

Minutes February 23, 2006

The Board of Pilot Commissioners for the Bays of San Francisco, San Pablo and Suisun regular meeting was held in the Board of Pilot Commissioners office, Pier 9, Suite 102, San Francisco, CA, commencing at 9:30 a.m. on Thursday February 23, 2006, Commissioner Falaschi presiding. A quorum was present, including Commissioners Lundeborg, Miller, Sitts, Wainwright and Wagner.

Request approval of Minutes of the January 26, 2006 regular Board meeting. The minutes were unanimously approved.

Correspondence and Activities since the January meeting including update on status of appointment to fill dry-cargo position on Board -- Executive Director Moloney

1. The dry-cargo position remains open.
2. The Board received a letter dated January 31, 2006 from James M. Humes, Chief Assistant Attorney General, authorizing the Board to retain counsel other than the Attorney General for services related to maritime law.
3. The Board received a Governor's Office Approval Request (GOAR) dated February 2, 2006 from Andrea Lynn Hoch, Legal Affairs Secretary, authorizing the Board to retain counsel other than the Attorney General for services related to maritime law.
4. The Board received a letter dated February 8, 2006 from Acting Port Agent Captain Peter McIsaac that he will serve as Acting Port Agent effective 2/8 through 2/21.
5. The Board forwarded a letter dated February 9, 2006 to Capt. William J. Uberti, Captain of the Port, USCG Sector San Francisco Bay requesting that the Coast Guard investigate a report of suspected pilot ladder safety violations on the M/V PHOENIX.
6. The Board forwarded a letter dated February 9, 2006 to Captain Gerhard W. Jacob, Manager - Operations HAMBURG SUD regarding the pilot transfer arrangements on the M/V PHOENIX.
7. The Board received a letter dated February 22, 2006 from the Law Offices of Keesal, Young & Logan, Atlantis Tillman Langowski, regarding the pilot transfer arrangements on the M/V PHOENIX.

Other Pilot Matters -- Executive Director Moloney

1. The Board issued license renewals to SFBP Captains Atthowe, Cota, Greig, Hartshorn, Lobo, O'Laughlin, Pinetti, Roberts, Vilas and Wagner during the month of February.
2. The Board has received the manpower reports and statements for pilotage fees and surcharges collected from SFBP through December 2005 and Inland Pilot Slough through January 2006.

Port Agent's Report -- SFBP Captain Bill Greig

1. Captains Carlier and Teague are recovering from injuries not related to piloting.
2. Minimum Rest Period Exceptions for January:
There were 5 exceptions to the Recommended Minimum Rest Period in January:
1/19 One exception of 11.5 hours with one pilot off the board NFFD

- 1/23 Four exceptions ranging from 10.9 through 11.9 hours with one pilot off the board on comp and one NFFD.
3. Rate Negotiations continue with Industry representatives.
4. Statistics for January 2006 compared with the three-year average:
- | | |
|---------------|---------|
| Bar Crossings | +11.5% |
| Bay Moves | +44.35% |
| River Moves | + 5.5% |
| Total Moves | +17.26% |
| GRT | +20% |
5. Pilot boat status report:
P/V SAN FRANCISCO - Various sections of deck railings and the port side steering compartment vent were damaged in pilot transfer operations and replaced. The starboard generator failed and was repaired. The starboard shaft was fouled by crab pot lines causing the shaft bearing to be damaged along with the clutch and reduction gear. All of these events were unplanned and the boat is now back in service.
- P/V GOLDEN GATE was out of service from 2/15 - 2/17 for steering gear component replacements. She will be out of service from 2/27 - 3/24 for planned major overhaul of both main engines and replacement of the stbd reduction gear.
- P/V PITTSBURG was out of service for planned engine maintenance.
6. Since Captain Shanower's accident on a pilot ladder last year we have revisited our man overboard and emergency procedures. We have done this in house on an informal basis.
- Board President Falaschi and Port Agent have talked about this and that, in light of the recent tragedies in Hawaii and Oregon, this would be a good time for the Pilots and the Board to formalize the process.
- It is proposed that the BOPC and the Pilots develop a working group to review past incidents and current procedures to document lessons learned and determine best practices for preventing pilot ladder accidents.
- Commissioner Falaschi reiterated the Board's position to remain proactive in all safety matters and that various industry groups would be contacted and asked to join this working group.

Unfinished Business

1. Open Incidents -- Executive Director Moloney
- a. M/V SAGA TUCANO antennae contact with Hwy 680 Bridge and UPRRB, December 9, 2005.

SAGA TUCANO - PROBABLE CAUSE

On the morning of 9 Dec. 2005, Capt W. Slough boarded the motor bulk freighter SAGA TUCANO at San Francisco Berth 80C to pilot the vessel to Stockton. During the master/pilot conference the clearance of the two bridges at Benicia was discussed in detail. The relevant heights follow:

The keel to mast height was given as 46.1 meters (confirmed by the pilot card).

KTM:	46.1 m
aft draft:	8.1 m
difference:	38.0 m
fwd draft:	6.75 m
trim:	1.35 m
trim corr ratio:	11% (mast to stern: 22.5 m)
trim corr:	0.15 m
Air draft:	38.15 m (125' 02")
Tidal cond/0840:	+5.2'
clearance@ 0.0':	140.0'
clearance @ 5.2':	134.8'
Air draft:	125.2'
calc. clearance:	9.6'

The vessel got underway at 0600 and proceeded uneventfully toward Stockton. At 0839 as the vessel passed under the Benicia/Martinez Highway Bridge, an antenna was heard to strike the bridge, then the UP Railroad Bridge. The Inmarsat C antenna was observed to be bent back to a 15-20° angle. Capt Slough called the USCG and asked for a bridge inspection. He also advised the Pilot Commission. The vessel continued the transit and was docked uneventfully in Stockton at 1850.

A review of the vessel's plans showed that the reported KTM figure of 46.1 meters was incorrect. At some point an additional light and antenna standard had been added and the pilot card was not changed. The actual height was 49.9m (a 12.5 foot difference). The crew repaired the standard, a new antenna was ordered and the pilot card changed to reflect actual KTM height.

OPINIONS

1. The vessel's pilot card was in error and did not reflect the addition of a 3.8 meter antenna. The vessel's pilot card has been corrected.
2. Capt Slough's calculations were correct and had the plans been accurate would have resulted in a bridge clearance of 9.6 feet.
3. Due to the clear nature of the cause of this incident, other incident factors were not considered.

RECOMMENDATIONS

1. Close this case, no pilot error.

It was moved and seconded to accept the IRC Report. Commissioner Falaschi asked for comments from the public and for discussion. There were no comments from the public and no further discussion. The motion passed unanimously.

- b. M/V STAR HOYANGER interaction with M/V GOLDEN ARROW, Stockton #19 & 20, December 9, 2005.

STAR HOYANGER - PROBABLE CAUSE

At 1350 on the afternoon of 10 December 2005, Capt W. Slough boarded the motor freighter STAR HOYANGER at berth 19/20, Rough & Ready Island, at Stockton. He was to pilot the vessel to the turning basin at the Port of Stockton, turn it and proceed to San Francisco Bay where it would continue to sea.

The vessel was undocked at 1400 and breasted off the berth using bow and stern thrusters. Once clear of the berth, at 1404 the engine was placed slow ahead. At 1412 the speed was reduced to dead slow ahead to maintain steerageway as the vessel approached the 28° left turn into the Port of Stockton.

At Stockton Berth 3-4 the bulk cement storage ship GOLDEN ARROW I (GA) was semi-permanently moored with lines and chain/wire pendants. The vessel has a 140' beam. It is very susceptible to interaction as the channel is 225' wide and the vessel projects into the Federal Channel 10-15 feet. At 1200 the vessel's master had been contacted by Port Police and advised that the STAR HOYANGER would be passing at about 1400. He had the crew tighten the mooring lines and standing by the mooring winches fore and aft as the freighter approached.

As the STAR HOYANGER (102' beam) approached the GA, Capt Slough had to hold the vessel about 50' off the left bank of the channel to allow for the bulk of the GA. This caused the STAR HOYANGER to experience bank suction and required left rudder to hold the stern away from the bank. At 1427, as the STAR HOYANGER reached the GA, the engine was stopped. The master asked the mate on watch for the speed by GPS and was advised 4.7 knots. The master and an observer riding with Capt Slough noted that one headline (blue) on the GA was tight but the others were slack.

The master of the GA timed the passage of the STAR HOYANGER by signals from his crew and calculated the passing speed at 6.11 knots. The GA was pulled 2-3 feet off the dock by interaction causing damage to a loading spout. The STAR HOYANGER entered the turning basin and from 1429-1431 was backed to stop and turn the vessel. It then proceeded downstream uneventfully to sea. The GA master timed it again and calculated 3.36 knots passing speed with no interaction noted. The damaged spout was replaced and repairs are estimated to cost \$200.

OPINIONS

1. The GOLDEN ARROW I extends into and partially blocks the Federal Channel.
2. The addition of chain moorings and tending mooring lines have improved but not solved the inability of the GOLDEN ARROW I to minimize interaction effect as other vessels pass.
3. Capt Slough kept the speed of the STAR HOYANGER to a minimum, consistent with maintaining steerageway for a safe passage to the turning basin.
4. In order to safely pass the GOLDEN ARROW I, Capt Slough had to favor the left side of the channel. This put the vessel only 50 feet off the bank as it approached the GOLDEN ARROW I, causing it to take bank suction and requiring left rudder to hold it off the bank. Passing distance off the GOLDEN ARROW I was also only 50 feet.
5. Only one headline on the GOLDEN ARROW I was observed to be tight, allowing the vessel to move off the pier 2-3 feet, causing damage to a loading spout (estimated \$200 damage).
6. Factors that were considered in this incident but not considered relevant were:
Fatigue - not an issue
Communications - Capt Slough noted that communications were very good and considers STAR HOYANGER a well run ship.
Performance pressure - not an issue
Traffic - not an issue

Weather - not an issue

Mechanical - not an issue, an unusually maneuverable ship with bow and stern thrusters and a Becker rudder.

7. A factor that was considered relevant was speed. With a two mile transit prior to passing GOLDEN ARROW I, the STAR HOYANGER was able to build up to rated speed on the dead slow ahead order. Some speed would have been lost in the left turn approaching the GOLDEN ARROW I and additional speed would be lost by holding the left rudder to counter the bank suction. The GPS observed 4.7 knots is credible. Stopping the engine earlier to reduce passing speed would have reduced the ability to keep the vessel on the off centerline track needed to safely pass the GOLDEN ARROW I. Since this incident Capt Slough has been using a tug on the stern of similar vessels to provide a braking effect but has noted that any wind on the beam has an amplified effect at lower speeds.

RECOMMENDATIONS

1. Close this case, no pilot error. Capt Slough was using minimum speed to control the vessel in a tight maneuvering situation. Since the vessel has bow and stern thrusters, tugs were not used, which otherwise might have been utilized to slow the vessel as it passes.
2. The GOLDEN ARROW I has improved its mooring since the last series of interactions but the problem remains when the tide or load of the vessel allows the chain moorings to go slack. Better means of keeping the vessel alongside the pier when other vessels pass are needed.

It was moved and seconded to accept the IRC Report. Commissioner Falaschi asked for comments from the public and for discussion. There were no comments from the public and no further discussion. The motion passed unanimously. Commissioner Falaschi asked the Executive Director to send a letter to the owners of the GOLDEN ARROW I regarding the repeated problems and IRC recommendations.

- c. M/V YM FOUNTAIN, possible allision with Buoy #1 Main Ship Bar Channel December 22, 2005.

YM FOUNTAIN - PROBABLE CAUSE

At 0405 on the morning of 22 December 2005, Capt McIsaac boarded the container vessel YM FOUNTAIN about 2 miles SSW of the Bar Channel entrance. The vessel was heading east when he boarded and was turning to port when he arrived on the bridge, coming to 010°T, placing the channel entrance buoys fine to starboard. The pilot boat had turned to the north after dropping Capt McIsaac and was maneuvering to take a pilot from another vessel just west of the channel entrance. There was also another vessel inbound to the north of Buoy "SF". Visibility was poor, about 200 meters and a moderate breeze was blowing across a large WSW swell.

As the vessel approached the entrance buoys it was rolling heavily. Capt McIsaac ordered full ahead and right 20° rudder followed by hard right rudder. The turn began satisfactorily but as the vessel passed through the swell the turn slowed then stalled. With the rudder hard right and the engine full ahead it resumed the turn.

The entrance buoys were showing intermittently on radar due to the rolling and the large swell. Capt McIsaac increased the range on the radar he was using and at 0420 determined that the vessel was in the immediate vicinity of #1 Buoy. The vessel's master went to the port bridge wing to try to sight the buoy but did not find it. Capt McIsaac directed the helmsman to steer

085°T to move the vessel to the right side of the channel. The master called the engine room to see if there had been any noise or vibration from contacting the buoy and was told there was none.

As the vessel passed buoys 3 & 4 Capt McIsaac thought he could find Buoy #1 intermittently on the radar. The vessel's master could not observe it. Capt McIsaac was concerned that the vessel may have allided with the buoy and at 0430 called VTS by cell phone to report that it may be off station. The remainder of the transit was uneventful.

At 0635 prior to docking the tug *Delta Linda* came alongside and used a searchlight to inspect both sides of the vessel for marks that may have indicated that the buoy had been struck. It was unable to find any sign of contact. The vessel docked at 0736. Later in the day a USCG boat with GPS was dispatched to the site of Buoy #1. The buoy was not on station. Another USCG boat was sent to inspect the side of the YM FORTUNE and made it into a training exercise. It found no indication of contact with a buoy.

The buoy has been replaced and the channel surveyed. The buoy's anchor and chain were in place. There has been no sign of the old buoy.

OPINIONS

1. The vessel was lightly loaded forward and moderately loaded aft. Sail area/container configuration is unknown.
2. Weather conditions were unpleasant but not unusual for winter. The fog prevented visual sighting of the entrance buoys.
3. The sea conditions and the vessel rolling caused the radar return on the buoys to be intermittent.
4. The traffic congestion at the entrance to the Bar Channel caused Capt McIsaac to make a shallow approach to the channel instead of swinging back to the west and making a longer straight approach.
5. Capt McIsaac was content with the vessel's initial turn rate, but as it passed through the swell it slowed and he became concerned about getting into the outbound traffic lane. After scaling the radar up he found the vessel to be near where Buoy #1 was supposed to be.
6. Since neither he nor the master had sighted the buoy Capt McIsaac was concerned it might have been run down or was off station. He reported it to VTS to alert other vessels.
7. Factors which were considered but were not considered relevant to the incident were:
Fatigue - not an issue
Communications - not an issue
Speed - not an issue. Vessel was half ahead at the time Capt McIsaac arrived on the bridge, he increased to full ahead while offshore.
Mechanical - not an issue. The vessel's machinery responded as directed.
8. Factors that did have impact:
Visibility - The lack of visibility (200 meters) hampered Capt McIsaac's ability to track Buoy #1. The master was unable to find the light of the buoy despite Capt McIsaac's determination of being in the immediate vicinity of the buoy's normal position.

Weather - The large swell caused the vessel to roll heavily influencing the radar picture and obscuring the buoy. The swell was probably also responsible for the temporary degradation in steering as the stern was passing through it.

RECOMMENDATIONS

1. Close this case, no pilot error. Capt McIsaac was using a different approach to the Bar Channel than he normally would due to traffic in the vicinity. When the vessel under turned his intended track and he found himself in the vicinity of #1 Buoy's position, he took appropriate action to put the vessel back on track. When he could not locate the buoy he prudently advised the USCG in case repair/replacement was needed and to alert other vessels that the buoy did not appear to be on station.

Close inspection of the vessel's sides did not indicate any signs of contact with the buoy.

It was moved and seconded to accept the IRC Report. Commissioner Falaschi asked for comments from the public and for discussion. The Board discussed when the buoy was last reported as being on station and noted that the USCG had also determined that there was no sign that the buoy had come into contact with the vessel and had closed the case. There was no further discussion. The motion passed unanimously.

- d. M/V PELOPONESIAN PRIDE, allision with Buoy #5 Oakland Outer Harbor, December 23, 2005
- e. M/V NAVIOUS ACHILLES, possible grounding San Joaquin River Light 58, January 6, 2006

Executive Director Moloney reported that these incidents remain under investigation.

2. Pilot Ladder reportable incidents -- Executive Director Moloney said there are no new reportable pilot ladder incidents.
3. Request approval of minutes of February 6, 2006 special meeting re report of suspected safety standard violations involving pilot transfer arrangements on M/V PHOENIX. Report on interim developments. Possible presentation by vessel owner; **Possible further Board action re same**

It was moved and seconded to approve the Special Meeting Minutes as amended: "Page 2, 3rd paragraph line 8, ~~The SFBP do not have...~~ change to – 'The SFBP does not have that option because in that position the ladder is so far forward that the bow wave from the ship makes it difficult to control the pilot boat which could result in contact between the stern of the boat and the forward end of the sponson.' Commissioner Falaschi asked for comments from the public and for discussion. There were no comments from the public and no further discussion. The motion passed unanimously as amended.

Commissioner Falaschi referred to the letter dated February 22, 2006 from the Law Offices of Keesal, Young & Logan, Atlantis Tillman Langowski, regarding the pilot transfer arrangements on the M/V PHOENIX. Attorney Langowski, who was in the audience, expressed the concerns of the owners of the M/V PHOENIX regarding various negative and inaccurate or misleading correspondence between several industry groups. Commissioner Falaschi expressed that it is the Board's responsibility to ensure the individual physical safety and well-being of pilots and declined to intervene in the noted correspondence. He expressed that the Board is open to reviewing the results of the USCG inspection and the recommendations from vessel owners to address the pilot transfer issues on the M/V PHOENIX. Ms. Langowski

noted that their consultant's report was not completed due to the vessel's unexpected delay in Mexico and stated that if the parties are not able to reach a solution before the vessel's next arrival in Oakland, they be able to rely on the alternative boarding arrangement involving flying a pilot to Long Beach and, if necessary having the outbound pilot stay aboard to the next port. Port Agent Captain Greig responded that this solution does require additional scheduling and manhours for the SFBP, however, this arrangement will remain open as a temporary solution and that the SFBP look forward to finding a permanent resolution for the pilot transfer arrangements.

CDR Chan Srioudom, USCG Sector, who was in the audience reported that the USCG did investigate the suspected safety standard violations involving pilot transfer arrangements on the M/V PHOENIX and a written response was being forwarded to all parties concerned.

Commissioner Falaschi noted that there is no Board action required at this time and that the item will remain on the agenda for further discussion.

4. Rules and Regulations Committee -- Commissioner Wainwright - proposed Committee agenda for 2006 – No report.
5. Finance Committee -- Commissioner Sitts -- Report on February 23, 2006 Committee meeting -
- possible recommendation to authorize expenditure of up to \$10,000 to upgrade BOPC computers -- **possible Board action re same**

Commissioner Sitts reported that the Committee met today and reviewed the BOPC fund status and that no unusual items were noted. The SFBP final audit will be ready for distribution by March 15. The current level of the Pilot Vessel Surcharge is satisfactory and no change is recommended at this time.

Commissioner Sitts reported that the Committee discussed the need to update the BOPC computers which are over five years old. It was moved and seconded to authorize the Board President and/or Executive Director to execute all necessary documents and the expenditure of up to \$10,000 to upgrade BOPC computers and associated software. Commissioner Falaschi asked for comments from the public and for discussion. There were no comments from the public and no further discussion. The motion passed unanimously

6. Pilot Training Curriculum Committee -- Commissioner Wagner said there is no report.
7. Pilot Evaluation Committee -- Capt. Melvin -- Report on February 8, 2006 Committee meeting -
- report on trainees' progress and possible recommendation to issue Certificate of Completion and license to one pilot trainee -- **possible Board action re same**

SFBP Capt. Melvin reported that the Committee continues reviewing the simulator testing at CMA for the upcoming May testing.

The Committee met at 1000 on February 8, 2006 at which time it completed a final assessment of whether Captain Morgan Hoburg has successfully completed all elements of the Board's regulations in Section 214 (h). The Committee unanimously agreed on its conclusion and has authorized me to present its recommendation at today's meeting.

Captain Hoburg began working for Bay Area tugboat companies in 1992 and continued working for Sanders, American Navigation and Westar while attending California Maritime Academy. He obtained his first license in 1996 and graduated from CMA in 1997.

After graduation, Captain Hoburg worked for Westar from 1996 to 1997, and American Navigation from 1998 to 2003, where he operated tugs engaged in ship assist and barge movements in San Francisco Bay. In 2003 he started working for Starlight Marine Services until entering the Board's pilot training program on Jan 1, 2005. In addition, while at American Navigation and Starlight, he delivered tugs from Gulf Coast, the Hawaiian Island, and West Coast ports. During this period, Captain Hoburg rode on his off time with Captain Slough, where he completed most of his pilotage trips, which enabled him to acquire most of his pilotage endorsements on his license before entering the pilot training program.

To date, Captain Hoburg has 427 trips in the training program, riding as observer on 90 jobs, (including the required trips on local tugboats) 8 partial handled jobs, and directing the navigation of the vessel under the direct supervision of a pilot or inland pilot on another 329 jobs.

Captain Hoburg has worked extensively with members of the Pilot Evaluation Committee, acquiring far more than the 50 rides required by law, with 28 of those rides completed within the last 90 days.

The Committee regularly reviews each trainee's progress through periodic meetings with him and through its review of evaluation cards (trip reports) from other pilots. Each Committee member personally rode numerous times with Captain Hoburg before making this recommendation.

Captain Hoburg continues to meet all statutory prerequisites for being licensed as a pilot. He has maintained in excess of 4.0 (4.5) on his evaluations by the Committee and adequately demonstrated each of the specific items of local knowledge listed before you both in written examinations and orally during riding with members of the PEC. In addition, the Committee used detailed trip reports to ensure Captain Hoburg has demonstrated a working knowledge of the fundamentals of shiphandling in each of the circumstances listed in the regulations and has demonstrated the skills and knowledge necessary to become a Board licensed pilot.

On behalf of the Pilot Evaluation Committee, it is my great pleasure to recommend that the Board issue a certificate of completion of the Board's piloting training program and that it authorize the issuance of a Pilot's license to Captain Morgan Hoburg to fill the current vacancy in the San Francisco Bar Pilots.

It was moved and seconded to accept the PEC report and to issue Captain Morgan Hoburg a Certificate of Completion and Board license as of February 23, 2006. Commissioner Falaschi asked if there were any comments from the public and any further discussion. There being none, the motion passed unanimously. Captain Melvin then introduced Captain Morgan Hoburg and the Board expressed their congratulations.

8. Pilot Power Committee -- Commissioner Wagner said there is a meeting scheduled for March 15, 2006 at 10:00 a.m. in the Board office.
9. Pension Committee -- Commissioner Miller said there is no report at this time. A meeting may be scheduled in the near future to discuss fiduciary transition.
10. Vessel Interactions -- Executive Director Moloney reported that on January 27, 2006 vessel interaction from the passing of the M/V HANJIN PITTSBURG parted a line on the M/V WASHINGTON VOYAGER. VTS was contacted and no report was made. The IRC will investigate.

11. Pilot Security -- Commissioner Falaschi said there is no report.
12. Ad hoc Committee for Pilot Fitness -- Commissioner Falaschi said there is no report.
13. Pilot Identification Cards - Executive Director Moloney said there is nothing further to report. Commissioner Wagner expressed her concern that the current I.D. card is not acceptable at various terminals and delays occur. It was requested that an ad hoc work group look into the issue of I.D. cards. Commissioner Falaschi said he would take this into consideration and contact various pilot and industry representatives for participation. Board staff was requested to continue to search for material and standards that may be acceptable to all terminals. This item will remain on the agenda.
14. Pilot Trainees – feasibility of providing Workers Compensation coverage for trainees -- Commissioner Miller gave an overview of the Board's potential responsibility to a pilot trainee in the event he or she is injured during training and options to provide compensation. The State Worker's Compensation Insurance Fund appears to offer the most operative and business accepted way to provide this coverage for pilot trainees. It was requested that this item remain on the agenda for possible Board action.

New Business

1. M/V PIONEER, possible grounding, NY Slough near Pt. Beenar, February 20, 2006
2. M/V BUM YOUNG, allision with Unitank Dock, Richmond, February 21, 2006
Executive Director Moloney reported that these incidents are under investigation.
3. Public Comment on matters not on the agenda – Mr. John Berge, PMSA representative, reported that the open industry position may be filled in the near future. Three candidates have completed interviews and the Board will be notified as soon as possible.
4. Proposals for additions to next month's agenda – Commissioner Lundeborg requested a review of minimum rest period data and its availability from the Inland Pilot as is routinely provided by SFBP.

Schedule next regular meeting – the next meeting is scheduled for March 23, 2006 at 9:30 a.m. in the Board office.

Adjournment – the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Alice A. Evans
Secretary