that as something we were not doing on a timely basis. We had a period of time that they found that we did not have that process. We ship them down and they get in the ledger every single day. We have six months or better that we have been doing it every day. Our current practice is exactly what they want.

Mr. Messer: What about grant close outs?

Mr. Bulthuis: That was primarily a staffing issue. We lost our contract administrator and once the funds were expended and reimbursed the grant is still active in the system. Somebody has to continue to fill in the paperwork. We have caught up on that.

Ms. Maslar: The grantee does not have a financial plan?

Mr. Bulthuis: They were looking for something from the City that would dedicate the local match going out into the future. We have a capital plan that shows how we will spend the capital investment. It was the operation funding that they were concerned about. We have the annual budget plan but not a five year plan. To satisfy what they want I need to take historic practice in terms of the City's contribution and forecast it out.

There were a couple of IT findings.

Mr. Messer: When do you submit response?

Mr. Bulthuis: We have submitted preliminary response but they have asked for more detail.

3. DISCUSS SYSTEM LOGO, BRANDING, AND SYSTEM IDENTIFICATION PROPOSALS

Mr. Bell: Discussion on placement of the logo. The logo is completely blocked when we put a wrap on the bus. I suggest placing the logo at the top of the bus. The logo would still show when the bus is wrapped.

Discussion that no advertisement would be allowed at the top of the bus. We also want to promote the CNG. Presents photos with CNG logo placement.

Discussion of photos and various logos.

Councilor Calvert: How do we implement something like this?

Mr. Bulthuis: If someone makes a motion and directs staff.

Councilor Calvert: Put on the agenda as an action item for the next meeting.

Mr. Bell: We would have to change the logo on the older bus to brand it right.

4. REPORT ON CAPITAL PROJECTS: SANTA FE PLACE AND BENCH AND SHELTER PROTOTYPES

Mr. Bulthuis: We have a procurement that is out right now. It is not quite contracted for the prototypes. We are ready to move to that. They will be at locations along Guadalupe Street. We will have a bench structure and then one structure that is compatible with the historic design review board and one that can be placed anywhere in the City. Those should be installed mid summer for folks to comment on.

Councilor Calvert: Why Guadalupe?

Mr. Bulthuis: To have them relatively close to each other. There will be three installations.

Mr. Messer: Are we going to do any advertising?

Mr. Bulthuis: Once we cycle in the new busses we will remove advertisement from the shelters. The advertisement loss is about \$14,000.

Ms. Bleck: Will there be flyers to let people know we want their comment.

Mr. Bulthuis: It is going through as an art in public places project. We want people's comments and to determine how functional they are.

Councilor Calvert: My understanding is we do not want comment on style, only the functionality of it.

Ms. Maslar: Have we purchased the land at Santa Fe Place?

Mr. Bulthuis: No. We are still working with the owners. The City wants to become a partner in the agreement that they have with the tenants. Our attorney has the full agreement. We have done the appraisal and the survey is done. We are just getting the legal documents in place to take to the council. The easement agreement guarantees that we will have perpetual access.

5. UPDATE ON ROUTE MATCH AVL PROJECT FOR FIXED-ROUTE SYSTEM

Mr. Bulthuis: Kickoff meeting schedule for May 29. Staff will be here to do the local assessment. They have been in contact with Verizon and have purchased the tablets. We are selling back the old equipment. It discounted our contract by \$25,000.

Mr. Messer: How are the tablets used?

Mr. Bulthuis: I have not found anyone that uses one with a permanent route. We are having dialogue on the best way to go.

Mr. Messer: Are they specific to this use or can you go online?

Mr. Bulthuis: You could. We will have IT restrict the use. They are a regular tablet. My preference is to have them permanently mounted but that may not work.

Ms. Maslar: You can keep the device on the property.

6. REGIONAL TRANSIT UPDATE: FY2013 NCRTD BUDGET PROPOSAL

The resolution feeds directly into this. Getting the proposal adopted on June 1st by the RTD is the next step. You can understand their budget. It is very logically presented. There capital plan is included. If you have questions after you look through the details let me know.

PUBLIC COMMENT

No additional public comment.

Mr. Bulthuis: I have sent Mr. Whitbeck several e-mails and he has not responded. His term expired and we did not get anything from him asking for reappointment. We need to fill this vacancy.

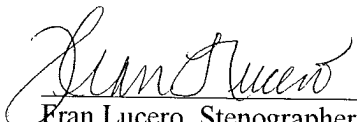
Mr. Messer agreed to contact Mr. Whitbeck.

ADJOURN

Ms. Maslar moved to adjourn the meeting at 7:00 p.m., seconded by Councilor Calvert. Motion passed by unanimous voice vote.

Signature Page:

Colin Messer, Chair



Fran Lucero, Stenographer