

**Board of Directors Business Meeting**

**Friday, June 7, 2019, 7:00 a.m.**

**Location: Idaho Falls Auditorium District Office**

**467 Constitution Way, Idaho Falls, Idaho 83405**

**Attendees – Terri Gazdik, Bob Nitschke, John LoBuono, Rob Spear, Mark Fuller, Salem Thomas, Mike Clements, Blake Davis, Rebecca Casper, Kevin DeKold (by phone)**

1. Call to Order – at 7:03 a.m.
2. **Action Item** - Accept the Consent Agenda – Gazdik requested to change the project management plan discussion item to an action item. Fuller also requested changing the Executive Director’s action item concerning office equipment to also include furnishings. Motion to approve changed agenda. Seconded. Motion passed.
   1. Meeting Minutes – 5/28/19 – Spear explained that he and Thomas had received multiple minutes update suggestions. All had been included and approved by Fuller.
   2. Financials and Payables – Motion to accept the consent agenda. Seconded. Motion passed.
3. **Discussion Item** - Public Comment – None
4. **Action Item** – Owner’s Representative – Nitschke explained that he feels being an owner’s rep is a job all in itself. The current RFP requires someone with construction and engineering expertise. He feels that Spear should not take over both the roles of the Executive Director and the owner’s rep. Nitschke moved to send out the RFP to see what kind of experience and expertise could be brought to the table if someone else were to be hired for the position. LoBuono said that due to cost of hiring someone else, he would prefer to have Spear participate in both capacities. Having an assistant to support the role may be necessary, but Spear could handle most of the workload. Spear said he feels he can do it because of experience he has from other projects he has worked on. Gazdik suggested having Spear become the owner’s rep for a short amount of time to see if Spear feels it necessary to get someone else. LoBuono made a motion to give the owner’s rep responsibilities to Spear. Gazdik reminded the Board that Nitschke had already made a motion that needed to be addressed first. Nitschke continued that the Board needs to assume responsibility of the actions of the Board and be willing to devote enough time to them. As it is, the Board is not devoting enough time to reviewing the documents being presented which means no one has been doing it and it needs to be done. Nitschke suggested that if Spear were to assume all the responsibilities of the owner’s rep, he wouldn’t have enough time to complete his other responsibilities. Mike Clements said that having an extra set of review eyes is always beneficial and never hurts. He said that hiring the person who will be the representative sooner than later would be good to have that extra set of eyes and so they can be prepared with a background of the building before it gets too far. Blake Davis asked if the Board could modify the current RFP to include alternate pricing suggestions for assistant/part time/full time positions LoBuono commented on the three different pricing suggestions and said it may be better to have two sections instead of three. Gazdik suggested modifying Nitschke’s motion to include modifying the RFP to half time pricing and full-time pricing. Motion seconded. Motion passed with two votes in favor and one voter abstaining. Fuller to provide direction on sending the RFP out.
5. **Discussion Item** – Design Schedule update – CRSA – Kevin DeKold shared that today is the deadline for the design team comments on the 30% D&D set. Everything is on track to get that accomplished today. DeKold provided an explanation to Spear that the spec reviewer needs to provide updates to the specs by June 21. DeKold doesn’t expect the design basis to change between now and then. They will be ready to review the numbers at the originally planned meeting on June 21st. Spear asked if DeKold would be providing a proposal for the early submittal for civil and foundation. DeKold said that they would be providing that proposal. This discussion covered section d under the executive director report.

Nitschke asked where the number for the final cost would come from when the Board reviews the numbers on June 21st. Mike Clements answered that Bateman-Hall would be providing that number and have items directly tied to the cost. Mike explained that the cost analysis can drill down to 300 items.

Spear asked DeKold about having a June 19th review meeting concerning the 30% Design Document review. DeKold said he could present the numbers on the 19th if that is what the Board wanted. Gazdik requested the 20th for personal reasons. DeKold said that he will plan to present from 8 a.m. to Noon and that he will be available for that meeting. Mike Clements explained that having this review meeting later than originally planned will make incorporating the comments into the presentation more difficult.

Nitschke asked if solar power was being included in the design plans. Rebecca Casper commented that based on current energy costs in Idaho Falls, solar power is not cost effective to put into a home. You don’t save enough to cover the cost during useful life of solar panels. Idaho Falls Power has excess power and would be more than able to provide power. Idaho Power only purchases power in high peak times during the winter and summer. Supplying power to the Event Center would be beneficial for the city if the event center were to become a new customer. Wid Ritchie, energy specialist at Idaho Power, should be consulted. Mayor Casper explained that solar power is a “feel good” but wouldn’t be a benefit for the event center. It would have to be replaced before the Board got the payback from using it. Blake Davis said they could give a plan to a solar company to get an estimate and list it as an alternate option. He agreed that it isn’t as advantageous here as it is in other places. Clements said it only appears to be cost effective when Rocky Mountain Power is the provider.

The 30% Owner Review meeting is set for June20th at 8 a.m. and Bateman’s cost estimate will still be on June 21st. Nitschke asked DeKold about some of the comments he had previously made on the design document, particularly the additional grill and the lighting of the parking lots. DeKold said that Trenton Saxton has been working on those questions. Spear commented that there was some confusion about the number of stalls required in the event center parking lot which would affect the lighting. It appears the City is willing to grandfather the Event Center under previous code. That would eliminate the need for 130 more stalls. Spear said this relates to the lighting of the parking lot and that a photometric plan will be provided. The current Snake River Landing parking lot lighting plan is double the city’s requirement. Changes on the stall requirements have already been incorporated into the current design.

1. **Discussion Item** – Update on the progress of the naming rights campaign – There hasn’t been a BAC meeting since the last Board meeting. There isn’t a lot of new information. The Board is still waiting on one company to offer the main naming rights.
2. **Action Item** – Google Drive – As Spear and Thomas have been working on the PMP, they decided Google Drive would be the best option to be able to store and share documents. It will require a credit card to pay for the service. Gazdik asked if Spear would be comfortable paying the monthly fee, with the ability to be reimbursed for the cost. He said he would be able to do that. Motion made to have the current executive director pay for the Drive but use the admin email to make sure the drive will not be lost again. Seconded. Motion passed.
3. Report and Updates
4. Executive Director Report
   1. **Action Item** – Proposal for office equipment and furnishings– Spear shared that he found a good deal through Staples for a laptop computer and a printer. He requested $1,500 to be able to get everything he needs. Fuller suggested that Spear also needs money to get a desk for Spear’s office. Motion was made to allow $1,500 for electronic equipment and another $1,500 allotted to buy a desk if they are unable to find a donated desk. Seconded. Motion passed.
   2. **Action Item** – Proposal for money amount Executive Director can spend without Board approval – Spear presented that he would like some freedom to utilize funds to a small extent in order to cover costs as needed without Board approval. Nitschke said he is concerned because no matter how you look at it, the board has offered their approval to spend the funds. He looked to Fuller to see if there was a better way to phrase it. Spear said he would be sharing any expense made under this authority would be reported in the weekly Executive Director report. Fuller suggested amending the proposal to state that Spear was not to exceed the established amount without prior consent from the Board. Motion to accept proposal as amended. Seconded. Motion passed.
   3. **Action Item** – Proposal for early steel submittal – Bateman-Hall/Hogan – This would help the project stay on schedule. CRSA did not want to prepare the early package. Bateman-Hall/Hogan has agreed to enter into an agreement with Thorton/Tomasetti and that the fee would be included in the GMP (Gross Maximum Price of 6%) . The benefits and negatives of the proposal have been discussed. Clements explained that the benefits outweigh the negatives. They need the Board to cover the upfront cost for now, but the cost would be added to Bateman-Hall/Hogan’s GMP in the future. Motion to move forward with the early steel submittal design package preparation. Seconded. Motion passed.
   4. **Action Item** – Proposal for early submittal for civil and foundation. – Moved to next meeting. Tabled until more information is received.
   5. **Discussion Item** – PowerPoint Presentation – Spear shared the presentation that he shares with companies and community members that want to know how the project is moving forward now.
   6. **Action Item** – Project Management Plan – Spear put together a Ghant chart to have a physical, tangible schedule for the Board to see. Everything is listed on the Ghant chart from I E Production’s deliverables to construction deliverables. The Ghant chart is to supplement what is in the PMP. They are meant to be fluid documents. The Board offered a couple of suggestions to update the Gant chart to have it ready for next time. Spear said he would share the executive director’s report this afternoon to identify what he has done in the last week. Nitschke suggested having separate discussion items for the mission statement and other smaller pieces within the document. Nitschke will meet with Spear on Monday June 10 to review his comments regarding the PMP. At the next meeting the Board will be ready to consider the final PMP.
   7. Discussion Item – Owner’s 30% D&D Review date – June 20th is when the work session will be held.
5. **Discussion Item** – Legal Report – Fuller had an abbreviated meeting discussing the Centennial Management last week. Because Gazdik and Kevin Bruder were unavailable for the meeting there is another meeting scheduled in order to further negotiate the contract later on.

There are still two hoteliers consistently paying the Transient Room Tax late, but all of them are up to date.

1. Calendar and Announcements
   1. Upcoming IFAD Meeting/Events – **Next Meeting on June 25, 2019**
   2. **Discussion Item** - Announcements and Minor Questions
   3. **Discussion Item** - Agenda Items for June 25th meeting – Pioneer road.
2. **Action Item** - Adjournment from Public Session – at 8:45 a.m.

**Checklist Items**

Discussion Item – Pioneer Road Review

Discussion Item – Mission statement in the PMP.

Action Item - Officer elections

Spear send out RFP