



### **Minnesota Ballpark Authority Meeting Minutes – June 20, 2008**

Chair Cramer called the meeting of the Minnesota Ballpark Authority for June 20, 2008, to order at 1:00 PM. The roll was taken. All members were present, except Commissioner Sykora. Kathleen Lamb, Legal Counsel, was also present.

Commissioner Joan Campbell moved to amend the agenda to switch the order of items 8 A and B, seconded by Commissioner John Wade and approved unanimously – 4 YEAS, 0 NAYS.

**APPROVED**

Commissioner Campbell moved approval of the May 16, 2008, meeting minutes, seconded by Commissioner Vekich and approved unanimously – 4 YEAS, 0 NAYS.

**APPROVED**

### **PUBLIC COMMENT**

- None

### **CHAIR REPORT**

**Chair Cramer reported the following:**

- A memo was prepared by Executive Director Kenney and Project Manager Ed Hunter to the Minnesota Twins regarding lessons learned from the recent ballpark tour taken by MBA Commissioners and staff. Chair Cramer said that Commissioner Sykora in response to that memo suggested reaching out to the Twins to discuss the status of the project. Chair Cramer suggested inviting Jerry Bell to the August meeting to give an update on the project from the Twins perspective.
- Commissioner Wade has suggested having some future MBA board meetings held in Greater Minnesota. Commissioner Wade suggested Duluth and Rochester as potential locations and recommended doing it in conjunction with the Minnesota Twins.

### **EXECUTIVE DIRECTOR REPORT**

**Executive Director Kenney reported the following:**

- On June 3rd, Mr. Kenney and Commissioner Campbell attended a meeting of the 2010 Partners group. At that meeting, Hines, United Properties and the Minnesota Twins each pledged \$15,000 to pay for staff work that until this point, had been provided on a volunteer basis. 2010 Partners staff will continue to coordinate the planning effort to tie the ballpark to the new neighborhood and the new rail lines that will be coming into the area.

- The ABC Working Group is continuing to make progress related to improvements to the A and B ramps. These improvements will help ballpark operations and the extension of the LRT line along 5<sup>th</sup> street.
- On June 23<sup>rd</sup>, a group consisting of representatives from the MBA, Hennepin County, Northstar, the HERC plant and the Twins will meet to discuss coordinating efforts for public art around the ballpark and surrounding area.
- Colleen Livermore is now working to train her replacement, Brenda Juneau, on budget issues related to the ballpark. Ms. Juneau will work part time on the ballpark project and Ms. Livermore will continue to be available as needed to the project. Mr. Kenney asked Susie Helget to introduce the MBA summer interns. Ms. Helget introduced Moua Yang, hired by the Hennepin County Ballpark Project office through Mortenson Construction's summer internship program. Mr. Yang is returning for his second year as an intern in the MBA offices and is a recent graduate of North High School in Minneapolis. Mr. Yang has an academic scholarship to attend North Dakota State University in the fall and will study Engineering. Mark Harris was hired by the MBA through the Step Up Program. He will be a senior next fall at Patrick Henry High School. Mr. Harris is a football Captain and also participates in the school's theatre program.

## **DISCUSSION ITEMS**

### **A. Construction and Planning Update – Ed Hunter, MBA Project Manager and Dan Mehls, Mortenson Construction**

Mr. Hunter said that work continues on a variety of utility projects. Mortenson has awarded on site additional utility scopes. Next week, Mortenson will turn over the prepared track bed for a major piece of the Northstar track as it passes beneath the stadium and south to Royalston where they will store their vehicles. The flooding in Iowa has impacted the ballpark project in that BNSF had miles of track damaged in the floods and are now rerouting trains. Because of this, there is now non-stop train traffic through the site. Mortenson has lost the shut down windows that they need to break down forms and move forms. If the weather cooperates, BNSF says that it is possible that next week some of the shut down windows will begin again.

Mortenson continues to form decks on the plaza bridge. The Twins have authorized HOK to put together some preliminary design considerations for a skyway connection from the A Ramp to the Ballpark. Chair Cramer asked what percent of the infrastructure budget was now fixed. Mr. Hunter said that in terms of utility and site work, we now have a pretty good sense of what the final numbers will be. The big unknowns are the BNSF and Northstar costs. This project is responsible for all costs out of pocket for BNSF so inspection services will continue to be provided for out in BNSF right of way as long as workers are out there. With Northstar, the cost related to the track work that is underway is the big unknown. Mr. Hunter said that the project team could not come to what they felt was a fair negotiated settlement with Northstar on the value of that work so it will be monitored on a time and materials basis. He said that he hoped that by September or October there will be a good idea of what those hard costs will be and then we can start to engage in discussion about wish list items.

Dan Mehls said that final bid pack 7 is out for bid. This includes most of the balance of the project including all of the interiors, the low voltage systems, security systems, scoreboard/video board systems, the rest of the design of the south lot, the plaza on top of the bridge and the canopy roofing and metal soffit design. Bids will be received on three dates in the next three weeks. There are a few smaller packages left to be designed including food service equipment, way finding and signage design and those should be done by September.

Mr. Mehls said that 40% of the concrete has now been poured. Much of the high risk concrete pouring is done now. Structural steel has now arrived on the job site. Steel is erected for the retail store and will be here next week for the Metropolitan Club. Wall panels are due to arrive in mid July and stone will begin to go up on the side of the building at that time.

Mr. Mehls said that the numbers continue to increase with the Community Participation program. The Small, Women, Minority, Business Enterprise (SWMBE) goals are 30% and the project is at 31%. Forty five SWMBE firms are involved in the project to date. The project continues to trend up towards the goal of 25% for minorities. For both April and May, minority participation was at 26% and the cumulative total for the project improved from 18% to 20%. Mortenson anticipates reaching the 25% goal by late 2008 or early 2009. Female participation is at 6% and the goal is 5% so that goal has been exceeded. There are about 400 workers on the job site right now and anticipate to have over 800 at peak construction. There are currently nine placements from Summit Academy on the site, three from Construction Careers Coalition, two from Merrick and two from St. Paul College. Mortenson recently hosted a tour of all of the Summit Academy trainers to give them a first hand look at what students will be doing on the construction site. Mortenson is also having some of their Superintendents and Foremen go to Summit Academy and work with the trainers to give them advice on training techniques that can prepare them for the real world in the trades that they will be in.

#### **B. Report on Agreed Upon Procedures – Russell Fleming, Virchow Krause**

Mr. Fleming said Virchow Krause worked with Mortenson Construction on pay requisitions 14, 15 and 16. He said that the process went very smooth and he wanted to share his thanks and appreciation to Mortenson for their ongoing help with the process. Five procedures were tested for the MBA. The first was to look at supporting invoices surrounding the three pay requisitions. Virchow Krause looked at all supporting invoices greater than \$500,000 dollars as well as 25 invoices that were randomly selected. The documentation was in order and the costs are in accordance with the contracts. There was one minor issue in that an \$8000 cost was charged to the general construction project and it should have been allocated to the concrete work. This coding issue was quickly resolved. The second procedure was to continue to roll forward the cumulative mathematical accuracy of the reports that Mortenson has been providing to the MBA. Everything has rolled forward cleanly. The third procedure was related to the labor force pay records comparing specific time cards with the pay requisitions. For the employees that were reviewed all the documents were in order. The fourth procedure was looking at the rates being charged to the organization based on the contracts and from the requisitions to the agreed upon rate structure and vice versa, everything was in order. Lastly, Virchow Krause reviewed the checks and balances with the various subcontractors that Mortenson has been hiring. They looked at Ames Construction Inc, Atlas Foundation Company, Gephart Electric Company, Lejeune Steel Company and Metropolitan Mechanical Contractors, Inc. to see that their workforce agreements were in accordance with the Mortenson Project Labor Agreement and all of their signed and agreed to contracts have that signed clause that they will abide by that agreement and any amendments thereto. Mr. Fleming said that all of the appropriate documentation is in place in the Mortenson files.

#### **C. MBA Financial Report – Colleen Livermore, Ballpark Finance Coordinator**

Ms. Livermore noted some changes to the financial statements this month. She noted a balance statement included now in the packets. This document shows the MBA has designated part of their fund balance and those are the actions taken in 2007 and 2008 for LEED and Infrastructure

Enhancements. This shows that the MBA Board has decided that they are going to spend part of those accumulated funds for these purposes. Ms. Livermore noted in the General Operating Fund there is a zero cash balance and that is due to the unique funding situation of the MBA and that is because Hennepin County is advancing funds to the MBA for operating expenditures up until the two times a year when a transfer is made of sales tax proceeds. The first transfer is happening this month and the second will be in December. There is also going to be another bond infusion of cash that will be done in June. Ms. Livermore said that about \$150 million has been spent so far. Lastly, Ms. Livermore said she did get the last changes from the State Auditor's Office in regards to the report and so she will be working on that in the next few days and hopes to get the final copy out to them for their final review by the end of next week.

**Next Meeting:**

- July 18, 2008

*There being no further business, Commissioner Wade moved to adjourn. Commissioner Campbell seconded the motion. The motion was approved unanimously -4 YEAS, 0 NAYS. The meeting of the Minnesota Ballpark Authority for June 20, 2008 was adjourned at 1:40 P.M.*