

**Board of Directors Business Meeting**

**Tuesday, August 27, 2019, 7:00 a.m.**

**Location: Idaho Falls Auditorium District Office**

**467 Constitution Way, Idaho Falls, Idaho 83402**

**Attendees**: Terri Gazdik, John LoBuono, Bob Nitschke, Steve Vucovich, Rob Spear, Mark Fuller, Salem Thomas, Chris Nations, Mike Clements, Chad Hammond, Kevin Greene, Trent Saxton, Kevin DeKold.

**Attendees at the CRSA update**: Leith Sheets, Clint Boyle, Blake Davis, JD Forbush, Kevin DeKold, Michael Harvey, Mark Fuller, Bob Nitschke, Vanessa Josephson, John LoBuono, Steve Vucovich, Kevin Greene, Rob Spear, Paul Henderson, Mike Clements, Trenton Saxton, Terri Gazdik, Salem Thomas

**Minutes**

1. Call to Order – at 7:04 a.m. Motion to approve the agenda. Seconded. Motion passes.

1. **Action Item** - Accept the Consent Agenda – Nitschke shared some valuable changes on the 8/13 minutes. The Board agreed to approve the minutes including those changes. After reviewing the payables, Nitschke asked about the I E Productions check being higher than normal. With these clarifications there was a motion to approve the consent agenda. Seconded. Motion passes.
	1. Meeting Minutes – 8/13/19, 8/20/19
	2. Payables

1. **Discussion Item** - Public Comment – None.

1. **Discussion Item** – Design Schedule update – CRSA – Spear suggested to hold this discussion until the meeting at 10:00 a.m. at the Bateman Hall office at 1405 Foote Drive.

1. **Discussion Item –** Fundraising Update – Spear said that there is a Business Advisory Committee event this evening at the Waterfront in Snake River Landing. Kevin Greene commented that he will be getting in contact with a number of people who have participated on and off with the committee to invite them to participate this evening. Gazdik asked about getting in contact with potential donors who associate with Mountain America Credit Union. Spear said that they had not yet reached out to them, but that he is willing to contact MACU to see if they have potentials.
2. **Presentation –** Owner’s Rep - Chris Nations of Nations Group – Spear introduced Chris Nations. Nations has been on a very similar project in Indiana that has just broken ground. His background is generally in schools whether that is universities or k-12 schools. This company is a fee based owner’s rep entity that answers to communities. Spear asked Nations specifically about bonds and certificates. Nations said he has used just about every kind of public bond and is familiar with what is required.

Nations said that projects of this proportion are never a one-man project. He introduced the Nations Group team and what each of their roles are. Their combined experience is more than 80 years.

Nations stated that this is probably the most efficient arena strategy the Board can build. Nations Group knows the structure well and has completed more complex structures in the past.

LoBuono asked if it would be possible to add a few rows of chairs behind the bleachers on the concourse after the structure is already built. Nations said that it would probably be too difficult to change that much of the structure and that it would be better to change the way people view their attendance of the building. He suggested offering memberships or recreating an area for more people to be.

Gazdik asked if Nations had been in the CM/GC role during a project before. He said that he had been and even preferred that role working with contractors than having to try to be in both positions at the same time.

LoBuono asked about the pricing page of Nation’s presentation. Nation’s confirmed that any travel expenses would be on top of the presented numbers.

Nations explained that they prefer very open communication. They want to help the contractors find solutions to issues to make sure the project all comes together at the same time. They want to be part of the discussions concerning more minor details such as sports lighting, cost, timing, etc.

Spear asked if the current schedule worries Nations at all. He explained that he has worked on projects that have “staggered openings” before. They could have a partial completion in time for the hockey time to practice as long as the final opening date is October. From a construction standpoint, he is not worried about being ready to open for the hockey season of 2021. The thing that worries him a little bit is being helpful in the bid package creation that needs to be happening right now.

Nations said they like to answer as many questions about the building before ground breaking as possible. The owner’s rep position is a neutral third party that helps the owner make the best decisions for the project.

Gazdik asked if he had regular vendors for FF and E items. Nations said his team has good contacts.

LoBuono asked how the Board will be able to review Nation’s decisions that he makes. Nations said that the scope and the budget are very defined, and within those bounds they will be able to make decisions. Generally there is a project team that collectively make the decisions on a weekly basis. They present the decisions they have made to the Board at the biweekly Board meetings. Nations explained that one of their goals is to share every detail that is necessary, but also to relieve some of the pressures of the details so the Board doesn’t have to stress so much about them. Nations explained that he has worked with Spear in the past, just not on a project like this. He would be using Spear as the eyes and the ears whenever necessary so his team wouldn’t have to travel here all the time. This would lower the general expenses.

Gazdik asked if pricing had been covered. LoBuono showed her where it was represented in the booklet Nations presented. The Nations Group would be $4,500 now through March, then $3,500 through the rest of construction totaling at $900,000. Gazdik asked to add this decision to next month’s agenda.

1. **Discussion Item –** Centennial Management Contract – Fuller sent out the most recent copy of the contract yesterday. His hope was to bring in the latest negotiation before the Board today, but it is not ready yet. One thing the Board needs to understand is that once the contract is signed, Centennial Management will be working. The building does not have to be complete for them to step in and begin managing. CM will expect to be paid for their services that they offer before the building is constructed.

Their interest is in creating the most profit. One of the things they are currently negotiating is what the community standard is now, and what it will be in the coming years. Fuller shared a story concerning the Maverik Center which Centennial Management manages about Marilyn Manson and how the community loved his show even though the Board managing the Maverik Center thought it would be a poor decision.

They are also currently negotiating the standards for general operations of the facility. CM’s words are that they meet the “applicable standard in the community.” CM suggested to incorporate the standards on the International Association of Venue Managers. Fuller went to the website looking for the standards but has been unable to locate them. CM is now suggesting to leave that standard out. Fuller said he doesn’t think it should be left out so they are working together to find better language for the contract to find a better standard.

Gazdik suggested that since this standard hasn’t been written, the Board ask CM to maintain membership with this association so that if an issue arises the Board can go to other members of this association as a resource to ask if CM is abiding by industry standard (because the standard is set by the group of members of this group). Gazdik said she doesn’t understand what other option there is. Kevin Greene explained that CM has always based their decisions on honesty and integrity.

Nitschke said he would like to see examples of how that standard has been implemented to see if it would work correctly with this building.

Fuller explained two other situations in which the Board would need to weigh in. The Board will have to remain the owners of the building. Even if CM is managing the facility, the Board will have to remain more in charge of the building than the original Board planned. Fuller summarized comments from Board members that he is negotiating in the correct direction: that the Board wants to continue to be able to negotiate policies in the future.

Fuller addressed the fees that CM is requesting. CM is asking for a bonus as incentive to work hard instead of a reward for working hard which is standard for this industry. Fuller asked what the standards are for how to measure if their work is sufficient. The government will not allow the bonus to be based upon the amount of annual income. Should that bonus be based upon the number of filled seats? Should it be based on the kind of events they hold? Fuller asked the Board what the bonus should be based upon.

Gazdik asked if the negotiations have moved passed the private and public use policies. Fuller answered yes. Gazdik asked if Bill Kruger of CSL had offered any support on this subject. Fuller answered no. Spear asked Nations if he had any previous experience with this situation. Nations said that they had helped with all these situations and they are willing to help with the discussions. It is part of their scope during projects.

Fuller commented that CM has been very cooperative in all the negotiations.

Spear agreed.

1. **Action Item –** Microsoft Office 365 – Salem Thomas explained the benefits of using 365. In the past the Board has tried to use Google Suite which was unsuccessful due to unforeseen fees associated with the web page host. Thomas shared that it would be $12.50 per month per user for 365, but the Board is already using Word, Excel, and PowerPoint. The upgrade of now being able to use SharePoint and Microsoft Teams will be beneficial because the Board will no longer have to use services from different providers as they will all be in the same place. Some other benefits are having one terabyte of storage per user and being able to pay with a purchase order instead of a private credit card holder. Gazdik asked if it would be able to be used on personal devices as well as PCs. Thomas answered yes. Spear made a recommendation to move forward with using 365. Nitschke asked how often the data would be backed up. Thomas responded that all she knew was about the five layer security system. Fuller mentioned that there is a 90 day period after cancellation that customers still have access to their files to do the backing up themselves. John LoBuono moved to move forward with utilizing Microsoft Office 365 as long as the answers to the remaining questions are favorable. Seconded. Motion passes.
2. **Report and Updates**

1. **Discussion Item -** Executive Director Report –

Within the FFE the ribbon board costs are the most difficult to decide. The question is if two feet in height is enough. It will be discussed in the meeting held at CRSA later.

Spear was not aware that Snake River Landing has a design review board process. He just wanted to make sure the Board knew that it would be required. Trenton Saxton will be involved in all those meetings.

Within the CM contract, there was a word change from “may” to “shall” in reference to creating the community events policies. Spear asked Gazdik how she wanted to proceed with writing those policies. Nitschke thinks this Board owes it to future Boards to have the responsibility to make those decisions. Gazdik said this subject can be discussed later.

Spear shared that the Storm Water Pollution Prevention Program for the event center drive and Pioneer Drive will have to be paid for by the Board. These are costs that will be assumed by the Board. It has to be in place prior to starting construction. In order to start building the first of October 2019 it has be in place. Nitschke asked why the Board is paying these separately and why they are the same cost. Mike Clements explained that what you are paying for is time to submit the documents to the right place. He said it should have been part of the design process but it wasn’t. The key is that it has to be done sooner than later now.

Mike Clements offered an update on the bids that were sent out last week for Pioneer Road and the Building Early Start Project. Bids are due on September 10, 2019. Clements will make a recommendation. By the Board meeting on September 24 it should just be an approval stamp.

Spear explained that he feels strongly that the Board is lacking in collateral material. CRSA has created a proposal for animation packages. Spear is disappointed with the cost of $22,000 so he is hoping for some discussion about whether to move forward or not. It is also dependent on how well fundraising goes in the next month or so. LoBuono asked if it would be possible to video the Maverik Center because it is similar to the end goal of the Mountain America Center instead of trying to recreate this building with animation. Spear said it would be possible, but is not in support of the idea. Spear said he is working on finding the right package with the right cost to have the right materials to move forward with fundraising. Working with Phyllis Hockett and Dave Jones has shown Spear that they feel there is a lack of collateral material as well. Spear will come forward with a recommendation at the next meeting.

1. **Discussion Item** – Legal Report – Fuller didn’t add anything

1. **Calendar and Announcements**
	1. Waterfront Event Business Advisory Committee – 5:30p August 27, 2019
	2. Upcoming IFAD Meeting – **Next Meeting on September 10, 2019 Discussion Item** - Announcements and Minor Questions – BAC evening get-together will have a presentation with some new schematics. Spear said his central message is that the Board is 90% there to getting the building constructed and will be asking for the last 10% to get it completed.
	3. **Discussion Item** - Agenda Items for September 10th meeting
2. Design Schedule Update – CRSA – The canal crossing has been on the agenda for New Sweden for months. Horrocks Engineering will tell them that it is now moving forward. There is a tree in the way that will have to be removed. Because of the size of the tree, it will have to be discussed how it will be reconstructed. All that Horrocks has planned is the structure. The design will be taken care of by someone else. The indication of whether things are existing or not needs to be clarified. It was suggested to simply put which phase in which they will be complete.

LoBuono asked which sides will include the Mountain America signs. Signs will be on the SE and NW sides.

Clements asked about demolition permits. There are a couple of structures that need some review to decide if they need permits or not.

The general sign location could be expanded if needed. There is a small area that is enclosed by the underground power lines, but it could be expanded if the parking lot shrinks. Work out how the sign is going to operate and if it will need a separate conduit.

The parking lot is three different strengths. Majority is light duty asphalt, but there is also concrete and heavy duty asphalt.

The sidewalks need to be noted as a cost alternate. There should be options for pavers or concrete instead of pavers. If it makes sense for fundraising to have the pavers then do it. If it doesn’t make sense for fundraising then do something else. Colored concrete was discussed in place of pavers. It will be a different cost depending on whether or not it is colored all the way through or if the top layer is colored. It would be brushed concrete, not sanded. Another consideration is wavy sidewalks or straight sidewalks. One of the agreements with Mountain America is to have an eagle inside.

There is a fire lane access. There are currently removable bollards, but someone suggested a gate. It has been discussed with other potential sponsors and they also want access to drive up to the building if needed. Sidewalks will not have curbs on most sides of the building. It will be easier access for handicapped people. The loading docks do not have ramps of any sort along the sidewalks. The ramps around the back are big enough for three semis to fit and unload at a time.

One question is whether or not to put gates around the back of the building where loading and docking occur. Kevin Greene suggested asking Kevin Bruder what they do at the Maverik Center. Blake Davis said the Vivent Center uses temporary fencing when it is needed for specific tour buses. The fencing could be permanent or temporary. The current plan is to use bollards around back as well.

The final number for parking stalls has been agreed upon by Snake River Landing and The City of Idaho Falls. 2,554 stalls were required by the City. There are 12 pedal bike spaces. There are no RV parking spaces. Idaho Falls Power took over the electricity.

The sliver of land on the Northeast side is taken up by canal and slopes. Horrocks explained that generally it is heavily vegetated and it is hard to clean out. They all said it would be best to leave it alone and even remove it from the plans because it won’t be landscaped.

Horrocks was told to have an 8” pipe and meter for water access to the building. That is a big service, but if it is what the building needs then it has to be provided. The service and the fire both require 8” pipes, but there isn’t a meter on the fire lines. They will ask the City about being allowed to try 6” lines. All services come out the Southwest side. There is a temporary pond on Ball Ventures property, but there is a larger City pond location just South of the site right along Pioneer. The City doesn’t have any requirements for filtration unless it is a permanent site.

There is sufficient roof drainage planned.

Concerning the pedestrian bridge covering the canal, Spear clarified that the Board decided to not do a pedestrian bridge because there may come a point at which it will have to become a car access bridge.

Food and beverage: Some of the things they had drawn up and planned are unnecessary. That creates more shelving space. A suggestion to have a door to the outside from the cooler areas was discussed. They decided that having doors to the outside would be too much energy lost. The overhead door will be changed to double doors, and the doors on the opposite side of the hall will be directly across. There will not be an extra commissary on the second floor. The pantries should be sufficient. There is potential for another grill. They will all have separate venting. The grill would be at around $135,000 for the one to be installed on the east end. The two grills already planned will be either directly across on the north and south sides, or staggered.

Landscape plan: around the exterior of the facility and the islands. There will be bollards to make sure pedestrians are safe. Trees will be close to the building. Snake River Landing has more strict landscaping rules than the City. Fuller asked about the change of zoning that changed the SRL zoning requirements for this area. Fuller explained that the only reason the Board agreed to the requested zoning change was so fewer trees were required in the parking area. They would mostly be required along the highway as a sound barrier.

Fire escape plan: Saxton will send out a supplemental sheet that is actually color coded for the fire walls, etc.

Quadrant 1: Garbage area. The office has a door that opens up to the hallway instead of the IT area. There are six visitor locker rooms. The floors will be rubber, sports floors. Traveling shows are able to utilize locker rooms as well as travelling teams.

Quadrant 2: The north entrance.

Quadrant 3: The main entrance. Most event arenas are going away from glass for transaction areas. The box office has a door to the outside.

Quadrant 4: Banquet area. Storage closet next to IT. IT will handle all IT for banquet room. The bathrooms will have doors because it is a nicer side of the building.

The roof: The ridge points are much fewer. There is less cricketing and more slope than originally planned. The slope is ¼” per foot. The actual structure is sloping now instead of building it up with foam. There is insulation in the roof.

4,000 seats for hockey. Stage plans for more seating. The outside is thin brick for decoration. Taking the brick off above and below the decorative ribbon would lower the overall cost. Kevin DeKold said he would provide some renditions of cost for different siding options. He will also provide real life photos of what each rendition would look like. Brick is not supposed to be on the back of the building. It is going to just be concrete because cars on the freeway can’t really see what the event center looks like. It will also likely be surrounded by fence.

Score board will be on the south side. Below the board will be the ribbon (potentially 2’). The ribbon will be easy to upgrade later on if there is money left. Premium toilet areas will have doors unlike the bottom floor where more people will be in and out. Discussion concerning paper vs. air hand dryers ensued. No decision was made.

Scored 2x4 ACT is the plan for the walls. 2x2 is more expensive so it will be cheaper to stay with the 2x4 scored in majority of the areas. In the concession area it will be block up to 4 feet. It might be cheaper to throw FRP on it later.

The blackout curtain behind the loge areas needs to be included in the plans as to how it connects to the ceiling. The curtain is optional, but there are artists who prefer to have the complete blackout, intimate experience. There will be more discussion later.

The stairs have rails for safe access. There is no elevator access to the catwalk area.

Many of these things are very specific and exact. Before a contract is accepted there should be a meeting making sure they know their bid is actually doable. In the spring they will need to start looking at colors of things in order to make it all match.

Forklifts will have access to much of the concourse. The ice floor will have the ability as well, but it has different ordinances. There will be areas of the banquet side that don’t have the strength to hold a forklift.

It is no longer in the plans to have heated concrete and/or sidewalks. It would be a nicety, but not a necessity.

The biggest change in the roof was that the overall poundage increased.

VOLUME 2

Mechanical plans. There are a number of TVs along the hallways and concessions areas. There will now be a TV in the banquet area. Two walls of the banquet areas will have screens for projector areas. There are partitions that can split the hall into 5 different areas. The partitions are 50. There is a PA system with six speakers in each of the 5 split areas.

The ribbon board can be two feet tall or three feet tall. It seems that two feet tall will be adequate. Someone suggested having a sponsor pay for the ribbon board.

There will only be one video board, and three scoreboards.

1. **Action Item** - Adjournment from Public Session – Motion to adjourn. Seconded. Motion passes. Meeting adjourned at 3:45 p.m.

Action Item Checklist

Spear reach out to MACU about using their contacts to find sponsors

Thomas move forward with Microsoft Office 365

Spear find good fundraising collateral package