

MINUTES
NVTC COMMISSION MEETING – JULY 12, 2001
NVTC CONFERENCE ROOM - ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Donley at 8:13 P.M.

Members Present

James F. Almand
William Bogard
Sharon Bulova
Kerry J. Donley
William D. Euille
Paul Ferguson
Jay Fiset
Katherine Hanley
Dana Kauffman
Roger J. McClure
Elaine McConnell
William C. Mims
Karl Rohrer
Scott Silverthorne
David F. Snyder
Mary Margaret Whipple

Members Absent

Richard H. Black
Gerald Connolly
Christopher Zimmerman

Staff Present

Tamara Ashby
Julie Bourbon
Rhonda W. Gilcrest
Scott Kalkwarf
Sharmila Samarasinghe
Pete Sklannik, Jr. (VRE)
Jennifer Straub
Richard K. Taube

Minutes of NVTC's Meeting of May 3, 2001 and Joint NVTC/PRTC Meeting of June 7, 2001

On a motion by Mrs. Whipple and a second by Mr. Almand, the commission unanimously approved the minutes. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Donley, Fisette, Hanley, Kauffman, McClure, McConnell, Rohrer, Silverthorne, Snyder and Whipple.

Mr. Ferguson arrived at 8:14 P.M.

NVTC's Bus Data Collection Project Final Report

Mr. Taube stated that NVTC obtained grant funds for two related data collection projects. The first, which was completed two years ago, defined a survey methodology to collect ridership data from each of the local bus systems serving Northern Virginia. This information, when submitted each year to the Federal Transit Administration's National Transit Database (NTD), results in additional formula funds being allocated to WMATA and thereby indirectly reduces local subsidy requirements. NVTC's consultants also collected the NTD data for Virginia's bus systems in 1999 and most systems are continuing to submit the annual reports using this survey methodology. The second data collection project designed a statistically valid bus passenger origin-destination survey methodology to collect data about each transit system's customers.

Mr. Taube introduced NVTC's consultants, Joe Mehra of MCV Associates, Inc. and Mark Warner of Warner Transportation Consulting. They gave a presentation on the results of the survey. Mr. Warner stated that of the 12,500 survey forms that were distributed on all the local bus routes, 4,474 were completed and returned. This is a 35 percent response rate (compared to WMATA's response rate of 38 percent).

Mr. Mims joined the discussion at 8:20 P.M.

Mrs. Hanley observed that only three responses were received from passengers on the ARTS system. She questioned how conclusions could be drawn from these results. Mr. Warner responded that since ARTS has a small ridership, it shouldn't skew the overall bus system results for Northern Virginia.

Mr. Euille arrived at 8:27 P.M.

Chairman Donley observed that less than five percent of the respondents felt that fares were too high. Mrs. Hanley stated that 66 percent of riders were using the service as a type of transfer or feeder service to some other type of transit. Mr. Mims stated that it is interesting that the results show that 20% of the riders using the Fairfax Connector don't even live in Northern Virginia.

Mr. Snyder stated that when the report is released to the public, it should include highlights of the findings identified that advocate transit. Chairman Donley asked staff to draft a press release for commission review at the September meeting. Mr. Taube stated that information gleaned from the survey will also provide useful information to transit providers.

FY 2002 State Aid Contracts

Chairman Donley reported that NVTC will receive \$78.6 million for WMATA, local bus systems and VRE to cover costs of administration; fuels, tires and maintenance; and capital. In FY 2001, \$80.2 million was provided. He observed that Northern Virginia is down considerably in state aid compared to other areas of the Commonwealth. Mr. Taube replied that the rest of the Commonwealth is adding operating expenses net of fare revenues more rapidly than Northern Virginia. For capital expenses, the matching ratio is down from last year. Mr. McClure stated that it seems that the region is being penalized for being efficient.

Mrs. Hanley moved to authorize NVTC's executive director to execute the contracts and to also authorize NVTC's chairman to send a letter to Secretary Ybarra expressing NVTC's concern that for a region that has 70 percent of the overall transit ridership in the Commonwealth, this is not a good time for Northern Virginia to be losing funding. Mr. Mims seconded the motion.

In response to a question from Mr. Mims, Mr. Taube explained that VRE is receiving more funding in 2002 compared to 2001, including more operating and less capital assistance. He thanked Mr. Almand for his legislation that allows VRE to collect state aid previously left on the table.

The commission then voted on the motion and it passed. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

SmarTrip-Compatible Farebox Procurement

Chairman Donley reported that NVTC has been asked by VDRPT and participating local bus systems to coordinate the procurement of approximately 350 SmarTrip-compatible fareboxes and related garage revenue collection systems, using an option on WMATA's contract with Cubic/GFI. NVTC staff has negotiated a draft contract that should be executed by the option deadline of July 25, 2001. (The deadline was subsequently extended to August 27, 2001). VDRPT has provided funding for this purpose. When NVTC has accepted the fareboxes, it will turn over ownership to the bus systems.

While the local bus systems will not incur any costs to purchase the fareboxes, they will be expected to help support the regional clearinghouse that is needed to make the regional fare collection system work. They also must maintain the fareboxes in working order. To provide the necessary authorization to its executive director, the commission is asked to approve Resolution #886. Each participating local bus system has been asked to provide to NVTC written approval to undertake this joint procurement. The resolution requires that each bus system be contacted again for final comments before the contract is signed.

In response to a question from Mr. Ferguson, Mr. Taube explained that the fareboxes should be delivered by the end of calendar year 2002.

Mr. Euille moved, with a second by Mrs. Bulova, to approve the resolution. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

NVTC FY 2002 Administrative Budget Revenue Adjustments

Mr. Taube explained that as a result of HB 2224, the FY 2002 state matching ratio for transit administrative costs is now 80 percent, not 50 percent. The adopted NVTC FY 2002 budget assumed a 50 percent matching ratio, or \$310,000 of state funds matched with \$310,000 of local funds. With the new 80 percent matching ratio, NVTC could recover up to \$1,240,000 from the state's formula grant for NVTC's FY 2002 administrative budget, matched with the local contribution of \$310,000, for a total of \$1,550,000. With the concurrence of local staff, it is recommended instead that an additional \$100,000 of state administrative assistance be used to fund NVTC's budget in FY 2002 for two purposes: 1) restore \$50,000 of marketing grant funds assumed in the NVTC budget that were not provided by VDRPT; and 2) provide funding for accrued vacation/sick leave (\$25,000) and a reserve to make it easier to manage cash flow requirements resulting from several grant-funded projects (\$25,000).

The net effect of these two changes is to increase authorized spending by \$50,000 and replace one \$50,000 revenue source with another. Since no additional state aid is available to the region as a whole, if the commission does not approve this request, the \$100,000 of administrative assistance would be available to be shared by the jurisdictions using NVTC's subsidy allocation model.

On a motion by Mrs. Bulova and a second by Mrs. McConnell, the commission unanimously voted to adjust the sources of revenue in NVTC's FY 2002 budget to reflect more state aid for reduced project charge backs and to improve cash flow. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

NVTC FY 2002 Cost-of-Living/Merit Adjustments

Chairman Donley stated that in the past NVTC has included a cost-of-living contingency in each year's administrative budget. At each July's commission meeting, the commission is asked to approve the budgeted contingency funds to provide uniform cost-of-living increases to NVTC employees that equaled the average cost-of-living increases provided by NVTC's member jurisdictions. Since several NVTC jurisdictions are eliminating cost-of-living increases and instead providing market adjustments and pay-for-performance programs, the commission is asked to authorize NVTC's executive director to use the cost-of-living contingency to provide merit increases to staff on a case-by-case basis for FY 2002. For FY 2003, the proposed budget would not include the cost-of-living contingency.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the recommendation. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Regional Transportation Items

Feedback on VTA Conference and Joint NVTC/PRTC Meeting. Staff received several favorable comments about the event. The VTA conference set an all-time record of attendance and many commissioners attended and played key roles in its success.

NVTC's July 9, 2001 Testimony at the CTB Hearing on its Transportation Development Program. Mr. Taube reported that Chairman Donley delivered NVTC's testimony. Compared to the draft version discussed at the June 7th commission meeting, the final testimony also included comments on the need for multi-year state funding of track leases, cut-backs in rideshare funds, the source of funds for bus fare buydowns, and the need for immediate sale of state bonds for Metrorail railcars.

Dulles Corridor Progress. The project is entering the final alternatives evaluation phase. The FY 2002 House Appropriations bill contains the anticipated \$25 million additional federal appropriation for this year.

DASH About Demonstration. DASH is providing free weekend shuttle service along King Street using buses with colorful "wraps". Ridership has been strong on the free service. The demonstration is funded through the end of the calendar year.

Route 28 Corridor. The Clark/Shirley construction proposal has been selected for the design and construction of the Route 28 Corridor project between I-66 and Route 7.

Loudoun County Public Transit Study. Loudoun County is conducting a countywide study aimed at developing recommendations for a Public Transportation Plan for the county. Findings from regional studies including WMATA's Regional Bus Study and NVTC's Bus Passenger survey will also be incorporated to ensure that recommendations for Loudoun County are synchronous with the region's transportation goals.

NVTC Quarterly Summary of Transit Service Changes. Local staff have reviewed the summary. Among the changes of interest are expanded TAGS service to Tenlo Park funding by a developer and new ARTS service to Arlington Hospital.

Woodrow Wilson Bridge Congestion Mitigation. Mr. Taube reported that at the June 20, 2001 TPB meeting, a consultant gave a presentation comparing the Woodrow Wilson Bridge (WWB) Congestion Mitigation Program (CMP) and the Springfield Interchange CMP. NVTC staff is concerned that the presentation may not have given a complete picture of the WWB CMP progress. Mr. Ferguson expressed his concern that current plans do not include HOV lanes on the bridge.

On a motion by Mr. Almand and a second by Mr. Fisette, the commission unanimously authorized a letter to be sent to TPB Chairman John Mason to clarify several points made in the WWB CMP presentation and reiterate NVTC's desire that transit be made part of the plan. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Falls Church Electric Bus. In response to a question from Mrs. Hanley, Mr. Taube explained that the buses have arrived and are undergoing testing. So far the buses cannot be accepted because of the need to adjust some of the components.

Mr. Almand left the meeting at 9:03 P.M. and did not return.

Bus Fare Buydowns. Mrs. Whipple asked if transit ridership will be tracked when bus fare buydowns are shifted from the I-66 corridor to the I-95 corridor. Jennifer Straub explained that NVTC has collected ridership data throughout the duration of the I-66 buydown period. Ridership data will continue to be collected for the first quarter following the termination of the fare buydown for the purposes of measuring the effectiveness of the program.

"Business Talk" Radio Series. Mr. Taube invited commissioners to participate in a series of interviews on public transit with Clear Channel radio to be broadcast on WRC (1260 AM). Each show will last about 20 minutes and will be taped at NVTC. An opportunity also exists for a commissioner to appear on DC 101's "DC Weekly" program to be aired September 9th from 7:00 to 9:00 A.M.

Mid-Year Review of Progress on NVTC's 2001 Workprogram

Mr. Taube explained that NVTC's 2001 workprogram contains eight goals and 63 detailed actions, on which substantial progress has been made in most areas. During the summer, major emphasis areas are the regional SmarTrip farebox procurement, Electrek hybrid-electric bus testing, VRE strategic plan, negotiations with CSXT, NVTC annual transportation update, enhanced gas tax revenue collection, and proposed FY 2003 NVTC administrative budget.

Legislative Items

Chairman Donley reported that the Barry Subcommittee is scheduled to meet on August 1st. The Subcommittee agreed to use the House substitute for SB 1355 as its base, rather than HB 2606, which was signed by Governor Gilmore. While the base bill does not mention NVTC by name (as HB 2606 did) as a candidate for consolidation with the new authority, that bill does direct the Subcommittee, in consultation with the authority, to "identify existing transportation agencies and functions that can be merged, consolidated, or affiliated with the authority" and to recommend amendments "to effectuate such merger, consolidation or affiliation." The Subcommittee will discuss this on August 1st. Also at this meeting a presentation on issues related to bonding will be given. Mrs. McConnell asked where the money is going to come from to fund a new authority. Mr. McClure responded that it could come from existing revenues, tolls or a new sales tax.

In response to a question from Mr. Snyder, Chairman Donley stated that although the Subcommittee is more favorable to the Rollison substitute, the battle hasn't been won yet. NVTC should continue to monitor this closely.

WMATA Items

Metrorail Passenger Survey. The WMATA Board approved a contract award for the survey to be conducted in Fall, 2001. Survey results are used in subsidy allocation formulas and also provide valuable management information.

King Street Station Second Entrance. The WMATA Board approved advertising and subsequent award of contract for this project that will improve access between VRE and Metrorail. NVTC serves as trustee for state bond funds being used by Alexandria to help fund this project.

NVTC Financial Items for May, 2001

The financial report was provided to commissioners. There were no questions.

VRE Items

Report from the VRE Operations Board. Commissioners were urged to read the minutes of the VRE Operations Board meeting of June 15, 2001. Mr. Taube reported that ridership continues to grow and has reached 11,500 daily passenger trips.

Quantico Bridge Design Supplemental Agreement. Chairman Donley stated that the VRE Operations Board recommends approval of Resolution #887. This resolution would authorize the VRE Chief Operating Officer to execute a supplemental agreement with Ralph Whitehead Associates, Inc. to complete contract documents to a "ready to advertise stage" as well as provide limited professional engineering support services during construction. The amount will not exceed \$1,200,000 (a 10% contingency is included) and will complete engineering and design activities for Phase II, III, and IV of the Quantico Bridge project. Funding for this item is included in the Quantico Project budget, detailed in VRE's Capital Improvement Program.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Additional Ticket Vending Machines. Chairman Donley stated that the VRE Operations Board recommends approval of Resolution #888, which would authorize the VRE Chief Operating Officer to procure seven additional Ticket Vending Machines (TVM's) from Scheidt Bachmann at a cost not to exceed \$28,500 per machine. This increase is based on information from the ongoing VRE strategic plan and the desire to meet the expected growth in ridership. VRE currently has the opportunity to order this additional equipment without impacting the delivery of those machines already on order and at the same cost as previous units. Funding for this equipment is available in the approved VRE Capital Improvement Program through existing 5307 federal grants.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Contract for Software Engineering Consulting Services and Award of Task Order #1. Chairman Donley reported that the VRE Operations Board recommends approval of Resolution #889, which would authorize the VRE Chief Operating Officer to contract with Turnkey Technologies for the provision of Software Engineering Consulting services. The contract will not exceed \$750,000 during the three-year contract period. Emphasis will be placed on the development of a major improvement for the Train Information Provider (TRIP) system. It is also requested that the VRE Chief Operating Officer be authorized to execute Task Order #1 for TRIP II Software requirements. This task order will include individual work packages, designed to improve the overall

performance of TRIP and is estimated to cost \$500,000. Funding for these services is budgeted through specific projects in VRE's Capital Improvement Program.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Acquire Additional Gallery Cars. Chairman Donley stated that the VRE Operations Board recommends approval of Resolution #890. This resolution would authorize the VRE Chief Operating Officer to acquire six additional gallery cars. Ridership projections completed as part of the VRE Strategic Plan show that ridership will continue to grow over the next several years, requiring additional seating capacity prior to 2003. The acquisition price per car is estimated at \$50,000. They will need to be refurbished before being placed in service. The total cost for all six, including refurbishment, will be approximately \$2 million. Funding is available in the VTA 2000 grant. No local match is required.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Solicit Proposals to Refurbish Gallery Cars and Contract for Engineering Support Services. The VRE Operations Board recommends approval of Resolution #891, which would authorize the VRE Chief Operating Officer to issue a Request for Proposals (RFP) for the refurbishment of at least 15 gallery cars and to award a task order to RailPlan International for associated engineering support services. Staff will initiate the refurbishment solicitation immediately and expects to bring a contract award recommendation to the August VRE Board meeting.

The task order for RailPlan International, Inc., will support procurement activities including vendor selection, site inspection, quality control, and acceptance testing for the 15 gallery cars. Included in this work are activities mandated by federal requirements (e.g. a full-time on-site resident inspector). A proposed budget of \$564,500 is recommended along with authority to use a 10% contingency if necessary. Funding for these activities is available in the VTA 2000 grant. No local match is required.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Lease High Capacity Rail Cars. Chairman Donley reported that the VRE Operations Board recommends approval of Resolution #892, which would authorize the VRE Chief Operating Officer to enter into a lease agreement for six high capacity rail

cars and a locomotive as well as equip the leased locomotive with the required cab signal. This capacity is needed as an interim measure to provide additional seats until VRE completes the gallery railcar refurbishment program in the fourth quarter of calendar 2002. Negotiations with Sound Transit in Seattle, Washington have resulted in a proposed 12-month lease agreement for six cars and a locomotive at a total cost of \$585,000. An option for an additional six months is also provided. This price, which was negotiated with the assistance of VRE's Mechanical Engineering Consultant, is consistent with known market value for new equipment and will provide an additional 850 seats. This all-inclusive cost is less than \$3 per seat, per day including locomotive power.

Authorization is also requested to purchase and install a cab signal for the locomotive at an estimated cost of \$100,000. This equipment is required for railroad operation on the east coast. The signal will remain VRE's property, after the term of the lease has been completed, for use in other VRE equipment. Funding for these activities is available in the VTA 2000 grant and no local match is required.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Execute Agreement with Prince William County for Expansion of VRE Woodbridge Station Parking. Chairman Donley stated that the VRE Operations Board recommends approval of Resolution #893. The resolution would authorize the VRE Chief Operating Officer to execute an agreement with Prince William County pertaining to a 150-space parking expansion project at the Woodbridge VRE station. The proposed agreement is attached and provides for Prince William County to convey county owned property for the expansion project as well as perform the planning, design, and construction work required to implement the project on a reimbursable basis. Execution of this agreement does not commit VRE to an expense, although staff is developing a recommendation for the reprogramming of Capital Improvement Program funds for future construction costs.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Contract with D&L Contractors for VRE Station Maintenance. Chairman Donley stated that the VRE Operations Board recommends approval of Resolution #894. This resolution would authorize the VRE Chief Operating Officer to enter into a contract with D&L Contractors for one year, with four one year renewable options, for station maintenance. The cost for the first year is \$445,000. This procurement was issued based on the termination of the previous maintenance contract. The Operations Board also recommended authority to issue change orders as necessary to maintain the VRE facilities in a safe and clean manner. These change orders would not increase the total

value of the contract in excess of \$550,000. Funding for the Station Maintenance Contract is programmed within the annual VRE Operations Budget.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the resolution (copy attached). The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

CSX Access Agreement. Chairman Donley stated that a closed session is needed. Mrs. Bulova moved, with a second by Mrs. McConnell, the following:

Pursuant to the Virginia Freedom of Information Act (Section 2.1-344.A.7 of the Code of Virginia), the Northern Virginia Transportation Commission authorizes discussion in closed session on proposed CSXT agreements.

The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

The commission entered into closed session at 9:22 P.M. Mr. Ferguson left during the closed session and did not return.

On a motion by Mr. Euille and a second by Mrs. Whipple, the commission unanimously voted to return to open session. The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple. The commission returned to open session at 10:15 P.M.

Mrs. Bulova moved, with a second by Mrs. McConnell, to approve the following certification:

The Northern Virginia Transportation Commission certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded closed session:

- 1) Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and
- 2) Only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered.

The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Fisette, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Mr. Snyder moved, with a second by Mrs. Bulova, to approve an amended Resolution #895, authorizing an interim rate increase for the CSXT access agreement, pending satisfactory completion, in advance of any increased and retroactive payments of those bullet points in the resolution reworded by counsel and discussed during closed session. The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Fiset, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple.

Adjournment

On a motion by Mrs. Hanley and a second by Mr. Silverthorne, the commission unanimously agreed to adjourn. The vote in favor was cast by commissioners Bogard, Bulova, Donley, Euille, Fiset, Hanley, Kauffman, McClure, McConnell, Mims, Rohrer, Silverthorne, Snyder and Whipple. Chairman Donley adjourned the meeting at 10:16 P.M.

Approved this 6th day of September, 2001.

Kerry J. Donley
Chairman

Elaine McConnell
Secretary-Treasurer