

Southwestern Pennsylvania Commission
Minutes of the Meeting of
April 21, 2014 – 4:30 p.m.
Two Chatham Center • Suite 400 • 112 Washington Place • Pittsburgh, PA 15219

The one hundred eighth meeting of the Southwestern Pennsylvania Commission was called to order by Chairman Steve Craig.

Members present were: Alfred Ambrosini, Chuck Anderson, Scott Bricker, Tom Ceraso, Daniel Cessna, Jack Cohen, Tyler Courtney, Steve Craig, David Johnston, Fred Junko, Clifford Levine, Robert Macey, Larry Maggi, Robbie Matesic, William McCarrier, David Miller, Erin Molchany, Charles Morris, A. Dale Pinkerton, Mavis Rainey, Marc Roncone, Dan Shimshock, Keith Staso, Byron Stauffer, Jr., Archie Trader, Angela Zimmerlink, and Blair Zimmerman.

Members absent were: Tony Amadio, Michael Baker, David Battaglia, Robert Bower, Robert Brooks, Ricky Burgess, Brigid Hynes-Cherin, Albert D'Alessandro, Robert Del Signore, Joseph Dubovi, Mary Ann Eisenreich, Patricia Evanko, Rich Fink, Rich Fitzgerald, Jim Gagliano, Jr., Joe Grata, Kelly Gray, Lynn Heckman, Jeff Marshall, Bruce Mazzoni, Kevin McCullough, Ellen McLean, Laura Mohollen, Dennis Nichols, Rich Palilla, William Peduto, James Ritzman, Carmen Rozzi, Rod Ruddock, Harlan Shober, Renee Sigel, Michael Silvestri, Mark Snyder, Joe Spanik, James Struzzi, Joe Szczur, Diana Ireya Vaughan, Daniel Vogler, Dwan Walker, and Christopher Wheat.

Others: Jon Smith, Allegheny County Transit Council; Bob Kerlik, Tribune Review; Kathleen Hogan, Northside Public Safety Council in Pittsburgh; Justin Wasser, Rep. Molchany's Chief of Staff, and George Moses, Citizen.

Staff: Jim Hassinger, Kirk Brethauer, Chuck DiPietro, Chuck Imbrogno, Vince Massaro, Shannon O'Connell, Dee Pamplin, Matt Pavlosky, Rachel Roche, Lisa Kay Schweyer, Dani Stump, Kay Tomko, Lew Villotti, and Sara Walfoort.

1. Chairman Craig called to order the April 21, 2014, meeting of the Southwestern Pennsylvania Commission
 - a. Quorum – There being a quorum the meeting proceeded.
 - b. Any Conflict of Interest Declarations on Action Items – None.

2. Action on Minutes of the March 10th Meeting

Commissioner McCarrier motioned to approve the minutes of the March 10, 2014 meeting of the Southwestern Pennsylvania Commission which was seconded by Commissioner Pinkerton. The motion carried unanimously.

3. Public Comment – George Moses

Mr. Moses thanked the Commission for allowing him to speak on a subject which he endorses. He also thanked Matt Pavlosky for his help. Mr. Moses stated that some time ago he talked before this Commission about the Transit Revitalization Improvement District (TRID) taking place in East Liberty. At that time he spoke about a privately owned subsidized housing development about a quarter of a mile away from that development called East Liberty Gardens. This complex is occupied mostly by single mothers with children and elders. I asked about an Environmental Impact Study that was done to tell us what would be the impact on low and moderate income families as it related to the TRID? I was told there was little or no discussion because there were jurisdictions in other parts of the state who filed lawsuits to stop such projects because it had a negative impact on low and moderate income families. Today, I am asking this Commission to take another look at that Impact Study and see what effect it would have on these residents. At the same time that this study is going on, there is also a Choice Neighborhoods application taking place for the Larimer District. This district would redevelop the East Liberty Gardens and take the residents farther away from proposed jobs and the transportation corridor. Was this Commission aware of the other study and the impact it would have on East Liberty Gardens? What can be done about it?

Chairman Craig asked staff to respond to the public comment and keep the Commission informed.

David Miller recommended we get a quick update at the next Commission meeting.

Chairman Craig asked the new members from the City of Pittsburgh to introduce themselves: Scott Bricker, Executive Director, Bike Pittsburgh; State Representative Erin Molchany, representing District 22, with her Chief of Staff, Justin Wasser; and Mavis Rainey, Executive Director, Oakland Transportation Management Association.

4. Financial Report – Vince Massaro

Mr. Massaro reported on the financials for the period ending February 28, 2014 which includes the revised budget numbers. The report reflects the operations of the Commission, the Corporation and the Regional Corporation. Under total project revenues we have actual encumbered revenues to date of \$10.5M compared to the approved revised annual budget of \$13.9M. This reflects 75.75% of the budget recognized and encumbered to date. Total carry-over project related revenues actual encumbered to date are \$19,892, compared to the approved revised annual budget of \$19,892. This reflects 100% of the budget recognized to date, and the carry-over project is the TOD Corridor Plan Project. All federal, state and local funding agencies have been invoiced for project cost reimbursements through the end of February. Those payments have been received. The invoices for the first installment of member dues were mailed and a majority of the payments have been received. Total project related expenditures \$10.5M vs. the approved annual budget \$13.9M which reflects 75.75% of the budget encumbered to date. All staff projects are on schedule for completion. Operating cash flow is positive through February and funding agency payments were received on time.

5. Staff Profile – Ms. Dani Stump

Ms. Schweyer introduced Dani Stump, SPC's new CommuteInfo Outreach Specialist. Ms. Stump started with SPC on March 17th. Ms. Stump then briefly outlined her background and experience.

Background and Experience:

Education

- Masters of Environmental Law and Policy, Vermont Law School
- B.A. in Environmental Studies, Juniata College

Experience

- Outreach Educator, River Quest
- AmeriCorps, Pittsburgh
- Legislative Intern, Vermont Natural Resources Council
- Watershed Intern Susquehanna River Basin Commission

6. Action on Resolution 8-14 to Proclaim May as CommuteInfo Commute Options Awareness Month – Dani Stump

Ms. Stump continued, describing the goal of the CommuteInfo Program, which is to help people within the 10-county region to choose ridesharing at least twice a week. Working with regional transit agencies, transportation management associations, and other organizations, CommuteInfo helps commuters choose the commuting option that works for them: transit, carpool, vanpool, biking or walking to work. There are currently 794 commuters riding to work in CommuteInfo's 60 vans and 219 registered carpools. Those commuters are saving an estimated \$1M in gas costs alone.

May 2004 was the first CommuteInfo Commute Options Awareness Month and today we are asking the Commission to consider Resolution 8-14 to again proclaim May as CommuteInfo Commute Options Awareness Month.

Tyler Courtney moved:

WHEREAS, over 75 percent of the 1.2 million workers in the SPC region travel alone to work; and

WHEREAS, the region will have less traffic congestion and improved air quality if more commuters shared a ride to work; and

WHEREAS, sharing a ride to work will save commuters money; and

WHEREAS, the goal of SPC's CommuteInfo Program is for commuters within the 10-county SPC region to choose ridesharing at least twice a week; and

WHEREAS, 790 commuters already ride to work daily in CommuteInfo's 60 registered vanpools and 472 commuters ride to work daily in the 216 carpools registered with CommuteInfo; and

WHEREAS, to ensure that all employers and commuters in the region are aware of all available commuting options CommuteInfo, in addition to sponsoring volunteer vanpools and arranging carpools, provides information about transit, promotes biking and walking, provides commuter safety information, and provides information about the region's park-n-ride facilities through the Program website www.commuteinfo.org or by calling toll-free 1-888-819-6110; and

WHEREAS, several events are scheduled in May that independently promote alternatives to driving alone including National Transportation Week (as declared by Presidential proclamation), National Bike to Work Day (sponsored by the League of American Bicyclists), National Employee Health and Fitness Day (sponsored by the National Association for Health and Fitness), and National Clean Air Week (sponsored by the U.S. Environmental Protection Agency and the National Oceanic and Atmospheric Administration's National Weather Service); and

WHEREAS, CommuteInfo is planning a series of events in May to emphasize the value of ridesharing to the region, and to promote increased awareness of CommuteInfo and its services when national attention is being focused on alternatives to driving alone.

NOW, THEREFORE, BE IT RESOLVED that the Southwestern Pennsylvania Commission encourages the citizens of the region to welcome and emphasize the value of ridesharing by choosing ridesharing at least twice a week, and offers its support by proclaiming May 2014 as "CommuteInfo Commute Options Awareness Month" in Southwestern Pennsylvania.

Fred Junko seconded. The motion carried unanimously.

Mr. Miller asked if we have any expectations on how much the carpool, vanpool might grow, or is it at its peak? Ms. Stump responded that over the past 10 years, carpooling, vanpooling, and transit options have increased. Several studies indicate a trend to continue to increase.

Mr. Miller said that 794 (vanpool participants) figure seems low in terms of what we should be doing to try to get more commuters in the program. Have we thought of looking at other regions? Ms. Schweyer said that they've been hearing from other ridesharing programs across the country that vanpool participation is actually on the downward cycle. The CommuteInfo Program participation has been increasing and we continue to see more interest in our program. Part of our goal in proclaiming May as CommuteInfo Month is reaching out to more commuters and giving them a nudge to at least try a commuting option.

Mr. Miller then asked if nationally there is decline in vanpooling, could you speculate why? Ms. Schweyer explained that one reason other vanpool programs have seen a decline is that the federal government benefits for commuter choice has decreased. The benefit had been raised to have parity with parking benefits, but was then decreased. Because a lot of other programs counted on the higher level of commuter choice benefits, when they dropped, the participation dropped as well. The CommuteInfo Program was not designed to be dependent on the level of federal commuter benefits, so we have not seen a similar decline.

7. Local Project – Oakland Smart Commute – Mavis Rainey

Mavis Rainey stated that the Oakland Smart Commute Program was launched on April 15, 2014. In her presentation, today, she referenced the Oakland Smart Commute booklet and showed a commercial describing the Program. The commercial will be airing on TV stations CW and KDKA over the next two months. Like CommuteInfo we want to encourage people to look at different commuting alternatives. Our target is small business employers in Oakland. Partners in the Program include CommuteInfo and the Oakland Business Improvement District. One major problem in Oakland is parking. With approximately 20,000 permanent residents, who have a residential permit program; there are also about 100,000 people in Oakland throughout the week. What can we do to

get employers to get employees to look for other ways they can get around? Our organization is a small non-profit Transportation Management Association (TMA), and one of our primary goals is to educate and promote commuting alternatives that help reduce congestion. The booklet was sent to employers asking them if they would be interested in having a follow-up conversation to help give them resources they can share with employees. Over 60 employers have requested follow-up conversations. Alternatives include Port Authority, Westmoreland Transit, biking, carpool, vanpool, walking, and ridesharing.

Chairman Craig asked if other new ridesharing services, such as Uber and Lyft, are operating in the Oakland area. Ms. Rainey replied that Uber operates in the East Liberty, Bloomfield and Lawrenceville areas, only a few Lyft vehicles have been seen in the Oakland area.

Chairman Craig asked if there is any effort by the TMA to match the people who live in Oakland with the jobs in Oakland? Ms. Rainey said there is an effort with UPMC, Pitt, CMU, Carnegie Museum and Library, to reach out to the employees who live in Oakland. We work with community partners and residential community groups to talk about the different options they can choose.

8. 2015-2018 TIP Status Report – Chuck DiPietro

Mr. DiPietro welcomed the new members and directed the Commission to notes on recent TIP activities in the agenda packet. He pointed out that the Draft TIP will not be presented to the Commission for action at the June meeting. That action will take place at a July meeting and then will be sent to the State Transportation Commission for their action on the Statewide TIP scheduled for August 14th.

Recent Activities

- Highway/Bridges – A preliminary draft list of projects was submitted to PennDOT Program Center for review and inclusion into PennDOT’s TIP Management System (MPMS).
- Public Transportation – A draft list of projects for all of the region’s transit project sponsors was submitted to the PennDOT Bureau of Public Transportation for review as well as to the PennDOT Program Center for inclusion in the MPMS.
- SPC TIP Amendment/Administrative Procedures - Work Group consisting of staff and planning partners completed its review of current procedures and presented a draft 2015 TIP Amendment/Administrative Procedures to SPC’s Transit Operators, and Transportation Technical Committees.
- CMAQ – The CMAQ Evaluation Committee’s (CEC) prioritized list of recommendations for the 2015-2018 TIP was presented at the December 16 meeting of SPC’s Executive Committee. In late December, staff sent the CEC’s recommendations to PennDOT Central Office for review. Staff worked with PennDOT Central Office and the local PennDOT District offices to select projects for the 2015-2018 TIP’s CMAQ Program from the CEC’s recommended list.
- Air Quality Conformity – Preparations for the air quality conformity assessment are ongoing. Emissions modeling procedures were reviewed, updated, and tested as needed. The steps in the interagency consultation process among SPC, PennDOT, EPA, PaDEP, FHWA, and FTA confirming the planning assumptions and analysis years for SPC’s conformity analysis have been completed.

- TAP – Applications for funding were accepted through April 4th on PennDOT’s website. SPC region received 25 applications requesting a total of \$16.6 million. SPC Region has \$3.4 million in TAP funds available.
- Public Participation – The SPC public participation information webpage was launched on the SPC website. The page is designed to inform Public Participation Panel members and the general public of SPC’s transportation planning public involvement processes and news.

At this Time in the Process

- Highway/Bridges – PennDOT Central Office continues to review SPC’s preliminary draft TIP submission and is working to negotiate/resolve any remaining issues, including interstate and spike decisions that are still due.
- Public Transportation – Transit project sponsors are preparing their Federally-required Financial Capacity documentation for inclusion in the final draft TIP document. That documentation is to be submitted to SPC staff for review by mid-May.
- SPC TIP Amendment/Administrative Procedures – Staff is finalizing procedures for inclusion in the draft 2015 TIP document.
- CMAQ – CMAQ project selection is complete for the draft 2015-2018 TIP. Subject to fiscal constraint and recognizing the CEC’s recommendations, a final list of CMAQ-funded projects was selected and included on the draft TIP.
- Air Quality Conformity – As information becomes available from PennDOT and the project sponsors, staff is reviewing and then forwarding for interagency review the cost, schedule, and scope of projects in the draft 2015-2018 TIP to ensure that information needed for the conformity assessment is included in the TIP. Missing or incomplete project descriptions are being included/updated.
- TAP – The TAP Work Group consisting of a range of SPC planning partners will be prioritizing candidate projects for TAP funding. Selections expected by end of June.
- Public Participation – Staff is preparing for the June/July draft TIP Public Meetings, by selecting locations and coordinating schedules with county planning agencies, PennDOT, and transit partners.
- Draft 2015 TIP Documentation – Staff is compiling and preparing required documentation for inclusion into the draft 2015 TIP document that will be out to public comment by mid June.

Upcoming Milestones & Schedule

- May/June – Conduct Environmental Justice analysis on Draft Project List
- Mid-June – Conduct Air Quality Testing on Draft Project List – Analysis is scheduled to be complete and the draft report ready for public comment by mid-June.
- June – Draft TIP program of projects provided to Commission prior to public comment period
- June/July – Conduct Public Meetings in member counties to receive public comment and transmit the testimony received with staff responses to the Commission prior to July 28th request for Commission action.
- June 30th – 2015-2018 Draft TIP overview presented to Commission
- **July 28, 2014 – (subject to calendar adoption at June 30th Commission meeting) - SPC will consider action on 2015-2018 TIP and Air Quality Conformity Assessment after review of response to Public Comment period.**

Other Background Notes

SPC Draft TIP Development Work Groups:

Public Transportation – SPC’s TOC will designate transit operator staff to participate in three work group meetings along with SPC staff and staff from the PennDOT BPT that will cooperatively compile the region’s transit operators’ four Annual Programs of Projects; along with supporting project and financial documentation for inclusion in the updated TIP.

Highway – There are three SPC TIP Work Groups, one for each PennDOT District within the SPC region. The work groups are comprised of SPC’s eleven member planning departments and staff, PennDOT Districts, PennDOT Center for Program Development and Management, and for District 11-0 our 3 TMA’s. The role of the work groups is to be a collaborative forum for open communication and cooperation; leading to consensus between all work group members regarding the most effective use of our limited transportation funding.

Public Participation Panels (PPPs): Involving our public in the regional planning processes is a high priority for the Southwestern Pennsylvania Commission. As one of many ways of SPC receiving valuable public input, SPC maintains PPP’s for each county in the region, appointed with a mix of age, income, ethnicity, special needs, and special interests. Members are expected to "get the word out" about public involvement opportunities and to encourage the general public to participate.

Congestion Mitigation Air Quality (CMAQ) Evaluation Committee: The CMAQ Evaluation Committee (CEC) assists with prioritizing the candidate projects for CMAQ funding on the TIP, reporting their findings to SPC’s technical committees, and making recommendations to SPC’s Executive Committee. CEC membership is designed to be a balanced and diverse representation of the SPC Members, committees and air quality planning partners. The CEC ranks the candidate CMAQ projects based on a technical evaluation of their expected air quality benefits as well as on several ancillary rating factors.

Transportation Alternatives Program (TAP): The Transportation Alternatives Program (TAP) was authorized under Moving Ahead for Progress in the 21st Century Act (MAP-21). The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Environmental Justice: In its publication, “An Overview of Transportation and Environmental Justice”, the U.S. Department of Transportation (U.S. DOT) outlines the three main objectives of Environmental Justice:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

In accordance with federal mandates, SPC prepares a Report on Environmental Justice that accompanies the Regional Transportation Improvement Program (TIP) and Regional Long Range Transportation and Development Plan.

Air Quality Conformity: MPOs are responsible for making transportation conformity determinations for both their long range transportation plan and for their short range Transportation Improvement Program (TIP). Transportation conformity is a process established by the federal Clean Air Act to ensure that planned transportation projects requiring federal funding or federal approvals, and that are in EPA-designated air quality nonattainment or maintenance areas, are consistent with air quality goals. The conformity process requires MPOs to estimate changes in travel that will occur from completion of the projects in the Plan and TIP and to assess the resulting change in emissions to ensure that transportation system improvements will not negatively affect the region's ability to comply with national ambient air quality standards (NAAQS). Conformity findings must be approved by the MPO before the regional Plan or TIP, or amendments to those documents, are approved by the MPO or accepted by the United States Department of Transportation (U.S. DOT).

Mr. Levine asked relating to the transportation alternatives program, are there criteria that we make a splash with real dollars and go beyond lip service, or is it a project by project. How do we evaluate those TAP programs? Mr. DiPietro said there was a statewide group that looked at how to technically handle the TAP selection process this cycle. It was a subset of statewide MPOs/RPOs, along with PennDOT districts and they came up with a detailed guidance document. Every MPO/RPO across the state had the option to modify the statewide TAP guidance to reflect uniqueness of individual regions. We have a slightly modified document for our region that was developed with input from our TAP Technical Evaluation Committee. There are ten categories of projects eligible for TAP Funding.

Mr. Ceraso commented that when we go through the milestones and schedule, in mid-June we do the air quality testing. At that point the air quality technical documentation is set. After we screen response to the Draft TIP public comment period and if we wanted to change something in June, wouldn't we have to do air quality testing on those changes? Mr. DiPietro said that is correct, if the project has an impact on air quality. It's called the air quality non-neutral check for each candidate project—if it impacts air quality. Most projects we are screening in the current TIP should not be in the category air quality non-neutral. But if we want to make a change, in July, and its air quality non-neutral, we have to redo air quality conformity analysis for the full modified non-neutral TIP recommendation. Such an air quality non-neutral change in July would require deferral of TIP adoption until completion of the new conformity analysis determination document.

Mr. Miller requested that as part of this TIP process, the Commission must have an update on Project Region and how our effort of a few years ago has been used in the decision-making process as part of this TIP. Mr. Miller requested that prior to presentation to the full Commission for TIP adoption at the July meeting, a presentation is needed by staff to demonstrate how the Draft TIP up for adoption is addressing the goals outlined in Project Region. Mr. DiPietro responded that we will work that into the upcoming Draft TIP presentation to the Commission.

After additional comments and discussion, Chairman Craig directed staff to prepare the presentation requested by Mr. Miller for the June 30th meeting so the full Commission can see the match-up of the Draft TIP to Project Region implementation.

Mr. Miller asked about the CMAQ Program—you used the term air quality conformity as part of the CMAQ process. Wouldn't it be good for us as Commissioners to be able again say relative to congestion mitigation too, that we have done the best—which to me is more aggressive in terms of trying to address the issue of mitigation? Chairman Craig responded that we have to meet a certain standard and that's our goal to meet that standard, anything beyond that we also strive to do. CMAQ projects that have the greatest impact on air quality rise to the top.

Chairman Craig requested staff to prepare an appendix on CMAQ projects, showing what projects came in, what projects are on the list to get funded, and what their impact in terms of expected return on investment, as additional background to all Commission members, prior to the request for adoption.

Scott Bricker, having some questions on funding, first wanted to support Mr. Miller's comments. One way to figure out if we are investing the biggest bang for the buck is to evaluate like projects with each other, so that you know what project comes out on top.

Mr. Bricker asked for clarification on some of the funding levels for CMAQ? And, do we know what those are for the update? Mr. DiPietro responded it was approximately \$100M over the four-year period, or roughly \$25M a year. Carryover current TIP commitment however, consumes \$65M, leaving only \$35M to distribute among the candidate projects, instead of the full \$100M.

Chairman Craig requested CMAQ information also be given to the Commissioners prior to the request for adoption. This would be good for both old and new members to get a handle on the technical CMAQ process.

Mr. Bricker then asked are you anticipating CMAQ funds to be programmed in 2017 or prior to that? Mr. DiPietro responded that the CMAQ Program includes federal fiscal years 2015, 2016, 2017 and 2018. The Draft TIP covers October 1, 2014, thru September 30, 2018.

Mr. Bricker asked about the funding available for the TAP Program? Mr. DiPietro responded TAP is about \$1.7M a year for our region.

Mr. Bricker asked about the 20% spike discretionary program. Chairman Craig responded that distribution and selection is at the PennDOT Secretary of Transportation's discretion.

Mr. Stauffer commended the staff on visibly getting the word out, regularly and openly soliciting candidate projects, and directing the technical review process. As Commission members, we need to know that frequent and effective meetings are taking place at the local level at work group meetings convened by staff throughout the region since last September, and that feedback is getting back to SPC. For the record, this go around as the Commission discussed the last time to make those changes, it has been a very effective staff led process since late last summer moving through this TIP update cycle.

9. Report on Regional Policy Advisory Committee Meeting – Larry Maggi

Larry Maggi gave a summary of things discussed at the Regional Policy Advisory Committee meeting that took place today at 1:30 p.m. Items discussed were the Regional Operations Plan with particular emphasis on the Traffic Incident Management elements, local food update and local food chain supply, and the D2P Program update.

10. Transportation Asset Management – FHWA Video

Staff presented this excellent FHWA eight minute video on the critical need for effective maintenance of our wide range of crucial transportation infrastructure needs.

11. Other Business/Announcements – Jim Hassinger

Mr. Hassinger brought to the attention of the Commission SPC's schedule of upcoming events:

- a. SPC's Regional Freight Conference, May 21, 2014, Sheraton at Station Square
- b. PA Rail Freight Conference Hosted by SPC, May 21-22, 2014, Sheraton at Station Square
- c. Next Meeting Date—June 30, 2014

We are also working on a one-day workshop focused on transportation, particularly where we are on the federal side of transportation. This workshop will be held on IUP's Campus in Indiana County. This will be a follow-up meeting to the board meeting of the Northwest Commission at Westminster College in Lawrence County. This is the second in a series and will include the entire Commission and additional people from many of the committees. Because we got a lot done in the state arena thanks to the efforts of the Governor, our legislators, and Secretary Schoch and his staff, we'd like to pivot to the federal side because federal reauthorization is up in September. With the budget being at risk, we need input as to what can be done at the federal level in making up the gap in transportation funding. The date for the Indiana County meeting is August 11, 2014.

12. New Business - None

13. Adjourn

There being no further business to come before the Commission, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Larry Maggi
Secretary-Treasurer