



### Meeting of the Board of Directors

- Location:** Rancho Cordova Council Chambers  
2729 Prospect Park Drive  
Rancho Cordova, CA
- Date:** Friday October 8, 2010, 8:30 am – 10:30 am
- Roll Call:** Directors Budge, Hume, Knight, Nottoli, Starsky

Members of the public may comment on any item on the agenda at the time that it is taken up by the Board. We ask that members of the public complete a request to speak form, submit it to the Clerk of the Board, and keep their remarks brief. If several persons wish to address the Board on a single item, the Chair may impose a time limit on individual remarks at the beginning of the discussion.

**Public Communications:** Any person wishing to address the Board on any item not on the agenda may do so at this time. After ten minutes of testimony, any additional testimony may be heard following the New Business Items.

1. Executive Director's Report

#### Consent Agenda

2. Minutes for August 12, 2010, Board Meeting
3. Resolution: Approve FY 2010-11 Budget Amendment #1
  - a. Attachment – Staff Report
  - b. Attachment – Resolution
4. Resolution: Approve Amendment #1 to Contract with Design, Community & Environment
  - a. Attachment – Staff Report
  - b. Attachment – Resolution and Contract Amendment

#### New Business Items

5. Resolution: Adopt Annual Work Program and Schedule for FY 2010-11
  - a. Attachment – Staff Report
  - b. Attachment - Resolution
6. Presentation: Overview of the Program Environmental Impact Report (PEIR) Process
  - a. Attachment – Staff Report
  - b. Attachment - Presentation
7. Resolution: Authorize Board Chair to Execute a Contract with the Preferred Financial Advisory Consultant
  - a. Attachment – Staff Report
  - b. Attachment - Resolution
8. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Executive Director
9. Adjournment

The Board may take action on any matter, however listed on this Agenda, and whether or not listed on this Agenda, to the extent permitted by applicable law. Staff Reports are subject to change without prior notice.

*If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Board Secretary for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting, should telephone or otherwise contact the Board Secretary as soon as possible. The Board Secretary may be reached at 428 J Street, Suite 400, Sacramento, California 95814, or by telephone at (916) 447-7933. The Connector JPA's address is 10640 Mather Blvd., Suite 120, Mather, CA 95655. The Connector JPA's phone number is (916) 876-9094.*

ACRONYM DEFINITIONS  
10/8/2010 BOARD MEETING

BAE	Bay Area Economics – Consulting Firm
DC&E	Design Community & Environment – Consulting Firm
DEIR	Draft Environmental Impact Report
CEQA	California Environmental Quality Act
CWG	Sheldon Community Working Group
EIR	Environmental Impact Report
GLAR	Grant Line - Limited Access Road
HCP	Habitat Conversation Plan
LAR	Sheldon Limited Access Road
MND	Mitigated Negative Declaration
MOA	Memorandum of Agreement
MTCo	Mark Thomas and Company
MTP	Metropolitan Transportation Plan – A document developed by SACOG
ND	Negative Declaration
NEPA	National Environmental Policy Act
NOP	Notice of Preparation
PEIR	Program Level Environmental Impact Report
RFQ/P	Request for Qualifications and Proposals
SACOG	Sacramento Area Council of Governments
SSHCP	South Sacramento Habitat Conversation Plan
Tiger II	DOT is authorized to award \$600 million in TIGER II Discretionary Grants pursuant to Title I (Department of Transportation) of the FY 2010 Appropriations Act (Pub. L. 111-117, Dec. 16, 2009)
USDOT	US Department of Transportation



## Capital SouthEast Connector Board of Directors

Item # 1  
Receive and File

October 8, 2010

### Executive Director's Report

**Issue:** An Executive Director's report is filed every month on current JPA activities

**Recommendation:** Receive and File

**Discussion:** The following is a brief status report on some of the more significant issues and activities currently being pursued by the Connector JPA staff.

#### Administrative

- Staff is considering possible night meetings for Draft Environmental Impact Report (DEIR) hearings to ensure full stakeholder participation. More information to follow as the hearing dates grow closer.
- The November 12<sup>th</sup> Board meeting will need to be rescheduled since it is a designated furlough day for the City of Rancho Cordova and City Hall will be closed. An alternate meeting day is being explored.
- The December 10<sup>th</sup> Board meeting will also need to be rescheduled since it conflicts with the Sacramento Area Council of Governments (SACOG) Tall Order Forum. It is anticipated that Directors Budge and Knight will be attending that event and will not be available.
- Staff has made available copies of the Board meeting agenda on the back table of the Chambers for public use. On the back of the agenda is a definition of the acronyms that may be used during the meeting. This is intended to assist the public during the discussion today.

#### Project

- Staff will continue to work with City of Elk Grove staff on the exploration of a third Limited Access Road (LAR) option for the Sheldon community as discussed at your August meeting. Item #4 on today's agenda provides additional information on this effort.
- The traffic consultant is finishing work on the analysis of alternative local roadway distributions at the eastern end of the proposed Corridor. The information had been shared initially with El Dorado County and City of Folsom staff with the intention of presenting it to interested stakeholders in the upcoming months.
- Staff is working collaboratively with the Sacramento Area Council of Governments (SACOG) to ensure the correct detail associated with the Connector is incorporated into the new Metropolitan Transportation Plan (MTP).

- Work continues to coordinate and condition the east area quarry applications to ensure that adequate mitigation for truck impacts on future Connector alignments is accounted for. Staff believes that the process will result in recommendations shortly, which will be included in the staff presentation for the Teichert application going to the Sacramento County Board of Supervisors later this month. Additional information will be provided to your Board at your November meeting.

### Fiscal

- As outlined in the August agenda, staff submitted a TIGER II planning grant application for \$700K to the USDOT. Details of the grant are available on the Connector website. USDOT has notified all submitters that it will likely be January 2011 before the results of the grant selection process will be announced.
- To date, four of the annual member jurisdiction contributions of \$10K for FY 10-11 have been received. The minutes reflecting the approval of the member contributions has been sent to El Dorado County and payment is expected shortly.
- Staff has been advised that the Sacramento Transportation Authority is revising its projected Capital fund distribution schedule and will be reporting out the results at its October meeting. It is anticipated that the new fund schedule will provide some additional revenues to the JPA over the next several fiscal years above that which was recommended in August, 2009.
- The proposal process for a Financial Advisor has been completed and a recommendation will be presented during item #7 of today's agenda.

### Miscellaneous

- The Executive Director will be presenting a project update at the Sacramento Transportation Authority's Board of Directors meeting on October 14th.
- The first Connector newsletter is being prepared for release in early November. It will be sent directly to all those on the JPA mailing list. Copies will also be sent to all member jurisdictions to be made available at their administrative office front counters. It will also be posted on the JPA website.

Respectfully Submitted,



Tom Zlotkowski  
Executive Director



Capital SouthEast Connector Board of Directors

Item # 2  
Receive and File

October 8, 2010

### **Action Minutes of the August 12, 2010, Meeting**

The Capital SouthEast Connector Authority's Board of Directors met in regular session on August 12, 2010, in the Rancho Cordova Council Chambers, located at 2729 Prospect Park Drive, Rancho Cordova, CA, at 8:30 a.m.

**Call to Order:** Chairperson Hume called the meeting to order at 8:42 a.m.

**Roll Call:** Directors Budge, Hume, Knight, Nottoli,\* and Starsky were present.

\*Arrived after Roll Call, as noted below.

**Public Comment on Items Not on the Agenda:** Paul Raveling commented on mobility issues related to the Project in El Dorado Hills and the Project schedule.

**Executive Director's Report:** Mr. Tom Zlotkowski, the Executive Director of the Authority, summarized the highlights from his Executive Director's Report, including the planned traffic studies in the El Dorado Hills area, the proposals submitted in response to the JPA's request for Financial Advisory Services, ongoing collaboration with the City of Elk Grove and County of Sacramento on timing and details for the Kammerer Road section of the proposed Connector, the addition of \$500,000 to the FY2010-11 budget for the anticipated contribution to the South Sacramento Habitat Conservation Plan, and the application process for a TIGER II Federal Planning Grant.

### **Consent Agenda**

The consent agenda included: (1) Minutes of the June 25, 2010, meeting; (2) the Minutes of the July 1, 2010, meeting, (3) Revised 2010 Board meeting schedule; (4) Amendment No. 2 to Contract with Parsons Brinckerhoff for Environmental Review Services; (5) Authorize Staff to Apply for Tiger II Federal Grant; and (6) Authorize the Executive Director to Enter into Negotiations for a Financial Advisory Consultant. Amendment No.2 to the contract with Parsons Brinckerhoff was moved off the consent agenda. It was moved by Director Starsky, seconded by Director Knight, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS APPROVES THE CONSENT AGENDA, WHICH INCLUDED (1) THE MINUTES OF THE JUNE 25, 2010, MEETING; (2) THE MINUTES OF THE JULY 1, 2010, MEETING, (3) REVISED 2010 BOARD MEETING SCHEDULE; (4) AUTHORIZE STAFF TO APPLY FOR TIGER II FEDERAL GRANT; AND (5) AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO NEGOTIATIONS FOR A FINANCIAL ADVISORY CONSULTANT.**

### **New Business Items**

**Amendment No. 2 to Contract with Parsons Brinckerhoff for Environmental Review Services:** Mr. Tom Zlotkowski, the Executive Director of the Authority, presented the staff report. Director Budge asked about the overall budget transfer from PB to ICF and Mr. Zlotkowski clarified that the overall budget increase for project management services was only \$13,000. There was no public comment on this item.

It was moved by Director Starsky, seconded by Director Nottoli, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS APPROVED AMENDMENT NO.2 TO THE CONTRACT WITH PB AMERICAS FOR ENVIRONMENTAL REVIEW SERVICES.**

\* Director Nottoli arrived during the following item.

**Nomination and Election of Board Chair and Vice-Chair for FY 2010-11:** Director Knight was nominated for the position of Vice-Chair. It was moved by Director Budge, seconded by Director Starsky, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS ELECTS DIRECTOR KNIGHT AS VICE-CHAIR OF THE BOARD OF DIRECTORS.**

Director Starsky was nominated for the position of Chair. It was moved by Director Budge, seconded by Director Knight, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS ELECTS DIRECTOR STARSKY AS CHAIR OF THE BOARD OF DIRECTORS.**

**Results of the Grant Line Road Visioning Process:** Mr. Zlotkowski presented the staff report, and Design, Community & Environment summarized the results of the Grant Line Road Visioning Process. After much discussion and public comment, the Board directed staff to continue with the work on the program EIR, and to meet with the Sheldon community to receive comments on the draft LAR report. The Board also directed staff to bring the item back to the Board in September with an update.

**Adopt Annual Work Program and Schedule for FY 2010-11:** This item was continued to the next regular Board meeting.

**CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Executive Director:** This item was continued to the next regular Board meeting.

**Adjournment**

The meeting was adjourned by Chairperson Hume at 12:28 p.m.

Approved By:

Attest:

\_\_\_\_\_  
Director Starsky  
Chairperson

\_\_\_\_\_  
Kirk Trost  
Secretary



Capital SouthEast Connector Board of Directors

Item # 3  
Resolution

October 8, 2010

**Amendment No. 1 to the FY 2010-11 Budget**

**Issue:** To present for approval the FY 2010-11 Budget Amendment No. 1

**Recommendation:** Approve the amendment of the FY 2010-11 Budget, as outlined below.

**Discussion:** A budget for FY 2010-11 was presented to the Board and approved at the June 25, 2010, meeting. At the August 12, 2010, meeting, the Memorandum of Agreement (MOA) for the participation of the Capital SouthEast Connector JPA in the South Sacramento Habitat Conservation Plan (SSHCP) was approved. The approval of the MOA requires the JPA to contribute up to \$500,000 to the development of the SSHCP when specific milestones are reached in the approval process. Given the overall amount of the potential contribution, staff felt it appropriate to add it to the budget as a specific line item consistent with other line item expenditures of this level. The proposed budget amendment merely adds a separate expenditure line item of \$500,000 for the anticipated contribution to the SSHCP. Unspent bond funding from the FY 2009-10 budget remains available for the SSHCP contribution.

Respectfully Submitted,

Tom Zlotkowski  
Executive Director

# CAPITAL SOUTHEAST CONNECTOR JOINT POWERS AUTHORITY

## Final Budget for FY 2010/11 - Amendment No. 1

Expenditures	Breakdown by Revenue Stream				
	Project Related	Non-Project Related			
	Bond	Pay-go	JPA Member Contribution	Interest Income	Total
<b>Salaries &amp; Benefits</b>	\$ 587,020	\$ 500,581	\$ 86,439		\$ 587,020
<b>Services &amp; Supplies:</b>					
Facilities, Furniture & Equipment	\$ 64,610	10,000	22,305	32,305	64,610
Legal Services	150,000	138,000	12,000		150,000
Other Professional Services (DCE, ENS, Future Consultants)	518,408	518,408			518,408
So. Sacramento Habitat Conservation Plan (SSHCP)	500,000	500,000			500,000
Support Services (AFS, Audits, MIS)	66,490	20,507	45,983		66,490
Environmental Services	1,138,000	1,138,000			1,138,000
Allocated Costs (phones, mail, personnel srvs) *	20,802	2,282	18,520		20,802
Other (supplies, insurance, fax, copier, etc.) *	49,470	22,722	14,753	10,195	49,470
<b>Total Services &amp; Supplies</b>	<b>\$ 2,507,780</b>	<b>\$ 2,349,919</b>	<b>\$ 113,561</b>	<b>\$ 42,500</b>	<b>\$ 2,507,780</b>
Other Charges	15,000	7,500		\$ 7,500	15,000
<b>Total Expenditures</b>	<b>\$ 3,109,800</b>	<b>\$ 2,858,000</b>	<b>\$ 200,000</b>	<b>\$ 50,000</b>	<b>\$ 3,109,800</b>
<b>Revenues:</b>					
FY 09/10 Measure A funds remaining - apply to SSHCP	\$ 500,000	\$ 500,000			\$ 500,000
Measure A Bond Proceeds **	2,358,000	2,358,000			2,358,000
Measure A Pay-Go Proceeds	200,000		\$ 200,000		200,000
Contributions from JPA jurisdictions	50,000			\$ 50,000	50,000
Interest Income	1,800			\$ 1,800	1,800
<b>Total Revenues</b>	<b>\$ 3,109,800</b>	<b>\$ 2,858,000</b>	<b>\$ 200,000</b>	<b>\$ 50,000</b>	<b>\$ 3,109,800</b>
* Charges removed from County Allocated Cost Package and applied to Other Professional Services	\$ 13,811				
** Measure A allocation reduction decreases Other Professional Services	(\$80,403)				
Fiscal Year-End local funds remaining	\$ 27,000				
Additional Fiscal Year-End Measure A funds remaining	\$ 76,500				
<b>Fund Balance Total</b>	<b>\$ 103,500</b>				



Item # 3  
Attachment

RESOLUTION NO. 2010-12

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAPITAL SOUTHEAST CONNECTOR  
AUTHORITY ADOPTING AMENDMENT NO. 1 TO THE  
2010-11 FISCAL YEAR BUDGET

**BE IT RESOLVED** by the Board of Directors of the Capital SouthEast Connector Authority that Amendment No. 1 to the FY 2010-11 Budget, presented to the Board at this meeting, is hereby adopted in substantially the same form as attached hereto.

This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 8<sup>th</sup> day of October, 2010, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary



Capital SouthEast Connector Board of Directors

Item # 4  
Resolution

October 8, 2010

**Approve Amendment No. 1 to Contract with Design, Community & Environment (DC&E) for the Development of the Sheldon/Wilton Limited Access Roadway Alternative (LAR)**

**Issue:** JPA staff requests that additional work items be added to the scope of the existing DC&E contract.

**Recommendation:** Staff recommends that the Board approve the proposed contract amendment.

**Discussion:** In April 2010, the JPA entered into a contract with DC&E for the *Sheldon/Wilton Community Working Group Community-Based Process for the Grant Line Road Alternative (Limited Access Roadway)*. The purpose of the study was to prepare a community-based process to investigate and assess the feasibility of reconfiguring various elements of the Sheldon community as part of the Connector Project. The results of this work will be used to support the analysis in the Program Environmental Impact Report (PEIR) currently in development.

A request for the approval of Amendment No. 1 is being presented to the Board for two reasons. First, it was necessary during the course of the contract that the consultant DC&E perform work that was not originally anticipated in the original scope of work. This consisted mainly of additional stakeholder meetings and additional hours spent at the local Sheldon studio. These hours were required as a result of the strong community response to the effort. In addition, during the public outreach and consultation with the Sheldon community, DC&E realized it would be more helpful for the workshops to have example alternatives developed prior to the multi-day workshops. The example alternatives were indispensable since they enabled the community to visualize the LAR alternatives and focus on access issues. Additional consultant staff hours have been included in Amendment No. 1 for this work and are shown in tasks C and D of Table 1 below in the amount of \$7,895.

The second aspect of this requested amendment is to perform further economic analysis in support of the PEIR. While the original contract provided for an economic analysis focused on the LAR concept only, staff felt it would be appropriate and necessary to provide the same analysis for the other Sheldon area options. Task E of Table 1 proposes to perform an evaluation of future commercial viability of the options proposed in the PEIR: no-build, LAR, and the Deer Creek Causeway. This additional study will be used to support the analysis in the Program EIR currently in development.

Table 1 – Summary of Additional Scope of Work		
Task C.	Existing Conditions Analysis	
	<i>5 Day Consultant Outreach (Travel Time beyond 8 Hour anticipated)</i>	\$ 1,600
	<i>Stakeholder Meetings (Evening mtgs 3 @ 2 hours each)</i>	\$ 960
Task D.	Design Charrette	

	<i>Charrette Preparation (Alternatives Development)</i>	\$ 5,335
Task E.	Draft Circulation Plan	
	<i>Evaluation of Future Commercial Viability (Three EIR Options)</i>	\$ 7,170
	<b>Subtotal – Amendment #1</b>	<b>\$ 15,065</b>

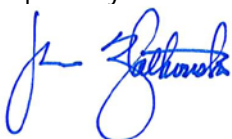
A detailed scope of work is attached to this staff report as Exhibit A and a detailed fee schedule is included as Exhibit B.

Table 2 provides a summary of the original contract along with the requested amendments. As shown, there is budget remaining in the original contract since the budgets for services from the individual sub-consultants were not completely expended as originally anticipated. These are savings that are available to be reallocated to the additional work performed by DC&E. The total amount of unused scope is \$7,263, which will be applied against the total cost of Amendment #1. Therefore, the additional contract increase requested is \$7,802, for a revised total contract amount of **\$166,616**.

<b>Table 2 – Contract Amendment</b>	
Previous Contract Amount	\$ 151,251.00
Plus Contingency 5%	\$7,563.00
<b>Total Original Contract</b>	<b>\$ 158,814.00</b>
Amount of This Amendment	\$15,065.00
Less Unused Scope –MTCO	(5213.00)
Less Unused Scope – BAE	(2050.00)
<b>Total Amount of Amendment #1</b>	<b>\$7,802.00</b>
<b>New Total Contract Amount</b>	<b>\$166,616.00</b>

The original contingency in the amount of \$7,563 is still available for use should unforeseen costs emerge prior to the completion of the contract. It is anticipated that this contingency will not be completely exhausted, and therefore the final cost of the contract will be less than the new contract amount. The Executive Director will administer the contingency as prescribed in the contract and anticipates no further action will be necessary by the Board. Despite the additional burden placed on the FY 2010-11 budget, staff requests you approve the amendment in recognition of the exemplary partnership the LAR effort has developed with the Sheldon community.

Respectfully Submitted,



Tom Zlotkowski  
Executive Director

## **EXHIBIT A-1: REVISED WORK SCOPE**

This document amends the April 2, 2010, Scope of Work (hereinafter “original Scope of Work”) between the Connector Authority (“Authority” or “JPA”) and Design, Community & Environment (“DC&E”). This amendment to the original Scope of Work reflects the additional tasks and hours that are required to complete the development of the Sheldon/Wilton Limited Access Roadway Alternative. This revised Scope of Work is intended to add tasks to the original Scope of Work, not replace the tasks set forth in the original Scope of Work.

### ***Task C. Existing Conditions Analysis***

Tasks C.4. and C.5. are revised to include additional work and hours, as set forth in detail below:

#### **4. Consultant On-site Outreach**

DC&E’s time at the local Sheldon Studio office overextended the anticipated efforts. Anticipated regular studio hours were extended to full 8 hour days in the studio to gather community input from interested community members stopping by the studio consistently throughout the course of the work day. As a result, ten additional hours were required.

#### **5. Stakeholder Meetings**

Scheduling efforts of the CWG members and appeasing the expectations of the CWG members included conducting stakeholder meetings after hours in the Sheldon Studio which were originally scoped to occur during the charette process during the multi-day event. Appropriate advance notice in order to get the most participation resulted in meetings held in the evening which extended the budgeted hours for the Sheldon Studio outreach by six hours.

### ***Task D. Design Charrette***

Task D.1. is revised to include additional work and hours, as set forth in detail below:

#### **1. Charrette Plan Preparation**

DC&E staff anticipated the level of interests and necessity to develop alternatives prior to the multi-day workshop event. Staff hours were allocated to develop three alternatives prior to the workshop given the intricacies of the design and the sensitivity of the issues surrounding the development of an LAR through the community of Sheldon.

*Task E. Draft Circulation Plan and Framework*

Task E.3. is revised to include additional work and hours, as set forth in detail below:

**3. Evaluation of Future Commercial Viability**

For this Task, BAE's original scope to analyze future viability for a preferred alternative has been expanded. BAE will prepare an analysis to evaluate the impacts on the Sheldon business district from each of the three different EIR roadway alternatives. For the analysis, BAE will utilize baseline information on existing business conditions already collected, along with traffic projections to be provided by DKS, and descriptions of the physical impacts within the business district to be provided by DC&E. The evaluation will be primarily qualitative, and will focus on highlighting the differences in how each alternative would affect the long term future viability of the Sheldon business district.

BAE will prepare and submit an administrative draft analysis to JPA staff for review and comment. BAE staff will be available to discuss the draft with JPA staff by phone. Upon receipt of a single consolidated set of comments on the administrative draft, BAE will prepare and submit a revised draft analysis for the JPA's use in preparing the DEIR.

*Design, Community & Environment*  
 Sheldon/Wilton Limited Access Roadway Alternative  
**Exhibit B-1: Contract Modification #1**

Hours per Task	Design Community & Environment				Bay Area Economics			Per Task
	Associate Principal	Senior Associate	Project Urban Designer	Project Landscape Designer	Kowta, Principal	Staff	Staff	
Task C. Existing Conditions Analysis								-
<i>5 Day Consultant Outreach (Travel Time beyond 8 Hour anticipated)</i>			10					1,600
<i>Stakeholder Meetings (Evening mtgs 3 @ 2 hours each)</i>			6					960
Task D. Design Charrette								-
<i>Charrette Preparation (Alternatives Development)</i>	1	6	20	20				5,335
Task E. Draft Circulation Plan								-
<i>Evaluation of Future Commercial Viability (Three BR Options)</i>		2	8		10	14	18	7,170
<b>Total Hours</b>	1	24	28	20	10	14	18	
Billing Rate	\$175	\$160	\$105	\$105	\$250	\$135	\$90	
Labor Cost	\$175	\$3,840	\$2,940	\$2,100	\$2,500	\$1,890	\$1,620	
<b>Total Firm Labor Cost</b>				\$9,055			\$6,010	
<b>EXPENSES</b>								
Mileage (@ \$0.50 per mile)								
Subconsultant Administration (5%)								
Reprographics and Mapping								
Office Expenses (Phone, Fax, Copies, etc. @ 2% of Labor)								
Office Building Lease (2 months September-October)								
Studio Office Space								
<b>Total Expenses</b>								-
<b>TOTAL PER FIRM</b>				\$9,055			\$6,010	
<b>TOTAL</b>								<b>\$15,065</b>

**AMENDMENT NO. 1**  
**AGREEMENT FOR PROFESSIONAL SERVICES**  
**BETWEEN THE ELK GROVE – RANCHO CORDOVA – EL DORADO**  
**CONNECTOR AUTHORITY AND DESIGN, COMMUNITY & ENVIRONMENT**

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This Amendment No. 1 to the April 2, 2010, Agreement for Professional Services (“Agreement”) between the Elk Grove – Rancho Cordova – El Dorado Connector Authority, currently known as the Capital SouthEast Connector (“Authority”), and Design, Community & Environment (“DC & E”) is entered into effective October 8, 2010.

WHEREAS, the parties wish to amend the agreement to modify the scope of work and adjust the compensation.

NOW, THEREFORE, the Authority and DC & E agree as follows:

1. Section 5 of the Agreement (Consideration), first paragraph only, is amended to state as follows:

“Payment to Contractor by the Authority shall be made as set forth in Exhibit “A.” The amount to be paid to Contractor under this Agreement shall not exceed one hundred sixty-six thousand, six hundred and sixteen dollars (\$166,616), unless expressly authorized in writing by the Authority’s Board of Directors. In no instance shall the Authority be liable for any payments or costs for work in excess of this amount, nor for any unauthorized or ineligible costs. Contractor shall be paid at the times and in the manner set forth in this Agreement. The consideration to be paid Contractor, as provided in this Agreement, shall be in compensation for all of Contractor’s expenses incurred in the performance of work under this Agreement, including travel and per diem, unless otherwise expressly so provided.”

2. Exhibit “A” (Scope of Work) to the Agreement is amended to add and incorporate the attached Exhibit “A-1”, “Revised Work Scope.” Exhibit A-1 includes the description of additional tasks and hours required to complete the development of the Sheldon/Wilton Limited Access Roadway Alternative.

3. Exhibit “B” (Cost Estimate) to the Agreement is amended to add and incorporate the attached Exhibit “B-1”, “Contract Modification #1”. The sums set forth in Exhibit B-1 are in addition to the amounts set forth in Exhibit B.

4. Except as expressly amended herein, all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO  
THIS AMENDMENT AS OF THE DATE HEREIN ABOVE APPEARING:

**ELK GROVE – RANCHO CORDOVA – EL DORADO  
CONNECTOR AUTHORITY**

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Tom Zlotkowski  
Executive Director

APPROVED AS TO FORM:

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Miller, Owen & Trost  
Legal Counsel to the Authority

**Design, Community & Environment**

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David Early  
Founding Principal



Item # 4  
Resolution

RESOLUTION NO. 2010-15

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY  
APPROVING AMENDMENT NO. 1 TO THE CONTRACT WITH DESIGN, COMMUNITY &  
ENVIRONMENT FOR THE DEVELOPMENT OF THE SHELDON/WILTON LIMITED ACCESS  
ROADWAY ALTERNATIVE

**BE IT RESOLVED** that the Board of Directors of the Capital SouthEast Connector Authority hereby approves Amendment No. 1 to the contract with Design, Community & Environment, as presented at this meeting, in substantially the same form as attached hereto.

This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 8<sup>th</sup> day of October, 2010, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



Capital SouthEast Connector Board of Directors

Item # 5  
Resolution

October 8, 2010

**FY 2010-11 Work Program and Schedule**

**Issue:** To continue the active development of the Connector Project by adopting a Work Program and Schedule for Fiscal Year 2010-11.

**Recommendation:** Approve the proposed Work Program and Schedule for FY 2010-11 and direct staff to pursue the Work Program consistent with the FY 2010-11 Budget.

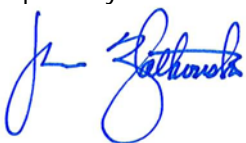
**Discussion:** To assist the JPA staff in the orderly development of the Connector Project and to keep the Board apprised of the progress of many of the critical JPA organizational functions, an annual Work Program has been developed. While the majority of the work focuses on Project-related elements, the Program also deals with the organizational/administrative responsibilities of the JPA. The work plan includes the following major elements:

- **Item 1 – Conduct Environmental Impact Analysis** – There are six notable elements of the environmental process associated with the forthcoming Program Environmental Impact Report (PEIR):
  - a. Technical studies completion – This is the technical work that will be conducted to identify and document any significant environmental impacts in the various areas of review.
  - b. Issuance of draft PEIR – This is the actual distribution of the Draft Program Environmental Impact Report to the public.
  - c. Draft EIR circulation and comments – The required 60 calendar day circulation of the draft PEIR for public review and comment.
  - d. Issuance of final PEIR – The document that contains the response to comments will be circulated to the public.
  - e. Final EIR hearings – The Board will discuss and finalize the PEIR and make a decision on the proposed alignment of the Connector.
  - f. Notice of determination – The Notice will be filed with the clerks of the Counties that the project is located in within the required period under CEQA.
  
- **Item 2 – Purpose Plan for Context Sensitive Issues/Special Areas** – There are a number of geographic areas along the currently proposed Connector alignments that require additional detailed analysis including:
  - a. Sheldon/Wilton LAR process – Completion of field work and report out of the recommended Limited Access Roadway (LAR) configuration to be further analyzed in the PEIR.
  - b. El Dorado County traffic analysis – Analysis of future connections between US 50 and White Rock Road will be evaluated for use in the PEIR.
  - c. Aggregate mining applications – The output of the aggregate mining truck study will be incorporated into the PEIR process once concluded.

- **Item 3 – Adopt Environmental Mitigation Strategy** – The issuance of the Draft South Sacramento Habitat Conservation Plan (SSHCP) will be used as the primary mitigation strategy for identified impacts of the project. Any additional mitigation elements that will compliment the SSHCP will also be identified and proposed for inclusion in the project during this period.
- **Item 4 – Finalize Access Configuration & Functional Guidelines** – Determination of the location and type of access to be allowed along various segments of the Connector as well as a discussion and adoption of applicable technical details required for safety and desired level of service are included in this item.
- **Item 5 – Adopt Funding/Finance Plan**– Development of a funding strategy for the project.
  - a. Retain the services of a financial advisor – Complete the process to retain the services of an individual or team to assist in the development of the plan.
  - b. Development of construction funding/finance alternatives - Exploration of the various funding/finance options available for use by the JPA.
  - c. Presentation and Approval of construction funding/financing to Board – Board hearings on the options for funding/financing and approval of a strategy.
  - d. Update overall Plan of Finance – Adoption of an updated plan that includes a proposed construction funding/financing strategy.
- **Item 6 – Update Improvement Plan – Update** of the proposed three year Project Improvement Plan as presented to the Board annually for determining the sequence and timing of major project improvements.
- **Item 7 – Explore Right-of-Way Procurement Options and Transitional Access Plan** – Provide initial analysis and recommendations to the Board on a process(es) to initiate the securing of Right-of-Way for the various segments of the Connector. This analysis will also include initial recommendations for addressing the transition of existing land use access along the Connector routes to be in compliance with the access configurations and functional guidelines presented under **Item 4**.
- **Item 8 – JPA Policy Development** – Based on the presentation and approval of the major tasks outlined in this work schedule, staff will develop and recommend future policies that will support the direction of the JPA as needed beyond the approval of the PEIR and into the construction of the Connector project.
- **Item 9 – Develop and Apply Communication Improvements** – Staff will continue to support open and transparent processes with project stakeholders by the continued development of newsletters, project updates, distribution of work products and continued improvements to the JPA web site.

As the Fiscal year proceeds, significant adjustments to the work plan will be presented to the Board for information and revision, as necessary.

Respectfully Submitted,



Tom Zlotkowski  
Executive Director





Item # 5  
Attachment

RESOLUTION NO. 2010-08

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAPITAL SOUTHEAST CONNECTOR  
AUTHORITY ADOPTING FY 2010-11  
WORK PROGRAM AND SCHEDULE

**BE IT RESOLVED** by the Board of Directors ("Board") of the Capital SouthEast Connector Authority that the proposed Fiscal Year 2010-11 Work Program and Schedule, presented to the Board at this meeting and attached hereto, is hereby adopted.

This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 8<sup>th</sup> day of October, 2010, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary



Capital SouthEast Connector Board of Directors

Item # 6  
Presentation

October 8, 2010

### Overview of the Program Environmental Impact Report (Program EIR) Process

**Issue:** Provide an overview of the Program EIR process, including a summary of the decisions to be made by the Board and possible outcomes.

**Recommendation:** Hear an overview presentation from the JPA consultant team on the Program EIR process.

**Discussion:** At your August 2010 Board meeting, the results of the Sheldon Vision Plan were presented. A number of Board members questioned what the Program EIR will analyze, and the level of detail the PEIR will address regarding specific geographic and categorical areas within the corridor alternatives. In response to that discussion, staff requested that the environmental consultant team assemble a brief presentation to clarify the following topics:

- Definition of Program Environmental Impact Report and how the process is being applied to the overall Capital SouthEast Connector environmental review.
- Type of information that will be represented in the document and at what level of detail.
- Decisions the elected body will be requested to make with this Program EIR.
- How the Program EIR will assist in the selection of a Project Alignment.
- The next decisions the individual jurisdictions will need to support once the Program EIR is certified by the JPA and a Project Alignment is selected by the Board.
- Future evaluations/decisions that will have to be made before construction of the project can commence.

Today, Maggie Townsley of the consulting firm ICF will provide your Board with an overview of the Program EIR process and the latest information on the development of the draft document.

Respectfully Submitted,

Tom Zlotkowski  
Executive Director

# Program Environmental Impact Report

## PEIR Process Overview October 8, 2010



Connector Ahead

# Definition of PEIR

- CEQA-only
- EIR covering a series of actions:
  - Characterized as one large project
  - Linked geographically
  - Considered logical segments in chain of anticipated actions:
    - Plan line adoption
    - Individual Connector segment refinement/selection

# Purpose of PEIRs

- Provide comprehensive consideration of:
  - Broad policy-level alternatives
  - Cumulative impacts
  - Program-wide mitigation
- Serves as first-tier analysis for:
  - Subsequent project-specific environmental review
  - Later decisions/actions by JPA/member jurisdictions

# Typical EIR Scope

## Program-level EIR

- Jurisdiction-wide
  - Covers General Plans and corridor-level plans
  - Broad program objectives
  - Series of elements of project
  - Generalized impacts covering plan area
  - Mitigation can be general, menu-driven with performance criteria
  - Program defined typically up to 5% design by Final EIR

## Project-level EIR

- Project-specific
  - Very specific project objectives
  - Individual project/segment
  - Specific project site impacts
  - Must meet “independent utility”
  - Mitigation needs to be specific enough
  - Project defined typically up to 40% design by Final EIR

# Capital SouthEast Connector PEIR

- Design information is conceptual level
  - PEIR analysis at a program-level
- Selection of corridor alternative required first
- Decisions on key segment elements later
  - Detailed project-level engineering
  - Subsequent environmental review
    - EIRs, MNDs, NDs
- Specific alignment evaluation

# Connector PEIR Proposed Project

- PEIR analyses focuses on “Proposed Project”:
  - Alternative 2/3: Grant Line Road (selected in May 2010)
  - Options within Proposed Project (Alt 2/3):
    - Off-Corridor Multi-use Trail option
    - Kammerer Road options
    - Sheldon Area options
      - Limited Access Road Option
      - Deer Creek Causeway Option
      - No-Build Option

# Connector PEIR Alternatives

- Alternatives in PEIR
  - Selected in May 2010
  - Lesser level of detail than Proposed Project
- Alternatives to “Proposed Project”:
  - Alternative 1: Sunrise Alignment
  - Alternative 4: Bradshaw Alignment
  - No-Project Alternative

# Sample PEIR Impact Analysis

## Proposed Project Corridor Impacts with other Alternatives

Impact	Project	Alternatives		
	Grant Line Alignment (Alt 2/3)	Sunrise Alignment (Alt 1)	Bradshaw Alignment (Alt 4)	No-Project
Impact BIO-1: Loss of annual grasslands	up to 1,700 acres	up to 1,300 acres	up to 900 acres	up to 1,800 acres
Impact BIO-2: Loss of oak woodland	up to 1.5 acres	up to 2.1 acres	up to 1.6 acres	up to 2.3 acres
Impact LU-1: Disruption of property access	up to 102 properties	up to 80 properties	up to 173 properties	up to 68 properties

## Sheldon Area Impacts

Impact	Sheldon Options		
	Deer Creek Causeway	LAR	"No-Build"
Impact BIO-1: Loss of annual grasslands	68.2-75.1 acres	45.8-75.1 acres	39.5 acres
Impact BIO-2: Loss of oak woodland	Up to 3.3 acres	0	0
Impact LU-1: Disruption of property access	up to 36 properties	up to 86 properties	up to 102 properties

# Connector PEIR Decision Process

- June 2011, JPA Board will be asked to:
  - Certify final PEIR
  - Adopt Findings of Fact/Overriding Consideration
  - Adopt Mitigation Monitoring and Reporting Plan
  - Select 35-mile-long Corridor
    - Proposed project (Alt 2/3)?
    - Alternative 1?
    - Alternative 4?
    - No-Project ?



# Connector PEIR Decision Process

- JPA Formation Documents require Board to select alignment within a 1,000-foot corridor
- ***If*** Proposed Project is Selected by JPA Board
  - Board must choose between Sheldon options to stay within 1,000 feet:
    - Deer Creek Causeway
    - LAR option ***or***
    - No-Build
  - Other options falling within 1,000-foot corridor (e.g., selection of Kammerer Road) need not be determined at PEIR stage--subsequent environmental review

# Connector PEIR Decision Process

## Program-Level Environmental Document

Proposed Project Grant Line Alignment (Alt 2/3)

Sunrise Alignment (Alternative 1)

Bradshaw Alignment (Alternative 4)

No-Project Alternative

Decision in the Sheldon Community

No Build

Limited Access Roadway (LAR)

Deer Creek Causeway (Floodplain Bypass)

## Project-Level Environmental Document

Any version

LAR #1

LAR #2

LAR #3

Minor bypass

Major bypass

June 2011

# Post-PEIR Decision Process

- After the JPA approves the corridor, each city and county will:
  - Amend General Plan
    - Identify JPA-adopted corridor
      - Where connector route is well-defined, can map detail
      - Less-defined segments \* would include wider swath and policies and design/performance standards
    - Adopt policies for its preservation
  - Implement GP via individual Land Use decisions

# Post-PEIR Decision Process

- \*Less-Defined Segments
  - After PEIR is certified, more detailed project-level review can proceed along selected Corridor
    - If Deer Creek Causeway Option chosen, more detailed analyses of range of potential alternatives to the segment will be required to determine best option
    - If LAR Option chosen, more detailed analyses of range of potential alternatives to the segment will be required to determine best option
      - LAR Vision Plan and Community Efforts can be folded into process
      - Detailed analysis will be required at this time



Capital SouthEast Connector Board of Directors

Item # 7  
Resolution

October 8, 2010

### **Authorize the Board Chair to Execute a Contract for a Financial Advisory Consultant**

**Issue:** In order to begin work with a Financial Advisory Consultant on the development of a Plan of Finance, a contract for that work program must be awarded.

**Recommendation:** Approve the attached resolution authorizing the Chair of the Board to execute a contract with the preferred consultant team of KPMG upon the Executive Director's successful negotiation of a final scope of work.

**Discussion:** At your June, 2010 meeting, the Board of Directors was informed that a Request for Qualifications and Proposal (RFQ/P) for a Financial Advisor had been issued. The intent of this process was to hire experts, knowledgeable in the area of transportation economics, federal and state transportation funding/financing tools, local government revenue programs, tolling, and corporate equity investment evaluation. The RFQ/P concentrated on developing an innovative Plan of Finance for delivery of the Capital SouthEast Connector Project. The JPA also requested statements of qualifications for the services of a consulting team(s) to act as an advisor in the review and analysis of privatization and/or public-private partnership proposals, the development of segments of the Connector suitable for strategic partnerships and/or federal funding, and the solicitation of strategic partners for those priority roadway segments.

The JPA received five proposals for this work on July 28, 2010. An evaluation panel comprised of associates from the member jurisdictions and an outside JPA with experience in the development of similar finance plans reviewed the written proposals. The panel was comprised of:

- Michael Penrose, Director, Department of Transportation, Sacramento County
- Celia McAdam, Executive Director, Placer County Transportation Planning Authority
- Andrew Keys, Finance Analyst, City of Elk Grove
- Richard Lorenz, Public Works Director, City of Folsom
- Tom Zlotkowski, Executive Director, Capital SouthEast Connector, JPA

All five proposals were considered responsive to the RFP/Q and were ranked based on a variety of criteria including Team Experience, Personnel Qualifications, and Schedule. All five of the proposals received were excellent and should be commended. The submitting firms were:

- KPMG
- Northcross, Hill & Ach, Inc. and Nancy Whelan Consulting
- The PFM Group
- Smith, Watts & Co
- Sperry Capital Inc.

The panel narrowed the contending proposals down to two finalist teams for oral interviews. They were: KPMG and PFM. Scheduling conflicts delayed the interviews to September 2, 2010. At that time, an interview panel comprised of members from the original evaluation panel was assembled. It consisted of:

- Celia McAdam, Executive Director, Placer County Transportation Planning Authority
- Andrew Keys, Finance Analyst, City of Elk Grove
- Richard Lorenz, Public Works Director, City of Folsom
- Tom Zlotkowski, Executive Director, Capital SouthEast Connector JPA

Based on the oral interviews, KPMG was identified as the preferred consultant. KPMG proposed to explore diverse analyses of various cash flow models and innovative delivery methods that have been used in other major roadway projects across the U.S. Through both the interview discussions and subsequent reference checks, it is clear the KPMG team possesses a desirable philosophy to create a solid financial plan that will produce the momentum to push the Connector to construction. KPMG has experience in similarly underfunded projects such as the Riverside County Transportation Authority's SR 91, and the Texas Department of Transportation's North Tarant Expressway and LBJ Expressway.

At your August 2010 meeting, the Board authorized the Executive Director to enter into negotiation with the top-ranked consultant team. Negotiation of the scope of work (SOW) has commenced with the preferred consultant team, as requested. Since proposed fee is not considered an evaluation criteria in a qualification based selection process, it is now necessary to work creatively with the consultant to reduce the overall cost of the work program without losing the unique and desired aspects of the work plan. This is being accomplished by applying cost reduction strategies on associated hard costs; shifting the work of team members; reducing the hours of proposed subject matter experts; and having the JPA staff take a more active role in the overall management of support elements of the work plan. In addition, with the cooperation of KPMG, the initial SOW will be divided into three logical phases with deliverables and reporting requirements at the completion of each phase. This assures that a subsequent phase of work will not commence without an evaluation of the deliverables previously developed in support of the successful Plan of Finance. The commencement of a subsequent phase of work will also require the written consent of the Board of Directors. At the end of either of the first two phases of work, the project can be terminated should the results not show promise towards a successful final plan. The first phase of work is expected to cost approximately \$97,000 and consist of the following tasks:

Task	Activity	Deliverable
<b>1a – Definition of Project Goals and Objectives</b>	<ul style="list-style-type: none"> <li>• Kick-off meeting between FA and JPA senior staff to review and discuss the goals/objectives for the project financial analysis and plan</li> <li>• Identify key stakeholders and roles in financial plan</li> </ul>	
<b>1b – Establish Project Management Plan</b>	<ul style="list-style-type: none"> <li>• Discuss and develop project plan</li> <li>• Discuss and develop communications plan with stakeholders and advisory team</li> <li>• Review approach to accomplish deliverables</li> <li>• Periodic updates, via in-person</li> </ul>	<b>Deliverable to JPA:</b> <b>Planning meeting to review approach and communications plan</b> <b>Monthly status reports</b>

<b>2a – Data Analysis</b>	<p>meeting and written status report</p> <p>Review:</p> <ul style="list-style-type: none"> <li>• forecasts for revenue and usage volume</li> <li>• initial construction and engineering estimates</li> <li>• forecasts for operating and maintenance estimates</li> <li>• environmental documentation</li> <li>• technical studies</li> </ul>	
<b>2b – Initial Project Screening</b>	<ul style="list-style-type: none"> <li>• Qualitative assessment of the revenue, capital, and operating costs</li> <li>• Qualitative assessment of environmental and technical studies</li> </ul>	
<b>3a – Review of Funding Sources</b>	<p>Review ranges of potential funding sources, including:</p> <ul style="list-style-type: none"> <li>• Tax Increment Financing</li> <li>• Measure A</li> <li>• Real Estate Development Fees / Overlay Fees</li> <li>• Toll revenues</li> <li>• Other State and Federal grants and funding sources</li> </ul>	
<b>3b – Identification of Alternative Project Scenarios</b>	<p>Within the preferred alternative alignment, consideration of:</p> <p>segmentation options/scenarios;</p> <p>expansion scenarios and triggers;</p> <p>and construction start dates</p>	
<b>3c - Development, review and testing of financial analysis inputs</b>	<p>Prepare initial cash flow level analysis including:</p> <ul style="list-style-type: none"> <li>• forecasts for usage and revenue</li> <li>• initial construction and engineering estimates</li> <li>• forecasts for operating and maintenance estimates</li> <li>• analysis to consider up to a maximum of three scope scenarios</li> <li>• cash flow analysis to consider one sensitivity on financing assumptions (e.g., inclusion of TIFIA and PABs)</li> <li>• cash flow analysis to consider one sensitivity on T&amp;R forecast</li> </ul> <p>Additional scenarios/sensitivities will be performed on a time and materials basis</p>	<p><b>Deliverable to JPA:</b>  <b>Screening report including initial cash flow analysis</b></p>

Phase Two of the proposed work plan will consist of financial analysis, identification of a variety of possible scenarios, preliminary assessment of risks, and assessment and review of the financial analysis. Phase Three will be the actual writing of the Plan of Finance itself and assistance in the initiation of the selected financial instruments. Since both subsequent phases of work are dependent on the results of the first, a final scope and schedule has not been finalized. The total cost of all three phases is currently estimated at \$300,000. Either party will be able to terminate the contract at any time with appropriate notification.

While the overall amount of the three phases of work is significantly higher than what was originally estimated in the FY10-11 budget, staff considers this more robust approach to the delivery of the Plan of Finance to be an excellent investment in the overall determination of project viability. It also employs the services of a team that has proven itself successful in similar situations.

Allowing the Chair of the Board to execute the contract with the preferred consultant team will enable the team to begin work following the October, 2010 Board meeting, in advance of the release of the Draft Program EIR later in the year. If the Board would prefer, staff can bring a negotiated contract to the full Board for approval at the November/December meeting.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Tom Zlotkowski". The signature is fluid and cursive, with the first name "Tom" and last name "Zlotkowski" clearly distinguishable.

Tom Zlotkowski  
Executive Director



Item # 7  
Attachment

RESOLUTION NO. 2010-14

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY AUTHORIZING THE BOARD CHAIR  
TO EXECUTE THE CONTRACT WITH THE PREFERRED FINANCIAL ADVISORY CONSULTANT, KPMG

**BE IT RESOLVED** by the Board of Directors ("Board") of the Capital SouthEast Connector Authority that the Board Chair, with the assistance of legal counsel, is hereby authorized to execute the final contract with the preferred financial advisory consultant, KPMG.

This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 8<sup>th</sup> day of October, 2010, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary