

Policy Advisory Committee

**Date: Friday, November 6, 2020**  
**Time: 10:00 AM**  
**Place: COG Ash Conference Room**  
**2035 Tulare St., Suite 201, Fresno, CA**

**Americans with Disabilities Act (ADA) Accommodations**

The Fresno COG offices and restrooms are ADA accessible. Representatives or individuals with disabilities should contact Fresno COG at (559) 233-4148, at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG is unable to accommodate an auxiliary aid or translation request for a public hearing, after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

**OUT OF AN ABUNDANCE OF CAUTION REGARDING THE COVID-19 VIRUS THE NOVEMBER 6, 2020, POLICY ADVISORY COMMITTEE MEETING AT 10:00 A.M. WILL BE HELD VIA ZOOM.**

**JOINING THE MEETING:**

**[HTTPS://ZOOM.US/J/97779476552?PWD=RDHDKU5TW9LUFVENHJXYZLHWSSWUT09](https://zoom.us/j/97779476552?pwd=RDHDKU5TW9LUFVENHJXYZLHWSSWUT09)**  
**MEETING ID: 977 7947 6552**  
**PASSCODE: 993562**

**IF YOU WISH TO ADDRESS THE COMMITTEE DURING THE PUBLIC COMMENT PORTION OF THE AGENDA, CLICK ON THE ICON LABELED "PARTICIPANTS" AT THE BOTTOM CENTER OF YOUR PC OR MAC SCREEN. AT THE BOTTOM OF THE WINDOW ON THE RIGHT SIDE OF THE SCREEN, CLICK THE ICON LABELED "RAISEHAND". YOUR DIGITAL HAND WILL NOW BE RAISED.**

**JOIN BY PHONE:**

**(669) 900-6833**  
**MEETING ID: 977 7947 6552**  
**PASSCODE: 993562**

**WHEN ON THE PHONE, IF YOU WISH TO ADDRESS THE COMMITTEE DURING THE PUBLIC COMMENT PORTION OF THE AGENDA, PRESS \*9 TO "RAISEHAND" AND WE WILL SELECT YOU FROM THE MEETING CUE.**

**\*\*IF JOINING BY PHONE USE \*6 TO UNMUTE AND MUTE YOURSELF. WHEN JOINING THE MEETING ALL PARTICIPANTS ARE AUTOMATICALLY MUTED. DO NOT USE THE MUTE FUNCTION ON YOUR LAN LINE PHONE OR CELL PHONE.**

**THOSE ADDRESSING THE COMMITTEE MUST STATE THEIR FIRST AND LAST NAME AND AGENCY FOR THE RECORD.**

**TO FACILITATE ELECTRONIC ACCESS, NO PERSON SHALL SPEAK UNTIL RECOGNIZED BY THE CHAIR.**

**POLICY ADVISORY COMMITTEE**

The Policy Advisory Committee will consider all items on the agenda. The meeting is scheduled to begin at 10:00 a.m.

**PAC agenda and annotated agenda in PDF format - ALL EXHIBITS ARE AVAILABLE ON WEBSITE**

**Exhibits:**

Agenda     Annotated Agenda

**JOINT Transportation Technical/Policy Advisory Committee**

**A. Caltrans Report (Caltrans) [INFORMATION]**

**I. TRANSPORTATION CONSENT ITEMS**

**About Consent Items:**

All items on the consent agenda are considered to be routine and non-controversial by COG staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

**A. Executive Minutes of October 9, 2020 [APPROVE]**

**Exhibits:**

October Minutes

**B. Fresno COG 2021 Annual Meeting Calendar [APPROVE]**

**Exhibits:**

Annual Calendar

**C. First Quarterly Work Element and Financial Report (Les Beshears) [APPROVE]**

**Exhibits:**

First Quarter Report

**D. Zoning Assessment Tool (Meg Prince) [INFORMATION]**

**Summary:** Fresno COG, through its Circuit Planner and Engineer Program, has developed a Zoning Ordinance Assessment Tool to provide a simple and streamlined way for jurisdictions to assess which parts of their zoning ordinance may need to be updated to meet performance standards, State regulations, and best practices. This tool is intended to provide a high-level assessment and resources and is not a substitute for professional or legal advice.

Users are directed to simply answer each question. If a response indicates an update may be needed, the tool provides examples and resources on the next screen. At the end of the survey, users are provided with a summary of responses by email for recordkeeping.

<https://forms.gle/DJRJWNjXSEsaduPb7>

In addition to this assessment, a model zoning ordinance is being developed tailored for small cities in the San Joaquin Valley under this program. Staff may access the model zoning ordinance by contacting Circuit Planning Project Manager Eric VonBerg (evonberg@rinconconsultants.com 559-704-5569) as well as for any questions regarding results and/or possible next steps.

**Action:** Information. The Committee may provide direction at its discretion.

**E. Local Early Action Planning (LEAP) Grants Program (Meg Prince) [INFORMATION]**

**Summary:** The LEAP Grants Program is administered by the California Department of Housing and Community Development (HCD) and provides one-time grant funding to jurisdictions for technical assistance, preparation and adoption of planning documents, and process improvements. The overarching goals are to 1) accelerate housing production; and 2) facilitate compliance to implement the sixth cycle of the Regional Housing Needs Assessment (RHNA).

**Grants are available to eligible applicants on a non-competitive, over-the-counter (OTC) basis, and will be accepted up to January 31, 2021.**

Maximum award amounts are based on population estimates as of January 1, 2019. The minimum award amount is \$25,000. The maximum amount that a jurisdiction may receive is as follows:

<b>Jurisdiction Size (in population) Maximum Award</b>	
750,000 or greater	\$1,500,000
300,000 to 749,999	\$750,000
100,000 to 299,999	\$500,000
60,000 to 99,999	\$300,000
20,000 to 59,999	\$150,000
Less than 20,000	\$65,000

For more information, please visit: [hcd.ca.gov/grants-funding/active-funding/leap.shtml](http://hcd.ca.gov/grants-funding/active-funding/leap.shtml)

**Action:** Information. The Committee may provide additional direction at its discretion.

**F. Obligational Authority and Project Delivery Update (Jennifer Soliz) [INFORMATION]**

**Exhibits:**

FY 19/20 Quarterly Report     FY 20/21 Quarterly Report

**Summary:** Each year the Fresno region must meet obligation authority (OA) delivery targets for federal funding streams and comply with AB 1012's "use it or lose it" provisions, which gives local jurisdictions three years to obligate Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) funds.

At the end of the federal fiscal year (FFY) 2019/20, the Fresno region delivered less than its target OA of \$27,822,393. Final numbers are pending Caltrans release. Because the region did not exceed its delivery target for FFY 19/20, it was unable to take advantage of additional August redistribution funding. The unobligated OA will be added to the FFY 2020/21 OA target. Attached is the final quarterly report for projects programmed in FY 2019/20, outlining the obligation status of each project.

In preparation for the 2020/21 OA delivery plan and 2021 FTIP update, COG staff met with all member agencies in October to confirm all programmed projects will be obligated as programmed for FY 2020/21. Attached is the new FY 2020/21 quarterly report. Fresno COG staff will continue working with each member agency to ensure that projects are obligated on time.

Please keep Fresno COG staff updated on any changes to programmed projects that could possibly impact the region's project delivery plan. Contact Jennifer Soliz at 559-233-4148 ext. 223 or [jsoliz@fresnocog.org](mailto:jsoliz@fresnocog.org) with any questions regarding fiscal year deadlines or the process of obligating project funds.

**Action:** Information. The Committee may provide additional direction at its discretion.

G. **Sixth Round AHSC Technical Assistance Applications Now Open (Meg Prince/Trai Her-Cole)**  
**[INFORMATION]**

**Summary:** The Strategic Growth Council (SGC) has launched this year's Affordable Housing and Sustainable Communities (AHSC) Technical Assistance (TA) Program to support prospective applicants during AHSC's sixth funding round. The AHSC TA program provides statewide, no-cost, direct application assistance and capacity-building services. Enterprise and its TA team will provide the technical assistance on behalf of SGC.

Interested applicants should fill out the Survey to Request AHSC Technical Assistance.

AHSC funds shovel-ready projects proposing both affordable housing and transportation improvements. To assess if AHSC is a good fit, check out the AHSC Webinar Series.

The final AHSC guidelines will be adopted on November 17, 2020 and the deadline for the applications is February 23, 2021.

**Action:** Information. The Committee may provide additional direction at its discretion.

H. **Outreach Opportunity for the Fresno-Madera SR 41 / Ave 9 Sustainable Corridors Study (Braden Duran)**, **[INFORMATION]**

**Summary:** Fresno COG, in partnership with Madera County Transportation Commission (MCTC), is conducting a study to determine the future transportation needs of the State Route 41 corridor in the City of Fresno and the southern segment of SR 41 in Madera County. In addition, the study will analyze the future transportation needs of the Avenue 9 corridor in Madera County between SR 41 and SR 99.

The study will identify existing and future issues along the two corridors, including safety, mobility, congestion, etc., and recommend sustainable improvements that will address residents' transportation needs in both counties through multi-modal approaches.

While the COVID-19 pandemic has put a hold on traditional in-person workshops, the project team has developed an online "digital engagement center". Anyone can use the following link to participate through a computer, tablet, or mobile phone. Participants may also toggle between English and Spanish at the top of the page.

LINK: [https://www.ibiviz.com/41\\_9InfoCenter/](https://www.ibiviz.com/41_9InfoCenter/)

This is an interactive tool, and participants can virtually "spin" around the room to see and click into the different activities, which include:

- The project introduction infographic
- The engagement process infographic
- "Gains and Pains" poll
- "Corridor Goals" poll
- "Corridor Challenges" interactive map where people can place pins on places along the corridors where they have experienced challenges.
- A general "comment box" where participants can tell us a little more about themselves and leave any comments they may have.

Staff encourages committee members to leave their comments and share this with their groups and contacts. This represents the first of three rounds of engagement for this study.

Additional resources:

- The Fresno COG project website has complete information about the study:  
<https://www.fresnocog.org/project/fresno-madera-state-route-41-and-avenue-9-sustainable-corridors-study/>
- Our Facebook page has updates about all COG projects and engagement opportunities:  
<https://www.facebook.com/FresnoCouncilOfGovernments>

**Action:** Information. The Committee may provide further direction at its discretion.

## II. TRANSPORTATION ACTION/DISCUSSION ITEMS

### A. Regional Transportation Plan/Sustainable Communities Strategy

#### 1. Demographic Forecast Update (Seth Scott) [APPROVE]

**Exhibits:**

Demographic Forecast Update

**Summary:** Fresno COG, in partnership with Applied Development Economics (ADE), has updated its demographic forecasts. The original report, published by ADE in 2017, included detailed jurisdiction-level forecasts for residential and employment growth and was a critical element of scenario development within the 2018 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS).

In preparation for the 2022 RTP/SCS, and in response to significant changes in the field of demographics and economics (e.g. the COVID-19 pandemic and the CA Department of Finance's downward adjustment of its population projections), ADE has developed a draft update to the demographic forecast that incorporates new observed data, projections from various sources, and permit information from local agencies. The report has also been expanded to include additional forecast data that will aid Fresno COG in its RHNA analysis, which coincides with the 2022 RTP/SCS.

The updated report is included for review.

**Action:** Staff requests the TTC/PAC recommend the Policy Board approve the revised demographic forecast report for use in Fresno COG's modeling and planning efforts, most notably in the 2022 RTP/SCS and the sixth cycle RHNA process.

#### 2. 2022 Regional Transportation Plan Call-for-Projects (Suzanne Martinez) [INFORMATION]

**Summary:** The 2022 Regional Transportation Plan (RTP) Call-for-Projects commenced on **Monday, November 2, 2020**. All projects must be submitted to Fresno COG via FresnoTrak no later than **5 p.m. on Wednesday, December 16, 2020**.

On **Thursday, October 29, 2020**, Fresno COG hosted a training session workshop for submitting RTP projects using the online FresnoTrak system. A recording of this workshop is available upon request.

**Action:** Information. The Committee may provide additional direction at its discretion.

#### 3. 2022 RTP/SCS Fall Outreach Summary Report (Brenda Veenendaal) [INFORMATION]

**Summary:** Fresno COG's 2020 Transportation Needs Survey, open to the community from September 9 - October 22, 2020, gathered transportation project suggestions from Fresno County residents. While the survey was running, Fresno COG executed an outreach plan using the following communication strategies:

- Online community survey available in English, Spanish and Punjabi – 3,765 views
- Six E-news letters send to a database totaling more than 4,880 email addresses in English or Spanish
- Seven social media posts in English and Spanish repeatedly posted on Facebook, Instagram, Twitter and LinkedIn
- Seven social media "boosts" or advertisements on Facebook and LinkedIn that reached

37,871 people

- Flyers with QR code links to the surveys circulated through mini grantees and member agencies in English and Spanish
- Requests sent out to members agencies, transit agencies, and other government and community agencies to share our survey invitations with their contacts. This was widely circulated.
- Facebook Live community presentation explaining the Fresno COG, regional transportation plans, and the Transportation Needs Survey -- posted to Facebook as well. Fresno COG received 46 event responses and 25 comments.
- Three mini-grants supplied to community-based organizations to engage hard-to-reach communities. Grantees actively outreached; however final reports on their work have not been received yet.
- Virtual meeting presentations and discussions to North Fresno Rotary and Central Valley Partnership
- Article published in the Fresno Bee's Fresnoland section on October 17, 2020
- Follow-up emails sent to all 531 respondents who provided email addresses. Staff asked them to share the survey link with friends and family, and invited them to submit additional projects

The suggestions and corresponding demographic data were downloaded from the survey website and social media posts following the survey closure. In total, 1,673 participants submitted 1,176 project suggestions via the online portal, while 120 suggestions were received on social media pages, totaling 1,226 projects in all.

Additionally, 531 people signed up to receive updates the RTP's progress reports and Fresno COG's social media following grew substantially which will be a great help to future outreach efforts. Staff will share visuals of respondent demographics during the committee meeting.

COG staff is processing the suggestions and has developed a map of all project suggestions that provided locational information. Other projects not identified by specific locations will be available to view in writing. A link to the map and all written transportation project suggestions will be posted to Fresno COG's RTP Update website, [www.planfresno.com](http://www.planfresno.com),

Fresno COG will also be forwarding all of the project suggestions to the corresponding member agencies for review and consideration as they start to work on RTP project submittals in response to Fresno COG's RTP call-for-projects going out on November 2, 2020.

**Action:** Information. Additional direction may be provided at the Committee's discretion.

**B. Redesignation of the Fresno Urban and Rural Consolidated Transportation Service Agencies for FY 2021-22 (Les Beshears) [APPROVE]**

**Exhibits:**

FCRTA Resolution 2020-13     FCOG Resolution 2020-34     102320 COF Letter to FCOG

**Summary:** The Fresno Council of Governments (FCOG) administers the Fresno County Transportation Development Act Trust (TDA) per the Public Utilities Code. Under the PUC, TDA claims may be filed for community transit services, such as transit for the disabled, who cannot use conventional public transit services. In February 1982 the FCOG Board adopted Resolution 82-04 approving the Council of Fresno County Governments Assembly Bill 120 Action Plan, which created the Consolidated Transportation Service Agencies (CTSA), consisting of an urban CTSA, a rural CTSA and the Clovis CTSA to provide community transit service for Fresno County.

The City of Fresno (FAX) and Fresno Economic Opportunities Commission (FEOC) were co-designated as the urban CTSA partnership, while Fresno County Rural Transit Agency (FCRTA) and FEOC were designated as the rural CTSA partnership. Pursuant to the designations, FEOC became an eligible claimant of TDA funds, which are apportioned to the incorporated cities and Fresno County. The designation of two separate CTSA's was deemed appropriate because funding from the urban CTSA derives from the City of Fresno's area of apportionment and parts of the county within Fresno's sphere of influence. The funding for the rural CTSA derives from the rural incorporated cities and the unincorporated county's area of apportionment. The co-designation occurred so FAX and FCRTA could oversee the operation of the annual Overall Program and Budget (OPB) that FCEOC submits annually.

The OPB designates the services CTSA provides and ensures those services are appropriately addressing the need.

In 2016/17 a compliance audit that FEOC provided revealed that a significant amount of TDA funding intended for community transit remained unspent, bringing into question the level of services provided. Staff from FAX and the City of Fresno administrative office became involved in a protracted discussion with FEOC over the nature of services provided.

During that discussion, city officials have come to the conclusion the community would be better served if FAX took the lead in administering the urban CTSA. Per an October 23, 2020 letter from the Fresno City Manager's office, the City of Fresno has requested the partnership with FEOC be dissolved and FAX designated as the urban CTSA.

The relationship on the rural side was a little more complex. FEOC not only served as FCRTA's CTSA partner but also until recently, provided turn-key transit operations pursuant to contracts with the FCRTA for dispatch, bus drivers, and vehicle maintenance. In September 2018 the FCRTA Board terminated its contract service arrangements with FEOC for safety and liability reasons. When the public transit operations contracts were canceled, it brought into question the level of community transit service FEOC was providing to rural cities in Fresno County. In July 2020, the FCRTA Board adopted resolution 2020-13, requesting FCOG to dissolve the rural CTSA co-designation and recognize FCRTA as the rural CTSA.

Both FAX and FCRTA intend to administer the CTSA pursuant to their internal transit budgets similar to the way Clovis Public Transit has administered its CTSA function since 1982. FAX and FCRTA plan to issue a request for proposals for community transit services. FEOC is eligible to bid on that RFP, which may result in uninterrupted CTSA service by FEOC.

This item has been reviewed and recommended by the Social Services Technical Advisory Committee.

**Action:** Staff, SSTAC, FCRTA and FAX request the TTC/PAC recommend that the Policy Board approve Resolution 2020-34 approving re-designation of the Urban and Rural CTSA's with Fresno designated as the Urban CTSA's and FCRTA designated as the Rural CTSA for FY 2021-22.

#### C **Fresno County Regional Trails Master Plan Update (Peggy Arnest) [INFORMATION]**

Fresno County and the Fresno Council of Governments are developing the Fresno County Regional Trails Master Plan Update (Plan). The project team has developed goals and draft recommendations for connections that create safe and comfortable hiking trails and Class I bikeways in the unincorporated portions of Fresno County (outside of city boundaries).

Over the summer, the project team worked to develop a set of recommendations for trails throughout the county. These recommendations are based on the Plan's goals, community input (over 200 comments), existing trails, data from field visits, and best practices in trail planning.

Staff would like public opinion on the recommended trails. An interactive, online map allows users to review and comment on the proposed trails. [Click here for a link to the map](#) Comments can be made by clicking on the trail segments and commenting in the window that opens.

Staff is also seeking input on the "**Five in Five**" activity. Participants can choose which five trails they would like to see built in the next five years.

For more information, visit <https://www.fresnocog.org/project/active-transportation/> or email [parnest@fresnocog.org](mailto:parnest@fresnocog.org). The online map will be open until December 4.

#### D. **Local Housing Planning Grants Program Draft Guidelines and Application (Meg Prince/Trai Her-Cole) [INFORMATION]**

##### **Exhibits:**

FCOG Housing Planning Grants Program\_Draft Guidelines\_10-29-20

**Summary:** Approximately \$914,700 of the funds that Fresno COG received from the State through the Regional Early Action Planning Grant Program (REAP) will be used for a competitive local housing planning grants program.

In accordance with State requirements, these funds must be used for planning efforts that will accelerate housing production and meet sixth-cycle Regional Housing Needs Allocation Plan requirements.

Comments on the draft guidelines can be submitted to Meg Prince at [mprince@fresnocog.org](mailto:mprince@fresnocog.org) through December 18, 2020.

<b>PROPOSED TIMELINE</b>	
Policy Board adopts guidelines and application packet	January 28, 2021
Applications due	March 5, 2021
Scoring Committee convenes	March 23, 2021
Release staff recommendations	April 2, 2021
Policy Board approves awards	April 22, 2021
Projects must be completed and submitted to FCOG	August 1, 2023

**Action:** Information. The Committee may provide additional direction at its discretion.

**E. Fresno COG Sixth Cycle Regional Housing Needs Allocation Plan (RHNA) Subcommittee (Meg Prince) [INFORMATION]**

**Summary:** Fresno COG will convene a Regional Housing Needs Allocation (RHNA) Subcommittee comprising local government representatives and key stakeholders to advise Fresno COG in developing an allocation methodology for the sixth cycle RHNA Plan. The RHNA Subcommittee will begin meeting in early 2021.

The proposed subcommittee structure will include

- Staff from each of the 16 jurisdictions in Fresno County
- Three at-large members

Fresno COG will begin reaching out to potential subcommittee members within the next couple of months and will keep Fresno COG’s website up to date with relevant information for those interested in the process.

**Action:** Information. The Committee may provide direction at its discretion.

**III. ADMINISTRATIVE CONSENT ITEMS**

**About Consent Items:**

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**A. San Joaquin Valley Regional Early Action Planning (REAP) Memorandums of Understanding**



**(Phipps) [APPROVE]**

**Summary:** In mid-October, the California Department of Housing and Community Development (HCD) deposited approximately \$10.2 million in Regional Early Action Planning (REAP) funds into Fresno COG's accounts. Following direction from the San Joaquin Valley REAP Committee, with Fresno COG acting as fiscal agent, approximately \$3.62 million will now be distributed to the seven other Valley regional planning agencies (RPAs) through memorandums of understanding (MOU).

Fresno COG's share of funds totals \$1,114,737, of which approximately \$200,000 will be reserved to develop Fresno COG's Regional Housing Needs Allocation (RHNA) process.

As a reminder, the 2019-20 Budget Act allocated \$125 million in REAP funding to regions statewide. REAP provides one-time grant funding to regional governments for planning activities to accelerate housing production and assist with implementing RHNA, which is expected to include a considerably larger share of housing units than previous cycles.

Of the \$10.2 million initial payment, at least \$5.5 million is reserved by statute for Valleywide tasks, activities and deliverables, which are anticipated to be managed through multiple consultant contracts and overseen by Fresno COG staff. Last month, the Board approved the first of those contracts with Sigala, Inc. for program management.

The remaining \$3.360 million will be distributed via MOU to the seven other SJV planning agencies on a pro-rata basis. The schedule of exact amounts is listed below. Together, the eight RPAs – through the Valley REAP Committee – will file a second and final application in late January 2021 for the remaining \$8 million allotted to the Valley. That funding is expected to be distributed primarily to the RPAs' member jurisdictions through individually developed programs and policies.

Member jurisdictions may – and are encouraged to – leverage REAP funds with companion shares from the Local Early Action Planning (LEAP) program, which were designated directly to cities and counties, and for which many Fresno jurisdictions have already applied.

**REAP PLANNING GRANT INITIAL ALLOCATIONS**

**RPA**

**DISTRIBUTION**

RPA Share by Population\*

Fresno Council of Governments	1,032,227	<b>23.50%</b>	\$1,114,737.62
Kern Council of Governments	927,251	<b>21.11%</b>	\$1,001,370.41
Kings County Association of Governments	156,444	<b>3.56%</b>	\$168,949.28
Madera County Transportation Commission	160,089	<b>3.64%</b>	\$172,885.65
Merced County Association of Governments	287,420	<b>6.54%</b>	\$310,394.79
San Joaquin Council of Governments	782,545	<b>17.81%</b>	\$845,097.40
Stanislaus Council of Governments	562,303	<b>12.80%</b>	\$607,250.45
Tulare County Association of Governments	484,423	<b>11.03%</b>	\$523,145.14
<b>Total</b>	<b>4,392,702</b>	<b>100.00%</b>	<b>\$4,743,830.75</b>

**Action:** Staff requests that the TTC/PAC recommend the Policy Board approve, and authorize the executive director to sign, memorandums of understanding in various amounts with the seven other San Joaquin Valley regional transportation planning agencies, totaling \$3,629,093.13.

IV. **ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

V. **OTHER ITEMS**

A. **Items from Staff**

B. **Items from Members**

VI. **PUBLIC PRESENTATIONS**

A. **Public Presentations**

This portion of the meeting is reserved for persons wishing to address the Committee on items within its jurisdiction but not on this agenda. **Note: Prior to action by the Committee on any item on this agenda, the public may comment on that item. Unscheduled comments may be limited to three minutes.**