

# TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## REVISED AGENDA

### Measure X eXcellent Transportation Oversight Committee (X-TOC)

Tuesday, July 18, 2017  
\*\*2:00 PM\*\*

MARINA BRANCH LIBRARY  
COMMUNITY ROOM  
139 SEASIDE CIRCLE, MARINA, CA 93933

If you are unable to attend, you may call in at 1-641-715-3395 Code: 772470#

#### 1. ROLL CALL

Call to order and self-introductions. If you are unable to attend, please contact Elouise Rodriguez, Senior Administrative Assistant. Your courtesy to the other members to assure a quorum is appreciated.

#### 2. PUBLIC COMMENTS

Any member of the public may address the Committee on any item not on the agenda but within the jurisdiction of the Committee. Each member of the public is allotted with three minutes to address any concerns. Comments on items on today's agenda may be given when that agenda item is discussed.

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#### 3. RECIEVE an update on the Measure X Strategic Expenditure Plan.

- Zeller

*The Measure X Polices and Project Descriptions document requires that the Transportation Agency for Monterey County adopt a Strategic Plan that prioritizes the regional projects and establishes a timeline for their implementation within twelve months of the sales tax taking effect.*

#### 4. RECIEVE an update on the SR 68 Scenic Highway Plan.

- Leonard

*The SR 68 Scenic Highway Plan will evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of affordable mid-term operational and capacity improvements in the SR 68 corridor in context to other planned regional improvements, and the potential for wildlife connectivity enhancements.*

5. **RECEIVE** Pavement Management Program information.

- Myers

*In order to receive Measure X funds, the cities and the County must utilize a Pavement Management Program (PMP) and submit regular reports on the conditions of their streets, to ensure timely repairs and keep the public informed.*

6. **REVIEW** the Committee Bylaws.

- Hale

7. **ANNOUNCEMENTS**

8. **ADJOURN**

**Next Committee Meeting:**

**Tuesday, October 17, 2017**

Pending: Marina Branch Library

**139 Seaside Circle, Marina, California 93933**

*Light refreshments will be provided*

**If you have any items for the next agenda, please submit them to:  
Theresa Wright, eXcellent Transportation Oversight Committee Coordinator  
By Wednesday, October 4, 2017  
theresa@tamcmonterey.org**

Documents relating to an item on the open session that are distributed to the Committee less than 72 hours prior to the meeting shall be available for public inspection at the office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA. Documents distributed to the Committee at the meeting by staff will be available at the meeting; documents distributed to the Committee by members of the public shall be made available after the meeting.

**Transportation Agency for Monterey County  
55-B Plaza Circle, Salinas, CA 93901-2902  
Monday thru Friday 8:00 a.m. - 5:00 p.m.  
TEL: 831-775-0903  
FAX: 831-775-0897**

The Committee Agenda will be prepared by Agency staff and will close at noon nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.

***If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.***



## *Memorandum*

**To:** eXcellent Citizens Oversight Committee  
**From:** Michael Zeller, Principal Transportation Planner  
**Meeting Date:** July 18, 2017  
**Subject:** **Measure X Strategic Expenditure Plan**

### **RECOMMENDED ACTION:**

**RECIEVE** an update on the Measure X Strategic Expenditure Plan.

### **SUMMARY:**

The Measure X Policies and Project Descriptions document requires that the Transportation Agency for Monterey County adopt a Strategic Plan that prioritizes the regional projects and establishes a timeline for their implementation within twelve months of the sales tax taking effect.

### **FINANCIAL IMPACT:**

The measure is anticipated to generate an estimated \$20 million annually for a total of \$600 million over thirty years through a retail transactions and use tax of a three-eighths' of one-percent (3/8%).

### **DISCUSSION:**

The Policies and Project Descriptions for Measure X identified which projects and programs will receive Measure X revenue, and the amounts they will receive, but not the dates they will receive these funds. Recognizing that not all \$600 million in projects can be delivered at the outset of the program, the Measure X Policies and Project Descriptions document requires that the Transportation Agency for Monterey County adopt a Strategic Plan that prioritizes the projects and establishes a timeline for their implementation within twelve months of the sales tax taking effect.

The primary purposes of the Strategic Plan are to:

- Define the preliminary scope, cost and schedule for the regional projects in Measure X;
- Forecast Measure X and matching fund revenue streams and identify possible financing tools needed to deliver the regional program;
- Prioritize regional projects and define a schedule for delivery of those projects spread out over 30 years to match cash flows and potential debt financing obligations;

- Identify sources of matching and leveraged funds for regional projects;
- Identify critical issues and risks to program delivery;
- Identify a lead implementation agency or “project sponsor” for each regional project;
- Layout a year by year implementation schedule and cash flow; and,
- Gather into one document the policies and procedures adopted to implement the Measure X Strategic Plan.

The Strategic Plan is a 5-year programming document. It provides a snapshot of anticipated cash flow, as well as a commitment of funds to specific projects for the next five years of Measure X. In order to effectively reflect upon actual revenues and project progression, Agency staff is proposing to update the Plan every two years.

In the preparation of the draft 2017 Strategic Expenditure Plan, Agency staff is proposing the following set of Guiding Principles to provide direction and act as a foundation upon which specific program policies and procedures can be defined in the Strategic Plan:

- Minimize project costs by delivering all Measure X projects at the earliest possible date.
- Maintain the allocation of funds between the local and regional programs at the end of the 30-year program as established in the implementing ordinance, allowing for potential annual imbalances through inter-program loans.
- Maximize matching and leveraged funds as needed for completion of all Measure X projects.
- Minimize the time and costs of project delivery by working proactively with State and federal funding partners.
- Maintain the relevancy of the Strategic Plan by periodically updating the document to address changing conditions through the life of Measure X.

Utilizing the proposed Guiding Principles, Agency staff then articulated a set of proposed Measure X program delivery strategies for the use of revenues and matching funds to:

- Deliver the regional projects as soon as they are ready to proceed, with the Highway 68 Safety & Traffic Flow being the highest priority project in the Measure X Transportation Safety & Investment Plan.
- Implement the regional projects in a sequence that has them delivered as soon as possible based on project prioritization criteria identified in the Strategic Plan.
- Issue bonds to allow for annual allocations of funding to regional projects that are uninterrupted and at the highest amount possible that allows for expeditious project delivery.
- Aggressively pursue outside funding to advance regional projects and free-up matching funds.
- Provide inter-program loans from the regional program to a local jurisdiction, as approved by the Transportation Agency Board, to facilitate local project delivery provided that the delivery of the regional program is given priority and not jeopardized.

At the July 18, 2017 meeting of the eXcellent Citizens Oversight Committee, Agency staff will present these key aspects of the draft Strategic Expenditure Plan for review and comment, a proposed prioritization strategy for projects, and an initial cash flow model.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

***Memorandum***

**To:** eXcellent Citizens Oversight Committee  
**From:** Grant Leonard, Transportation Planner  
**Meeting Date:** July 18, 2017  
**Subject:** **SR 68 Scenic Highway Plan**

**RECOMMENDED ACTION:**

**RECIEVE** an update on the SR 68 Scenic Highway Plan.

**SUMMARY:**

The SR 68 Scenic Highway Plan will evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of affordable mid-term operational and capacity improvements in the SR 68 corridor in context to other planned regional improvements, and the potential for wildlife connectivity enhancements.

**FINANCIAL IMPACT:**

The Monterey-Salinas Scenic Highway 68 plan is funded with a \$270,970 Caltrans Sustainable Transportation Planning Grant (federal funds), matched with an additional \$176,686 of state and local funds for a total project cost of \$447,656. Measure X includes \$50 million for implementation of improvements along the Highway 68 corridor between Salinas and Monterey.

**DISCUSSION:**

In 2015, the Agency received a California Department of Transportation (Caltrans) Sustainable Communities Planning Grant to evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of affordable mid-term operational and capacity improvements in the SR 68 corridor in context to other planned regional improvements, and the potential for wildlife connectivity enhancements.

In December 2015, the Agency approved two contracts for consultant services to complete the plan, one to conduct the wildlife connectivity analysis, and the other to conduct the travel analysis and evaluate concepts for improving travel through the corridor. In spring of 2016, the Agency conducted a round of public outreach to determine what the public viewed as the most critical needs for the

corridor.

The outreach included a public workshop, meetings with local jurisdictions and stakeholder groups, and an interactive online forum for people to provide comments. Through the summer and fall of 2016, the project team completed a detailed analysis of the existing conditions along the corridor. The findings of the analysis are included in technical memorandums that are published on the project website for public review at: [www.sr68sceniccorridorstudy.com](http://www.sr68sceniccorridorstudy.com).

Since January of 2017, the project team has been developed three corridor concept alternatives for consideration. The corridor alternatives are listed below and details of each alternative were presented at the April 26, 2017 Board meeting:

- Concept 1: Installation of roundabouts at major intersections
- Concept 2: Selective segment widening with roundabouts at major intersections
- Concept 3: Integrated corridor management (adaptive signalization) with some widening

In addition to the corridor alternatives, the project team has produced a list of recommended improvements for wildlife connectivity which will be included in the final adapted corridor plan.

Since the April 26th Board meeting, the project team has been engaged in a second phase of public outreach to gather public input on the three alternatives. This outreach has included a public workshop on May 4th, meetings with community groups and stakeholders individually, and promotion of the interactive project website and online survey about the alternatives.

To date, more than 200 individuals have taken part in the online survey, and dozens more have participated in the survey during the May 4th workshop and in subsequent community presentations. Some of the key findings of the outreach include:

- Strong support for roundabouts in general and for roundabouts on Highway 68
- Support for keeping Highway 68 a scenic roadway
- Strong opinions for and against widening Highway 68 to four lanes
- A lack of support for Alternative 3

This public feedback was used to help inform final recommendations for the SR 68 Scenic Highway Plan. At the June 28th Board meeting, Agency staff presented Concept 1 as the recommend option for inclusion in the SR 68 Scenic Highway Plan, with the caveat that some widening may occur as a result of the approved Ferrini Ranch Development (currently in litigation), as well as the possibility for widening between San Benancio Road and Corral De Tierra Road as a design element of the future roundabouts.

The current project schedule calls for SR 68 Scenic Highway Plan to be released for public review in late July and presented to Agency Board for approval on August 23, 2017. Following adoption by the Board, the SR 68 Scenic Highway Plan will progress into the project development phase with Caltrans, which entails further analysis and refining the conceptual designs. Once the plan is further developed it will go through the Environmental Impact Review (EIR) process, and once the EIR is finalized TAMC and our partner agencies can begin a phased implementation of the Scenic Highway

Plan.



## *Memorandum*

**To:** eXcellent Citizens Oversight Committee  
**From:** Hank Myers, Senior Transportation Planning Engineer  
**Meeting Date:** July 18, 2017  
**Subject:** **Pavement Management Program Information**

### **RECOMMENDED ACTION:**

**RECEIVE** Pavement Management Program information.

### **SUMMARY:**

In order to receive Measure X funds, the cities and the County must utilize a Pavement Management Program (PMP) and submit regular reports on the conditions of their streets, to ensure timely repairs and keep the public informed.

### **FINANCIAL IMPACT:**

Based on the 2016 California Statewide Local Streets and Road Needs Assessment, the 10-year unmet pavement needs for Monterey County is estimated to be about \$1.3 Billion. The 2014 Monterey Regional Transportation Plan estimates only approximately \$135.4 Million will be available for street and road maintenance over the next 10 years. Measure X will provide an additional \$360 million dollars for local road and street maintenance over the next 30 years.

### **DISCUSSION:**

The approved ordinance for the Transportation Safety & Investment Plan (Measure X) outlines the requirements for the use of local road maintenance, pothole repair and safety funds. It includes a requirement for each jurisdiction to have a pavement management program. "Each city and the County of Monterey shall develop, or participate in the development of by TAMC, a pavement management program. They shall submit regular reports on the conditions of their streets, to ensure timely repairs and keep the public informed. Development of the pavement management program by TAMC is eligible to be funded out of this program prior to distribution of funds to the cities and the County." The pavement condition information is also needed for the California Statewide Local Streets and Roads Needs Assessment which uses this information to advocate for local transportation funding.

## **What is a Pavement Management Program (PMP)?**

A Pavement Management Program is essentially a computer assisted method for organizing and analyzing information about pavement conditions. It is a tool that allows local agencies to assess the conditions of the roadways and determine cost effective strategies for maintaining the roadway network to get the best value for their limited dollars.

## **Basic Components**

A Pavement Management Program utilizes a software-based tool such as “StreetSaver” for analyzing pavement conditions and reports findings on rehabilitation/maintenance strategies based on funding levels. The software focuses on providing cost-effective recommendations that enhance the overall system Pavement Condition Index (PCI). It provides administrators and maintenance personnel with:

- A current database inventory of roadways within a jurisdiction;
- Pavement condition tracking (PCI) for the roadways;
- A recommended project listing of all pavements needing maintenance, rehabilitation, or replacement;
- The most cost effective level of maintenance or repair appropriate at the time of the inspection;
- A forecast of budget needs for maintenance, rehabilitation or replacement of deficient pavement sections for a multi-year capital improvement program, at various overall condition levels;
- Regular reports to allow objective decision making based on data.

On a scale of 100 (excellent) to zero (failed), the statewide average PCI has deteriorated to 65 in 2016 (and was only 50 for Monterey County).

## **When to Act**

The lifecycle of a typical street is about 20 to 30 years. The pavement condition drops 40% in the first 75% of its life and another 40% in the next 12% of its life. Applying preventive maintenance at the proper stage of life will generally provide the best strategy for overall improvement the pavement life within a network of streets. A preventive maintenance such as a slurry seal or chip seal applied at an early stage of life would cost about \$2 to \$4/SY. A costlier overlay treatment would cost about \$20 to \$40/SY at a later stage of life. And a total reconstruction would cost over \$60 to \$100/SY at the last stages of life. Selecting the right roads to treat at the right time is the key to getting the best value.

## **Implementation Plan**

The Transportation Agency is assisting with the development of an overall implementation plan for this region with the participation and coordination of all the cities and the county. The Agency plans to release a Request for Proposals for consultant services for those agencies in need of the services. Nine of the thirteen agencies have provided letters of intent to participate in the joint procurement of services. The remaining four agencies are providing their own pavement management programs. The delivery of overall consultant services including final reports is expected to take 8 to 10 months from notice to proceed.



***Memorandum***

**To:** eXcellent Citizens Oversight Committee  
**From:** Debra L. Hale, Executive Director  
**Meeting Date:** July 18, 2017  
**Subject:** **Committee Bylaws**

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**RECOMMENDED ACTION:**  
**REVIEW** the Committee Bylaws.

ATTACHMENTS:

- ▣ X-TOC Bylaws

# TRANSPORTATION AGENCY FOR MONTEREY COUNTY

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*55-B Plaza Circle, Salinas, California 93901  
(831) 775-0903*

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## **MEASURE X CITIZENS OVERSIGHT COMMITTEE BYLAWS**

Approved by TAMC on April 26, 2017

The Measure X Citizens Oversight Committee (Committee), known as the eXcellent Transportation Oversight Committee, was formed by the Transportation Agency for Monterey County Board of Directors in order to facilitate the Transportation Agency For Monterey County Transportation Safety and Investment Plan and Retail Transactions and Use Tax Ordinance 2016-01 (Ordinance). The Ordinance was submitted to the voters of Monterey County and approved on November 8, 2016. Appointed members of the Committee, under the terms and conditions outlined by the Ordinance, serve as an oversight committee to review and report on the revenue and expenditure of funds generated from the sales tax.

### **I. PURPOSE AND DUTIES**

Ordinance 2016-01, otherwise known as Measure X, requires annual performance and financial audits by the Transportation Agency for Monterey County (TAMC) and participating jurisdictions, as well as citizen oversight to assure the public that the revenue raised is properly used.

The Ordinance established an Expenditure Plan to ensure that Measure X funds would be dedicated solely for the purposes of improving safety on local roads and highways, repairing potholes, maintaining streets and roads, reducing traffic congestion, improving transportation for seniors, young people, and people with disabilities, and making walking and biking safer. This Expenditure Plan was approved by all affected jurisdictions, and by the voters in approving Measure X. The purpose of the Oversight Committee is to be an additional layer of transparency so that the public is assured that TAMC, the County of Monterey and the participating cities are operating consistent with the terms of the Ordinance.

Tax revenues are to be allocated with 60% of funds dedicated to local road maintenance, pothole repairs and safety projects and 40% of funds dedicated to regional safety and mobility projects.

The purpose and duties of the Committee are to review the operations of jurisdictions receiving and spending Measure X funds, and make recommendations to the TAMC Board, as follows:

- A. Independent Audits: Have full access to the Agency's independent auditor and review the annual audits, have the authority to request and review specific financial information, and provide input on the audit to assure that funds are being expended in accordance with the requirements of the Transportation Safety and Investment Plan;
- B. Plan Changes: Review and make recommendations on any proposed changes to the plan, prior to Transportation Agency Board consideration;
- C. Project Delivery and Priorities: Review and comment on project delivery schedules as represented in the Strategic Expenditure Plan and make recommendations to the Transportation Agency on any proposals for changing project delivery priorities; and
- D. Annual and Final Reports: Prepare annual reports regarding the administration of the program, to be presented to the Transportation Agency Board of Directors and available for public review.

## **II. MEMBERSHIP**

Membership shall include one representative and at least one alternate from each of the following organizations or interests, as approved by the TAMC Board:

- League of Women Voters
- A bonafide taxpayer association from the Salinas Valley
- A bonafide taxpayer association from the Monterey Peninsula
- Senior or disabled services agency
- Pedestrian or bicycle transportation advocate
- Transit users
- Labor organization
- Central Coast Builders Exchange
- Chamber of Commerce-Salinas Valley
- Chamber of Commerce-Monterey Peninsula
- Agriculture
- Habitat preservation
- Hospitality
- Education

- South County
- North County
- Latino Organization
- Youth/College
- Pedestrian

Members and their alternates shall be nominated by the bonafide organization they are representing and appointed by the Transportation Agency Board of Directors. Additional members may be appointed by the Transportation Agency Board of Directors to assure that a broad range of geographic and stakeholders interests are represented on the committee; however, no case shall Committee membership excluding alternates exceed 20.

Vacancies may occur upon resignation, disability, or removal by the TAMC Board of Directors for lack of participation or other good cause, as determined by the Board by majority vote. Upon the occurrence of a vacancy, the Agency's Board of Directors may call for additional nominations. If the member whose departure caused the vacancy was nominated by an organization, that organization may nominate a potential replacement. Nominees shall be appointed to serve on the Committee by the Agency's Board of Directors. Vacancies shall be filled only for the unexpired term of the departing member.

### **III. OFFICERS AND TERM OF OFFICE**

The Committee shall have a Chairperson and a Vice Chairperson who shall be elected by the general membership of the Committee.

Election of officers shall be held at the initial meeting of the Committee and take effect immediately. Thereafter, election of officers shall take place at the last Committee meeting of each calendar year, and will take effect in January of the following year. The term of office shall be for one (1) year. No officer shall serve more than two consecutive terms. Upon resignation of an officer, a special election will be held.

The Chairperson shall preside over all committee meetings, may vote on all matters, appoint subcommittees, and call special meetings. The Chairperson shall report to the TAMC Board, as directed by the Committee. In order to encourage maximum transparency and participation by the Committee, there shall be no standing subcommittees. Ad-hoc subcommittees may be formed, but only upon consultation with TAMC staff and Legal Counsel, and only for periods of less than six months.

The Vice Chairperson shall serve in the absence of the Chairperson and perform such other duties as requested by the Chair. In the event that the Chairperson or Vice Chairperson are not present at the meeting, the Committee may select a member to chair that particular meeting.

#### **IV. TERM OF MEMBERSHIP**

The term of membership on the Committee shall be two years. Initial member terms shall be staggered with half serving a 2-year term and half serving a 3-year term as specified in Exhibit A to these By-Laws. Any member may be reappointed to a 2-year term for an unlimited number of terms.

#### **V. ATTENDANCE**

Attendance at all Committee meeting is expected. Members who miss more than two (2) Meetings within a twelve (12) month period without due cause shall have their appointment automatically terminated. "Due cause" is defined as calling the TAMC staff liaison in advance of the meeting and providing a reason for not attending. Members are expected to notify their Alternate and request their attendance at the committee meeting in the event of their absence.

#### **VI. QUORUM**

In order to transact any business or take action a quorum must be present. A quorum of the eXcellent Transportation Oversight Committee shall consist of a majority of the number of memberships actually filled at that time; the existence of any vacancies shall not be counted for purposes of establishing a quorum.

#### **VII. MEETINGS**

Meetings shall be held at a specific time and place that the Committee determines to be convenient for the majority of the members. Meetings shall be open to the public and shall conform to the Open Meeting Laws, commonly known as the Ralph M. Brown Act (California Government Code sections 54950 et seq.) Time allotted for the public to present their view to the Committee on the Transportation Safety & Investment Plan issues will be determined by the Chair, in consultation with staff, in order to ensure that Committee business is completed, but shall not be less than 2 minutes nor more than 4 minutes, absent extraordinary circumstances.

#### **VIII. LIMITATION OF DISCUSSION**

Discussion on any particular matter by Committee members or by any member of the general public may be limited at the discretion of the Chair to such a length of time as the Chair may deem reasonable under the circumstances.

**IX. MINUTES**

The minutes of the meetings will be kept by the TAMC staff, and reviewed and approved by the Committee, noting the members and visitors present, motions entertained and actions taken at each meeting.

**X. VOTING**

Consensus is encouraged as the Committee serves an oversight role for the public and advisory role to the TAMC Board of Directors. Should voting take place, each member shall have one (1) vote. Voting on all matters shall be on a voice vote unless any member in attendance requests a roll call. The vote of the majority of the Committee members present at any regular, continued or special meeting shall be sufficient to pass or act upon any matter properly before the Committee.

**XI. COMMUNICATIONS**

The Committee as a whole may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain input or opinions regarding bicycle and pedestrian planning proposals. Individual Committee members may only communicate on behalf of the Committee as directed by the Committee. Copies of all correspondence originating with the Committee should be included, as soon as possible after it occurs, in the TAMC agenda packets.

**XII. STAFF ASSISTANCE**

TAMC Staff shall assist in providing information, preparing meeting agendas as directed by the Chair, and generally assist the Committee. At least one member of the TAMC staff will be present at all meetings.

Review of reports or proposals, preparation of draft written communications, verbal or personal contacts with individual agencies and other related activities shall be done by the Committee as a whole or by Subcommittees.

**XIII. CONFLICT OF INTEREST**

The role of the Committee is to review and oversee the actions of TAMC and participating jurisdictions in their activities under Measure X, and not to take any particular action itself. Nevertheless, a Committee member shall disqualify himself/herself from making, participating in, or attempting to influence any Committee decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on: 1) any real property in which said person has a direct or indirect interest worth more than \$2000; 2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said persons within twelve (12) months prior to the time when the decision is made; or 3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management.

Each Committee member shall file with TAMC a bi-annual certificate of completion of ethics training as mandated by State Assembly Bill 1234, known as the “Local Government Sunshine Bill,” as prescribed by the California FPPC.

**XIV. AMENDMENTS TO THE BYLAWS**

The bylaws may be amended at any regular meeting of the Transportation Agency for Monterey County Board of Directors by a majority of the voting membership of the Board of Directors, provided that written notice of the proposed amendment is delivered to each member of the Committee not less than one (1) week prior to the meeting.