



National Western Center Authority Board Meeting Minutes

Date of Meeting:	May 31, 2018	Time:	9:30 a.m.
Minutes Prepared By:	Josh Roberts	Location:	National Western Complex, VIP Room
1. Meeting Description			
National Western Center Authority Board Meeting			
2. Authority Board Member Attendance at Meeting			
Name	Present	Absent	Notes
Joe Garcia	X		
Jacque Hinman		X	
Steven McCarthy	X		
John Zapien	X		
Robb Brown	X		
Kelly Leid	X		
Monique Lovato	X		
Lilianna Flores Amaro*	X		
Brendan Hanlon*	X		
Tony Frank		X	
Amy Parsons		X	
Pat Grant	X		
Paul Andrews	X		
*Non-Voting Members			
Other attendees including members of the public are as recorded in any sign-in sheet(s) collected for the meeting.			



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Topic	Owner	Time
<p>Call to order</p> <p>Quorum Present</p>	Joe Garcia	9:44 a.m.
<p>3. Public Comment Period</p>		
<p>No one signed up for public comment.</p>	All	9:45 a.m.
<p>Comments by members of the public are recorded for informational purposes ONLY 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>		
<p>Minutes approved unanimously by voice vote of members present-Motion by Pat Grant, second by Kelly Leid</p> <p>Correction to spelling on page with Green roof initiative “Clapper” should be “Klapper.”</p>		9:46 a.m.
<p>4. Board Business</p>		
<p>Capital Build Update</p> <p>Program Controls Update-Budgeted and expended resources for the project were explained through March 2018.</p> <p>SteerCom is a body that meets monthly to make decisions on the capital build as outlined in the Framework Agreement. Examples of decisions made to date include site plan change, acquisition of livestock exchange building, program contingency for workforce, etc.</p> <p>SteerCom Members Include: NWCO ED, President NWSS, VC CSU, Deputy City Attorney, Mayor’s Chief Projects Officer, City Council President, CEO of the National Western Center Authority, City CFO</p> <p>Campus procurements were discussed generally.</p> <p>Strategic Partnerships and Campus-wide Services: The goal is to enhance the Campus above baseline build and coordinate with the City’s Capital build schedule to maximize efficiency. The Authority has a role under the Framework Agreement of holding contracts for Campus-wide Services. The City may participate to the degree the services contracts impact the</p>	Brad Dodson	9:47 a.m.



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<p>physical infrastructure provided and owned by the City.</p> <p>A new debt issuance on 2C funds anticipated at \$300 million is scheduled for the summer of 2018.</p>		
<p>Campus Placemaking Update</p> <p>4 task orders are up and running</p> <ol style="list-style-type: none"> 1. Programming Public Space Programming Draft Document passed out and discussed Campus Cultural Plan Programming for each facility <p>Discussion was had among Board Members about programming division between WSSA, Authority, and other partners. Discussion of Placemaking is public realm.</p> <p>Brendan requested that Critical Path for design timing be provided so that Authority Board can identify programming needs, revenues, and costs.</p>	Eric Anderson	10:15 a.m.
<p>Chair Report</p> <p>Chair and Monique met with Mayor Hancock and Alan Salazar regarding the Community Benefits Agreement and discussions will continue as we get further into the process.</p>	Joe Garcia	10:35 a.m.
<p>Equity Partner Reports</p> <p>City-nothing additional to report</p> <p>CSU- CSU held Water in the West Symposium in April with over 400 attendees and was sold out. WRC design procurement closed this month with 17 responses including from International Firms. A short list has been selected and interviews will be held on June 25th. CSU is continuing its equine therapy programming, working with students at Bruce Randolph and will have another pet clinic this fall.</p> <p>WSSA-Working on Capital Campaign. Have \$20 million in commitments and will transfer \$15 million in November as described in the Framework Agreement. Working with Tryba Architects on WSSA Legacy Building. There are spending limits on the Legacy building pending funding transfers to City under framework Agreement. WSSA annual meeting occurred in May and new board member was added: Nancy Tuor. She was formerly with CH2 and has significant equestrian experience.</p>	<p>Jocelyn Hittle</p> <p>Paul Andrews</p>	10:38 a.m.



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<p>WSSA is interested in the long-term use of the Armour Admin Building. Understands that CEO is not currently available, but would ask Authority for “first right to negotiate” the use of that building. Timing is not under pressure. In view of WSSA, Building should be renovated and opened in step with Livestock and Equestrian Center by 2023. WSSA would hope for plan by end of 2018 or early 2019.</p>		
<p>CEO Search Update</p> <p>TurnKey has identified 12 candidates and search committee will be interviewing 4 at the end of the week, but committee wishes to consider local candidates in addition to those proposed by TurnKey. One of the four currently identified candidates is local.</p> <p>WSSA, CSU, and City Search Committee representatives are all putting together lists of local candidates for consideration on Friday of next week and Board members are invited to submit any local candidates to any member of the search committee by next Wednesday. Timeline will fall within guidelines previously recommended by Board. Draft Board Budget is in Tab D of the Board Book previously distributed.</p>	<p>Paul Andrews</p>	<p>10:55 a.m.</p>
<p>Attorney Search</p> <p>There is consensus among Pat Grant, Robb Brown, and Amy Parsons, who form a working group established at the last Board meeting, that the Board should engage an attorney or law firm to act as counsel pending conclusion of CEO search process and for the first few months of the CEO’s tenure. The hope is to be able make a recommendation to the Board at the June Board meeting as to potential firms or candidates.</p>	<p>Pat Grant</p>	<p>11:05 a.m.</p>
<p>Campus Partnerships Subcommittee- Do not yet have a chair for this subcommittee from the Board. Board Chair will seek out a chair person. Subcommittee has not yet met.</p>	<p>Board</p>	<p>11:14 a.m.</p>
<p>Community Subcommittee-</p> <p>Some members met with the Mayor last month and anticipate a committee meeting shortly. A CBA as is at its base an agreement between a community organization and a developer or entity on a project that agrees to provide certain benefits to the community.</p> <p>We have a unique situation with this campus and the opportunity to provide benefits to the community. An entity called the “partnership for working families” is a repository for a variety of CBA documents from around the country. Some of the largest agreements come from California</p>	<p>Monique Lovato (committee chair); Liliana Flores Amaro; John Zapien; Pat Grant</p>	<p>11:15a.m.</p>



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<p>including a large one at the Los Angeles Airport. One challenge is to identify who signs on behalf of community given that the community covers a large group.</p> <p>The Committee will establish schedule of meetings for the summer.</p> <p>Community members have expressed concerns regarding the closure of two food access points on the border of the Campus with Elyria, but no answer has been provided by the Board to date.</p> <p>Consideration of Community Investment Fund should also be included in discussions of the CBA.</p>		
5. Additional Business		
<p>Discussion of Draft Work Plan and Subcommittee tasks.</p> <p>Kelly Leid presented ideas for the Board’s consideration.</p>	Kelly Leid	11:27 a.m.
<p>Committee Meeting scheduling needs to occur and will be led by subcommittee chairs.</p>		
<p>Designation of Interim Framework Agreement Party Representative pending selection of CEO.</p> <p>Framework Agreement establishes deadlines of 120 days from first Authority meeting for the completion of certain tasks including the hiring of a CEO but authorizes an extension of time by Party Representatives, which include the CEO or as otherwise designated by the Authority. The Authority needs additional time to accomplish some of the tasks including the hiring of a CEO and needs to designate an interim Party Representative under the Framework Agreement pending the hiring of a CEO.</p> <p>Motion by Pat Grant second by Kelly Leid to establish the Board Chair as the interim Party Representative under the Framework Agreement pending the hiring of a CEO who will then assume that role as contemplated under the Framework Agreement, with the Vice-Chair as the alternate in the event the Chair is unavailable. The motion passed by unanimous voice vote of the Board Members Present.</p>	All	11:45 a.m.
6. Action Items (ongoing)		
Action	Owner	Due Date
Discussion of Community Benefits Agreement at future Board meetings	All	N/A
Scheduling of Subcommittee Meetings	All	N/A



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Feedback by Board on action item task list presented by Kelly Leid to Board.	All	June 28, 2018
Report and recommendation to Board for interim counsel pending hiring of CEO and during initial tenure.	Pat Grant	June 28, 2018
Chair report out at each meeting	Joe Garcia	N/A
7. Adjournment		
Action	Owner	Time
Meeting Adjourned. Motion by Pat Grant, seconded by Kelly Leid, approved by unanimous voice vote of the quorum present.	All	11:58 a.m.
8. Next Meeting:		
Date	June 28, 2018	Time: 9:30 am-12:30 pm
Location:	National Western Complex, Room TBD	
Description:	Regular Monthly Meeting of National Western Center Authority Board for June 2018	