



## Orem Public Works Advisory Commission Meeting Minutes

7:00 a.m. Tuesday, April 19, 2016  
Orem Public Works Department  
Conference Room 2  
1450 West 550 North

CONDUCTING: Tai Riser

ATTENDING: Bill Peperone                      Luke Peterson                      Carol Walker  
Chris Tschirki                      Neal Winterton                      Reed Price  
David Spencer                      Lane Gray                      Keith Larson  
Debbie Lindsay

ABSENT/EXCUSED: Val Hale                      KC Shaw                      Stan Roberts

### APPROVED

Tai Riser called the meeting to order. He *asked for a motion* to approve the minutes from the December 15, 2015. Carol Walker *made a motion to approve the minutes*. Luke Peterson *seconded the motion to approve*. *Motion was unanimously passed*. January minutes are notes only due to no quorum present. No meetings were held in February or March so there are no minutes. Tai turned time over to Chris Tschirki for discussion of the Citywide Impact Fees.

Chris reminded the commission of a discussion several months ago regarding moving forward with the Master Plans. Bill Peperone had suggested that we move forward with impact fees, do a study and implement them. This was part of the condition of the commission's endorsement of the plans with the fee structures. Chris then showed them the City of Orem Request For Proposal legal notification that is advertising the impact fees. The proposals listed on the legal notification are due May 4<sup>th</sup>. He read the first sentence of the notice: "The City of Orem is requesting proposals from responsible professional firms for services directed at updating '*City of Orem Impact Fees Facilities Plan, Impact Fee Study and Parks Master Plan*.'" We currently have Master Plans in place for Sewer, Storm Drain. The Water Master Plan will go before the City Council for a final approval and adoption next Tuesday, April 26<sup>th</sup>. The process will include a new Master Plan for Parks as well as creating City-wide impact fees for Parks, Sewer, Water, Storm, Fire and Police. Chris said that this is what the commission has been working on for the past several months and feels this is a positive outcome of the work of this commission and is long overdue. He thanked the commission members for the direction they have provided on this. He asked if there were any questions regarding the impact fee study that will be happening. There were no questions at this time. It will be a formal public process with public meetings and hearings. There will be formal recommendation will be brought to the City Council for consideration. This will be for new development within the City.

Tai asked if this would be at the point of applying for a building permit.

Chris affirmed that this would be the case.

Neal pointed out this is separate from the southwest annex area. That area has already had impact fee analyzed and are in place.

Chris said that there are currently developments that are paying for impact fees in southwest Orem.

Chris reminded the commission of a presentation that was given several months ago regarding energy savings and opportunities. We have contracted with Seimens Corporation to perform streetlight replacements. This will not include the poles and fixtures but will include the light and retrofitting for the new LED bulbs. This is ongoing and should be completed by December of this year. The current lights are not energy efficient. With the light replacement we expect a 65% energy savings. Our total annual energy costs are approximately \$400,000. With the new bulbs we should be able to save at least \$240,000 per year in power costs alone. All new construction will be installing the LED lights.

Neal said that the old bulbs that are currently in use only have a 4-year life. The new bulbs have a significantly longer life span.

Chris believes this is good news and will help off-set other costs throughout the city. The contract with Seimens is performance based.

Chris moved on to the next item on the agenda. Reed Price was to have given this portion, but is delayed by another meeting so Chris will cover the Storm Water Master Plan and Rate Adoption. This plan went forth a little over a month ago. The City Council adopted the rate increase for this year for a \$1 per ESU. The rate was \$5.25 per ESU up until April 1<sup>st</sup> of this year. The Council did follow the 5 year Master Plan recommendation. This will be brought back next year and the year after that for subsequent increases. He asked Councilman Spencer if he had any comment regarding this.

Councilman Spencer said that he felt it was something that we need to do.

Chris said that this began April 1<sup>st</sup>. He said that he hasn't received any phone calls regarding this yet. He felt that this was a good public process. It was formally vetted by the City Council and the PWAC. We adopted the Sewer Base Rate changes which will be implemented July 1<sup>st</sup> of this year. There is no rate increase scheduled for this year. We changed how we are implementing the base rate charges. It is now being charged by the living unit now. There will be an adjustment made for nonresidential as well. He thanked the support of PWAC on this. The anticipated revenue increase on this is about \$1 million as a result of the policy change. There was no need to look at any rate increase this year. Now we will be moving forward with the Water Master Plan and a 7-year implementation as per the direction of the City Council. This 7-year plan will be without bonding.

Carol asked if there was any backlash with apartment owners of the Sewer Base Rate change.

Councilman Spencer said that he is still hearing from some owners. A prior councilmember had told the owners that the rates were going to go up \$100 or more. In actuality it is only \$8.32 per unit.

Chris said that he had a call from an owner of a trailer park with about 100 units. He wanted to know what his bill would be and asked for some other information. He was actually upset that we hadn't already done this. He lives in Spanish Fork and felt that the residents of his park here in Orem were getting a heck of a deal!

Chris turned the remainder of the meeting time to Neal to present the Water Master Plan that will be presenting to the City Council next Tuesday.

Neal explained that he had presented the plan to the City Council previously. He explained that is actually two presentations: 1) a 168 page Master Plan document that we are asking the City Council to approve and 2) a rate implementation plan which is where the bulk of the discussion will be. He believes that the Master Plan is a good document and a good destination, but how we get there is up for discussion. Historically we have given the information and taken our recommendations from the PWAC and implemented that in to the plan and then take it to the City Council. In this case we are getting the feedback but are coming back and reporting the PWAC members.

Neal went to page 3 of the presentation title “Water Systems 101. This show 1) Sources, which are Deer Creek, Jordanelle, Provo River as well as springs and wells, 2) Conveyance comes in different ways with different size pipes, 3) Treatment, 4) Storage component and 5) Distribution of the water to the users.

Page 4, Water Utility Challenges shows a book that we have discussed previously, “The Big Thirst, The Secret Life and Turbulent Future of Water” by Charles Fishman. The book discusses the invisibility of water and water systems. People turn their water on, it comes out of the faucet and we expect it as shown on page 5 Water Utility Info. Water is an unseen utility much like the other utilities that we have discussed here in our commission meetings.

Page 6, Orem Water, shows that 60% of our water is surface water, 25% comes from wells and 15% comes from our springs. We have a close and dependent relationship with Central Utah Water Conservancy District (CUWDC) for treatment, conveyance and storage in different facilities. We provide the township of Vineyard with wholesale water. There is an interlocal agreement that was well written to serve both communities.

Page 7, History 1953, shows that we are not that different today. This illustrates a newspaper article titled “Orem City Dads Study \$1 Hike in Water Rates”. At that time the \$1 increase they were looking at would be equal to \$8.85 in today’s dollars.

Page 8, History 1955, shows that there was an entire insert in the newspaper that discussed Orem’s growth. One article called Orem “The City of Tomorrow, the city of phenomenal growth has only just begun to grow as Utah County extends its industrial expansion” with an expected population growth of 12,000 residents. The history of Orem was very focused on making sure that the water needs were taken care of. We are fortunate that we had forward thinkers at that time.

In 1962 (page 12) Orem was receiving raw water from the Deer Creek Project. It was being chlorinated and put directly in the system. The FHA told the City that if we wanted any more loans, we needed a water treatment plant. This was studied in 1962 and brought before the Council. They asked for an increase of \$0.90 which for water and sewer. This equates to an increase of \$7.10 for each utility or \$14.20 for both in today’s dollars. The residents voted down a treatment plant at that time. CUWCD ended up building the water treatment plant to service the needs for their service district. We were their first customer. We are still by far their largest customer. We have had a co-dependent relationship that they have existed most to serve Orem. That is changing drastically as they expand their treatment service boundary out to areas of growth.

In 1976 (page 13) the City entered an agreement with CUWCD to provide which we have been calling “Jordanelle water”. This was part of the Central Utah Project. The newspaper said

that by 1979 we would start receiving a 1,000 acre feet and by 1996 we will be receiving our entire 7,500 acre feet. We started receiving this water in about 1998 with our first 1,000 acre feet. This year (2016) is the first year that we will receive the first 7,500 acre feet.

Neal gave special thanks to the people who make our system work on a day-to-day basis. This is shown on page 14. Lane Gray is the Water Section Manager. It shows the entire Water Section group. They take their job very, very seriously. They are required to get certifications through the State. They are reminded every day what it means to take careful precautions. As surgeons take care to clean their tool so there is no spread of infection, the same care is taken by our Water Section to make sure that we don't introduce contaminants in to the water system. It is a delicate process. If we were to have a mix up, it could lead to catastrophic consequences. We extend a thank you to Lane and his crews.

Neal explained the differences between Sewer and Storm Water (page 15). We need to install a lot of infrastructure in to Storm Water. The focus of the Storm Water Master Plan is implementation and new infrastructure. The Sewer and Water Master Plans focus on repairs and maintenance on what we already have. Sewer is primarily is preventative approach that involves cleaning and replacement prior to have issues and challenges. We want to avoid sewage backups, sewer line collapses or sewer bubbling up in the middle of the roads. Although Neal hesitates to say that we can live with a little water leak, we can live with a service line leak that bubbles up because we can make those repairs. The reason being this is clean water and is not a health hazard. According to Neal's visual Water had five main areas of focus in the first five years: 1) build a 10 MG tank, 2) 2" & 4" undersized lines replacement, 3) to implement water reuse, 4) the need for two new wells and 5) AMI – new meters/new meter transmitters.

Page 17, Water Utility Info, the question is asked "What Do You Expect??" When you turn on a tap, you expect clean water, reliable water service, abundant water and an expectation of responsible water use. We have a moral obligation to have a sustainability plan to make sure we are utilizing our water resource.

Neal pointed out that the Council has a lot to worry about (page 18). Some of these things are Zoning and Building, Parks, Utopia, Traffic Signals and Signs, Storm Water, Recreation, Libraries, Police/Fire, Development, Safety, Lighting, Water, Sewer, Roads and Senior Care. Our hope is to get through this Master Plan and take care of our job to keep providing these services.

The purpose of the Master Plan is found on page 20 of the presentation. This is what we have been discussing in our PWAC meetings. Page 21 explains the Scope of the Project. Neal was the inaugural guest of the new City program "Chat with a Bureaucrat" on Facebook. He had a range of questions regarding lead in the drinking water to fluoride to how we work with Vineyard and what our plans are moving forward. He felt it was a good opportunity to chat with those who had questions.

Neal skimmed over page 22, Water Utility Info and page 22, Distribution Pipe Sizes. Neal did point out that most of our pipe is 6" and 8". We do have some 12" that creates the backbone of the system as well as some larger pipe. Neal mentioned that we have 31,236 feet of 24" pipe in the City.

The next page (pg 24) illustrates seasonal demand for water. November through April we use a consistent and predictable amount of water shown in blue. The green areas represent when we turn on our sprinklers for outdoor usage. This is not very predictable. It follows weather patterns. We can recognize in our water use and our water revenues when we have a wet year.

Seasonal Demand chart on page 25 shows the different sources of where our water comes from. This includes those areas discussed previously: Surface, well, and springs. This also shows the amount of water we will need if we don't practice conservation. The State Conservation Goal is also shown on this graph which is saving 25% by 2025 beginning in 2000. That goal is a per-person per-day goal. It is not an overall volume. We are not going to use less volume in the City of Orem. It is not practical since we are growing. We have more businesses, more students and more residents. Our overall volume is going to continue to increase. What we are hoping to increase is our efficiency and decrease our gallons per capita per day per person. Over all, Orem is looking really good especially in comparison to other cities. Most cities in the area are looking to secure more water sources as soon as possible.

Tai asked if we have a conservation game plan. He said he thought is that with the apartments going in with less yards that we would naturally see less water used.

Neal agreed that this is the case and what we will hope will happen. We have a conservation plan. Every 5 years we are required to produce a conservation plan unique to Orem. He will send that to the PWAC members. This is due in 2017.

The next few pages are from the Master Plan. Page 26 shows the existing pressure zones. There are different elevation lines and service districts within the City. All storage is at the treatment plant on Cascade Dr. The map illustrates the distribution down through the City. These are the main distribution lines. Nearly every street in the City has a water line under it. The blue dots represent wells. These follow the bench and the Provo River. We are proposing more wells in the west and south side of the City to service the central part of the City.

Page 27 illustrates existing static conditions. The colored dots represent the hydrant and nodes that put different demands on the system as well as the different pressures on the system. We like to be above 50 psi. When we get from 30-50 psi during peak conditions we feel ok but we know that we can't have perfect 90 psi during all demands. He likened it to driving down University Parkway. At 3:00 am you will fly right down and probably not hit many traffic lights due to light demand. At peak time of 5:00-6:00 pm you will have to stop at nearly every traffic light and keep with the flow of traffic.

Page 28 shows these peak hour demands. The red dots show 30-50 psi which is okay. That means that all systems are up and running and we are sprinting down the track and our heart is beating well.

Page 29 represents Future Pipe Projects. This shows what we will need to do when we are built out. He pointed out 400 South is where we will need to service the golf course, the southwest part of town and Lakeside Sports Complex. By 2034 we are projected to need a large pipe, in addition to what we currently have, from the treatment plant and down 400 East. He pointed out that we plan the very best that we can. Once we implement AMI and we have data that can help us model this out, we anticipate that by 2030 to 2032 we will be able to model this quite accurately. He said that the map showing only a handful of projects that need to be completed is fairly amazing that this is the condition we are in.

Chris said that the C6 (400 E water line project) identified on the map on page 29 is 42" line. We currently have a 36" line at the top end of this system. He pointed out that this project is not to replace that 36" line but to add an additional 42" line. That particular line is heavily used between 6 p.m. and 10:00 a.m. The velocities are quite high. He likened this to an artery in our system. He said that interestingly enough, there is very little daytime flow in this line from 10:00 a.m. and 6:00 p.m. What that means is that we need to better optimize our system. We need to balance this out.

Neal went on to page 30 of the presentation – Fire Flow Projects. This map shows the 2” and 4” replacements based on priority of where these need to be done.

Page 31, Build Out with No Projects shows lots of black area indicating low pressures which can be quite scary. Neal said that he doesn’t believe we won’t be building any projects, but the reality is this is where we would end if we don’t plan for the future.

The next page, page 32, Build Out with Projects shows a much better outlook for service to our residents.

Page 33, Storage Summary includes a lot of data, but the bottom line shows that we have a 10 million gallon storage need today. The City has hired Hansen, Allen and Luce to study where the best location for an additional tank would be between Vineyard, Orem and CUWCD.

Neal said that rather than show the benefits of the projects, he decided to take a different approach on Page 34 What Are the Consequences? The basic consequences of not building a 10 million gallon tank could put us in the situation of a drinking water system violation. This is not a good place for us to be. As a result of a violation we could be told that there could be a moratorium on development and no building permits could be issued for business and residential. This is a reality. If we don’t build a 10 million gallon tank, our system would technically and mathematically be in violation with the State standards. This would also overtax our wells by over pumping. This is not a situation that we want to be in.

Neal told of the fire at Wasatch Jr High in Salt Lake County in 2005. It began a small fire, but ended up burning the entire school to the ground. Although the Fire Marshall did not come out and directly say that if they would have had more water supply they could have put the fire out, but Neal believes that is the case if you read between the lines as illustrated on page 35. With the 4” and 6” pipes in that area, the system didn’t give them the flow that was needed to put out the fire.

Water Reuse is discussed on page 36 of the presentation. If we don’t get a water reuse system to cover Sleepy Ridge Golf Course and Lakeside Sports Park, we will need to do a project there right now. We have an approved source with the State Engineer in utilizing our water reuse. Both the Treatment Plant and Lakeside Park projects, from concept to execution, were planned and designed to be serviced with water reuse from the Water Reclamation Facility. This has always been the plan. This is a valuable resource that is sustainable as well.

Page 37, What Are the Consequences: 2 New Wells is similar to the situation of the new tank. We have the rights to get to our water. We simply don’t have enough “straws” to get to all the volume that we need. We would more than likely put a new well next to a new tank which would enable us to fill the tank with the water from the well. This is a common practice.

Neal believes that AMI is the first step in meeting the Governor’s conservation goal as illustrated on page 38. This information needs to be put in the customer’s hands and let them see what is actually going on. Currently they receive a bill (that is read by our meter readers) in the mail. They could be looking at their usage that is 30-45 days out. We need to put immediate amounts in their hands. With our old meters, some are reading at 80% and some reading at 120%. This is not a few meters, but quite a large amount that are reading either too low or too high. Statistically we have inequities throughout the city. Neal said that when we raise rates it only perpetuates that inequity. The AMI would also be a great tool in the hands of our operators particularly in the future.

Neal explained that the Direction from the City Council (pg 39) was they wanted to see scenarios for a 5 year, 7 year, 10 year and bonding plan. Neal covered the graphs illustrating these on the next few pages to page 47. Each plan begins at the same plan and ends in the year

2026. How and when we get there with which project is shown in the different scenarios. The green illustrates AMI which is spread out over 4 years in each of the plans. The blue illustrates water reuse and is shown early on in each of the plans since that needs to be implemented very soon. Orange represents the storage tank and purple represents the wells. Yellow is for Fire Flow. This shifts a bit in each scenario. He reminded the commission that we are not talking about building the tank tomorrow but we are planning for the future. We are planning on building a tank in five years. He reiterated the need to implement AMI as soon as possible since we are looking at raising rates. He would like every household to be able to see what is going on with their billing. He said that power companies do this as well as the gas companies. The users have paid for this service.

The final visual on page 47 was the bonding scenario. In this scenario we begin implementing AMI almost immediately. We would get almost all the fire flow done in 2018. The storage tank would happen all at once in 2021 and rates would be softened somewhat. We do carry debt with this scenario.

Neal explained how the Water Utility is funded as shown on page 48. We have a base fee and we have a volume charge. The legislature recently passed a bill that requires us to implement a block or tiered rate. We cannot have a uniform rate any more. As a result we will be implementing a summer rate and a winter rate. The “meat” of this bill, SB 28 is shown on page 49.

Neal shared a visual that Reed has used in the past on pages 50 and 51. These visuals show the Average Annual Cost of Household Utilities. It shows that the Gas as well as the Electric companies have been investing in their systems. They are putting money in to their systems and we have not.

Neal went on to the Water Rate Options (pgs 52-55) for each of the four scenarios. Each of the plans illustrates the Winter Usage and Summer Usage Rates. The bottom line shows the “Effect on CIP”. In the 5-year plans the amount is \$0. The effect on the 7-year plan shows a reduction of project funds of approximately \$5.5 million. The effect on the 10-year plans is a reduction of project funds is over \$10 million. The bond is revenue neutral.

Neal showed the visual on page 57 that shows a summary of an average single-family monthly bill showing each of the plans.

The visual on page 58, Comparison of Annual Water Rates, Average Residential Customer, shows a comparison of water rates with other cities. Neal pointed out that our rates are still lower than the comparison cities by a wide margin. He explained that the dark lines represent this year’s rates and the lighter lines represent the next year. The red horizontal line shows that we are at \$26.95 as an average monthly water bill.

The next visual on page 59 represents the phase in plans with the aggressive 5 year plan shows us at an increase of \$42.28 in the year 2021. The other plans, the 10 year and bonding plans, are represented as well. This would still put us somewhere in the middle of the other cities. This is also assuming that the other cities are only raising their rates at an inflationary rate of 3%. Neal is fairly sure that there will be other increases over the inflationary 3% in most, if not all, of the other cities.

Page 60 takes us to 2026. This shows that all the plans end up at the same point. This will also put us between Spanish Fork and Lindon rates. This is right in the middle of the pack.

Chris feels that being the middle is not a bad thing. Being at the top illustrates a problem with those cities that delayed rate changes. He specifically pointed out Ogden. Ogden has delayed and as a result has had to bond for some extensive infrastructure investment. He said

that being at the bottom is an indication that the cities are perhaps not paying enough attention to where they need to be.

Neal's next illustration (page 61, The Path Forward) shows a historical picture of the Deer Creek dam construction. Our path forward is to adopt the Water Master Plan, accept the Water User Rate Study at which point we will report to the City Council on what we have done and what we will need for each year and follow that plan.

Councilman Spencer pointed out that regardless of whether it is a 5, 7, or 10 year plan the Council will still need to approve each year the additional increase. He said we could flat-line out if the Council doesn't see the vision each year.

Neal said that is what has happened in past years.

Reed said that when he presented to the City Council, the Council asked for, and he included in the resolution that the staff will approach them on an annual basis to remind them of what the plans are and what they are designed to do.

Neal said that the need is not tied to the rate. The need is the CIP. The rate just gets us there. What we will bring to the Council is the CIP need and the proposal on how to get there.

Neal finished with the presentation at this point and asked if there were any questions.

Carol said she felt the presentation is well done.

Councilman Spencer pointed out that we should only bond when the economy is bad. At that point interest rates are bad and labor is low. He said he didn't feel that bonding would be the solution at the moment.

Neal agreed and said that conditions would have to be right in order to bond. This was a discussion on the Sewer Plan and the 7-year plan which was implemented. We will have to go with whatever the Council approves. We have given plenty of options to Council. Our objective is to inform the Council on how much we need for the CIP to move forward.

Reed pointed that with conservation efforts that the State wants us to do, increasing the rates will naturally encourage and motivate conservations. The AMI will give citizens a tool that allows them to follow their costs and where they can conserve.

Councilman Spencer thinks the AMI meters are a sticking point. He stated that he is feeling push back on them from the citizens. He said that they don't like the cost and the privacy.

Tai said that would depend on if you use it. Someone who likes and uses technology would be excited about it. If I don't have that technology, why would I want to pay for something that I'm not going to use. He pointed out that Councilman Spencer is on the Senior Committee.

Neal said that Provo is about half way done with their implementation of AMI. He said that most other cities have AMI.

The question was asked if the PWAC would be meeting in June.

Neal said that the intention of the Commission was to meet and aggressively discuss and recommend on the Utility Master Plans. After those had been looked at, the plan was to move to meeting every other month or as needed.

Reed said that he has some information that he was hoping to have the PWAC members weigh in on regarding Streets. He said we were hoping that the legislature would give us some additional opportunities to increase funding towards our streets. Since this didn't happen this year we are beginning some internal discussions to figure out ways to meet those needs. Also very soon we will be starting a Parks Master Plan process defining the level of service that we expect as a community for our parks as well as defining all the assets that we have so that as

growth occurs we can charge impact fees to maintain that level of service. He will be presenting this to PWAC as well in the near future.

Chris said that there are several other large items that need to be discussed in PWAC as well. This will include a Water Conservation Plan. He would like to make the commission aware of what this plan is and what our goals are. He would also like to hear some ideas and recommendations from the commission members regarding public outreach and education and other things associated with this. He also wants to give the commission an update on the Water Storage study which is in process currently. There will be plenty to discuss. He plans on holding a PWAC meeting on May 17<sup>th</sup> to give PWAC an update on what happened in the City Council meeting. He said that we could skip a June meeting if the commission members would like to. He is concerned about the heart of summer due to family vacations, scout camps, etc.

Tai said that July was usually the busiest month for families and vacations.

Tai asked had an additional question regarding Neal's presentation. His question was regarding projections on labor costs, materials, inflation rates on each of the 5, 7, and 10 year plans? He asked if this was to be added to the presentation. Tai thinks it makes sense to proceed now as opposed to a delaying a few years when labor and materials costs are higher.

Chris said that is this is something that should be added to the presentation.

Keith said that there is an inflationary component to all the construction costs. There is a uniform 3% construction inflation costs built in.

There was a small discussion regarding bonding and rate increases that have already been covered in the meeting. Keith said the bond shown in 2021 was chosen to build the tank. In the all the scenarios, the tank will be needed within 5 years.

Neal said that looking at all the scenarios we can see that by 2021 we will have the money saved for the tank. Then we can pay-as-we-go.

Councilman Spencer said that the citizens want a pay-as-you-go rather than bonding.

Neal pointed out that even with a pay-as-you-go it will not soften the rates. He said that it would be great to pay-as-you-go. In the 5 year plan the rates are little more aggressive because we would not be incurring the debt.

Keith said it should be noted that in the 10 year plan they tried but could not "shoe horn" in the most critical Fire Flow improvements which result in those improvements being delayed until 2026.

Councilman Spencer asked if we looked at a 6 year plan.

Both Keith and Neal replied that if you look at the 5 year and 7 year plans, a 6 year plan would be in the middle of those two plans.

Councilman Spencer said that Sam (Sam Kelly from Development Services) was bonding when everyone else was pointing to the 7 year plan.

Neal's response to that was that Sam's point, even though he can't speak for Sam, was that we need to get these projects done and the will of the people was to soften things a little bit so he was okay with bonding. He believes that Sam would have gone with a 5 year plan if it would have been supported just so we could get the projects done. He pointed out that what we have to do is report to the Council what the need is and what the rate is that supports this.

*Tai asked for a motion to adjourn. Carol made a motion to adjourn. Tai seconded the motion. Motion was unanimously approved.*

Tai adjourned until the next meeting which is scheduled for May 17, 2016.