

**EAGLE URBAN RENEWAL AGENCY  
SPECIAL MEETING MINUTES**

September 18, 2018 1:00 P.M.  
COUNCIL CHAMBERS

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1. **CALL TO ORDER:** at 1:00 pm.
2. **ROLL CALL:** PIERCE, BUSCHERT, GOLD, SHEPARD all present. BASTIAN is absent. A quorum is present.
3. **PLEDGE OF ALLEGIANCE:** Chairman Pierce led the pledge.
4. **ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA:** NONE
5. **REPORTS BY BOARD MEMBERS, SECRETARY AND ATTORNEY:** NONE
6. **NEW BUSINESS:**
  1. **ACTION ITEM: Discussion to hire staff including needs and expectations, expense, job description and where to submit.** Gold told the Commission about a phone conversation that she had with the auditor and Ellen regarding qualifications for new staff. Gold suggested someone who can manage the financials, prepare things for meetings, gather information for the board. She feels that a CFO would not be invested in the EURA. Other URA's have staff that can do it all and manage projects. Pierce gave a history on the EURA's admin. It was discussed that the board is growing and there is a need for a part-time person. Discussion took place about Ellen staying on for strictly admin (agenda's-minutes), but it was quickly decided a separation from the City admin services is needed. Where to post the job was also discussed. Todd said that in Meridian they have 2 independent contractors, a CPA firm to take care of the books and does the reports, works with the auditor. They also have an executive director helps with the budget, coordinates with the accounting firm to get the numbers, they keep the agency moving forward in the direction the board wants, etc. Independent contracts are exempt from the procurement law for professional or personal services, you can always put it out and see who responds, but you have flexibility in how you approach it. Versus an employee and all that goes with that. The board talked about consultancy versus staff. Gold will prepare a draft scope of work/description and then email to the board for review and discussion at the next regular meeting. Attorney Lakey will send Meridian's Executive Directors Contract which will included a scope of work.
  2. **ACTION ITEM: Discussion about Commissioner commitments to the Board and meeting frequency:** Discussion regarding a need for another meeting each month. Day versus evening meeting times. It was decided a 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. 1<sup>st</sup> Tuesday will remain in the evening, and the 3<sup>rd</sup> Tuesday at 12:00 p.m. This will start beginning on October 16. Attorney Lakey, stated this will need to be done by a change to the By-Laws and post the regular meeting schedule and be good to go.
  3. **ACTION ITEM: Discussion about Local Government Investment Pool** – after discussion the balance in our checking is \$948,428.57. Gold made a motion to transfer \$900,000.00 to the Local Government Investment Pool, seconded by Buschert. Discussion on adding to the motion opening the account, seconder agreed on the addition.

ROLL CALL VOTE: PIERCE, BUSCHERT, GOLD, SHEPARD. ALL AYES MOTION CARRIES

  4. **ACTION ITEM: Discussion about contract with Clearwater Financial:** We received the signed contract from Clearwater Financial.
  5. **ACTION ITEM: Discussion about Pacific Companies OPA and payment for completed projects.** Discussion was that at the last meeting we looked at a policy for reimbursement on the developer Owner Participation Agreement. Attorney Lakey explained that the OPA lays out the groundwork

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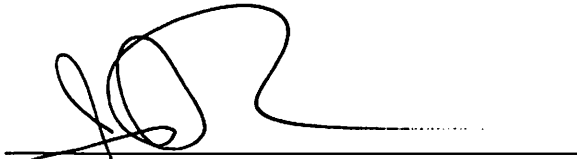
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for the request for reimbursement. This board decided it wanted a policy in place as a guideline for the request procedure. Chairman Pierce will extend an invitation to the Pacific Companies for an update on a timeline for reimbursement and an amended OPA that includes the not to exceed amount of \$351,000.00 for the overhead power relocate to underground.

6. **ACTION ITEM: Discussion regarding budget amendment. Corrections and timeline to re-advertise and amend:** Attorney Lakey explained the process to amend the budget. Come up with the amended numbers. Publish for a public hearing twice 7 days apart before the hearing date. We will need to use the updated revenues and come up with new staff salary numbers and possible new public infrastructure figures. Gold stated that we need to decide what kind of staff we are going to hire to know how much to add in that line item. Discussion took place regarding what kind of services would still be needed by the city and how much that would cost. Pierce will meet with the Mayor when he gets back regarding venue and city services needed. Discussion regarding money going out and responsibilities of the board. Look at average cost of other URA's for an estimate of time and cost.

- 7. **ACTION ITEM: UNFINISHED BUSINESS: NONE**
- 8. **PUBLIC COMMENTS: NONE**
- 9. **ADJOURNMENT: Gold made a motion to adjourn at 2:22, seconded by Buschert. ALL AYES.**

  
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CHAIRMAN

  
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SECRETARY