

MINUTES OF THE MEETING
ACCESSIBLE TRANSPORTATION COMMITTEE

Tuesday, March 15, 2011
10 am – Noon
Lane Transit District
3500 East 17th Avenue – Eugene, Oregon

MEMBERS PRESENT:

Hugh Massengill, Chair
Aline Goddard
Ruth Linoz
Gail Lundeen
Kay Metzger

Bill Morganti
Eleanor Mulder
Annie Saville
Reneé Van Norman

MEMBERS ABSENT:

Mary Otten, Vice Chair
Misty Brazell
Mark Phinney

Kristine Sirmans
Scott Whetham

LTD BOARD MEMBER (Ex Officio):

Ed Necker

COMMUNITY REPRESENTATIVES:

Paul Blaylock
Mike Cetto

Stefan Kwiatkowski

OTHERS PRESENT:

Debbie Bonds, captioner
Dennis Brooks, AMMA

April Georgi, Whitebird Clinic

STAFF:

Hannah Bradford
Joe McCormack
Beth Mulcahey

Will Mueller
Terry Parker
Rand Stamm

I. Call to order

Mr. Massengill called the meeting of the Accessible Transportation Committee (ATC) to order. Those present introduced themselves. He mentioned an interest in wireless streaming for LTD Board or ATC meetings.

Mr. Necker said that this had been deemed too expensive. Even if meetings were held at the library, there would be an additional fee to stream the meetings.

II. Introductions, Announcements, Agenda Review

Those present introduced themselves.

Mr. Stamm introduced himself and Dennis Brooks of A-M-M-A Transit Planning, one of the consulting firms that had been working on the RideSource Call Center's software and technology upgrade.

Mr. Cetto requested that accessible agendas be made available to him. Ms. Parker said this would be worked on.

Mr. Cetto said that he had met with his lawyer and the two had discussed how people in wheelchairs were dominating the system. He had just dropped off a letter to LTD about this. He said he had moved his base camp so he no longer had to ride EmX. He had told LTD how uncomfortable riding EmX was for him, but his comments had been ignored. He did not appreciate being a non-voting member of the ATC. He said he would not be buying an April LTD pass, which would force him to leave the community.

Ms. Parker asked Mr. Cetto when he had dropped off the letter. Mr. Cetto said he had just dropped it off with Renee Jones in administration. He hoped to have further conversations with Ms. Hekimoglu about improving the Braille on signs. He said that bus drivers had been rude to him. One had let him off at the wrong stop and had told him "this stop is just as good as the other one." This was not true. Ms. Parker asked that Mr. Cetto tell her what bus he had been on after the meeting.

III. Audience Participation

Mr. Kwiatkowski wished to speak about bus stop removal. Ms. Parker said this item would be discussed later on in the meeting.

IV. ACTION: Minutes Approval, January 18, 2011

Ms. Mulder, seconded by Mr. Morganti, moved to approve the January 18, 2011 minutes. The motion passed unanimously, 9:0.

V. ACTION: Special Transportation Fund

Ms. Parker reviewed the Special Transportation Fund Budget in FY12 and FY13 Agenda Item Summary. This year, \$540,400 was available in the Special Transportation Fund (STF) budget, which was less than what had been available the year before. Keeping all programs funded as they were would cause the STF program to be over-budget by \$73,500. Therefore, service would not be added to the budget. Keeping current services whole would be the priority, rather than adding new services. She thought the South Lane, Florence, and Oakridge programs needed to be maintained or increased, depending on budget match requirements. Rural community services, in order to match the funding available to them, needed the amounts listed as local match. She asked the ATC to agree or disagree with this assumption. Another assumption she wished to get ATC's opinion about was that

Pearl Buck and White Bird needed to keep their STF funding. ATC had decided in the last grant application to support those services.

Referring to the spreadsheet document titled LTD Discretionary Grant Program, Final Recommendations for FY 12 & FY 13, Ms. Parker noted that Pearl Buck was receiving more money through the grant process and therefore did not need as high an allocation as was listed (\$63,000). She thought the same would be true of Alternative Work Concepts (AWC) –because other funding sources, such as the LTD General Fund, could always be used. This would impact the General Fund but would allow the use of local services for match.

Mr. Necker had heard that White Bird would be purchasing another CAHOOTS van. He asked if this would be funded by the City of Eugene. Ms. Georgi said that the City of Eugene would fund the van. She mentioned that White Bird also had new expanded hours for the CAHOOTS service: 11 a.m. to 3 a.m.

Ms. Parker said that this did not change the White Bird grant budget recommendations. Having more service on the street was helpful. She said that legislatively, decisions about how to spend STF monies had to go through the ATC, but she was not ready for the ATC to take action on the budget recommendations. However, she wished to get an okay from the ATC about the assumptions she had made in order to come back with final recommendations. In addition, other budget processes had to be completed in order to know how these funds “filled the gap.”

Mr. Massengill said that the ATC would not meet again until June 21. He thought the ATC should vote to accept on the proposal made by Ms. Parker. Ms. Parker said that a final list could get out via email, but a vote would be needed before the June 21 meeting.

Ms. Metzger said that she agreed that the three rural community services should be held harmless (i.e. funded statically) and that Pearl Buck and AWC could be funded from a different revenue source.

Ms. Parker said that Pearl Buck’s contribution for match for the Discretionary Grant would increase, but she had not yet determined how that contribution would affect the STF funds, but she thought the STF contribution might be less than the \$63,000 currently in the worksheet. Overall, the result of holding the In- and Out-of-District programs harmless between the Discretionary Grant and the STF funding was that RideSource would receive less grant money. Funds had been combined so carefully that it was very “amoebic.” She said that RideSource could withstand hits to funding better than the smaller programs could because LTD General Fund monies would fill the deficit in RideSource.

Ms. Metzger asked if the net result would be no loss of services. Ms. Parker said this was true unless the numbers taken from the General Fund were so high that they impacted overall LTD service. This was not likely to happen since Accessible Services comprised only five percent of the total LTD budget. Alternative Work Concepts travel training and transit host services were funded primarily by LTD’s General Fund and did not require matching funds.

Ms. Metzger asked if there would be a negative outcome if one service was lined out of this budget. Ms. Parker said that the potential negative outcome would be if matching funds were taken from any of these programs; it was questionable as to whether those federal dollars would ever come back. LTD would fully fund AWC because it saved LTD money. Therefore, this program was less vulnerable than others, such as the RideSource Shopper, might be. Those programs that would be most vulnerable if they no longer received STF funds included the RideSource Escort, Pearl Buck Preschool transportation, and the mental health transportation provided through White Bird Clinic. She noted that this program helped those with less visible disabilities.

Mr. Kwiatkowski asked if AWC could help with the RideSource Shopper program. Ms. Parker said that this would cost more money. It was a good strategy to encourage people to take the bus whenever they could, but also to acknowledge that shopping was very difficult. The Shopper service was a concept that sat outside of ADA requirements.

Ms. Parker asked if keeping rural services "whole" made sense. She said she would evaluate Pearl Buck to find out how much was needed to meet the match requirement for the grant. With the ATC's okay, she could analyze the numbers more carefully and make decisions about how to change the numbers to fill gaps. She asked ATC if they felt comfortable with staff going to the budget committee with something based on these premises.

Ms. Metzger said that ATC could help by identifying agencies that were most vulnerable without STF funds and seeking other funds for those programs to help fill the gaps in the STF budget, with the overall goal to provide stable services and funding.

Mr. Necker said that the RideSource Escort and the AWC came out to about \$75,000, which was the size of the gap. Ms. Metzger said that the RideSource Escort was at risk without STF funds.

Mr. Necker asked if the strategy was to save the money for the programs by eliminating the funds for those programs that were not at risk. Ms. Parker said that this was the plan. She planned to keep funding levels the same for programs "at risk" without STF funds and to look for money to fill the gap in other programs that have funding opportunities outside STF. She said that monies beyond the \$73,500 gap also would be sought in order to "shore up" the most vulnerable programs with more funding. One program that could use extra funding was the RideSource Escort program, which was suffering because of higher gas prices. At least one volunteer escort had stopped volunteering because of rising gas prices. Ms. Lundeen noted that people in rural areas really needed the RideSource Escort program.

In response to a question from Ms. Mulder, Ms. Parker stated that LTD's budget year was July 1 to June 30. She was trying to get the Accessible Services budget lined up in time for review by the LTD Budget Committee. She said the last Budget Committee meeting was held by the end of May. Mr. Necker said that the budget had to be set by May. Ms. Parker, Ms. Mulder, and Mr. Stamm recommended the ATC meet in May.

Mr. Cetto said he had told Ms. Hekimoglu that he thought the EmX should run up River Road to 11th and Chambers, and out to Veneta. He also recommended leasing smaller buses made in the U.S. The buses LTD used were too big for the area's geology. Ms. Parker said that the ATC typically did not deal with EmX routing issues, but was focused more on accessible issues on fixed route.

The group decided to meet in May. Ms. Linoz said she would like to get a sense of how many of the riders who used RideSource Escort might become riders on South Lane Wheels. If South Lane Wheels were to receive more riders, she might champion for more funding. Ms. Parker said she would let Ms. Linoz know how many riders used the RideSource Escort service in Cottage Grove.

Ms. Metzger added that Senior & Disabled Services (S&DS) did not operate the RideSource Escort service, but did match volunteers to its grants.

Mr. Morganti asked if RideSource could operate in rural areas. Ms. Parker said that realistically, this was not possible. It was simply too expensive. Therefore, LTD used other strategies in rural areas.

Ms. Parker again asked for ATC's agreement to use the hierarchy she proposed for the STF budget.

The vote from ATC on the final numbers Ms. Parker came up with could be done over email before the May meeting or during the May meeting.

Ms. Metzger, seconded by Mr. Morganti, moved that Ms. Parker put together a proposed budget using STF funds for FY12, prioritizing services most at risk without STF funding, seeking to maximize other funding streams that might be available and with the goal of stable funding for services. The motion passed 5:0, with Ms. Metzger, Ms. Van Norman, Ms. Goddard and Ms. Linoz abstaining.

Mr. Massengill said that the next meeting would be May 17.

VI. RideSource Shopper Update – Staff Presentation

Mr. Stamm reviewed Item VI: RideSource Shopper Update Summary. The Shopper program was being evaluated and updated. Staff were surveying current riders and others who did not use the service regarding where they most wanted to go. Current Shopper riders had expressed a desire to go to Winco and Wal-Mart rather than Fred Meyer, therefore these locations were being added to the schedule. Current riders would not be removed, regardless of their ADA eligibility, however, future riders would be evaluated for ADA eligibility.

Ms. Saville asked how many people used the service. Mr. Stamm said that the vehicle used was a 14 passenger vehicle. On some trips, there were only one or two passengers. Staff hoped that the addition of Winco and Wal-Mart would boost the number of riders. The next vehicle LTD purchased would be a replacement for the existing Shopper vehicle, which was old but was in good shape. Therefore, if there were a need, two vehicles could be made available. These grouped rides were more cost-effective for RideSource and LTD than were individual RideSource shopping trips.

Mr. Necker asked if all RideSource Shopper riders went through the ADA eligibility process.

Mr. Stamm explained that those who had not yet done so were now being assessed for eligibility.

In response to a question from Mr. Kwiatkowski, Mr. Stamm noted that riders were sent to stores in their neighborhoods or as close to their neighborhoods as possible. Staff were working to establish the most effective routing. Ms. Lundeen asked if the RideSource Shopper could go to Junction City, since one rider, who had been grandfathered in, lived in Coburg. Mr. Stamm said that LTD did not want to expand the program outside the service district. The person who had been grandfathered in was in her nineties, and had been a Shopper rider for many years before it was scaled back to the metro area only. The Coburg trip could be done with a taxi rather than with a RideSource vehicle.

VII. LTD Bus Stop Design – Staff Presentation

LTD Graphic Artist Hannah Bradford showed the ATC prototypes of the new LTD bus stop sign design. She explained that the previous year, LTD had received a grant to replace all old bus stops. One of the goals of the project was to save money by making smaller bus stop signs. She asked for feedback on the signage and asked for volunteers to serve on a bus stop sign focus group. Current bus stop signs were 24 inches by 19 inches and had removable stickers with route numbers and names. They also had an older LTD logo.

Ms. Parker asked how far off the ground the bottom of the signs was. Ms. Bradford said that by law, the bottom of the signs had to be at least seven feet from the ground. She said that Braille could be placed on the sign pole so people could reach it.

Mr. Morganti said that there was a problem with graffiti on bus stop signs in his neighborhood.

Ms. Bradford displayed the mock-up for the proposed signs, which measured 11 inches by 19 inches. It emphasized the route number rather than the route name. The route numbers were much larger than they were on current bus signs, and the route names were much smaller. Many transit districts around the country were doing something similar. It was assumed that at the bus stop level, people knew their bus route, so route names were less necessary. The signs were reflective and more visible at night.

Ms. Parker asked if everyone could “cue” to numbers versus cuing to words. Mr. Necker thought that a readable destination name was important to display. Ms. Linoz gave the example of the same route number on buses going in either direction on certain routes, which would have different route names. Mr. Kwiatkowski agreed.

Ms. Saville thought saving money by making the signs smaller was a good idea. However, she felt that too much space was wasted on the new sign mock-up. She thought this space could be used for route names. She said that many people knew where they needed to go, but did not know which route number to use to get there. She thought useful information, including route names, were necessary.

Ms. Bradford said that the layout of the sign precluded route names for all routes – some signs would list up to six routes and there was not enough space. All signs also needed the LTD logo and an indication that they were bus stop signs.

Ms. Parker asked why the 11x19 size was used. Ms. Bradford said it was one of the standard aluminum sign sizes. Mr. Kwiatkowski asked about a size between 24 by 19 and 11 by 19, with a smaller LTD logo.

Ms. Saville thought the new design looked nice, but the numbers could be moved all the way to the right. Ms. Bradford said the pole would prevent that – the pole could go on either side of the sign, according to facilities staff, which meant there needed to be room on both sides of the sign to attach the pole.

Ms. Metzger and Ms. Lundeen asked if there was a standard size that was larger than 11 by 19. Ms. Bradford believed there was a standard size between 11 by 19 and 24 by 19. LTD was taking its cues from what other transit districts around the country had done.

Ms. Linoz asked if there were a strategy to “get away from words” that was useful. Mr. Morganti said that he noticed buses in Portland had route numbers and names. Ms. Parker repeated Ms. Saville’s assertion that riders used route names more than route numbers. Ms. Metzger thought using just numbers would cost LTD more in the long term because of the time bus drivers would have to spend assisting riders as a result. Ms. Saville agreed. More information was needed, not less.

Ms. Bradford said that other districts experienced “pain” when their signs were changed, initially. However, once riders got used to the change, they kept their bus schedules with them or looked up information on their cell phone.

Ms. Parker asked how much money the smaller signs would save. If the number was big enough, the medium-sized signs might be worth it. If the number was not big enough, it wouldn’t be worth it. People with different abilities might have too much trouble with such a big change to sign size and design.

Ms. Bradford explained that facilities staff had requested smaller route number and name stickers be used, because they were very difficult to remove when changes to signs needed to be made. The time spent doing this was hard to quantify. Preventing this was one of the things she was trying to accomplish with the new design.

Ms. Linoz noted that sometimes route names changed but the number did not.

Ms. Parker said that it appeared as though customer service needs were greater than the potential savings the new signs would bring. Mr. Necker noted that other transit districts that used smaller signs were not as customer oriented as LTD was.

Ms. Bradford said that there would be another round of feedback when she gathered two separate focus groups. At least one bus driver would be on a focus group. She asked that interested ATC members participate.

VIII. U of O Transit Center Update – Staff Presentation

LTD Facilities Manager Joe McCormack provided a visual presentation on the plans for the redesign of the UO Transit Center. He said that he had talked to the ATC about the redesign of the University Station at 13th & Kincaid before, and LTD had done some public outreach for the redesign, as well.

The design work was complete. The design process had been funded by the Oregon Department of Transportation (ODOT). LTD had subsequently applied for construction funds and was one of 120 applicants for ODOT Flex Funds. LTD had requested \$2.1 million. LTD was one of twenty applicants that had been selected to get funded statewide. The total construction budget was \$2.3 million.

With this project, staff wished to increase efficiency for operation in the area. The pedestrian volume at 13th and Kincaid was very high. LTD planned to install a traffic signal at 11th and Kincaid, which would help buses get out of the area. In addition, the entire station would be redesigned. Each bus would have an assigned bay. Currently, the station was operated on a first come, first served basis, which meant that people waiting for the bus might have to change their location depending on where their route ended up at the station. This change would make the station more user-friendly.

The University Station was built in 1985, and there had been some space restrictions at that time. This redesign would help build capacity for the future. More passenger waiting space and coverage would be added with personal safety and crime prevention in mind. There would be a general cleaning up of the pedestrian environment. Directional signage would be refurbished and real time passenger information would be added along EmX corridors.

Mr. Necker asked how bays would be designated. Mr. McCormack said it would be a saw tooth bay with independent pull out capabilities, much like at the Eugene Station. There would be better way finding and accessibility. The entire area would be rebuilt so that pavement would be at one level throughout. The driveway and parking area outside the Computer Building would be at pedestrian level. Parking here would not be removed. The parking zone would be marked. Ms. Linoz stated her concern about vehicle and pedestrian interception. Mr. McCormack said that the amount of pedestrians in the area prevented that from happening.

Mr. Cetto was concerned about eliminating all curbs between pedestrian sidewalks and areas with traffic. Curbs were the only thing that allowed him to use the downtown facility. Other than that, it was very inconvenient because he was blind. Curbs were essential for him to notice streets where cars

travelled at more than 15 miles per hour. Mr. McCormack said that he would make sure there was a detectable line between the parking area and the pedestrian area. The parking zone was a low-volume traffic area, and there would be a curb between it and street traffic.

Mr. Massengill asked why there was no traffic light being considered at 13th and Kincaid. Mr. McCormack said that there was no light because the large number of pedestrians would not pay attention to it. Mr. Massengill added that at certain times of the day, one could not trust all drivers to be sober or bicycle riders to be safe. Mr. McCormack said that the City had never recorded any accidents at that location. LTD would be doing an experiment at 13th and Alder and would be installing an "all pedestrians go" signal.

Ms. Linoz asked where a bus would lay over if necessary. Mr. McCormack said that this would be worked out in service planning.

Ms. Saville asked what sort of rain protection would be available for people waiting for buses. Mr. McCormack showed an early concept sketch of how the new shelters would look. They would be larger than the current shelters, with roofs, but there would be no vertical surfaces due to potential graffiti problems.

Mr. Necker asked if curb heights would remain at seven inches so that buses could kneel for certain passengers. Mr. Blaylock agreed that curbs should perhaps be higher. Mr. McCormack said that the curbs would not be raised.

Mr. McCormack said that LTD was in the permitting process and would be bidding out for construction in April. Construction would begin on June 14, the day after graduation. The intent was to be done by the start of fall term, perhaps by the 18th or 19th of September. LTD was working on where the stations would be located in the summer during construction. The City also would be doing a road preservation project and would be rebuilding Alder from 13th to Franklin during the summer. Flexibility was needed in terms of where buses would travel.

Ms. Parker said that AWC riders who used this area might need RideSource service during construction. Mr. McCormack said he would make sure that staff worked with AWC.

IX. Fixed Route Bus Stop Review – Staff Presentation

LTD Service Planning Manager Will Mueller said that LTD had been debating the appropriate distance between stops for many years. LTD typically aimed for a distance of 750 to 1,300 feet between stops, but this was often changed for various reasons. LTD was currently examining stops that were less than 600 feet from the next or previous stop. He reviewed the list of bus stops to be removed on page 20 of the agenda packet. These included the following stops:

- Route 13 – North side of MLK Blvd., West of Chase Village.
- Route 19 – South Side of Fairview, West of Kelly and East Side of Aspen, North of Cottonwood.
- Route 27 – East side of High, North of 19th.
- Route 28 – West side of West Amazon, South of 44th; and West Side of West Amazon, North of 39th; and South Side of Martin, East of West Amazon.
- Route 32 – West side of Bertelsen, South of 1st; and West side of Bertelsen, South of 5th.
- Route 33 – North Side of 28th Avenue, East of Madison.
- Route 36 – North Side of 18th, East of Garfield

- Route 40 – East side of Echo Hollow, South of Concord; and West side of Echo Hollow, South of Concord; and West side of North Clarey, South of Aerial; and East side of Bertelsen, North of Elmira.
- Route 43 – South side of 10th Avenue, East of Jefferson.
- Route 51 – East side of Scenic, North of Kildare.
- Route 55 – North side of Silver Avenue, East of Dalton
- Route 67 – North side of Green Acres, West of Balboa; and East side of High Street, North of 5th.
- Route 76 – East side of Oak Patch, North of 18th; and West side of Warren, South of Blackburn; and North side of Kevington, East of Blackburn.
- Route 93 – West side of Territorial, North of West Broadway Avenue in Veneta.
- Routes 24 and 73 – East side of Willamette, North of 31st.
- Routes 40 and 52 – South side of 5th, East of Blair.

Mr. Mueller said that LTD was also examining bus operating time. The closer bus stops were to each other, the longer the route took to finish. On-time service was essential, and bus stop removal would not take any resources to increase route speed. He reviewed the list of bus stops. He noted that the distance between stops was large between stops on the West Side of Bertelsen, South of 1st and the stop on the West Side of Bertelsen, South of 5th on the 32 route, but no one had been boarding or getting off at these stops.

Mr. Kwiatkowski said he used the stop at Bertelsen and 5th about once a month or less. He said he was concerned about the bus stops that had many wheelchair boardings, such as the stop on the East Side of Bertelsen, North of Elmira, which had 11 wheelchair “offs” per month.

In response to a question from Ms. Mulder, Mr. Mueller noted that the “Wheelchair ons” column indicated the number of wheelchair boardings at each stop per month.

Mr. Mueller noted that the stops on either side of the stop on the East side of Bertelsen, North of Elmira were 424 and 770 feet away from it, respectively.

In response to a question from Ms. Parker, Mr. Morganti explained that in Eugene, blocks were usually about 400 feet long. Ms. Parker said that LTD assumed that if a person was riding a bus regularly, they could traverse one block. If a person could not travel one block, it was likely that they needed *RideSource*.

Mr. Mueller mentioned the removal of the stop on the South Side of 5th, East of Blair on the inbound 40/52 route. This was a busy stop, with an average of 32 boardings per day. However, because the stop just after it was only 381 feet away, it would be removed. Ms. Saville added this stop was difficult to stop at, and that nine months out of the year, riders got off the bus and stepped into a puddle. She thought the removal of this stop would be a good thing for everyone.

Ms. Lundeen asked how many people would end up on *RideSource* because of these changes. Mr. Mueller and Ms. Parker said that if the issue was difficulty traversing 350 feet, the rider needed to be on *RideSource* anyway. Ms. Parker noted that no one had been found to have to use *RideSource* because of the longer distances between stops on EmX.

Mr. Mueller said that the LTD Service Advisory Committee had reviewed the list for needed changes. LTD was receiving many requests for an additional EmX stop at the Sacred Heart complex at RiverBend at the northern end by the pavilion. LTD was working with PeaceHealth and Springfield on this. He thought it might be good to have someone weigh in on this issue early.

Ms. Metzger said she knew of people who would be interested in this. She asked about pedestrian safety related to the bus stops. Mr. Mueller said that LTD did consider this. He said that a number of crossing opportunities were being built on Main Street in Springfield in conjunction with LTD stops. LTD added safe crossings for pedestrians whenever they could. He asked ATC members to let LTD know if they had suggestions.

Ms. Metzger asked if this was being considered in relation to bus stop removal. Mr. Mueller said that pedestrian safety had not alone caused LTD to put any bus stops on the list of those to be removed, but was one of the reasons why certain bus stops were on the list.

Ms. Parker asked about the stop on the North side of MLK Blvd., West of Chase Village. Mr. Mueller said that this stop affected the speed of route 13. It was two stops down to the west after the medical center on S. Garden Way. It was on the list partly because of the dangerous risk of pedestrian crossings at this area. Ms. Parker noted that this was the only stop that was being removed from route 13. Ms. Saville said that saving time was crucial in terms of running on time for routes. She said that saving a minute could ensure her riders made their transfers or whether or not they had to wait thirty minutes for the next bus at a transfer station.

Mr. Massengill asked if the ADA had guidelines about distances between bus stops. Ms. Parker said it did not, but did have guidelines for providing ADA and Paratransit services for those who were unable to use fixed routes due to a disability. She said that it looked like it was okay to keep this stop on the list of those to be removed. Ms. Metzger agreed that it was in a dangerous area for pedestrians. Mr. Mueller said he would investigate the relationship between the stop and the medical center. Ms. Saville said that there was adequate stoppage for the medical clinic.

XI. Adjourn

Mr. Massengill adjourned the meeting at 12:04 p.m., noting that the next meeting would be held on May 17.