

MINUTES OF THE MEETING
OF THE BOARD OF THE
SEA SPORTS COMMISSION
HELD TUESDAY, OCTOBER 5, 2021
REMOTELY VIA ZOOM CONFERENCE
PITTSBURGH, PENNSYLVANIA
COMMENCING AT 4:01 PM. E.S.T.

A meeting of the Board of the SEA Sports Commission (the “Sports Commission”) was held upon proper notice on Tuesday, October 5, 2021 commencing at 4:01 P.M. E.S.T. Due to the COVID-19 pandemic and guidance from public health experts, the meeting was conducted remotely via the online conferencing platform Zoom.

Members of the Commission present:

Sen. Jay Costa, Chairman
Sen. Wayne Fontana, Member
Tracey McCants-Lewis, Member
Michael Quatrini, Member

Also Present:

Mary Conturo, Doug Straley, Rosanne Casciato, Dana Kramer and Courtney Stoots of the SEA; Morgan Hanson, Solicitor; Clarence Curry, CFC-3 Management Services

Senator Jay Costa called the meeting to order with the Pledge of Allegiance. Senator Costa welcomed the newest member of the SEA Sports Commission, Mr. Michael Quatrini. Ms. Mary Conturo followed with a roll call of the board members and advised that a quorum was present.

Beginning with public participation, Senator Costa asked if any members of the audience would like to address the board. Members of the public were offered participation by email, telephone, or the Zoom chat function. Ms. Dana Kramer stated that the Sports and Exhibition Authority of Pittsburgh and Allegheny County (the “SEA”) had not received any comments via email, no one registered to speak via telephone, and no comments were submitted via the Zoom chat function thus far. Seeing no request from the public to address the board, Senator Costa

moved to the next item on the agenda, approval of the minutes from the meeting of May 28, 2021. A motion was made, seconded and unanimously approved.

Senator Costa continued to the next item on the agenda and requested Ms. Conturo address the group on the current status of the SEA's Sports Commission.

Ms. Conturo stated the SEA advertised for applications under the Sports Event Funding (SEF) Program on the SEA website in mid-June 2021, with an application due date of July 15, 2021. One application was submitted by the deadline with incomplete information and follow up communications with the applicant are currently in process. Additional applications were expected but not received.

A form of award notification letter and grant agreement for the SEF Program is in draft form.

Senator Costa interjected, for Mr. Quatrini's benefit, provided the following background. Senator Costa continued and stated the Sports Commission is a committee of the SEA established to provide support to facilitate and foster sporting activities in Allegheny County. \$1.7 million annually is received from the Pennsylvania Gaming Economic Development and Tourism Fund (EDTF) for this activity, to be placed in a restricted account. The Sports Commission adopted Resolution 5751 outlining By-Laws and Programs and Procedures (Guidelines) of the Sports Commission and how the funds are to be disbursed - 70% in the form of SEF Program grants, 25% allotted to the Capital Repair Funds (CEF) Program for the maintenance of facilities owned by the SEA and 5% for administrative costs. The Sports Commission adopted a timeline to accept applications in the SEF Programs and will make recommendations to the SEA Board for their adoption of grants. The Guidelines indicate a yearly January 15 and July 15 application deadline with the July 15, 2021 deadline receiving one application. To date, the Sports Commission has

received two EDTF payments, for state fiscal years 2019/2020 and 2020/2021, for a combined \$3.4 million placed in the restricted account. Senator Costa asked Ms. Conturo to confirm the one SEF Program application received to date has not provided a sufficient information to conclusively tie to any type of sporting activity as outlined in the By-Laws and Guidelines that have been adopted by the Board.

Ms. Conturo confirmed Senator Costa was correct.

Mr. Quatrini thanked Senator Costa for the information.

Senator Costa asked Ms. Conturo to continue as it relates to the disbursement of resources.

Ms. Conturo stated that in addition to the follow up on the submitted SEF Program application, the SEA is preparing necessary documents to implement the program - a grant agreement, worksheet form, and a notification letter. Included in the grant agreement is an outline of a final report required to be submitted upon event conclusion. The SEF Program is structured on a reimbursement basis, after receipt of the final report and the disbursement requisition, with invoices and cancelled checks submitted. The mechanics and paperwork of the program will be in place so that a grant can be made when authorized and approved.

Senator Costa asked when and how will the public be notified of the next application and submission date.

Ms. Conturo stated the SEA could use guidance on this matter and ideas for additional outreach are welcomed. The SEF Program application would be posted on the SEA website and announced at the SEA Board Meeting, similarly to the July 15, 2021 application submission deadline.

Senator Costa recommended a press release in addition to the SEA website. The Sports Commission would need to define a timeline in which the SEF Program application would be available to the public and issue a press release in advance of application opening.

Ms. Tracey McCants-Lewis suggested posting information on the VisitPITTSBURGH website.

Mr. Quatrini asked if SportsPITTSBURGH was promoting the SEF Program.

Senator Costa stated SportsPITTSBURGH is aware of the SEF Program. He also stated other organizations are aware of the program and did consider submitting.

Mr. Morgan Hanson recommended researching Regional Asset District's advertising process as they also grant public money.

Senator Costa stated Ms. Conturo will develop a schedule for when the SEF Program application window will be opened and how the public will be notified of the January 15, 2021 application deadline.

Ms. Conturo agreed and stated that she will report back to the Board in a the coming weeks.

Mr. Quatrini offered his assistance with a press release.

Senator Costa asked about the anticipated timeline of when the SEA expects to receive modified information in regard to the single July 15, 2021 applicant.

Ms. Conturo stated a firm deadline was not given and a response is expected shortly. The applicant's event is not fully formulated at this time and suggested that at some point it would be logical to have it resubmitted for the January 15, 2022 application round.

Senator Costa stated action should be taken the application. If application is not complete, applicant should be given opportunity to complete in a reasonable amount of time. If applicant

does not complete in a reasonable amount of time, the Sports Commission should deny their application and recommend a resubmission in January.

Senator Wayne Fontana said applicant is working through the details of their 2022 event. If applicant can supply adequate information, the event is worth considering. Or applicant can reapply in January.

Senator Costa recommended providing the applicant a few more weeks and if a response is not received, applicant can reapply in January.

Mr. Hanson stated that if an application is not completed properly within a reasonable amount of time, then it should be considered a deemed denial without any further necessary effort by the Sports Commission. Incomplete applications should not be considered.

Senator Costa agreed and asked if there were any questions from the board relating to the SEF Program. Seeing no questions, Senator Costa asked Ms. Conturo to discuss the 25% Capital Repair Funding Program and 5% administrative costs.

Ms. Conturo stated under the Guidelines, there are two additional focuses of the funding. The Capital Repair Funding (CRF) Program is to help pay the SEA's capital maintenance costs as the four major facilities own by the SEA (i.e. Heinz Field, PNC Park, PPG Paints Arena and the Convention Center) and the 5% designated administrative costs are to help pay the costs of operation for the Sports Commission. Under the CRF Program, the SEA is currently refining the best way to manage this process and would look to schedule a meeting in the coming months to present the program to the Board. Ms. Conturo continued stating there are multiple projects that are the responsibility of the SEA with various sources of funding. Regarding administrative costs, this funding for 2022 would be presented to the Sports Commission Board before the end of this year so that it can be part of the SEA operating budget.

Senator Costa asked if there were any questions from the Board.

Mr. Quatrini asked if there any requests have been made for the CRF Program.

Ms. Conturo stated the CRF Program requests will come from the SEA and funding is only eligible for SEA's capital repair responsibilities with respect to the three sports facilities and Convention Center. To date, there has not been any action taken under the CRF program.

Senator Costa asked Mr. Hanson to generate a summary of the By-Laws and Guidelines regarding the mechanics of the 25% CRF Program. Clarification is needed regarding the application and if it is submitted directly to the SEA Board to allocate funding or the Sports Commission Board provides a recommendation to the SEA Board.

Mr. Hanson stated he would develop a summary and circulate.

Senator Costa recommended clarity on the process before the first funding distribution.

Mr. Hanson stated that it is his understanding the SEA will present an application to the Sports Commission Board for review and recommend or decline. If recommended, SEA will present to SEA Board for final approval. He stated he will connect with Ms. Conturo and generate a practical and workable strategy and distribute.

Senator Costa asked if there were any question from the Board.

Senator Fontana stated that the CRF Program request should indicate the project and costs.

Mr. Hanson stated that he expects the process to be similar to the board action requests that Senator Fontana reviews as the Chairman of SEA Board.

Ms. Conturo stated that as SEA develops the CRF Program it may prove useful to indicate multiple permissible projects as funding is received through different sources throughout the year.

Senator Costa stated the Board needs definitive clarity and opinion on this item to confirm the CRF Program resources can only be used for SEA obligations to SEA owned facilities as part of the maintenance agreement.

Ms. Conturo confirmed Senator Costa was correct.

Senator Costa asked if there were any questions from the Board. Hearing none, he moved on to the next agenda item, public participation.

Senator Costa asked if anyone in the audience desired to address the Board.

Ms. Kramer stated that the public was provided with three options for public participation: email, telephone, or the Zoom chat function. No public comments were submitted via email, and there were no registrations to submit a public comment via telephone or the Zoom chat function.

Senator Costa stated with there being no additional comments or business, asked for a motion to adjourn. Upon a motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:26 P.M.