



BOARD OF DIRECTORS MEETING
September 17, 2019 7:45 AM
BUP Conference Room

AGENDA

- 7:45** **Welcome** (*Debbie Michaels*)
- 7:45** **Approval of Minutes**
- 7:45 - 7:55** **Marketing/Arts & Entertainment** (*Stephanie Coppula, Jane Fairweather*)
- 7:55 – 8:00** **Maintenance** (*Jeff Burton*)
- 8:00 – 8:05** **Transportation** (*Kristen Blackmon*)
- 8:05 – 8:20** **Financial Report:** (*Sarah Wolek, Jeff Oyer*)
- Financial Statements – August 31, 2019
 - FY19 Audit
- 8:20 – 8:30** **Executive Director Report** (*Jeff Burton*)
- 8:30 – 8:40** **Chairman’s Report** (*Debbie Michaels*)
- Committee Updates – Branding/Corporate Documents/Parks
 - BTS Advisory Committee Nomination
- 8:40– 8:45** **Other Updates/New Business**
- 8:45 – 9:00** **Executive Session – 360 Review**
- 9:00** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
July 16, 2019

Board Members Present: Debbie Michaels, Greg Rooney, Sarah Wolek, Robert Donohoe, Jack Alexander and Marian Block

Staff Present: Jeff Burton, Stephanie Coppula, Jeff Oyer and Kristen Blackmon

Guests Present: Derrick Harrigan – BCC Regional Services Center

Call to Order: Meeting called to order at 7:45 a.m. by Debbie Michaels

Minutes:

Debbie Michaels asked for a motion to approve the minutes from the previous Board meeting. A motion was made and seconded to approve the June 18, 2019 Board of Director's meeting minutes. There was no discussion. The motion passed unanimously.

Marketing Report:

Stephanie Coppula reported that the mural is in progress on the wall at the Doubletree Hotel and it should be completed within the next couple of weeks. We will coordinate a dedication event in late August or early September. A partnership has also been formed with The Donohoe Companies for a mural at the Hilton Garden Inn. They are waiting on approval from Park & Planning to do the mural which will replace a piece of public art that was destroyed last year during a bad storm.

BUP's partnership with Montgomery Parks for the Parks, Party and Play program scheduled for July 11 had to be cancelled because of storms. There is still another Yappy Hour scheduled for September 19 and a Game and S'mores night scheduled for October 17, 2019.

BUP is partnering again this year with Naval Support Activity Bethesda for National Night Out on August 6. BUP staff will be on base that day giving out information on downtown Bethesda and the restaurants will provide free food.

The opening of the Trawick Prize is scheduled for Wednesday evening, September 4 at Gallery B. All Board members are invited to attend.

Maintenance Report:

Jeff Burton noted that most of the maintenance update is in the Board packet for review. J. Burton reported that all of the concrete and curb repairs have all been completed. All of the necessary tree replacements have also been completed.

Robert Donohoe questioned if BUP had ever done a survey of the Circulator passengers asking for their feedback. J. Burton noted that we did do one in the past and that is what led to the Circulator expansion. It was agreed that it would be a good idea to conduct an updated survey.

BTS Report:

Kristen Blackmon reported she is following some things going on at the County Council T&E Committee. They have a couple of items under discussion that could have a significant impact to the TMDs. K. Blackmon also noted that there is a public hearing on the status of the BRT that she will be attending. The hearing will be about additional design funding for Veirs Mill Road and Route 355/Wisconsin.

K. Blackmon noted that BTS held a “Learn to Ride” event where people could come and learn to ride bicycles safely around an urban district, taught by certified instructors. K. Blackmon mentioned how important these events are but are limited because they can be fairly expensive because of the instructors and having to rent bikes. Debbie Michaels questioned whether or not sponsors could be found to help fund these events that would allow BTS to increase the number of these events. Staff will pursue this possibility.

Financial Report:

Jeff Oyer reported that the financial statements for year ended June 30 are nearly complete. J. Oyer reported revenues over expenditures as of June 30 of \$214,000 as compared to the \$190,000 that had been projected. This variance was due mainly to spending less on flowers and adjustments to accrued vacation. J. Oyer noted that there may be a small number of invoices that are still outstanding noting that they will not significantly change the year end numbers being presented today. J. Oyer noted that these funds will be added to the current reserve funds and a more detailed five-year plan on the use of the reserve fund will be developed by the Finance Committee that will be in line with BUP’s five-year strategic plan. Greg Rooney noted that these strategic plan initiatives will be extremely costly and even though this seems like a lot of money, these funds were raised outside the contract and will allow us to begin to move forward on the very important projects outlined in the strategic plan. Jack Alexander suggested talking to EagleBank again to make sure BUP is investing these reserve funds to earn interest in line with the current market. J. Oyer also noted that BUP expended \$3,175,000 on urban district services in FY19 compared to receiving contract dollars from Montgomery County is the amount of \$2,943,000 for these services for a variance of \$233,000.

J. Oyer reported that the Finance Committee had met to review and discuss the FY20 operating budget and that those documents were included in the Board meeting packet for their review. J. Oyer reviewed a few of the key highlights of the budget and noted that the Finance Committee was presenting a balanced budget. A motion was made and seconded to approve the FY20 operating budget as presented. There was no discussion. The motion passed unanimously.

J. Oyer then presented a draft of BUP’s FY21 proposed budget submission to the County noting that the Finance Committee is still working on the final version but wanted the full Board to be aware of the request being made since there was no Board meeting in August and the request will most likely need to be submitted to the County before the September Board meeting. J. Oyer noted that the budget increase being requested was mostly for fixed costs such as rent and insurance and also included an increase for wages and benefits. An increase for vehicle replacement would also be added as suggested in an earlier discussion. Debbie Michaels asked the Board to review the document and provide any comments by early sometime next week.

Executive Director Report:

Jeff Burton noted that BUP is in a unique position right now to strengthen current relationships and develop new ones with BUP’s key partners at the County and within the urban district. He has held meetings with Marriott about getting more involved, with DOT and Park & Planning about the Norfolk Avenue shared street concept, and with the County

Executive's assistant CAO, Jerome Fletcher, to educate him on the assets and capabilities BUP has so they can leverage our services better. Future meetings scheduled include the director of OMB (members of the Finance Committee and BUP staff), and a meeting with the Director of DOT and his staff.

Chairman's Report:

Debbie Michaels requested that the Board make sure they read the department updates included in the Board packet when it is sent out. She would like staff to just give brief reports of their activities and the Board members can ask questions if they have any. This will save time at Board meetings to allow the Board to discuss more high-level topics that need more time and discussion.

D. Michaels reported that the Parks Committee continues to work with East Bethesda to make improvements to their two parks. The East Bethesda Citizen's Association has given BUP \$2,000 to add flowers and BUP will put these in in the fall. Park & Planning is also making significant improvements to these parks with new furniture and concrete upgrades. We have suggested to Park & Planning that a grand reopening of the park be scheduled once the flowers are in and the improvements are done.

On behalf of the entire Board of directors, Debbie Michaels recognized and thanked Robert Donohoe for his leadership as Chair of BUP this past fiscal year. R. Donohoe was presented with a plaque to commemorate his service.

Other Business:

At this time a motion was made and seconded to adjourn the Board meeting and move into executive session to discuss personnel issues. There was no discussion and the motion passed unanimously.

Next Meeting: September 15, 2019