



MEETING MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, December 12, 2018, 7:30am
Meridian City Hall, Conference Room A
33 East Broadway Avenue - Meridian, Idaho

1. Call Meeting to Order [Winder]:

At 7:30am Chairman Winder called the meeting to order.

2. Roll-call Attendance [Winder]:

<u>X</u>	Dave Winder – Chairman	<u>X</u>	Keith Bird – Member
<u>O</u>	Nathan Mueller– Vice-Chairman	<u>O</u>	Tammy de Weerd – Member [Arrived at 7:34am]
<u>X</u>	Steve Vlassek– Secretary/Treasurer	<u>X</u>	Rob McCarvel – Member
		<u>X</u>	Rick Ritter – Member
		<u>X</u>	Diane Bevan – Member
		<u>O</u>	Dan Basalone - Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

ACTION ITEMS

3. Confirm Agenda [Winder]:

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

ALL AYES.

4. Approve Consent Agenda [Winder]: 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 November 14, 2018 Regular Meeting**
- b. Approve October 2018 Financials and Notice of Bills Paid**
- c. Approve November 2018 Administrator’s Report**

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

ALL AYES.

5. Fiscal Year 2018 Audit Presentation [Kevin Smith, Eide Bailly]

Kevin Smith from Eide Bailley presented the FY18 Annual Audit. He stated they are issuing a clean opinion and appreciated the work from CLA and the Administrator throughout the audit process. No questions from the MDC Board.

6. Consideration of approval of the Fiscal Year 2018 Audit and Corresponding Resolution 18-054 [Lakey/Squyres]

A motion to approve the Fiscal Year 2018 Audit was made by Commissioner Vlassek and seconded by Commissioner Bevan.

ALL AYES.

7. Consideration of approval of the termination of the Professional Services Agreement with Strategies 360 and Corresponding Resolution 18-055 [Mueller/Squyres]

Squyres reminded the board of the discussion from the last board meeting on this subject. While S360 is a competent firm, it does not appear to be the best fit for MDC and the agency's needs. The PR Committee would like to move forward with the termination of the agreement by December 31, 2018. Commissioners Bevan and McCarvel concurred. Counsel Lakey stated a 15-day notice would be required per the professional services agreement. A motion to approve the termination of the PSA was made by Commissioner Bevan and seconded by Commissioner Bird.

ALL AYES.

8. Consideration of approval of the Professional Services Agreement with Foresight Public Affairs and Corresponding Resolution 18-056 [Mueller/Squyres]

Squyres stated that the PR Committee would recommend entering into a new agreement with Natalie Podgorski, former PR consultant for MDC, and her new company Foresight Public Affairs. The Committee felt that Natalie understood the needs of the agency and they would recommend moving forward with an agreement to begin on January 01, 2019. Counsel Lakey stated a new RFP would not be needed because the overall amount would be under \$50k. A motion to approve the agreement with Foresight Public Affairs was made by Commissioner de Weerd and seconded by Commissioner Bird.

ALL AYES.

9. Consideration of approval of the Scope of Work with Alloway Electric Lighting for lighting fixture updates at the COMPASS/Valley Regional Transit parking lot and Corresponding Resolution 18-057 [Squyres/Lakey]

Squyres explained the need to move forward with the transition of replacing lighting fixtures associated with the COMPASS/VRT parking lot due to the original parts no longer being produced. Squyres outlined the two options and the board selected moving forward with the LED option due to overall cost-savings. Squyres will also research Idaho Power cost sharing opportunities as well for future replacements. A motion to approve option #2 in the Alloway Electric bid in the amount of \$1,035.00 was made by Commissioner Vlassek and seconded by Commissioner de Weerd.

ALL AYES.

10. Consideration of approval of the reimbursement of the approved façade improvements for the Meridian Children's Museum and Corresponding Resolution 18-058 [Squyres/Lakey]

Squyres reviewed the reimbursement request and acknowledged to the board that the improvements met the subrecipient requirements and were inspected personally. A motion was made by Commissioner Bevan and seconded by Commissioner McCarvel to approve the reimbursement per the subrecipient agreement in the amount of \$21,929.

ALL AYES.

11. Consideration of approval of the invitation to bid for the CDBG Downtown Carlton sidewalk project and Corresponding Resolution 18-059 [Lakey/Squyres]

Counsel Lakey reviewed the documents with the board. The invitation to bid will stay open until January 31, 2019. This is the third time the project has gone out to bid and there is flexibility for the bidders to determine the timing of the project construction. A motion was made by Commissioner Bird and seconded by Commissioner Vlassek to approve the invitation to bid.

ALL AYES.

12. Consideration of approval of the on-call engineering services Request for Qualifications [RFQ] to fill the open slot on the agency's roster and Corresponding Resolution 18-060 [Lakey/Squyres]

Counsel Lakey reviewed the RFQ with the board. The purpose of the RFQ is to fill a third and open slot of MDC's roster. The RFQ will be due on January 02, 2019. A motion to approve the RFQ was made by Commissioner Bevan and seconded by Commissioner McCarvel.

ALL AYES.

13. Consideration of approval of the Task Order with Forsgren Associates for on-going Nine Mile engineering services and Corresponding Resolution 18-061 [Squyres/Lakey]

Squyres reviewed the draft report from FEMA for the Nine Mile Floodplain. She outlined the two next steps, one. the need to analyze one additional area to see what may be needed in order to remove this geographical area from the floodplain and two, the economic analysis. The first item is addressed in the task order before the board in the amount of \$5,900. A motion to approve the task order was made by Commissioner Vlassek and seconded by Commissioner de Weerd.

ALL AYES.

DISCUSSION ITEMS

14. Property Committee Update [Winder]

Chairman Winder reviewed the property committee meeting minutes with the board.

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

Squyres reviewed the parking committee meeting minutes with the board.

16. Old City Hall Block Project Update [Squyres/Lakey]

Squyres reviewed the kick off meeting minutes with the board.

17. Ten Mile Urban Renewal District Update [Squyres/Lakey]

Squyres reviewed the TM update received by Brighton Corporation with the board.

18. Upcoming Committee Meetings [Squyres]

Squyres reviewed the upcoming committee meeting minutes with the board.

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

No report.

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

No report.

21. Chairman's Report

Chairman Winder congratulated Commissioner Basalone on the Children's Museum opening.

Commissioner de Weerd stated that former Mayor Corrie passed away on Monday.

22. Public Comment

No public comment.

23. Adjourn the Meeting [Winder]:

At 8:52am, a motion was made by Commissioner Bird and seconded by Commissioner de Weerd to adjourn the meeting.

ALL AYES.