

Dino Cantelmi – Chairman  
Lynn Cunningham – Vice Chairman  
Eugene Gonzalez – Secretary  
Mark Jobes - Treasurer  
Billy Kounoupis - Member  
Steve Fernstrom – Executive Director  
Paige Van Wirt – City Liaison  
Jim Broughal – BPA Solicitor

## BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS REORGANIZATION MINUTES

A Reorganization Meeting of the Bethlehem Parking Authority Board was held on January 25, 2023 at 4:00 p.m.

The following were in attendance:

Lynn Cunningham – Vice Chairman  
Eugene Gonzalez – Secretary  
Mark Jobes – Treasurer  
Jim Broughal - Solicitor  
Steve Fernstrom – Executive Director  
Dino Cantelmi – Chairman  
Luz Vega - Permit and Contract Parking Supervisor  
Richard Lynn – Maintenance Manager  
Ken Jones – Enforcement Manager  
Carol Wladika – Office Manager

Mr. Jim Broughal, temporary Chairman of the Board called the January 25, 2023, Reorganization Meeting of the Bethlehem Parking Authority to order.

### **COURTESY OF THE FLOOR**

Mr. Dino Cantelmi announced his resignation from the BPA Board.

Mr. Jim Broughal asked for nominations for the position of Chairman of the Board for 2023. Mr. Eugene Gonzalez nominated Ms. Lynn Cunningham as Chairman of the Board. No others were nominated, and all were in favor of Ms. Lynn Cunningham as Chairman of the Board.

A letter of resignation was received from Billy Kounoupis from the Board.

Mr. Jim Broughal asked for nominations for the position of Vice Chairman of the Board. Ms. Lynn Cunningham nominated Mr. Mark Jobes as Vice Chairman. All were in favor.

Mr. Jim Broughal asked for nominations for the position of Treasurer. Ms. Lynn Cunningham nominated Mr. Mark Jobes for Treasurer. All were in favor.

Mr. Jim Broughal asked for nominations for the position of Secretary. Ms. Lynn Cunningham nominated Mr. Eugene Gonzalez for Secretary. All were in favor.

Mr. Jim Broughal asked for nominations for the position of Solicitor. Ms. Lynn Cunningham nominated Mr. Jim Broughal. All were in favor.

### **ADJOURNMENT**

Mr. Jim Broughal asked the Board for a motion to adjourn. Mr. Eugene Gonzalez made a motion to adjourn the meeting and Mr. Mark Jobes second the motion. Motion passed unanimously.

Lynn Cunningham – Chairwoman  
Mark Jobes – Vice Chairman  
Eugene Gonzalez – Secretary  
Mark Jobes - Treasurer  
Steve Fernstrom – Executive Director  
Jim Broughal – BPA Solicitor  
Paige Van Wirt – City Liaison

## BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A meeting of the Bethlehem Parking Authority Board was held on January 25, 2023, at 4:00 p.m.

The following were in attendance:

Lynn Cunningham – Chairwoman  
Mark Jobes – Vice Chairman  
Mark Jobes – Treasurer  
Eugene Gonzalez – Secretary  
Chris Betley – Buckno & Lisicky  
Jim Broughal - Solicitor  
Dino Cantelmi  
Steve Fernstrom – Executive Director  
Luz Vega – Office Supervisor  
Richard Lynn – Maintenance Manager  
Ken Jones - Enforcement Manager  
Carol Wladika – Office Manager

Ms. Lynn Cunningham, the Chairman of the Board, called the January 25, 2023, meeting of the Bethlehem Parking Authority to order.

### **MINUTES**

Ms. Lynn Cunningham asked the Board for a motion to approve the Minutes for the November 16, 2022, meeting. Mr. Mark Jobes made a motion to approve the Minutes, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

### **COURTESY OF THE FLOOR**

**None**

### **DIRECTOR'S REPORT**

**Polk Street Garage**

Mr. Steve Fernstrom reported that the site was 75% grated and padded. The crane body is on site. The Precast will begin on Monday. Ms. Lynn Cunningham asked for a tentative date, and Mr. Steve Fernstrom said around June or July.

### **Accredited Parking Organization**

The Bethlehem Parking Authority was formally accepted as an accredited parking organization. We will accept our award at the IPMI in June.

### **Investment Policy**

Mr. Steve Fernstrom said he would like to create an investment policy for the Bethlehem Parking Authority for investment opportunities.

### **2022 Highlights**

- 2 million customer transactions from on and off-street parking sessions
- High customer utilization of convenient parking payment options
- Implemented more convenient payment technologies
- 2022 Commercial Curb Challenge Recipient
- Launched a Community Outreach Program
- Autopay has increased to 95% vs cash
- On-street payment methods - Mobile app as the preferred payment
- Mobile app - 400,000 transactions, 84,000 new users, and 52% in network users
- Multi-space meters to replace single-space meters
- Digital Ticketing - scan to pay and text to pay
- Mobile App only zones
- Two-way video conferencing help calls at the parking garages
- Digital ticketing and reservations - 8% transactions without marketing it
- Commercial Curb Challenge - a program through Automotus for which we received a grant for up to \$100,000 - smart loading zones in the City
- Community Outreach Team
- Sustainability - added three EVs - 40% of our fleet is now electric
- Best practices - implemented paid paternity leave - language incentive for team members - management courses through NCC - Team members customer service training sessions

### **SOLICITOR'S REPORT**

A grant agreement was signed at the end of last year for \$329,818.87. Mr. Jim Broughal asked for a motion to put in motion the grant that was signed. Mr. Eugene Gonzalez made a motion, and Ms. Lynn Cunningham seconded the motion. A motion was passed unanimously.

Mr. Jim Broughal asked for a motion to use the grant money of \$329,818.87 towards the Polk Street Garage project. Mr. Eugene Gonzalez made a motion, and Ms. Lynn Cunningham seconded the motion. A motion was passed unanimously.

### **FINANCIAL REPORT**

Mr. Chris Bentley reported for December 2022, the year-to-date revenue was \$8,221,433.39, over budgeted by \$1,023,717.39. Total operating expenses were \$5,529,023.56, over budgeted by \$238,402.44. Total net income was \$781,811.93, over budget by \$548,521.93.

Ms. Lynn Cunningham asked for a motion to approve the financials. Mr. Mark Jobes made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

### **OLD BUSINESS**

Mr. Steve Fernstrom reported that we are still waiting for the final draft of the policy from LVCIL for Persons with Disability and expect to present it to the Board in February.

Walnut Street Garage site feasibility event parking was forwarded to the Board.

### **NEW BUSINESS**

#### **Walnut Street Garage Demolition**

The proposal from Boyle for the overview of the construction management of the demolition of the Walnut Street Garage at a cost of \$127,685. Mr. Jim Broughal asked if notices were going to be sent to the businesses and residents of Market Street to notify them of the demolition. Mr. Steve Fernstrom said the necessary steps will be taken to notify everyone. Ms. Lynn Cunningham asked for a motion to approve the proposal from Boyle. Mr. Mark Jobes made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

#### **Walnut Street Garage Development Funding**

Mr. Scott Shearer from PFM recommended the best route for the Bethlehem Parking Authority is to get a bank loan with no City guarantee. There will be multiple steps. The first would be a demolition loan and sending out an RFP for demolition financing of roughly around 2.2 million. This would be a subordinated loan. In February's Board Meeting, we'll look for the approval of financing with the bank with the best results for the loan. The second step would be to send another RFP for full financing of the entire garage and to pay off the demolition loan so it can all be rolled into one.

#### **THA Consulting**

Mr. Kevin Carrigan performed a condition assessment in all the garages and developed a five-year capital repair plan. The Commons Garage was the highest level of concern. It would be worked on in the first two years; thereafter, work will be performed in the Riverport Garage for three years and finish up with S. New Street and North Street Garages. The lower level of the Commons Garage will be worked on in the first year and then the upper level in the second year. Ms. Lynn Cunningham asked for a motion to execute the construction manager contract. Mr. Eugene Gonzalez made a motion, and Mr. Mark Jobes seconded the motion. A motion was passed unanimously. Mr. Steve Fernstrom said that it will be funded by the Capital Reserve Funding to avoid borrowing.

### **INVESTMENT OPPORTUNITY**

Mr. Chris Bentley reported that back in October, \$1,000,000 was put into a PSDLAF. A six-month US Treasury Security that will mature in April and accumulate \$28,000. We currently have \$2,000,000 in our bank accounts not earning interest. We are looking into putting \$1,000,000 into another PSDLAF six-month US Treasury Security or a Full Flex with a percentage of 4.66 for six months. Another option would be to spit it. Ms. Lynn Cunningham asked for a motion to approve putting \$1,000,000 into a PSDLAF six months US Treasury Security. Mr. Mark Jobes made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

### **ADJOURNMENT**

Ms. Lynn Cunningham asked for a motion to adjourn the meeting. Mr. Mark Jobes made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.