



San Francisco
Water Power Sewer

Services of the San Francisco Public Utilities Commission

**SAN FRANCISCO PUBLIC UTILITIES
COMMISSION**

City and County of San Francisco

London N. Breed
Mayor

REGULAR MEETING DRAFT MINUTES

Tuesday, November 23, 2021

1:30 P.M.

(Approved December 14, 2021)

This meeting was held by Teleconference Pursuant to the Governor's Executive Order N- 29-20 and the Twelfth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020

During the Coronavirus Disease (COVID-19) emergency, the San Francisco Public Utilities Commission's (SFPUC) regular meeting room, City Hall, Room 400, is closed. Commissioners and SFPUC staff will convene Commission meetings remotely by teleconference.

Commissioners

Anson Moran, President
Newsha Ajami, Vice President
Sophie Maxwell
Tim Paulson
Ed Harrington

Dennis J. Herrera
General Manager

Donna Hood
Secretary



1. Call to Order

President Moran called the meeting to order at 1:30 PM.

2. Roll Call

Present: Moran, Ajami, Maxwell, and Harrington

Not Present: Paulson

3. Adopt renewed findings under State Urgency Legislation to continue to allow remote meetings during the COVID-19 Emergency; continue remote meetings for the next 30 days; and direct the Commission Secretary to agendize a similar resolution at a Commission Meeting within the next 30 days. ([Resolution 21-0171](#))

No public comment.

On motion to approve item 3:

Ayes: Moran, Ajami, Maxwell, and Harrington

4. Approval of the Minutes of November 9, 2021

Commission Secretary Hood noted edits to item #4: (1) Replace “aye” with “present”; and (2) note that Commissioner Paulson was not present during roll call.

No public comment.

On motion to approve item 4, as amended:

Ayes: Moran, Ajami, Maxwell, and Harrington

5. General Public Comment

- Eileen Boken discussed the redistricting process for supervisorial districts and stated that the Sunset Parkside Education and Action Committee is advocating for the Oceanside Treatment Facility, Merced Manor Reservoir, and Lake Merced to be redistricted from District 7 to District 4. She stated since the Oceanside Treatment Plant is a potential site for the Auxiliary Water Supply System, it should also be considered for a desalination plant.*
- Peter Drekmeier, Tuolumne River Trust, noted Commissioner Harrington’s prior request to add metrics for environmental indicators to the Water Supply update. He referenced correspondence sent to the Commission from Mr. Dave Warner and applauded Mr. Warner for his work.*
- Gina Fromer, Chair, Southeast Community Facility Commission (SEFC), thanked the Commission for investment in the 1550 Evans Facility. She invited the Commission to tour the facility. She asked how Hetch Hetchy Reservoir is doing with the drought and questioned if there will be increased cost for San Francisco residents.*
- David Pilpel discussed the Commission’s Rules of Order and requested that they be reviewed to clarify public hearing noticing and address the pulling of items from the consent calendar. He expressed his anticipation for the Revenue Bond Oversight Committee annual report on December 14th. He*

noted the proposed budget hearing dates and questioned the hearing time. He stated he looks forward to the Power Distribution Infrastructure Development Investment scenarios.

In response to comments made during public comment, Commissioner Harrington stated that the Hetchy Reservoir will be discussed during item 11 and that the budget hearings will take place from 9am to 1pm.

6. Communications

a) Advance Calendar

President Moran stated that the Advance Calendar has several items listed on the Outstanding Commission Request Report that have not received response and asked that responses be provided.

b) Contract Advertisement Report

c) Correspondence Log

d) In-City Solar Development on SFPUC-Owned Reservoirs

Public Comment

- *Aleta Dupree spoke to item 6d and stated that there are solar panels on half of the Sunset Reservoir. She suggested a better use of the property would be for the full placement of solar panels to help achieve the goals of producing clean, local energy.*

7. Bay Area Water Supply and Conservation Agency (BAWSCA) Update

Nicole Sandkulla, BAWSCA CEO, read a statement that she provided to the Commission indicating that bold creative leadership is needed by the SFPUC to address the Tuolumne River Issues and protect water users in Alameda, San Mateo, and Santa Clara Counties, whose water interests BAWSCA represents under California Law (AB 2058).

Commissioner Paulson joined the meeting at 1:52 PM.

Vice President (VP) Ajami thanked CEO Sandkulla for her comments. She stated that the Commission is not ignoring the issue but is trying to determine the smartest way to accomplish what is necessary to meet the needs of the broader community and the environment.

Public Comment

- *Peter Drekmeier, Tuolumne River Trust, stated it has been almost three years since the State Water Board adopted Phase I of the Bay Delta Water Quality Control Plan. He discussed the salmon run which was 1% of historic numbers last year and stated this year's run will be half of that. He referenced the National Marine Fisheries Service peer review. He asked if the Tuolumne River Voluntary Agreement would do anything for the Bay Delta.*

8. Report of the General Manager

a) Quarterly Audit and Performance Review Report

Charles Perl, Deputy Chief Financial Officer (CFO), indicated that there have been 24 audits and assessments year-to-date, with 11 upcoming, 10 in progress, and three completed. He noted the following audits completed and reports issued: (1) 202 Post Audit; (2) FY 2019-20 Wholesale Revenue Requirement Statement of Changes in the Balancing Account; and (3) 2018-20 Sales and Use Tax Audit. Mr. Perl reviewed open City Services Audits and Recommendations and indicated they are 100% complete. He reviewed the 2021-22 outlook, noting those reports and audits that are completing and those that are upcoming. He concluded with an update of the Public Integrity Assessment.

Commissioner Harrington asked about the process for the Commission's receipt of audits. Mr. Perl indicated that once the reports are made public staff provides them to the Commission during the quarterly audit report. Commissioner Harrington requested that the reports be provided to the Commission at the time they are made public and that distribution to the Commission not wait until the quarterly report is presented.

VP Ajami questioned if there are concrete ways to improve the process and procedures to ensure that there are no problems. Mr. Perl indicated that for audits where there are findings, there is a request for management response, and he indicated that staff works with the GM and staff to respond in writing to the auditor. Brief discussion ensued. President Moran provided a summary of the SFPUC's audit program and changes that have been made.

No public comment.

b) Quarterly Budget Status Report

Laura Busch, Budget Director, provided the FY2021-22 First Quarter Budget Report indicating: (1) positive operating results projected for Power; (2) operating shortfalls projected for Water, Wastewater and CleanPowerSF; (3) Power, wholesale revenues are projected to exceed budget due to higher energy prices, partially offset by increased distribution and power purchase costs; (4) CleanPowerSF rate increases offset by higher cost of power purchase due to high energy prices; and (5) year-end financial results projected to meet-or-exceed policy targets.

She reviewed FY20-21 Water, Wastewater, Power, and CleanPowerSF budgetary variances (net operating results, sources, and uses). She concluded with an evaluation of key financial ratios.

In response to a question from Commissioner Paulson, Ms. Busch indicated that salary savings are due to vacancies.

No public comment.

c) Report on Recent San Francisco Public Utilities Commission Activities, Events and Announcements

None.

9. New Commission Business

None.

10. Consent Calendar

- a) Authorize the General Manager to designate Kubota Earthquake Resistant Ductile Iron Pipes and Fittings in the contract specifications as (a) a necessary item that is only available from one source, and (b) to match products already in use at the Project, for Contractor-furnished materials to be used for the College Hill Reservoir System Improvement Project (Phases 4 and 5), in conformance with San Francisco Administrative Code Section 6.73(e)(1) and Public Contract Code Section 3400(c). ([Resolution 21-0172](#))
- b) Approve Amendment No. 1 to Agreement No. PRO.0073, Treasure Island Wastewater Treatment Plant & Recycled Water Facility Engineering Services, with Carollo Engineers, Inc., to increase the agreement amount for continued consultant engineering support to the San Francisco Public Utilities Commission in the execution and delivery of the proposed Treasure Island Wastewater Treatment Plant and Recycled Water Facility; and authorize the General Manager to execute this amendment, increasing the agreement amount by \$1,200,000, with no change to the agreement duration, for a total not-to-exceed amount of \$6,000,000. The total contract duration shall remain unchanged. ([Resolution 21-0176](#))
- c) Accept work performed by M Squared Construction, Inc., Contract No. WD-2692, 16-inch and 8-inch Ductile Iron Water Main Installation and Sewer Replacement on Geary Boulevard from 32nd to 48th Avenues, for a total contract amount of \$10,270,170, and a total contract duration of 860 consecutive calendar days; and authorize final payment to the contractor. ([Resolution 21-0173](#))
- d) Approve an increase of 181 calendar days to the contract duration contingency for Contract No. WD-2819, As-Needed Water Main Replacement at Various Locations – No. 2; and authorize the General Manager to approve future modifications to the contract for a total contract duration of up to 1,558 consecutive calendar days, with no change to the contract amount. ([Resolution 21-0174](#))
- e) Accept work performed by JDB & Sons Construction for Contract No. WW-611, Cutler Avenue, Lower Great Highway, Sloat Boulevard, and Wawona Street Sewer Replacement; approve Modification No. 6 (Final) decreasing the contract amount by \$46,295, for a total contract amount of \$2,281,522, with no change to the contract duration; and authorize final payment to the contractor. ([Resolution 21-0175](#))

In response to a question from Commissioner Harrington regarding item 10a and the cost difference between Kubota Earthquake Resistant Ductile Iron Pipe and regular pipe, Katie Miller, Director Water Infrastructure Capital Programs, XXX respond that the material is twice as expensive as normal ductile materials and

*increases the overall contract amount by 5% to 10%.
Commissioner Maxwell requested that item 10b be pulled for discussion.
No public comment on items 10a, 10c, 10d, or 10e.*

*On motion to approve Consent Calendar items 10a, 10c, 10d, and 10e:
Ayes: Moran, Ajami, Maxwell, Paulson, and Harrington*

Item 10b: In response to a question from Commissioner Maxwell as to whether the cost increase is due to the new delivery method, Calvin Huey, Project Manager, affirmed that the increase in cost is due to the change in the delivery method from standard design/bid/build to the design/build process. Mr. Huey discussed the planning phases and the subsequent determination for the needed cost increase at the end of the planning phase. Commissioner Maxwell expressed concern with cost increases and stated that there might be a better way to address this during planning.

Commissioner Maxwell questioned the agenda item which indicated a future amendment to address engineering support during construction, and asked if it will be part of construction or design. Mr. Huey stated that it will be attributed to engineering support during the construction phase. Alan Johanson, Acting AGM Infrastructure, discussed why there is an assumption that an amendment will be necessary.

Commissioner Harrington expressed similar concerns with cost overruns which increase the overall project cost. He asked if there is leeway to go back out to bid if there are significant scope changes. Mr. Johanson briefly discussed and indicated that the City Attorney's Office would have to be consulted on this issue. Commissioner Harrington asked that a policy on the issue be considered.

GM Herrera acknowledged Commissioner Harrington's concerns and stated that General Counsel will work with staff to look at scope changes and see if guidelines can be established to address amendments.

Commissioner Maxwell dropped connection at 2:40 pm.

Commissioner Paulson agreed that due diligence is needed but indicated he does not want project delays as a result of any newly created processes for project amendments that may have unforeseen cost increases.

President Moran stated that previous conversations have taken place on the reporting of capital programs progress. He noted that programs change over time and it is difficult to track those changes. He requested that the reports be written so obvious questions are answered and that relevant issues are addressed. He stated that in capital programming in general, high expectations are placed on flimsy estimates and stated it would be useful to provide scope and costs for what is known.

VP Ajami asked if there is a tracking system to collect data on all projects and their categories. President Moran indicated there is a lot of data and that the problem is how flexible the data is to answering questions.

Public Comment Item 10b:

- *Francisco DaCosta stated that there wouldn't be as many change orders in the private sector and that selection of the lowest bidder is the problem.*
- *David Pilpel requested that staff provide callers with a 30-second warning before their time ends. He stated that outside consulting/engineering/augmentation should be limited for specialized services or short-term work. He stated that on-going needs should be handled by SFPUC staff.*

President Moran noted that Commissioner Maxwell was attempting to reconnect and that she had previously expressed her desire to move the item forward.

*On motion to approve Consent Calendar item 10b:
Ayes: Moran, Ajami, Paulson, and Harrington*

Commissioner Maxwell reconnected to the meeting at 2:57 PM.

11. Public hearing, discussion, and possible action to declare a Water Shortage Emergency for the San Francisco Public Utilities Commission (SFPUC); adopt a systemwide 10% water use reduction from a baseline of FY19-20 that allocates 36% of the available water supply to retail and 64% to wholesale, resulting in a 5% retail customer water use reduction and 13.7% wholesale water use reduction to collectively achieve a systemwide water use reduction of 10%; and confirm an effective date of April 1, 2022 for the mandatory Temporary Drought Surcharge not-to-exceed a 5% increase of current volumetric water and wastewater rates for retail water and wastewater customers. The Water Shortage Emergency will remain in effect until rescinded by the Commission, based on drought conditions, state actions related to curtailments, and customer response to calls for water use reductions. While the Declaration is in effect, staff may recommend further action by the Commission if drought conditions or regulatory actions persist, and the water use reduction target is not met. This action constitutes the Approval Action for the project for the purposes of the California Environmental Quality Act pursuant to Section 31.04(h) of the San Francisco Administrative Code. ([Resolution 21-0177](#))

Steve Ritchie, AGM Water Enterprise, displayed the current drought conditions, noting that California has been in drought for a year or more. He stated that Hetch Hetchy has current storage of 267,000 acre-feet, with overall total storage at 72.7% which is below the normal 80%. He stated that conditions did not improve in the fall and that the initiation of curtailments of diversion have made a difference in outlook.

He stated that the State has curtailed Bay-Delta system diversions which went into effect for Tuolumne River Diversions on August 20, 2021 and will be in effect for one year. He indicated that Tuolumne curtailments eliminate access to the Water Bank in Don Pedro, with the approximate loss of 340,00 acre-feet of storage. He stated that

curtailments were suspended on October 19th but could be reinstated at any time. He noted the recent storms have helped but that the drought remains, necessitating action. AGM Ritchie stated that staff, in an effort to eliminate or mitigate the effects of curtailment, is requesting that the State modify or eliminate curtailments to allow access to the virtual Water Bank storage. If curtailments remain, achieving a Health and Safety exception for diversions allowing the SFPUC to divert enough water to supply 55 gallons per capita per day (GPCD) to the entire service area. Through the San Joaquin Tributaries Authority, a suit has been filed against the State over the underlying regulations for curtailments as they are not appropriate and have issues with implementation.

Mr. Ritchie displayed two scenario slides: (1) Design Drought storage projection on an average over remaining Design Drought; and (2) Design Drought storage projection with curtailments temporarily lifted in two assumed wet periods.

AGM Ritchie reviewed the proposed Declaration of Water Supply Emergency, and discussed triggers, if necessary, at different stages: (1) Urban Water Management Plan and Water Shortage Contingency Plan; (2) Water Supply Agreement Water Shortage Allocation Plan; (3) Retail Water Shortage Allocation Plan; and (4) call for conservation. He discussed potential rate actions (retail and wholesale) and reviewed recent customer water use data from July 1 through November 10 for San Francisco (15.5% reduction mainly due to economy) and for wholesale customers (9.0% reduction), for a total reduction of 10.9%.

AGM Ritchie provided concluding remarks, indicating: (1) drought persists; (2) the State's curtailment orders damage the SFPUC's ability to manage its storage and management of curtailments adds to on-going uncertainty; (3) the severity of conditions shows the need for a Declaration of a Water Shortage Emergency; (4) San Francisco and wholesale customers can achieve the proposed water use reductions necessary for water supply stability; and (5) to achieve revenue stability, the retail Drought Surcharge will be triggered and wholesale water rates will likely be increased.

VP Ajami requested in the future a slide be included for Water Bank as a reference to better understand what to expect and to determine strategy. Brief discussion ensued.

Commissioner Harrington stated the issue reflected by the presentation is that of the curtailment effect on the water bank, not on the system. He stated he heard the State Board could change curtailment to the system and not individual reservoirs and asked if this is accurate. AGM Ritchie provided brief response, noting the need for caution. Commissioner Harrington asked if there was anything the Commission could do to assist. Discussion ensued.

Public Comment

- Francisco DaCosta stated that due to the Infrastructure Bill, experts have stated that billions of gallons of water are leaching into the ground and said that attention needs to be paid to leaching pipes. He asked who should get the water per the Raker Act. He indicated that San Franciscans should not be penalized for their conservation.

- *Nicole Sandkulla, BAWSCA, expresses support for the item. She stated that everyone must do what they can do reduce water use and stated that Wholesale customers will continue to reduce their already low water use.*
- *Peter Drekmeier, Tuolumne River Trust, stated that a slide on reservoir storage was not included in the presentation. He discussed AGM Ritchie’s recent presentation to BAWSCA and discussed a slide regarding system storage and the SFPUC’s ability to manage drought. He stated staff is manufacturing a crisis. He stated the Irrigation Districts should be approached regarding a voluntary water sharing agreement.*
- *David Pilpel expressed support for the item. He expressed hope for a regional media message with other water agencies about the need to conserve. He thanked AGM Ritchie, staff, and others for their work.*

President Moran noted the written material and not the presentation emphasized that there are provisions in the Water Supply Agreement as to how allocations are divvied-up between the City and Wholesale customers and that the Declaration of Emergency invokes those provisions.

On motion to approve item 11:

Ayes: Moran, Ajami, Maxwell, Paulson and Harrington

12. Accept and expend federal funds sourced by the American Rescue Plan Act of 2021 and administered by the State Water Resources Control Board (SWRB) and the California Community Services Department (CSD) to provide assistance to eligible residential and commercial customers who accrued customer account arrears during the COVID-19 pandemic. ([Resolution 21-0178](#))

Erin Franks, Rates Administrator, noted that California allocated some of its federal Coronavirus stimulus funds to utility debt relief programs with unpaid bills incurred March 2020 through June 2021 as eligible. She reviewed the programs that will receive assistance and stated that each will be administered by a different state agencies and have different timelines. Ms. Franks indicated the expected SFPUC funding is for \$10.7M (Water \$7.0M; Hetch Hetchy Power \$1.2M; CleanPowerSF \$2.4M; and Wastewater amount TBD).

Commercial and residential amounts will be applied to customer accounts to pay off delinquent bills. The discount amount in water will be applied to customer accounts to off-set the cost of both normal and emergency discount programs during the eligible period. She emphasized that these numbers are not final, and the request is for an amount “up to” the expected funding. She stated that it is anticipated that the SFPUC will get more funding than thought from the water program and requested an amendment to the resolution’s Resolved clause to add another \$500,000 to the “up to” amount, to indicate a total amount of up to \$11,188,079.

She concluded with a review of next steps for the arrearages program and the collections moratorium. She noted the funds will not cover all arrearages accrued. She indicated the collections moratorium will end in March 2022 and that staff may return to the Commission with a request that collections not restart until all state funding has

been disbursed to customer bills.

Administrator Franks responded to a question from VP Ajami regarding the expected funding for Wastewater, stating funding for Wastewater has not started.

Commissioner Harrington thanked staff for their work. Ms. Franks responded to a question as to how the item relates to the budget and if arrearages are considered in the budget.

Public Comment

- *David Pilpel noted a typo in the last Whereas clause in the resolution and the need to correct the word “dispersed” to “disbursed”. He stated that the Resolved clause should read “of” up to. He indicated he is unclear whether the funds received go directly to customers or if funds remain at the SFPUC to be applied to arrearages.*

On motion to approve item 12 as amended:

Ayes: Moran, Ajami, Maxwell, Paulson and Harrington

13. Approve the terms and conditions of and authorize the General Manager to execute a lease with Wu Yee Children’s Services, a California nonprofit public benefit corporation as tenant, for a term of five years with one three-year option to extend the term, to use approximately 5,398 square feet of ground floor space plus approximately 8,798 square feet of exterior space for a childcare facility at the new Southeast Community Center at 1550 Evans Avenue in San Francisco. ([Resolution 21-0179](#))

Charlie Dunn, introduced the item, reviewed the terms of the lease, and requested Commission approval.

Commissioner Harrington thanked Mr. Dunn for the presentation and stated that the ability to increase the number of children who are able to participate as well as the increase in the number of scholarships is a good thing.

Public Comment

- *Francisco DaCosta questioned why only zip code 94124 receive priority when zip codes 94124, 94134 and 94107 are adversely impacted. He asked how many childcare centers Yu Yee operates besides 1800 Oakdale. He stated the children need to get quality care and treatment with regard to their education. He asked what environmental steps are being taken for particulates in the area.*
- *Amerika Sanchez, Vice Chair, SEFC, expressed support for the lease renewal and the tenant.*

On motion to approve item 13:

Ayes: Moran, Ajami, Maxwell, Paulson and Harrington

14. Approve the selection of the four highest-ranked proposers, Kennedy/Jenks Consultants, Inc./Terra Engineers, Inc. Joint Venture (KJ/Terra JV), Kleinfelder/Lee Incorporated Joint Venture (Kleinfelder/Lee JV), Stantec Consulting Services

(Stantec), and Mott MacDonald Group, Inc. (MMD); award Agreement Nos. PRO.0167.A-D, Multi-Project As-Needed Engineering Services, to provide staff augmentation and engineering planning and design services for Hetch Hetchy Water and Power rehabilitation and replacement, programmatic, operating, regulatory, and emergency repair projects on an as-needed basis; and authorize the General Manager to execute four individual professional services agreements with KJ/Terra JV (PRO.0167.A), Kleinfelder/Lee JV (PRO.0167.B), Stantec (PRO.0167.C), and MMD (PRO.0167.D) each in amount not to exceed \$5,000,000 and with a duration of five years. ([Resolution 21-0180](#))

Margaret Hannaford, Manager, Hetch Hetchy Water and Power introduced the item and requested approval.

VP Ajami requested a list of projects, their scope, and cost. She asked why in-house engineers are not being used for the work. Ms. Hannaford stated she would provide historical project information. She indicated that there is a great deal of work and not enough engineers are available for the level of work or have the expertise required for the work. She stated there is a lot of competition for engineers at this time and retention of staff is an issue.

GM Herrera indicated that the number one complaint he has received since becoming GM is related to the difficulty in recruiting staff and that citywide strategies are being developed. VP Ajami noted the amount spent on outside consultants and stated that there needs to be investment in salary and career development. Brief discussion ensued. President Moran noted difficulty in hiring and retention is a citywide issue and needs to be addressed as such.

No public comment.

On motion to approve item 14:

Ayes: Moran, Ajami, Maxwell, Paulson and Harrington

15. Public comment on matters to be addressed during Closed Session
None.

16. Motion on whether to assert the attorney-client privilege regarding the matters listed below as Conference with Legal Counsel

On motion to assert the attorney-client privilege:

Ayes: Moran, Ajami, Maxwell, Paulson and Harrington

The Commission entered Closed Session at 4:16 PM.

Present in Closed Session: Commissioners Moran, Ajami, Maxwell, Paulson, and Harrington; Dennis Herrera, GM; Michael Carlin, Deputy GM; Ron Flynn, Chief-of-Staff; Sheryl Bregman, Deputy City Attorney; Nicholas Whipps, Deputy City Attorney; Steve Ritchie, AGM Water Enterprise; Donna Hood, Commission Secretary; and Lee Sayao,

SFPUC IT.

17. CONFERENCE WITH LEGAL COUNSEL regarding existing litigation as plaintiff/petitioner (Government Code §54956.9, Administrative Code §67.10(d)(1)): *In the Matter of Initial Orders Imposing Water Right Curtailment and Reporting Requirements in the Sacramento-San Joaquin Delta Watershed on Water Right Nos. S002635, S002636, S002638, S002637, S014379, S015858, S018734, and S018735* (State Water Resources Control Board Administrative Proceeding); *San Joaquin Tributaries Authority v. State Water Resources Control Board* (Fresno County Superior Court Case No. 21CECG02632), filed September 2, 2021; *City and County of San Francisco v. California State Water Resources Control Board, et al.* (Tuolumne County Superior Court Case No. CV 63828), date filed May 14, 2021; *San Joaquin Tributaries Authority, et al. v. California State Water Resources Control Board* (Tuolumne County Superior Court Case No. CV 62094), date filed January 10, 2019, coordinated as State Water Board Cases by order filed May 13, 2019 in Sacramento Superior Court, Judicial Counsel Coordinated Proceeding No. 5013.

The Commission exited Closed Session at 5:08 PM.

18. Announcement following Closed Session.
President Moran stated that no reportable action was taken.
19. Motion regarding whether to disclose the discussions during Closed Session pursuant to San Francisco Administrative Code Section 67.12(a)

On motion not to disclose the discussions during Closed Session:

Ayes: Moran, Ajami, Maxwell, Paulson and Harrington

20. Adjournment
President Moran adjourned the meeting at 5:09 PM.