

# **CORE MPO Technical Coordinating Committee**

December 8, 2022 at 2:00pm Minutes

## December 8, 2022 Technical Coordinating Committee (TCC) Meeting

Voting Members	Representing	Present
Charles Ackridge	City of Bloomingdale	
Les Fussell	City of Richmond Hill	X
Pamela Bernard	Chatham County Engineering	X
Caila Brown	Bike Walk Savannah	X
Robby Byrd	City of Pooler	
Robert Caudill	GDOT – Planning	X
Jim Aiello	Savannah Airport Commission	X
Troy Pittman	GDOT – District Five	
Scott Robider	City of Garden City	
Trent Long	City of Port Wentworth	
Don Masisack	Coastal Regional Commission	
Peter Gulbronson	City of Tybee Island	X
Ashley Goodrich	Chatham Area Transit	X
Melanie Wilson	MPC Executive Director	X
Randy Weitman	Georgia Ports Authority	
Wykoda Wang	CORE MPO	X
Stephen Henry	City of Savannah	
Teresa Concannon	Effingham County	X
Robert Milie	Town of Thunderbolt	
Vacant	Town of Vernonburg	
Voting Alternate	Representing	
Michelle Strickland	City of Sayannah	X
Katie Proctor	City of Savannah  GDOT District 5	X
Others	Representing	
Sally Helm	CORE MPO/MPC	X
Asia Hernton	CORE MPO	X
Joseph Longo	FHWA	X
Casey Langford	GDOT	X

Julie Yawn	MPC/IT	X
Jasmine Champion	CORE MPO	X
William Sedgwick	Chatham Area Transit	Х
Pam Everett	MPC	X
Denis Grabowski	Symbiosity	X
Aviance Webb	FTA Region 4	X
Christy Lovett	GDOT	X
Rhodes Hunt	Kimley Horn	X
Marlo Clowers	GDOT	X
Deanna Brooks	Chatham County	X
Chris Marsengill	Kimley-Horn	X

## I. Approval of Agenda

Mr. Les Fussell motioned to approve the agenda; seconded by Ms. Michele Strickland. The motion passed with none opposed.

#### II. Action Items

## 1. Approval of the October 20, 2022 Meeting minutes

Ms. Michele Strickland motioned to approve the October 20, 2022 Meeting minutes; seconded by Ms. Pamela Bernard. The motion passed with none opposed.

## 2. Election of Chair and Vice Chair persons for Calendar year 2023

Ms. Pamela Bernard said she had enjoyed being the Chairwoman over the last several years. She was stepping down and at this time would like to nominate Mr. Les Fussell for the Chairman for next year. There was no other nomination on the floor. A unanimous vote was taken for Mr. Les Fussell to become the Chairman of the TCC.

Ms. Pamela Bernard nominated Caila Brown for Vice Chair. Ms. Ashley Goodrich said Mr. William Sedwick from Chatham Area Transit would like to be nominated for Vice Chair. Ms. Caila Brown said she would like to rescind her self-nomination since there is someone that wants the seat. The committee unanimously voted to elect William "Billy" Sedwick as the Vice Chair for the TCC committee.

## 3. Draft FY 2024 UPWP

Ms. Wykoda Wang said in December, staff is asking the committee to review the preliminary draft and provide comments, then endorse to send it to FHWA, FTA and GDOT for review. FHWA/FTA/GDOT will have a 30-day review period. In February we will be adopting the revised UPWP that incorporates the comments from the federal and state agencies.

For FY 2024 UPWP, staff consolidated the tasks. There are now only 6 tasks - Administration, Public Involvement, Data Collection and Analysis, System Planning and Operations, Transit Planning, and Special Studies. The Freight Plan, MTP, Congestion Management Process, and TIP are all included under System Planning and Operations. Transit Planning has its own task. Special Studies would only list the consultant projects.

For next year's emphasis areas, we are updating the 2050 MTP. That will be a focus area. Next year we will develop the revenue projections and the project prioritizations, incorporate the study recommendations, and develop the prioritized project list. Staff will update the Congestion Management Process as well. The CMP recommendations will be incorporated into the 2050 MTP. Jasmine will be the project manager. We will start looking at this in January. The Freight Plan Update and Urban Flooding Model Study will be finishing up as well. We are hoping to have the FY 2024-2027 TIP adopted in June of next year. In FY 2024 we will do the maintenance of the TIP through amendments and administrative modifications. We are continuing to address certification review recommendations, as well as monitoring and implementing the new funding legislation, Infrastructure Investment and Jobs Act (IIJA).

Normally the funding source to fund the MPO operations would be the formula PL funds and the Section 5303 funds. FY 2024, the total PL formula funds is approximately \$436,000. For Section 5303, there is approximately \$176,000. These are the funds to support the MPO operation. If we manage the Special Studies or coordinate with them, staff activities will be covered under System Planning and Operations. All of those study recommendations will feed into the 2050 Plan and eventually the TIP. The 2050 MTP is multi model, so staff activities will be included in the transit section as well. Transit has a TIP as well. The short-range planning would be Transit Development Plans and other transit studies which we coordinate with CAT. The total MPO budget is approximately \$765,000.

There are several transit studies that are ongoing. Those will continue in FY 2024, including the Transit Development Plan and the Master Transit Plan. CAT is doing the ARP funded study with American Rescue Plan funds and AOPP funded study. Those will continue into FY 2024 as well.

For the Highway portion, there are different funding sources. The discretionary PL funds are used for the Regional Freight Transportation Plan and Urban Flooding Model Study. The expected completion date would be October 31<sup>st</sup>. There are several other funding sources. One is CRRSSA for the US 80 Corridor Study that will go into FY 2024. There will be several studies starting in late FY 2023 and intensive development will start in FY 2024. Chatham County will conduct the US 17 Corridor Study, SR 204 Access Study, and the President Street Railroad Crossing Elimination Study. Those studies were awarded Y230 funds during the Call for Projects. The TIP amendments will be processed at this meeting. When the studies are programmed in the TIP, GDOT and FHWA will authorize those funds, then the County can begin the RFP process.

The Funded Studies section in the UPWP will include the Freight Plan Update, Urban Flooding Model Study, US 80 Corridor Study, SR 204 Access Study, SR 25/US 17 Corridor Study, and President Street Railroad Crossing Elimination Study.

For Unfunded Studies, Ms. Wang asked if Chatham County still wants to pursue the Islands Expressway study. Ms. Pamela Bernard said yes, at some point in time. She asked "When is the next time to apply for PL funds?" Ms. Wang said March and September. Ms. Bernard said probably September since the County has the other three studies. Ms. Wang asked about the Old River Road Study. Ms. Bernard said the County has to do that project in conjunction with Effingham County or GDOT. The County line is in a weird place, and we can't have a study that ends at the county line. We have tried before but were unable to get the participation and coordination that is required. Ms. Bernard will have to get back with Ms. Wang on an answer for this project. Ms. Wang said we will be revising the MPO boundary once the Census Bureau releases the urban area data. We anticipate this will increase the CORE MPO boundary. There might be more of Effingham County to be included in the MPO's planning area. Ms. Wang asked if the unfunded transit studies requested by CAT to be included in the FY2023 UPWP are still needed in FY 2024 UPWP. Ms. Ashley Goodrich said CAT would like to keep all of the unfunded studies there for FY2024. We expect with our planning funding, the AAOP and ARP, that a few of these studies will be able to be funded at a later time. Ms. Wang asked if CAT wants to leave the Transit Oriented Development Study, Bus Stop Amenities Study, Mobility HUB Study Program, and Bus Rapid Transit Feasibility Study in the unfunded section. Ms. Goodrich said, for now yes. We want to get a little further in the Master Transit Plan before we decide if we are dropping one of those. Ms. Wang said we will leave the studies in the FY2024 UPWP, making them eligible to apply for funding. That will prevent any UPWP amendments if future funding needs to be pursued. If those studies are already included in the unfunded section, they can apply for the funds, if approved, then they will move into the funded section.

Ms. Wang asked the TCC members to please review the document and provide any comments before the end of next Wednesday. Staff will then send the revised draft to FHWA, FTA, and GDOT for 30-day review period. Staff is asking the TCC committee to endorse the draft UPWP for FHWA/FTA/GDOT review.

Mr. Les Fussell motioned to endorse the draft FY 2024 UPWP; seconded by Ms. Ashley Goodrich. The motion passed with none opposed.

## 4. 2045 MTP Amendments

Ms. Wykoda Wang said GDOT requested to add the Talmadge Memorial Bridge project into the TIP. The project was not included into the 2045 MTP, therefore, we need to amend the 2045 MTP. The first step was authorizing the MPO staff to do further analysis and come up with recommendations which was done in August. In October more information was received from GDOT on the project. In November GDOT sent the revised schedule and cost estimate. The PE phase will be in FY 2023 with a total cost estimate of \$14 million. The construction phase was moved from FY 2023 to FY 2025 with a cost estimate of \$175 million. For any project to be included in the Long-Range Plan, we need to make sure inclusion of that does not include kicking out other projects that are already in the plan. Because of the new funding legislation, IIJA, there are some additional funds available. GDOT suggested that we make adjustments with the assumption indicating that additional revenues will be available. That will allow the project to be included into the MTP and the TIP without impacting other projects. GDOT indicated they do have the money to program this project. Staff will change the assumption of the revenue

projection for the 2045 MTP indicating that the IIJA funds and additional state revenues will be able to cover the project, therefore allowing all other projects to stay in the plan.

Staff is asking the TCC committee to endorse inclusion of the project into the 2045 MTP so the PE phase can be included into the TIP. We are still in the 15-day public comment period. There have been no comments received at this time.

Ms. Michele Strickland motioned to endorse the 2045 MTP amendments; seconded by Ms. Pamela Bernard. The motion passed with none opposed.

#### 5. DECEMBER AMENDMENTS TO FY 2021-2024 TIP

Ms. Jasmine Champion said there were 16 items presented for amendments to the TIP.

- Truman Linear Park Trail-Phase 2B update CST cost estimate for FY 2023.
- SR 404 SPUR @ Talmadge Memorial Bridge add PE phase to FY 2023.
- Chevis Road Improvement project shifting of funding for ROW phase.
- Garrard Avenue Improvement project shifting funding for ROW from FY 2023 to FY 2024 and Construction phase from FY 2024 to FY 2025. Amend newly awarded Y230 funds for the project to go to the ROW phase.
- City of Savannah Traffic Control Center remove the Y230 funds for construction in FY 2023 and replace with all local funds.
- I-95 @ Airways Avenue add award new Y230 funds to FY 2023 for PE phase.
- SR 26/US80 Bridge over Bull River add awarded Y230 funds to FY 2023 for ROW phase.
- SR 204 Access Study add PE phase in FY 2023.
- SR 25 Corridor Study add PE phase in FY 2023.
- President Street Railroad Crossing Elimination Study add PE phase in FY 2023.
- Chatham Area Transit State of Good Repair Fleet Replacement Construction in FY 2024.
- Ivey and Linwood Sidewalks add PE, Utility, Construction in FY 2024.
- Green Island multipurpose trail add awarded Y301 funds for FY 2023 PE phase.
- Tide to Town/Middleground Rd add awarded Y301 fund to FY 2023 for PE phase.
- Various Transit projects add AOPP and ARP funded studies to FY 2023 in the Transit Section.

Staff is requesting endorsement for the December amendments to the FY 2021-2024 TIP. Ms. Wang said for the Truman Linear Park Trail Phase 2B project, we are still trying to get an updated cost estimate from the City of Savannah. Current cost estimate is approximately \$4 million for the construction phase. The City of Savannah received earmark funds, \$3million. The total available revenue for this project is close to \$7 million. The earmark funds will be used first which would release some Y301 funds for use by other projects. Chatham County applied for the statewide Y301 funding for Green Island Trail project. If the statewide money is awarded, that would release even more funding.

Ms. Michele Strickland motioned to approve the December amendments to the FY 2021-2024 TIP; seconded by Ms. Ashley Goodrich. The motion passed with none opposed.

## **III. Other Business**

## 6. SR 26/ US 80 Corridor Study

Mr. Chris Marsengill and Mr. Rhodes Hunt from Kimley-Horn presented the SR 26/US 80 Corridor study update.

## Study Goals

- Identify and prioritize improvements through the corridor.
- Plan projects through the CORE MPO's MTP process
- Fund projects in the CORE MPO's TIP

#### Key MTP objectives

- Improve safety, security, accessibility, mobility, and sustainability of transportation options available to people and freight.
- Lower the frequency and severity of crashes for cars, trucks, pedestrians, and bicyclists.
- Improve emergency response time and evacuation routes.
- Reduce congestion by improving access to businesses and maximizing freight truck travel time reliability.

Mr. Rhodes Hunt said the US 80 Corridor is approximately 12 miles in length. It begins at the western Chatham County line just west of Jimmy Deloach parkway and runs through downtown Bloomingdale, Old Town Pooler, and then into Garden City. It terminates just before I-516 at Burnsed Boulevard. We want to break the corridor into two levels, a segment level and an Intersection level. We try to identify segments that have distinct characteristics. There are 6 distinct segments identified along the route. In addition to those segments, we have studied in depth 40 intersections, which equates to about half of the intersections along this portion of US 80. We want to identify where traffic is the heaviest along the corridor, where are the most trucks, which are the worst performing intersections, where are the most crashes along the corridor, which area has the greatest growth potential, and finally, is the route a freight corridor or a commuter corridor?

## **Daily Traffic**

- Segment 1- Bloomingdale and Jimmy Deloach Parkway- average traffic of 23,200 VPD
- Segment 2 Pooler 26,200 VPD
- Segment 3 I-95 39,7000 VPD
- Segment 4 East of I-95 heading towards Garden City 25,000 VPD
- Segment 5 residential portions of Garden City 21,5000 VPD
- Segment 6 closer to GA. Port 22,600 VPD

#### **Trucks**

- Segment 1 16%
- Segment 2 11%
- Segment 3 13%
- Segment 4 17%
- Segment 5 17%
- Segment 6 21%

#### **AM Traffic**

- Houston Street/Brighton Woods Drive LOS F
- South Skinner Avenue LOS E
- Westside Boulevard / Priya Circle LOS F
- Old Dean Forest Road LOS F
- SR 307 / Dean Forest Road LOS E
- Kessler Avenue / Youmans Avenue LOS E

These are identified by LOS (Level of Service) . They are letter graded. For example, LOS A is performing well and F not performing well. Typically, most agencies use Level of Service D as a benchmark of acceptable performance and operation.

#### PM Traffic

- Stagecoach Road LOS F
- Cheyenne Rd / Osteen Rd LOS F
- Adams Road/ Walnut Street LOS F
- Magnolia Lane / Pine Street LOS F
- Maple Street LOS F
- Houston Street/ Brighton Woods Drive LOS F
- North Skinner Avenue LOS F
- Coleman Blvd / Pooler Commons Driveway LOS E
- Westside Blvd / Priya Circle LOS F
- Old Dean Forest Rd LOS F
- Kessler Avenue / Youmans Avenue LOS F

## Crashes 2017-2021

- Total Crashes 2,106
- Fatal 3
- Non-Fatal injuries 150
- Rate is 196% higher than statewide average.
- Cost of \$20.4 million per year

There is a clear need for Safety investments.

Crash Rates 2017-2021

- Segment 1 160 per HMVMT (hundred million vehicle miles traveled)
- Segment 2 700 per HMVMT
- Segment 3 803 per HMVMT
- Segment 4 349 per HMVMT
- Segment 5 270 per HMVMT
- Segment 6 423 per HMVMT

Mr. Chris Marsengill said unlike the SR 307 Corridor, there are no at-grade rail crossings on this study corridor. There is however one grade separation at the Kicklighter Overpass which crosses both CSX and NS. The US 80 corridor is a heavy freight corridor. We are considering pedestrians and bicyclists in the study. US 80 is a designated bike route (Bike Route 85, also referred to as the Savannah River Run). The Non-Motorized Transportation Plan recommends a shared use trail from Adams Road to Chatham Parkway along the corridor. From Chatham Parkway to the eastern end of the project, it recommends Bike Lanes. We plan to target improvements in the network, especially where there are gaps. Some of those occur in the downtown Pooler area where we think providing greater connectivity is vital to the economic viability in that area. Connecting to some of the recreational facilities along the corridor would improve access to those areas and the use of those. We are considering Transit as part of the study. There is one existing CAT stop along the corridor - it is along the eastern end of the study area near Burnsed. It is part of the CAT Route 3B and uses a small segment between Alfred Street and Third Street. Most of the corridor is outside of CAT's Transit District. There is some hidden demand related to warehouse developments and employment centers. Prior studies have suggested a need for expansion.

## In summary

- Improvements should reduce the mixing of cars and freight trucks.
- Intersections should be improved for freight trucks. Access management strategies should be explored.
- Transit, pedestrian, and bicycle facilities should be addressed.

## Potential Improvements

#### Major Improvements

- I-95 Interchange
- Pine Barren Road / Old Louisville Rd
- SR 307 / Dean Forest Road
- Chatham Parkway / Heidt Avenue
- Expand Freight connected vehicle network.

## Access control plan to improve safety.

- Raised, grassed median.
- Driveway consolidation
- Innovative intersections

## Pedestrian and Bicycle Facilities

## Affordable transportation options

## Next steps

- Preliminary Stakeholder meetings
- Alternatives/Concept Development
- Public Information Open House
- Final Stakeholder Meetings
- Updates/Revisions
- Final Report

## IV. Status Reports

## 7. 2050 Metropolitan Transportation Plan Update Draft Goals and Objectives

Ms. Asia Hernton said for the Moving Forward Together plan, public input is important. That is what we use to update the goals and objectives. There are specific survey results we want to highlight. As of November 21<sup>st</sup>, we received 409 responses. Those responses are what we used to update the draft goals and objectives. The survey responses are still being accepted. The survey was available in four languages and covered a variety of transportation topics such as roadways, bikes, pedestrians, public transportation, equity, and resilience. In general respondents want to maintain and repair our roadways, infrastructure, and facilities. There is significant interest in local rail service and public transportation. Most respondents still want bike lanes that are protected by a barrier or

a greenway that supports multi modes of non-motorized transportation. 67% of respondents prioritized increasing green and nature-based infrastructure in transportation projects to reduce flooding and heat stress and improve the health of the environment. 74% of respondents prioritized identifying and targeting high need population areas where transit investment should be prioritized.

Revised Goals and objectives (comments added)

Safety and Security

• Added more language regarding resilience and flooding on the roadways.

Access and Connectivity (comments added)

- Ensure bicycle and pedestrian infrastructure in state of good repair.
- Prioritize transit investment in high-need population areas.
- Separate bike lanes and pedestrian infrastructure from roadways where necessary,

System & Environmental Preservation (comments added)

Maintain and improve our existing roads, transportation infrastructure, and facilities.

There was a heavier interest in maintaining what we already have rather than building something new.

## 8. Non-Motorized Transportation Plan and Thoroughfare Plan Research and Data

Ms. Asia Hernton said the FHWA, in conjunction with Dutch planning organizations, released a series of documents explaining how the Netherlands developed its bike and pedestrian networks. The FHWA also complied research that detailed strategies that can be implemented to make roadways safer. The information from these reports can help inform the CORE MPO's Non-Motorized Transportation Plan and Thoroughfare Plan. Some of the highlights from those documents were:

Prioritize Seamless and Efficient Bike movement - minimizing stops for cyclists by having less signal and signage. Instead, slow speed limits down in areas where bikes share the roadway with motor vehicles. This makes the riding experience smoother, which will increase ridership. This is why the Dutch place has a higher emphasis on cycle tracks rather than shared lanes.

Trust in Users and in Adaptability of the Transportation System- less strict separation of bike and pedestrians. Dutch trusts people to move safely on non-motor networks, even if they were mopeds and e-bikes on the road. In order to achieve this, speeds on shared roads had to be slowed.

Designs Influence Travel Behavior – while Americans are more focused on rule enforcement, Dutch are more focused on creating infrastructure that makes people naturally change their behavior, such as visual narrowing or roadways that make people want to drive slower.

Prioritize Network Connectivity- do not build bicycle paths to nowhere, Bike infrastructure should connect with other forms of transportation, such as transit and pedestrian networks.

Experimentation is key- In order to determine the most effective infrastructure and strategies, small scale, real-world transportation tests were conducted. This allowed planners and engineers to see what worked could work on a wide scale. They are able to see in real time what works.

Cycling priorities in the Netherlands

- Cohesion- the bikeways are continuous and designed in a consistent way.
- Attractiveness Bikeways are scenic and well maintained.
- Safe- Bikeways are well lit and go through well populated areas.
- Comfortable Using the bikeways is not a stressful experience.

The Netherlands don't necessarily try to make all roads complete streets. They have a separate philosophy, in some cases, bikeways need to be completely separated from motorways, either with a greenway or a bikeway that is separated physically with some type of barrier. We do not want to make a high capacity and high speed road a complete street. If bicyclists are sharing the road, the speeds for the motorway need to be very slow. The small scale transportation tests were used to see what did and did not work. The most successful test can be then applied on a wider scale. A variety of disciplines, such as Geography, Economics, Anthropology, and more, were involved in the planning process.

FHWA compiled research showing what some of the safest bike and pedestrian infrastructure we can include.

- Bike lanes can reduce crashed up to 49%
- High-Visibility crosswalks reduce pedestrian injury crashed up to 40%.
- Rectangular Rapid Flashing Beacons can increase motorist yielding rates up to 98%.
- Sidewalks can reduce pedestrian involved crashes from 65-89%
- Letting pedestrians enter the crosswalk 3-7 seconds before vehicles are given a green light reduces pedestrian-vehicle crashes by 13%.

## 9. CORE MPO Regional Freight Transportation Plan Update

Ms. Wykoda Wang said the consultants have conducted 10 one-on-one interviews with stakeholders. There are several deliverables posted on the website.

Task 2 – Freight Needs Assessment and Analysis, most of the deliverable are available for review. FHWA has already sent comments regarding these. The only task that remains to be delivered is the Freight Network Congestion, Bottleneck, Safety and Security Issues. Truck Parking and Truck restrictions - the truck parking supply has been identified, and consultants are working on the truck parking demand. Tasks 2.1 to 2.7 will feed into Task 2.8, which is the summary.

The Land Use assessment analysis, economic development market assessment for freight, environmental and community impact scan have all been started. The consultants will give a presentation in February. From March until the end of the study, we will focus on the recommendations for the Land Use and Infrastructure.

## 10. Urban Flooding Model

Ms. Jasmine Champion said the UGA consultant team had a status meeting in November. One of the things highlighted was that the team is requesting Critical Infrastructure GIS data. Staff has reached out to surrounding jurisdictions for this information. This information is needed for the road vulnerability assessment. The consultants will present at the February meetings.

## V. Information Reports (verbal)

## 11. GDOT Project Status Report

Ms. Katie Proctor presented the GDOT Project Status Report.

Pre-Construction Projects – All progressing on track.

Active Construction Projects - All progressing on track.

#### 12. LATS Project Status Report

Report attached to the agenda.

## 13. City of Savannah Project Status Update Report

Ms. Michele Strickland presented the City of Savannah Project Status Update.

DeLesseps Ave widening from Waters Ave to Skidaway – ROW clearing is complete. Utility relocation and installations are currently underway.

Traffic Control Center - City of Savannah is self-funding the project.

I-516 @ DeRenne Avenue- ROW plan prep complete. FHWA requested additional outreach to the EJ community.

Truman Linear Park Trail Phase 2B – All re-evaluations are being done at this time. Project to be LET to Construction in early 2023.

## 14. Chatham County Project Status Update Report

Ms. Pamela Bernard said all projects are progressing nicely. Report is attached to the agenda.

## 15. Chatham Area Transit Project Status Update Report

Ms. Ashley Goodrich presented CAT Project Status Report Update.

Paratransit Vehicles – moved forward with purchase order. We are looking at purchasing 6 of the 33 original Paratransit vehicles and we are currently working through contract for the remaining number.

- Clever ITS System mostly complete at this time.
- Ferry Dock and Maintenance Facility- currently with FTA and grant execution.
- Master Transit Plan & Implementation Strategies focusing on market and ridership analysis as well as stakeholder outreach.
- Transit Development Plan & Comprehensive Operations Analysis funds awarded.
- Areas of Persistent Poverty Grant- funds awarded.
- American Rescue Plan Route Restoration funds awarded.

## 16. Savannah HH International Airport Project Status Update Report

Status Report attached to agenda.

## 17. TIP Tracking Status Update

Report Attached to agenda.

## VI. Other Public Comments (limit to 3 minutes)

#### **VII. Notices**

- 18. Next CORE MPO TCC meeting February 16, 2023 at 2:00pm
- 19. 2022 AMPO Conference Presentations

## VIII. Adjournment

There being no further business, the December 8, 2022 TCC meeting was adjourned.

The Chatham County- Savannah Metropolitan Planning Commission provides meeting summary minutes which are adopted by the respective board. Verbatim transcripts of minutes are the responsibility of the interested party.