



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, September 22, 2021, 4:00pm**  
**Meridian City Hall, Robert Corrie Conference Room**  
**33 East Broadway Avenue - Meridian, Idaho**

**1. Call Meeting to Order [Winder]:**

At 4:00pm, Chairman Winder called the meeting to order.

**2. Roll-call Attendance [Winder]:**

<u>X</u>	Dave Winder – Chairman	<u>X</u>	Dan Basalone - Member
<u>X</u>	Nathan Mueller– Vice-Chairman	<u>X</u>	Tammy de Weerd – Member
<u>X</u>	Steve Vlassek– Secretary/Treasurer	<u>O</u>	Rob McCarvel – Member
		<u>X</u>	Diane Bevan – Member [left at 5:21pm]
		<u>X</u>	Treg Bernt – Member
		<u>X</u>	Kit Fitzgerald - Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

**ACTION AND DISCUSSION ITEMS**

**3. Action Item: Confirm the Agenda [Winder]:**

A motion was made by Commissioner de Weerd and seconded by Commissioner Vlassek to confirm the agenda.

ALL AYES.

**4. Action Item: 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 August 24, 2021 Special Meeting**
- b. Approve Minutes of the August 24, 2021 Joint Meeting**
- c. Approve August 2021 Financials and Notice of Bills Paid**
- d. Approve August 2021 Administrator’s Report**

A motion was made by Commissioner Bevan and seconded by Commissioner de Weerd to approve the consent agenda.

ALL AYES.

**5. Discussion Item: Legislative Update [David Lehman]**

David Lehman provided an update on the interim property tax committee. The first meeting was on August 27<sup>th</sup> however the September meeting will be rescheduled. He discussed potential forthcoming changes to HB389, the idea that there will be an opt out provision for new URDs and excess fund balance.

**6. Action Item: Consideration of approval of the (Option A) Urban Renewal Plan for the Northern Gateway District Urban Renewal Project and corresponding Resolution No. 21-036 [Meghan Conrad]**

Squyres introduced items 6, 7, and 8. Meghan Conrad discussed the minor changes since August 24<sup>th</sup>. She reviewed the changes and attachments as part of the document along with the upcoming schedule. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Vlassek to approve the plan and resolution.

ALL AYES WITH COMMISSIONER BERNT ABSTAINING.

**7. Action Item: Consideration of approval of the (Option B) Urban Renewal Plan for the Northern Gateway District Urban Renewal Project and corresponding Resolution No. 21-037 [Meghan Conrad]**

Meghan Conrad discussed the minor changes since August 24<sup>th</sup>. She reviewed the changes and attachments as part of the document along with the upcoming schedule. She also discussed the reasons for Option B and that a decision will need to be made by October 31 whether or not to go forth with Option A or B. The key will be the timing of the Tamura annexation into the City. A motion was made by Commissioner Bevan and seconded by Commissioner Fitzgerald to approve the plan and resolution.

ALL AYES WITH COMMISSIONER BERNT ABSTAINING.

**8. Action Item: Consideration of approval of the First Amendment to the Urban Renewal Plan for the Union District Urban Renewal Project and corresponding Resolution No. 21-038 [Meghan Conrad]**

Meghan Conrad discussed the minor changes since August 24<sup>th</sup>. She reviewed the changes and attachments as part of the document along with the upcoming schedule. A motion was made by Commissioner Bevan and seconded by Commissioner Mueller to approve the plan amendment and resolution.

ALL AYES.

**9. Action Item: Consideration of approval of the Civil Survey task order for the required legal description and exhibit for the Northern Gateway Option B and corresponding Resolution 21-039 [Squyres]**

Squyres presented the item to the board and noted that the task order was not-to-exceed \$1,000 for the alternative legal description and map. A motion was made by Commissioner Vlassek and seconded by Commissioner Fitzgerald to approve the task order.

ALL AYES.

**10. Action Item: Consideration of approval of the FY22 contract with PC Maintenance for snow removal and quarterly parking lot sweeping services for the COMPASS/VRT and Mason parking lots and corresponding Resolution 21-040 [Squyres]**

Squyres introduced the item to the board and noted that this is the annual agreement renewal with PC Maintenance. A motion was made by Commissioner Basalone and seconded by Commissioner Vlassek to approve.

ALL AYES.

**11. Action Item: Consideration of approval of the extension of the professional services agreement and the scope of work with Eide Bailey for the FY21 annual audit and corresponding Resolution 21-041 [Squyres]**

Squyres introduced the item to the board. This agreement is an extension through FY23 and for the FY21 annual audit which will take place in October 2021. The fee of \$14,600 is consistent with the previous year fees. A motion was made by Commissioner Bevan and seconded by Commissioner Fitzgerald to approve the agreement.

ALL AYES.

**12. Action Item: Consideration of approval of a cost-share agreement with the City of Meridian related to the relocation of the Hunter Lateral and corresponding Resolution 21-042 [Bruce Freckleton]**

Squyres introduced the topic and let the Board know that this would only be a discussion as there would be no cost-share agreement, rather, another tactic was proposed. Bruce Freckleton discussed the proposal in front of the board. The goal is to relocate the Hunter Lateral and one of the tactics discussed included having the project completed as part of the Civic Block project. Discussion was had and while the board was generally supportive of moving in this direction, legal counsel said there would need to be further investigation if this could be required given the RFP has already been issued. Another discussion will be had in the future.

**13. Action Item: Consideration of approval of the reimbursement request by MKA for the completed public parking lot and corresponding Resolution 21-043 [Squyres/Lakey]**

Squyres reviewed the reimbursement request of \$200k with the board and the agreement with MKA. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Mueller to approve the reimbursement and to direct Squyres to send a letter of thanks to MKA on behalf of the Chair and the board.

ALL AYES.

**14. Action Item: Consideration of approval of the FY22 contract with Provision Landscaping for the grounds maintenance for the COMPASS/VRT building and corresponding Resolution 21-044 [Squyres]**

Squyres introduced the topic to the board and stated that this is the annual agreement with Provision with the same fees and terms as the previous fiscal year. A motion was made by Commissioner Basalone and seconded by Commissioner Fitzgerald to approve the contract.

ALL AYES.

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

No report.

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

Squyres reminded the board of the upcoming state of downtown program on October 01; provided an update on the RFP interviews and the status of the Union 93 CZC application.

**17. Discussion Item: Chairman's Report**

No report.

**18. Public Comment**

No public comment.

**19. Adjourn the Meeting [Winder]:**

At 5:30pm, a motion was made by Commissioner Fitzgerald and seconded by Commissioner de Weerd to adjourn the meeting.

ALL AYES.

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Dave Winder, Chairman