
URNAGAIN COMMUNITY COUNCIL

Council Meeting | February 1, 2018 | 7:00 – 9:00 p.m.
West High / Romig CTE, Student Center | 1700 Hillcrest Drive
Chaired by Cathy Gleason, TCC Vice President & Acting President

WELCOME & APPROVE AGENDA, MINUTES

- The meeting was called to order at 7:04 p.m. About 22 people (members and guests) attended.
- The February agenda was reviewed:
 - **Motion by Kathleen Bielawski to approve the agenda as presented. Second by Pat Redmond.**
 - **Vote on motion: all yes, 0 no. Agenda approved.**
- The January meeting minutes were available for review and approval.
 - **Motion by Gloria Manni to approve the previous meeting's minutes. Second by Dan Gleason.**
 - **Discussion**
 - Merle Akers stated that there is inaccurate information on page 2, about public notice requirements for the Airport for lease applications. He pointed out that the minutes state the Airport is not required to provide notice about leases, but he looked back at the 2014 communications plan available on the website and pointed to a section (Ted Stevens International Airport, Master Plan Update, Appendix B Communications Plan, December 2014).
 - The group discussed how to represent this information accurately, and recommended adding a footnote to the previous meeting's minutes to refer to this meeting's minutes for more information.
 - **Amendment:** add an explanatory note about the inaccurate statement in the January minutes, and refer to the February minutes.
 - **Vote on motion: all yes, 0 no. Minutes approved.**
- Brief introduction by Officer Nave, Anchorage Police Department, Community Action Policing Team
 - Officer Nave has been with APD for 13 years, and the CAP team for 3.
 - She is attending community councils, has a prepared presentation that she can give at a future meeting, and is happy to answer questions or do follow-up research.

Questions and Comments

- *Ralph Guditz shared a story about his stolen car, and that he was frustrated that the person who stole the car was not held accountable, other than Ralph receiving a restitution judgment of \$900, and the thief never served probation or jail time. He's already contacted Department of Corrections, but they said that there are limited options to address the issue further. What options are there to hold him accountable?* Officer Nave shared that the police department is not directly involved in probation or pursuing state warrants, they have their own warrant system, and do not have control over the state's activities.
- *Tim Steele asked about activities he saw at an APD training facility today?* APD has not had a great deal of attrition this year, and they are close to capacity—there are 100 more officers than there were at the lowest point. They do periodic trainings, such as how to communicate with people with mental health issues in an effective way.
- *Sandy Rabinowitch asked about what he's seen as an increase in people strolling through neighborhoods in West Anchorage, and cars are broken into or things are stolen, sometimes from the same place on the same night. He is concerned about it, and knows that there are other priorities, and wanted to know how neighbors can help.* Officer Nave acknowledged this is an issue, and suggested some strategies for reducing the threat: having better lighting at night, trimming overgrown bushes, generally improving visibility between houses and the street, and parking in areas that don't decrease visibility. Always lock your car door. She

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shared that at other community council meetings, they have heard a lot of frustration about people calling and not getting a response from APD, or not giving enough information about the reports. APD cannot act without having reports, and without having enough helpful information in the report—this can help understand a behavior pattern, and build a case against individuals are committing multiple crimes. Many people who do these activities live in the neighborhood or nearby, or in the case of areas like Lyn Ary Park and the Coastal Trail, there are people coming from other areas.

- Announcements: *See Attachments flyer available as a handout in the meeting and on the TCC website.*
 - Anchorage Transportation Fair: Thursday, February 8, 3 to 7 pm at the Alaska Airlines Center at UAA. It is a great one-stop shop of transportation projects in progress throughout the city.
 - AMATS capital projects, 2019-2022: AMATS is soliciting ideas for transportation projects for the next several years, and is asking the public to send their input. Community Councils generate a Capital Improvement Project (CIP) priorities list each year, which is sent to the Legislature.
 - Paint the Town: Anna shared that NeighborWorks Alaska, a housing and neighborhood organization in town, has an annual community volunteer event called Paint the Town. People can nominate themselves or their neighbors for painting, minor upkeep or repairs, and general TLC on a home of someone who has limited means or cannot do these repairs on their own. Nominations will be accepted through April, and the event will be this summer. Nominations are welcome from any part of Anchorage. In addition to nominations, NeighborWorks welcomes volunteers and/or sponsorship for this event, consider suggesting this to your employer if you're interested! Ask Anna or go to www.nwalaska.org for more information and how to nominate someone.

LEGISLATIVE REPORT | SEN. MIA COSTELLO, REP. MATT CLAMAN

- **Rep. Matt Claman (via phone)**
 - The Legislature is working hard on the budget, hopefully on target to stay within the 90 day session timeframe. They are hoping to pass a budget by March, not much other legislation is being passed right now but a bill regarding food bank donations has passed, and a bill for addressing assault and other crimes in medical facilities.
 - He is also serving on a joint committee looking at the Legislature's sexual harassment policies, with 3 House and 3 Senate members.
- **Sen. Mia Costello**
 - Sen. Costello shared what the Senate Labor and Commerce committee has been working on: they had informational presentations from various industries in the state, and presentations from economists with some bright spots: the worst of the recession may be over, and there have been some jobs and small businesses created.
 - She also noted that the committee heard 8 bills this week, and moved 6 House bills.
 - The budget, similar to that passed in the last two years using some of the state's reserves, is being considered in conference committee.
 - SB 131 is Sen. Stevens' bill for forward-funding of education, she supports this and has introduced similar legislation in the past, she is hopeful this will continue to move forward.
- **Questions and Comments**
 - *Dan Gleason asked the status of HB 287, the forward-funding education bill to allow the Legislature to pass a school funding budget earlier in the session?* Rep. Claman shared that his bill has broad support from the House Majority, and there is a similar bill (SB 131) sponsored by Sen. Gary Stevens (Kodiak).
 - *Cathy Gleason asked about the status of SB63, the smokefree indoor air bill, and that she read in the newspaper that it's up to one legislator whether it will be voted on or not. Why is that?* Sen. Costello shared that Rep. Gabrielle LeDoux is the chair of the House Rules committee, and Alaska has a very strong committee chair system, which means that they have broad

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discretion over what is heard or not. She encouraged people who are concerned about this issue to contact Rep. LeDoux and encourage a vote on this bill.

- *Dan Gleason asked about an oil tax credit bill that would provide bonding for 90 cents on the dollar. He opposes this proposal and is concerned about impacts on small oil companies.* Sen. Costello shared that this was introduced by the Governor, she understands that it's in Senate Finance and that Sen. Anna McKinnon, the chair of that committee, is also not supportive of this bill. She can share these views on his behalf or encouraged him to express this directly.

EXECUTIVE BOARD REPORT

- Check Turnagain CC's presence on Facebook and NextDoor! Join the Facebook group "Turnagain Community Forum" or watch for posts to Turnagain North and South neighborhoods on NextDoor.
- If you have not already done so, sign up for e-mail updates from TCC and other community councils: visit www.communitycouncils.org and scroll down to "Sign Up"!
- **Federation of Community Councils:** Cathy Gleason gave updates from the January meeting:
 - **APD staffing:** APD now has 425 officers! This includes an investigative support unit focused on violent crimes.
 - **Proposed ML&P Sale:** Dick Traini and Forrest Dunbar presented information about the ML&P sale, which will be on the April 3 ballot for voters to decide. TCC has asked representatives from ML&P and Chugach Electric to present at our March 1 meeting.
 - **School Board:** King Tech Center will become a full high school next year, continuing to offer all the technical classes it has currently but adding other general education classes, and working more closely with the other high schools to offer a broad range of options.
 - **State of the City:** FCC is working on sponsoring a "state of the city" event again this year, with short presentations from various people who have interesting things to share.
- **Community Councils Crime Task Force:** Ric Davidge, vice president of Midtown Community Council, is working to organize a multi-area task force focused on crime. He has asked for volunteers from other councils to participate, and will schedule a meeting when they have at least 5 councils. The group would meet monthly and determine what recommendations to make on behalf of councils.
 - *Appoint representative(s) to participate on behalf of TCC:* Board member Lorraine Davis volunteered to participate, as did Dan Gleason. The group had no objection.
- **February 2018 West Anchorage Candidates Forum:** The next Municipal election is in April 2018, and in the past the five west Anchorage councils (Turnagain, Spenard, Sand Lake, North Star and Taku Campbell) host a public event with candidates.
 - This year, the forum will include candidates for School Board (Seats E, F, G), Mayor, municipal bonds and other ballot measures. The planning group have reached out to all candidates who filed so far, and will be sure to invite all candidates.
 - TCC organized a planning meeting last week and the group determined a date: Monday, February 26, 6-9 p.m. at the Spenard Recreation Center.
 - If you are interested in helping plan this event, especially if you are available to help out with setup and cleanup for the event, please contact the board (tccpresident@yahoo.com)!
 - Flyers were available to pick up, please consider posting a few flyers around our part of town to encourage people to attend!
- **Spenard Beach Park Donation:** The Board requested information about TCC's 2015 donation from money originally collected for Didlika Park, for some amenities at Spenard Beach Park including benches and a dog waste station. The Park Foundation has not used the money yet, but has it in a designated account, and will look into how to leverage TCC's donation to pay for these amenities. The Board has requested more information from the Parks Department about the status.
- **Anchorage Trails Initiative:** Live Work Play initiative of AEDC, focused on making trails a great amenity for Anchorage. There are 3 projects in the Turnagain area:
 - *South Westchester Lagoon Bridge Replacement:* This project is happening, Cathy has requested more information for TCC.

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- **Safe Routes to Schools Pathways:** This project is being considered, and part of the SRTS committee recommendations. Cathy was advised that labeling projects as “maintenance” rather than “capital improvements” means they will be more modest in scale, but more likely to be funded in the near future. The TCC Board will continue to track this issue.
- **Coastal Trail Wayfinding Signage:** This project has been ongoing, the Park Foundation and Parks Department developed signage for trails around the city, with the idea that each area would have its own design to indicate unique areas. TCC supported the idea of the signs, but wanted input on the design and placement of the signs, to avoid sign clutter along the trail. The Park Foundation responded that they will contact TCC when ready to discuss design.
- **Airport Field Maintenance Storage Yard Expansion:** Cathy Gleason shared that she had intended to draft comments based on previous positions and other concerns in the wetland fill permit and environmental assessment for this project, but has not been able to do this yet. Given that there is a new Airport Manager, she suggests TCC request a meeting to discuss this project specifically as well as other topics important to the neighborhood.
 - Gloria Manni commented that she and Lorraine Davis attended the Aviation Advisory Board meeting, and spoke with DOT deputy commissioner John Binder afterwards, he suggested having a meeting with the 3 adjacent community councils and the new Airport Manager to share communities’ priorities and concerns about operations.
- **Lyn Ary Park Memorial Garden:** See previous meeting minutes for details. The Council has discussed adopting the garden, which involves regular maintenance and caretaking of that area, but has not heard significant interest by Council. If you live in the area and would like to volunteer to maintain this garden, please consider joining the committee! Contact tccpresident@yahoo.com to sign up.
- **Officers Report | No additional reports.**

ASSEMBLY REPORT | MEMBER TIM STEELE

- **Vote by Mail:** Tim shared that Muni staff are working to ensure the new process will work smoothly, and have been testing to work out any issues. Ballots will be mailed in early March, you can fill it out and mail it back, or drop it off at a ballot box. It requires a signature on the envelope to verify identity, and then ballots are scanned.
- **Sale of ML&P to Chugach Electric:** Tim shared that the Assembly approved placement of this issue on the ballot for April. The Muni has been considering what to do with the electric utilities, and whether or how to combine ML&P and Chugach Electric to have a unified service area and provider for Anchorage. He shared some of the background and the process of determining that ML&P should be sold and the bids received from other utilities. The deal proposed by Chugach is to retain existing employees; keep existing rates for at least 2 years, which are currently comparable; and make a Payment in Lieu of Taxes to the Muni to cover some of the costs.
- **Questions and Comments**
 - *Irene Weisman asked whether rates would increase after two years?* This would depend on the financial situation in the future and whether rate adjustments are needed, but any increases would require approval by the Regulatory Commission of Alaska (RCA) and could not increase more than 2% per year, per the deal.
 - Pat Redmond commented that the members of Chugach Electric Cooperative will need to vote on the matter, and the annual meeting doesn’t happen until May, so this is another step in the process but it will take several months.
 - Gloria Manni commented that this issue has been around for several years, and she supports this deal moving forward as long as it is reasonable.
 - *Irene Weisman asked also whether rates might increase if the sale is not approved on the ballot, to cover these debt obligations? Also, would employees still be paid comparably or higher?* Tim noted that the current rates are sufficient to cover their operations now, there are efficiency gains but this would not negatively impact ML&P customers in the short term.

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- *Sandy Rabinowitch commented that he supports looking for renewable sources of energy, and hopes that this is part of the discussion looking forward in the long term.* Tim agreed that this is good to consider, it has been less of a priority for Chugach Electric but they do have capacity on Fire Island for more wind energy.
- *Gloria Manni asked about the status of an appropriation a few years ago for renovation and improvements to Project 80s, including some improvements for Dempsey Arena in Turnagain. She heard at the time from John Rodda, head of the Parks Department, that Dempsey would be painted, but she heard more recently that the money was spent on other projects and the exterior painting, badly needed, did not happen as planned. She is planning to write a letter to the City Manager asking for an accounting of how those funds were spent, compared with how they were supposed to be spent.* Tim had looked into the issue, and encouraged Gloria to send the letter as well. He understood that the funds had been allocated but ran out as other projects required some additional funds.

AIRPORT REPORT | JOHN JOHANSEN

- *See airport updates on the handout provided at the meeting or online at: www.anchoragairport.com*
- **Ketchikan Air Lease:** the Airport is working on scheduling a public meeting to share more information about the Ketchikan Airways and explain the leasing process. This meeting will be publicly noticed and information provided to TCC.
- **New Airport Manager:** The new Airport Manager, Jim Szczesniak, has been hired and started his new position on January 22.
- **Lake Hood Seaplane Base Tiedown Regulations:** The comment process is moving along, the draft regulations are posted on the airport website, including fee increases.
- **Concessions Update:** There will be a new Pork and Pickle deli on the non-secured side, and new ice cream shop called Cream also on the non-secured side.
- **North-South Runway Rehabilitation Project:** Construction will span two seasons (2017 and 2018), they will close the southern portion of the runway only this summer, leaving a shorter runway for that time. There will be more takeoffs over Midtown as this runway is being worked on.
- **Transportation Fair:** As noted above, this will be February 8 at the Alaska Airlines Center.
- **Communications Plan:** The Airport is working on an update to the plan, and looking for comments from community councils. They will share proposed changes to the communications plan with councils and request that councils also send any proposed changes for consideration. Following receipt of the proposed changes, TCC requested a meeting to discuss these changes.
- **Questions and Comments**
 - *Cathy Gleason commented that she is concerned about process of communications plan and requests a meeting with the community councils and the Airport to discuss these changes collaboratively.* John suggested preparing comments and sharing them as soon as possible, and the Airport will develop proposed changes, as a first step.
 - *Anna Brawley commented that she appreciated seeing the kids' play area at C9 (end of C Terminal) and the plane cockpit.* John commented that it is very popular, it often gets a lot of abuse and needs repairs, but is a good amenity for people traveling with families.

KETCHIKAN AIRWAYS, PLANS FOR LAKE SPENARD | JOHN KELLY

- He represents the business who has leased the property on Lake Spenard from the Airport.
- Ketchikan Airways will be starting an air taxi service from Ketchikan to Anchorage, and will be doing business as Alaska By Air. The owner is Eric Young, and "BY" in the name is for his son, Brandon Young, who has special needs and this business is intended to help provide long-term income to provide for his son in future years.
- The operations will include float planes and ski planes, and will be serving tourists starting this summer. They anticipate having only a few planes operating at a given time.

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- This operation will be at the property that currently has two log cabins and 13 float slips, which are very narrow currently and would be difficult to use. The property is right behind the Barrett Inn, behind Tesoro at the intersection of Spenard and Wisconsin.
- They will not be using all the float plane slips because they are too narrow and not up to current standards. They will be renovating the cabins to use as passenger service areas, and potentially other improvements to the property.
- **Questions and Comments**
 - *Gloria Manni commented that she is reassured by the fact that there are fewer planes than the 13 float slips would have indicated.*
 - *Dan Gleason asked what type of planes there will be, and therefore what level of noise?* They will be 3-propellor G-8 planes, which is lower decibel level (estimated mid-70s) and should not generate as much noise as some of the plane types. This is like a busy street level of noise, versus a 185 plane with longer blades which is compared to a construction site in terms of noise.

COMMITTEE REPORTS: LAND USE, LICENSE & PERMIT REVIEW COMMITTEE

- **Comments on AWWU Tower Erosion Project:** Anna shared that after a presentation to the Land Use committee as well as to the Council last month, TCC discussed potential comments, and decided to support the project. The comment letter also requests that the project team share information with TCC this spring in advance of the start of construction this summer, so the council can inform the neighborhood when to expect those disruptions and what work is being done. Additionally, the project team should post the same information somewhere at Point Woronzof to inform visitors to the point.

ANCHORAGE 2018 VOTE BY MAIL | PAT REDMOND AND CAROLYN HALL

- The Municipality will be conducting its next election by mail in April 3, 2018, and is holding public events to share how this will work: there is a facility that will process the votes, and drop-off locations throughout the city. The purpose is to encourage voter participation and turnout, make it easier to vote, and make better use of public resources rather than recruiting, training and managing 600+ volunteers for 122 precincts, and rent state election equipment to handle municipal elections. There are two tours of the election processing center this month, contact the Clerk's office for more information.
- If you have any concerns about your registration information, contact the State of Alaska voter registration office: all registration information is handled by the State, not the Muni, so if you need to update your address it should be done through the State. The Clerk's office can direct people to the registration office.
- Ballots will be mailed on March 13, and likely received within the next two days. The process will work similarly to absentee voting by mail, and the ballot needs to be postmarked by 8 p.m. on election day. Additionally, if there is an error or missing information on the ballot (signature, etc.) the elections staff will be checking ballots and will contact you to request a correction if there is an error.
- There will also still be in-person voting at the vote facility as well, on election day, for those who wish to vote in person. If you want to vote in person, you still need to bring your ballot and envelope with you so that they ensure the vote is counted.
- Ballots can be mailed (you have to use your own stamp), dropped off at 12 secure locations across the city, or you can vote in person on election day at the election center and a few other locations.
- The Muni will also be looking for election workers, starting on March 3: contact the Municipality for more information about how to help.
- **Questions and Comments**
 - *Dan Gleason asked how verification will happen, and for example what if someone's signature is not the same and it gets rejected?* The machine will use the most recent signature available on file, and if a ballot is rejected for any reason, a person will manually review the ballot and can also look at historical signatures if they are on file, for as many elections as a person has voted in Anchorage. If there is still a question, they will contact the voter to ensure

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that the ballot is actually theirs, to ensure that the person voting is the person on the ballot, and to make sure that the vote is counted correctly. Ballots can be tracked as well using a tracking number, and a person can only get a replacement ballot by showing ID. This is intended to reduce fraud and also verification issues.

Carolyn also commented that in places that now do vote by mail, there are very few if any cases of voter fraud, and there are procedures in place to address this. There is a chance of fraud in any election.

- *Irene Weisman asked what happens if the ballot is not received by the election center, what should a voter do?* The clerk will have a record of all received ballots each day, and can verify if it was received or not. A replacement ballot can be issued with ID. Additionally, people already request absentee by mail ballots, and can process ballots from all over the world in a certain number of days, they always look at the postmark and whether it's been mailed within the timeframe. If a ballot is mailed too late, the voter will be contacted with the reasons why their vote will not be counted.
- *Anna asked for clarification of how to change registration, if someone needs to adjust their address? And, since the votes are counted daily but many people might mail them close to the end, when would election results be posted publicly?* The state handles all voter registration, changes should be made through the state office—forms can be picked up at the DMV, or completed online. Election results will be published approximately 8:30 p.m., including all ballots that have been counted so far since ballots were available in March. There are always delays with absentee mail-in ballots so the election results take some time to officially certify, but they are still anticipating having the same or better level of information after the election is over that night.
- *Gloria Manni commented that she does not feel comfortable signing the outside of the envelope and putting it in the mail, as someone could steal her signature.* This is certainly a potential concern, but it is common to require a signature to make the ballot official. Some places have envelopes that allow for covering up the signature so it's not visible when mailing. If having your signature on the envelope is concerning, you can always drop off your ballot at a secure drop-off location, or vote in person on election day.

ACCESSORY DWELLING UNITS (ADU) CODE CHANGES – AMENDMENT TO TCC COMMENTS

- Cathy Gleason shared that TCC submitted comments on this ordinance to the Planning and Zoning Commission, who did not incorporate any of the recommendations. The item will be brought to the Assembly soon. A member of Rogers Park Community Council shared some proposed additional comments with Cathy, who has brought them to TCC for consideration, specifically focused on allowing detached ADUs in R-1 neighborhoods (meaning, a second building on the property in a single-family neighborhood).
- **Motion by Dan Gleason to approve the 3 amendments to TCC's comments about the proposed ADU ordinance. Second by Kathleen Bielawski. The group decided to vote on the three items individually.**
 - **Item 1: "Limit the average roof height of a detached ADU to 12 feet."**
Moved by Dan Gleason, second by Kathleen Bielawski.
 - **Amendment:** delete the word "average." Amendment accepted.
 - The group discussed how to measure average roof height, and what configurations of roofs would be measured—deleting "average" makes it clear and easy to measure.
 - **Item 2: "Reduce the maximum allowable ADU size to 600 square feet on lots less than 10,000 square feet."**
Moved by Anna Brawley, second by Dan Gleason.
 - **Amendment:** change to 900 square feet, effectively supporting the existing version of the ordinance which allows up to 900 square feet. Amendment Accepted.

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- Dan Gleason commented that he does not support the 75 percent size rule, which has already been included in TCC's original comments. He feels this could be too big.
 - **Vote: 2 yes, 7 no. Fails.**
 - **Item 3: "Allow owners proposing construction of a larger detached ADU or a two-story detached ADU (with the ten-foot side yard setback recommended by the PZC for two-story ADUs) to apply for a variance."** This would appropriately give adjacent neighbors notice of the proposal and the opportunity to provide comments.
- Moved by Gloria Manni, second by Pat Redmond.**
- TCC's original comments included a request for some ADUs to require public notice to the neighbors, such as a two-story building or a relatively large building, or addition. How is this different?
 - The group discussed the difference between the public notice requirement and the variance: there are different levels of review or approval required in the code depending on what you are proposing to build or use the building for, and whether it has a lot of neighborhood impacts. Each type of review has a public notice requirement. A variance is an additional approval needed if zoning doesn't allow the specific use you propose, it often has a public notice requirement but also requires application and approval more than some other uses. So, requiring a variance in this specific situation is different than the issue of asking for public notice generally, which TCC already did. This is another requirement in some situations.
 - The group also clarified which situations this would apply to: a detached ADU in a single family neighborhood, not all ADUs.
- **Vote: 9 yes, 0 no. Passes.**

PROPOSED STREAM SETBACK ORDINANCE, RATIFICATION OF TCC COMMENTS | CATHY GLEASON

- TCC prepared draft comments and questions in January, and had a presentation from Watershed Management staff at the January 11 TCC meeting. The Board finalized the committee's comments after receiving answers to the original questions, and submitted them on January 25, before the deadline that WMS provided and before the ordinance went to the Planning and Zoning Commission.
- The comments need to be ratified by the council at this meeting.
- **Motion by Dan Gleason to approve TCC stream setback ordinance comments. Second by Pat Redmond.**
- **Discussion:**
 - Pat Redmond thanked the committee for doing this work.
- **Vote on item 1: 9 yes, 0 opposed. The Board has already transmitted these comments, so no further action is needed.**

HERITAGE LAND BANK 2018 WORK PROGRAM & 5 YEAR MANAGEMENT PLAN

- Heritage Land Bank typically updates their 5-year plan each year. In 2017, TCC commented on several items, and the issue of the HLB airport lands was tabled until 2018 when a new update would be made. The updates have been made and are out for public comment as of late December, but TCC was not notified and was not aware until Cathy happened to find the plan online.
- TCC has submitted comments every year, and unfortunately HLB has not incorporated those comments. Cathy reviewed the 2018 draft and found that they had not made changes requested in 2017, and have also removed some other policies that she found concerning. Two examples:
 - Wording about parcels on Airport land, the previous year's plan states that the item had been tabled until the 2040 Land Use Plan was completed. The Land Use Plan has now been approved by the Assembly,
 - Removal of policy for intra-governmental coordination (such as, other Muni departments).

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- **Motion by Dan Gleason for TCC to convene the Land Use Committee, develop a set of comments on the draft plan as soon as possible, and submit them before the Sunday deadline. Second by Gloria Manni.**
- **Discussion:**
 - The group discussed the time constraints of the comment deadline, and determined it would not be feasible to hold a committee meeting before this Sunday.
- **Motion by Gloria Manni to authorize Cathy Gleason to draft a comment letter on the 2018 HLB work plan, and incorporate the previous year's comments. Second by Dan Gleason.**
- **Discussion:**
 - None.
- **Vote on item 1: 9 yes, 0 opposed. Cathy will prepare comments, submit them before the deadline, and**

PUBLIC COMMENTS

- No public comments.

CLOSING

- The meeting was adjourned at 9:24 p.m.
- The next regular meeting will be on **Thursday, March 1, 2018**.

Minutes prepared and submitted by Secretary Anna Brawley on 2/27/18.

Minutes approved by TCC at its regular meeting on 3/1/18.