

Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: January 30-31, 2019

Reference No.: 1.2
Action

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From: SUSAN BRANSEN
Executive Director

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Subject: **MEETING MINUTES FOR DECEMBER 5-6, 2018**

ISSUE:

Should the California Transportation Commission (Commission) approve the meeting minutes for the December 5-6, 2018 Commission meeting?

RECOMMENDATION:

Commission staff recommends that the Commission approve the meeting minutes for the December 5-6, 2018 Commission meeting.

BACKGROUND:

California Code of Regulations, Title 21 CA ADC §8012, requires that:

The commission shall keep accurate minutes of all meetings and make them available to the public. The original copy of the minutes is that signed by the executive secretary and is the evidence of taking any action at a meeting. All resolutions adopted at a meeting shall be entered in the text of the minutes by reference.

In compliance with Title 21 CA ADC §8012, the Commission's Operating Procedures (May 11, 2011) require that as an order of business, at each regular meeting of the Commission, the minutes from the last meeting shall be approved by the Commission.

Attachment:

Attachment A: December 5-6, 2018 Meeting Minutes