



# Hill International

## MEETING MINUTES

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Date of Meeting: February 4, 2013

Time of Meeting: 10:00 am

Place of Meeting: Convention Center Room 207

**Subject: Stakeholder Meeting**

Ref: SPFD Convention Center Completion Project

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Attendees - see attached lists

1. Jim Kolva, JKA, stated that the intent of the Stakeholder's meeting was to provide information to the three design-build teams, city agencies and provide for additional public input.
2. Each meeting participant introduced themselves.
3. Mick McDowell, Chair of the SPFD Board, welcomed participants.
4. Kevin Twohig, SPFD Executive Director, provided an overview of the design-build process and status. Kevin noted the collaborative nature of the process and that the public is invited to attend a Stakeholder's Open House on April 18<sup>th</sup> at the Convention Center to allow the public to review and comment on the three design-build proposal presentations.
5. Jim Kolva indicated that the shoreline development permit, including the SEPA checklist, has been submitted to the City of Spokane for approval. The SPFD has issued a determination of non-significance for the project and has received public and agency comment letters which will be available on the SPFD website.
6. Jim indicated that the City of Spokane will develop conditions of approval for the shoreline development permit approval. The design-build contractor will not be under contract until May 2013. The SPFD envisions the selected DB Team holding an initial meeting and 95% complete meeting with Design Review as a requirement to completing the permitting process.
7. Jim noted the following project challenges:
  - a. Maintaining public access to Centennial Trail and Spokane River.
  - b. Establishment of a boat outtake location with trailhead.
  - c. Concern that there is some chance that there may be Spokane Tribal remains located on the site.

- d. Shoreline Ordinance requires a “No net loss” of vegetation and design-build teams will address this in their proposed landscape plans.
  - e. Providing infrastructure (water, power) for vendors at an exterior plaza.
  - f. Incorporation of public art and interpretative signage.
  - g. Centennial Trail improvements and improving linkage to surrounding areas.
  - h. Maintaining fire truck access.
8. Environmental and Geotechnical Site Information – Bruce Williams, GeoEngineers, provided a general description of known geological and environmental conditions at the site and briefly discussed a “Corrective Action Plan” that the DB Team will need to comply with during construction to ensure that remediation work is completed per Washington State Department of Ecology requirements. The SPFD expects to adopt a restrictive covenant for the site at the completion of the project.
  9. Question: Will public stakeholders be attending the proprietary meetings? Answer: Public Stakeholders will not be attending Proprietary Meetings.
  10. Question: Is the SPFD interfacing with the Parks & Recreation’s master planning process? Answer: The SPFD is engaged with the Parks and Recreation Department; however, the Parks’ proposed master plan does not overlap significantly with the SPFD site.
  11. Question: Is the SPFD design-build project coordinating with the City’s proposed changes to Main Street? Answer: The design-build scope of work does not include the proposed street revisions.

These meeting notes were prepared by Matt Walker, Hill International, Inc. and record the most critical points of the meeting discussion. Any additions or corrections to these meeting notes should be presented in writing within forty-eight hours of receipt of this document.

Cc:  
Kevin Twohig, Executive Director  
Attendees

## **February 4, 2013 Stakeholder Meeting**

### **10:00 AM**

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65. Matt Gibson		
66. Stephanie Curran		
67. Dave Gebhardt		
68. Ryan Wilson		
69. Toby Hatley		
70. Stephanie Huff		
71. Sherry Leatha		