

DES MOINES WATER WORKS PARK FOUNDATION
Board of Directors Meeting
Friday, August 15, 2015 - DMWW 12:00 PM - 1:30PM
Meeting Minutes

Attendees: Zac Voss, Marc Wallace, Randy Reichardt, Gunnar Olson, Dylan Huey, Katie Gillette, Chad Rasmussen, Dave Carlson, Morgan Wilcox, Proctor Lureman, Kate Byus, Todd Ashby, and Ryan Flynn.

Guests/Staff: Sam Carrell (staff). Luis Leon (LT Lean Associates). Pat Boddy & Mike Bell (RDG) and Terry Cole (Calhoun Burns).

I. Call to order/ confirm quorum

- The meeting was called to order at 12:07 PM, by DMWWPF President Zac Voss on Friday, August 14th, 2015 at the Des Moines Water Works Administrative Building, 13 members were present and members received notice of the meeting.

II. Approve minutes of prior meeting

- The meeting minutes from the board meeting held on Friday, July 10th, 2015 were handed out prior to the meeting and reviewed by the board.

Motion: Ashby motioned to approve last month's meeting minutes. Seconded by Reichardt. **APPROVED.**

III. Board Development:

- **Boat/Paddler Launch:**
 - Luis Leon joined the board meeting to present the design of the paddler and boat launch/universal access within DMWW Park. This would be the first ADA accessible boat launch within Iowa and is a model design the DNR would like to duplicate.
 - Located on the far west of the park.
 - Parking lot will be laid out next to the launch.
 - Would improve river bank and provide additional areas for fishing.
 - Carrell reminded the board that the board had approved expenditure of \$120,000 in funds from capital campaign to go towards the boat launch but that the boat launch design proposal increased the budget significantly.
 - Wallace discussed what potential issues could arise from flooding as well as plans for signage, etc.

- Sediment on parking lot can potentially happen.
- Signage would be through DMWWPF.
- The DNR said that they would match up to 1/3 of the cost due to higher estimate of cost. The DNR was also paying for the design costs.

Motion: A motion to allocate an additional \$80,000 in capital funds (if necessary) to build the desired design and take the design through the DMWWPF implementation and DMWW approval process when appropriate. Motion by Huey. Second by Wilcox.

APPROVED.

- **The Design Process – RDG:** Pat Boddy & Mike Bell joined the board meeting to share the proposed design process for the first phase elements, specifically the tunnel/connector and transition area (memorial garden etc.). The process would include a technical team (Implementation Committee) and a community Design Team (Campaign & Development Committee members plus key partners in the community) to react to proposed design and make sure it fit in the larger community plans. Their work would be integrated with wider DMWWPF's efforts and work up to final DMWW approval.
- The process would help fulfill the recommendation made by the Community Foundation and within the feasibility study, such as:
 - Involving more seasoned community members in our process and governance
 - Provide input by leaders and key donors into the process and define how and when their donations would be utilized.
- Boddy & Bell explained that the aggressive timetable was proposed so that we could work through the design process so it could receive final approval from DMWW and could be ready to bid in early 2016, where contractors and prices would be most advantageous. They suggested having specific design would also help with the fundraising aspects of the campaign by demonstrating the attractiveness of the design.
- Timelines the Foundation needs to be aware of:
 - Permitting.
 - Critical contractors: where timing and cost are crucial.
 - Multiple levels of approval and collaboration.
- Boddy provided a suggested comprehensive timeline for the detailed design of the tunnel/connector and transition areas, as well as preliminary design for the other first phase elements.
- RDG initial contract set forth with the DMWWPF would:
 - Provide preliminary design on phase one elements would be as comprehensive as possible to move the project forward.
 - Initial funds would pay for conceptual design

- Be between DMWWPF and RDG
- Bell wanted to reiterate that they are building a team that is extremely knowledgeable and has also done this before which will help ensure a successful implementation.
- There was significant discussion and clarification about the process. Rasmussen mentioned that without outside consultants like RDG we will not have the capacity to accomplish this plan.
- Funding - The Board affirmed that this was the proper process to follow. Carrell asked Wallace and Carlson if they felt this was a plan that they were confident in and could advocate for with the DMWW Board, both affirmed that they could.
- There was a general concern that we should not enter into an agreement until capital funds were raised to proceed. Voss then shared that he had received a \$250,000 capital campaign pledge from a donor to enable us to move forward with the design process. Gillette pointed out that this was a pledge and not actually money received, but Voss was confident we would receive the necessary funds to move forward quickly.
- Voss proposed that to move forward with the contract with RDG, that we should discuss with our Campaign Advisory Co-Chairs and get their support as well. Due to an absence of key board members and input from advisors a decision will not be made at today's meeting but the board will be informed of the further discussions and specifics of the donation and then asked to vote via email.

IV. Presidents Report (Voss):

- **Community Foundation meeting:**
 - Voss shared the vote of confidence and support that came from the meeting with our Advisory Council and key donors at the Community Foundation. It has resulted in some additional suggestions of interested individuals who could join the board. Nomination forms are available through Schabel.
- **Items to be completed:**
 - Executive Director Review:
 - Review will be based on the key accountabilities and scope of work in which he was hired to help accomplish. A two week deadline has been put in place for this review to be completed.
 - A Published review will be distributed to the board.
 - A finance meeting will be held to propose allocation for Executive Director.

- A list of accountabilities and goals will be created along with an established salary which will then be presented to Carrell and the board.

V. Committee Reports:

i. Development (Byus):

- Development Committee is getting close to having additional development materials ready to review and distribute.
- We have changed some of the titles around to better reflect the roles and level of involvement of our Campaign Advisory Co-Chairs and our new Honorary Chairs. ‘
- We continue to have success building our CEC (Campaign Executive Committee) and will start making our campaign “flooring asks” of our Board, Advisory and DMWWPF close family over the next 30 days.

ii. Marketing/Communication: (Carrell reporting on behalf of Dickel)

- We are holding off on the initial branding process until appropriate timing with campaign.

iii. User Groups (Dylan Huey):

- The Outside Scoop (Ice Cream Truck) will be in the park from 11:00 AM - 2:00 PM every Saturday for the rest of the summer.
- Please stop by and support or support via social media!

iv. Governance (Carrell reporting on behalf of Schabel):

- Schabel will be sending out board applications in case members know of someone looking to join.
- Governance committee is starting the process of recruitment and succession planning for leadership.
- Schabel would like us to consider expanding the amount of seats available on the board.

v. Finance/Treasurers Report (Ryan Flynn/Tom Farr):

- Flynn updated the board on financial position of the board. During the month of July and August we have had a few individual donations.
- The 990 was submitted.
- A special thank you to for Ryan for working hard on this form!

vi. Implementation (Chad Rasmussen):

- Rasmussen has continued to move forward with implementation meetings specifically regarding the tunnel.

VI. Old Business

- Gift Acceptance Policy & Donor Recognition Agreement
 - Due to time constraints the board did not discuss this topic.

VI. New Business

- DMWW/DMWWPF Agreement
 - Voss made the board aware that the DMWW meeting from Tuesday is on an audio file and he suggests that each member listen to it to be keyed in and to listen to the concerns expressed at that meeting by the DMWW Board. He also shared an email from DMWW Board Chair Graham Gillette re: the concerns.
 - There was some discussion about how to better communicate with DMWW and how to better utilize Wallace and Carlson to communicate to the DMWW Board as there seems to be a disconnect on what we're accomplishing and focused on as an organization vs. their perception. Wallace expressed some frustration and shared some of our concerns. Rasmussen expressed the importance of our ability to operate as a separate entity.
 - Voss expressed that we are in a position to assure the Water Works Board that we are in a position to be successful and move forward. He stated that we would continue to work through the issues they've identified and address some of what seemed to be some misinformation about our progress and procedures.

VII. Announcements

- Des Moines Adventure Race will be held in the Park on October 10th.

VIII. Adjourn

Motion: Wallace motioned to adjourn the Board of Directors monthly meeting at 1:38 PM. Huey seconded. **APPROVED.**

Next DMWWPF BOD Meeting: Friday, September 11 - 12:00 pm - 1:30 DMWW