

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY, SEPTEMBER 17, 2020**

Having been duly advertised in accordance with the Sunshine Act No. 84 of 1986, a virtual meeting of the Public Parking Authority of Pittsburgh was held at 10:03 a.m. on September 17, 2020. The following Board members were present at the start of the meeting: Jeff Cohen, Matt Barron, Karina Ricks, Liz Fishback and Bobby Wilson. Present from staff were David Onorato, Christopher Speers, Chris Holt, Mark DiNatale, Jo-Ann Williams, Gwendolyn Bolden, Bill Conner and Pat Konesky. Also present were Kinsey Casey of the City of Pittsburgh; Jason Wrona of Buchanan, Ingersoll & Rooney, Sam Williamson of SEIU32BJ and Bill Stewart of Strategic Communications. Jim Gibbs of Meter Feeders joined late.

MINUTES

Mr. Cohen asked for approval of the minutes from the August 20, 2020 meeting.

Ms. Fishback noted that there were a few times in the meeting minutes that her gender was not identified correctly.

Mr. Onorato apologized and stated that this will be corrected in the final version.

Upon motion by Mr. Wilson and seconded by Ms. Fishback, the minutes were approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Ricks, yes; Ms. Fishback, yes; Mr. Cohen, yes.

PUBLIC COMMENT

Mr. Cohen asked if there were any public comments.

Mr. Williamson stated he wanted to encourage the Board to restore the former security coverage in the Authority garages and return to compliance with the City ordinance requiring regularly scheduled patrolling of the garages by uniformed personnel. He stated that at the start of the Covid period the Authority discontinued its subcontracted security service, noting that the action was understandable given that the garages were basically shut down at that time. He noted that the Authority agreed at the time to continue to pay the health benefits of the security officers who were laid off and stated that those members and the entire union greatly appreciated the continuation of that benefit. He noted that these security officers have now not worked for six months are asking that the Authority return to compliance with the City ordinance that requires every parking structure within the city to have uniformed security personnel who are not performing other work at those locations. He stated that hopefully people are returning to the city and said he feels that we shouldn't be sacrificing public safety at any cost even in the midst of a public health pandemic and the financial crisis Covid has caused. He explained that

SEIU32BJ represents over 1200 security officers all across the city from office buildings to museums, libraries, hospitals and residential buildings that certainly also face serious financial challenges and reductions in services, but said he is not aware of a single other entity that other than the Parking Authority that has eliminated the presence of security personnel in their locations. He again referenced the City requirement governing parking operations and said despite the financial challenges caused by Covid, returning security to Authority facilities was the right thing to do.

Mr. Cohen thanked Mr. Williamson for his comments. Mr. Cohen then asked if there were any additional public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato advised the Board that beginning September 1, 2020, we resumed enforcement in the city's residential permit parking zones. He also noted that notices would be sent announcing our resuming the collection of outstanding tickets. He said the process would create a 30-day payment window before the application of any increases to fines owed, adding that the boot-and-tow program will be resumed following that 30-day period.

Mr. Onorato advised the Board that the Authority received official notification from AAA that it will not be renewing its retail space lease at the Mellon Square Garage. He advised that there is an agreement with the City and the URA to transfer commercial spaces in that facility to the URA and Pittsburgh Parks Conservancy once they become vacant. He advised there is currently one other tenant is still using a Mellon Square space that was already turned over to the Parks Conservancy.

Mr. Onorato discussed the monthly operating revenue report, noting that comparing 2020 revenues to 2019 revenues lacks significance because of the Covid impact. He advised that the 2020 revenue reports show that January and February were right on budget and averaged about \$4.7 million per month but said once the pandemic hit in March, April's total fell to \$914,000 and then showed only gradual increases in the month right after that. He advised that August's revenues of \$2.3 million represents garage parking receipts at \$1.28 million, or 43 percent of our budgeted amount, and meter receipts of \$959,000, roughly 55 percent of our budgeted projection. He advised that to date in September revenues are \$2.3 million, approximately 43 percent of our budget for the month. He advised that we are presenting an amended budget at today's meeting to address these shortfalls.

Mr. Onorato advised that the Finance and the Facilities Reports show the same trend, noting that a comparison of August 2020 to August 2019 share that revenues are down approximately 57 percent.

Mr. Onorato discussed the Enforcement Report, stating that with September's resumption of enforcement in the residential permit areas should trigger an increase in next month's report.

He advised that 11,500 tickets were issued, down from the typical average of 20,000 to 21,000. He stated that we are now enforcing all posted restrictions with the exception of street cleaning that will not resume until April of 2021.

Mr. Cohen stated that it amazes him that people are still not paying for parking with the app mode being so convenient. He noted that we are still issuing as many tickets as before the pandemic.

Mr. Wilson asked staff's opinion regarding bringing back enforcement in support of street cleaning.

Mr. Onorato responded that it is suspended completely this year and that would resume next year. He stated that with the governor's stay-at-home order and not many vehicles returning to the downtown area, we would essentially be penalizing city residents who are restricted to their homes. He stated that while he believes that the city is conducting street-sweeping operations, we will not be enforcing in support of that function for the remainder of this year's season, which ends at the end of October.

Mr. Onorato said the Meter Revenue Report shows that we had revenues of \$959,000, noting that a more normal total, prior to the pandemic, was \$1.8 million. He noted that our surface lot leases have dropped from 415 leases a year ago to 286, a loss of 159 leases in our neighborhood locations.

Mr. Onorato discussed the Parking Court Report, stating that while there is a slight decrease in revenues, said he anticipates volume increasing slightly as we will be adding late fees and penalties onto outstanding tickets, have resumed the enforcement of all violations except street cleaning and will be resuming the boot-and-tow program. He also reported that letters were sent allowing 30 days for payments of outstanding tickets before fine increases would be applied.

Ms. Fishback stated that she would like to discuss the security issue when it would be appropriate to do so.

Mr. Onorato responded that this can be discussed now or at the time of new business.

Ms. Fishback asked if the suspension of the security line item was part of the amended budget resolution to follow on the agenda.

Mr. Onorato confirmed that it is included in the amended budget and asked that any questions regarding this be discussed following the presentation of the resolution.

Ms. Ricks stated that at the last Board meeting, upgrading of all Authority facilities, with the exception of the Ninth and Penn, was discussed and asked the possibility of consolidation given their current occupancy rate at 50 percent of capacity

Mr. Onorato confirmed that system-wide, we are averaging approximately at 32-percent utilization of the garages across the network where, prior to the pandemic we were at 98 percent of capacity.

Ms. Ricks stated that some of these garages are located very close to each other and asked if we are in communication with the monthly leaseholders. She also said she was curious to know if they are actually making their lease payments.

Mr. Onorato responded that the Authority corresponds frequently with our leaseholders, advising that at the beginning of the pandemic we were working with them to suspend their lease obligations if that was their preference. He stated that we recently reached out to the leaseholders again to advise them we could no longer hold leases in suspended status but could have to cancelled and reapplied for as their holders returned. He advised that we had over 4,000 leases in both garages and lots, the majority of them in garages, but are now at about half of that total.

Ms. Ricks asked if the leases were held by individual persons or in company control.

Mr. Onorato responded that most are individual leases but said a few companies do have corporate leases that are made available to employees. He stated that those employers have also cancelled those leases as it is a significant burden to pay for them if their employees are working from home and not coming into the office.

Mr. Onorato also addressed the possibility of consolidating or closing some garages, stating that even though some of the garages are located within a small proximity to others, such as Smithfield/Liberty and Mellon Square, they are both used by a significant number of residents who they would not willing to park at a location further from their residences. He also stated that if we were to close a garage, we could limit vehicle entering but would not be able to seal off it from the public entering and noted that resident leaseholders are dispersed throughout our facilities.

Ms. Ricks asked if the Authority has done its due diligence and analysis to share with the Board the expense of keeping garages open as opposed to completely closing a facility. She then asked if the issue is addressed in the budget being presented at today's meeting and questioned if there were actually any residents in the Mellon Square Garage.

Mr. Speers replied that there are approximately 240 downtown housing leases at Mellon Square and said they are held mostly by residents at the old Alcoa Building.

Mr. Onorato advised that we would do a full cost assessment of a garage for closure but said he did not believe we would realize much of a savings as the utilities would need to remain on, the one-attendant-per-facility ratio and only a minor credit to the revenue control equipment maintenance cost. He advised that the biggest savings would be from the reduction of the security guards, \$1.6 million for this year and \$2.3 million once the new wage scale is released.

Ms. Ricks stated she wanted to see if there were other areas where costs could be reduced.

Mr. Onorato added that the Authority has been very proactive in reducing expenses, stating that we drastically reduced expense, reduced management salaries, suspended security services, furloughed employees and put capital projects on hold. He reminded the Board that he had sent them a separate email listing of these actions and said while it helped our cause we are still falling short. He stated that this is further evident and will be discussed in the Resolution to refinance the Authority's debt, which is further down the agenda for this Board meeting. He said

without the refinancing and extending the debt payments we will not be able to meet our debt service this year. He added that this could occur even with the cuts that we made and is the reason why we are looking to refinance, a step which will lessen the payments but extend the debt over a longer period of time when we hope to be back to normal.

Mr. DiNatale added that the Authority has been very proactive in looking at the garages but with several having downtown resident leases and others such as Smithfield/ Liberty having numerous businesses as leaseholders, and as the Steeler's use of Mellon Square on home weekends, calculating garage usage is not a straight forward exercise.

Ms. Ricks responded that she appreciated all that the Director has done thus far to reduce costs and said she believes that the Board fully recognizes the pandemic's impact on revenues but stated that there are more questions on how to proceed going forward. She noted that those questions could include implementing performance-based pricing, locations where new meters can be installed and, if we completed performance-based parking and if adjustments needed to be made based on the results of it. She stated that she is aware of only one proposal now on the table to reduce costs that being the reduction in security services.

Mr. Onorato responded that this is only one of the steps that we have already taken and is not the only step taken. He advised that we are constantly looking at ways to reduce the expenses.

Ms. Ricks stated she believes that we need to take additional steps going forward and said she believes that is a part of today's agenda.

Mr. Wilson stated that during his original Board meeting there was mention of extending enforcement in locations a few blocks removed from business districts. He said that while he realizes that this has been done in a few areas he wondered if that might be a way to increase revenue.

Mr. Onorato advised that this practice has been implemented in the South Side business area with the PED (Parking Enhancement District). He said the measure was a City Council action and similar steps would be required to extend the enforcement hours in other city neighborhoods. He mentioned the recent attempt to extend on-street meter enforcement hours until 10:00 pm that led to an outcry from both business and residents that proved sufficiently strong to return the enforcement deadline to 6:00 p.m.

Mr. Wilson noted that this occurred prior to his placement on the PPAP Board but noted that it was his understanding was that we were not going to place kiosks in the target areas but just increase the time.

Mr. Onorato responded that there are not many places in the city where we can expand enforcement and stated that in fact we are heading in the other direction, noting the Authority is working with DOMI to connect parking spaces for other users to assist businesses during the pandemic. He noted that we have been looking at eliminating meters to limit payment in some areas to limit customer payment options to just the mobile app. He said a city-wide change to that system would result in a savings of \$2 million per year in maintenance costs and also reduce personnel costs involving collections and repair.

Mr. Wilson stated that an equity issue could result from going that direction. He asked if it was possible to always have one meter in an area so that we could eliminate any equity issues that may arise.

Mr. Onorato responded that this would require a City Council decision and said that if he recommends that the two- hour parking in the residential permit parking area were to go away, he would recommend using the phone app for payment at a minimum of \$1.00 per hour. He added that this change also would enhance enforcement operations by eliminating the need to time a vehicle and return after the posted limit has expired. He stated that with this change our camera-equipped vehicles would only need to do one pass and each vehicle being monitored would either have a pass, be registered as a visitor or have paid for its stay either by meter or phone.

Mr. Wilson asked if Mr. Onorato would send a copy of the recommended changes to him for review. He stated that he has been reviewing the legislation, which he said he believes is from the 1990s.

Mr. Onorato responded that he would distribute copies to all board members and stated that there has been talk of transferring the entire task to the Authority. He advised that he has a meeting scheduled with Councilman Burgess regarding the possible transfer and reported that he had forwarded Mr. Burgess the list of action items that would need to be addressed before the Authority would assume control of the full RPP program.

Mr. Wilson also stated that he was curious to know how we can expand our revenue during this pandemic and asked the risks we would face if we are not in compliance with the City ordinance.

Mr. Onorato responded that the Authority has had that discussion with legal and said it is difficult to calculate the risk involved.

Mr. Wrona advised that this is a conversation that would be best held in Executive Session but stated that there is no criminal penalty or fines associated if we are in non-compliance. He added, however that the state of not being in compliance could impact our level of liability should an event occur.

Ms. Fishback stated that she understands that the Authority has determined that it would not be closing garages due to the number of commercial and housing leases but said she felt that if the garages are open and operating they should be staffed for security. She also asked if the Authority should disclose to current leaseholders that security has been pulled and may not return.

Mr. Wrona responded that he does not believe that there is an actual requirement to provide notification.

Mr. Cohen advised that he believes that this discussion should be held in an Executive Session. He stated that the bottom line is that Authority revenues are way down and the staff has worked really hard to keep the organization fiscally responsible. He noted that staff took a pay cut, which he believed did not happen in any other City entity and should be commended for that sacrifice. He stated that from his position as Board Chair, he tries to support the Executive Director and his staff and while he guides them in policy matters, he generally wants them to run the Authority's

day-to-day operations. Mr. Cohen repeated that the bottom line is that we are in trouble with the covenant on our bonds if we do not make our debt service requirement. He noted that not refinancing our debt would cost the Authority hundreds of thousands if not millions of dollars, adding that this is no time to increase enforcement as businesses are dying and we do not know how long it will be until our revenue numbers return to more normal levels.

Ms. Fishback asked if this Executive Session could take place prior to the Board voting on the amended budget to be presented in today's meeting. She stated that she recognizes and supports the difficult steps that the Authority has taken and will have to take but stated that if there are matters that cannot be discussed in a public forum, she asks for an Executive Session for that purpose.

Mr. Wrona stated that because a request from a Board Member to meet in Executive Session appears to have the support of the majority of other Board members, he recommended that the proposal be adopted, with resumption of the public meeting to follow at its conclusion.

Mr. Wilson asked if this session needed to occur immediately or could it be scheduled for a later time.

Mr. Onorato responded that the refinancing resolution was particularly time-sensitive as we need to have that action closed by December 31 when our principal and interest payments are due.

Mr. Barron asked if we could possibly move forward with the refinancing resolution and table the amended budget resolution until after the Board had the Executive Session to discuss it.

Mr. Wrona stated that he originally believed that the resolution for refinancing required that the amended budget be approved as well. He said that after further review he determined that Resolution No. 21 could be treated as a stand-alone item. Mr. Wrona then expressed concern that the rating agencies would question why certain resolutions were passed over and not addressed in order.

Mr. DiNatale added that by working with the finance companies on the possible refinancing, we are able to set the bar that we need to hit in each agreement year to pay off the debt. He said we were just making an expense adjustment that would show that we are meeting the expense portion but will need to increase our debt coverage requirement further years out. He stated that the agencies would like to meet sometime before the end of the month to discuss.

Mr. Wrona asked if there was any reason why the Board could not take this opportunity to break for an Executive Session.

Ms. Fishback stated that while this pandemic is nobody's fault and it is devastating, she was glad that this conversation is even occurring because she does have some questions. She stated that if our legal counsel determines that this discussion to be done privately, we need to do it privately.

At 11:00 a.m. there was a break in the meeting for the Board to convene in an Executive Session.

The Board Meeting reconvened at 12:42 p.m.

Upon return, Mr. Cohen announced that the Executive Session was held and discussed information protected by the Attorney client privilege.

RESOLUTION NO. 17 OF SEPTEMBER 2020, “A RESOLUTION AMENDING THE AUTHORITY’S 2020 GENERAL FUND AND TRUSTEE REVENUE FUND BUDGETS”, was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that the Executive Session had concluded and advised that the amended budget initially was prepared with no provision for security coverage for the remainder of the year. He said it was discussed during the session that security coverage should be restored. He advised that adding the expense back into the budget will change our debt service with subordination, adding that the Board determined that if at the end of the year we are in violation of our debt service obligation we will look to reduce our payment to the City by the shortfall amount.

Mr. Onorato explained that on the refinancing document that will be addressed in the final resolution on today’s agenda, includes the line item of \$86 million representing December’s payment to the City that is expected to be reduced to \$3.5 million by extending the payment period of the debt.

Mr. Onorato stated that in the amended budget, the revenues decreased from \$9.7 million to \$1.8 million, with the Wharf’s revenue decreasing from \$300,000 to \$80,000 and the Capital Projects line item decreasing from \$8.1 to \$2.5 million. He stated that he is asking that the amended budget be approved with the security line item to be amended. He advised that the new amended version ultimately circulated to the Board will reflect the result of the security line item being added to the totals.

Upon motion by Mr. Wilson to approve the budget with the amendment and seconded by Ms. Ricks, Resolution No. 17 of 2020 was amended as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Ricks, yes; Ms. Fishback, yes; Mr. Cohen, abstain.

RESOLUTION NO. 18 OF SEPTEMBER 2020, “A RESOLUTION AMENDING THE 2020 PITTSBURGH PARKING COURT BUDGET, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the original 2020 budget projected revenue of \$10.7 million but we are estimating a \$5.3 million decline from that total because of the pandemic effect, is roughly a 50-percent reduction in total revenues. He also advised that the expenses in the original budget were forecast at \$2.8 million but were reduced to \$1.73 million, roughly a 43-percent decline. Mr. Onorato advised that the original budget projected the City to received \$7.8 million from Parking Court operations and said the amount in this amended budget is now \$3.6 million, a reduction of \$4.2 million.

Mr. Cohen asked if there were any comments.

There were none.

Upon motion by Mr. Wilson and seconded by Mr. Ricks, Resolution No. 18 of 2020 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Ricks, yes; Ms. Fishback, yes; Mr. Cohen, yes.

RESOLUTION NO. 19 OF SEPTEMBER 2020, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CHANGE ORDER AND FINAL PAYMENT TO FIRE FIGHTER SALES AND SERVICES COMPANY FOR THE FIRE SUPPRESSION AND SPRINKLER SYSTEM UPGRADE AT MELLON SQUARE GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato said we are seeking approval for final payment in the amount of \$128,287 to Fire Fighters Sales and Service for the work it completed on the Mellon Square fire suppression and sprinkler system. He advised that working with the engineers while they were on-site, the Authority staff was able to secure a credit of \$177,000, the total of which is included in the amount of the proposed final payment. He also mentioned that the WBE participation exceeded the 10-percent participation requirement.

Mr. Cohen asked if there were any comments or questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Wilson, Resolution No. 19 of 2020 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Ricks, yes; Ms. Fishback, yes; Mr. Cohen, yes.

RESOLUTION NO. 20 OF SEPTEMBER 2020, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO ALLEGHENY CITY ELECTRIC, INC. FOR LED LIGHTING UPGRADES FOR NINE (9) PARKING AUTHORITY GARAGES. was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised the Board that this was the LED lighting upgrades for all of the garages for which all the work has been completed and the punch-list items approved and we now are seeking authorization for final payment in the amount of \$252,081.87. He advised that the original contract total was \$4.6 million and was completed with three change orders, one for approximately \$71,000 which added the JCC lot to the assignment; one for \$172,000 for electrical service upgrades to the panels at several garages; and a third for \$33,000 to add conduit in the basement of one facility. He said all involved changes in the scope of work were initiated by the Authority and said that the changes brought the final cost of the project to \$4,976,088.00. Mr. Onorato said MBE participation on the project was 44 percent while five percent of the work represented WBE involvement.

Mr. Cohen asked if the Authority knows the amount of the electrical savings realized as a result of this upgrade.

Mr. Onorato replied that the actual numbers will be forwarded to the Board but said that we had anticipated a monthly savings of \$35,000 on our electrical costs.

Mr. Cohen congratulated the Authority staff on completing this project as it was a huge undertaking that resulted in a large savings. He thanked Mr. Barron for playing an instrumental role in this project.

Mr. Cohen asked if there were any comments or questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Wilson, Resolution No. 20 of 2020 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Ricks, yes; Ms. Fishback, yes; Mr. Cohen, yes.

RESOLUTION NO. 21 OF SEPTEMBER 2020, “A RESOLUTION OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH INDICATING THE AUTHORITY’S INTENT TO REFINANCE A PORTION OF THE AUTHORITY’S OUTSTANDING PARKING SYSTEM REVENUE REFUNDING BONDS, SERIES A OF 2015, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that we are asking for early authorization to begin the process of refinancing the 2015 bonds to extend the years of life of debt set to expire in 2026 until 2030, or an additional four years. He advised that the Authority is looking to close on the transaction by December 1st when our principal and interest payments are currently scheduled. He advised that this could reduce our final payment for 2020 to about \$3.5 Million.

Mr. Barron thanked the Authority staff for its work on this action, noting that they have all been instrumental in securing a good rate.

Mr. Cohen seconded Mr. Barron’s comments, noting that he originally was against refinancing the Authority’s debt. He said that the plan as presented would also take of pressure off the Authority during these challenging times.

Mr. Cohen asked if there were any comments or questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Wilson, Resolution No. 21 of 2020 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Ricks, yes; Ms. Fishback, yes; Mr. Cohen, yes.

NEW BUSINESS

Mr. Cohen thanked the Board members for their participation and cooperation in today's lengthy meeting and Executive Session, stating that he appreciated their input.

Mr. Wilson stated he appreciates all of the work that the Executive Director and his entire team at the Authority does and stated that how much they do for the City should not go unmentioned. He noted that during these times the City still looks to the Authority for a high level of financial security. He stated that given today and its long meeting, he truly appreciates all of the efforts and dedication of everyone who works for the Authority.

Mr. Cohen commented that he could not agree with Mr. Wilson more and stated that the Authority team is a solid and dedicated unit. He added that Mr. Onorato does a tremendous job as the Executive Director.

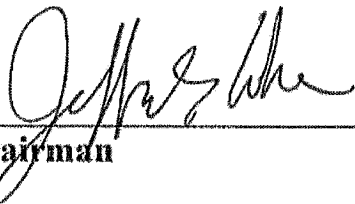
Mr. Cohen asked if there were any new business issues to discuss.

There were none.

The next Board meeting is scheduled for Thursday October 15, 2020 at 10:00 a.m.

The meeting was adjourned at 1:08 p.m. with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES

Approval

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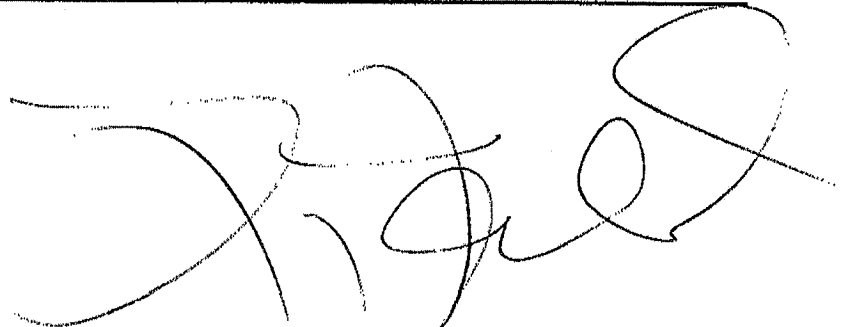
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Approval

A large, stylized handwritten signature in black ink, appearing to be 'M. Onorato', is written across the bottom right portion of the page, overlapping the 'Approval' line.