

# DES MOINES WATER WORKS PARK FOUNDATION

## Board of Directors Meeting

Friday, January 12, 2018 – 12:00 - 1:30

### Minutes - Draft



**BOD in Attendance:** Katie Gillette, Hannah Inman, Matt Van Loon, Randy Reichardt, Ryan Hanser, Dylan Huey, Jon Koehn, Jeff Inman, Ryan Flynn, Proctor Lureman, Kate Byus, Zac Voss, Gunnar Olson, Marc Wallace (phone).

**Staff/Guests:** Ted Corrigan & Dan Klopfer – DMWW and Sam Carrell, DMWWPF

#### I. Call to Order/Welcome/Affirm Agenda

- Kate Byus called the meeting to order at 12:01 pm

#### II. Approve previous minutes

- December's meeting minutes were reviewed and approved.

**Motion:** Huey      **Second:** H. Inman      **APPROVED**

#### III. President's Report – Kate Byus

- Byus thanked the leadership team for their excellent work and hoped to continue it in 2018. She stated we had some important agenda items today, so we would focus on the goals set forth at our retreat at the February meeting, but get right to our priorities for today.

#### IV. Board Priority

28E Agreements – Ted Corrigan, COO of DMWW and Dan Klopfer, Engineering Services Manager of DMWW.

- Construction
- Operations & Maintenance
- Carrell recognized Corrigan and Klopfer, along with Jessica Barnett for all their work in helping get the 28E agreements to a point where both sides were comfortable with the agreements. He also pointed out that while not there today, Jason Stone along with Jonathan Wilson played a big role from DMWWPF's end on the legal review, as well as Voss and Hannah Inman for working through the agreements, particularly Voss' work on identifying maintenance issues and strategies. He stated the agreements were constructed so that first and foremost, the DMWW rate payers would not be funding the improvements or their upkeep and the DMWWPF would be able to program the enhancements to create the revenue necessary to meet the financial obligations spelled out in the agreement.
- Klopfer then presented the highlights of the 28E Construction agreement and gave an overview of the presentation made to the DMWW Financial Committee on Tuesday. Klopfer reviewed the approval schedule and explained the process of approvals and bidding via DMWW and the importance of staying on track to be able to break ground this spring. He

reviewed the process of bid letting and how we had agreed to pay for the construction via a working capital account that we would replenish each month over the construction period. He reiterated the importance of working the the Passageway 28E agreement between the City, DMWW and DMWWPF and explained that their bid awarding procedures did allow us about 45 days of flexibility within the schedule for getting that agreement finalized.

- Corrigan then reviewed the highlights of the operation and maintenance agreement and discussed how we had arrived at different amounts based on depreciation schedules for the replacement funds and a duties spreadsheet that used historical data to identify the additional maintenance projected by the improvements. Both the schedule and maintenance spreadsheet had been previously distributed to the BOD. Flynn asked for clarification on why they chose straight line depreciation, and Corrigan and Klopfer explained other options were discussed but determined that this was the best “middle of the road” approach for both parties. Corrigan also explained how scheduling and revenue was handled inside the agreement, and that we would jointly be developing a business plan to further iron out details.

Following a lengthy discussion to further clarify points within the 28E agreements, Byus thanked everyone for all their work to come to such a monumental moment. She asked for a motion to approve each one.

- Construction 28E agreement  
**Moved:** Gillette    **Second:** Voss    **APPROVED**
- Operations & Maintenance 28E agreement  
**Moved:** H. Inman    **Second:** Olson    **APPROVED**

## **V. Goal Progress/Committees**

Due to the lengthy discussion of the 28E agreements, committee reports were kept to a minimum.

### **i. Finance/Treasurers Report – Ryan Flynn**

- Year end finances were not yet available from the Community Foundation.

### **ii. Development – Randy Reichardt**

- Reichardt reported that he, Koehn and Carrell had met and were working to rekindle the core values of mixing up our mentor group with our committee members. More to come.

### **iii. Implementation – Matt Van Loon**

- Van Loon gave a quick review of the design team meeting earlier in the week and explained that we will need a special BOD meeting to approve the recommended bid when they come in March. Carrell to schedule the meeting and send out an invite.

### **iv. Marketing/Communication – Ryan Hanser – No report**

### **v. User Groups - Dylan Huey/Jed Gammell**

- Huey mentioned that we would be meeting with A+B Cancer to discuss direction of events such as the Adventure Tri

### **vi. Governance – Amy Jennings – No report**

**vii. Wild Designation – Zac Voss**

- A discussion regarding the different projects that engaged the Wild and signage took place, but was referred back to committee to flush out to a full recommendation. Carrell explained that Hanser (who had to leave meeting early) was continuing to push the signage package forward and that the access options to Denman Woods was still be worked through

**viii. DMWW Report – Marc Wallace/Dave Carlson/Dan Klopfer**

- Klopfer shared that the we were at about 75% of completion on construction papers and that the final plan would go in front of the DMWW Board in February for approval.

**VI. Old Business**

- No old business

**VII. New Business**

- Compensation Resolution for Enhance Iowa Grant Application  
Carrell explained that the Enhance Iowa Grant required that applying entities must show that they pay for at least 50% of their employee's benefits. So while we currently have no FTE's, the resolution states that when that time happens we will create a benefits package that meets that standard.

**Motion to Approve:** Reichardt **Second:** H Inman **APPROVED**

- Lease Renewal – Synergy Center

Carrell explained that our 2018 lease at the Synergy Center needed approval.

The rent is free and the only thing we are required to pay for is if we install a land line.

**Motion to Approve:** J Inman **Second:** Flynn **APPROVED**

**VIII. Announcements**

- Carrell mentioned that the representatives of 515 Alive had reached out and would like to have the event in the park again. They have reserved it through DMWW and are approaching us about camping plan, etc. Carrell would refer to committee and come back with recommendation to BOD.
- Carrell also updated the Board on donor recognition plans that are currently being worked through re: both supplementing the tree memorials impacted by the improvements and for phase I. More to come.
- Byus announced that she was changing jobs and has recently joined JLL. She will share her new email as soon as she gets it.

**IX. Adjourn**

- Meeting was adjourned at 1:41

**Moved:** J Inman **Second:** Wallace **APPROVED**

Upcoming Meetings/Events

February Board Meeting - Friday, February - 12:00–130 pm – DMWW