



**MEETING MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, October 14, 2015, 7:30am
Meridian City Hall, City Council Conference Room
33 East Broadway Avenue - Meridian, Idaho**

1. Call Meeting to Order [Escobar]:

At 7:30am, Vice Chairman Basalone called the meeting to order.

2. Roll-call Attendance [Escobar]:

<u>O</u>	Jim Escobar – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Dan Basalone – Vice-Chairman	<u>X</u>	Kit Fitzgerald – Member
<u>X</u>	Dave Winder– Secretary/Treasurer	<u>O</u>	Callie Zamzow – Member
		<u>X</u>	Tammy de Weerd – Member
		<u>O</u>	Eric Jensen – Member
		<u>O</u>	Calvin Barrett – Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

3. Confirm Agenda [Escobar]:

A motion was made by Commissioner Winder and seconded by Commissioner Bird to confirm the agenda.

ALL AYES.

4. Approve Consent Agenda [Escobar]: These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.

- a. Approve Minutes of the September 23, 2015 Regular Meeting**
- b. Approve September 2015 Administrator’s Report**

A motion was made by Commissioner Winder and seconded by Commissioner Bird to approve the consent agenda.

ALL AYES.

ACTION AND PRESENTATION ITEMS

5. Legislative Update and Consideration of Draft Interim Committee Recommendations for Approval [Scott Turlington]

Scott reviewed the draft of the letter from the MDC board to the interim legislative committee on urban renewal. The board would like the letter to clearly request that board members not be required to live within the URD boundary or city limits but rather they have a vested interest in Meridian either personally or through business. The board also requested a section on public/private partnerships be included in the letter. Scott will bring back a revised draft at the next meeting.

6. FY2015 Tree Replacement Update by Meridian Parks and Recreation [Elroy Huff]

Elroy Huff reviewed the accomplishments for FY15 and would like to come back in February 2016 to review the program for FY16.

7. Main Street Island Update by Meridian Parks and Recreation [Mike Barton]

Mike Barton reviewed the joint agency project agreement and stated that the city is ready to accept the islands via resolution. MDC will bring back a resolution approving the transfer of the islands at its next meeting and forward it to the City for consideration. Mike discussed the strategy for the winter months. The board also discussed the strategy for addressing the incidents regarding the islands. It was decided that MDC and the City would evaluate in 6-months to see if there is a decrease. If not, recommendations will be brought forth in the spring by Mike.

8. Consideration of Approval of MDC Accounting Contract for Clifton Larsen Allen and Corresponding Resolution 15-041 [Squyres/Lakey]

Squyres reviewed the RFP submittal by CLA and the recommendation of the leadership committee to accept their proposal to take on the accounting services once Tari, the URD's current accountant, leaves in November. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the three year contract with CLA.

ALL AYES.

9. Approval of Eide Bailey Engagement Letter for FY15 Audit and Corresponding Resolution 15-042 [Squyres/Lakey]

Squyres reviewed the standard engagement letter for Eide Bailey with the board. The audit will take place the first week of November. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the engagement letter.

ALL AYES.

10. Approval of Addendum #1 to the Meridian Library District Lease for 713 North Main Street and Corresponding Resolution 15-043 [Squyres/Lakey]

Squyres reviewed the addendum for the lease with the board. The addendum addresses the use of the former Groundfloor furniture at 713 North Main. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the addendum.

ALL AYES.

11. Approval of FY16 Scope of Work with Provision Landscape Company for 703 North Main Street and Corresponding Resolution 15-044 [Squyres/Lakey]

Squyres reviewed the scope of work with the board. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the scope for FY16.

ALL AYES.

12. Approval of FY16 Scope of Work with Provision Landscape Company for the COMPASS/VRT Building and Corresponding Resolution 15-045 [Squyres/Lakey]

Squyres reviewed the scope of work with the board. A motion was made by Commissioner Winder and seconded by Commissioner Fitzgerald to approve the scope for FY16.

ALL AYES.

13. Approval of FY16 Scope of Work with PC Maintenance for Quarterly Parking Lot Sweeping and Snow Removal for the Masonic Lodge Parking Lot and Corresponding Resolution 15-046 [Squyres/Lakey]

14. Approval of FY16 Scope of Work with PC Maintenance for Quarterly Parking Lot Sweeping and Snow Removal for the COMPASS/VRT Parking Lot and Corresponding Resolution 15-047 [Squyres/Lakey]

15. Approval of FY16 Scope of Work with PC Maintenance for Quarterly Parking Lot Sweeping and Snow Removal for 703 and 713 North Main Street and Corresponding Resolution 15-048 [Squyres/Lakey]

Items 13, 14, and 15 were reviewed by Squyres. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve all three scopes of work for FY16

ALL AYES.

16. Approval of FY16 Façade Improvement Application and Corresponding Resolution 15-049 [Squyres/Lakey]

Squyres reviewed the updated façade improvement application with the board for FY16. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the updated application.

ALL AYES.

17. Approval of Scope of Work from Tri State Electric for 713 North Main Street and Corresponding Resolution 15-050 [Squyres]

Squyres reviewed the scope of work for needed electrical repairs that were not part of the recent tenant improvements for 713 North Main. Squyres explained that she authorized the work and is requested retroactive approval of the scope. A motion was made by Commissioner Winder and seconded by Commissioner Fitzgerald to approve the scope of work.

ALL AYES.

DISCUSSION ITEMS

18. Branding Implementation Update [Fitzgerald]

Commissioner Fitzgerald gave an update as to the outcome of the recent joint PR and Wayfinding and Signage Committee meeting for the branding implementation. Priority areas are: 1) Main Street island banners 2) Other banner program for downtown and 3) Directional signage

19. Steering Committee Update [Squyres/de Weerd]

Commissioner de Weerd updated the board on the Steering Committee's recommendation that there should be baseline polling for the proposed multi-purpose center project. A scope will be brought before the MDC board on October 28 for consideration.

20. Upcoming Committee Meetings [Squyres]

Squyres reviewed the upcoming committee meetings.

21. Counsel's Report [Lakey]: Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

No report.

22. Administrator's Report [Squyres]: Administrator Squyres will review topics that need to be brought to the attention of the Board.

No report.

23. Chairman's Report

No report.

24. Public Comment

No public comment.

25. Adjourn the Meeting [Escobar]:

At 9:05am, a motion was made by Commissioner Winder and seconded by Commissioner de Weerd to adjourn the meeting.

ALL AYES.

Jim Escobar, Chairman