



SAFETY & SECURITY COMMITTEE **MINUTES**

September 7, 2005

A meeting of the Safety & Security Committee was held on *Wednesday, September 7, 2005, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:03 p.m.

Roll Call

Members Present Norma Bean, Jayne Conway, Tony Cruz, Eric Duvall, Mike Ellis, Brian Engleman, Michael Finton, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Mifflin, Donna Renner, Dolores Silva and Don Thompson

Members Absent: Katherine Gannett, Nancy Horio, and Neill Kovrig

Ex-Officio Members Present: Pam Webb

Ex-Officio Members Absent: Lucy Nelson

A. Minutes – May 4, 2005

MSC Jay/Cruz None opposed.

Minutes are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees.htm>.

B. Action Items/Second Reading

There were none to report.

C. Reports

1. **Campus Police – Tony Cruz**

Tony reported on the following items that occurred over the summer months:

- Campus Police responded to six medical assists.
- One disturbance involving an individual upset about a parking permit.
- Five Petty Thefts (wallets, driver's licenses, social security card, credit cards).
- Four vandalisms (mostly graffiti) have been discovered on posted signage campus-wide.
- One drug arrest (methamphetamine)
- Four Grand Thefts (D-10, A-18, BES-1) including bag of tools taken from a vendor, Carpet Club. Tony indicated that Campus Police has recovered some of the tools taken.
- Several Hit-and-Runs have occurred since the beginning of the new semester including one incident that was witnessed by another student. Campus Police was able to contact perpetrator who made restitution by paying for damages.
- One Warrant Arrest (domestic violence)
- One Stalking Incident
- One trespassing incident
- One stolen plate; Parking Lot 1
- One Criminal Threat

- Three Traffic Collisions involving vehicles; drivers simply not paying attention (talking on cell phones)
- Several burglaries; one involving a vending machine located by Building-CH and the others involved breaking into vehicles stealing valuables (left in plain site)
 - o Kelley recommended that Tony contact The Telescope to write an article about protecting valuables.

Tony briefly reported that Campus Police is operating at minimal staffing and he has been given approval to hire hourly employees.

Tony also reported that the Campus Police has been making presentations to Campus Departments regarding the new safety and security system.

2. **Risk Management – Ken Jay**

Ken reported that his area was relatively quiet this summer. Kelley inquired on the status of our outstanding claims.

- Bleacher Claims – still on-going
- Surrounding Homeowners/LOT 12 – still on-going

Ken reported that there were two baseball strikes; one involving a bus with a visiting team and the other involved a car traveling on Mission Road.

3. **Workers Compensation – Kelley Hudson-MacIsaac on behalf of Lucy Nelson**

Kelley reported that Lucy had very few claims processed over the summer months.

4. **Health Services**

Jayne gave a brief update, to the committee, on the Health Services/Emergency/First Aid Summary Report {Report pulled on request of department}.

Pam reported that the American Red Cross will be holding a blood drive on the San Marcos Campus September 27-29, 2005. Everyone's blood donation will be especially appreciated at this time due to the recent tragedy caused by Hurricane Katrina.

It is being held from 9:00 a.m. to 2:30 p.m. in the Parking Lot 11 next to Health Services and the "E" Building. **Participants will receive an American Red Cross T-Shirt.**

Pam briefly shared that Sherry Titus, Women's Basketball Coach, and her entire team has volunteered to provide blood. It was recommended by Norma Bean, and concurred by the rest of the committee members, that Pam contact Mark Oggel, Director of Communications (non-academic) to have Melinda Finn take pictures of the team giving blood.

Pam also reported that during the first week of school, Health Services received five-to-six emergency response calls; two of which 911 was dispatched.

Jayne also reported that she will be working with Michael Finton and Deborah Workman in providing first-aid training for campus employees. Jayne stated that it could be coordinated along with campus-wide CPR training.

Jayne briefly shared that she is very appreciative of President Deegan providing the funding that purchased the AEDs for the campus community. Personnel from the following departments will receive the initial training on the usage of these machines:

- Athletics
- Campus Police
- Escondido Center
- Health Services
- Student Affairs
- Theatre
- Wellness Center

Pam briefly mentioned that Health Services is hosting its annual Health Fair on Wednesday, September 14th. Several outside agencies (Sheriff's Department, Fire Department and Martial Arts will be providing demonstrations).

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley gave a brief update, to the committee, on the Environmental Health & Safety report for the summer months:

- Sixteen work stations evaluations were processed
- The Facilities Office received 17 safety calls for the month of June 2005
- The Facilities Office received 22 safety calls for the month of July 2005
- Twenty-eight incidents were reported for the months of July/August 2005
 - o 19 involved students
 - o 9 involved employees

Kelley has been invited by Counseling Services to speak at their upcoming retreat on ergonomics.

Kelley also reported that Keenan & Associates will be providing an ergonomics specialist who will be coming to the campus on October 19th to providing ergonomics training to all campus supervisors.

Kelley indicated that her department has received funding for safety issues. Her department has processed a Facilities Work Request form to have the curbing replaced with concrete in LOT 2 near the Dome. Additional funds will be used for emergency response items and the Baseball Netting at Mission Road.

Kelley distributed copies of the JPA (Joint Powers Authority) School Safety Bulletin for September 2005 which is normally distributed through campus mail by Donna Renner. In the future, an email will be sent to members of the committee along with a link to the JPA site.

Kelley also distributed copies of the Quarterly Reports for Student Incidents for Fiscal Year 2005:

Quarterly Reports Student Incidents

2004 - 2005

Department	Number of Incidents				Total
	July-Sept	Oct-Dec	Jan-March	April-June	
PE	6	11	3	4	24
Parking Lot	6	2	9	2	19
Outside (other than PL)	6	5	6	3	20
Welding	3	1	1		5
Art	3	6	5		14
Child Care Center	3	1		1	5
College for Kids	2				2
Math	2				2
Life Science	2	2	4		8
CFT	1	2	1	1	5
SU	1				1
Business Dept	1				1
Auto Shop	1	1	1		3
Dance	1	4	1	1	7
Theatre	1	1		1	3
Cheer		2		1	3
Nursing		2			2
Snack Shack		2			2
Earth Science		1	1		2
Physics		1	1		2
Escondido Center			1		1
FASH			1		1
English			1		1
Chemistry			1		1

Types of Injuries	july-sept	oct-dec	jan-mar	april-june	total
Cut	13	14	7	1	35
Burn	3	1	5		9
Fall (walking, running)	4	2	5	1	12
Fall (sitting)	2				2
insect bite	6		1		7
hives	1	1			2
physical activity	10	10	6	5	31
bumped into something	1	1	1		3
twisted ankle	1			3	4
bruise	1			1	2
foreign object/ splinter	0	1	2	3	6
violence		2	1	1	4
needlestick		2			2
allergic rxn			3		3
slammed door			2		2
fainted			1		1
haz mat			1		1

Kelley reported that the highest amounts of incidents have occurred in PE/Athletics followed by Parking Lots and the Art Department. Kelley will be sharing this information with the Instructional Deans.

Kelley also distributed copies of the San Marcos Campus Emergency Procedures Guide. She informed committee members that Custodial Services placed one copy of each guide in all classrooms.

Jayne commented on the fact that there is no section covering First Aid. Kelley reminded the committee that two flip charts were made – one on first aid and the other on emergency procedures. Pam stated that Health Services still has some of the first aid flip charts and asked if Kelley would cover the costs to print more copies and Kelley replied no as she doesn't have the funds to print these documents. Pam asked Michael Finton if he would review the First Aid flip chart to see if it needed to be updated – Michael agreed.

D. **New Business – First Reading**

There was none to report.

E. **DISCUSSION/OTHER ITEMS**

1. **Vehicle Safety Program/Approval of Drivers**

Each committee member received a copy of the following document:

APPROVING DRIVERS OF DISTRICT VEHICLES

Employees driving vehicles on district business generate significant loss exposure to the district. There is a workers' compensation exposure for employees in the vehicle, and liability exposure for non-employee passengers and the other vehicle(s) involved in the accident. To help mitigate the liability exposure, the district should take reasonable steps to be certain that employees driving personal vehicles have a valid driver's license and auto liability insurance, and employees driving district vehicles have a satisfactory driving record.

The attached employee driver policy and procedure covers both employees who drive their personal vehicles and employee who drive district owned vehicles.

Personal Vehicles: The procedure for personal vehicle use involves only obtaining information from the employee regarding the driver's license, the vehicle and the automobile liability insurance. Supervisors can list their employees who regularly drive a personal or the accounting department can provide a list of employees who had received a mileage reimbursement over the most recent year. The district should incorporate into the procedure whichever method is used. Using this information the district can request those employees to complete the Personal Vehicle Use form.

If the employee has auto liability insurance the district can assume that the insurance carrier has conducted a driving record check before renewing the policy. Also, since the California Vehicle Code specifies that the insurance on the personal vehicle is primary, there is liability coverage ahead of the district that will mitigate any auto accident exposures.

The policy and procedure for driving a personal vehicle do not require that the driver's license be issued in California so an employee who has recently relocated to California will not automatically be precluded from driving.

The risk management procedure for personal vehicles would be enhanced considerably if the district also conducts a DMV driving record check via the DMV Pull Notice Program. If you wish to incorporate a record check, notify ARC Consulting and we will revise the procedure to incorporate that component.

District Vehicles: The procedure for driving district owned vehicles is more comprehensive because there is significantly more liability exposure to the district since there is no personal auto liability coverage in front of the district's to mitigate the loss exposure. Therefore, it is important to confirm and monitor the employee's driver's license status and driving record.

The policy and procedure do require a California driver's license for driving a district vehicle. Otherwise there would be no feasible way to confirm and monitor the status of the employee's driving record.

The procedure involves obtaining the driving record through the DMV Pull Notice Program that will enable the district to review and monitor the status of the driver's license and driving record. The Pull Notice Program is easy to implement and is free to public entities.

Typically, the district will assign the campus police/security department with the responsibility to submit the information to DMV, monitor the DMV records and calculate the "points".

Unless the record shows the employee has a revoked or suspended driver's license it is the responsibility of the employee's supervisor to decide whether the employee is authorized to drive a district vehicle. The procedure provides flexibility and allows the employee's supervisor to authorize an employee to drive even if the point total exceeds the guidelines.

If the district does not currently use the 'pull notice' program the district needs to complete the form for a "Governmental Requestor Code Number". When the requestor number is assigned then submit the list of employees' names and California driver's license numbers to the DMV on their form. The DMV will provide the driving record for each employee submitted into the system and automatically advise the district of changes to the driving record until the employee is deleted from the program.

DMV Pull Notice Program information and registration forms can obtain from the DMV:

Department of Motor Vehicles
Information Services
PO Box 944231
Mail Station H221
Sacramento, CA 94244-2310

CALANYWHERE COMMUNITY COLLEGE DISTRICT**BOARD POLICY _____**

It is the policy of the Cal anywhere Community College District that employees shall meet minimum standards established by the district before driving district vehicles or personal vehicles on district business.

Personal Vehicles: Only employee's having a valid driver's license and automobile liability insurance shall drive a personal vehicle on district business. The driver's license and automobile liability insurance information shall be on file with the district.

Automobile allowance or mileage reimbursement to which an employee may be entitled will be paid by the district only if the information is on file.

District Vehicles: Only employees who have a valid California Driver's License and been have been approved pursuant to district procedures shall be authorized to drive a district vehicle.

CALANYWHERE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION _____

This administrative regulation set forth the minimum standards and procedures for employees to drive district vehicles and their personal vehicles on district business.

Personal vehicles: At least annually, employees driving personal vehicles on district business must complete the Personal Vehicle Use form to be retained by the employee's supervisor. A photocopy of the employee's driver's license and automobile "proof of insurance" must accompany the form.

The procedure is:

- At the beginning of the school year accounting will compile a list of employees who received mileage reimbursement the previous school year and send the information to the employees' supervisors;
- Supervisors will review the list and identify their employees whom they anticipate may drive their personal vehicle on district business during the year;
- The employees will be provided the Personal Vehicle Use form for completion;
- The completed form and a copy of the driver's license and "proof of insurance" form will be retained by the supervisor;
- The supervisor will not sign any expenses reimbursement form for mileage reimbursement unless the form is on file.

District vehicles: Only those employees who have been screened and approved are authorized to drive district vehicles. To be considered for approval the employee must have a valid California Driver's License.

The screening and approval procedures are:

1. Department supervisors shall identify those employees who may need or request to drive a district vehicle throughout the year;
2. Each employee shall complete the Employee Driver Information form and submit the form to _____;
3. The employee's license information will be entered into the DMV Pull Notice Program for a printout of the driving record;
4. The DMV printout will be reviewed by _____ and the "points" calculated pursuant to the schedule below;
5. The screening results will be noted on the bottom of the form and the form returned to the employee's supervisor;
6. The supervisor will sign the appropriate line on the form and send a copy to the transportation department;
7. If the employee has been approved the supervisor will have employee sign the Employee Driving Rules form and return the form to _____;
8. If a subsequent DMV printout reveals that the employee has had the driver's license suspended or revoked, or no longer meets the "point" guidelines to drive a district vehicle, the supervisor will be notified immediately and appropriate action taken.

If there is not sufficient time to submit the driving record request to DMV then the employee must go to a local DMV office and purchase a copy of the driving record and submit the printout with the Employee Driver Information form, following the procedures above.

The employee's DMV printout will be evaluated and "points" assessed as follows:

1. One point is charged for the following:
 - a. unsafe operation of a vehicle;
 - b. moving violation;
 - c. "at fault" accident. If the employee disputes the fault of an accident it is the employee's responsibility to obtain a copy of the traffic accident report or insurance company report for district review and consideration
2. Two points are charged for any of the following:
 - a. reckless driving;
 - b. hit and run driving;
 - c. vehicular manslaughter;
 - d. evading a peace officer or resisting citation/arrest;
 - e. driving on the wrong side of the highway;
 - f. speed contest or exhibition of speed;
 - g. use of a vehicle for any illegal purpose;
 - h. driving under the influence of liquor and/or any drug;

The following point count exceeds the district guidelines:

- 2 points in the most recent 12 month period; 3 points in the most recent 24 month period;
- 4 points in the most recent 36 month period

CALANYWHERE COMMUNITY COLLEGE DISTRICT**EMPLOYEE DRIVER INFORMATION**

Name: _____ DOB: _____

Address: _____

Driver's Lic #: _____ Exp Date: _____ Restrictions: _____

List Driving Citations/Violations in the Past 24 months: _____

The above information is complete and correct to the best of my knowledge. I understand the district will obtain and review my driving from DMV.

Signed: _____ Date: _____

OFFICE USE ONLY

DMV printout review date: _____ "Points": _____

The employee's "point" total exceeds the guidelines: Yes: _____ No: _____

Signed: _____ Date: _____

Supervisor's Action: Approved to drive: _____ Not approved to drive: _____

Signed: _____ Date: _____

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**Note:** A follow-up review of the employee's driving record indicates:

Driver's license suspended or revoked: \_\_\_\_\_ "Point" total exceeds guidelines: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Action:** Approved to drive: \_\_\_\_\_ Not approved to drive: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CALANYWHERE COMMUNITY COLLEGE DISTRICT****EMPLOYEE DRIVING RULES**

The following are the rules that must be followed while driving a district vehicle:

1. Only authorized passengers are allowed to ride in the vehicle, no guests;
2. No more than 15 persons are allowed in the vehicle, including the driver;
3. Follow the safest, most direct route to and from the activity, giving consideration to weather and road conditions;
4. "Side trips" and unnecessary stops are not allowed;
5. All passengers must wear a seat belt;
6. The "rules of the road", including speed limits must be adhered to;
7. Reckless driving such as exhibition of speed, sudden unnecessary braking, taking corners at excessive speed, etc. is prohibited;
8. Intimidation or harassment of other drivers is prohibited;
9. Rowdy behavior inside the vehicle is not allowed;
10. Litter is not to be discarded from the vehicle except in trash receptacles;
11. Smoking, alcoholic beverages, and illegal drugs are not permitted in the vehicle;
10. Any passenger behavior which violates any of the above rules or creates a safety hazard must be reported.

I have read and understand the above rules and agree to abide by them.

I further understand that violation of any of the rules will subject me to possible revocation of district vehicle driving privileges and other disciplinary measures which may be applicable.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**CALANYWHERE COMMUNITY COLLEGE DISTRICT****PERSONAL VEHICLE USE**

Name \_\_\_\_\_ Phone \_\_\_\_\_ DOB \_\_\_\_\_

Driver's License # \_\_\_\_\_ Exp Date \_\_\_\_\_ Restrictions \_\_\_\_\_

Year/Make of Vehicle \_\_\_\_\_ Veh Lic # \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Phone \_\_\_\_\_

Liability Limits \_\_\_\_\_ Policy # \_\_\_\_\_ Exp Date \_\_\_\_\_

I certify that the above information is correct and the insurance is in force. I understand that while driving my vehicle in the course of job duties with the district I must have a valid driver's license and liability insurance, as required by the State of California. I agree to advise the district immediately, in writing, of any changes to my driver's license status or insurance. I further certify that the above vehicle is mechanically safe and in good repair.

I understand the following: 1) While driving my vehicle on district business, by law my auto insurance is used first in the event of an accident; 2) the district's liability coverage will apply only after my liability limits have been exceeded; 3) the district does not provide collision or comprehensive coverage on my vehicle.

I agree to: 1) follow the safest, most direct route to the destination; 2) avoid unnecessary stops; 3) transport only authorized passengers, no guests; 4) transport no more than 15 persons, including the drivers; 5) require all occupants to wear seat belts if available.

I have attached a photocopy of my driver's license and "proof of insurance" card from my insurance carrier.

I understand the district will obtain a copy of my driving record from the Department of Motor Vehicles.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Received &amp; approved by \_\_\_\_\_ Date \_\_\_\_\_

Ken explained what prompted the District to establish procedures for our drivers not only for the College's fleet vehicles but also for employees who drive their own cars doing business on behalf of the District.

It was the consensus of the committee that a sub-committee meet to discuss these procedures. Kelley, Ken, Brian and Donna volunteered to serve. Kelley stated that we need to have a policy and procedures in place and that we also hope to have some type of driving training provided for employees who drive vehicles for the college.

Kelley directed committee members to send her any ideas regarding this process.

2. **Sidewalk Bollards**

Kelley gave an update to committee members on the request she emailed them during the month of July 2005 on installing sidewalk bollards on the main sidewalk located by the TRIO and N Buildings from Comet Circle.

The justification for this request was prompted by Campus Police stopping several motorists who were taking a left-hand turn from Comet Circle onto the main sidewalk. The motorists were unaware that this is a sidewalk. Similar sidewalk bollards are currently in place at the following locations:

- From Parking Lot 2 to the front of the Student Services Center
- Between the D Building and the Howard Brubeck Educational Theatre

A Facilities Work Request form has been processed to install said bollards.

3. **Cart Path**

Kelley reported that there seems to be a lot more students this semester than any other previous semester and the sidewalks seem to be always filled with students. When the construction started on the High Technology Laboratory & Classroom Building the ban on driving carts on the main sidewalk was lifted.

Several near misses have occurred recently involving carts and students causing serious concern for safety. Tony briefly shared that at no time does he allow his employees to drive carts on the main sidewalk. Campus Police always parks their carts on the perimeter and walks in toward the main sidewalk.

After a brief discussion, it was the consensus of the committee to have Environmental Health & Safety contact all the departments on campus who have carts, and meet to make recommendations on how to safely drive during peak periods. Donna will provide list of departments to Kelley.

4. **Parking Lot 5 Trees**

The mature Ash trees located in Parking Lot 5 along Comet Circle have been declared a safety hazard. The roots of all of the trees have pushed through the asphalt causing the area to buckle and branches are starting to fall and could cause damage to vehicles and/or hurt pedestrians.

Mike reported that there are three options:

- Install a 3" overlay over the existing asphalt
- Grade asphalt over tree roots which may end up killing the trees
- Trim the trees

It was the consensus of the committee to trim the trees and recommend the overlay

5. **Annual Implementation Plan/End-of-the-Year Report**

Kelley distributed the following to committee members:

The Safety & Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, and general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, emergency response procedures, and all matters concerning risk management.

The Safety & Security Committee updated the Emergency procedure flipcharts, approved the implementation of an AED program, supported the implementation of the PIPS (Protected Insurance Program), approved the installation of security cameras at the Escondido Center and monitored construction safety due to the construction of the new Natural Science Building.

Over 407 safety concerns were identified through a variety of methods. Methods of identification included Preventative Maintenance Inspections, Safety & Security Committee members and reports to the Facilities Office and Environmental Health & Safety Departments.

Forty-nine work requests were processed through the Safety & Security Committee resolving a variety of concerns. The remaining concerns were resolved through the dispatch and response of Building Services, Custodial Services, and Grounds Services and Environmental Health & Safety staff.

The committee reviewed 56 employee and 148 student incident reports. Trends and physical hazards are identified.

F. **Safety Concerns**

1. **San Marcos Campus – Child Care Center Security/Campus Restroom Safety**

Pam briefly shared that she had sent an email to Donna Renner and Tony Cruz regarding an incident involving the Child Care Center whereas she found the outside grounds to have been ransacked over the holiday weekend.

Pam also asked how late campus restrooms are open to? Mike replied that most restrooms are open 7 days a week/24 hours a day. Pam expressed concern about the safety with these restrooms especially in the areas that are away from the center of campus.

2. **San Marcos Campus – Parking Lot 12**

Brian reported seeing vehicles speeding and running the stop sign. Tony reported that Campus Police is conscious of the situation. Campus Police usually first warns individuals then cites them.

3. **San Marcos Campus – Animal Control**

Mike reported that he caught two *harmless* bats this summer. He warned committee members to stay away from animals that appear to be sick. The County of San Diego has documented 33 cases of rabies this year. Mike also reported that Vector Control has placed Mosquito Fish<sup>1</sup> in our storm drains

4. **San Marcos Campus – Skateboarding/Dead Tree**

Karen reported an onslaught of skateboarders on the main campus and also informed the committee about a dead pine tree located in Parking Lot 12 near the housing development.

5. **San Marcos Campus – Parking Lot 12**

Dolores reported that during the morning hours of 6:00 a.m. to 6:30 a.m., many students whip diagonally across the parking lot and her vehicle has almost been clipped several times.

6. **San Marcos Campus – Skateboarding, Bicycles and Maintenance Cart Safety**

Donna concurred about the excess amount of students riding skateboards and bicycles across campus sidewalks and about an incident involving an Aramark cart driving unsafely and honking at students on the main sidewalk.

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<sup>1</sup> <http://www.sdcounty.ca.gov/deh/chd/vector/vmosfish.html>

7. **Escondido Center – Newspaper Racks/Parking Ticket Machine**

Michael spoke positively about the removal of the newspaper racks on the sidewalk at the Escondido Center.

Michael expressed concern about the location of the Parking Ticket Machine and wanted to know if it could be relocated. Tony replied that the machine had just been relocated to its current position but that he and Norma would peruse the situation and report on it at our next meeting on October 5<sup>th</sup>.

8. **San Marcos Campus - Cabinetmaking & Furniture Department's Sponsorship of Antique Car Show – Parking Lot 12**

Erik expressed concern about the safety and security of the vehicles that will be displayed at the antique car show in October. He wanted to know who was providing the security and who would pay for damages to the vehicles some of which cost \$200,000. Concern was immediately expressed by Campus Police and Facilities employees. Donna reported that no paperwork had been received through the Use of District Facilities application process and that she had only just heard about this event this morning from an individual in another department who had indicated that the event has been widely advertised throughout North County.

9. **San Marcos Campus – Comet Circle at Parking Lot 12**

Tony expressed concern that a lot of individuals are running over the traffic cones placed at Comet Circle where the drivers turn into Lot 12 toward the Avenida Azul exit. Mike indicated that there was nothing we could do to resolve that issue.

H. **Adjournment**

There being no further business, the meeting was adjourned at 3:34 p.m.

Reminder: Next meeting scheduled for  
Wednesday, October 5, 2005, 2 p.m., Room RS-5