

**NATIONAL WESTERN CENTER
EXECUTIVE OVERSIGHT COMMITTEE (“EOC”)**

September 22, 2016

1:30 pm- 2:30 pm Wellington Webb Building, Room 4.F.6

AGENDA

- **1:30 pm Call meeting to order** (*Cristal DeHerrera*)
- **1:30 – 1:35 pm Review/approval of June 2016 meeting notes** (*Cristal DeHerrera*)
- **1:35 – 2:00 pm NWC Featured Presentations**
 - Heron Pond/Heller Open Space Master Planning (*Chris Proud*)
 - NWC Campus Regeneration Planning (*Eric Shafran, Celia Vanderloop, Jocelyn Hittle*)
- **2:00 – 2:15 pm Executive Director’s Report**
 - Land Acquisition & Rail Consolidation (*Jeff Steinberg*)
 - NextGEN Agribusiness Economic Development Study (*Gretchen Hollrah*)
 - Procurements:
 - Project Reporting (*Gretchen Hollrah*)
 - Brighton Blvd 44th – Race Court (*Stephanie Reed*)
 - Project Communications & Marketing (*Kelly Leid*)
 - Program Management (*Kelly Leid*)
 - NWC Transportation & Parking Management (*Kelly Leid*)
 - Campus Placemaking Framework Plan (*Kelly Leid*)
- **2:15 – 2:25 pm Equity Partner Updates**
 - WSSA/NWSS
 - CSU
 - CCD
- **2:25 – 2:30 pm EOC Member Announcements/Public Comments***
 - Public comment (*): the EOC shall take public comments from interested stakeholders who have signed up. Each speaker shall have up to 3 minutes to speak on a topic relevant to the NWC project.
- **2:30 pm Meeting Adjournment**

Next NWC-EOC meeting: October 27, 2016 @ 1:30 pm (4.F.6)



National Western Center
Executive Oversight Committee Meeting Minutes (**DRAFT**)

Date of Meeting:	August 25, 2016	Time:	1:00 pm-2:30 p.m.
Minutes Prepared By:	Josh Roberts	Location:	Webb Building, Room 4.F.6
1. Meeting Objective			
EOC XV			
2. Attendance at Meeting			
Name	Organization		
Kelly Leid (Chair)	NWCO	Anna Jones	NDCC
Diane Barret	Mayor's Office	Nanci Kerr	Sky to Ground
Cristal DeHerrera	City Attorney's Office	Catherine Kornbrust	BTC
Drew Dutcher	GES Neighborhood Representative	Lynn Long	Lynn Long Equestrian P&D
Tony Frank	CSU	Erika Martinez	NWCO
Pat Grant	Western Stock Show Association	Jim McQuarrie	MWRD
Brendan Hanlon	Department of Finance	Patrick O'Keefe	CH2M
		Tricia Ortega	NWCO
Eric Anderson	CH2M	Amy Parsons	CSU
JJ Ament		Mike Peek	Triunity
Ladonna Baertlein	Studio Insite	Stephanie Reed	NWCO
Emily Calvert	LT Environmental	Josh Roberts	City Attorney's Office
Kyle Chism	Turner	Eric Rolle	Shrewsberry
Jane Donovan	Jacobs	Michael Sapp	NWCO
Anne Elizabeth (AE)	NWC CAC/EPAS	Eric Shafran	NWCO
Kathleen Folger	Tryba	Lindsey Sousa	AECOM
Barb Frommell	NDCC	Katy Spritzer	NDCC
Randy Grauberger	WSP/PB	Ken Szeliga	Jacobs
Linda Greenwood	CH2M	Jeff Steinberg	Department of Finance-Real Estate
Morgan Hartley	NDCC	Mike Unger	WSP/PB
Jocelyn Hittle	CSU	Will Wagenlander	WSP/PB
Gretchen Hollrah	NWCO/ Department of Finance	Lindsay Weber	Denver Water
Nikki Holmlund	NWCO	Dan Weisser	CH2M
Kyle Holtun-Brown	NWSS	Jen Welborn	City Attorney's Office
Chuck Huffine	Michael Baker	Brian Werle	Jacobs
Steve Jeffords	Vivid Engineering		

Submitted by: Josh Roberts

Approved by : Kelly Leid

Date: [



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Topic		Owner	Time
Call to order Quorum Present: Minutes of June 23, 2016 Meeting Approved		Kelly Leid	1:10 p.m.
3. New Business			
Delgany Interceptor Study The Delgany Interceptor consists of dual 72 and 78 inch pipes that run along 1900 feet of the East bank of the South Platte by the NWC site. Goal of the study is to determine whether to approach a long or short term solution as part of the NWC. Cost model for master plan does not include relocation but did include money to bury the option. Five purposes of the study are 1. Long range WW infrastructure alignment and phasing DPW 2. Determine NWC project specific implementation within construction and financing schedules 3. Identify heat recovery opportunities from MWRD pipes 4. Develop opportunities to leverage USACE or other partner funding 5. Inform development of CSU's Water Resources Center. The scope will issue in August or September with procurement of the team in September and October. We expect a draft report in January with a final version in March 2017. Metro Wastewater owns the pipe and has no current capital needs that involve moving it. We are working on an MOU between Denver and Metro Wastewater.		Barb Frommell	1:13 p.m.
4. Project Updates			
Land Acquisition Update: We have 29% of the land under our control, 3 closed, 3 closing dates set, 6 agreements in principle, and an additional 28 properties in the offer letter process, with 8-10 appraisals in progress.		Jeff Steinberg	1:39 p.m.
Rail Update We are continuing to gather information and expect to have more details to share next month.		Jeff Steinberg	1:41 p.m.
Project Reporting/Economic Study We are currently interviewing project proposers for project reporting. September and October will be contracting. We hope to have initial reports to this group by the end of 2016. The team will do both NDCC and NWC. On the Economic Study, the AECOM team is putting together a draft document and we hope to have a version in the month or so that we can share.		Gretchen Hollrah	1:43 p.m.



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Brighton Blvd-44 Race Court			1:46 p.m.
<p>We have proposals for 30%-100% design. We have two firms will interview in September and hope to complete our onboarding by mid-December. We hope to coordinate construction with the opening of a new RTD station.</p>			
Strategic Communications and Marketing RFP			1:47 p.m.
<p>25 firms came with 89 questions for RFP- goal is for this team to blend history with modern facility. Proposals are due August 29th with interviews and selection in October for work to begin with January stock show. We expect to release the program management RFQ in September. We will prequalify firms and then do an RFP. Goal is to have contract in place early next year. This will be our largest contract to date.</p>			
Transportation			1:51 p.m.
<p>This has been held up in contracting due to RTD and DRCOG needs. We are now ready to issue the RFQ on September 8, with pre-submittal September 14, proposals due September 30, and execution of a contract by December 2016.</p>			
Campus Placemaking			1:54 p.m.
<p>This is driven by our RTA deadline. The goal is to define the place-which should also assist us in our fundraising efforts. It will include the public realm study which will focus on making the areas between the buildings pedestrian friendly and setting out design standards and guidelines. The document will go out for review soon and we hope to have a team on by end of Q1 2017.</p>			
5. Partner Updates			
WSSA is working on communications between everyone to understand magnitude of the project. Stock show is also working with CCD on how to deal with Denver Rock Island Rail issues. We recently had an Urban Land Institute (ULI) conference and had meeting with presentations from partners and provided tours of site afterward. We are currently working on setting base foundation structure to meet commitment to raise \$50 million commitment. We need to put together a good team to raise money thoughtfully and prudently. We are meeting with the board of directors and expect to have 100% commitment from all directions but there is a lot of work remaining		Pat Grant	1:56 p.m.
CSU has moved forward with its Water Center work and is cooperating with Denver Water as we work more on programming. We will have another pet clinic on October 15. We are also commencing equine assisted therapy programs at National Western and participated in the ULI conference.		Tony Frank/Amy Parsons	
CCD -We sent out our first general information letter to 112 organizations. This list is in the meeting materials. This is our first step in developing partnerships and introducing new people to the project.		Kelly Leid	



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Public Comments					
No one signed up for the public comment period.					
Next Meeting Agenda Preparation					
<ul style="list-style-type: none"> At our next meeting Cristal DeHerrera will take over as chair and Anna Jones will take a seat on the EOC. Kelly Leid will become an ex-officio non-voting member as we separate day to day management from director of the EOC. Project Updates Ongoing RFPs Progress Report Fundamental to this group to talk openly and honest with team <ul style="list-style-type: none"> We are partners, need to be fully aligned to be successful Create lists of events for all partners to attend and share a uniform message 				Kelly Leid/All	9/22/16
6. Action Items (ongoing)					
Action		Owner		Due Date	
Agri-business/Science Forum Actively recruit Ag industry leaders to site and get input about what they would like to see in Denver.		All		N/A	
Read CSU The Emergence of an Innovation Cluster in the Agricultural Value Chain along Colorado's Front Range."		All		N/A	
6. Adjournment					
Action		Owner		Time	
Kelly Leid adjourned the meeting.		Kelly Leid/All		2:10 p.m.	
7. Next Meeting:					
Date	9/22/2016	Time:	1:30-2:30pm	Location:	Webb Building, Room 4.F.6
Objective:	Executive Oversight Committee XVI				