

Idaho Falls Auditorium District

Board of Directors — Business Meeting
Shared Conference Room, 901 Pier View Drive, Idaho Falls, ID 83402
27 June 2012
10:30 a.m.

Minutes

In Attendance: Board Members: Robb Chiles, Bob Everhart, Kris Meek and Cindy Ozaki. Board Member Jeff Sayer was excused. Also present were: IFAD Legal Counsel Mark Fuller; Board Consultant Rebecca Casper; and CRSA Representatives Kevin DeKold, and Kathy Wheadon. The workshop portion of the meeting also included, Don X of CRSA, Clint X from Horrocks Engineering; and SRL Representatives Eric Isom and Tana Barney. Mike Harvey of SCD participated in the workshop by phone.

I. Call to Order.

Conducted by Chairman Ozaki, the meeting was called to order at 10:42 a.m.

II. Adoption of the Agenda.

Action: Mr. Everhart moved to adopt the agenda

Action: Mr. Chiles seconded the motion.

Action: Mr. Chiles then moved to amend the agenda to include consideration of the letter of engagement from Moore Smith Buxton and Turcke, Chartered.

Action: Mr. Everhart seconded the motion to amend.

Result: All members present voted in the affirmative to amend the agenda and then again voted unanimously to adopt the amended agenda.

III. Approval of the Minutes from the Previous Meeting.

Action: Mr. Meek move to approve the minutes from the June 11 Business Meeting.

Action: Mr. Everhart seconded the motion.

Action: All members present voted in the affirmative.

IV. Approval of IFAD payables.

The Board considered the CRSA invoice for Schematic Design of \$32,476.33 and reimbursements for Board member travel expenses incurred for travel to the E-Center (Ozaki and Meek) of approximately \$95 and to Boise to meet with Bond Counsel (Ozaki) of \$317.24.

Action: Mr. Chiles moved to approve the payments listed above.

Action: Mr. Everhart seconded the motion.

Result: All members present voted in the affirmative.

V. Architect's Report.

Mr. DeKold has been in contact with SCD regarding changes to the subcontract. They had wanted to meet and have that conversation in person. Mr. DeKold spoke with them two days ago and nothing was mentioned, but he expects they will have that discussion soon.

VI. Feasibility Study Update.

Ms. Ozaki had requested more information about updating the original Feasibility Study that was conducted for the Event Center from 2008 through 2010 by Economics Research Associates (ERA). Ms. Casper contacted Mr. David Stone at AECOM to obtain the desired information. (AECOM acquired ERA in 2007). Mr. Stone provided a list of considerations that must be addressed before determining the time and cost involved in a study update. The board discussed the necessity of obtaining such an update and determined that it would only be desirable if potential Event Center financiers required updated study results. The Board directed Ms. Ozaki to determine which aspects of the study financiers might desire to have updated so as to minimize the costs and time involved for an update. Ms. Ozaki can then follow up with Mr. Stone at AECOM as needed.

VII. Engagement of Bond Counsel.

The letter of engagement from Moore Smith Buxton and Turcke, Chartered was reviewed by the Board. A question about the invoicing method was raised. Mr. Fuller accepted the assignments to speak to Stephanie Bonney, the bond attorney working with the Board, to clarify the manner of payment and seek an acceptable resolution.

Action: Mr. Chiles moved authorize Board Chair, Ms. Ozaki, to sign the agreement once the invoicing issue is satisfactorily resolved.

Action: Mr. Everhart seconded the motion.

Action: All members present voted in the affirmative. Motion passed.

VIII. Updates and Reports.

A. Fiscal/Donor/Marketing Committee.

As expected, the E-center Research team will report at the next scheduled Board Business meeting in July.

B. Logo/Website.

As discussed at a previous meeting, Board members sought out bids and samples of design work from local logo designers. Input from Fast Signs, i.e. Productions, Sharlee Stokes, and the designer for the EIRMC was considered. Based on a review of work samples and the costs involved in the various offers, Board Members determined that they had enough information to move forward with the selection of a logo graphic designer.

Action: Mr. Meek moved to seek the professional logo design services of graphic designers at i.e. Productions to design a logo for the IFAD according to the terms offered in email correspondence which included a rate of \$75 per hour up to 10 hours and not to exceed a cost of \$750.

Action: Mr. Chiles seconded the motion.

Result: All members present voted in the affirmative.

C. MOU With the Idaho State Tax Commission.

As assigned in a previous meeting, Mr. Fuller spoke with Mark Poppler at the ISTC who indicated that the Commission is not interested in providing enforcement services separate from assessment and collection services. For them their services are offered as a package deal. Ms. Casper indicated a willingness to pursue this split services concept with local government contacts to determine if it could be developed legislatively as a means of saving local governments money. Mr. Fuller also pointed out that the ISTC is willing to consider another MOU next year after their system upgrades are complete.

IX. Calendar and Announcements.

A. Meeting Schedule.

The Board's previously expressed goal of holding its business meetings in a variety of local hotels was reviewed. Board members felt that economy and consistency were more desirable at this time. Mr. Chiles observed that few of the hoteliers seemed to care about the Board's presence. So, until permanent meeting space can be obtained, the Board authorized Ms. Casper to seek out and inexpensive meeting and consistent locations until permanent meeting space can be obtained. The next meeting will be held on either July 10th or 11th with the exact date, time, and location to be determined by email correspondence.

B. Questions and Announcements.

1. Mr. Chiles announced that the joint "Business Center" facilities plan approved at the last Board meeting has changed since one of the participating entities determined not to join the project. Either another participant or alternative financing is being sought for the project. An update will be provided when available.
2. Ms. Casper inquired as to when the Board would like to address the Executive Director and Project Manager job Descriptions. The Board determined that the next regular Business meeting without a significant pending agenda item would be the best time to take up this topic—likely in August. Board members also expressed a desire to hire a project manager at the same time the operator is hired. Mr. DeKold indicated the benefits of this collaboration would be significant.

X. Public Comment.

Meeting time was available for public comment, but no members of the public were present to provide comment.

XI. Architecture Workshop: "Site Characteristics and Guidelines."

After a brief lunch break, the meeting resumed under the direction of Kathy Wheadon, Principal with CRSA. This included consideration and discussion of various design aspects relating to: 1) the Entry Plaza; 2) Canal Treatment; 3) Site Furnishings; 4) Parking and Landscape treatments; 5) Signage and Transit; 6) Site Lighting; and 7) Sustainable Sites. Board Members were led through a discussion wherein each design element was defined and discussed. For the most part, the sense of the Board was to opt for design elements which blended with the existing style design used by Snake River Landing. Board members also expressed a desire to be cost and quality conscious, relying on the architects and designers to enable them to maximize both.

XII. Adjournment at 1:55 p.m.

Action. The motion to adjourn was made by Mr. Meek.

Action. The motion was seconded by Mr. Chiles.

Result: The vote was unanimous in the affirmative. The meeting was adjourned at 1:55 p.m.

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