

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes For the Regularly Scheduled Board Meeting held

September 29, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, September 29, 2011 at 8:00 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Dino Mandros, Vice Chairman, Lisa Riggs, Treasurer, Cindy Stewart-Treasurer and Brian Reynolds, Asst. Secretary/Treasurer.

Also present were: Larry Cohen, LPA Executive Director, Grant Hummer, ELA Group, Inc., Donna Stoudt, LPA Staff, Joe Rager, Operations Manager, Mary Dougherty, Associate Director and Kathy Gray, Solicitor, Barley Snyder.

Absent were: None

The Lancaster Parking Authority Board Meeting was called to order at 8:00 A.M. by Mr. Vergenes, Chairman.

The minutes from August 25, 2011, was motioned for approval by Mr. Mandros and seconded by Ms. Riggs with no corrections and unanimous approval.

The minutes from the Special Board Meeting held on September 14, 2011, was motioned for approval by Mr. Mandros and seconded by Mr. Reynolds with no corrections and unanimous approval.

Public Comments

- None

Reports of Committees

Personnel, Wage & Salary Committee

- The committee met and consulting guidelines were agreed upon with Mr. Cohen. LPA providing consulting services are in-line with goals previously outlined in the strategic plan. Mr. Vergenes stated that Mr. Cohen is a nationally recognized expert in parking and called upon for his expertise. That is why the personnel committee met to determine boundaries for consulting services.
- Mr. Cohen stated that an agreement was signed with Rettew Associated for the Lancaster Regional Medical Center for up to \$2,000 in consulting fees. Fees will be revenue to LPA.

Finance Committee

- Deferred until next month's meeting.

Marketing Committee

- The committee met to discuss the budget with no major changes for next year.
- A draft of the Fall e-newsletter was previously provided for review.
- Customer appreciation dates are Oct. 24th for Prince, Oct. 25th for Penn Square and E. King, and Oct. 26th for Duke; all between 7:00 – 9:00 am. There will be giveaway's handed out as patrons enter the garage and also at the elevator lobbies where there will be coffee and donuts along with the survey.
- Surveys – Parkers will be asked to complete the survey at the customer appreciation days. There is also a link in the newsletter that will take you to the survey. It was suggested to add N/A for the office staff if you are a transient parker that does not interact with the office. "Survey Monkey" is being used to track the survey results.

Facilities & Security Committee

- Lighting and Energy Plan –
 - Blue Star submitted the bid along with the financing agreement for the lighting portion funded through the authority which was presented at the special board meeting several weeks ago. The board provided Blue Star a week to revise their financing plan. Ms. Gray was consulted on how to handle the financing agreement with no out of pocket expense for the parking authority. Ms. Gray reviewed the new financing agreement provided through Blue Star and Lehigh Capital with a 48 month payback. It was the opinion and decided that it would be in the best interest of the Parking Authority to self fund the project with Blue Star providing the lighting retrofit and installation and use the anticipated energy savings to payback the expense.
 - A question was asked about the bid and what was required for the financing portion and the concern that other parties were not able to bid on the project. Ms. Gray stated that LPA could reject the bid as submitted and resubmit the bid requesting energy and lighting installation; however, with the original bid stating that they were able to waive any informality in the bid process and since there were no other bidders the board can accept the bid from Blue Star Energy.
 - By self funding, the parking authority would receive all of the energy savings. The payback should be shown in the operating budget that the unrestricted net assets fund is being replenished.
 - Blue Star's energy rate was lowered and is locked in for 3 years.
 - A question was asked if Blue Star would be comfortable with just providing the lighting retrofit and energy, without the financing. Mr. Armstrong, Blue Star rep, stated that they would be

comfortable with the new agreement. Mr. Armstrong did state that even though LPA is self funding there will still be a 3-year warranty on the product.

- A question was asked if there was still a guarantee that we would receive the energy savings they have estimated. With self funding, LPA will take the risk but it should be minimal and very close to the estimates.
 - A suggestion was made at our next meeting that we clarify how to manage the pay back of funds allocated to the project.
 - It was asked if any member of the board would be financially impacted by the bid. It was agreed that it does not affect any board member or their business.
 - A motion was made to spend \$413,000 (less the energy rebate to be acquired by Blue Star) of Parking Authority funds. Less rebate, LPA funds to spend will be \$333,622. Blue Star agreed they would take the risk for the rebate amount. Ms. Riggs made a motion to authorize the Executive Director to use \$333,622 out of the unrestricted net assets fund to purchase the new energy lighting system in conjunction with Blue Star's response to our proposal, second by Mr. Mandros and approved by all present.
 - A motion was made by Mr. Vergenes to execute a 3 year energy contract with Blue Star Energy subject to approval from the solicitor and Executive Director, second by Ms. Riggs and approved by all present.
 - A letter of intent would need to be received by Blue Star no later than Sept. 30th.
- The municipal contribution conversation is deferred until the October meeting.
 - Advertising in the garage – A suggestion was made to set up guidelines for advertising in the garage and it should this be deferred until 2012.
 - Penn Square reserve section will be closed Oct. 3 – Oct 5th as part of the streetscape plan. All parkers in the reserved area will be asked to park in the upper levels of the garage.

Other Business Items

Executive Director's Report

- All the new meters that were approved at Traffic Commission are in place ahead of schedule.
 - The Park Avenue meter proposal will be presented at the November Traffic Commission
 - The new kiosk designs are being put into place at this time.
 - The "how to use" video is being completed
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Miscellaneous Business

- Parking at the train station – Ms. Riggs provided an update that there was a public announcement that federal transportation funds have been identified and the metropolitan planning organization has approved Penn Dot to submit a request to FTA for the funds in the amount of \$625,000 to be used to do an assessment around the train station for traffic and parking.

Motions

- A motion was made at 9:15 A.M. to adjourn by Ms. Riggs and seconded by Mr. Reynolds. The motion was approved by all board members present.

Respectfully submitted,

Cindy Stewart, Secretary