



BOARD OF DIRECTORS MEETING
July 15, 2025 8:00 AM
Large Conference Room

- 8:00** **Welcome** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:25** **Presentation: LandDesign**
- 8:25 – 8:30** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:30 – 8:35** **Maintenance** (*Jeff Oyer*)
- 8:35 – 8:40** **Mobility** (*Kristen Blackmon*)
- 8:40 – 8:50** **Financial Report**
- Financial Statements – June 30, 2025 (*Mylene Ortiz Luis, Jeff Oyer*)
 - Reserve Account Discussion
- 8:50 – 9:00** **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:05 – 9:10** **Chairman Report** (*Dan Schlaff*)
- 9:10 - 9:15** **Other Business**
- Board Resolution – Trash Truck Loan
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
July 15, 2025

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Mylene Ortiz Luis, Katya Marin, Marian Block, Jane Fairweather and Meagan Donohoe

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

Guests Present: Brandan Stuckey – B-CC Regional Services Center
Cheri Devlin, LandDesign
Gabriela Canamar Clark, LandDesign

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Minutes:

A motion was made and seconded to approve the minutes from June 17, 2025. The motion passed unanimously.

Guest Presentation:

Jeff Burton reminded the Board that a key part of BUP’s strategic plan was to make improvements to the Metro Bus Bay to make it a more welcoming experience for those arriving via Metro. At a previous Board meeting, the Board had approved funding for a contractor to conduct a Placemaking Study of the Metro Bus Bay to generate some drawings and ideas for these improvements including adding color and art, making it more welcoming with better wayfinding, and basically improve the “handshake” to Bethesda. The study also includes improving the furnishings and lighting. At this time, J. Burton introduced Cheri Devlin and Gabriela Canamar from LandDesign to make an initial presentation to the Board about their progress to date so they can get feedback from the Board in order to prepare a final presentation to WMATA and others to help secure funding for the project. The Board provided feedback on the presentation. LandDesign will incorporate the feedback and update their presentation.

Financial Report:

Chris Smith noted that we are still waiting on a few final invoices for FY25 before we can close the books. Based on the expected outstanding invoices, BUP is still currently looking at a year-end revenue over expenditures in the \$190,000 - \$200,000 range. Taste of Bethesda and interest income put revenue over \$110,000 over budget and expenses should come in around \$90,000 under budget. Jeff Oyer pointed out that expenditures are 1% - 1.5% under budget based on a \$5 million dollar budget. J. Oyer noted that once all outstanding invoices have been received, he will close the books and then start working on the year-end audit adjustments.

Mylene Ortiz Luis gave the report on the reserve account. M. Ortiz Luis presented a format that included FY25 projected vs actual reserve expenditures as well as a ten-year projection.

There were numerous approved expenditures for FY25 that were not actually spent in FY25 that staff would like to carry over into FY26. A number of new expenditures for various projects are also being requested by staff. M. Ortiz Luis presented a list of carryover items as well as new items for FY26 to be approved by the Board as FY26 reserve expenditures. J. Oyer noted that the total amount of request reserve expenditures for FY26 is \$231,000 including carryover and new items. These were broken down by operating reserve, capital reserve and special projects reserve. After a brief discussion, a motion was made and seconded to approve the projected FY26 reserve expenditures.

Marketing Report:

Stephanie Coppola reported that summer events are in full swing. We have been dodging weather but have had several summer concerts and they will continue on Fridays through July. There is a Yappy Hour scheduled for Thursday and the summer Movie Series will take place late in July with movies over three weekends. The Movie Series will have a new location this year on Lot 24. Fitness in the Park has concluded with five different dates in Elm Street Park. Five different studios held free classes for those events. National Night Out is scheduled for Tuesday, August 5 on Norfolk Avenue. BUP is partnering with the Regional Services Center and the Chamber to put on this event that highlights public safety. Staff is also working on the Trawick Prize and the Taste of Bethesda, both of which will take place in the fall.

Maintenance Report:

Jeff Oyer reported that spring and summer work is well underway with a lot of mowing, edging and weeding. The maintenance staff and ambassadors have also been busy supporting all of the events. J. Oyer reported that the new landscape truck should be ready for pick up shortly and we are still waiting on word about when the new trash truck will be delivered. J. Oyer noted that he has been working with Eagle Bank on securing a loan for the trash truck which should be around \$180,000. J. Oyer reported that the new heat index policy has been initiated and appears to be working well.

Mobility Report:

Kristen Blackmon noted that the County Council has been in discussion about possibly repealing the TMD legislation that currently exists. By repealing this legislation, it will take away the requirement for employers to file a TDM plan, take away developer traffic mitigation agreements and also remove the TDM fee that is currently being assessed to commercial properties. The advisory committees that TMD's currently have will also be eliminated. There was a public hearing and developers support the repeal. The public can provide comments until July 17. Staff has met with Councilmember Balcombe to discuss this plan and to discuss if there would possibly be some type of replacement legislation to consider what other value TMD's can bring to the County.

Executive Director Report:

Jeff Burton reported that the interview committee is down to three finalists for Cherian Thomas' open board slot. Final interviews will be held shortly to make a final decision to present to the County Executive. This is a position that is interviewed by and recommended by the Citizens Advisory Board.

Regional Services Center Report:

Brandon Stuckey reported that he is very excited about the upcoming National Night Out. B. Stuckey also reported that Lidl, the new grocery store on Old Georgetown Road has set their grand opening date for July 30.

Chairman's Report:

No report.

Other Business:

Jeff Oyer noted that Eagle Bank is requiring a Board resolution stating that both Jeff Burton and Jeff Oyer are authorized to sign the loan documents on behalf of BUP. A motion was made and seconded to approve the resolution. The resolution was then executed by D. Schlaff.

Next Meeting: September 16, 2025



BOARD OF DIRECTORS MEETING
September 16, 2025 8:00 AM
Large Conference Room

- 8:00** **Welcome** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:50** **Financial Report**
- Financial Statements – August 31, 2025 (*Mylene Ortiz Luis, Jeff Oyer*)
 - FY25 Audit Review and Approval
- 8:50 – 9:00** **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:05 – 9:10** **Chairman Report** (*Dan Schlaff*)
- 9:10 - 9:15** **Other Business**
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
September 16, 2025

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Mylene Ortiz Luis, Marian Block, Jane Fairweather, Meagan Donohoe and Pete Fosselman

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

Guests Present: Brandan Stuckey – B-CC Regional Services Center
Richard Hoy

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Minutes:

A motion was made and seconded to approve the minutes from July 15, 2025. The motion passed unanimously.

Marketing Report:

Stephanie Coppula reported that it has been a busy summer for the marketing team with summer concerts, yappy hours, outdoor movies and fitness in the park events. The opening reception of the Trawick Prize has just been held, and the exhibit is on display at Gallery B during the month of September.

S. Coppula noted that Taste of Bethesda is about two weeks away. There will be over 50 restaurants participating, including several new ones in Bethesda. Approximately 10 of those restaurants will be serving beer and wine. There will also be four entertainment stages and a kid's area. We have secured five sponsors for the event. There are several press opportunities for Taste coming up with some radio spots and also a couple TV spots spotlighting some of the participating restaurants.

An Arts & Entertainment committee has been meeting over the summer to select potential artists for the street mural at the intersection of Arlington Boulevard and Bethesda Avenue. A final artist has been selected. Jeff Burton noted that we are asking the BUP Board to approve up to \$50,000 in reserve funds to help complete the mural. J. Burton reminded the Board that these reserve funds would be coming specifically from the money that was not spent on the Streeterly project that Park & Planning allowed BUP to keep for placemaking and art. At the time, J. Burton informed Park & Planning that we would most likely use most or all the money for the street mural and for the bridge over Bradely Boulevard. We have received a quote for the Arlington Road mural, and it came in higher than expected. We are working on a re-design to try and bring the cost down below \$100,000. Arts & Entertainment will contribute \$50,000 and if approved, BUP will contribute the balance. A motion was made and seconded to approve up to \$50,000 in designated reserve funds to complete the street mural. The motion passed unanimously.

Maintenance Report:

Jeff Oyer reported that it has been a busy summer with the usual landscaping work as well as event support. We are fully staffed again out back. J. Oyer noted that the team is ramping up for a busy Fall with the Taste of Bethesda, a flower rotation, mulching, sidewalk repairs and tree removal and replacement.

J. Oyer noted that we took delivery of a new landscape truck. It is smaller than our normal stakebody but will be easier to load equipment and operate with a ramp system. We have also received delivery of the new trash truck which has been on order since October, 2022. We will get it on the road once we have it all titled, tagged and wrapped. J. Oyer noted that the total cost of the truck was \$186,000. Since the loan BUP secured was only for \$180,000, J. Oyer reported that he wrote a check for \$6,000 to cover the balance and those funds will come out of the equipment reserve. J. Oyer also noted that we will still have to pay the sales tax at MVA to get the tags and title. J. Oyer asked the Board to approve an additional \$10,000 - \$12,000 from the equipment reserve to cover these taxes. A motion was made and approved to allocate an additional \$10,000 - \$12,000 from the equipment reserve to cover the taxes. The motion passed unanimously.

Mobility Report:

Kristen Blackmon noted that staff held numerous events at office buildings during the summer. K. Blackmon reported that BTS also had a booth at National Night Out and had a good line most of the night. Walk & Ride is a three-week event that begins in the middle of October. Employers are encouraged to sign up teams of three – five people to log and submit their steps during that period. Registration is scheduled to open tomorrow.

Financial Report:

Mylene Ortiz noted that the August financials were included in the Board packet. It was noted that there is not much to report since the fiscal year is only two months old. M. Ortiz did note that maintenance salaries are below budget due to the vacancy at the beginning of the year which has been filled.

M. Ortiz noted that BUP has received a draft of the FY25 audit which once again has a clean opinion meaning there were no material weaknesses found, and no audit adjustments had to be made. M. Ortiz reported that she and Chris Smith, along with staff, met with the auditors to review the draft and made a couple of small changes. These changes have to do with the best way to report both the Project Restore grant for Babycat and the remaining funds from Park & Planning. Since they are both unique and not part of BUP's contract and normal operations, the Finance committee asked to have them pulled out and reported by themselves. The notes were then adjusted accordingly. M. Ortiz reviewed this, and a few other small adjustments made to the draft. M. Ortiz reported that there were also changes made to the reserve buckets that the Board had previously approved. It was determined that instead of showing a rather large "unallocated reserve" balance, that the entire reserve be re-allocated into the three buckets that have been established. Those are operating, equipment and special projects. We would like the Board to approve \$210,000 in the equipment reserve, \$205,000 in the special projects reserve, and \$783,000 in the operating reserve. This will result in no unallocated reserve. A motion was made and seconded to re-allocate the reserve buckets into the recommended and suggested amounts. The motion was passed unanimously. A second motion and second was made to approve the draft audit as presented. The motion passed unanimously.

Executive Director Report:

Jeff Burton reported that the County Council is scheduled to approve our newest Board member for the open slot at their meeting today. She will hold the planning area seat previously held by Cherian Thomas.

J. Burton noted that we would like to schedule some type of holiday event for the Board and staff to be able to get together. After a discussion, it was determined that a lunch would work best. Staff will work on securing a date and location for the lunch.

S. Coppula noted that the International Downtown Association will be holding their annual conference in the District of Columbia next week. Staff presented a proposal and was selected by the IDA to host a pre-conference tour for the event in downtown Bethesda the day before the conference officially begins. J. Burton and S. Coppula will be hosting a group of approximately 25 people and will be giving a presentation about BUP and the downtown, will provide lunch and give them a walking tour. Any interested Board member is welcome to attend any part of the tour or lunch.

Regional Services Center Report:

Pete Fosselman noted that there was an update on the proposed recreation center in downtown Bethesda at the Citizen's Advisory Board meeting last night. P. Fossilman thanked the BUP Board for their letter of support for the project. Numerous organizations have sent letters of support. There was a survey done and 92% of the responses were in favor of the center. The next step will be securing the funding for a study that will hopefully show the need for this center. The study cost will be around \$150,000. There will be a need to continue to work with the County Executive and County Council to secure this funding.

Chairman's Report:

Dan Schlaff asked the status of the State's approval of letting BUP do an art project on the bridge over Bradley Boulevard. J. Burton noted that discussions are ongoing and progress is being made. There is still no timetable for approval.

Chris Smith asked if there was any update on the TMD legislation. K. Blackmon noted that we are still waiting on the next work session that may happen sometime on October.

Other Business:

No other business.

Next Meeting: October 21, 2025



BOARD OF DIRECTORS MEETING
October 21, 2025 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:40** **Financial Report**
- Financial Statements – September 30, 2025 (*Mylene Ortiz Luis, Jeff Oyer*)
- 8:40 – 8:50** **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:00 – 9:05** **Chairman Report** (*Dan Schlaff*)
- 9:05 - 9:15** **Other Business**
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
October 21, 2025

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Marian Block, Jane Fairweather, Meagan Donohoe and Tina Rodousakis

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

Guests Present: Brandan Stuckey – B-CC Regional Services Center
T.J. Dant – BCC Regional Services Center
Richard Hoy

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Introductions:

Jeff Burton asked BUP's newest Board member, Tina Rodousakis, to introduce herself and tell the group a little bit about herself. Then the remaining Board members introduced themselves and mentioned which constituency they represented.

Minutes:

A motion was made and seconded to approve the minutes from September 16, 2025. The motion passed unanimously.

Marketing Report:

Stephanie Coppula presented several photos of the crowd, some of the restaurants and the variety of other activities at the recent Taste of Bethesda. S. Coppula noted that the crowd and weather was great and everyone appeared to have a great time. There were 50 restaurants, 4 stages of entertainment and 6 sponsors for the event. Six local banks volunteered to help sell the tickets. Bethesda's Best Bite was brought back this year after missing several years. There were four judges of the food, and four winners were selected. Jeff Oyer reported on some preliminary financial figures for the event.

S. Coppula reported that the last of three Yappy Hours was recently held in Elm Street Park. The next big event will be Winter Wonderland on Norfolk Avenue on December 6 from 1:00 – 4:00. There are 7-8 local music groups signed up to sing and there will also be a Holiday Market again this year. There will also be arts and crafts for the kids. Staff have begun working on events for next calendar year.

S. Coppula reported that Garage #35 which is at the corner of Woodmont Avenue and Rugby Avenue, has a beautiful mural on it that is in disrepair due to water damage. Repairs have been made by the County to stop the leaking. The County has also agreed to put a fresh coat of paint on the garage so BUP can reinstall the mural. Staff are looking at options to put the mural back on the garage after it has been painted by the County.

Maintenance Report:

Jeff Oyer reported that it has been a busy start to the fall with event support, tree removal and installation, sidewalk and brick repairs. The Fall flower rotation was installed the week after Taste and leaf removal will be in full force within the next week or two.

J. Oyer reported that the new trash truck has finally been titled and tagged and went into service last Friday.

Mobility Report:

Kristen Blackmon noted that Walk & Ride is currently underway. This is a three-week contest where participants walk and record their steps online. There are 85 participants in Bethesda. K. Blackmon gave a brief update on the possible repeal of the TDM legislation. Chris Smith questioned whether BUP should get involved since it does affect one of BUP's funding sources, as well as potentially having a negative impact on traffic in Bethesda. It was suggested that we invite someone from Councilmember Balcombe's office give a presentation and the Board can provide their input at that time. K. Blackmon reported that she attended several other meetings including an update on the progress of the bikeway plans in Bethesda and a Purple Line community action team meeting.

Financial Report:

Jeff Oyer noted that the September financials were included in the Board packet. J. Oyer highlighted that revenue is \$17,000 over budget and expenses are \$38,000 under budget as of September 30. The revenue is over budget mainly due to interest income. Expenses are under budget due to savings in a number of different categories including maintenance salaries due to a staff vacancy in that department.

Executive Director Report:

Jeff Burton reported that there will be a Veteran's Day ceremony in Veteran's Park on Tuesday, November 11 at 10:30. The event is co-hosted by the Regional Services Center and the Daughter's of the American Revolution. BUP will assist with event logistics and place a wreath at the event.

J. Burton asked the Board members to put a hold on their calendars for noon on December 9. BUP will be hosting a Holiday luncheon for staff and Board members. The location is to be determined.

J. Burton noted that the walking tour that BUP put on for the International Downtown Association conference was very successful. We received a lot of good feedback from the participants.

J. Burton reported that BUP has been asked by the County to present a 5% cut in our FY27 budget. This cut is from the amount of general fund dollars that BUP receives and would amount to approximately \$70,000. We have also been asked by the Regional Services Center to also prepare a version that would include increases in salaries, fixed costs and an inflationary increase. Staff prepared those versions and submitted them to the Regional Services Center.

Regional Services Center Report:

Brandan Stuckey reiterated the fact that the IDA downtown tour was a great success. He also noted that he attended much of the conference downtown, noting that most downtown areas are dealing with the same issues such as public safety, homelessness, public art and economic challenges.

B. Stuckey noted the Regional Services is busy working on the FY27 budget.

Chairman's Report:

No report.

Other Business:

No other business.

Next Meeting: November 18, 2025



BOARD OF DIRECTORS MEETING
November 18, 2025 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:40** **Financial Report**
- Financial Statements – October 31, 2025 (*Mylene Ortiz Luis, Jeff Oyer*)
- 8:40 – 8:50** **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:00 – 9:05** **Chairman Report** (*Dan Schlaff*)
- 9:05 - 9:15** **Other Business**
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
November 18, 2025

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Mylene Ortiz Luis, Katya Marin, Jane Fairweather, Tina Rodousakis and Pete Fosselman

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

Guests Present: None

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Minutes:

A motion was made and seconded to approve the minutes from October 21, 2025. The motion passed unanimously.

Marketing Report:

Stephanie Coppula reported that Winter Wonderland is coming up and will be held in the Woodmont Triangle on Saturday, December 6. Once again it will include a holiday market with 40 – 50 local artisans selling various handmade crafts. There will also be several local schools coming to sing and there are several organizations coming to do arts and crafts with the kids. Thanks to some additional funding support from the Regional Services Center, there will also be some additional fun activities for the kids beyond arts and crafts. There is also a holiday artwalk scheduled for Friday, December 12.

S. Coppula noted that in 2026, there will be two high school shows exhibited in Gallery B. The first will be in January where the exhibit will come from a special program at the Blair G. Ewing Center. Glen Echo also has an art program for artists and that exhibit will be on display in either March or April.

Maintenance Report:

Jeff Oyer reported that it has been a busy fall. All of the tree removal and planting has been completed. We also completed the fall sidewalk repairs including a large concrete/masonry project on Pearl Street. The maintenance team completed the fall cleanup around the B-CC Rescue Squad which we have been doing for years as a partnership with them. Fall flowers have all been installed and the irrigation system at Veteran’s Park has been completed. The team will spend the rest of the fall with leaf removal and will then move into tree pruning.

Mobility Report:

Kristen Blackmon noted that the team participated in several events during October. Walk & Ride ended at the end of October. The top three teams were all from B.F. Saul. All of the

winners received prizes. K. Blackmon noted that she conducted a survey after the Walk & Ride event and the feedback was very positive.

K. Blackmon noted that T&E committee met yesterday to discuss the repeal of the TDM legislation. During the meeting, all three members voted unanimously to recommend the repeal of the legislation. The committee stressed the need to continue to do TDM work within the County, but in a different format or manner. One of the biggest hurdles will be to address the traffic mitigation agreements that are currently in place with property owners and developers that will have to be changed in some aspect. This recommendation to repeal the legislation will now go before the full Council for a vote. If repealed, it will go into effect on July 1, 2026

Financial Report:

Mylene Ortiz Luis noted that the November financials were included in the Board packet. The financials show a surplus of \$198,000 compared to a budgeted surplus of \$92,000. The positive financials are a result of Taste of Bethesda doing a net of \$34,000 better than budget, as well as interest income being \$16,000 over budget due to continued favorable rates. There were also small savings in a number of expense categories.

Executive Director Report:

Jeff Burton reminded the Board that there will be a luncheon on December 9 for all BUP inside staff and Board members at BT's Bethesda on Cordell Avenue.

J. Burton reported that BabyCat Brewery has received their use and occupancy permit and has opened and seems to be doing very well. The last grant check has been issued to them and all of the grant reports have been filed with the State.

J. Burton reported that he is meeting with WMATA next Tuesday to present them with the plan for the bus bay improvements that BUP has been working on. We want to get their feedback before we go to final design and start raising money for the project. The hope is to have the building owners in that area contribute to the project.

J. Burton reported that the BUP offices will be closed over the holidays. The maintenance staff will work a limited schedule, but a small crew will be working every day to handle trash and any other issues that arise.

Regional Services Center Report:

Pete Fosselman noted that the Regional Services Center has teamed up with BUP, the Chamber, the District 2 Police Department and Imagination Stage to work with Nourishing Now to conduct a food drive in downtown Bethesda for the holidays. These locations all have boxes in the lobbies to collect food that will then be donated to Nourishing Now.

Chairman's Report:

No report.

Other Business:

No other business.

At this time, the Board adjourned the meeting and went into a brief executive session.

Next Meeting: November 18, 2025



BOARD OF DIRECTORS MEETING
January 20, 2026 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:40** **Financial Report**
- Financial Statements – December 31, 2025 (*Mylene Ortiz Luis, Jeff Oyer*)
- 8:40 – 8:50** **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:00 – 9:05** **Chairman Report** (*Dan Schlaff*)
- 9:05 - 9:15** **Other Business**
- BTS Advisory Committee Applicant Approval
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
January 20, 2026

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Mylene Ortiz Luis, Katya Marin, Marian Block and Tina Rodousakis

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

Guests Present: Brandan Stuckey - B-CC Regional Services Center
Allie Williams – Greater Bethesda Chamber of Commerce

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Minutes:

A motion was made and seconded to approve the minutes from November 18, 2025. The motion passed unanimously.

Marketing Report:

Stephanie Coppula reported that Savor Bethesda is coming to downtown Bethesda beginning the week of Sunday, February 19. All restaurants are invited to participate. Restaurants offer special deals for both lunch and dinner.

Play in a Day will be held at Imagination Stage on Saturday, February 28. Local theatre companies are brought in to put together a short play in twenty-four hours.

Winter Wonderland was a great success with nearly 5,000 attendees. Several local schools sang at the event and there was a holiday market in addition to many other activities. The event also raised sponsorship dollars.

Gallery B hosted an opening reception recently that was a partnership with the Blair G. Ewing art program. The Trawick Foundation supported the event by paying for the rent for the month for the art display.

The Arts & Entertainment board and staff are kicking off the second phase of the signal box project. Eleven new boxes have been selected to be covered. The Board is working to secure sponsorship dollars. There will be a call for artists in the Spring, and the boxes will be covered in the Fall.

Maintenance Report:

Jeff Oyer reported that winter activities are going along well with tree pruning, brick repairs and normal maintenance operations highlighting their work. J. Oyer reported that the street sweeper is still at the shop for repairs. This will have an impact on the budgeted revenue.

Mobility Report:

Kristen Blackmon noted that there is a “Cool Commute” program going on. Participants are encouraged to take pictures of their commutes to work and send them to Kristen. She will select five random winners and send Bethesda Bucks.

K. Blackmon reported that we are looking for companies to nominate themselves online for employer awards being conducted by Commuter Connections. Any company that has a transit benefit program, has a bike benefit program or simply promotes commuting options to their employees is encouraged to apply.

The County Council session later this morning will include a vote to repeal the TDM legislation. The repeal will be effective July 1, 2026. As it stands, the repeal would still require the County to do TDM’s, this will just remove the requirement for businesses to submit plans and fees.

Financial Report:

Mylene Ortiz Luis noted that the December financials were included in the Board packet. The financials show a deficit of \$157,000 for the month of December compared to a budgeted loss of \$161,000. Year-to-date, BUP shows a surplus of \$77,000 compared to a budgeted loss \$51,000 for a net difference of \$128,000 over budget for the first six months of the year. Taste of Bethesda revenue and interest income are higher than budgeted. Several expense categories also have significant savings.

Executive Director Report:

Jeff Burton reported that the theme for the year for staff will be “creating positive, lasting memories both inside and outside of the office”.

BUP continues to work on filling Board seats. The Chamber has submitted a recommendation to the County Executive as a replacement for Mylene Ortiz-Luis. The OMD seat held by Megan Donohoe needs to be advertised, but she plans on applying for another term. The seat held by Katya Marin as a rep of the Western Montgomery Citizen’s Advisory board also needs to be advertised as her term has expired. The seat held by Apoorva Ghandi as another OMD rep will need to be advertised as he is not seeking a second term.

Regional Services Center Report:

Brandon Stuckey reported that the Regional Services Center is working with OMB on BUP’s FY27 budget and helping to move the vacant board seats forward.

Chairman’s Report:

No report.

Other Business:

K. Blackmon presented a candidate to serve on the BTS advisory committee. The Board packet included a resume of the applicant. A motion was made and seconded to approve the candidate. The motion passed unanimously.

Next Meeting: February 17, 2026



BOARD OF DIRECTORS MEETING
February 17, 2026 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:40** **Financial Report**
- Financial Statements – January 31, 2026 (*Jeff Oyer*)
- 8:40 – 8:50** **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:00 – 9:05** **Chairman Report** (*Dan Schlaff*)
- 9:05 - 9:15** **Other Business**
- Nomination/Approval of New Treasurer
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
February 17, 2026

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Marian Block, Jane Fairweather, Meagan Donohoe, Tina Rodousakis, and Monique Sanfuentes

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

Guests Present: Brandan Stuckey - B-CC Regional Services Center

Call to Order: Meeting called to order at 8:00 a.m. by Jeff Burton

Welcome/Introductions:

Jeff Burton introduced Monique Sanfuentes as BUP's newest board member. M Sanfuentes introduced herself and briefly discussed her personal and professional life. The remaining board members introduced themselves and the position they hold on the board.

Minutes:

A motion was made and seconded to approve the minutes from January 20, 2026. The motion passed unanimously.

Marketing Report:

Stephanie Coppula reported that Savor Bethesda started this week with nearly 40 local restaurants signed up to participate. There are different media hits scheduled with a few of the restaurants throughout the week in order to get them in front of the camera and do food demonstrations.

S. Coppula noted that Play in a Day is coming next week. There will be six local theatre companies participating. The Local Writer's Showcase is scheduled for March 13 & 14. Local writers submit poems and short essays to be judged. Winners read their work at various events throughout the weekend. Other upcoming spring events include the Film Festival in April and the Bethesda Fine Arts Festival in May.

The Arts & Entertainment board and staff are kicking off the second phase of the signal box project. Eleven new boxes have been selected to be covered. Six or seven of these sponsorships have been sold. A call for artists should go out sometime in March and the installations will take place later in the year. S. Coppula also noted that Garage #35 at the corner of Woodmont Avenue on Rugby Avenue had some water damage that the County has repaired. The mural on that garage needs to be redone and that will happen sometime this spring.

Maintenance Report:

Jeff Oyer reported that winter activities are going along well with tree pruning, brick repairs and normal maintenance operations highlighting their work. J. Oyer noted that the crew has been quite busy with snow removal and salting over the past few weeks. J. Oyer reported that BUP has formed a partnership with Bethesda Green to install about a dozen pet waste stations throughout the downtown. The stations only have bags, not cans for waste disposal. Bethesda Green received a grant to pay for these. BUP was reimbursed for poles and installation. BUP also has the bags and is responsible for replenishing as needed.

Mobility Report:

Kristen Blackmon noted that there is a “Cool Commute” program going on through the end of February. Participants are encouraged to take pictures of their commutes to work and send them to Kristen. She will select five random winners and send Bethesda Bucks.

K. Blackmon reported that staff also held a couple of commuter information events at buildings on Wisconsin Avenue this past month.

K. Blackmon noted that County has posted the results from the 2025 survey that was conducted regarding employees and residents commuting patterns.

Financial Report:

Jeff Oyer noted that the January financials were included in the Board packet. The financials look good for the first seven months of the year. Revenue is currently \$58,000 ahead of budget. The one concern is that street sweeping revenue is \$14,000 under budget because of weather and maintenance issues. We hope these issues have passed and this variance begins to stabilize. Expenses are \$49,000 under budget. This results in BUP being a total of \$107,000 ahead of budget as of January 31. The one thing we are keeping an eye on is sidewalk repairs. We spent a significant amount of the budget in the fall and with all the snow and ice, we will need to see what other sidewalk damage may have been done which will impact any needed repairs this spring.

Executive Director Report:

No report

Regional Services Center Report:

Brandon Stuckey reported that the Regional Services Center continues to work with OMB (Office of Management and Budget) on advocating for BUP’s FY27 budget request. The scrutiny level has been quite high this year.

Chairman's Report:

No report.

Other Business:

J. Burton noted that Mylene Ortiz-Luis has decided not to serve a second term on the BUP board. That leaves the Treasurer position vacant. Marion Block has agreed to serve in the role for the rest of the fiscal year. A motion was made and seconded to elect Marion Block as the new BUP Treasurer. There was no discussion. The motion passed unanimously.

Next Meeting: March 17, 2026



BOARD OF DIRECTORS MEETING

March 17, 2026 8:00 AM

Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:40** **Financial Report**
- Financial Statements – February 28, 2026 (*Marion Block, Jeff Oyer*)
- 8:40 – 8:50** **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00** **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:00 – 9:05** **Chairman Report** (*Dan Schlaff*)
- 9:05 - 9:15** **Other Business**
- 9:15** **Adjourn**
- 9:15** **Executive Session**
- Discuss Personnel Issue

BETHESDA URBAN PARTNERSHIP, INC.

Minutes of the Board of Directors Meeting

March 17, 2026

Board Members Present: Dan Schlaff, Chris Smith, Adam Murphy, Marian Block, Katya Marin, Jane Fairweather, Meagan Donohoe, Tina Rodousakis, and Monique Sanfuentes

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

Guests Present: Pete Fosselman – B-CC Regional Services Center
Brandan Stuckey - B-CC Regional Services Center
T.J. Dant – B-CC Regional Services Center
Allie Williams – Greater Bethesda-Chevy Chase Chamber of Commerce

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Minutes:

A motion was made and seconded to approve the minutes from February 17, 2026. The motion passed unanimously.

Marketing Report:

Stephanie Coppula reported that Play in a Day was held last month. The Local Writer's Showcase is underway. There was a event for essay contest winners last Friday night and there will be an event for poem contest winners tomorrow night. The Film Fest is the next event and will be held on April 10 and 11 at the Landmark Theatre. There will be 5 short documentaries produced by local filmmakers. There will be an after party on Saturday the 11th where there is an opportunity to meet and talk with the filmmakers.

The Fine Arts Festival is scheduled for the second weekend of May. Staff is working on securing sponsors, restaurants and artists. Summer concerts kick off on Friday, May 15th.

S. Coppula noted that phase two of the signal box project is underway. There is currently a call out for submissions from local artists. There will be ten more boxes wrapped in this phase and sponsors have been secured for six of them.

Maintenance Report:

Jeff Oyer reported that the weather has been a bit of a challenge the last several weeks. Tree pruning has been completed. The maintenance crew will begin weeding, edging and mulching in the next week or two, weather permitting. We are still one staff member short due to a recent retirement, and we are working to fill that position. J. Oyer reported that the street sweeper is back up and running. The old trash truck has been put on the market, and we have been receiving bids. The bids have been higher than anticipated.

Mobility Report:

Kristen Blackmon noted that the “Cool Commute Contest” has ended with good participation. Five random winners were selected to receive gift cards.

K. Blackmon noted that there is a Purple Line meeting for Bethesda on April 23rd.

K. Blackmon reported that she is finalizing an event sometime in April for Earth Day.

Bike to Work Day is scheduled for Friday, May 15.

Financial Report:

Jeff Oyer noted that the February financials were included in the Board packet. The financials look good for the first eight months of the year. Revenue is currently \$73,000 ahead of budget. The one concern is that street sweeping revenue is \$14,000 under budget because of weather and maintenance issues. We hope these issues have passed and this variance begins to stabilize. Expenses are \$75,000 under budget. This results in BUP being a total of \$148,000 ahead of budget as of February 28.

Executive Director Report:

No report.

Regional Services Center Report:

Pete Fosselman noted that the Regional Services Center will be sponsoring a signal box. P. Fosselman also noted that he has resigned from the County and his last day will be March 27. The Board thanked Pete for all his work supporting BUP and wished him the best. The County Executive will be appointing a temporary replacement in the next couple of weeks.

Chairman’s Report:

No report.

Other Business:

J. Burton noted that the County Executive’s FY27 proposed budget has been released and BUP’s budget has been proposed to be decreased by \$55,000. J. Burton also noted that due to the TMD legislation repeal, the BTS budget is being cut by \$330,000. This will obviously have a significant impact on BTS, but BUP also as BTS has been responsible for sharing a good portion of BUP’s overhead costs, which it will no longer have the funding to do. J. Burton noted that there will be some difficult decisions to be made for BUP’s FY27 budget. Staff will be working on that over the next couple of months. It was noted that both the Silver Spring and Wheaton Urban District’s also received a cut for services, but both urban districts received an increase for wages, benefits and other fixed costs, which BUP did not receive. After a lengthy discussion, the Board determined to move forward on a couple of paths. One will be for staff to reach out to all Council members, specifically the T&E committee members, to make a case for the requested increase. Getting staff and Board members in front of the T&E committee members will be key. The second will be to reach out partners in the urban district to reach out to and write letters of support for

BUP's budget request to all the Council members. A variety of possible advocates were outlined. Our business owners, residents and constituents are at the top of the list. The County speaks loudly about equity, and this circumstance certainly does not seem like an equitable proposal. The equity issue should be the overriding message.

Next Meeting: April 21, 2026



BOARD OF DIRECTORS MEETING

April 21, 2026 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:40** **Financial Report**
- Financial Statements – March 31, 2026 (*Marion Block, Jeff Oyer*)
- 8:40 – 8:50** **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00** **B-CC Regional Services Center Report** (*T.J. Dant, Brandan Stuckey*)
- 9:00 – 9:05** **Chairman Report** (*Dan Schlaff*)
- 9:05 - 9:15** **Other Business**
- 9:15** **Adjourn**

BETHESDA URBAN PARTNERSHIP, INC.
Minutes of the Board of Directors Meeting
April 21, 2026

Board Members Present: Dan Schlaff, Chris Smith, Meagan Donohoe, Tina Rodousakis, and Monique Sanfuentes

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

Guests Present: Brandan Stuckey - B-CC Regional Services Center
T.J. Dant – B-CC Regional Services Center
Allie Williams – Greater Bethesda-Chevy Chase Chamber of Commerce
Richard Hoy - Resident

Call to Order: Meeting called to order at 8:00 a.m. by Dan Schlaff

Minutes:

The March 17 Board minutes were not voted on due to a lack of a quorum.

Marketing Report:

Stephanie Coppula reported that the water damage at Garage #35 has been repaired by the County and the County has finished putting a new coat of paint on the garage. The water damage destroyed the mural that was painted on the garage, so the original artist is back and painted a new mural on the garage. The mural should be completed by the end of the month.

The Fine Arts Festival is scheduled for the second weekend of May. There will be over 100 artists from all over the country selling their various art. There will also be local restaurants participating and there will be a stage with live music.

The summer concert series on Norfolk Avenue begins on Friday, May 15. Fitness in the Parks begins in June in Caroline Freeland Park.

S. Coppula noted that the Film Fest was a great success. This is an Arts & Entertainment initiative that was held on a Friday and Saturday night recently.

Maintenance Report:

Jeff Oyer reported that the maintenance team is ramping up for a variety of springtime activities. This will include beginning bed cleanup, mulching and flower planting. Our sidewalk and tree surveys are underway, and those repairs and replacements will take place throughout the spring. J. Oyer also noted that spring is a very busy time for event support for the Fine Arts Festival and summer concerts. J. Oyer noted that we are fully staffed out back again.

Mobility Report:

Kristen Blackmon noted that April is Earth month and staff will be participating in events at a number of office buildings the remainder of the week. Staff will be promoting the various commuting options and handing out materials.

K. Blackmon reported that BTS will be talking about getting information out to the Bethesda community about the upcoming shutdown of the Metro on the red line at the Grovner, Medical Center and Bethesda metro stations for repairs and other work. There will be bus services provided between these stations during the closure. The closures are expected to take place throughout most of the summer. On street parking on Wisconsin Avenue will be affected as the parking lanes will be turned into dedicated bus lanes for the shuttle service between stations. BTS and BUP staff will be working to inform businesses in the affected area.

K. Blackmon noted that registration is open for Bike to Work Day. It will be held on Friday, May 15 from 6:30 – 8:30 a.m. down on Bethesda Row.

Financial Report:

Jeff Oyer noted that the March financials were included in the Board packet. The financials look good for the first nine months of the year. Revenue is currently \$88,000 ahead of budget. Jeff O. briefly reviewed where the positive variances have been generated from. J. Oyer noted again the street sweeping revenue is \$17,000 under budget due to maintenance and weather issues. Expenses are \$100,000 under budget. Some of these savings will be permanent, but a number are due to timing. Expenditures will pick up dramatically as event season picks up and spring maintenance work begins. Jeff O. noted that staff will now begin working on year-end projections and look at a plan to close out the year.

Executive Director Report:

Jeff Burton noted that the Council's economic development committee will be meeting tomorrow to discuss the urban districts budgets. He will be attending to provide any requested information and answer any questions. Jeff B. reported that the Board, the community, a variety of businesses and other partners flooded the committee with letters of support for BUP's requested budget increase for wages, benefits and other fixed costs.

J. Burton reported that the security camera has been installed in Veteran's Park. It is live and the police department receives the feed. So far, it seems to have eliminated the issue of many of the people who were hanging out there at all hours of the day. Monique Sanfuentes questioned whether it would be a good idea to post a sign to note that the park is now being monitored by camera.

J. Burton noted that notice for the vacant board position being vacated by Apporva Ghandi ends tomorrow. Once the applications have been reviewed, we will need a couple of volunteers to sit on the interview committee. Dan Schlaff and Monique Sanfuentes volunteered to serve on the committee. T.J. Dant is also working with the Western Citizen's Advisory Board to find a replacement for Katya Marin whose term has expired.

Regional Services Center Report:

T.J. Dant commended BUP for its efforts in organizing the advocacy for its FY27 budget. T.J. confirmed that the Council received a large amount of letters of support and noted that multiple people in both the Council building and the County Executive building are hearing about this and discussing it.

T.J. Dant reported that Bethesda's state delegation has secured \$100,000 in funding for a program requirement study for a rec center in downtown Bethesda.

T.J. Dant thanked BUP and the Chamber for creating and sponsoring a new award for the 2nd District police called the "Officer of the Year Award".

T.J. Dant noted that the Regional Services Center is partnering with and sponsoring an event this year at the Kid Museum call the "Invent the Future Expo" on May 31. There were over 5,000 attendees last year and T.J. asked for BUP's support in any way possible for the event.

Chairman's Report:

No report.

Other Business:

Next Meeting: May 19, 2026



BOARD OF DIRECTORS MEETING
May 19, 2026 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:25** **Guest Presentation** (*Charlie Scott – Metro*)
- 8:25 – 8:35** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:35 – 8:40** **Maintenance** (*Jeff Oyer*)
- 8:40 – 8:45** **Mobility** (*Kristen Blackmon*)
- 8:45 – 8:50** **Financial Report**
- Financial Statements – April 30, 2026 (*Marion Block, Jeff Oyer*)
- 8:50 – 9:00** **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05** **B-CC Regional Services Center Report** (*T.J. Dant, Brandan Stuckey*)
- 9:05 – 9:10** **Chairman Report** (*Dan Schlaff*)
- 9:10 - 9:15** **Other Business**
- 9:15** **Adjourn**



BOARD OF DIRECTORS MEETING
June 16, 2026 8:00 AM
Large Conference Room

- 8:00** **Welcome & Introductions** (*Dan Schlaff*)
- 8:05** **Approval of Minutes**
- 8:05 – 8:15** **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:15 – 8:20** **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30** **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:55** **Financial Report**
- Financial Statements – May 31, 2026 (*Marion Block, Jeff Oyer*)
 - FY27 Budget (*Marion Block, Jeff Oyer*)
 - Reserve Update
- 8:55 – 9:00** **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05** **B-CC Regional Services Center Report** (*T.J. Dant, Brandan Stuckey*)
- 9:05 – 9:10** **Chairman Report** (*Dan Schlaff*)
- 9:10 - 9:15** **Other Business**
- 9:15** **Adjourn**
- 9:15** **Executive Session (Personnel Matters)**

