

STATE OF CALIFORNIA • OFFICE OF GOVERNOR GAVIN NEWSOM



Gavin Newsom

Governor

Dee Dee Myers

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Governor's Office of Business and Economic Development 1325 J Street, 18th Floor Sacramento, CA 95814 CalCompetes@gobiz.ca.gov (916) 322-4051 **California Competes**

Committee Meeting

Thursday, April 27, 2023 1:00 p.m.

Department of Food and Agriculture
Auditorium
1220 N Street
Sacramento, CA 95814

And via Live Stream at:

https://us02web.zoom.us/webinar/register/WN_Nc -XZegTYms13us0NV9RA MEMBERS:

Dee Dee Myers, Chair

Director

Governor's Office of Business and Economic Development

Fiona Ma

State Treasurer

Joe Stephenshaw, *Director Department of Finance*

Todd Walters, Appointee of the Senate Committee on Rules

Madeline Janis, Appointee of the Speaker of the Assembly

AGENDA

OPEN SESSION

- A. Call to Order and Roll Call
- B. Approval of Minutes from November 17, 2022, Committee Meeting
- C. Deputy Director's Report
 - Agenda Overview Agreements with 9 8 Businesses, Total Tax Credits \$64,273,333 \$34,273,333
- D. Discussion and Approval of California Competes Tax Credit Agreements
 Total Recommended Tax Credits:

\$62,340,000 \$32,340,000

Total Recommended Tax Credits after Adjusting for S-Corporation Law¹:

\$64,273,333 \$34,273,333

¹ One-third of the California Competes Tax Credit may be utilized by an S-Corporation to offset the tax on net income at the S-Corporation level (R&TC §23803(a)(1)). The remaining two-thirds is disregarded and may not be used as a carryover for the S-Corporation (R&TC §23803(a)(2)(A)). However, the full amount of the California Competes Tax Credit is also passed through to the S-Corporation's shareholders (R&TC §23803(a)(2)(F)).



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1.—Controlled Thermal Resources (US), Inc.

Industry: Mineral Extraction

Primary Location(s): Calipatria and Imperial

Employee Net Increase: 272

Aggregate Investment: \$5,612,340,485
Amount of Tax Credit: \$30,000,000

Link to Tax Credit Agreement

2. Pyka, Inc.

Industry: Autonomous Electric Aircraft Manufacturing

Primary Location(s): Alameda and Oakland

Employee Net Increase: 139

Aggregate Investment: \$9,500,000
Amount of Tax Credit: \$7,000,000

Link to Tax Credit Agreement

3. Gridware Technologies, Inc.

Industry: Utility Monitoring Hardware and Software Development

Primary Location(s): Unknown

Employee Net Increase: 157

Aggregate Investment: \$14,579,358
Amount of Tax Credit: \$6,000,000

Link to Tax Credit Agreement

4. AES Clean Energy Development LLC

Industry: Renewable Energy Services

Primary Location(s): Adelanto, Bakersfield, Blythe, Lancaster, San Jose

Employee Net Increase: 123

Aggregate Investment: \$1,600,000,000

Amount of Tax Credit: \$6,000,000

Link to Tax Credit Agreement

5. BESS Manufacturing, Inc.

Industry: Battery Energy Storage System Manufacturing

Primary Location(s): Merced

Employee Net Increase: 855

Aggregate Investment: \$255,000,000 Amount of Tax Credit: \$5,040,000

Link to Tax Credit Agreement



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6. Mary Ann's Baking Co., Inc.

Industry: Commercial Bakery Primary Location(s): Sacramento

Employee Net Increase: 105

Aggregate Investment: \$12,000,000
Amount of Tax Credit: \$5,000,000

Link to Tax Credit Agreement

7. EUV Tech, Inc.

Industry: Semiconductor Engineering Services and Manufacturing

Primary Location(s): Martinez

Employee Net Increase: 64

Aggregate Investment: \$13,122,500
Amount of Tax Credit: \$1,300,000

Link to Tax Credit Agreement

8. Keiser Corporation

Industry: Exercise Equipment Manufacturing

Primary Location(s): Fresno

Employee Net Increase: 43

Aggregate Investment: \$8,952,400 Amount of Tax Credit: \$1,200,000

Link to Tax Credit Agreement

9. Smart72, Inc.

Industry: Smart Device Manufacturing

Primary Location(s): San Luis Obispo and Watsonville

Employee Net Increase: 86

Aggregate Investment: \$12,068,928 Amount of Tax Credit: \$800,000

Link to Tax Credit Agreement

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E. Discussion and Approval of Recommendations for California Competes Tax Credit Recapture
Total Tax Credits Recommended to be Recaptured: \$19,426,000

Total Tax Credits Recommended to be Recaptured after

Adjusting for S-Corporation Law²: \$20,925,000

1. Ampere Computing LLC

Industry: Microprocessor Chip Design and Manufacturing

Primary Location(s): Santa Clara

Amount of Tax Credit Awarded: \$5,000,000

Amount of Tax Credit Recaptured: \$5,000,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Ampere Computing LLC has indicated that it will not be carrying out its business as contemplated in its approved California Competes Tax Credit Agreement and has requested the termination of its agreement to allow the credit to be made available to other California businesses.

2. Turner Techtronics, Inc.

Industry: Information Technology Management Services

Primary Location(s): Burbank

Amount of Tax Credit Awarded: \$2,000,000

Amount of Tax Credit Recaptured: \$2,000,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Turner Techtronics, Inc. is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Turner Techtronics, Inc. and recapture its CCTC.

² One-third of the California Competes Tax Credit may be utilized by an S-Corporation to offset the tax on net income at the S-Corporation level (R&TC §23803(a)(1)). The remaining two-thirds is disregarded and may not be used as a carryover for the S-Corporation (R&TC §23803(a)(2)(A)). However, the full amount of the California Competes Tax Credit is also passed through to the S-Corporation's shareholders (R&TC §23803(a)(2)(F)).



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3. Gyrfalcon Technology, Inc.

Industry: Artificial Intelligence Microprocessor Chip Design and Manufacturing

Primary Location(s): Milpitas and Sunnyvale

Amount of Tax Credit Awarded: \$1,325,000

Amount of Tax Credit Recaptured: \$1,325,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Gyrfalcon Technology, Inc. is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Gyrfalcon Technology, Inc. and recapture its CCTC.

4. Lance Camper Mfg. Corp.

Industry: Travel Trailer and Camper Manufacturing

Primary Location(s): Lancaster

Amount of Tax Credit Awarded: \$1,500,000

Amount of Tax Credit Recaptured: \$1,200,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Lance Camper Mfg. Corp.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

5. Exemplis, Inc.

Industry: Furniture Manufacturing

Primary Location(s): Buena Park and Cypress

Amount of Tax Credit Awarded: \$1,000,000

Amount of Tax Credit Recaptured: \$1,000,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Exemplis, Inc. has indicated that it will not be carrying out its business as contemplated in its approved California Competes Tax Credit Agreement and has requested the termination of its agreement to allow the credit to be made available to other California businesses.



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6. Cairn Biosciences, Inc.

Industry: Biopharmaceutical Research and Development

Primary Location(s): San Francisco

Amount of Tax Credit Awarded: \$900,000

Amount of Tax Credit Recaptured: \$900,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Cairn Biosciences, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

7. Star Manu LLC

Industry: Cosmetics Manufacturing

Primary Location(s): Riverside, San Bernardino, or San Diego County

Amount of Tax Credit Awarded: \$830,000

Amount of Tax Credit Recaptured: \$830,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Star Manu LLC is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Star Manu LLC and recapture its CCTC.

8. Meggitt (San Diego), Inc.

Industry: Aerospace Component Manufacturing

Primary Location(s): San Diego

Amount of Tax Credit Awarded: \$2,000,000

Amount of Tax Credit Recaptured: \$800,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Meggitt (San Diego), Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses.



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9. IF Holding II LLC

Industry: Organic Food Processing

Primary Location(s): Sanger and Fresno

Amount of Tax Credit Awarded: \$750,000

Amount of Tax Credit Recaptured: \$750,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

IF Holding II LLC's California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

10. Montrose Environmental Group, Inc.

Industry: Emission Testing Services

Primary Location(s): Irvine, Berkeley, and San Diego

Amount of Tax Credit Awarded: \$750,000

Amount of Tax Credit Recaptured: \$750,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Montrose Environmental Group, Inc. is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Montrose Environmental Group, Inc. and recapture its CCTC.

11. Younger Mfg. Co.

Industry: Eyeglass Manufacturing

Primary Location(s): Torrance and Los Angeles County

Amount of Tax Credit Awarded: \$735,000

Amount of Tax Credit Recaptured: \$588,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Younger Mfg. Co.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.



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12. Credit Karma LLC (Credit Karma, Inc.)

Industry: Online Personal Financial Services

Primary Location(s): San Francisco

Amount of Tax Credit Awarded: \$2,800,000

Amount of Tax Credit Recaptured: \$560,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Credit Karma LLC (Credit Karma, Inc.)'s California Competes Tax Credit Agreement expired at the end of its 2020 tax year. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses.

13. Rastaclat LLC

Industry: Jewelry Manufacturing Primary Location(s): Lakewood

Amount of Tax Credit Awarded: \$525,000 Amount of Tax Credit Recaptured: \$525,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Rastaclat LLC has indicated that it will not be carrying out its business as contemplated in its approved California Competes Tax Credit Agreement and has requested the termination of its agreement to allow the credit to be made available to other California businesses.

14. Fleetwood Aluminum Products, Inc.

Industry: Aluminum Window & Door Manufacturing

Primary Location(s): Corona

Amount of Tax Credit Awarded: \$750,000

Amount of Tax Credit Recaptured: \$505,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Fleetwood Aluminum Products, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2022 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.



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15. Flare Group

Industry: Aircraft Parts Manufacturing

Primary Location(s): Banning Amount of Tax Credit Awarded:

\$400,000

Amount of Tax Credit Recaptured:

\$400,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Flare Group is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Flare Group and recapture its CCTC.

16. Ancestry.com Operations, Inc.

Industry: Online Genealogy and DNA Services

Primary Location(s): San Francisco

Amount of Tax Credit Awarded: \$900,000
Amount of Tax Credit Recaptured: \$360,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Ancestry.com Operations, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2020 tax year. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses.

17. Koam Engineering Systems, Inc.

Industry: Cyber Security Consulting and Services

Primary Location(s): San Diego and San Diego County

Amount of Tax Credit Awarded: \$685,000
Amount of Tax Credit Recaptured: \$274,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Koam Engineering Systems, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.



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18. LuckInta Corporation (INTA Technologies Corporation)

Industry: Automotive Parts Manufacturing

Primary Location(s): Santa Clara

Amount of Tax Credit Awarded: \$400,000

Amount of Tax Credit Recaptured: \$270,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

LuckInta Corporation (INTA Technologies Corporation)'s California Competes Tax Credit Agreement expired at the end of its 2022 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

19. Red River Consulting Services, Inc. (Natoma Technologies, Inc.)

Industry: Custom Computer Programming Services

Primary Location(s): Sacramento

Amount of Tax Credit Awarded: \$225,000
Amount of Tax Credit Recaptured: \$225,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Red River Consulting Services, Inc. (Natoma Technologies, Inc.)'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

20. Regent Aerospace Corporation

Industry: Airplane Interior Repair

Primary Location(s): Valencia

Amount of Tax Credit Awarded: \$200,000

Amount of Tax Credit Recaptured: \$200,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Regent Aerospace Corporation is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Regent Aerospace Corporation and recapture its CCTC.



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21. Zeno Tax Solutions LLC

Industry: Accounting Services Primary Location(s): Eureka

Amount of Tax Credit Awarded: \$200,000

Amount of Tax Credit Recaptured: \$200,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Zeno Tax Solutions LLC is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Zeno Tax Solutions LLC and recapture its CCTC.

22. TheraEx Rehab Services, Inc.

Industry: Health Care Employment Recruiting

Primary Location(s): Nevada City

Amount of Tax Credit Awarded: \$300,000 Amount of Tax Credit Recaptured: \$180,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

TheraEx Rehab Services, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

23. Paragon Business Solutions LLC

Industry: Accounting Services

Primary Location(s): La Crescenta

Amount of Tax Credit Awarded: \$150,000

Amount of Tax Credit Recaptured: \$150,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

GO-Biz has determined that Development Group, Inc. is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee terminate the Agreement between GO-Biz and Development Group, Inc. and recapture its CCTC.



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24. Famand, Inc.

Industry: Heating, Ventilating, and Air Conditioning Component Fabrication and Maintenance

Primary Location(s): Sacramento and Pleasanton

Amount of Tax Credit Awarded: \$225,000 Amount of Tax Credit Recaptured: \$135,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Famand, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2020 tax year. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses.

25. EW Corporation Industrial Fabricators

Industry: Fabricated Metal Product Manufacturing

Primary Location(s): El Centro

Amount of Tax Credit Awarded: \$115,000
Amount of Tax Credit Recaptured: \$115,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

EW Corporation Industrial Fabricators's California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.

26. Alluxa, Inc.

Industry: Optical Filter and Coating Manufacturing

Primary Location(s): Santa Rosa

Amount of Tax Credit Awarded: \$400,000

Amount of Tax Credit Recaptured: \$80,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Alluxa, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. Any credit not earned by the completion of the agreement must be recaptured in order to be made available to other California businesses.



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27. Revolutions Naturopathic Medical Solutions, Inc.

Industry: Naturopathic Health Care

Primary Location(s): Roseville

Amount of Tax Credit Awarded: \$100,000

Amount of Tax Credit Recaptured: \$80,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Revolutions Naturopathic Medical Solutions, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2020 tax year. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses.

28. Gutterglove, Inc.

Industry: Fabricated Metal Product Manufacturing

Primary Location(s): Roseville

Amount of Tax Credit Awarded: \$60,000

Amount of Tax Credit Recaptured: \$24,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Gutterglove, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2020 tax year. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses.

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F. Discussion and Approval of Recommendations for Modified California Competes Tax Credit Recapture

Total Recommended Tax Credits to be Recaptured: \$222,000

Total Recommended Tax Credits to be Recaptured after

Adjusting for S-Corporation Law³: \$259,333

1. Taboola, Inc.

Industry: Web Design and Marketing

Primary Location(s): Los Angeles

Amount of Tax Credit Awarded: \$275,000
Previous Amount of Tax Credit Recaptured: \$165,000
Additional Amount of Tax Credit to be Recaptured: \$110,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Taboola, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. On November 17, 2022, the Committee recaptured \$165,000. GO-Biz has determined that Taboola, Inc. is in material breach of the Agreement. Accordingly, GO-Biz recommends that the CCTC Committee recapture \$110,000.

2. Simplexity Product Development, Inc.

Industry: Engineering Services

Primary Location(s): San Diego and Sunnyvale

Amount of Tax Credit Awarded: \$175,000
Previous Amount of Tax Credit Recaptured: \$105,000
Additional Amount of Tax Credit to be Recaptured: \$70,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Simplexity Product Development, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. On November 17, 2022, the Committee recaptured \$105,000. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses. Accordingly, GO-Biz recommends that the CCTC Committee recapture \$70,000.

³ One-third of the California Competes Tax Credit may be utilized by an S-Corporation to offset the tax on net income at the S-Corporation level (R&TC §23803(a)(1)). The remaining two-thirds is disregarded and may not be used as a carryover for the S-Corporation (R&TC §23803(a)(2)(A)). However, the full amount of the California Competes Tax Credit is also passed through to the S-Corporation's shareholders (R&TC §23803(a)(2)(F)).



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3. RuffStuff, Inc.

Industry: Automotive Parts Manufacturing

Primary Location(s): Loomis

Amount of Tax Credit Awarded: \$110,000
Previous Amount of Tax Credit Recaptured: \$44,000
Additional Amount of Tax Credit to be Recaptured: \$22,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

RuffStuff, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2021 tax year which was the final year to achieve the milestones and claim any corresponding credit. On November 17, 2022, the Committee recaptured \$44,000. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses. Accordingly, GO-Biz recommends that the CCTC Committee recapture \$22,000.

4. Development Group, Inc.

Industry: Computer Systems Management and Design Services

Primary Location(s): Redding

Amount of Tax Credit Awarded: \$80,000
Previous Amount of Tax Credit Recaptured: \$50,000
Additional Amount of Tax Credit to be Recaptured: \$20,000

Link to Tax Credit Agreement to be Recaptured

Reason for Credit Recapture:

Development Group, Inc.'s California Competes Tax Credit Agreement expired at the end of its 2018 tax year which was the final year to achieve the milestones and claim any corresponding credit. On April 11, 2019, the Committee recaptured \$50,000. Any credit not maintained for three subsequent years after the year in which the milestones are achieved is subject to recapture in order to be made available to other California businesses. Accordingly, GO-Biz recommends that the CCTC Committee recapture \$20,000.

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G. Public Comment

H. Adjournment

The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon the request of the California Competes Tax Credit Committee Chair or Committee Members. This notice and agenda can be obtained at:

www.business.ca.gov/CalCompetes.aspx. For additional information regarding this notice and agenda, please contact Jee Liyanage,
Assistant Deputy Director, at 916-322-2669 or jeevani.liyanage@gobiz.ca.gov. The Governor's Office of Business and Economic
Development complies with the Americans with Disabilities Act by ensuring that the facilities are accessible to persons with disabilities, and by providing this notice and agenda and related information in alternative formats when requested. If you need further assistance, including disability-related modifications or accommodations, you may contact Jee Liyanage no later than five calendar days before the meeting.