



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## BOARD OF DIRECTORS PUBLIC OUTREACH COMMITTEE

### COMMITTEE MEMBERS

**SHELIA YOUNG – CHAIRPERSON**

**ERIN GARNER**

**JULIA MILLER**

**PAMELA TORLIATT**

**BRAD WAGENKNECHT**

**JOHN SILVA - VICE CHAIRPERSON**

**SCOTT HAGGERTY**

**MARK ROSS**

**GAYLE B. UILKEMA**

**MONDAY  
MARCH 21, 2005  
9:30 A.M.**

**FOURTH FLOOR CONFERENCE ROOM  
DISTRICT OFFICES**

### AGENDA

1. **CALL TO ORDER - ROLL CALL**
2. **PUBLIC COMMENT PERIOD** (Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) *Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.*
3. **APPROVAL OF MINUTES OF JANUARY 10, 2005**
4. **UPDATE ON WINTERTIME OUTREACH**

**T. Lee/4905**  
[tlee@baaqmd.gov](mailto:tlee@baaqmd.gov)

*Staff will report on the 2004-2005 wintertime outreach program.*
5. **STATUS REPORT ON 2005 SPRING LAWN MOWER BUY-BACK PROGRAM**

**T.Lee/4905**  
[tlee@baaqmd.gov](mailto:tlee@baaqmd.gov)

*Staff will give a status report on the 2005 lawn mower buy-back program and an approach to this year's program.*
6. **AMERICAN LUNG ASSOCIATION "REPORT CARD"**

**T.Lee/4905**  
[tlee@baaqmd.gov](mailto:tlee@baaqmd.gov)

*Staff will recap the methods used by the American Lung Association to produce a yearly "Report Card" of air quality throughout the country.*
7. **UPDATE ON PLANS FOR THE DISTRICT'S 50<sup>TH</sup> ANNIVERSARY**

**J. Broadbent//5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Staff will update the committee on the progress in planning the District's 50<sup>th</sup> anniversary celebration.*

**8. REFERRALS FROM COMMITTEE**

**T.Lee/4905**  
[tlee@baaqmd.gov](mailto:tlee@baaqmd.gov)

*Staff will respond to the referral from the January 10, 2005 meeting.*

**9. COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*

**10. TIME AND PLACE OF NEXT MEETING: 9:30 a.m., MAY 16, 2005, 939 ELLIS STREET, SAN FRANCISCO, CA.**

**11. ADJOURNMENT**

**CONTACT CLERK OF THE BOARDS - 939 ELLIS STREET  
SAN FRANCISCO, CA 94109**

**(415) 749-4965  
FAX: (415) 928-8560  
BAAQMD homepage:  
[www.baaqmd.gov](http://www.baaqmd.gov)**

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly.

**Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109  
(415) 771-6000**

**DRAFT MINUTES**

Summary of Board of Directors  
Public Outreach Committee Meeting  
9:45 a.m., Monday, January 10, 2005

1. **Call to Order - Roll Call:** Chairperson Mark Ross called the meeting to order at 9:46 a.m.

**Present:** Mark Ross, Chairperson, Erin Garner, Erling Horn (9:49 a.m.) Julia Miller, John Silva, Pamela Torliatt, Gayle B. Uilkema, Brad Wagenknecht.

**Absent:** Shelia Young.

**Also Present:** Marland Townsend.

2. **Public Comment Period:** There were none.

3. **Approval of Minutes of November 8, 2004:** Director Miller moved approval of the minutes; seconded by Director Torliatt; carried unanimously without objection.

Jack Broadbent, Executive Officer/APCO requested that the report on agenda item 7 be presented first and Chairperson Ross so ordered.

7. **Update on Plans for the District's 50<sup>th</sup> Anniversary:** *Staff updated the Committee on the progress in planning the District's 50<sup>th</sup> anniversary celebration.*

Mr. Broadbent stated that 2005 is the 50<sup>th</sup> anniversary of the District and noted that in November 1955 the Board held its first meeting. Mr. Broadbent commented that there were only six counties participating in the District at that time.

Director Erling Horn arrived at 9:49 a.m.

Mr. Broadbent discussed several ideas for the 50<sup>th</sup> anniversary celebration. The following events were discussed: 1) a symposium, similar to the American Lung Association luncheon, to be held in June; 2) preparation of a document that would highlight the District's accomplishments; 3) a District video; and 4) an event for the employees.

The Committee discussed World Environment Day, which is June 5, 2005, and coordinating the District's symposium to be held close to the June 5<sup>th</sup> date; getting sponsors for tables at the symposium; inviting former Board members and other elected officials to the symposium.

There was discussion regarding the possibility that the American Lung Association could be a sponsor for the symposium since the Air District helps sponsor their yearly luncheon. Director Torliatt requested that the issue of the American Lung Association report card be put on the next agenda for discussion on why some counties are receiving failing grades.

**Committee Action:** None. This report provided for information only.

**4. Update on Wintertime Outreach:** *Staff provided an update on the wintertime outreach program.*

Teresa Lee, Director of Public Information and Outreach, updated the Committee on the Wintertime outreach program and noted that the media coverage has been good. Ms. Lee reported that the City of Fairfield had adopted a woodsmoke ordinance. Director Silva noted that Solano County is in two air districts and is working on combining ordinances from both air districts.

The Committee viewed a video from Channel 7 showing a fireplace change out.

**Committee Action:** None. This report provided for information.

**5. Status of Spring Lawn Mower Buy-Back Programs:** *Staff gave a status report on the 2005 lawn mower buy-back programs and discussed funding issues.*

Ms. Lee presented a status report on the law mower buy-back program and stated that 6,500 lawn mowers have been changed out since the beginning of the program. Ms. Lee reported that, due to budget cuts, all funding for the lawn mower buy-back program in 2005 was eliminated from the District's budget. Staff is seeking direction from the Committee on whether to fund this program in 2005 and where the funding would come from.

There was discussion on trying to get funding from waste management companies and the Committee requested staff contact them about helping to fund this program. The consensus of the Committee was to continue the Lawn Mower Buy-Back Program in 2005.

**Committee Action:** Director Uilkema moved that the Committee support an allocation of up to \$100,000 for the program in 2005 and refer the matter to the Budget and Finance Committee; seconded by Director Wagenknecht.

There was discussion on how this program was of value to the Air District's overall public outreach efforts. The motion then passed unanimously without objection.

**6. Recommendations for Contractors for Public Outreach Programs:** *Staff recommended renewing contracts for media, advertising, youth, measurement and community outreach for a one-year period.*

Ms. Lee reviewed the six contracts that were awarded in March 2004 for media, advertising, youth, measurement, community outreach, and the employer program. Ms. Lee stated that the staff has conducted an evaluation of the consultants and recommends that the existing contracts be extended to March 2006 as follows:

- Youth Outreach – Communications West
- Advertising – O’Rorke Advertising
- Media Relations – Allison & Partners
- Research and Measurement – True North Research
- Community Outreach – Community Focus
- Employer Program – RIDES Inc.

**Committee Action:** Director Torliatt moved that the Committee recommend Board approval of the staff recommendation as stated above; seconded by Director Wagenknecht.

There was discussion on the issue of the contractors conducting clean air practices and that during the next contract cycle consideration be given to including clean air practices in the contracts. It was suggested that the issue of clean air practices from contractors and vendors be put on the Committee’s agenda. The motion then passed unanimously without objection.

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Chairperson Ross re-opened agenda item 7 and suggested that the Governor be invited to speak at the District’s 50<sup>th</sup> anniversary symposium and that a letter is sent as soon as possible. There was discussion on the possibility of hiring an event organizer for the 50<sup>th</sup> anniversary events and making sure there is a way to highlight the Air District’s successes.

**8. Referrals from Committee:** *Staff reported on the referrals from the last Committee meeting.*

Ms. Lee reported on the referral from the last Committee meeting.

**Committee Action:** None. This report provided for information only.

**9. Committee Member Comments:** Chairperson Ross thanked Ms. Lee for her assistance over the last couple of years and commented that the Community Air Risk Evaluation (CARE) Program will be a great benefit to the Air District.

**10. Time and Place of Next Meeting:** At the Call of the Chair.

**11. Adjournment.** The meeting was adjourned at 11:00 a.m.

Mary Romaidis  
Clerk of the Boards

mr

**PUBLIC OUTREACH COMMITTEE**

**Follow-up Items for Staff**

**January 10, 2005**

1. The Committee requested that the issue of the American Lung Association report card be put on the next agenda for discussion on why some counties are receiving failing grades.
2. The Committee requested staff contact waste management companies about helping to fund the lawn mower buy-back program.
3. Director Torliatt suggested that the issue of clean air practices from contractors and vendors be put on the Committee's agenda.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Inter-Office Memorandum

To: Chairperson Young and  
Members of the Public Outreach Committee

From: Teresa Lee  
Director of Public Information & Outreach

Date: March 8, 2005

Re: Wintertime Outreach – 2004/2005

RECOMMENDED ACTION

Information.

BACKGROUND

Staff will report on the 2004 – 2005 wintertime outreach program.

DISCUSSION

The Air District began its wintertime outreach program in mid-November focusing on curtailing wood burning in fireplaces and woodstoves, and driving less. The campaign ran through February 2005 and included media outreach, advertising, measurement surveys to assess the impact of the program and the continuation of the fireplaces and woodstove change out program in Santa Clara County. Staff is encouraged by the trends in the measurement survey. Highlights of the wintertime program are outlined below.

Measurement

The Air District commissioned a survey of 700 Bay Area residents about wood burning and wood smoke air pollution. The survey was completed by True North Inc. using random digit dialing on evenings in January and February 2005. Preliminary results and recent trends include:

- 64% of respondents had at least one fireplace or wood stove
- 57% of these indicated they would burn wood this winter, 20% had natural gas fireplaces
- 43% of those who have fireplaces indicated they would not use them this winter, up from 39% last year
- 36% of those who said they would burn wood indicated they would burn wood at least once a week throughout the fall and winter
- 66.6% agreed there were negative health effects from breathing wood smoke
- 62% support a policy that would require all new housing to use only gas fireplaces or EPA certified equipment or the equivalent

Trends

- Awareness of the negative health effects from breathing wood smoke is increasing from 49% in 2001, to 56% in 2002 and to 66% in 2005
- Support for a model wood smoke ordinance is growing from 47% in 2001, to 54% in 2003 and to 62% in 2005.

Media Outreach

Media outreach began with a press release in mid-November, followed by two additional press releases in late November and December. Media coverage was good and included interviews with KCBS radio, Napa radio station KVON, the Contra Costa Times, KTVU-TV, the Fremont Argus, the Napa Sentinel, the San Jose Mercury News, KFOG, and an “exclusive” broadcast segment with KGO-TV “7 On Your Side”.

More than 30 Bay Area neighborhood newspapers, including ethnic publications, were contacted to print a wood smoke article. Placements were secured in the following:

- Commuter Times, Philippine News, India Post, Sing Tao Daily, El Tecolote , El Observador and Nuevo Mundo.
- Univisión (KDTV) -- Air District Spanish-speaking spokesperson taped a segment on Univisión’s weekly public affairs program, “Encuentro en la Bahía.

Advertising

The advertising campaign began with a “Thank you” to Bay Area residents for taking *Spare the Air* seriously in the summer and continued with a message about the air pollution produced from burning wood. It ended with a call to action, asking residents to not burn wood in traditional fireplaces and to explore the idea of replacing wood burning fireplaces with new gas units.

Paid advertising began with television and radio spots on the three days leading up to Thanksgiving. The remainder of the buy began on December 27<sup>th</sup> and continued through early February.

Santa Clara County Woodstove/Fireplace Change out Program

The woodstove/fireplace change out program in Santa Clara County continued, with an additional 600 rebates processed as of the end of February. Since the program began in the fall of 2003, 1,300 change outs have been completed.

Specialized outreach in Santa Clara County related to the program included:

- Production of two cycles of water bill inserts (400,000) for the City of San Jose.
- Weekly display ads (eight weeks) in the San Jose Mercury Friday Home section, VietMerc, and Nuevo Mundo. Weekly display ads in all eight papers of the Silicon Valley Community Newspaper chain.
- Bill inserts to 30,000 City of Palo Alto residents.
- Bill inserts and displays placed in 18 city and county locations.
- Press coverage in the Mercury News and various local papers.



**AGENDA NO. 4**

- TV feature story about a District employee who made the switch to gas.
- Presence at the Santa Clara Home Show.
- In-store brochures at local specialty retail shops.

Other

The Spare the Air web page – [www.sparetheair.org](http://www.sparetheair.org) – was updated for the winter program. The AirAlert e-mail notification system remained active during the winter with 24,000 subscribers to the system.

Staff and RIDES for Bay Area Commuters also worked with the 2,200 employers in the Spare the Air program. One thousand internal bus cards with a wintertime message were also distributed to several transit carriers including VTA, AC Transit, Santa Rosa City Bus, Wheels, SamTrans, Caltrain and the Vacaville, Napa and Benicia bus lines.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

Funds were allocated for the *Spare the Air Tonight* activities in the 2004-05 budget. Funding for the wood smoke/fireplace change out program is being provided by Calpine and Santa Clara Power and Light as part of the California Energy Commission's (CEC's) approval to build and operate power plants in Santa Clara County.

Respectfully submitted,

Teresa Lee  
Director of Public Information & Outreach

FORWARDED: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Inter-Office Memorandum

AGENDA NO. 5

To: Chairperson Young and  
Members of the Public Outreach Committee

From: Teresa Lee  
Director of Public Information & Outreach

Date: March 10, 2005

Re: Spring Lawn Mower Buy-Back Program

RECOMMENDED ACTION

Information.

BACKGROUND

Staff will give a status report on the 2005 lawn mower buy-back program and a new approach to this year's program.

DISCUSSION

For several years, the Air District has coordinated the lawn mower buy-back program in cooperation with local waste management agencies. The public could turn in an old gasoline mower and purchase an electric mower for a \$100 discount. Overall the program has been well received, but the availability of the program has been limited by funding constraints and the varying interest of local waste management partners. In addition, budget constraints this year necessitate rethinking the program to find new ways to continue it at less cost. Recent fund-raising letters sent to waste management agencies failed to generate any additional funding.

Staff is proposing an innovative approach to this year's program to make it more widely available and easier to manage. Staff is negotiating with Home Depot to offer the program for several months beginning in May at all of the 32 Home Depot stores in the nine counties. The proposed rebate would be a straight discount of \$30 off the normal retail price of a corded electric Black & Decker model (two models would be available). To qualify for the rebate, participants would first have to drop off a gasoline lawn mower at a participating scrap yard, receive a receipt, and then proceed to a Home Depot store. The discount dollars will be entirely funded by Black & Decker and Home Depot. Air District resources would be devoted to promotion and advertising, which will include co-op advertising with Home Depot, display ads, inserts, and a public relations kickoff event. The campaign will use the *Spare the Air and Save Money Too!* tagline, and tie-in to the consumer products message of the Spare the Air campaign.

Staff believes that by promoting a straight discount for several months at 32 well known Home Depot stores, we will be able to sell greater quantities of electric mowers, enhance air quality emission benefits and greatly expand the public education message in the marketplace.

If staff is not successful in negotiations with Home Depot, the alternative would be to return to the model used in earlier lawn mower campaigns where events would be held on Saturday mornings at several Home Depot locations. Because of funding constraints this year, there would be fewer events than last year.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

Funding for this program has been approved by the Board.

Respectfully submitted,

Teresa Lee  
Director of Public Information & Outreach

FORWARDED: \_\_\_\_\_

Reviewed by: Jean Roggenkamp

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Inter-office Memorandum

To: Chairperson Young and  
Members of the Public Outreach Committee

From: Teresa Galvin Lee  
Director of Public Information and Outreach

Date: March 10, 2005

Re: American Lung Association's "Report Card"

RECOMMENDED ACTION

Receive and file.

BACKGROUND

At the Committee's request, staff will recap the methods used by the American Lung Association (ALA) to produce a yearly "Report Card" of air quality throughout the country.

DISCUSSION

The American Lung Association issues a "State of the Air" report each May which gives letter grades - A, B, C, D, F - to all counties in the United States. The report is based on air quality monitoring data reported by local districts to the US EPA. ALA has developed their own methodology to interpret the data that leads to the letter grades. For many years, ALA gave grades based on ozone data. In the past year, they have added criteria to also give grades for PM2.5. The State of the Air report is issued by the national ALA organization located in Washington D.C. Local affiliates have little or no input into the report.

Concern has been expressed that the grades are not reflective of real world air quality conditions and often assign failing grades to counties that are in attainment with air quality standards according to US EPA criteria. In fact, the criteria used by ALA are different from the EPA criteria in the following significant ways:

1. For purposes of EPA ozone attainment, the fourth highest reading from each official air monitoring station is averaged over three years. The three highest readings for each year that may be due to atypical conditions are excluded. The ALA uses all readings from the stations and does not exclude any readings.
2. For PM2.5 attainment, the 98<sup>th</sup> percentile reading for each official air monitoring station is averaged over three years. The 98<sup>th</sup> percentile is that reading for which 97 percent of the readings are lower and 2 percent of the readings are higher. For example, if there are a total of 100 PM2.5 readings in a year, the 98<sup>th</sup> percentile reading would be the 3<sup>rd</sup> highest reading. For each year the highest 2 percent of readings which may be due to

unusual conditions not typical of air quality in the region are excluded. The ALA does not exclude any readings.

3. ALA uses data from all monitors within a region, even though some may not be “official” monitors according to criteria used by EPA, and are not included in the analysis to determine attainment or non-attainment of a region. For instance, ALA is using data from a Speciation Trends monitor in San Jose which is used solely to determine the composition of and relative contribution to PM from different sources. The monitoring data is used to assess potential control strategies, but it is not official monitoring equipment. The ALA used the San Jose Speciation Trends data and it contributed to the count of days that caused Santa Clara County to be in the “unhealthful” category.
4. The ALA grading system (A through F) covers a very narrow range, from no days over the standard (A) to an average of 3.3 days over the standard (F). Any station that averages more than three days over the standard per year (according to the ALA methodology) receives an “F” grade, whether there are 3 or 300 days per year. Counties with a marginal numbers of excess days (according to ALA) are given the same F grade as counties with many, many days over standard. For example Alameda and Contra Costa counties received F grades for ozone in 2004, the same grade as counties like Fresno, Houston and Los Angeles.

STAPPA/ALAPCO, a national organization of air quality professionals which includes District staff, disagrees with the methodologies used by the ALA and has had several conference calls with the ALA Technical Advisory Board in Washington D.C. that prepares the report. At this time we do not have an indication that the ALA will modify their methodology to bring it more into line with the EPA’s criteria.

Air District staff met with Linda Civitello-Joy, the Executive Director of the ALA of San Francisco-San Mateo and Karen Fulton, the Executive Director of the ALA of the East Bay, to discuss Air District concerns regarding the report card. Ms. Civitello-Joy has, in turn, contacted the ALA staff in Washington D.C. to voice our concerns and is trying to collaborate with them on changes to the report card that will make it more reflective of air quality conditions. Locally, ALA has invited the Air District to participate with them in a press conference for the past several years held in conjunction with the release of the report card. The press conference gives the Air District the opportunity to explain air quality conditions in the Bay Area, where we stand in relation to federal and state air quality designations and to bring forth our clean air message.

In addition to efforts with local affiliates of ALA, staff will be sending a letter to ALA headquarters in Washington D.C. to voice our concern with the report and the confusion it causes each year when it is released.

Air District staff continues to work cooperatively with the local affiliates of ALA on such projects as the model wood smoke ordinance, Clean Air Champions, press conferences on air quality issues, materials on air pollution and asthma advocacy.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

None.

Respectfully submitted,

Teresa Galvin Lee  
Director of Public Information and Outreach

FORWARDED: \_\_\_\_\_

Reviewed by: Jean Roggenkamp

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Inter-office Memorandum

To: Chairperson Young and  
Members of the Public Outreach Committee

From: Teresa Galvin Lee  
Director of Public Information and Outreach

Date: March 9, 2005

Re: Air District's 50<sup>th</sup> Anniversary

RECOMMENDED ACTION

Receive and file.

BACKGROUND

Staff will update the committee on the progress made in planning the District's 50<sup>th</sup> anniversary celebration.

DISCUSSION

Planning for the District's 50<sup>th</sup> anniversary is well underway. Recent activities include:

- Development of the theme "Sparing the Air for a Healthier Future" to brand an advertising campaign around the District's 50<sup>th</sup> Anniversary. The new District video carries this title and the theme will be used in advertising, media outreach, on District stationary, pins, hand out materials, incentive items and in conjunction with the symposium and Annual Report.
- A symposium is being planned for the week of June 6<sup>th</sup>. We are awaiting confirmation of a keynote speaker for the luncheon. A location, Yerba Buena Gardens, has been secured. The symposium would be for 300 to 400 key invited guests. Before and after the noon time luncheon, panel discussions will take place. The morning session will focus on the progress that the region has made in cleaning up the air, with the afternoon session "visioning" into the future about the path ahead. Panelists will include academic and technical experts. Discussion will also take place on greenhouse gases and climate change.
- An Annual Report of the District's activities, including statistics and trends, will be available for the anniversary.
- The Air District website is being augmented with a timeline that includes historical pictures and significant air pollution events (such as landmark regulations, clean air progress, etc.) from the past 50 years.

- Media feature stories will focus on the 50<sup>th</sup> anniversary and advertising will incorporate the theme. We will also seek editorials acknowledging the clean air progress that has been made and support for the Air District's future direction. To assist with media outreach, staff is compiling background (or "B") roll of historical photos and present District activities.

#### BUDGET CONSIDERATIONS/FINANCIAL IMPACT

Funding of \$50,000 has been allocated for the 50<sup>th</sup> anniversary. Additional funding will be secured by sponsorships or underwriting.

Respectfully submitted,

Teresa Galvin Lee  
Director of Public Information and Outreach

FORWARDED: \_\_\_\_\_

Reviewed by: Jean Roggenkamp



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Inter-Office Memorandum

To: Chairperson Young and  
Members of the Public Outreach Committee

From: Teresa Lee  
Director of Public Information & Outreach

Date: March 10, 2005

Re: Referrals from Committee

RECOMMENDED ACTION

Information.

BACKGROUND

Staff response to referrals from the last meeting of the Public Outreach Committee.

DISCUSSION

There were three follow-up items from the last meeting of the Public Outreach Committee. The following is a status report on the items.

1. The Committee requested that the issue of the American Lung Association report card be put on the next agenda for discussion on why some counties are receiving failing grades. Item agendaized for March 21 meeting.
2. The Committee requested staff contact waste management companies about helping to fund the lawn mower buy-back program. Staff sent letters to all the waste management agencies in the Bay Area.
3. Director Torliatt suggested that the issue of clean air practices from contractors and vendors be put on the Committee's agenda. Staff is gathering the best practices from ABAG and can bring them back to the Committee at a future meeting.

Respectfully submitted,

Teresa Lee  
Director of Public Information & Outreach

FORWARDED: \_\_\_\_\_

Reviewed by: Jean Roggenkamp