

Harbor District Inc.
Board of Directors

May 5, 2020
AGENDA

1. Welcome and Review GoToMeeting Functions
2. Speaker : Matt Howard, Alliance for Water Stewardship 9:05
 - a. Share your questions via Chat function
3. Approval of Minutes (Esswein) 9:25
 - a. Vote by Thumbs Up/Down
4. Treasurer's Report (Martinez) 9:30
 - a. Dashboard
 - b. Budgeting for 2020-21
 - c. Payroll Protection Loan

Action Recommended by Treasurer: Authorize the Executive Director to accept a Payroll Protection Loan of \$51,216.
5. Staff Action Items 9:40
 - a. COVID Response
 - i. Update on BID Actions (Adams)
 - ii. Event Plan & Brainstorm (Hernandez)
 - How should HDI plan for the summer and early fall: fundraising, sponsorships, event planning?
 - Plan events for the maximum allowable size per state restrictions?
 - What are some good strategies you are seeing?
 - b. Draft work plan for FY 2020-21 and 3-year goals (Fowler)
 - i. Sustainability Guidelines
 - ii. Public Access: Lincoln Field plan
 - c. Communications Plan (Sherman)
6. Board Committee Action Items 10:00
 - a. Governance Committee (Berger)
 - i. Five current board members' terms are expiring

1. Carolyn Esswein
2. Patricia Hoben
3. Tim Hoelter
4. David Stegeman
5. Ivan Gamboa

ii. Two new candidates to join the board:

1. John Koetz, Komatsu Mining
2. Nahid Afsari, The Sigma Group

Action Recommended by Governance Committee: Nominate slate of candidates for election to the Board of Directors.

iii. Vision and Mission Update (Summers) 10:10

1. New Vision Statement
2. Refresh Mission Statement

Action Recommended by Governance Committee: Adopt new vision statement.

b. Environmental Committee (Misky) 10:15

i. Habitat Plan Slide Presentation (Zeleske)

Action Recommended by Environmental Committee: Adopt HDI Terrestrial Habitat Plan.

7. Poll for Board Meeting Conflicts for 2020-21 Calendar (Esswein) 10:27

8. Adjourn 10:30

Reminder of upcoming meetings and events:

Next Board Meeting June 11, 2020

Harbor District, Inc.
Board of Directors Meeting
March 11, 2020, 9:00 am
Port Milwaukee

Board Members in Attendance

Tim Hoelter	Eric Dick	JoAnne Anton
David Lee	David Misky	Kathryn Berger
Carolyn Esswein	Anne Summers	Jose Perez
Patricia Hoben	Rosamaria Martinez	Ivan Gamboa
Gary Ballesteros	David Stegeman	Ed Eberle
Dan Druml		

Staff and Others in Attendance

Lilith Fowler, HDI	Dan Adams, HDI	Natalia Hernandez, HDI
Aaron Zeleske, HDI	Stephanie Sherman, HDI	Luis Reynoso, HDI
Adam Schlicht, Port Milwaukee*	Jazmine Jurkiewicz, Port Milwaukee*	Maria Cartier, Port Milwaukee*
Aaron Schultz, Lake Express*		

** in attendance for agenda item #1 only*

Agenda and Notes

1. Guest Speaker: Adam Schlicht, Port Milwaukee
2. Approval of Minutes - add Ed Eberle to the list of attendees (by phone)

Motion to approve the minutes from the January 28, 2020 Harbor District, Inc. board meeting. Moved by Ivan Gamboa, seconded by Gary Ballesteros, unanimously approved.

3. Treasurer's Report

Motion to approve the Treasurer's Report. Moved by Ivan Gamboa, seconded by Kathryn Berger, unanimously approved.

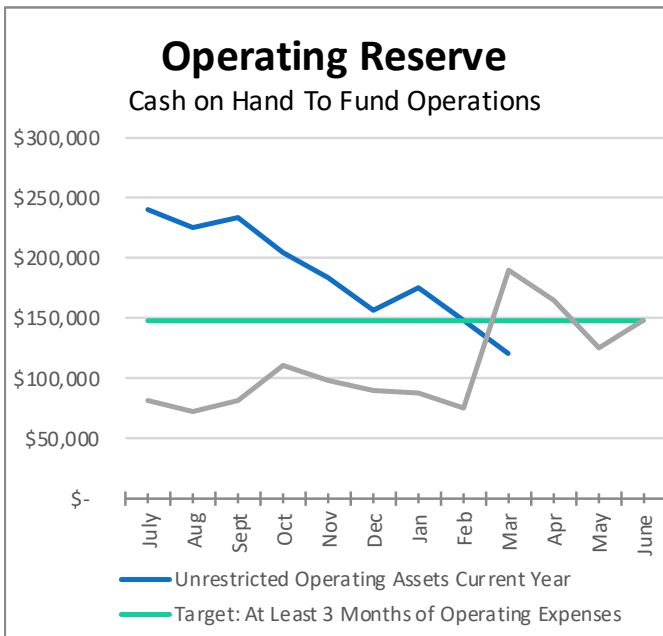
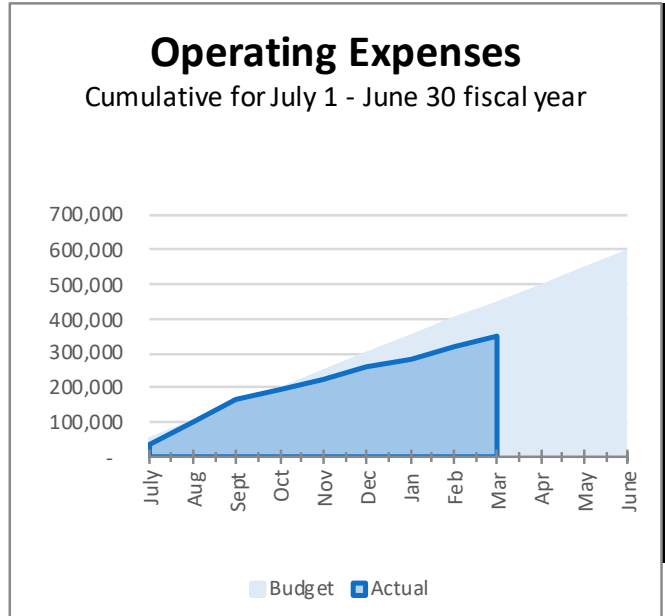
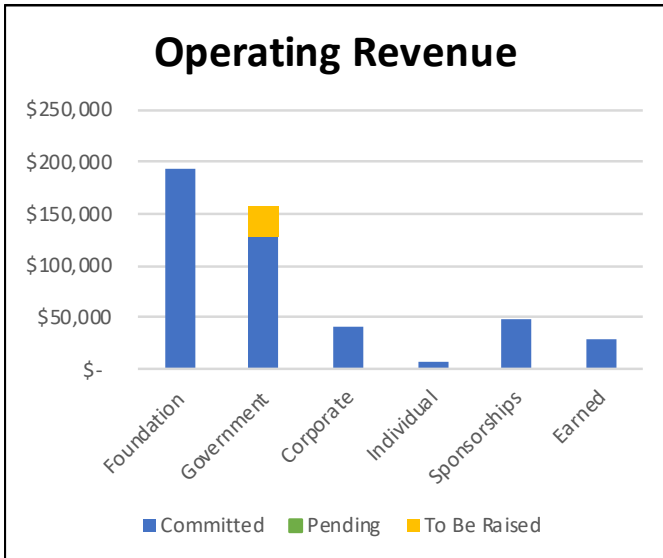
4. Board Committee Action Items

- a. Executive Committee: Retreat Follow Up
 - i. Creation of Workgroup for Values & Impacts
 1. Anne Summers, Ivan Gamboa, and Rosamaria Martinez volunteered to participate
 - ii. Creation of Workgroup for Pre-DNC Tour/Event
 1. JoAnne Anton and Tim Hoelter volunteered to participate
5. Staff Action Items
 - a. UWM Lease
 - b. Communications Planning
 - i. UWM Graduate Design Student working on a 5-Year Report
 - ii. Need to develop a core message that we can adapt to various audiences
 - iii. Patricia Hoben offered to have City Forward Collective's communication staffer advise HDI staff.
 - c. Summer Event Planning
 - i. Tentative Schedule and Partners
 - ii. Sponsors
6. Adjourn

Upcoming Meetings and Events

- Next board meeting - May 5th, 2020
- Harbor District Summer Event Pitch Night
Thursday, March 12, 2020
6:00 pm to 7:30 pm
Transfer Pizzeria Cafe
101 W. Mitchell St.

Harbor District, Inc. March 2020 Financial Snapshot



Balance Sheet Summary

	1-mo Chg	Balance 3/31
Current Assets	2%	\$ 422,391
Fixed Assets	0%	\$ 1,430,400
Liabilities	0%	\$ 2,713
Net Assets	0%	\$ 1,850,078

NOTES:
Our operating reserve dropped below our target in April. Two large payments in April will bring it back up again: the second installment of our 2-year Fund for Lake Michigan grant (\$70k) and a \$51k PPP (Covid) forgivable loan from SBA.

Harbor District, Inc.
Statement of Activity
March 2020 (75% Fiscal Year)

Revenue	Actual Mar-20	Actual Feb-20	Actual July - Mar	Budget (Annual)	YTD % Of Budget
4065 Foundation Contributions	0	0	193,695	190,000	102%
4070 Government Contributions	0	6,632	8,652	158,104	5%
4073 Corporate Contributions	0	0	41,308	40,000	103%
4074 BID Contributions	0	0	0	2,500	0%
4075 Individual Contributions	0	0	8,036	5,000	161%
4076 Sponsorships	0	0	49,000	35,000	140%
4080 Earned Income	0	0	29,765	29,000	103%
4082 In-Kind Contributions	0	0	4,010	0	n/a
4090 Miscellaneous Income	0	0	0	0	n/a
Total Revenue	\$0	\$6,632	\$334,466	\$ 459,604	73%
Carryover Revenue from FY 18-19			142,712	139,050	
Total Revenue + Carryover			\$ 477,178	\$ 598,654	
Expenditures					
7200 Salaries & related expenses	22,711	21,851	202,688	290,361	70%
7250 Payroll taxes	1,968	2,043	16,330	21,923	74%
7540 Consultant & Professional Fees					
7520 Accounting fees	110	940	13,840	15,440	90%
7530 Legal Fees	0	0	0	2,000	0%
7542 Architecture and Engineering Fees	1,563	0	12,070	103,341	12%
7544 Art, Photography, Graphic Design Fees	0	0	5,205	5,150	101%
7548 Other Professional/Consultants Fees	1,539	7,000	26,284	53,700	49% ¹
Total 7540 Consultant & Professional Fees	\$3,212	\$7,940	\$57,399	179,631	32%
7550 Advertising	42	42	2,245	3,300	68%
7560 Signage	0	0	454	600	76%
8110 Supplies Expense	43	3	7,066	14,200	50%
8130 Telephone & Internet	101	101	1,457	2,200	66%
8135 Meals and Entertainment	0	570	5,596	8,103	69%
8140 Postage, shipping, delivery	0	19	484	671	72%
8170 Printing & copying	43	160	3,629	5,000	73%
8175 Software	0	362	762	858	89%
8180 Books, subscriptions, reference	26	26	521	466	112%
8190 Dues & Contributions	175	0	425	495	86%
8195 Licenses and Permits	0	10	89	650	14%
8210 Rent, parking, other occupancy	0	0	140	10,920	1%
8260 Furniture Fixtures & Equipment	0	0	20	3,000	1%
8270 Equipment Rental	0	0	21,704	19,600	111% ²
8280 Boat, Bus, and Venue Rentals	0	0	10,073	15,500	65%
8310 Travel expenses	0	1,195	1,350	440	307%
8320 Conferences and Training	1,022	35	1,978	1,859	106%
8340 BID Reimbursable Expenses	1,100	31	1,183	0	n/a
8500 Misc expenses	0	0	0	772	0%
8520 Insurance - non-employee	0	905	5,606	2,274	247% ³
8591 Bank and credit card fees	2	0	47	0	n/a
9000 Workers Compensation	0	83	896	514	174%
Total Expenditures	\$30,445	\$35,376	\$342,142	\$583,337	59%
Capitalized Expenses	0	0	7,615	10,000	76%
Net Revenue	-\$30,445	-\$28,744	\$127,421		

¹ Board approved \$14,000 consultant contract, exceeding budget by \$9,000, on 12/3/19

² Expense includes an in-kind donation of \$4,100 for sound system rental; cash expenditures do not exceed budget.

³ Board approved \$2,500 budget exceedance on 12/3/19

Harbor District, Inc.
Balance Sheet
As of March 31, 2020

	<u>As of 3/31/20</u>	<u>As of 2/29/20</u>
ASSETS		
<u>Current Assets</u>		
1010 Cash in bank	261,654	266,763
1110 Accounts receivable	130,000	155,366
1450 Prepaid Expense	294	262
1451 Refundable Deposit	0	0
Total Current Assets	\$391,948	\$422,391
<u>Fixed Assets</u>		
1620 Leasehold Improvements	1,419,081	1,419,081
1630 Intangible Assets	7,615	7,615
1640 Furniture, fixtures, & equip	6,222	6,222
1745 Accum deprec- furn,fix,equip	-2,518	-2,518
Total Fixed Assets	\$1,430,400	\$1,430,400
TOTAL ASSETS	\$1,822,348	\$1,852,791
LIABILITIES AND NET ASSETS		
<u>Liabilities</u>		
2110 Accounts Payable	0	0
2180 Accrued Vacation	2,713	2,713
Total Liabilities	\$2,713	\$2,713
<u>Net Assets</u>		
3020 Unrestricted Operating Assets	120,784	148,126
3040 Unrestricted Fixed Assets	1,430,400	1,430,400
Total 3000 Unrestricted Net Assets	\$1,551,184	\$1,578,526
3100 Temporarily Restricted Net Assets	268,451	271,552
Total Net Assets	\$1,819,635	\$1,850,078
TOTAL LIABILITIES AND NET ASSETS	\$1,822,347	\$1,852,791

**Harbor District, Inc.
May 2020 Staff Report**

PLANNING

Harborwalk: The Harbor District Riverwalk Design Standards were completed and the draft document was shared with property owners at an open house at The Cooperage on February 27th. The Design Standards will go to the City Plan Commission, ZND Committee, and the Common Council for approval in April. The Milwaukee Journal Sentinel did an article on the Design Standards in the Sunday, March 1st edition.

REDEVELOPMENT, CLEANUP, AND RESTORATION

Harbor View Plaza: See the Summer Series@The Plaza below.

Murals: BID 51 entered into a contract with Wallpapered City to help produce two murals in the Harbor District this spring/summer.

First and Greenfield: Three student groups from MSOE completed conceptual real estate development proposals for the property on the southeast corner of 1st & Greenfield. The concepts proposed included a boutique hotel, a work/live concept with market rate apartments, and a makerspace with commercial office.

Habitat Hotels: Conditions this spring have not allowed for inspection of habitat hotels yet. We plan to inspect, adjust, and repair existing habitat hotels when water conditions are favorable.

Grand Trunk: We are working with Electa Quinney Institute, the American Indian center at UWM to do community outreach to indigenous groups to identify themes related to the cultural importance of the harbor. These themes will be used to develop the user experience elements of the project. We are negotiating a contract scope of work with Sigma for design and engineering of public access. The Redevelopment Authority of the City of Milwaukee (RACM) is currently approving a contract and scope of work to complete final design and permitting for the project.

AOC and Sediment Cleanup: Planning for a new Dredged Materials Management Facility was proceeding this spring. Economic uncertainty at the local and state level have complicated planning and may cause a significant and difficult to predict delay.

Trash Wheel: We await the results of a grant proposal to EPA's Trash Free Great Lakes funding program. We have been having conversations with the City DPW, MMSD, and engineers regarding permitting requirements and will likely contract for flood engineering related to permits shortly after award of the grant.

Habitat Enhancement: Submitted grant proposal to National Fish and Wildlife Foundation's Sustain our Great Lakes program to build habitat features into several future Riverwalk sites including Mandel's Harbor Yards, 2005 S Kinnickinnic St., 2156 S. 4th St, and Lincoln Field. Work will include supplementing property owners investments to build beneficial shoreline habitat improvements.

COMMUNITY AND ECONOMIC DEVELOPMENT

Property Improvement Grant Program: Two property owners are currently working to complete their grants and one additional grant application came in.

OUTREACH AND ENGAGEMENT

Summer En La Plaza

HDI hosted a Summer En La Plaza Pitch event on March 12th at Transfer Pizza (one day pre-Safer At Home). Applicants pitched their program ideas to community members and Neighborhood Advisory Council judges. All organizations were awarded with a big surprise announcement at the event's conclusion.

Natalia reached out to summer series partners to construct events that take into account the current situation as well as the Badger Bounce Back Phasing Plan. So far 3 partners have committed to continue their event, 3 have asked that we postpone their events until Fall 20 or Spring 21, and 4 partners are still undecided. For now, we know that June in person events have been cancelled and will be replaced by a virtual activity/event.

Harbor Fest: Sunday, Sept. 13th

Natalia sent out the Harbor Fest vendor application electronically to vendors.

Stephanie and Natalia created two budgets for Harbor Fest. One budget is a best case scenario and the other takes into consideration reduced sponsorship support due to the economic impacts on businesses caused by COVID-19.

The Harbor Fest sponsor package is near completion. Sponsor requests will be sent during the first week of May.

Community Science: Wildlife cameras have been out along the KK River Trail south of Lincoln Ave all winter. Most of the photos were of coyotes and deer, but also had one sighting of a gray fox, which tend to be rare in urban environments. Working with Urban Ecology Center's research team, we have a schedule of wildlife monitoring planned for the 2020 field season that will look for birds, butterflies, dragonflies, bats, and mammals.

School Programs: We created an official educational programming plan and brochure to give to educators. Schools and after school programs were mailed the brochure, information on HDI, and contact information. Because schools have closed for the remainder of the year, there will be no in person educational programming for the remainder of the school year.

Presentations, Boat and Bus Tours, Public Comment

Social Gatherings

Stephanie and Dan attended virtual Walker's Point Association Community Gatherings.

FINANCES, ADMINISTRATION AND BOARD SUPPORT

Organizational Planning

Staff are working on goals and a work plan for the coming fiscal year, a new communications plan to make sure key messages are reaching key audiences, and the budget for 2020-21.

Following up to the February board retreat, staff have worked with board groups to make revisions to our planning framework - the vision, mission, values, and strategies that guide our work.

Staffing

Finance and Fundraising

We worked with Tri City Bank to secure a Payroll Protection Program SBA Loan for \$51,000.

Advisory Board



Nahid Afsari, P.E., LEED AP
Engineering Manager
The Sigma Group

Dear Harbor District Board of Directors,

Thank you for the opportunity to serve on the board.

I am a Milwaukee native, born and raised here. I left town for undergraduate and graduate work but was back every summer and came back for my first full time job and have never left. I am proud to be a Milwaukeean. I love this city for many reasons – one of them being the waterfront and Lake Michigan. I am encouraged by Milwaukee’s continual growth but even more encouraged and inspired by its potential. I believe in the Milwaukee community and its ability to transform.

I have been tracking on the Harbor District since articles hit the newspaper years ago about this organization. I subscribed to the newsletters, tracked progress, and visit the local businesses in the area from time to time.

I support and believe in the mission of the Harbor District Initiative. The Harbor District is a resource that is has long been under-valued and under-appreciated. The changes that have occurred in the Harbor District to date are fantastic! I would love to be a part of continuing to transform the Harbor District into a vibrant and productive waterfront that strengthens our community and economy.

Other than passion for the organization and its mission, I bring a background of Civil and Environmental Engineering. I have served in leadership roles for the past 15 years of my career in the area of Construction and Project Management. I enjoy working with others on projects from the early conceptual phases into planning and execution. I understand there are different shareholders and interests at play for any project or endeavor. I am comfortable with resolving issues or conflict and working towards mission-based solutions. I have served on a number of boards in the past and understand the dedication and commitment needed for Board service.

Sincerely,

Nahid

Professional Profile

Nahid provides management services for a variety of commercial, industrial, state and municipal clients. Her experience includes owner's representation, design and construction engineering and management, and project close out services for different types of projects including healthcare, transportation, entertainment, office buildings, and condominiums.

Areas of Expertise

- Project Management
- Construction Management
- Project/Program Controls
- Owner's Representative
- Facilities Management
- Structural Design

Education

- Master of Science, Structural Engineering, Purdue University, 2000
- Bachelor of Science, Civil & Environmental Engineering, University of Wisconsin - Madison, 1998

Registrations / Certification/Awards

- Professional Engineer, Wisconsin, 37078-6
- LEED Accredited Professional
- ENR Midwest Top 20 Under 40, 2015
- Milwaukee Business Journal Woman of Influence, 2008
- American Society of Civil Engineering, New Faces of Civil Engineering, 2004

Professional Affiliations

- Construction Management Association of America, Wisconsin Chapter, Board 2012-2016
- American Society of Civil Engineers, Wisconsin Chapter, Board 2002-2006
- American Public Works Association, Wisconsin, Board 2015-2016
- University of Wisconsin – Madison, Civil & Environmental Engineering Advisory Committee, 2013-present
- Women in Transportation Seminar, Board 2010-2011
- Milwaukee Forum, 2008-2010

Non profit affiliations

- Board of Directors for YWCA, STEM forward, Milwaukee Scores

Representative Experience

Project Management

Project Manager to Wisconsin Housing and Economic Development Authority during planning for a transition from their current office spaces to a new 50,000 SF office space in downtown Madison. Assisted with early stages of planning including understanding shareholder needs, RFP issuance, review, and assessment.

Construction Management

Project Executive for Mitchell International Airport Baggage Claim Handling Building remodel. Oversaw team who served as the Owner's eyes and ears in the field during construction.

Project Engineering for Milwaukee County Zoo Otter Exhibit providing construction management services. Complexities of the project included specialty designers and contractors working on exhibit. Managed communication and decision making between construction team and Owner. Oversaw schedule, quality and budgets.

Project Engineer on Kilbourn Tower condominium project. Responsible for punch list, submittals, RFIs, unit closeout and turn over to Owner.

Program/Project Controls

Program/Project Controls Administrator responsible for leading teams monitoring and tracking Mega Project documents, costs, schedules, issues, and risks. Mega Projects include: Marquette Interchange (\$810 million), Zoo Interchange (\$1.5 billion), I94 North South, IH39/90 (\$1.2 billion) and Verona Road.

Owners Representative

Owner's Representative to Milwaukee Regional Medical Center on the reconstruction of 87th Street and associated Water Booster Pump Station. Responsible for coordination among numerous parties associated with the project including: six campus member groups, design team, construction team, utilities and Milwaukee County. Duties included budgeting, cost monitoring, construction inspection, utility coordination during design and construction with WE Energies and AT&T, pay application review and recommendation for approval, preparation of RFP and scope review, and risk management.

Facilities Management/Project Management

Project Manager for team serving as extension of staff to the Facilities Management Group at Clement J. Zablocki Veterans Affairs Hospital, Milwaukee, WI. Team assisted with design reviews, weekly safety reports, construction inspection, financial tracking of project costs, submittal review, RFI coordination, and other project related tasks from planning through design, construction, and closeout.

Structural Design

Structural Engineer designing highway bridges, retaining walls, and culverts for state of Wisconsin, Virginia, and Iowa.



John Koetz
President - Surface Mining,
Komatsu Mining Corp.

John Koetz is president and chief executive of the surface mining division for Komatsu Mining Corp., a worldwide leader in high-productivity solutions for both underground and above-ground mining industries. A member of the executive leadership team for Komatsu Mining Corp. and a global officer of Komatsu Ltd., John joined Komatsu in 2010 and has over 25 years of marketing, product, service and leadership experience in mining, construction, agriculture, and defense equipment industries.

Before joining Komatsu Mining Corp., he was senior director of marketing for CNH Industrial's Case IH agricultural equipment business. Prior to that, he was Vice President, product marketing for Komatsu America and held a variety of progressive positions in their global mining and North America construction equipment businesses. Koetz began his career as a U.S. Army officer, is a veteran of Operation Desert Storm and held numerous assignments across the U.S. and in the Republic of Korea.

Koetz also serves on the Metro Milwaukee Association of Commerce (MMAC) board, the Milwaukee 7 Regional Economic Development Council (M7), the Menomonee Valley Partners CEO Roundtable, the board of Racine/Kenosha Vocational Ministries, and volunteers with Milwaukee Habitat for Humanity and other community organizations. Koetz holds an MBA from Loyola University Chicago, a master's degree in engineering from Carnegie Mellon University and a bachelor's degree in engineering from the University of Illinois at Urbana-Champaign. He is a licensed Professional Engineer in the state of Wisconsin.

John Koetz

President, Surfacing Mining
Komatsu Mining Corp
Milwaukee, WI

Dear Harbor District Board members,

I'm very interested in serving as a member of the Harbor District board, to help contribute to the realization of the district's vision for the future of Milwaukee's Harbor. I want to commend each and every one of you for the work you've done to set the foundation for the exciting transformation underway.

As president of surface mining at Komatsu, it's been a privilege to work with many of you as our company developed plans for our new headquarters property off Greenfield Avenue along the harbor. We see this multi-million dollar investment in a new campus as an important next step not only for our operations, but for the Harbor District – helping transform a long-empty site into a modern workplace for Milwaukeeans for decades to come.

We are investing in the future – of our company, our industry and our community. I would be honored to serve on the board alongside you, representing not only Komatsu, but our community, as we work together to bring catalytic change to the Harbor District. The district's mission, to “achieve a world-class revitalization of Milwaukee's harbor that sets the standard for how waterfronts work – economically, environmentally, and socially – for the next century” is very in line with Komatsu's focus on corporate social responsibility. Through our work in the community we seek to enhance quality of life, develop people and grow with society. Working together, our similar values and missions can only be strengthened.

Thank you for your invitation to serve, and I look forward to working with you. Please be safe and well in these unprecedented times!

Sincerely,

A handwritten signature in black ink, appearing to read 'John Koetz', is placed over a light blue rectangular background.

HDI Governance Committee
April 30, 2020

Minutes

Attending: Kathryn Berger, Eric Dick, Patricia Hoben, Anne Summers, Carolyn Esswein

1. New Board Candidates

The committee reviewed information about potential new candidates and agreed to nominate the following candidates:

Nahid Afsari, Sigma Group
John Koetz, Komatsu Mining

2. Current members with expiring terms

The following members are willing to be nominated to serve an additional term:

Carolyn Esswein
David Stegeman
Patricia Hoben
Ivan Gamboa
Tim Hoelter

3. Mission & Vision

The committee agreed to review the new vision statement by email and meet the following week to begin revisions to our mission statement.