

**STADIUM AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
FRIDAY, DECEMBER 14, 2018
9:02 A.M. E.S.T.**

A general meeting of the Board of Directors of the Stadium Authority of the City of Pittsburgh was held upon proper notice on December 14, 2018 in the Executive Board Room of the David L. Lawrence Convention Center. Board members in attendance: Stanley Lederman, Chairperson; James Malanos, Vice-Chairman; Reverend Brenda Gregg, Treasurer and Assistant Secretary; Keith Reed, Member and Steve Steingart, Member; as well as Authority staff members: Mary Conturo, Rosanne Casciato, Rosemary Carroll, Rifat Qureshi, Sharon Mink, Simona Loberant and Rachel Cohen. Also in attendance: Diane Wohlfarth, Solicitor and Frederick Winkler, architect.

Mr. Lederman called the meeting to order at 9:02 A.M. and requested that everyone rise for the Pledge of Allegiance. Thereafter, Ms. Wohlfarth proceeded with a roll call of the Board Members, and confirmed that a quorum was present.

The following agenda items were discussed:

1. Public Participation

Mr. Lederman asked if any members of the public would like to speak. Seeing none, Mr. Lederman moved to the next item on the agenda.

2. Approval of the Minutes from the meeting of September 28, 2018.

A motion to approve was made, seconded and carried. The Minutes were accepted. Mr. Lederman continued on to the next item on the agenda.

3. New Business

The first item read was:

- A. Authorization to enter into agreements with professional service firms in a not-to-exceed amount of \$10,000 for the purpose of providing ongoing professional services.

Mr. Rifat Qureshi explained that the Authority is currently involved in projects in the Option Area requiring professional consulting services. These include design review, construction estimating, appraisals and other development related matters.

The most recent Option Area project included the first Follow-On Parcel, Parcel 14, which is located in the former Lot 3 parking lot. The development, a seven-story building, will be completed in the first quarter of 2019. A prior authorization for use of professional services was approved by the Board in November 2016.

The remaining Option Area take down projects include the second Follow-On Parcel and Phase 3 Property. These parcels are located in the existing parking lot 4, a portion of lot 5 and a portion of lot 2. To meet the professional services associated with the remaining takedowns and other Option Area related work, staff recommends an authorization in an amount up to \$10,000. Different firms may be used depending on the firm's area of expertise and the Authority's needs. The cost of professional services will be paid from the Stadium Authority Operating Budget, or respective project budget.

Mr. Lederman asked if any Board Members had any questions. Hearing none, he asked for a motion to approve.

The motion to approve was made, seconded and the following resolution was passed:

RESOLUTION NO. 10 (2018)

RESOLVED by the Board of the Stadium Authority of the City of Pittsburgh that its Executive Director and other proper officers are authorized to enter into agreements with professional service firms in a not-to-exceed amount of \$10,000 for the purpose of providing ongoing professional services; and further that the proper officers and agents of the Authority are authorized and directed to take all action and execute such documents as are related and proper to effectuate the terms of this Resolution.

The next item read was:

- B. Authorization to issue a change order to TPR, LLC to be billed at a \$90 hourly rate for general owner's representation services.

Mr. Qureshi explained that TPR, LLC is Tom Ryser, and he has worked on Authority projects in the past 20 years. Mr. Ryser is a registered professional engineer in Pennsylvania and his expertise is in engineering, infrastructure, construction. He has extensive institutional knowledge of all of the Authority's projects, and his current projects include Gold 1 Garage, and the North Shore Option Area development in areas such as stakeholder coordination, utility coordination, safety inspections, review of repair plans, adherence to approved drawings and agreements among other things.

Mr. Ryser serves as the Authority's primary liaison for all Authority projects with PennDOT, PWSA, Alcosan, DEP, FHWA and other relevant agencies.

His billing rate is increasing from \$80 per hour to \$90 per hour as it had remained unchanged in the past seven years. He is paid monthly and only for hours worked. The Authority compared his hourly rate with other owner's representative fees charged for other Authority related projects and his rate is below market rate.

This change order will be for the 2019 and it is estimated approximately 130 hours of work will be performed at an approximate cost of \$11,686. His work will be billed to the Authority operating budget or the respective project budgets to the extent applicable.

Mr. Lederman asked if any Board Members had any questions. Hearing none, he asked for a motion to approve.

The motion to approve was made, seconded and the following resolution was passed:

RESOLUTION NO. 11 (2018)

RESOLVED by the Board of the Stadium Authority of the City of Pittsburgh that its Executive Director and other proper officers are authorized to issue a change order to TPR, LLC to be billed at a \$90 hourly rate for general owner's representation services; and further that the proper officers and agents are authorized to take all action and execute such documents as are related and proper to effectuate the terms of this Resolution.

The next item read was:

- C. Authorization to engage Cameron Professional Services Group for auditing services for the fiscal year ending December 31, 2018 in a not-to-exceed amount of \$8,800.

Ms. Sharon Mink explained that an RFP for five years of auditing services was issued September 7, 2016. Based on the recommendation of the Authority's review committee, Cameron Professional Services was recommended.

Cameron has over 25 years of accounting, auditing and financial services experience. They have worked on audits for the Port Authority, Public Parking Authority and Housing Authority. They are a 100% MBE firm.

The engagement with the auditor is made a year at a time. Cameron Professional Services Group successfully completed the December 31, 2017 audit. No single audit is required this year.

Mr. Lederman asked if any Board Members had any questions.

Mr. Keith Reed asked if the same firm is engaged for the SEA audit.

Ms. Conturo explained that there are two different auditing firms for the SA and the SEA.

Mr. Lederman asked if any Board Members had any further questions. Hearing none, he asked for a motion to approve.

The motion to approve was made, seconded and the following resolution was passed:

RESOLUTION NO. 12 (2018)

RESOLVED by the Stadium Authority of the City of Pittsburgh that its Executive Director and other proper officers are authorized to engage Cameron Professional Services for auditing services in a not-to-exceed amount of \$8,800 for the audit for the period January 1, 2018 – December 31, 2018 (no single/Federal audit being required); and further that the proper officers and agents of the Authority are authorized to take all action and execute such documents as are necessary and proper to effectuate the terms of this Resolution.

The next item read was:

D. Approval of Stadium Authority Budgets for the period ending December 31, 2019.

Ms. Rosanne Casciato explained that the Authority operating budget includes unrestricted and restricted revenues.

Unrestricted revenues are budgeted for costs such as salary reimbursement, insurance coverage, and professional fees for legal, auditing, engineering and other consulting services. The budget projects a \$310,000 unrestricted operating deficit, which will be funded by cash on hand.

The restricted revenues are the daily parking lot revenues from Lots 1 through 7J. The restricted expenses include the rent paid for 7A-7J lots, the net revenue pledge supporting the 2017 Parking Bonds, and professional fees related to the next take-down.

The annual budgets for the West General Robinson Street Garage and Gold 1 Garage project garage revenues will be sufficient to cover operating costs and annual debt service payments.

Mr. Lederman asked if any Board Members had any questions. Hearing none, he asked for a motion to approve.

The motion to approve was made, seconded and the following resolution was passed:

RESOLUTION NO. 13 (2018)

RESOLVED by the Board of the Stadium Authority of the City of Pittsburgh that the Stadium Authority Budgets for the period ending December 31, 2019 are hereby approved; and further that the proper officers and agents of the Authority are authorized and directed to take all action and execute such documents as are related and proper to effectuate the terms of this Resolution.

Mr. Lederman asked if there were any comments from the public.

Mr. Lederman recognized Ms. Rosemary Carroll, who has served as the Authority's in-house attorney for the past nine years, and is retiring at the end of the year. Mr. Lederman thanked Ms. Carroll on behalf of the Board for the wonderful job she has done over the past years and that the Authority has been in very competent legal hands.

Mr. Lederman asked for a motion to adjourn. The motion was seconded and unanimously carried.

The meeting was adjourned at 9:14 A.M.