

**Southwestern Pennsylvania Commission
Transportation Technical Committee (TTC)
Meeting Minutes via Webex
March 13, 2025, 10:00 a.m.**

Attendees:

- Ann Ogoreuc, Allegheny County Department of Economic Development
- Dan Distler, Beaver County Planning and Economic Development
- Nathan Werner, Butler County Planning and Economic Development
- Arthur Cappella, Fayette County Zoning, Planning, and Community Development
- Josh Krug, Indiana County Office of Planning and Development
- Becky Butler, Washington County Planning
- Joshua Spano, Westmoreland County Planning
- Stephen Shanley, Allegheny County Public Works
- Jeff Skalican, City of Pittsburgh
- Mavis Rainey, Oakland Transportation Management Association
- Mollie Crowe, Airport Corridor Transportation Association
- Jaclyn Karolski, Allegheny County Department of Economic Development
- Tammy Frank, Beaver County Liquid Fuels
- Savannah Grooms, Washington County Planning
- Emily Aloiz, Erie County Planning
- Brendan Coticchia, City of Pittsburgh
- Kathryn Simpson, Pittsburgh Regional Transit
- Jake Stockman, Pittsburgh Regional Transit
- Craig Toocheck, Pittsburgh Regional Transit
- Brandon Leach, PennDOT Central Office
- Julia Cornell, PennDOT Central Office
- Thomas Quinn, Pittsburghers for Public Transit
- Matthew Kelley, CDR Maguire
- Kathryn Schlesinger, Michael Baker Intl.
- Domenic DeFazio, PennDOT District 10-0
- Alicia Kavulic, PennDOT District 10-0
- Jordan Bergamasco, PennDOT District 11-0
- Dave Hollahan, PennDOT District 11-0
- Stephanie Ma, PennDOT District 11-0
- John Quatman, PennDOT District 11-0
- Doug Seeley, PennDOT District 11-0
- Josh Theakston, PennDOT District 12-0
- Lillian Gabreski, SPC Transportation Planning Director
- Ryan Gordon, SPC Staff
- Chuck Imbrogno, SPC Staff
- Evan Schoss, SPC Staff
- Devon White, SPC Staff
- Belachew Ayele, SPC Staff
- Chris Jaros, SPC Staff
- John Weber, SPC Staff
- Sara Walfoort, SPC Staff

- Indicates TTC voting member

1. **Call to Order**

Ryan Gordon called the meeting to order at 10:01 a.m. with a roll call for the TTC members.

2. **Public Comment**

There was no public comment.

3. **Action on February 13th TTC Meeting Minutes**

A motion was made by Josh Krug and seconded by Jeff Skalican to approve the minutes of the February 13th TTC meeting. The motion was approved unanimously.

4. **PennDOT Central Office/SPC Transportation Director Report**

Brandon Leach gave a PennDOT Central Office update, beginning with mentioning the announced dates for the PennDOT Connects Municipal Outreach sessions, these are opportunities in which anyone in the PennDOT regions can learn about PennDOT resources in terms of mapping, such as PennDOT OneMap, the PennDOT local bridge inventory, as well as a number of free transportation planning resources, which all will be shared at these sessions. The meetings are intended for municipal officers, planners, and engineers, but also community leaders and advocates, as well as any other people who would like to be involved in their local transportation systems. The first outreach session will be held virtually in District 11-0, on March 25th from 1pm to 3pm, The District 12-0 session will be held virtually on April 9th from 1pm to 3pm, and the District 10-0 session will be held both virtually and in-person at the District 10-0 offices on April 15th from 1pm to 3pm.

Next, Lillian Gabreski gave the SPC Transportation Directors Report, beginning with a review of the DCED Multimodal Awards, which were released a few weeks ago. The SPC region had 40 projects receive funding, for a total of just over \$16 million, and a list of those projects was sent out in the agenda. Next, SPC is currently working on our Safety Action Plan update, of which safety and operations staff have been performing public meetings across each county over the past two weeks. Upcoming meetings include one in Butler County at the Cranberry library later today (March 13th), as well as one in Beaver County on March 19th from 4pm to 6pm. There is also a survey online for the study, and Lillian asked for people to please fill out the survey and to send the survey around to anyone who would be interested in filling it out. Lillian mentioned that Nancy Hirsch from the Safety and Operations department is looking for nominations for “unsung heroes” from people in each County who are doing good work in safety, who can be anyone from a crossing guard to a planner to an advocate for safety. Nancy is also looking for impact stories or testimonials about the human cost of crashes in the region, which could include people or families and loved one who have been impacted from traffic crashes. These will all be included in the final safety action plan for the region.

5. **Action on Modifications to the 2025-2028 TIP**

A. PennDOT District 10-0

Domenic DeFazio went over the four amendments and the two administrative actions for PennDOT District 10-0. The first amendment was for safety improvements by the application of high friction surface treatments, located in various locations throughout the District in Armstrong, Butler, and Indiana Counties. The district requests to add the project to the TIP and program construction at \$2,000,000 (HISP – 2025 and

2026) due to available funding, with the source of funding coming from the SPC Regional Safety Line Item. The second amendment was for signal upgrades to improve safety and reduce congestion, located in Manor Township, Armstrong County. The district requests to increase construction and add \$320,000 (CRPU – 2025) to reflect an estimate that includes the current signal pricing, with the source of funding coming from the SPC Regional CRP/CRPU Line Item. The third amendment was for the replacement of the bridge carrying SR 156 over Long Run, located in Kiskiminetas Township, Armstrong County. The district requests to add the project to the TIP and program preliminary engineering at \$500,000 (STP – 2025 and 2026) due to the condition of the bridge, with the sources of funding coming from the Graff Bridge Preservation project (\$64,935 of construction funds) and the SPC District 10 Highway/Bridge Line Item: \$435,065 in FFYs 2025-2026). The fourth amendment was for the replacement of the bridge carrying SR 3013 (Blacklick Road) over Muddy Run, located in Blacklick Township, Indiana County. The district requests to advance preliminary engineering from the TYP and also to Federalize the project (STP – FFYs 2025 and 2026) due to the condition of the bridge, with the source of funding coming from the SPC District 10 Highway/Bridge Line Item.

The first administrative action was for additional lanes along PA 228 from Pittsburgh Street to Franklin Road, located in Seven Fields Borough, Adams Township, and Cranberry Township, Butler County. The district requests to increase final design and add \$3,700,000 (STU – 2025) to fund the phase at the amount needed to execute the consultant work order, with the sources of funding coming from the US 422 over PA 356 project (\$1,147,900 from the final design, utility, and right of way phases) and the 112th Infantry Bridge/Graff Ramp Rehabilitation project (\$2,552,100 from low-bid savings on the construction phase). The second administrative action was for the replacement of the structure carrying US 422 over 356 as well as safety and geometry improvements to the interchange, located in Butler Township, Butler County. The district requests to defer the final design, right-of-way, and utility phases from FFY 2025 to FFY 2027 to align with the current project schedule, with the sources of funding coming from low-bid savings from the 112th Infantry Bridge/Graff Ramp Rehabilitation construction phase.

Josh Krug made a motion to approve the amendment and administrative actions from PennDOT District 10-0, which was seconded by Jeff Skalican. The motion was approved unanimously.

B. PennDOT District 11-0

John Quatman went over the one amendment and nine administrative actions for PennDOT District 11-0. The first amendment was for a superstructure replacement, located on SR 3002 (Country Club Drive) over SR 19 in Upper St. Clair Township, Allegheny County. The district requests to add a construction phase by \$2.5M (BOF) to the TIP in FFY 2025 for an anticipated June 2025 project letting, with the source of funding coming from the District's Bridge-Allegheny County line item. The first administrative action was for a tunnel rehabilitation project, located on SR 3092 in Stowe Township, Allegheny County. The district requests to advance the preliminary engineering phase by \$800K (581) from FFY 2029 to FFY 2025 for current project schedule, with the source of funding coming from the Betterment Reserve line item. The second administrative action was for a congestion reduction project, located on State Route 18 between 17th Street (SR 51) and Pennsylvania Avenue (SR 51/4044) in Monaca Borough, Beaver County, near the Shell cracker plant. The district requests to add a utility phase by \$150K (SXF) and a right-of-way phase by \$350K (SXF) in FFY 2025 in an effort to capture earmark prior to the earmark expiration date. The source of funding will come from the project's construction phase.

The third administrative action was for a signal upgrade project, located on SR 50 (Washington Pike) in Bridgeville, Heidelberg and Carnegie Boroughs and Collier Township, Allegheny County. The district requests to increase the construction phase by \$100K (CMAQ) in FFY 2025 and by \$217,820 (CMAQ) in FFY 2026 for current estimate, with the source of funding coming from the SPC CMAQ line item and an available deobligation. The fourth administrative action was for a signal upgrade project, located on SR 0286 in Plum Borough, Allegheny County. The district requests to increase the construction phase by \$100K (CMAQ) in FFY 2025 and by \$109,831 (CMAQ) in FFY 2026 for current CON estimate, with the source of funding coming from the SPC CMAQ line item and an available deobligation. The fifth administrative action was for a signal upgrade project, located on SR 0008 in Hampton Township, Allegheny County. The district requests to increase the construction phase by \$47,789 (CMAQ) in FFY 2025 and by \$40,026 (CMAQ) in FFY 2026 for current estimate, with the source of funding coming from the SPC CMAQ line item and available deobligation. The sixth administrative action was for the installation of bikeshare stations and bicycles, located throughout the City of Pittsburgh, Allegheny County. The district requests to remove the construction phase by \$3.2M (CAQ) and \$1,995 (PRIV) in FFY 2026 to move funds to the preliminary engineering phase.

The seventh administrative action was for safety and accessibility improvements, including crossing improvements and signal replacements, located on Brownsville Road between Stewart Avenue and Calhoun Avenue in the City of Pittsburgh, Allegheny County. The district requests to defer the construction phase by \$2M (CAQ) from FFY 2027 to FFY 2029 and by \$545,267 (244) & \$258,390 (LOC) from FFY 2027 to FFY 2028 for current project schedule, with the source of funding coming from the SPC CMAQ line item. The eighth administrative action was for a bridge preservation project, located on PA 286, Golden Mile Highway over Abers Creek, near State Route 2075, in Plum Borough, Allegheny County. The district requests to remove the preliminary engineering phase by \$300K (185) in FFY 2026 and construction phase by \$2M (185) in FFY 2030, with the funding being placed back into the District's Bridge-Allegheny County line item. The ninth administrative action was for a milling and surfacing project, located on PA 8, (Butler Street) from Baker Street to the intersection of Saxonburg Boulevard in the City of Pittsburgh and Shaler Township, Allegheny County. The district requests to increase the construction phase by \$333K (NHPP) in FFY 2025 to cover additional unforeseen items including drainage work, trolley track removal and grid paving fabric. The source of funding will come from the Betterment Reserve line item.

Ann Ogoreuc made a motion to approve the amendments and administrative actions from PennDOT District 11-0, which was seconded by Jeff Skalican. The motion was approved unanimously.

C. PennDOT District 12-0

Josh Theakston went over the two amendments and four administrative actions for PennDOT District 12-0. The first amendment was for improvements to the structure carrying Interstate 79 over a branch of Chartiers Creek, located in South Strabane Township, Washington County. The district requests to adjust the cash flow and swap state funds to federal for the construction phase from FFY 2026 and 2027 to FFY 2030 to correspond with the project schedule (2028 letting). The source of Federal BRIP and State A-581 funding transfers will flow through the District 12-0 Highway/Bridge Line Item (MPMS# 76508). The second amendment was for the reconfiguration of SR 4002 (North Greengate Road) in the vicinity of a railroad overpass, located in Hempfield Township, Westmoreland County. The district requests to advance funding from the TYP and to change the pro rata to 80/20 for the preliminary engineering phase, with the source of

funding coming from Federal STP and State A-185 fund transfers which will flow through the District 12-0 Highway/Bridge Line Item (MPMS# 76508). The first administrative action was for the resurfacing of State Route 66 from SEG 0210/1375 to SEG 0380/1185 (Story Road to North of PA 366 to Muffley Drive) for a total length of 9.50 miles, located in Delmont Borough, Salem and Washington Townships Westmoreland County. The district requests to adjust the cash flow of the construction phase to correspond with the project schedule in FFY 2025 and 2026, with the source of Federal NHPP fund transfers will flow through the District 12-0 Highway/Bridge Line Item (MPMS# 76508).

The second administrative action was for the elimination of two signalized intersections on US 119 with Kingview Road and McClure Road, located in Bullskin and Upper Tyrone Townships, Fayette County. A new full-access interchange would be constructed in between the two existing intersections. A new bridge carrying a new connector road would also be constructed. The district requests to adjust the cash flow of the construction phase to correspond with the project schedule in FFY 2025 and 2026, with the source of Federal NHPP funding transfers will flow through the District 12-0 Highway/Bridge Line Item (MPMS# 76508). The third administrative action was for the replacement of the structure carrying SR 4012 (Brush Creek Road) over Brush Creek, located in Manor Borough, Westmoreland County. The district requests to add the construction phase to the 2025 TIP in FFY 2025, with the source of Federal STU funding coming from the District 12 Highway/Bridge Line Item (MPMS# 76508). The fourth administrative action was for the rehabilitation of the structure carrying PA 711 (Crawford Avenue) over the Youghiogheny River, State Route 1037 (South Water Street), and CSX Railroad. The district is requesting add the construction phase to the 2025 TIP in FFY 2025, with the source of Federal BRIP funds will coming from the District 12 Highway/Bridge Line Item (MPMS# 76508).

Arthur Cappella made a motion to approve the amendments and administrative actions from PennDOT District 12-0, which was seconded by Josh Spano. The motion was approved unanimously.

6. **2027 TIP Kickoff**

Ryan Gordon presented the beginning of the 2027 TIP, discussing what will be going on in the near term and the long term, and reintroducing the TIP process for all that are new to the process. He began with mentioning that the process is a collaborative and consensus driven approach, and being a collaborative process, it does follow a workflow that makes sense to everybody involved. From today onward, this process will take around 18 months, up until where the finalized TIP will be presented to FHWA. During this time, SPC will run the full TIP process, of which staff will work collaboratively with each of the ten counties and the City of Pittsburgh to figure out the needs of our system and to think about investments and the importance of our infrastructure. There will be approximately 90 professionals that will be involved in the development of the TIP, which includes the work groups and planners from every County, Public Works departments, PennDOT executive staff, head bridge and safety engineers, planning and programming staff, transit staff, and SPC staff. Ryan mentioned that the expiration of the current Federal Transportation Funding, the Infrastructure Investment and Jobs Act (IIJA), is due to expire in 2026 and a new transportation Law, or a continuing resolution, will be required in order to authorize the funding for the 2027 TIP. Since we are unsure of changes to the reauthorization, allocations, addition and subtraction of programs, and other parts of the act, the members who work on the SPC TIP will work through any changes as they come through.

Ryan next mentioned that the comment period for the STC Pre-TIP is currently open until April 30th. It is important for all municipalities to complete the survey and address and project needs for the region in the survey, and also to share with any stakeholders within the County level. During the second work group meeting we will be reviewing the comments from this comment period and taking them into consideration. Other things currently underway that relate to the TIP include the Statewide financial guidance work groups, and Statewide general and procedural guidance Work Groups. SPC has staff included on both of these statewide groups, and will help make decisions for the SPC region. Coordination is also underway on the County Public Participation Panels, which Ronda Craig will be reaching out to each County in order to recap on how the public participation panels are working for each county, and to see if any changes should be made in the panels. Candidate project development is also entering an initial phase, with those in the work group needing to begin thoughts on project needs and candidates.

Ryan next showed the 2027 TIP update timeline, asking for everyone on TTC to review and to send any feedback on the timeline back to Ryan. Looking into early milestones in the timeline, Ryan highlighted that the drafts of financial guidance will be released in late April or early May. Work group members will be meeting internally with their organizations to identify and prioritize their candidate projects in April and May, in order to submit them to SPC by June 20th. SPC's competitive programs will open in June and will include a webinar for interested applicants. The anticipated schedule for the District work group meetings will include one meeting per month per district, running from July through December, totaling 18 meetings. SPC will continue to update TTC on a monthly basis on what progress is made at these meetings, with the first meetings to be scheduled sometime in Mid-July. Ryan next discussed the workflow, working through each of the work group meetings. Ryan mentioned that he is looking for feedback from the work group members, with a process overview and any enhancements needed for the workflow to be discussed during the first work group meeting. These discussions will vary from district to district, and if there is anything that involves the whole region that wants to be advanced, Ryan will advance it to all districts work group meetings.

Ryan went into candidate review and development, which will be discussed as well during the first work group meetings. SPC will provide current LRTP and TYP lists for each district to work group members and provide 2025 TIP candidate lists, updated for current status for each District. These lists will be provided before the April TTC meeting. He mentioned that SPC will be looking to put on record what the top priority projects will be for each District, as priorities tend to change between TIP cycles. For candidate submission, the method will be similar to the 2025 TIP. Projects will be split into four major areas: Bridge, Roadway, Safety/Operations, and New Capacity. Candidate submittals reset each TIP cycle, so all candidate projects will have to be submitted again for the 2027 TIP. Projects must have SPC Long Range Plan consistency, and the deadline to submit projects will once again be June 20th, however the Air Quality, active and community candidate projects come through a separate competitive process for the CMAQ, TASA, and STLC projects. Ryan then highlighted next steps for the upcoming months on the TIP, beginning with asking work group members to once again review the draft timeline and draft process flow and to send any comments back to SPC, as well as continue to confer with key staff on candidate projects and to utilize forthcoming resources to populate the candidate submission template. Before the April TTC meeting, SPC staff will be sending out candidate resources and the 2025 template, work on TIP work group draft meeting outlines, participate in statewide guidance development, update and conform work group members in each District, and will begin reaching out to each District to set up the work group meeting dates and times.

7. **Transit Performance Measures**

Devon White gave a presentation on the Public Transportation Performance Measures, beginning with a discussion of the requirements, as this type of performance-based planning and programming is part of transportation performance management rules for all TIP programs; highways and public transportation. Public Transit performance measure requirements are established in two key areas: Transit Asset Management and Public Transportation Safety. The performance targets are based off the FTAs National Public Transportation Safety Plan of 2017, which established safety performance measures for all modes of public transportation through its multifaceted safety performance network. These performance measures include fatalities, injuries, safety events, and system reliability in distance operated over a time period divided by number of major mechanical system failures over the same time period. The Public Transportation Safety Plan also states that certain operators of public transportation systems that receive federal assistance to develop Public Transportation Agency Safety Plans are based on the Safety Management System approach, however FTA defers applicability of this requirement for operators that only receive funds through the Section 5310 and Section 5311 funding. The largest operator in our region, Pittsburgh Regional Transit (PRT), has to provide additional safety statistics because they pass the threshold of over 100 fixed route buses in service. These include rail and bus injury rates, smoke and fire incidents, bus and pedestrian incidents, bus collision rates, and other statistics.

Looking at the data, PRT is happy to report that there were zero fatalities across not just PRT but the entire public transit in the region. There were only 13 noted safety events in the region, which can be anything from a person stuck in a doorway of a bus up to a fatality, which Devon noted again that there were no fatalities this year. For system reliability, there were 299 instances in which a bus broke down last year, which in average is once every 5,000 miles, on average for the nation. Devon next went over the fixed bus performance targets from all other regional transit that wasn't PRT, which is all aggregated and averaged into one number. The number of injuries came to an aggregate number of 3.16 injuries in the year, which comes to .52 injuries per 100,000 miles. Devon noted that this is extremely low, and highlights the safety of the regional transit.

Next, Devon went into the Transit Asset Maintenance requirements, which are also split into two categories. The tier one is for any transit providers with more than 100 vehicles, such as PRT, and the second tier is for everyone else, such as the rest of the transit providers in the SPC region. The PRT bus system has 685 active busses, with an average age of 7.4 years for the busses. The useful life benchmark for these busses is 14 years, and currently 0% of PRT's busses are over the 14-year mark, which is excellent. The Rail line currently has 48 cars, with an average age of 39 years old. The useful life benchmark for those is 41 years, so while currently it is also at 0% over the mark, it is rapidly approaching a time when they will need to be replaced. For the regional transit providers, there were 541 busses across the region, with an average age of 7 years old. The useful life benchmark is still 14 years old, with 24% of these busses over their useful life. There are also cutaways, which are traditionally your paratransit vehicles, access vehicles, or medical transportation vehicles, of which there are currently 1131 vehicles in service. These are an average of 4 years old, with a useful life benchmark of 10 years. Currently, 43% of these vehicles are older than the useful life benchmark, which is expected to increase over the next few years.

8. **Corridors of Regional Significance Presentation**

John Weber gave a presentation on the Corridors of Regional Significance, or CORS, Master Planning Frameworks, which are developed for major corridors within the SPC region. These frameworks are not as in

depth as other plans, dealing with shorter length roadways and focusing on movements within those sections, however, they are the larger type of corridor studies that SPC works on. All the work is done in house using SPC staff, and originated from our SmartMoves Long Range Plan. John gave a background on some of the CORS in the region, as these corridors connect activity center across multiple counties within and throughout Southwestern Pennsylvania. In order to achieve the best and highest use of these facilities, and to strengthen communities and the economy, they must be examined holistically, rather than location by location. SPC's Long Range Plan outlines this holistic planning, and recommends developing Master Planning Frameworks, and the framework of the CORS identifies considerations that should be considered when planning for new projects within the corridors with the ultimate goal of providing consistency across all future transportation improvements. These corridors are broadly drawn, and include parallel facilities other than roadways and bridges. They also include transit services, active transportation infrastructure, rail and port facilities, and airport facilities. The CORS Master Planning Framework also yields a valuable set of resources to help inform project planning decisions for the region's Transportation Improvement Program (TIP) and Long Range Plan (LRTP). It is also intended to work with other transportation programs, such as PennDOT Connects, and other SPC Transportation Plans, Programs, and Services.

John went into a discussion on the latest CORS that has been completed in SPC, the US 422 CORS Master Planning Framework (MPF). Staff began work on the MPF in 2024, and was completed in early 2025. SPC Staff had previously completed MPFs on SR 28 and US 30, and the US 422 MPF is outlined into three parts: introduction, corridor overview, and segment profiles. The introduction looks at the purpose, goals, strategies, and context of the CORS MPF, while the corridor overview looks on how to develop the overall corridor, including relevant system-level details including descriptions, demographic and employment trends, environmental justice, land use context, transportation systems, freight network and activity, corridor travel patterns, traffic growth rates, and non-SOV occupant vehicle travel. John gave a quick overview of each section of US 422, including jurisdictions, employment growth, corridor traffic patterns, and peak travel times for eastbound and westbound travel.

For the segment profiles, John mentioned that the MPF was split into five segments for more holistic planning across a broader system, in which perspectives must simultaneously be tailored to the appropriate context of the individual segments of the broader corridor and the various communities or areas they traverse. These five segments were: Ohio State Line to US 19 in Muddy Creek Township, Butler County, US 19 to Bonniebrook Road in Summit Township, Butler County, Bonniebrook Road to SR 28 in Manor Township, Armstrong County, SR 28 to Parkwood Road in Armstrong Township, Indiana County, and lastly Parkwood Road to the Cambria County Line. For each segment, a profile was created with information, including land use and infrastructure, future highway and bridge projects, regional, county, and local plans, freight, transit, and active transportation networks, environmental features, bridge and pavement conditions, congestion and reliability, and safety screenings. John gave highlights of some of these segment profiles, showing environmental and safety focuses on different sections, mentioning that the full report is located on SPC website. For next steps in the CORS process, staff has begun work on the next CORS MPF, which will be for US 19 from the West End Circle in the City of Pittsburgh to the Mercer County Line. SPC anticipates to have the US 19 CORS Master Planning Framework to be completed in Summer of 2025.

9. **Public Participation Panel Public Comment Period**

Lillian Gabreski gave an update on the first draft of the Public Participation Plan, which guides how SPC works on all of its public outreach. This kind of outreach includes TIP meetings, LRP meetings, and other

engagements outside of the SPC office. It also goes over the public participation panels and how those are chosen. The current process for the public participation panels are underway, and Lillian mentioned that if you do not have anyone or have not heard of anyone representing your County yet, please let your Commissioners know so that SPC can finalize the panels. Also, the public comment period is currently open for this plan, there is a survey on the SPC website, which gives you the opportunity to make any comments on SPC's general public outreach process and anything else in regards to the Public Participation Plan. Lillian mentioned that if you have any other questions, please reach out to either her or Ronda Craig from SPC.

10. **Other Business/Status Reports**

Ryan Gordon mentioned again the opportunity for Counties or Districts to present at upcoming TTC meetings, and to email either himself or Greg Shermeto with ideas for presentations at upcoming meetings.

11. **Adjourn**

A motion to adjourn was made by Jeff Skalican and seconded by Arthur Cappella. The motion was passed unanimously and Ryan Gordon called for the adjournment of the meeting at 11:25 AM.