



MEETING MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, September 28, 2016, 4:00pm
Meridian City Hall, Conference Room A
33 East Broadway Avenue - Meridian, Idaho

1. Call Meeting to Order [Escobar]:

At 4:02pm, Chairman Escobar called the meeting to order.

2. Roll-call Attendance [Escobar]:

<u>X</u>	Jim Escobar – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Dan Basalone – Vice-Chairman	<u>X</u>	Callie Zamzow – Member [Left at 5:28pm]
<u>O</u>	Dave Winder– Secretary/Treasurer	<u>O</u>	Tammy de Weerd – Member
		<u>O</u>	Nathan Mueller – Member [Arrived at 4:19pm]
		<u>O</u>	Rob McCarvel – Member
		<u>X</u>	Rick Ritter – Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

3. Confirm Agenda [Escobar]:

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

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 14, 2016 Regular Meeting**
- b. Approve August 2016 Financials and Notice of Bills Paid**

A motion was made by Commissioner Bird and seconded by Commissioner Basalone to approve the consent agenda. Commissioner Ritter inquired if he could ask questions regarding the financials. Commissioner Bird stated that changes to the agenda usually happen with Item #3 but he is willing to amend his motion to approving the minutes of September 14, 2016 and allowing a discussion of the 2016 financials. Commissioner Basalone seconded.

ALL AYES.

Commissioner Ritter had a number of questions regarding the financials with Squyres answering with explanations. A motion was made by Commissioner Bird and seconded by Commissioner Ritter to approve the August 2016 financials.

ALL AYES.

ACTION AND PRESENTATION ITEMS

5. Legislative Update [Scott Turlington]

Scott Turlington provided a legislative update to the board, which included the following:

- He has been meeting with various legislators to understand where the priorities may be for the next session.
- Representatives Youngblood and Anderest do not appear willing to discuss the “plan modification” concern. Scott would like Squyres, Counsel Borton and himself to meet with both representatives to discuss further.
- Scott and Counsel Lakey discussed the concern with wording pertaining to commissioner owning land within a district. Scott said he would send the draft RS that was sent to the board last year to Squyres so it may be shared with the board again.

6. Review of the draft Owner Participation Agreement for Phase One of the Brighton Corporation Ten Mile Project [Lakey]

Before discussion on the item began, Chairman Escobar disclosed a potential conflict of interest due to his work for a client to be located within the Ten Mile District and that he would not be participating in the discussion.

Counsel Lakey reviewed the draft documents with the board, which included the reimbursement of public improvements; the schedule of development; how approvals would be incorporated into the agreement and so forth. He discussed the tentative reimbursement rate of 90% of net increment but the board could change this if desired. Counsel Lakey also discussed the reimbursement process including the board’s directive that they will not pay for land dedicated for right-of-way.

Brighton Corporation has a draft copy of the agreement for their review and it is anticipated this will be brought back to the next board meeting.

7. Consideration of Approval of a Scope of Work with Gallatin Public Affairs for on-going Public Relations consultation and assistance through FY2017 and Corresponding Resolution 16-026 [Zamzow/Mueller]

Commissioner Mueller introduced the scope of work. Squyres reviewed each item with the board. Counsel Lakey discussed which items would need a separate task order versus being used at Squyres’ discretion. A motion was made by Commissioner Basalone and seconded by Commissioner Bird to approve the FY2017 scope of work and resolution.

ALL AYES.

8. Appointment of an MDC Board Member to replace former Commissioner Jensen on the Valley Regional Transit Board of Directors and Corresponding Resolution 16-029 [Escobar]

Commissioner Ritter stated after research that he would be willing to replace former Commissioner Jensen on the VRT board. A motion was made by Commissioner Bird and seconded by Commissioner Zamzow to approve the appointment of Commissioner Ritter to the VRT board and resolution.

ALL AYES.

9. Consideration of Modification of the Approval of the MOU with the West Ada School District for reimbursement of transportation costs towards the third grade historical walking tour and Corresponding Resolution 16-030 [Lakey/Squyres]

Counsel Lakey discussed why this item was brought back before the board. Lakey stated that after some thought the district would like the MOU to also include the West Ada School District in addition to the Foundation in the agreement. Lakey felt this was a substantial enough change to bring back to the board. A motion was made by Commissioner Basalone and seconded by Commissioner Bird to approve the agreement and the resolution.

ALL AYES.

10. Consideration of Approval of a Three Year Contract Extension for On-Call Engineering Services with Forsgren and Associates and Corresponding Resolution 16-031 [Lakey/Squyres]

Squyres reminded the board of the history of all of how the contracts for on-call engineering came about. A motion was made by Commissioner Bird and seconded by Commissioner Basalone to approve the contract extension and resolution.

ALL AYES.

11. Consideration of Approval of a Three Year Contract Extension for On-Call Engineering Services with CH2M Hill and Corresponding Resolution 16-032 [Lakey/Squyres]

Squyres stated that CH2M Hill had changed their mind that day about extending their contract if the rates could not be increased. Squyres stated that the board has the following options: 1) allow for updating of their rates 2) move forward with only two on-call engineering firms and 3) go out to RFP for a third firm. The board discussed the overall fairness to the other two firms that agreed to extend their contracts without increasing their fees. A motion was made by Commissioner Basalone and seconded by Commissioner Ritter to move forward on this item.

ALL AYES.

12. Consideration of Approval of a Three Year Contract Extension for On-Call Engineering Services with Keller and Associates and Corresponding Resolution 16-033 [Lakey/Squyres]

13. Consideration of Approval of a Three Year Contract Extension for On-Call Land Survey Services with Civil Survey Consultants and Corresponding Resolution 16-034 [Lakey/Squyres]

The board elected to take Items #12 and #13 up together. Counsel Lakey read the resolutions for each. A motion was made by Commissioner Basalone and seconded by Commissioner Zamzow to approve the contract extensions for each.

ALL AYES.

14. Consideration of Approval of the Annual Parking Lot Sweeping and Snow Removal with PC Maintenance for the COMPASS/VRT Building and Corresponding Resoution 16-035 [Lakey/Squyres]

15. Consideration of Approval of the Annual Parking Lot Sweeping and Snow Removal with PC Maintenance for the Mason Parking Lot on East Second Street and Corresponding Resolution 16-036 [Lakey/Squyres]

16. Consideration of Approval of the Annual Parking Lot Sweeping and Snow Removal with PC Maintenance for 703 North Main Street and Corresponding Resolution 16-037 [Lakey/Squyres]

17. Consideration of Approval of the Annual Parking Lot Sweeping and Snow Removal with PC Maintenance for 713 North Main Street and Corresponding Resolution 16-038 [Lakey/Squyres]

The board elected to take Items #14 through #17 together. Squyres reviewed the individual scopes with the board and Counsel Lakey read the resolutions. A motion was made by Commissioner Bird and seconded by Commissioner Basalone to approve each scope of work.

ALL AYES.

18. Consideration of Approval of the Landscaping Services with Provision Landscaping for 713 North Main Street and Corresponding Resolution 16-039 [Lakey/Squyres]

19. Consideration of Approval of the Landscaping Services with Provision Landscaping for the COMPASS/VRT Building and Corresponding Resolution 16-040 [Lakey/Squyres]

The board elected to take up Items #18 and #19 together. Squyres reviewed the individual scopes with the board and Counsel Lakey read the resolutions. A motion was made by Commissioner Basalone and seconded by Commissioner Ritter to approve each scope of work.

ALL AYES.

20. Consideration of Approval of the Scope of Work and Fee for the FY2016 Audit by Eide Bailey and Corresponding Resolution 16-041 [Lakey/Squyres]

Squyres reviewed the scope of work with the board including the slightly increased fee of \$14,000 due to the inclusion of the Ten Mile District update. A motion was made by Commissioner Ritter and seconded by Commissioner Bird to approve the scope and fee.

ALL AYES.

21. Consideration of Approval of the Contract Extension with The Network Operations Company and Corresponding Resolution 16-042 [Lakey/Squyres]

Squyres reviewed the scope of work with the board and Counsel Lakey read the resolution. A motion was made by Commissioner Ritter and seconded to Commissioner Bird to approve the contract extension.

ALL AYES.

22. Consideration of Approval of the Scope of Work for the design and implementation of the modification of the Destination: Downtown district banners with the new branding and Corresponding Resolution 16-043 [Zamzow]

23. Consideration of Approval of the Scope of Work for the modification of the design and implementation of the downtown information kiosk panels with the new branding and Corresponding Resolution 16-044 [Zamzow]

24. Consideration of Approval of the Scope of Work for the design of the Old Town street toppers and Corresponding Resolution 16-045 [Zamzow]

25. Consideration of Approval of the Scope of Work for the design and implementation of the Unwired City window identifiers and Corresponding Resolution 16-046 [Zawzow]

The board elected to take Items #22 through #25 together. Squyres reviewed each scope of work with the board.

A motion was made by Commissioner Ritter and seconded by Commissioner Bird to approve Items #22 and #23.

ALL AYES.

Commissioner Mueller stated that he would like to table Items #24 and #25 for a few months due to a number of other projects that will likely come forward for funding. He feels these are nice projects but not as important to the branding implementation. The board verbally agreed.

A motion was made by Commissioner Mueller and seconded by Commissioner Ritter to deny Items #24 and #25.

ALL AYES.

26. Consideration of Approval of the FY2017 Façade Improvement Grant Application and Corresponding Resolution 16-047 [Squyres/Lakey]

Squyres reviewed the updated façade improvement application with the board. A motion was made by Commissioner Ritter and seconded by Commissioner Bird to approve the updated application.

ALL AYES.

DISCUSSION ITEMS

27. Property Committee Update [Winder]

Due to quorum issues at this point in the meeting, this item was not discussed.

28. Downtown Parking, Transportation and Streetscape Committee Update [Basalone]

Due to quorum issues at this point in the meeting, this item was not discussed.

29. Upcoming Committee Meetings [Squyres]

Due to quorum issues at this point in the meeting, this item was not discussed.

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

No report.

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

No report.

32. Chairman's Report

No report.

33. Public Comment

No public comment.

34. Adjourn the Meeting [Escobar]:

At 5:58pm, a motion was made by Commissioner Basalone and seconded by Commissioner Ritter to adjourn the meeting.

ALL AYES.

Jim Escobar, Chairman