



National Western Center  
 Authority Board Meeting Minutes

<b>Date of Meeting:</b>	April 11, 2018	<b>Time:</b>	2:00 p.m.
<b>Minutes Prepared By:</b>	Josh Roberts	<b>Location:</b>	Webb Municipal Bldg and 877-229-8493 Pin: 111980#

**1. Meeting Description**

**National Western Center Authority Board Special Meeting**

**2. Authority Board Member Attendance at Meeting**

Name	Present	Absent	Notes
Joe Garcia	X		
Jacque Hinman			
Steven McCarthy			
John Zapien	X		
Robb Brown			
Kelly Leid			
Monique Lovato			
Liliana Flores Amaro*			
Brendan Hanlon*			
Tony Frank			
Amy Parsons			
Pat Grant			
Paul Andrews			

**\*Non-Voting Members**  
 Other attendees including members of the public are as recorded in the sign-in sheet(s) collected for the meeting.



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Topic	Owner	Time
<p><b>Call to order</b></p> <p>No minutes or roll call</p> <p>Posting: Meeting Properly Posted</p>	Joe Garcia	2:00 p.m.
<b>3. Public Comment Period</b>		
<p><b>Comments by members of the public are recorded for informational purposes ONLY</b> and inclusion of such comments in these minutes does not reflect the policy of the National Western Center Authority Board. Anyone wishing further information about or clarification of a public comment should contact the commentor.</p>	All	9:33 a.m.
<b>4. Board Business</b>		
<p><b>Capital Build Update</b></p> <p>Energy Update-Brad introduced the team working on this process. Barb presented on the Master Plan goal of a net-zero energy campus-100% of energy demand on campus to be satisfied by renewable resources. Studies have determined that this is technically feasible on the NWC campus and may provide synergistic opportunities with other NWC program elements.</p> <p>Idea has been taken to market via RFI and several positive responses were received. General response called for long-term contract with energy costs at or below traditional grid. The presentation included significant discussion of technical options and timing/procurement requirements for the campus.</p> <p>Next steps: define scope, develop financial model, and advance to procurement with timing matched to NWC build. This is a potential P3 partnership opportunity. Potential benefits to the community are also being investigated. Board discussion expressed consensus support.</p>	<p>Brad Dodson</p> <p>Barb Frommel</p> <p>Andy [?]</p>	9:37 a.m.



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<b>CEO Search Update</b>		10:53 a.m.
<p>Search committee from Framework Agreement selected TurnKey to administer search process for Authority. City will contract and pay costs associated with that search</p>		
<p>[Len], CEO of TurnKey met one on one with various Board members and partners to discuss position and draft a job description. General impression is that search is for someone with varied experience and qualifications. Job description first draft is likely to be issued. Board does have responsibilities to adopt certain job search elements at a public meeting.</p>		
<p>Subcommittee meeting tentatively scheduled for the afternoon of April 11 with further details to follow. Expectation is that the meeting will be primarily telephonic. Public notice will be provided.</p>		
<p>TurnKey anticipates 4-6 weeks for candidates to come to the board for their consideration.</p>		
<p>Interview process may take an additional 4 weeks depending on process desired by Board.</p>		
<p>TurnKey is also contracted to do a salary survey which they can do based on the adopted job description.</p>		
<p>Liliana mentioned interest of community in interviewing finalists.</p>		
<p>.</p>		



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<p><b>Additional Business</b></p> <p>The Board staff discussed the practice of email usage for Authority Board business and concluded that using emails provided by the Authority @nationalwesterncenter.com was the preferred practice for Board members.</p> <p>Staff will work with Board and National Western to identify rooms and additional locations for future meetings.</p>					
<p><b>6. Action Items (ongoing)</b></p>					
<b>Action</b>		<b>Owner</b>		<b>Due Date</b>	
Discussion of Community Benefits Agreement at future Board meetings		All		N/A	
Scheduling of Subcommittee Meetings		All		N/A	
<p><b>6. Adjournment</b></p>					
<b>Action</b>		<b>Owner</b>		<b>Time</b>	
Meeting Adjourned. Motion by Tony Frank, seconded by Pat Grant, approved by unanimous voice vote.		All		11:37 a.m.	
<p><b>7. Next Meeting:</b></p>					
<b>Date</b>	April, 2018	<b>Time:</b>	9:30 am-12:30 pm	<b>Location:</b>	National Western Complex, Room TBD
<b>Description:</b>	Regular Monthly Meeting of National Western Center Authority Board for April 2018				