

# UTA Board of Trustees Meeting

December 16, 2020

This meeting will begin at 8:30 a.m.

To provide public comment live in the meeting, please follow instructions on the posted agenda

(link to meetings page below):

<https://rideuta.com/Board-of-Trustees/Meetings>



# Call to Order and Opening Remarks

Electronic Meetings Determination Statement



# Safety First Minute



# Public Comment

Live comments are limited to 3 minutes per commenter

Public comment was solicited prior to the meeting through alternate means, including email, telephone, and the UTA website

All comments received through alternate means were distributed to the board before the meeting and will be attached as an appendix to the meeting minutes



# Consent Agenda

- a. Approval of December 9, 2020 Board Meeting Minutes



# Recommended Action (by acclamation)

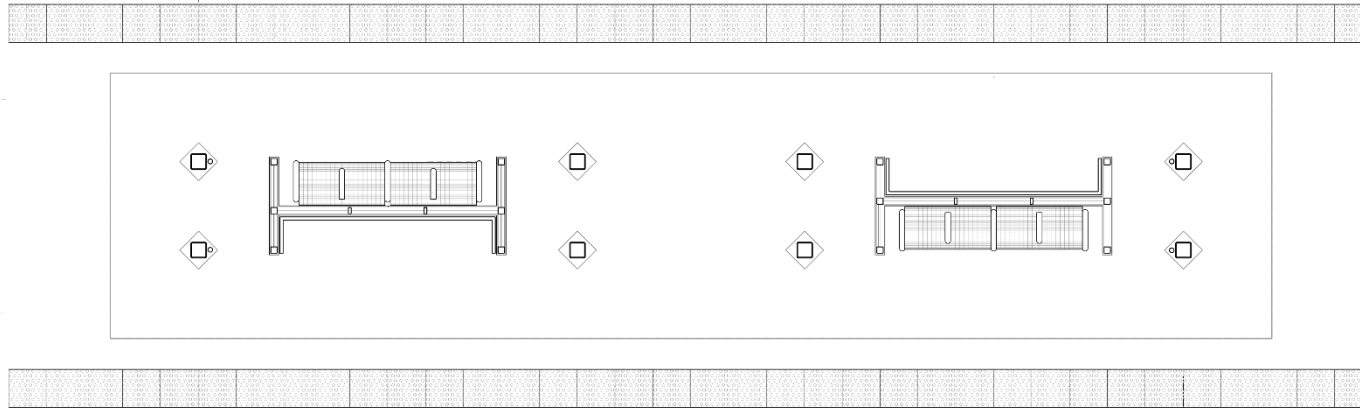
Motion to approve consent agenda



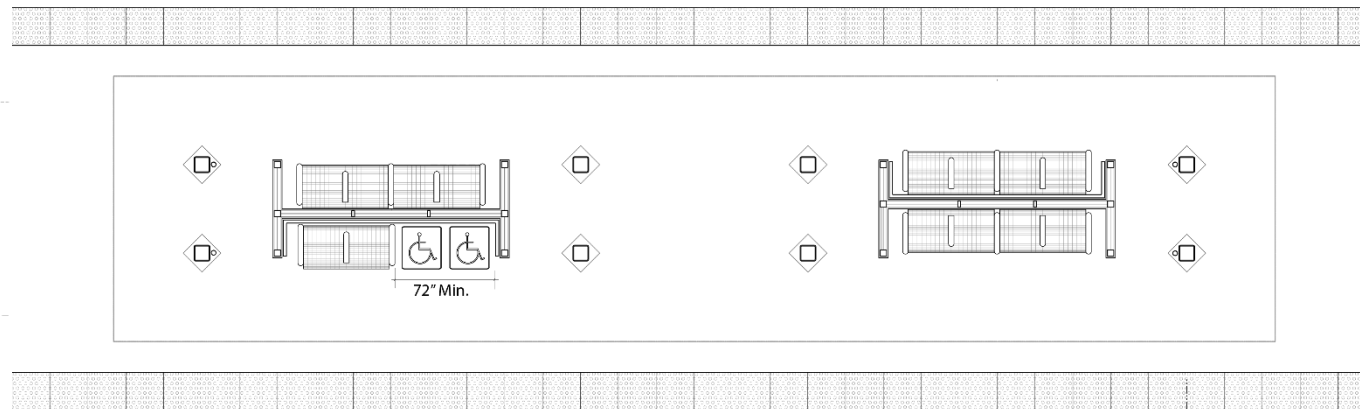
# Agency Report

- a. Human Trafficking Campaign
- b. North Temple FrontRunner Seating





**Original Design - Total Platform Seating - 16**



**New Design - Total Platform Seating - 32 (100% increase)**





# Discussion Item



# Clearfield TOD Master Development Agreement



# History

Station Area Plan – Developer Selection – Master Plan Working Group



# History – Station Area Plan

- Clearfield Connected, Completed Q1 of 2019
- Established Guiding Principles
  - Maximize Accessibility
  - Create Destination
  - Connect Site to City & Region
  - Provide Community Assets
  - Establish a Complete Community



# History – Developer Selection

- Development Partners Selected Q2 of 2019
- Stack Development
  - Andrew Bybee
  - Nathan Ricks
  - Trevor Evans
- Hamilton Partners
  - Bruce Bingham
  - Ken Shields



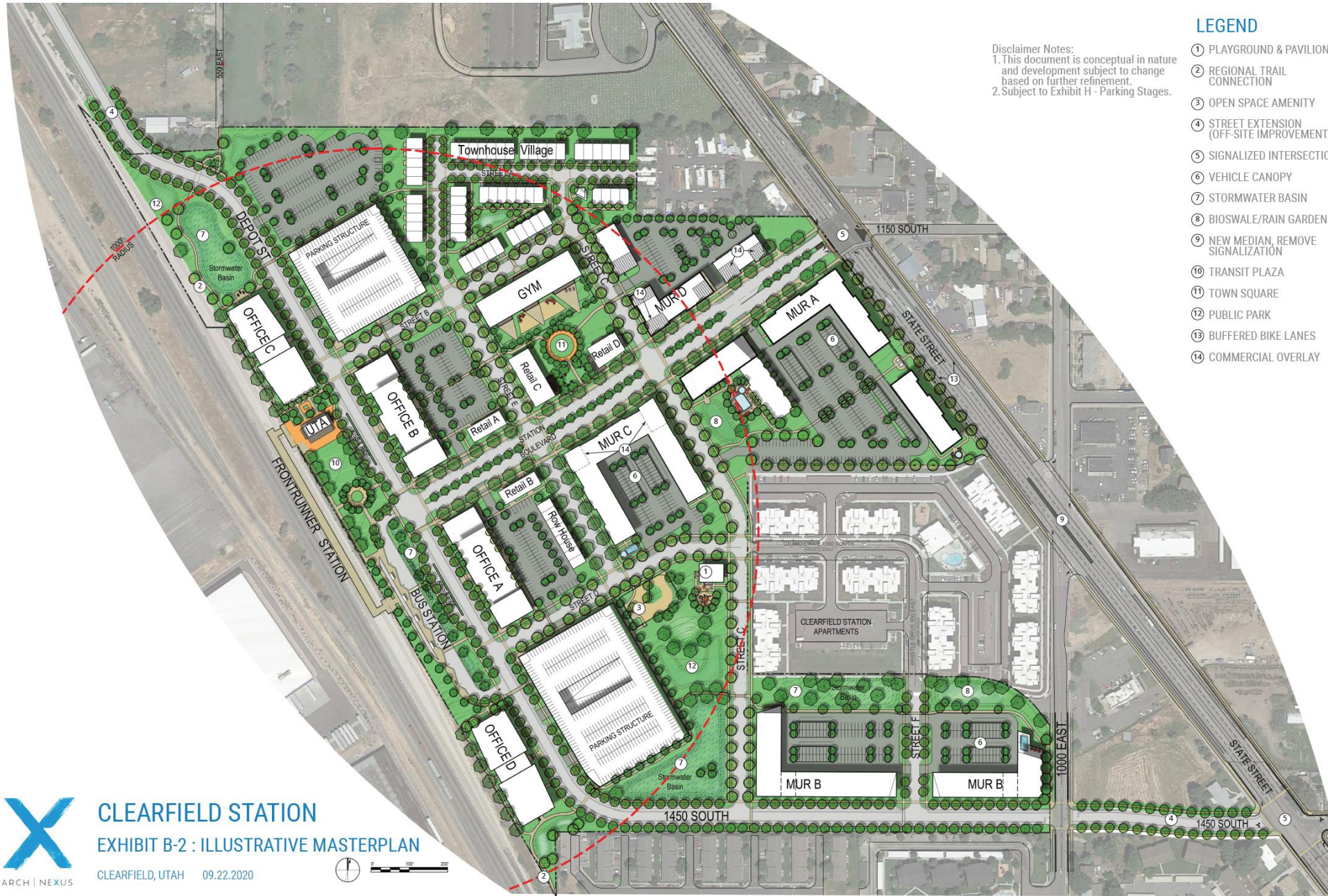


# History – Master Plan Work Group

- Development Working Group Formed Q3 of 2019
- Clearfield City
  - Mayor
  - City Manager
  - Planning Director, Public Works Director
  - Staff
- UTA
  - Director of Real Estate
  - TOD Project Manager
- Development Partners







Disclaimer Notes:  
 1. This document is conceptual in nature and development subject to change based on further refinement.  
 2. Subject to Exhibit H - Parking Stages.

**LEGEND**

- ① PLAYGROUND & PAVILION
- ② REGIONAL TRAIL CONNECTION
- ③ OPEN SPACE AMENITY
- ④ STREET EXTENSION (OFF-SITE IMPROVEMENTS)
- ⑤ SIGNALIZED INTERSECTION
- ⑥ VEHICLE CANOPY
- ⑦ STORMWATER BASIN
- ⑧ BIOSWALE/RAIN GARDEN
- ⑨ NEW MEDIAN, REMOVE SIGNALIZATION
- ⑩ TRANSIT PLAZA
- ⑪ TOWN SQUARE
- ⑫ PUBLIC PARK
- ⑬ BUFFERED BIKE LANES
- ⑭ COMMERCIAL OVERLAY



**CLEARFIELD STATION**  
 EXHIBIT B-2 : ILLUSTRATIVE MASTERPLAN

CLEARFIELD, UTAH 09.22.2020



# Master Development Plan (MDP)

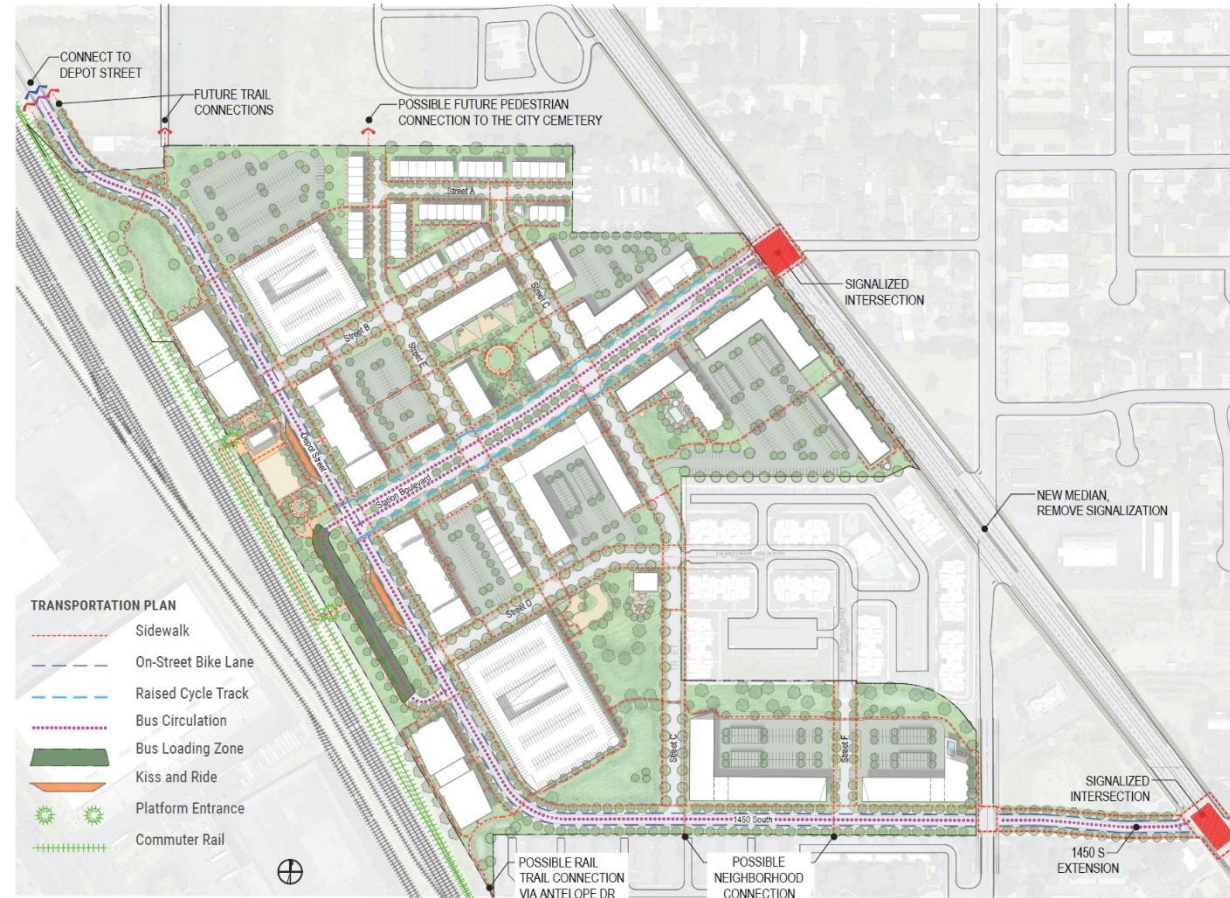
Plan Overview – Transportation Plan – Land Use Plan  
Park & Ride Facilities





# MDP – Transportation Plan

- Resilient & Flexible Grid Network
- Orientation to Platform
- Enhanced Street Connections
- Multi-Modal Streets
- Additional Transit-Critical Infrastructure



# MDP – Land Use Plan

- Areas & Uses Specified Within “MU” Zone
- Seven Land Use Area Types, Mixed-Use
- Flexible & Responsive To Market
- Areas Regulated by Design Standards



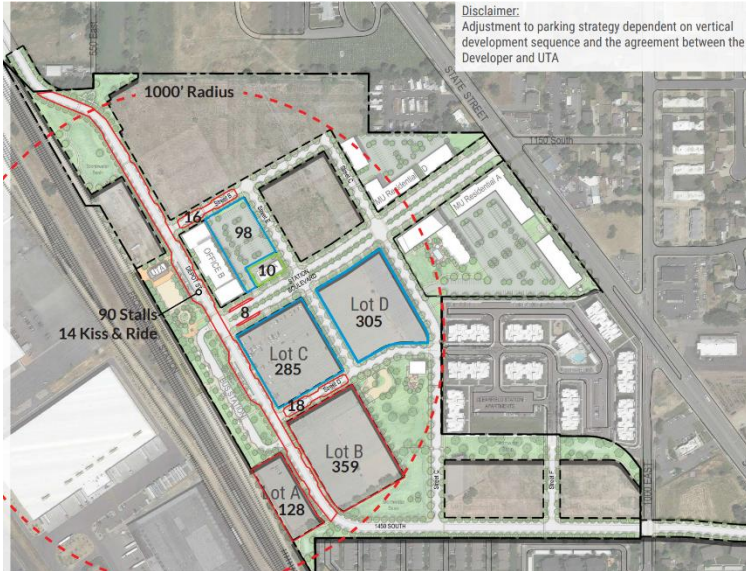


# MDP – Design Standards

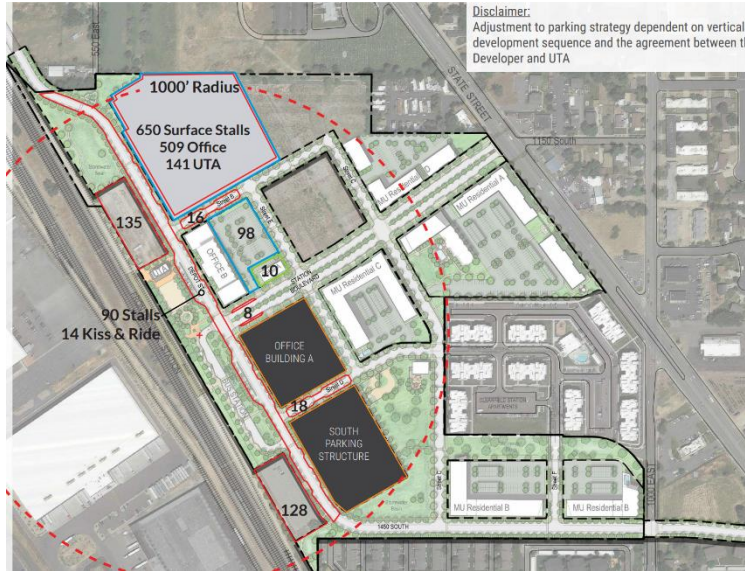
- Site Design & Building Orientation
- Building Design & Materials
- Street Design
- Open Space



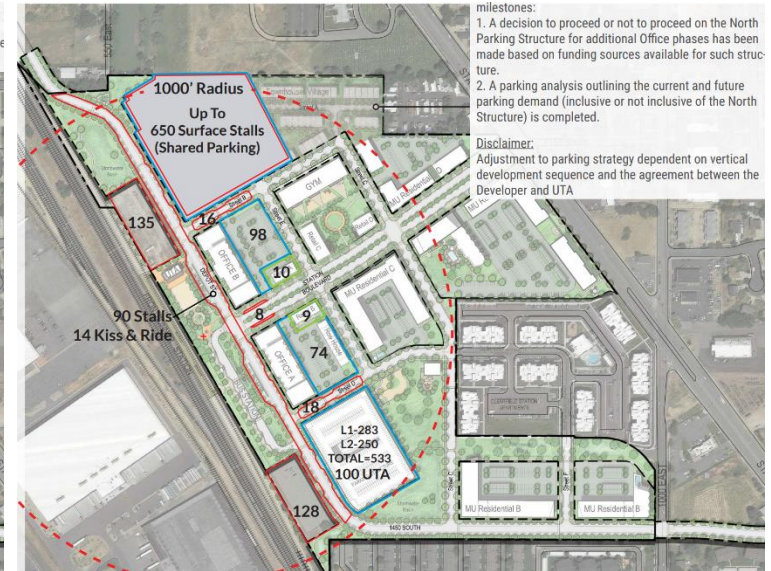
# MDP – Park & Ride Phasing – Interim Stages



Stage 1  
633 Stalls



Stage 2  
550 Stalls



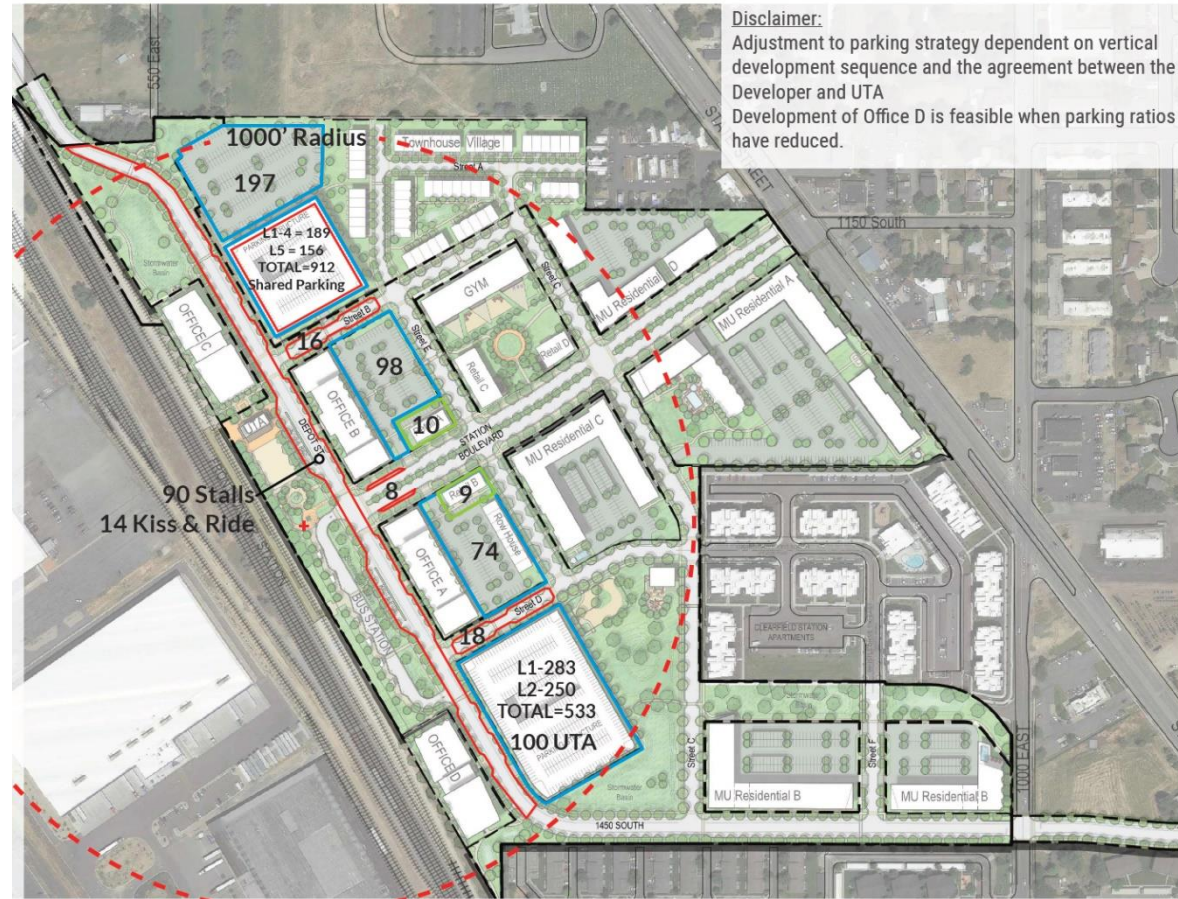
Stage 3  
700 Potential Stalls





# MDP – Park & Ride Phasing – Final Condition

- 700 Park & Ride Stalls Within 1000' ft. of Platform
- Shared On-Street, Surface, and Structured Stalls
- Adaptive to Changes in Parking Demand



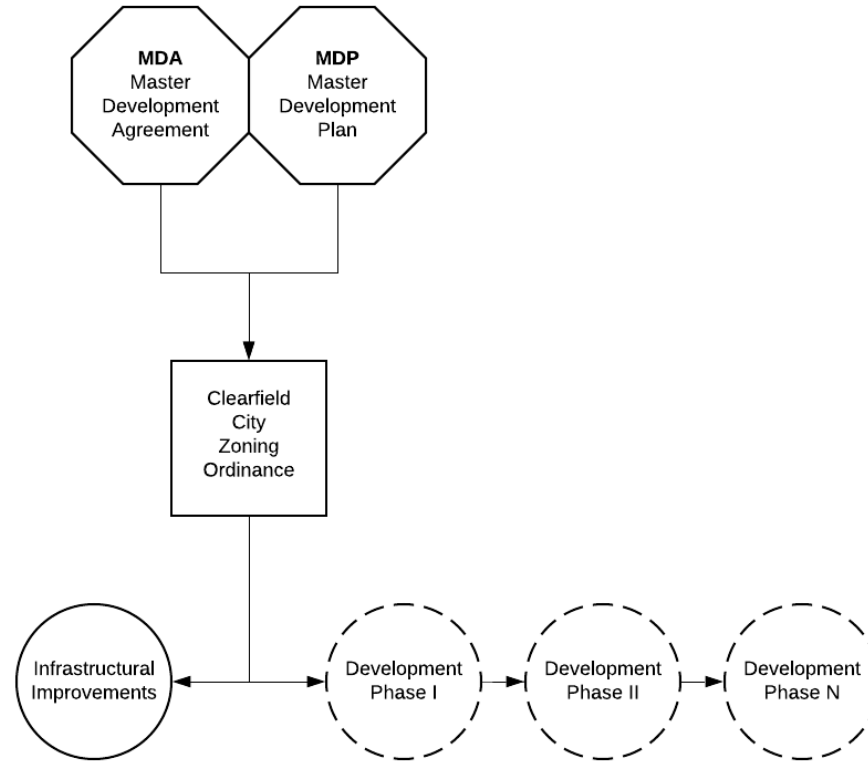
# Master Development Agreement (MDA)

Basic Structure – Development Program – Sequencing Plan  
Public Improvements – Ownership & Maintenance



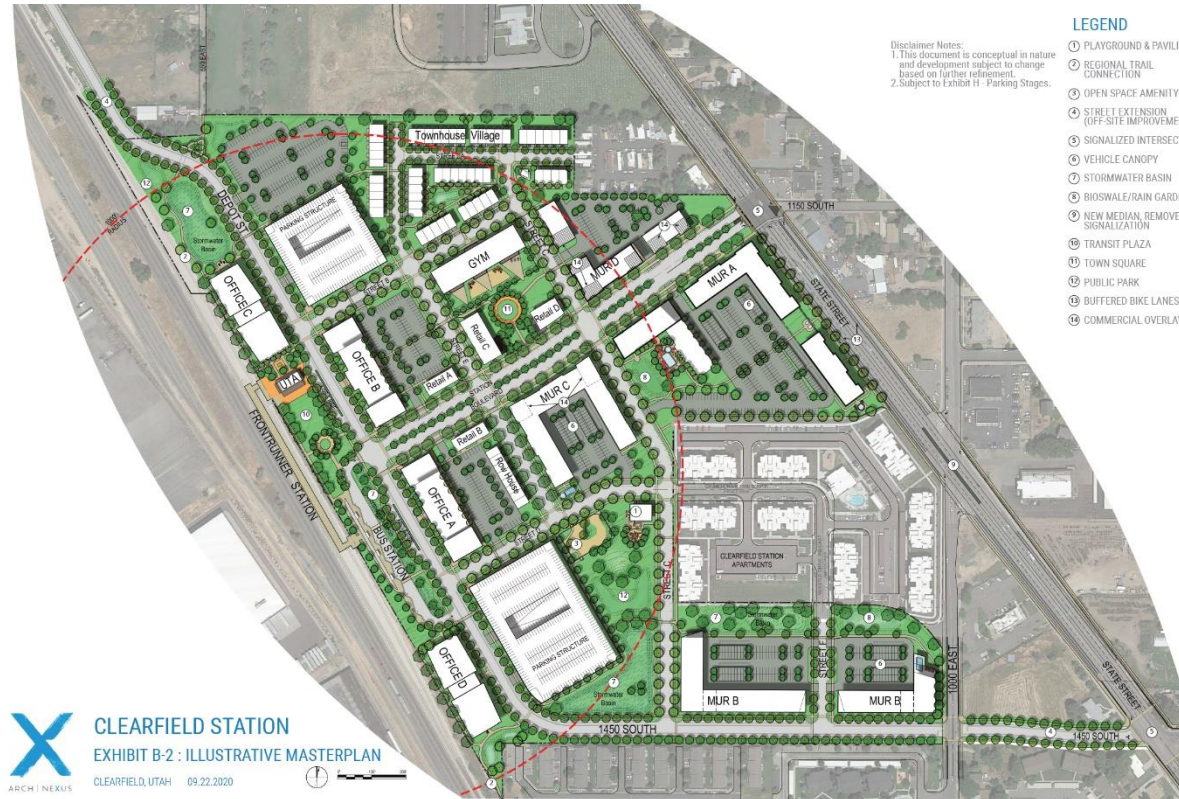
# MDA – Basic Structure

- Compliments Framework of MDP
- Functions As Regulating Document Within “MU” Zoning Ordinance
- Sets Particulars Of What Is To Be Developed
  - Tax Increment & Bonding
  - Specific Phasing
  - Impact Fees & Reimbursements
  - Ownership & Maintenance Obligations



# MDA – Development Program

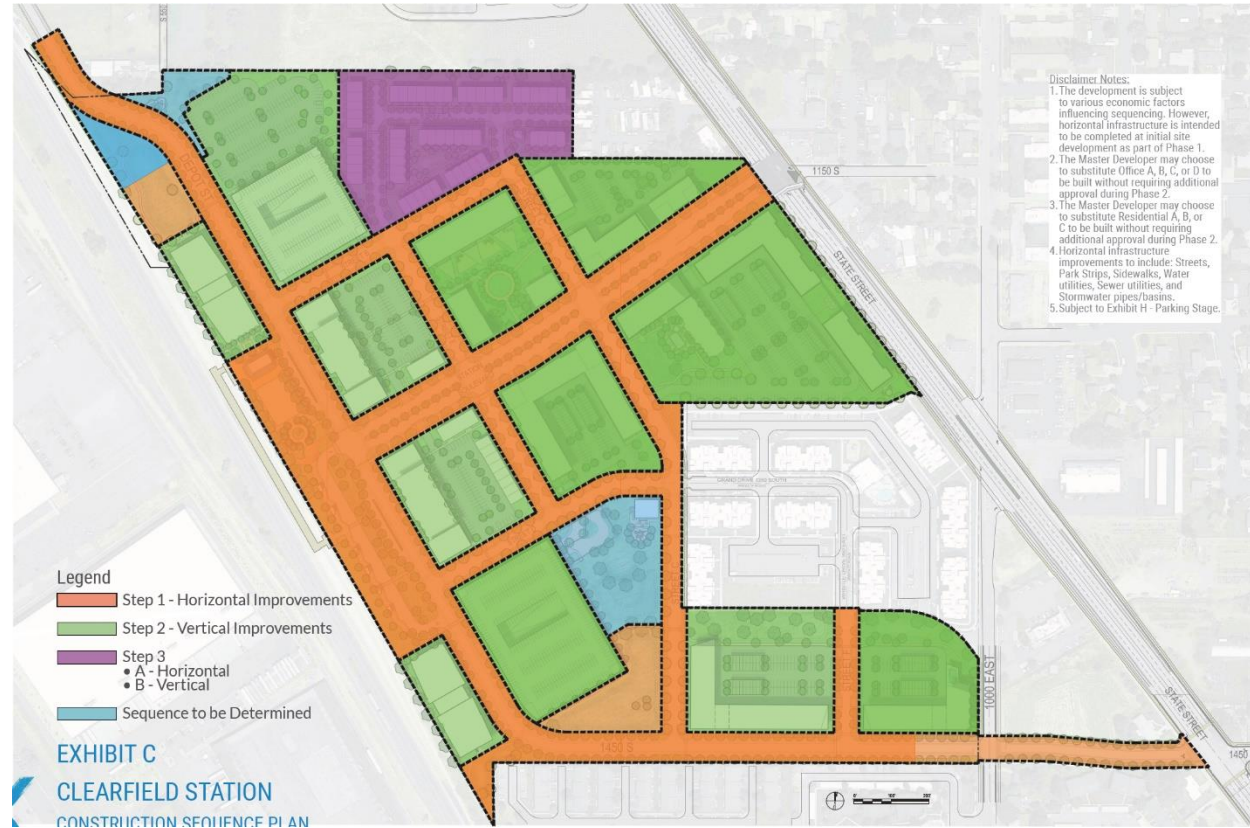
- Land Uses
  - 300,000 – 600,000 Class ‘A’ Office
  - 37,500 – 67,500 Commercial Retail
  - Up to 1,000 Residential Units
- Infrastructural Improvements
  - Bus Loop Addition
  - Drop-Off Areas
  - Structured Park & Ride Facility
  - 6.5 Acres Private Open Space (Transit Plaza, Town Square)
  - 11.5 Acres Public Open Space





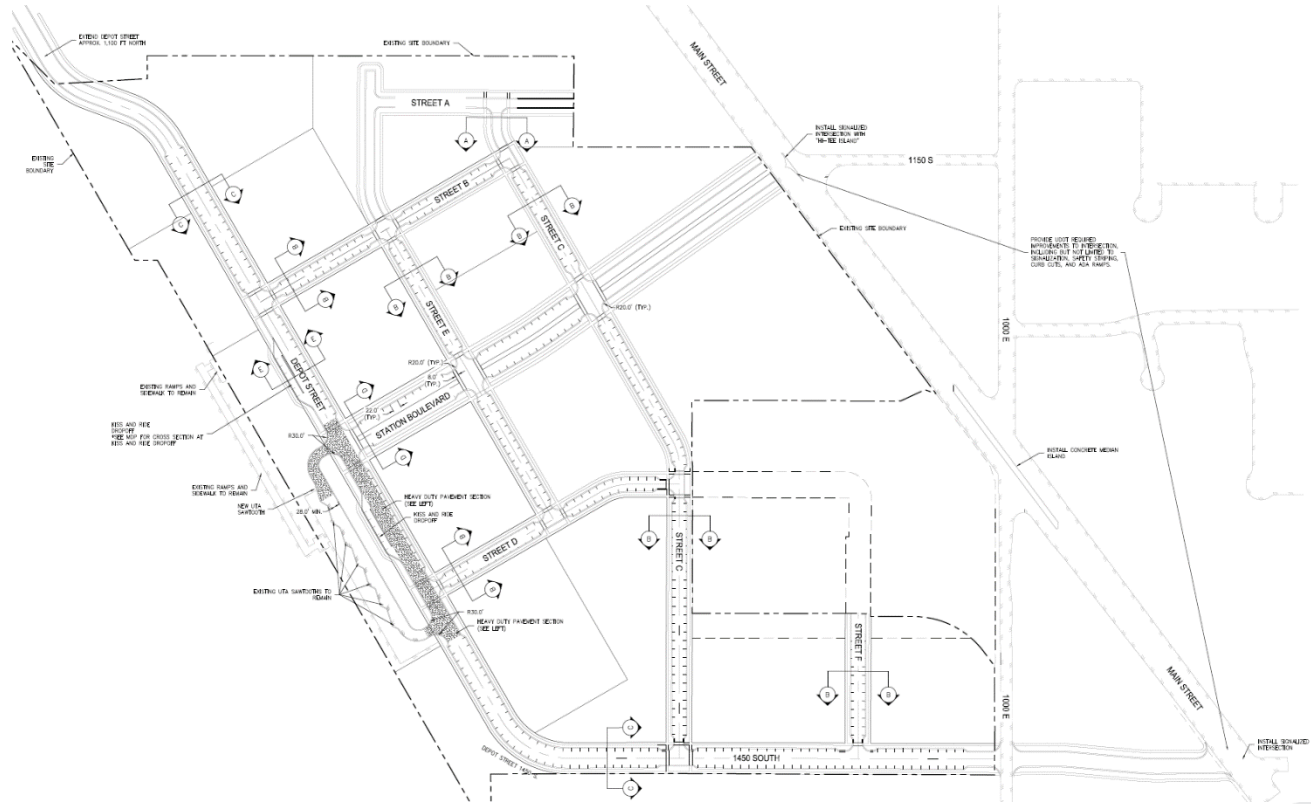
# MDA – Sequencing Plan

- Step 1
  - Intersections & Street Improvements
  - Utility Infrastructure
  - Transit-Critical Infrastructure
- Step 2
  - Individual Development Pads
  - Balanced Succession of Office, Retail, and Residential Uses
- Step 3
  - Townhome Village



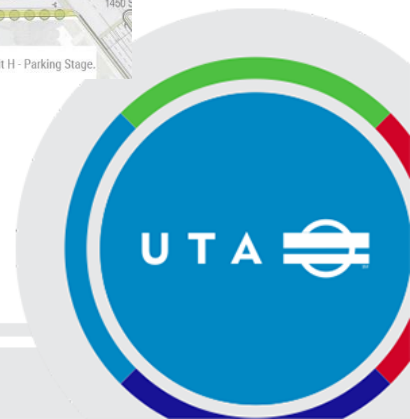
# MDA – Public Improvements

- Streets
- Transit-Critical Infrastructure
  - Transit Plaza
  - Bus Loop Addition
  - Drop-Off Areas
  - Structured Park & Ride Facilities
- Wet Utilities (Culinary Water, Storm Drainage)
- Dry Utilities (Gas, Electrical, Communications)
- Public Open Space



# MDA – Ownership & Maintenance

- Dedicated Areas to Clearfield City
  - Rights of Way (Streets & Sidewalks)
  - Public Parks & Plazas
- Areas Retained By Joint Venture
  - Individual Development Pads
  - Transit-Critical Areas
  - Town Square Plaza



# Questions & Discussion



# Resolutions



**R2020-12-08**

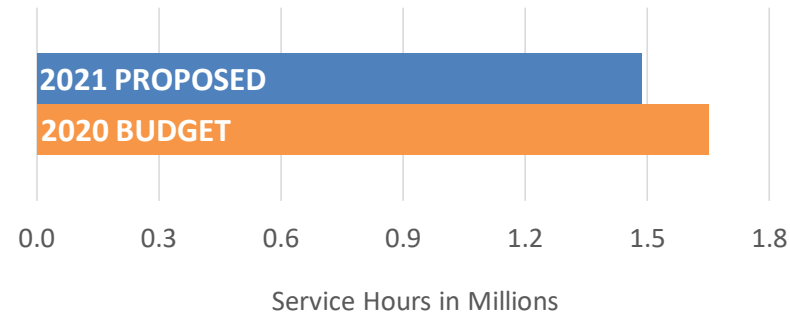
**Resolution Ratifying the Adoption of the Final  
2021 Budget**



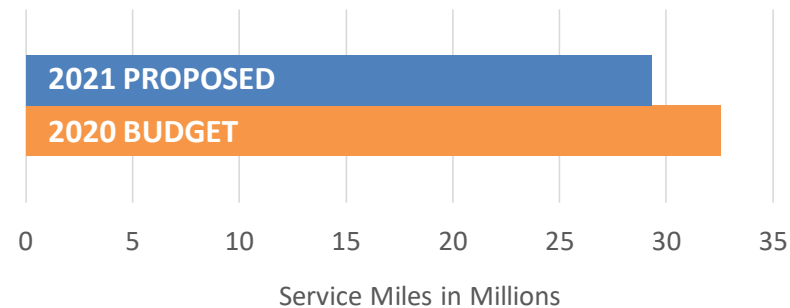


# 2021 BUDGET – OPERATING (\$326.5 million)

## SYSTEM WIDE SERVICE HOURS (1.5 million hours)



## SERVICE MILES (29.3 million miles)



- Maintain 91 percent of 2019 service in the face of COVID-19
- Increase cleaning of buses and rail vehicles to assure a safe rider experience
- Help keep UTA system safe and reliable by increasing personnel and resources devoted to maintaining system vehicles and infrastructure
- Continue to provide Micro-transit services in underserved areas
- \$6 million for emerging needs as the region continues to react to and recover from the pandemic



# 2021 BUDGET – CAPITAL (\$255.6 million)

## State of Good Repair investments (\$62m)

### Rolling Stock

- 25 buses
- 30 paratransit vehicles
- 55 vanpool vans

### Infrastructure

- 6-8 TRAX grade crossings
- 4-6 FrontRunner grade crossings
- 6- embedded curve replacements on University Line
- 2- ballasted curve replacements
- 2- bridge rehabilitation projects
- 500- replacement ties on Garfield Line
- 40- Insulated joint replacements

### Systems

- TDX upgrade for Trax and Frontrunner
- 700 South OCS tensioning project
- Substation upgrade project
- 8-10 switch heater replacements
- MD upgrade project





# 2021 BUDGET – CAPITAL

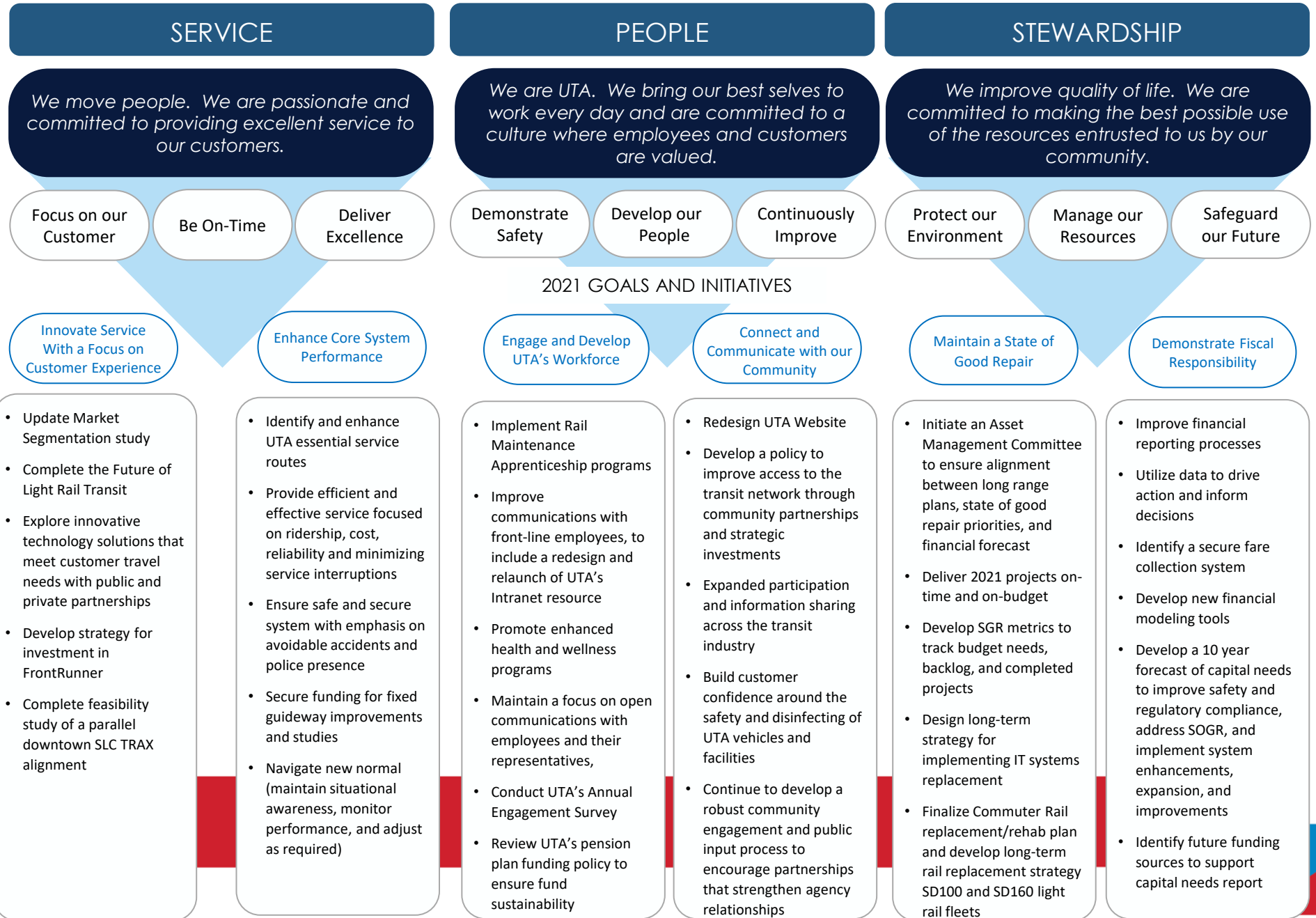
## (\$255.6 million)

### Major Capital Investments

- Construction of Ogden/Weber State Bus Rapid Transit (\$53m)
- Complete Salt Lake Airport Trax Station (\$7m)
- Construction of Depot District Bus Facility (\$32m)
- Begin construction Utah County Frontrunner Double Track (\$9m)
- Update UTA technology (\$16m)
  - Fare Collection System study and recommend implementation plan
- Improve access to transit through partnerships with local communities for “Last Mile” access funded by TIGER grants (\$13m)
- Develop opportunities to improve service including:
  - Midvalley Connector BRT service and Point of the Mountain transportation studies



# CONNECTING THE 2021 BUDGET TO THE UTA STRATEGIC PLAN



QUESTIONS?



# Recommended Action (by roll call)

Motion to approve R2020-12-08

Resolution Ratifying the Adoption of the Final 2021 Budget



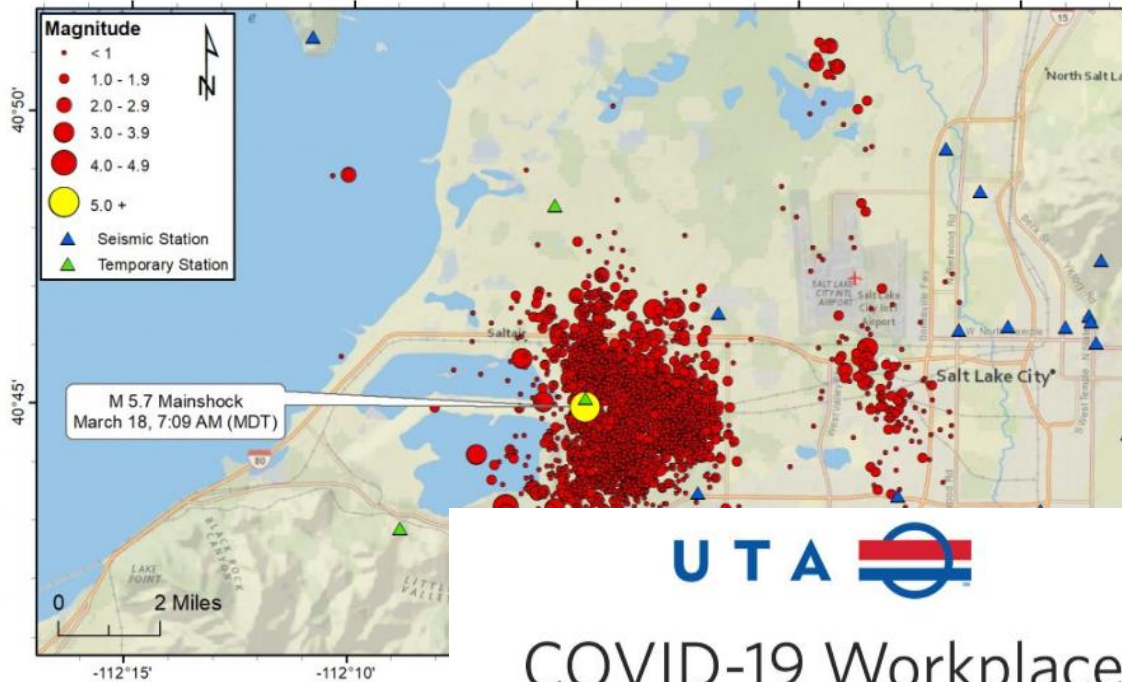
**R2020-12-09**

**Resolution Approving and Authorizing the Execution of the  
Authority's Amended Transit Agency Safety Plan**



# UTA 2020 Challenges

Recent seismicity near Magna, Utah  
March 18 - May 27 (11AM MDT), 2020



COVID-19 Workplace  
Safety Guide

# Winds Up To 99 MPH Hit Utah, Skittering Semis And Shuttering Capitol

September 9, 2020 · 4:14 PM ET

BILL CHAPPELL



**B I N G O**

Major Asteroid Impact or Airburst	International Cyber Attack	Robot/AI Takeover	Tsunami	Type 5 Hurricane
Economic Depression Announced	1st World Country Collapse	Nuclear War	1000 Acre+ Wildfire	Space Program Catastrophe Loss of Life
Flood	Civil War	Free!	Species Extinction	Space Program Catastrophe Loss of Life
Second Pandemic	Nuclear Disaster Non-War	Cruise Ship Sinks	Species Extinction	Volcanic Eruption Above Water
Conspiracy Theory Proves True	Total Technology Failure	Oil Spill	Fortune 500 Company Collapse	World Leader Dies

# 2021 TASP Updates

UTA adopted a C3RS program

CAP process updated per  
Procedures and Standards

UTA Org charts and appendix  
examples updated

## Confidential Close Call Reporting

Utah Transit Authority provides an anonymous way for employees to report close calls and safety concerns in the workplace. These could include:

- Unsafe Working Conditions
- Close Calls
- Unsafe Events
- Hazards

**Report your anonymous tip at:  
833-940-2874 or 800-216-  
1288 (Spanish)**

<http://www.lighthouse-services.com/rideuta-hazard-reports@lighthouse-services.com>



# 49 CFR Part 673



## General Requirements for PTASPs

Each safety plan must include, at a minimum:

- An approval by the agency's Accountable Executive and Board of Directors (or an equivalent authority);
- The designation of a Chief Safety Officer;
- The documented processes of the agency's SMS, including the agency's Safety Management Policy and processes for Safety Risk Management, Safety Assurance, and Safety Promotion;
- An employee reporting program;
- Performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP);
- Criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP; and
- A process and timeline for conducting an annual review and update of the safety plan.

A rail transit agency's safety plan also must include or incorporate by reference an emergency preparedness and response plan or procedures.



# Questions



# Recommended Action (by roll call)

Motion to approve R2020-12-09

Resolution Approving and Authorizing the Execution of the Authority's Amended  
Transit Agency Safety Plan



**R2020-12-10**

**Resolution Adopting the Third Amendment to the Utah  
Transit Authority Retirement Plan and Trust Agreement**



## Two Updates

- Clarifies employees participating in the 401A defined contribution plan may not participate in the defined benefit pension plan
- Updates the “applicable interest rate” to 6.75% effective January 1, 2021
  - This rate is used when calculating lump sum distributions and purchases of service credits at retirement
  - This rate is the same as the earning assumption rate used in actuarial studies performed to project the pension’s future investment forecasts



# Recommended Action (by roll call)

Motion to approve R2020-12-10

Resolution Adopting the Third Amendment to the Utah Transit Authority Retirement  
Plan and Trust Agreement



**R2020-12-11**

**Resolution Authorizing the Execution of Modification  
Number 2 to a Federal Aid Grant Agreement with the Utah  
Department of Transportation to Provide Funding for the  
Springville Sharp Tintic Railroad Connection Project**



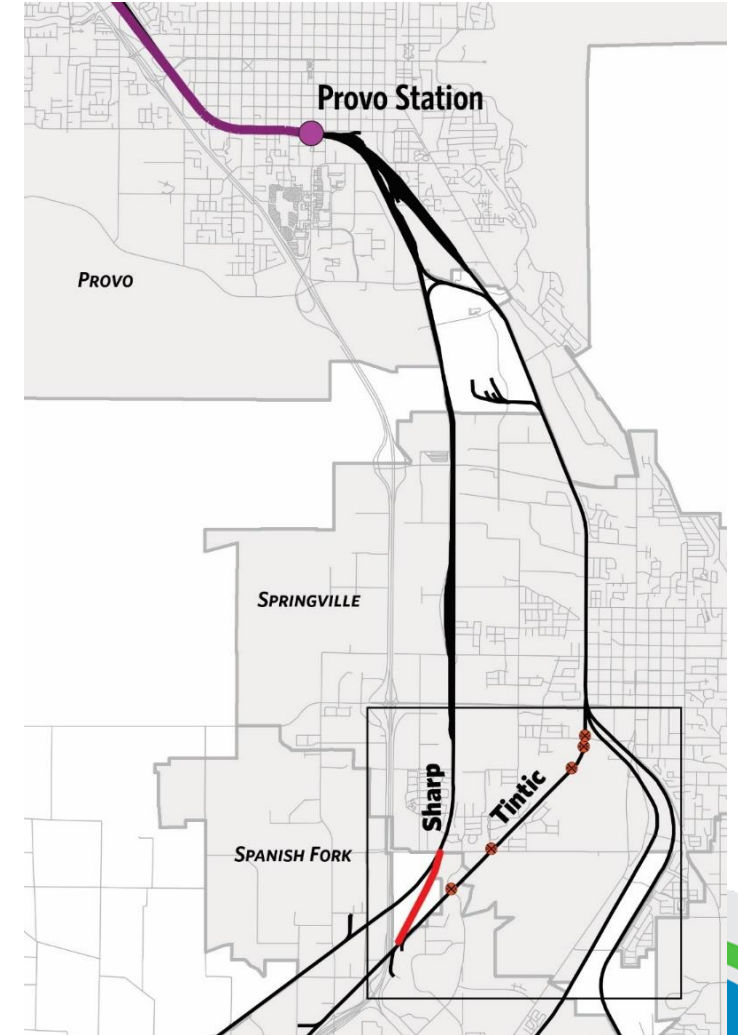
# Sharp/Tintic Federal Aid Agreement

- A Federal Aid Agreement (FAA) with UDOT to provide funding for the Springville Sharp/Tintic Railroad Connection Project was executed on March 20, 2019. The initial project budget was \$5,655,000.
- A separate Cooperative Agreement was executed on March 25, 2019 between UTA, Springville City, and Spanish Fork City to establish the Local matching funds to match the Federal funding identified in the FAA.
- Modification No. 1 to the FAA was executed on January 28, 2020, which increased the project budget to \$6,338,200.
- A Second Cooperative Agreement was executed on May 20, 2019 between UTA, Springville City, Spanish Fork City, and UDOT to increase the Local matching funds to match the increase in Federal funds in FAA Modification No. 1.



# Sharp/Tintic Federal Aid Agreement (Modification No. 2)

- Modification No. 2 to the FAA will add \$300,000 in UTA Local funding to initiate the design phase of the Project.
  - The Board approved the Third Amendment of UTA's 2020 Budget in November, which reallocated \$300,000 from the Capital Contingency Budget to the Sharp/Tintic Project.
  - Total Budget \$6,638,299
    - Federal Funds \$5,594,344
    - State Funds \$390,000
    - Local Matching Funds \$653,955
      - \$300,000 UTA Local Funds
      - \$117,985 UTA In-Kind Services
      - \$117,985 Springville
      - \$117,985 Spanish Fork





# Recommended Action (by roll call)

Motion to approve R2020-12-11

Resolution Authorizing the Execution of Modification Number 2 to a Federal Aid Grant Agreement with the Utah Department of Transportation to Provide Funding for the Springville Sharp Tintic Railroad Connection Project



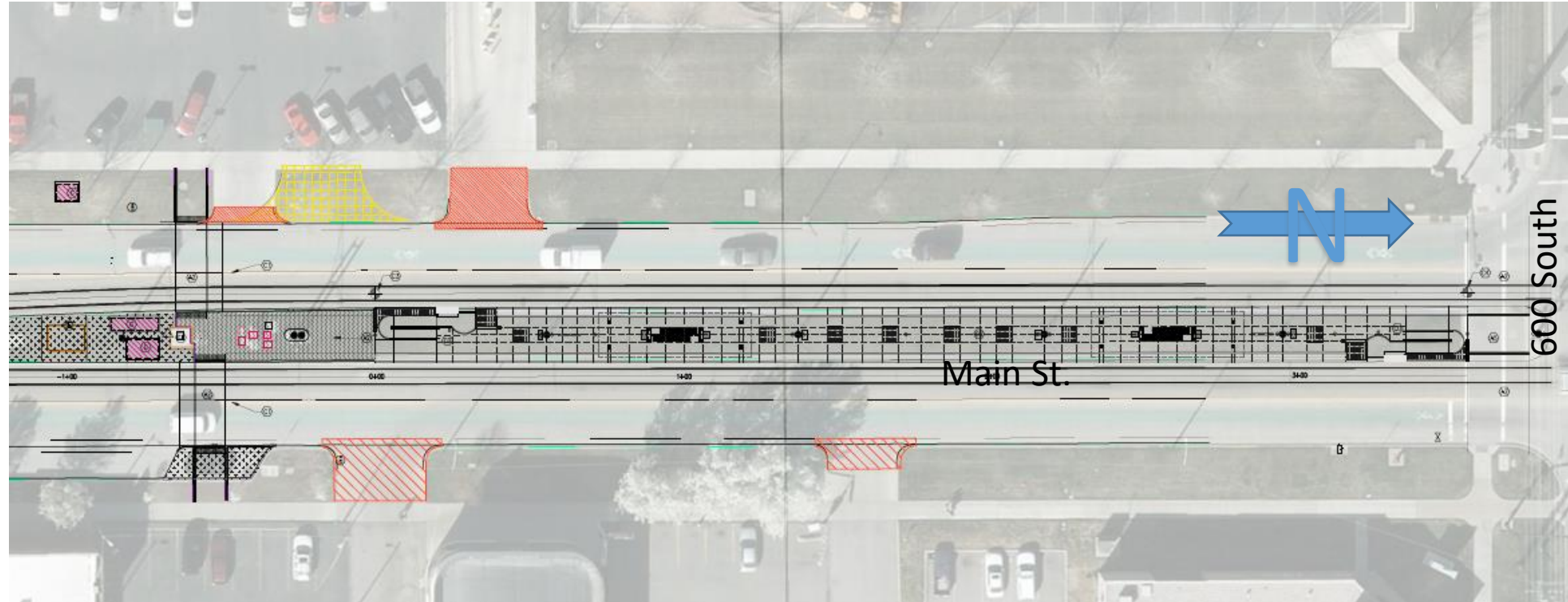
**R2020-12-12**

**Resolution Authorizing Execution of an Interlocal  
Cooperation Agreement (ILA) with the Redevelopment  
Agency of Salt Lake City for the Cooperative Construction  
of a TRAX Station at 650 South Main Street**



# 650 S Main Street TRAX Platform

- Original N-S TRAX project planned for a future station at this location
- Station could be built as ridership demand increased



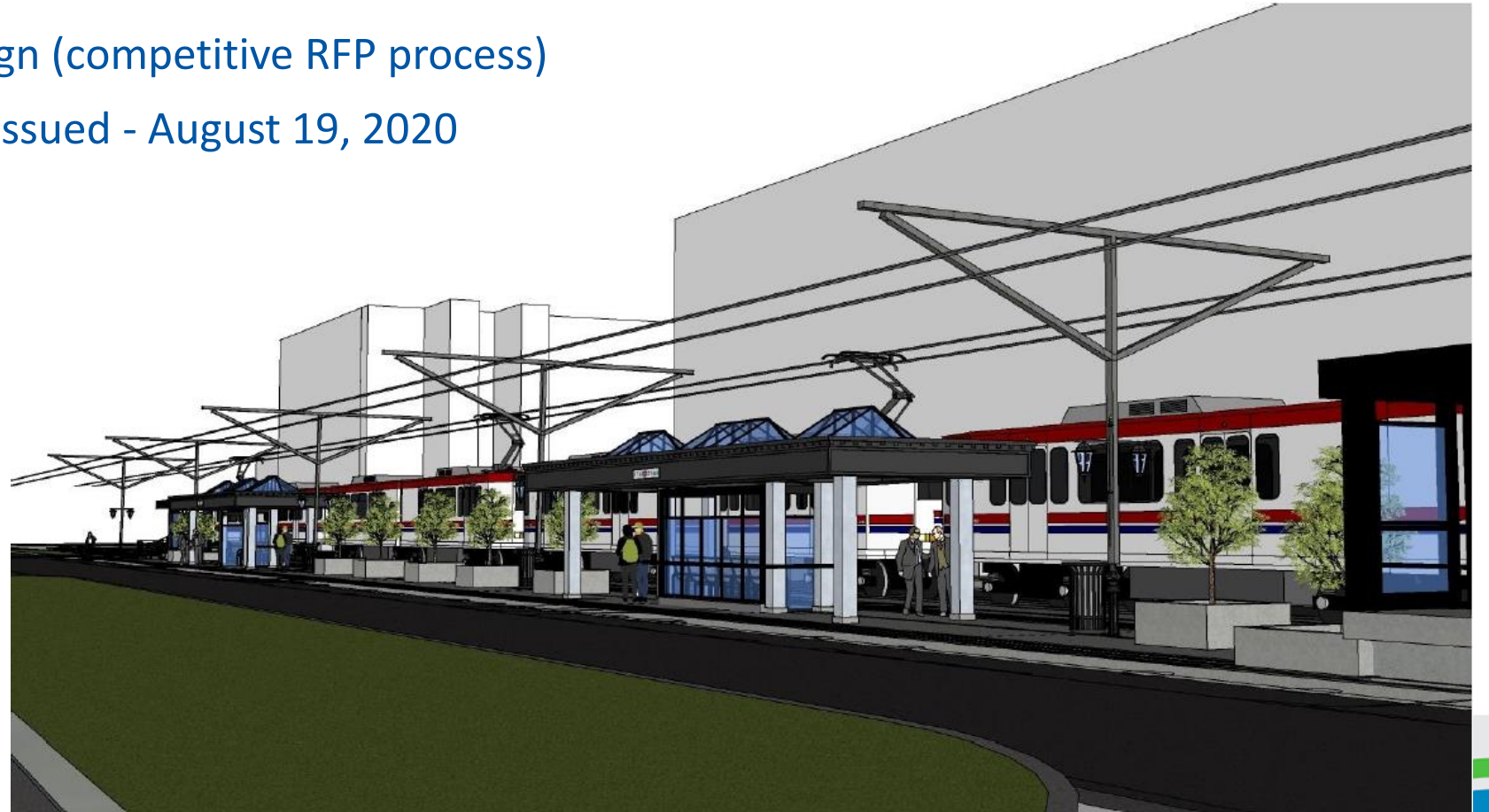
# 650 S Main Street TRAX Platform

- Three new developments in the area
- Design Agreement with Salt Lake City RDA - May 2020



# 650 S Main Street TRAX Platform

- Hired CRSA for the design (competitive RFP process)
- Notice to proceed was issued - August 19, 2020





# 650 S Main Street TRAX Platform

- Similar to 900 S Station that was built in 2005
- Downtown Look and Feel
- No track or OCS work is required



# 650 S Main Street TRAX Platform

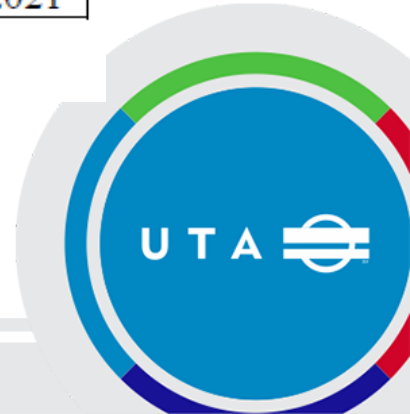
- Platform Design is 30% Complete with Final Design scheduled for completion in February 2021
- Construction Agreement with Salt Lake City RDA - Board Approval December 2020
  - Today's Resolution Includes approval of the Interlocal Cooperation Agreement with SLC RDA
    - SLC RDA and certain property owners near the station will provide funding to construct, integrate and open the station
      - \$1,987,677 (\$300,000 previously funded through the design agreement)
    - Professional Services Agreement regarding UTA as Construction Management for the Project
    - UTA will provide and be reimbursed for systems integration, start up testing, etc. to open the station.
    - UTA will provide ongoing maintenance and operation of the station.



# 650 S Main Street TRAX Platform - Schedule

<u>Task/Milestone</u>	<u>Start Date</u>	<u>Completion Date</u>
<i>Bid Process</i>		
Bid Advertisement	2/24/2021	3/24/2021
Open/Review Bids	3/24/2021	3/28/2021
Contractor Selection, Notice to Agency	3/29/2021	3/31/2021
UTA Board Approval of Contractor Selection	4/1/2021	4/15/2021
Developer Contributions		No later than 6/6/2021
Notice to Proceed		No later than 7/6/2021
<i>Construction*</i>		
Mobilization	7/6/2021	7/7/2021
Construct Platform	7/7/2021	11/15/2021
Install Artwork	11/1/2021	11/15/2021
Startup Testing	11/15/2021	12/14/2021
Punchlist	11/15/2021	12/14/2021
<i>Operation</i>		
Opening Day		No later than 12/15/2021

\*Construction milestones assume the NTP is issued on the last day (7/6/2021).





# Public Art

- Art Council selected **Jiyoun Lee-Lodge** – December 3, 2020
- Needs final approval from SLC Mayor – anticipated Mid December 2020



# Recommended Action (by roll call)

Motion to approve R2020-12-12

Resolution Authorizing Execution of an Interlocal Cooperation Agreement (ILA) with the Redevelopment Agency of Salt Lake City for the Cooperative Construction of a TRAX Station at 650 South Main Street



# Contracts, Disbursement, and Grants



# **Contract: Actuarial Services (Milliman)**

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## **Recommended Action (by acclamation)**

Motion to approve contract as presented in meeting materials



# **Contract: Financial Advisor Services (Zions Public Finance)**

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## **Recommended Action (by acclamation)**

Motion to approve contract as presented in meeting materials



# **Contract: Northern Utah County Double-Track Project Long-Lead Items (Stacy-Witbeck)**

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## **Recommended Action (by acclamation)**

Motion to approve contract as presented in meeting materials





# **Contract: Utility Relocation Master Agreement for Ogden-WSU Bus Rapid Transit Project (Century Link)**

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## **Recommended Action (by acclamation)**

Motion to approve contract as presented in meeting materials



# **Change Order: Ogden-WSU Bus Rapid Transit Project Early Utility Work (Stacy-Witbeck)**

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## **Recommended Action (by acclamation)**

Motion to approve change order as presented in meeting materials



# **Change Order: On-Call Maintenance Change Order #1 to Task Order #130 – Provo FrontRunner Wayside Power Relocation (Stacy-Witbeck)**

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## **Recommended Action (by acclamation)**

Motion to approve change order as presented in meeting materials



# **Change Order: Program Management Services Contract Change Order (WSP)**

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## **Recommended Action (by acclamation)**

Motion to approve change order as presented in meeting materials



# **Change Order: Flex Route Deviation Transportation Services and On-Demand Accessible Shared Ride Contract Modification 4 (Tooele County Health and Aging Services)**

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## **Recommended Action (by acclamation)**

Motion to approve change order as presented in meeting materials





# **Change Order: Business Analytics Software Subscription Extension (Information Builders)**

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## **Recommended Action (by acclamation)**

Motion to approve change order as presented in meeting materials



# Contract Pre-Procurements

- i. FrontRunner Paint Booth
- ii. FrontRunner Bike Rack
- iii. On-Demand Technologies and Innovative Mobility Services
- iv. Meadowbrook Bay Expansion



**Grant Application: Ogden-WSU Bus Rapid Transit Depot  
Electric Vehicle Charging Infrastructure  
(Rocky Mountain Power)**



# Rocky Mountain Power Special Projects Grant

- Project: Install 5 Depot Chargers at Mt Ogden Bus Facility
  - Would provide 15 charger ports
  - Includes equipment and installation costs
- Funding Request:
  - Total Project Cost: \$1.45M
  - Grant Request: \$750K
  - Match provided by Ogden BRT project



**Grant Application: CMAQ/STBG/TAP WFRC Concept  
Report Submittals for the Ogden/Layton Urbanized Area  
(Weber and Davis Counties)**





# WFRC Grant Opportunities

- Types of Grants:
  - Congestion Mitigation/Air Quality (CMAQ) for 2027
  - Surface Transportation Block Grant (STBG) for 2027
  - Transportation Alternatives Program (TAP) for 2023



# WFRC Grant Applications – Ogden/Layton

- Davis-SLC Community Connector – Design Funding
  - \$1.5M STBG request (\$16.9M total project cost)
- Box Elder Park and Ride Lot
  - \$850K CMAQ request (\$920K total project cost)
- Bus Stop Improvements
  - \$532K STBG request (\$571K total project cost)



**Grant Application: CMAQ/STBG/TAP WFRC Concept  
Report Submittals for the Salt Lake City/West Valley  
Urbanized Area (Salt Lake County)**



# WFRC Grant Applications – Salt Lake/West Valley

- Davis-SLC Community Connector – Design Funding
  - \$1.5M STBG request (\$16.9M total)
- Point of the Mountain Transit – Environmental Study
  - \$3M STBG request (\$4M total)
- On-Route Electric Bus Charging Infrastructure
  - \$2.5M CMAQ request (\$2.68M total)
- Bus Stop Improvements
  - \$603K STBG request (\$647K total)
- FrontRunner Double Track – S. Jordan to Draper
  - \$3M CMAQ or STBG request (\$40.4M total)
- 400 West TRAX Rail Connection – Environmental Study
  - \$1.2M STBG request (\$1.3M total)



# Service and Fare Approvals





# **Fare Agreement: Eco Trip Rewards Custom Fare Agreement Extension (Intermountain Health Care)**

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## **Recommended Action (by acclamation)**

Motion to approve fare agreement as presented in meeting materials



# **Fare Agreement: Eco Trip Rewards Custom Fare Agreement Extension (Select Health)**

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## **Recommended Action (by acclamation)**

Motion to approve fare agreement as presented in meeting materials



# Discussion Items



# Customer Service Department 2020 Report

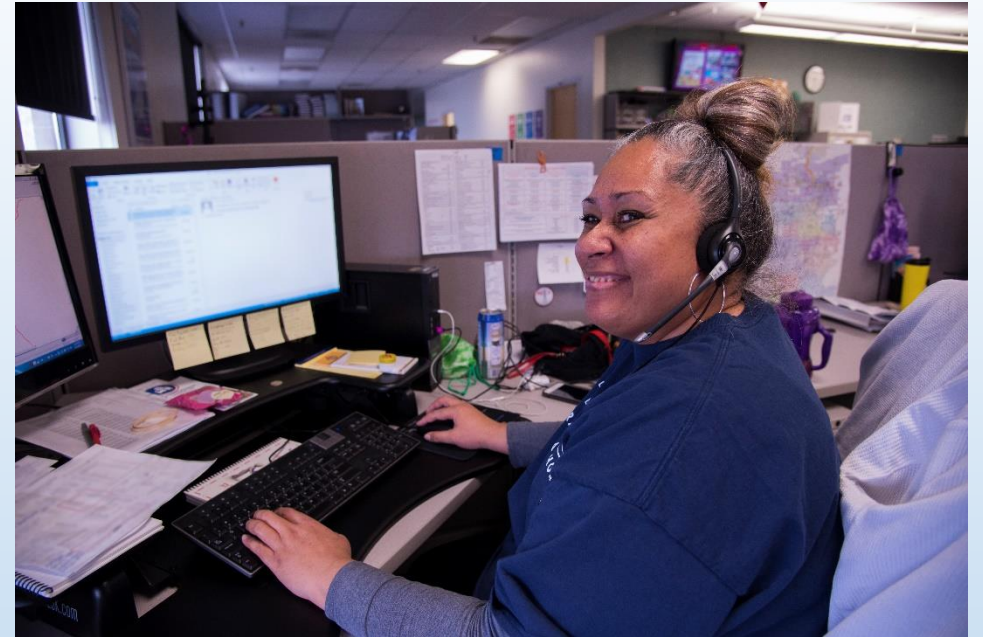


# Customer Service Department and Functions



## Contact Center:

Rider education and information about UTA services, fares and other basic programs and services provided by UTA



## 2020 Improvements:

### Extended Hours

- 6AM to 9PM Monday – Saturday
- 830AM to 5PM on Sundays

### Total Calls through Oct 2020

- 153,661

### Average Customer Hold Time

- 10 seconds



## Items Recovery:

Retrieval, documentation and return of items found to the correct owners, throughout the UTA service area.



UTA processes around 23,000 **Lost** items a year. Unfortunately, only 19% of items are claimed by the owner. Unclaimed items are either donated or discarded, depending on the item.

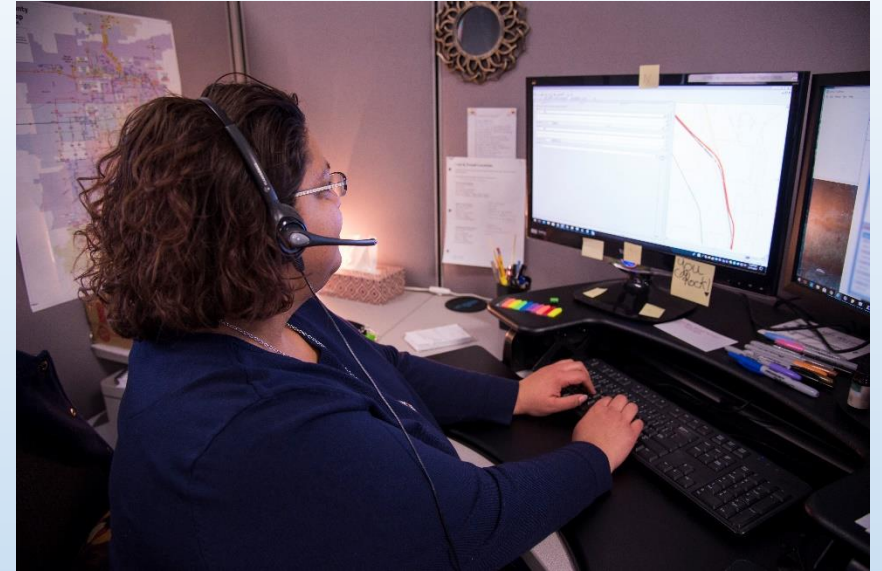
## Customer Relations:

Face-to-face customer communication,  
education, and fare media sales



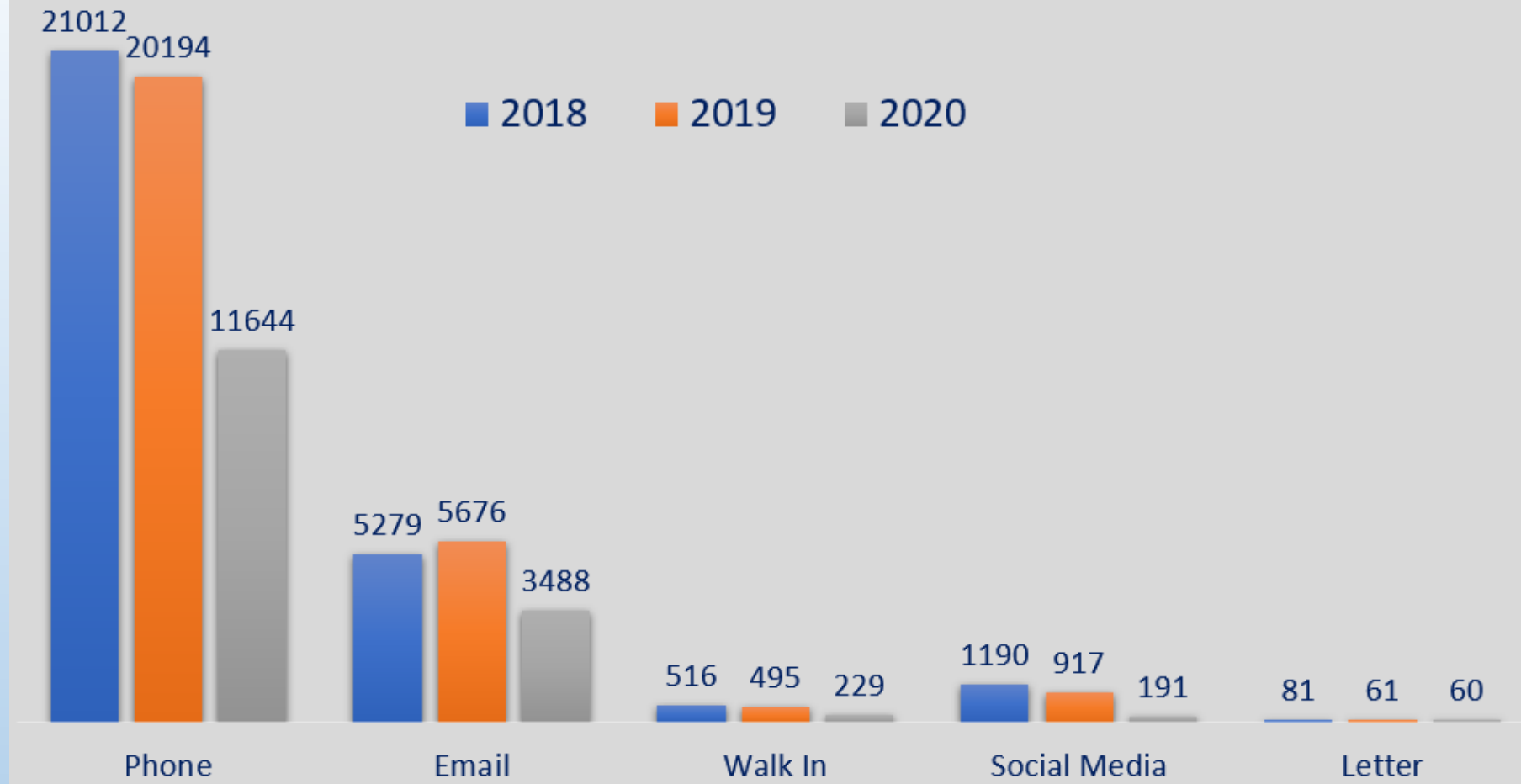
## Customer Focus:

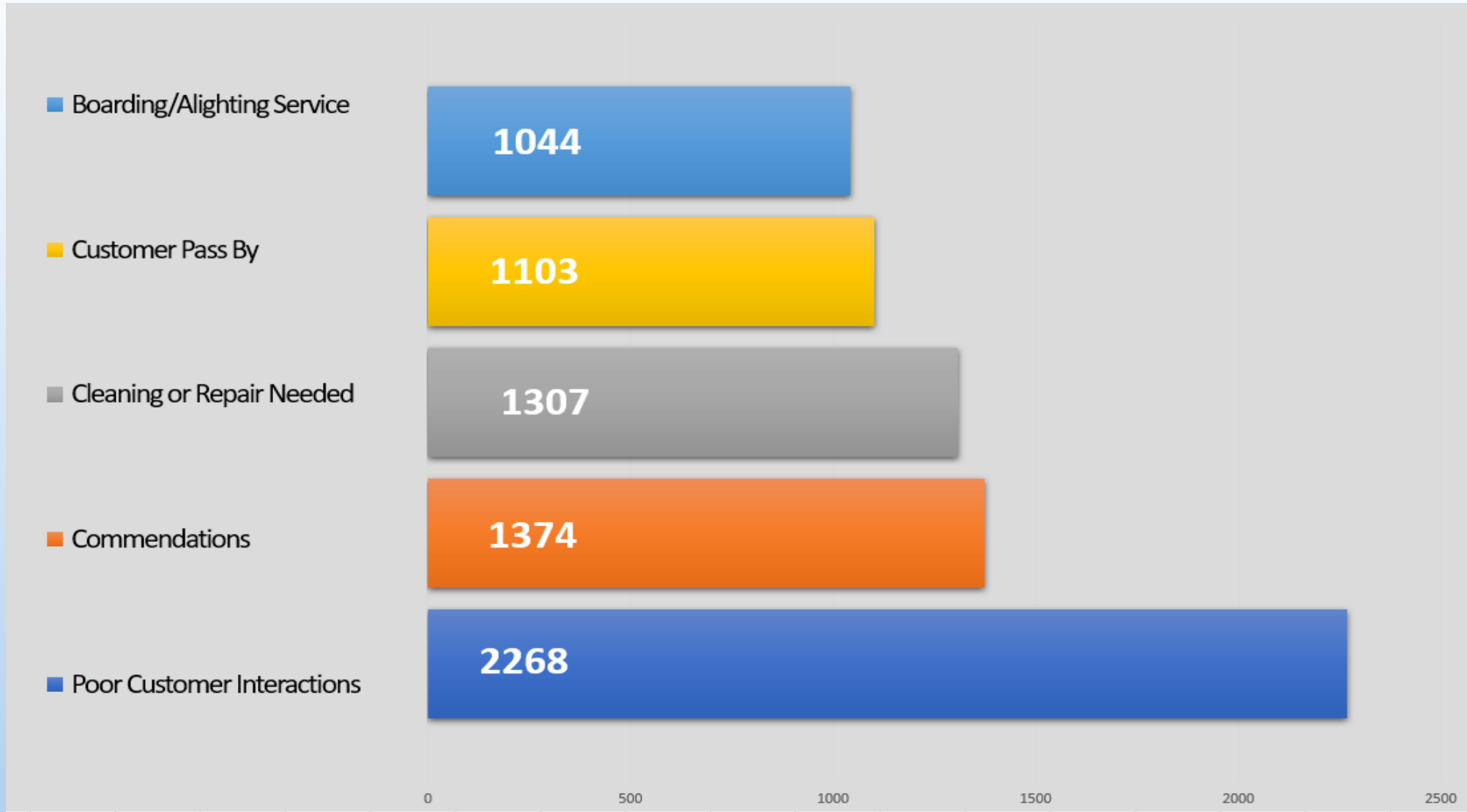
Receiving, documenting, and investigation of issues and comments from the public. Resolves most comments and concerns on the first contact. Supports customers with their FAREPAY accounts





## Comment by Source





**Top 5 Comments in 2020 YTD**

# Customer Communication and Social Media:

Internal and external communication about service delays, incident recovery communication and general customer support on social media platforms







## Customer Service Leadership Team: Supporting the employees and ensuring positive interaction and quality



**Commendation-** May 30, 2020

I want to let everyone at UTA know, I think UTA is doing a wonderful job in cleaning the buses. It is amazing. I am so impressed with the care UTA is taking. Oh, it is impressive. The dashboards are so bright, you can see yourself on the dashboards, they are so clean. The care the People at UTA are taking to clean those buses, it really shows. The bus smells amazing too. It smells fresh and clean, it is wonderful. I am super impressed with the great job UTA is doing. Please let everyone at UTA know how I feel.



**Questions?**

# Fraud Risk Assessment



# Fraud Risk Checklist – Background & Requirements

- Published by the State Auditor's Office and based on the COSO 2013 Framework
- 2020 is the first year it is submitted to the State Auditor's Office within 180 days of Fiscal Year End
- Must be presented to governing body prior to end of fiscal year
- Must be certified by the Chief Financial Officer and Chief Audit Executive
- Scores risk based on categories relating to Financial and Control Matters



# Categories and Scoring

Category	UTA Score	Possible
Basic Separation of Duties	200	200
Written Policies	39	45
Licensed or Certified Professional (CPA, CIA, CMA) and at least one member of Financial Staff with College Degree.	30	30
Written Commitment to Ethical Behavior	20	20
Board Members Completing State Auditor Training	20	20
Continuing Financial Education	15	20





# Categories and Scoring

Category	UTA Score	Possible
Ethics Hotline	20	20
Formal Internal Audit Function	20	20
Formal Audit Committee	20	20
Total Score	384	395



# Interpretation of Risk of Fraud Score

Score	Fraud Risk	
>355	Very Low	Sufficient SOD and IC* in place.
>316-355	Low	Most measures in place
>276-315	Moderate	Multiple Design Deficiencies in IC
>200-275	High	Significant Deficiencies
<200	Very High	Material Weaknesses

\*SOD – Segregation of Duties; IC – Internal Control

From the State Auditor’s Implementation guide, page 10:

The five-level assessment score is intended to communicate the entity’s risk of undetected fraud, abuse, or noncompliance. The levels are based upon points assigned to each of the recommended measures. Some measures are more effective than others, the most effective measures are assigned the most points. As more measures are adopted the score improves. The higher the score, the lower the risk.



# Fraud Risk Checklist – UTA Opportunities

- Five points were deducted related to no single active member of the Management team obtaining 40 hours of continuing education in financial and accounting related topics.
- Four points were deducted because the cash receipting and deposit policy has been drafted but not adopted and implemented.
- Two points were deducted because the Travel Policy currently in place does not address some points described on the Fraud Risk Checklist. A revised travel policy is in draft form that should address the points that are missing, if and when adopted.



# Other Business

- a. Next Meeting: January 13, 2021 at 9:00 a.m.



**Adjourn**



**Break**

