

**Minutes  
Farmington Metropolitan Planning Organization  
Policy Committee Meeting  
September 13, 2007**

The Policy Committee of the Farmington Metropolitan Planning Organization met on Thursday September 13, 2007 at 5:00 p.m. at the Council Chambers of the Bloomfield City Hall, 915 N. First Street, Bloomfield, New Mexico.

Members Present: Sally Burbridge, City of Aztec  
Chairman Dr. Henderson, San Juan County  
Sam Hinson, City of Bloomfield  
Dan Darnell, City of Farmington

Members Absent: Mayor William Standley, City of Farmington

Staff Present: Joe Delmagori, MPO Planner  
Robert Messenger, MPO Associate Planner  
Virginia Turney, Secretary  
Charity Fechter, MPO Officer

Staff Absent None

Also Present: None

**1. CALL TO ORDER**

Dr. Henderson called the September 13, 2007, Policy Committee meeting to order at 5:13 p.m.

**2. APPROVAL OF THE MINUTES FROM THE JUNE 14, 2007, POLICY COMMITTEE MEETING**

Mr. Darnell motioned and Mr. Hinson seconded the motion to approve the minutes from the June 14, 2007, meeting. The motion passed unanimously.

**3. ANNUAL ELECTION OF OFFICERS  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION**

**Agenda Item**

**Subject:** Annual Election of Officers  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 4, 2007

**Background:**

On an annual basis, the Policy Committee selects the Chair and Vice-Chair from their membership who will serve until the next annual election.

The Chair presides over the meetings and is responsible for the other duties outlined in the Bylaws and Operating Procedures document. The Vice-Chair presides over the meetings in the absence of the Chair.

**Recommendation:** It is recommended that the Policy Committee accept nominations and vote to elect the Chair and Vice-Chair.

**Discussion:** Mr. Delmagori thanked Dr. Henderson for his work as the chairman of the Policy Committee, and then opened the meeting up for nominations. Mr. Darnell nominated Dr. Henderson as chairman. Dr. Henderson was elected chairman of the Policy Committee. Mr. Darnell nominated Mr. Hinson to remain vice-chair. Mr. Hinson was elected vice-chair.

**Action:** Dr. Henderson was elected chairman and Mr. Hinson was elected vice-chairman. The vote was unanimous 4-0.

**4. FY2008-2013 Transportation Improvement Program (TIP) Amendment #1  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

**Subject:** FY2008-2013 Transportation Improvement Program (TIP)  
Amendment #1  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 4, 2007

**Background:**

Three projects in the MPO are part of Amendment #1 to the FY2008-2013 Transportation Improvement Program. The first project involves scope and funding changes to the US 64 Farmington to Bloomfield Phase 1 project due to advancing the FY2008 funding to let the project in August. The second project is additional funding and a fiscal year change to preliminary engineering for the Aztec Urban Study. The third project changes the sidewalk project on 20<sup>th</sup> Street in Farmington to an unfunded Enhancements (TPE) request in FY2012 due to a lack of available Enhancement funding. Full details of the amendment are found in the attached public notice.

The 30-day comment period for Amendment #1 opened on Sunday, August 12, 2007 and ends on Monday, September 10, 2007. The public notices have been advertised in the Farmington Daily-Times, the MPO website, and city/county halls in the area, as described in the Public Participation Plan (PPP).

A public hearing was held during the Technical Committee meeting on August 23, 2007. No public comments were received at the public hearing. Should substantive comments be received prior to September 10, they will be presented to the Policy Committee.

**Recommendation:** It is recommended that the Policy Committee approve Amendment #1 to the FY 2008-2013 TIP.

**Discussion:** Mr. Delmagori presented the staff report. Mr. Delmagori said he would investigate why the 20<sup>th</sup> Street project was not on the STIP, because it had been on the TIP, and it would require getting more information from the NMDOT.

Mr. Hinson asked if the 20<sup>th</sup> Street project failed to meet a deadline. Ms. Fechter said it had not and was scheduled to be completed in 2009, but it was lost somewhere in the STIP process, and the loss is on the NMDOT part. Ms. Fechter said the NMDOT is to review MPO TIPs and leave them as submitted. The DOT is not allowed to change the

projects like they can for the RPO's. Mr. Hinson said someone should have some information. Mr. Darnell asked if anything else was missing. Mr. Delmagori said this project was the only one to be missing and is going back onto the un-funded list, so it stays on the TIP and will be shown as an unfunded transportation enhancement request in 2012.

**Action:** Mr. Darnell motioned and Ms. Burbridge seconded the motion to approve Amendment#1 to the FY2008-2013 TIP.

**5. COMMITTEE BYLAWS AND OPERATING PROCEDURES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**

**Agenda Item**

**Subject:** Committee Bylaws and Operating Procedures  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 5, 2007

**Background:**

One task for the Policy Committee is to review the Committee Bylaws and Operating Procedures annually. This document describes committee membership, the types of MPO meetings and their functions, and meeting preparation responsibilities of MPO staff. The purpose of the Bylaws is to establish guidance on issues not addressed in the Joint Powers Agreement. The Bylaws are in effect through September 30, 2009.

This will be an opportunity to review the Committee Bylaws. In the past year, there have been no significant situations that required changes to the Bylaws. Staff has no recommendations for changes or corrections to the Bylaws at this time.

**Recommendation:** It is recommended that the Policy Committee review the Committee Bylaws and Operating Procedures.

**Discussion:** Mr. Delmagori said the Policy Committee needed to review the Bylaws and Operating Procedures. Mr. Hinson said it has been discussed thoroughly before and felt it did not need changes. Mr. Darnell asked if there was a need to revisit this issue after the MPO Officer leaves. Ms. Fechter said the MPO Officer policy is in place and appointing a new MPO Officer is already addressed in the current bylaws. She further noted that an administrative change is needed for the Technical Committee Chair and for the MPO Officer, once a new person is appointed to that position.

Mr. Hinson asked if the NMDOT had any influence on the By-Laws. Mr. Delmagori said they are only updated and changed by the MPO Policy Committee.

**Action:** Report was received.

**6. HOUSE MEMORIAL 35 TECHNICAL COMMITTEE MEETINGS**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**

**Agenda Item**

**Subject:** House Memorial 35 Technical Committee Meetings  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 4, 2007

**Background:**

House Memorial 35 was organized by Representatives Lundstrom and Silva requesting NMDOT to establish a technical committee representing public and private industries and government staff from all transportation areas to identify opportunities for a long-term, sustainable transportation system in New Mexico. Its purpose is to seek strategies to provide funding for the unmet transportation needs of cities and counties in New Mexico.

In the past month, the MPO has attended three HM35 meetings. On July 25, the HM35 Technical Committee received presentations about the anticipated future of federal funding and the status of transportation funding in New Mexico. As a result of these presentations, the MPOs and RPOs in New Mexico met in a joint meeting on August 7<sup>th</sup> to prepare a presentation that gives a broad estimate of all of New Mexico's unmet transportation needs. The unmet needs estimates were presented to the HM35 Committee on August 21. More information on these meetings is attached.

The HM35 Technical Committee is scheduled to meet several times over the next few months. With assistance from the MPOs, RPOs, and NMDOT, the HM35 Technical Committee intends to present a final report to the Legislative Finance Committee on October 15 that outlines new funding strategies for the transportation needs in New Mexico.

**Recommendation:** It is recommended that the Policy Committee receive a report on the House Memorial 35 Technical Committee meetings.

**Discussion:** Mr. Delmagori presented the staff report and meeting updates. Mr. Delmagori said Mr. Messenger has put together a table showing the un-met needs and the MTP was used for part of Farmington's items. There is a \$225 million short fall in funding. Mr. Messenger gathered data on unmet needs, compiled it, and inserted the table of unmet needs for all of the RPOs and MPOs into the draft report written by Barbara Deaux.

Mr. Messenger said at the RPO meeting held yesterday the state was looking at funding strategies. One item looked at was possibly removing the GRT tax on transportation projects, or setting aside the GRT tax for transportation projects in a transportation-only fund that could then be redistributed to the entities. Mr. Hinson said there was a bill for GRT on construction which failed. Mr. Messenger said he had no knowledge of the bill. Mr. Hinson said it was defeated.

Mr. Hinson said he had concerns about increasing the GRT because smaller communities don't receive much GRT funding and he had heard that small committees would be hit hard from the tax. Ms. Burbridge said the many small communities count on GRT funding.

Mr. Messenger said the MPO and RPO's are asking the Policy Committee members to talk to their entities and to prepare a resolution to support new ways of funding. Ms. Burbridge asked if the Policy Committee was to talk to other elected officials regarding new funding. Mr. Messenger said if it was possible for the Policy Committee to talk to other elected officials it would be good to get ideas. Mr. Delmagori said he felt the HM35 Technical Committee had not let the local entities involved in MPO's know about the bill and would like the bill to be brought to the attention of the local elected officials. He said the MPOs should not take on the role of advocating for alternative funding strategies and that these initiatives should be coming from local elected officials.

**Action:** Report was received.

**7. NHI TRAINING ON THE FEDERAL-AID PROGRAM  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

**Subject:** NHI Training on the Federal-Aid Program  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 4, 2007

**Background:**

On August 8-9, 2007 FHWA and NMDOT hosted a two-day training on the Federal-Aid Program. It provided an overview of the program and the Highway Trust Fund, the funding distribution process, obligation limitation, and contents of appropriation acts.

The agenda for the training is attached. A summary of the main topics is also attached and will be discussed with the Policy Committee. Charts and tables from the training are included for reference.

The course provided a basic level of understanding that is necessary for knowing how core program funding is determined on the federal level and distributed to the states. While much of the funding processes are handled on the state level, a condensed training directed to members of the Farmington MPO may be useful. It may also be beneficial to receive training that explains how NMDOT distributes its funding among the districts and how much funding can be applied for by the entities of the Farmington MPO on a yearly basis.

**Recommendation:** It is recommended that the Policy Committee receive a summary of the NHI Training on the Federal-Aid Program.

**Discussion:** Mr. Delmagori presented the staff report. The course was a very informative course and discussed many aspects of Federal funding. Mr. Delmagori said the Technical Committee suggested a course be offered locally so members of the MPO could better understand the Federal funding process.

**Action:** Report was received.

8. **AZTEC TRANSPORTATION NETWORK STUDY**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**Agenda Item**

**Subject:** Aztec Transportation Network Study  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 4, 2007

**Background:**

On June 13, the MPO was informed about the initial steps NMDOT and its consultants will take for the Aztec Transportation Network Study. The network study will assist in helping to determine potential alternatives to the widening of NM 516 in Aztec. As a way to determine existing traffic volumes and patterns, Wilson & Company will collect traffic count information at major intersections throughout the Aztec area and run origin-destinations studies to determine where traffic begins and ends. This will be a five-week process starting in mid-September.

The MPO Technical Committee has held discussions on additional elements that may be worked on at the local level to supplement NMDOT assistance. Some initial ideas that could be part of the network study include studying secondary road system alternatives and integrating land-use and transportation planning strategies. These additional elements will become better defined based on the results of the traffic counts and origin-destination studies.

On September 20, Wilson & Co. will hold a meeting with interested agencies to discuss the project scope and identify issues to be addressed by the network study. The agenda and traffic count locations are attached.

**Recommendation:** It is recommended that the Policy Committee receive a status report on work activities to be involved with the Aztec Transportation Network Study.

**Discussion:** Mr. Delmagori presented the staff report. Mr. Delmagori went over the aspects of the origin and destination (O&D) study. Ms. Burbridge said she thought the O&D was already done with the previous traffic counts. Mr. Delmagori said they have not been done.

Ms. Burbridge asked when the meeting would be held. Mr. Delmagori said it was at 10:00 a.m. at the Aztec Library. Wilson & Co. will be gathering local information and looking at what work needs to be accomplished. Mr. Hinson asked if they were still going to do the traffic counts. Mr. Delmagori said they were. Mr. Hinson said it seems like a lot of traffic counts are being done on that one particular area. Ms. Fechter said the new traffic counts are to provide different information. Ms. Fechter added that a link to the traffic counts should be available through the NMDOT web sight. Mr. Messenger said the counts will be used to help update the traffic model.

Dr. Henderson asked what the study was to determine. Mr. Delmagori said it would determine existing traffic conditions and which plans would produce feasible roadways for the area.

**Action:** Report was received.

9. **BICYCLE/PEDESTRIAN PLAN**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**Agenda Item**

**Subject:** Bicycle/Pedestrian Plan  
**Prepared by:** Robert Messenger, MPO Associate Planner  
**Date:** September 5, 2007

**Background:**

During the last four months, the MPO has had initial success in soliciting public input for the development of a Bicycle/Pedestrian Plan for the MPO. Through three meetings with the Bicycle and Pedestrian Advisory Group (BPAG), participants have been given an overview of what will be in the plan and have helped develop purpose, need, and goals. They have also created a list of future desired walking and biking improvements for this area.

Based on input from the BPAG and research of existing plans, staff completed the first draft of the introduction sections for the Bicycle/Pedestrian Plan in late July. The sections included in this draft are attached and the draft is available on the MPO website. Staff issued the draft to the BPAG and to the entities for review during early August. Further opportunity to review and modify the draft occurred on August 20.

An outline of upcoming work for the Bicycle/Pedestrian Plan was also discussed on August 20. Anticipated sections of the plan that will be developed include: criteria for prioritizing lists of desired biking and walking improvements, short and long range priority lists, bicycle/pedestrian policies and standards, Safe Routes to School strategies, transit and ADA accommodations, design guidelines and subdivision development standards, and funding sources and strategies.

The next BPAG meeting will be held on September 24<sup>th</sup> at 6 p.m. at a location to be determined.

**Recommendation:** It is recommended that the Policy Committee receive a report on the Bicycle/Pedestrian Plan.

**Discussion:** Mr. Messenger said there was a meeting in April to present an overview of the Bicycle/Pedestrian Plan. Other meetings have been held to discuss needs and goals. Mr. Messenger said the BPAG is interested in multi-modal forms of transportation and is interested in researching other areas of the country to find ideas and programs that have worked elsewhere. There is a need to balance the bike plan to suit both experienced and non-experienced riders. The next bicycle/pedestrian meeting will be held on September 26<sup>th</sup>, and will be held in either Bloomfield or Aztec so the concerns of the citizens in those cities can be addressed also.

Mr. Darnell said that Kate Larue at San Juan College would be interested in being part of the BPAG. Mr. Darnell said he appreciates the work the MPO is doing on the bicycle/pedestrian plan, and said one of the significant problems he has heard the most about is the lack of sidewalks and a bike path on north Butler. Ms. Fechter said the

roadway used to have more of a bike path but once the road was changed the bike path was changed. Mr. Darnell said the entities need to make sure when a road or development is improved or installed the walking and biking paths be included.

Mr. Darnell said the other area in Farmington is the Wildflower Drive area and there are no walking or bike paths on the road, and it is even dangerous for vehicles. Mr. Darnell said the city is working on the intersection of Wildflower and Wildflower Mesa and he would like walking and bike paths considered in the design. Ms. Fechter said the city is aware of the problem and is working on fixing the issue.

Dr. Henderson asked if the plan would affect the whole county. Mr. Messenger said it would be a good idea for the MPO to work with the RPO and Navajo Nation to discuss standards for the entire county. Dr. Henderson said there needs to be bike trails to connect the entities. Mr. Delmagori said the bike and pedestrian paths can be on secondary roads that parallel major facilities. Dr. Henderson said the old railroad right-of-way would be a good path, however it would take a lot of work and funding to do that but should be considered. Mr. Delmagori said the railroad right-of-way had been discussed at BPAG meetings.

Ms. Burbridge said Aztec Trails and Open Spaces (ATOS) has talked about many trails and knows how hard it is to get a path completed and suggested the MPO contact ATOS for help. Mr. Messenger said they would be a good asset for the MPO.

**Action:** Report was received.

**10. ACCESS MANAGEMENT POLICIES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**Agenda Item**

**Subject:** Access Management Policies  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 4, 2007

**Background:**

On August 14, the Access Management Advisory Group reviewed draft policies for access management to establish guidelines that will apply to all of the entities. The policies pertain to roads and driveways, medians, corner clearances, and bicycle/pedestrian accommodations.

Participants at the August 14 meeting provided suggestions and changes to the draft policies. Changes were then discussed at the Technical Committee on August 23. A summary of the draft policies is attached for review.

The advisory group will likely hold another meeting to further define the policies. Once the policies are accepted, the MPO will begin work on specific access standards and an implementation process.

**Recommendation:** It is recommended that the Policy Committee receive a status report on and review the draft access management policies.

**Discussion:** Mr. Delmagori said the access management group and Technical Committee have come up with some access management policies. The intention is to create a plan that applies to collectors, arterials and highways in the area, and the plan would have standards for all entities. This would help developers have the same standards for all entities.

Mr. Delmagori presented the policies to the Policy Committee. The first policy is having concrete definitions, functions and purposes and speed ranges for various road classifications and is based on various entity documents. The second policy describes the dimensions of roadways, sidewalk widths, driveway lanes, ect. The third policy describes standard width and separation corner clearance and will have the standards of the access management policy and will be developed further along. Other policies deal with circulation and getting traffic off of arterial roads and looking at shared parking lots, frontage roads and median placement.

Mr. Hinson said the plan is good but it might be a problem to get that much right of way. And many of the property owners are not going to give up their land. Mr. Delmagori said the access management plan is geared toward new roads and retrofitting has not yet been discussed.

Mr. Delmagori said the last policies deal with not allowing residential driveway access on arterial roads. And a multi-modal aspect of the plan is also being considered. The policies also mention applicable pedestrian/bicycle lanes on collectors that meet ADA requirements for all new constructions. Mr. Delmagori presented the objectives for the eighth policy.

Mr. Hinson said he is happy this plan is being done.

**Action:** Report was received.

**11. FY2007 PERFORMANCE AND EXPENDITURE REPORT  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

**Subject:** FY2007 Performance and Expenditure Report  
**Prepared by:** Robert Messenger, MPO Associate Planner  
**Date:** September 5, 2007

**Background:**

This report summarizes the significant accomplishments by the MPO from July 1, 2006 through June 30, 2007. A full summary of significant accomplishments is attached.

The MPO has presented summaries of the Year End report to the City of Bloomfield on August 13, to San Juan County on August 15, and to the City of Aztec on August 21. Staff is working to present to the City of Farmington sometime in September.

The FY2007 Performance and Expenditure Report will be handed out to the Policy Committee members at the meeting. It is also available on the MPO website.

**Recommendation:** It is recommended that the Policy Committee receive the FY2007 Performance and Expenditure Report.

**Discussion:** Mr. Delmagori said the MPO has presented the FY2007 Performance and Expenditure Report to all the local entities Commissions and Councils, except Farmington and is scheduled to present it at a City of Farmington City Council work session in November.

**Action:** Report was received.

**12. RED APPLE AND ROAD RUNNER TRANSIT  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

**Subject:** Red Apple and Road Runner Transit  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** August 14, 2007

**Background:**

The Red Apple Transit ridership report for July is attached. For three straight months, ridership has surpassed the 8,000 passenger mark. In July, Red Apple saw its highest ridership total. The Tiger and Bobcat routes continue to see their highest passenger totals to date.

Peter Tregillus with the Southern Ute Community Action Programs informed the MPO that the Southern Ute Tribal Council approved a grant application that would provide funding for connecting Road Runner Transit to Red Apple for service to Ignacio. While the grant awaits approval on the federal level, Mr. Tregillus will be researching an extension of an intergovernmental agreement among the entities involved.

**Recommendation:** It is recommended that the Policy Committee receive a report on Red Apple and Road Runner Transit.

**Discussion:** Mr. Delmagori said the ridership is up on the transit system. Mr. Darnell commented that the ridership on the west side of town is up because of San Juan College Students going to school. Mr. Darnell added that he has been told the bus is so full from the route from Harper Hill that passengers are sitting on the floor. Mr. Darnell asked if a new route or an extra route could be added or if even a new bus could be added to the existing route giving 15 minute headways. Mr. Delmagori said that Mr. Hunt would need to be consulted and informed of the situation. Mr. Hinson suggested a bigger bus be acquired for the route or increasing the route frequency. Mr. Hinson added that Dr. Henderson has brought up this issue before. Dr. Henderson said he had said that a student from Kirtland walked to the school because the system was inadequate for her needs. Mr. Delmagori said there is a line route analysis work plan in

the UPWP and it is the next work project the MPO has listed to do after the Bike/Ped plan and the Access Management Plan. Mr. Darnell said that Mr. Hunt should be informed now of the situation of the west side routes. Mr. Delmagori said he would relay the information to Mr. Hunt.

Mr. Delmagori said the Southern Ute Tribe has approved the grant application for work to be done on connecting the Southern Ute Transit system to Red Apple Transit. Mr. Hinson asked if the Durango Transit system had interest in connecting. Mr. Delmagori said the Durango Transit system is already connected to the Southern Ute Transit system and the RPO is interested in working on the Regional Transit links.

**Action:** Report was received.

### **13. NMDOT REPORT**

**Discussion:** Mr. Delmagori said that Mr. Gallegos is unable to attend this meeting because of other meetings being scheduled at the same time. Dr. Widoe is unable to attend because of illness.

Mr. Delmagori said Mr. Gallegos informed the MPO the U.S. 64 project has been bid out to A.S. Horner of Albuquerque and work should start in November. Mr. Delmagori said Dr. Widoe had no news.

**Action:** Report was received.

### **14. INFORMATION ITEMS** **FARMINGTON METROPOLITAN PLANNING ORGANIZATION** **Agenda Item**

**Subject:** Information Items  
**Prepared by:** Joe Delmagori, MPO Planner  
**Date:** September 5, 2007

#### **Background:**

**a. Traffic Count Program.** Traffic Data Services will continue to conduct traffic counts for the MPO. Counts were taken the week of August 27.

**b. MPO Quarterly & Air Quality Meeting.** Staff will be attending these two meetings scheduled for September 18 in Santa Fe.

**c. AMPO Conference.** Sally Burbridge and Dan Darnell will attend the annual conference in Little Rock, AR on October 2-5.

**d. Other**

**Recommendation:** Staff recommends that the Policy Committee receive the information.

**Discussion:** Mr. Delmagori presented the staff report. TDS is the low bidder and will continue taking traffic counts for the MPO. Mr. Delmagori said there will be a MPO quarterly meeting held in Santa Fe in conjunction with the Air-Quality meeting. Ms. Fechter said that if any changes do occur for air quality the MPO will need to do an air quality model, which will increase the amount of work for projects. Ms. Fechter said if the MPO area ever comes into non-attainment then all particulate matter will need to be lowered which will require paving of all roads, driveways and other transportation paths. Mr. Darnell said it might be a good idea to look at the current air quality for the area to make some plans to see what the needs will be in the future. Ms. Fechter said the standards could be looked at.

Mr. Delmagori said the AMPO annual conference will be held in Little Rock, Arkansas, October 2 through October 5 and he and Ms. Burbridge will be attending.

**Action:** Report was received.

**15. Business**

- a. **Chairman** – none
- b. **Members** – none
- c. **Staff** – Mr. Delmagori said that Ms. Fechter is leaving the City of Farmington and moving to Montana and thanked Ms. Fechter for all her help and work for the MPO. Ms. Fechter said it had been a pleasure working with the Policy Committee. Dr. Henderson wished Ms. Fechter good luck and thanked her for her work with the MPO.

**16. Business from the Floor**

None

**17. Adjournment**

Mr. Darnell motioned and Mr. Hinson seconded the motion to adjourn the meeting. Dr. Henderson adjourned the meeting at 6:45 p.m.

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Chair, Dr. Jim Henderson

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Secretary, Virginia Turney