



**MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
EAGLE URBAN RENEWAL AGENCY**
660 E. Civic Lane, City Hall Council Chambers
Eagle, ID 83616
February 19, 2019 12:00 p.m.

I. CONFIRMATION OF QUORUM/CALL TO ORDER

Chairman Buschert convened the meeting with a quorum at 12:02 p.m.

II. ROLL CALL – Robin Collins, Executive Director

Present: Commissioner Bastian, Commissioner Burnett, Commissioner Buschert, Commissioner Kramer, Commissioners McNeil

Agency staff members present were: Robin Collins, Executive Director. Also present was Agency legal counsel, Victor Villegas

III. PLEDGE OF ALLEGIANCE

IV. CONSIDERATION OF AMENDMENT(S) TO THE AGENDA

Chair Buschert reported that she had spoken with Bob Shepard regarding Larkin Village and that he would not be present at the meeting, therefore; Larkin Village could be removed from Old Business.

There were no other changes, additions or deletions to the agenda.

V. CONSENT AGENDA

Commissioner Bastian made a motion to approve the minutes of the February 5, 2019 Regular Meeting as presented.

Commissioner Kramer seconded the motion.
All said Aye. The motion carried, 5-0.

VI. OLD BUSINESS – ACTION ITEMS

Larkin Village – This item was removed from the agenda under Item IV. Consideration of Amendment(s) to the agenda.

VII. NEW BUSINESS – ACTION ITEMS

Bookkeeping RFP

Chair Buschert explained the history of the bookkeeping RFP and asked the Executive Director to provide an update to the board.

Executive Director, Robin Collins stated she had reviewed the RFP and the responses that were received. She requested the board consider closing the RFP and notifying the applicant's it will not be filled at time. Collins explained she felt the ability to absorb the bookkeeping responsibilities at time. As we move forward with more projects, and possibly bonding; that would be the time to have the discussion of potentially bringing a bookkeeper on board and therefore going back out for RFP.

Commissioner Bastian agreed that that time involved at this time is relatively little and if we get to a point where it takes a considerable amount of time then we should have a bookkeeper.

Commissioner Burnett asked what the time frame would be on the RFP if we start getting busier to initiate another RFP. Executive Director, Robin Collins stated we could go out for a thirty (30) day RFP. In addition, we could revise some of the responsibilities within the RFP to realize some cost savings as well.

Commissioner Bastian made a motion to close the RFP and have the executive director notify the applicants that it will not be filled at this time.

Commissioner McNeil seconded the motion.
All said Aye. The motion carried 5-0.

Financial Report

Executive Director, Robin Collins presented the board with account balances, receivables and payables as follows:

Balances:

Checking Account Balance ending 1/31/2019	\$431,766.68
Local Government Investment Pool ending balance as of 1/31/2019	\$905,823.59
Local Government Investment Pool Interest Accrued in January 2019	\$1,906.88
Local Government Investment Pool Beginning Balance for February 2019	\$907,730.47

Receivables:

Ada County Tax Increments received for January 2019	\$13,432.32
Delinquent Taxes & Interest portion	\$6,678.97
Current Taxes portion	\$6,753.35

Payables for February 19, 2019:

Caselle for contract support & monthly maintenance	\$244.00
MSBT Law for email and phone conversation re: agenda	\$38.00
Trophy House for (3) name plates	\$35.00
West Ada School District for reimb. Of tax increments	\$3,949.10

Chair Buschert acknowledged that there is an outstanding action item with respect to the Local Government Investment Pool account and the amount that is kept within the checking account to be under the insurable limits, but from the last meeting, there is some research that still needs to be done to determine what the amount should be.

Commissioner McNeil asked about the process for having packets printed out for the meeting. Executive Director, Robin Collins explained the process and asked if the board desired any changes to the process. She stated she could have packets printed and at the meeting if so requested. The board gave direction to have the packets printed out for the meeting. Commissioner Gold arrived during this time.

Commissioner Kramer made a motion to approve the financial report
Commissioner Burnett seconded the motion.

ROLL CALL VOTE

Commissioner Bastian	Aye
Commissioner Burnett	Aye
Commissioner Buschert	Aye
Commissioner Gold	Aye
Commissioner Kramer	Aye
Commissioner McNeil	Aye

All said Aye. Because Commissioner Gold was not present during the financial report presentation, her vote was not counted. Motion still carried 5-0.

VIII. INFORMATION/DISCUSSION ITEMS – NON-ACTION ITEMS

Palmetto Avenue Extension Committee Update and Discussion of MOU/LOI

Commissioner Burnett stated that they had developed some questions and that Commissioner McNeil was going to report on the status of those. Chair Buschert asked if we have heard back from Eagle 26. Commissioner Burnett stated that we have not.

Commissioner McNeil reported that they are working on the questions, but we have not heard back from them. McNeil stated he does have questions on the MOU/LOI and could go over those now.

Chair Buschert said the discussion regarding the MOU/LOI would be a general discussion in order to develop questions and/or thoughts that could be taken back to Eagle 26.

Commissioner McNeil asked what the involvement is of Eagle Fire Department in the Palmetto Project. Chair Buschert said she recalls the City of Eagle, the Eagle Urban Renewal Agency, the Eagle Fire Department, Eagle 26 and Pacific West Communities entered into an agreement some time back. Commissioner Bastian confirmed an agreement was entered into by those parties. The agreement was to share the cost preparing the engineering construction drawings and obtaining an estimate of construction costs for a right-in, right-out access on the north side of State Highway 44 generally at the halfway point between N. Eagle Road and Edgewood Lane and a collector roadway connecting the right-in, right-out access to the Plaza Drive extension. Each agency took an equal share, with Pacific West Communities and Eagle 26 being combined and considered as one entity for purposes of contribution toward the costs. The benefit to the Fire Department was it would shorten the distance in accessing the highway. It also saved the cost of an additional fire station.

Commissioner McNeil continued by addressing the following concerns in the MOU/LOI document:

1. The agreement should be a Non-Binding Letter of Intent
2. The agreement needs to have stronger language about the LOI being non-binding
3. The agencies listed in the agreement need to be spelled out in their entirety (i.e., Eagle should read City of Eagle, E26 should read Eagle 26, LLC, EURA should read Eagle Urban Renewal Agency, EFD should read City of Eagle Fire Department)
4. Under #1 within the agreement where it talks about directing River Ridge, etc. This should be Eagle 26 LLC's will coordinate comments from City of Eagle, Eagle Urban Renewal Agency, Eagle Fire Department and in getting approval from ACHD, as the primary person.
5. Item #3b within the agreement should start off with "Consider" conveyance of a portion.....
6. Item #3C should be removed
7. Item #4A – Eagle 26 has not provided the necessary scope, cost and schedule for Eagle Urban Renewal Agency to make a determination.
8. They need to add some language about Eagle 26 providing communication and status reports to the board. A time-frame and frequency should be included.
9. There needs to be specific clarification since ITD is listed within the agreement that the Eagle Urban Renewal Agency cannot participate in any funding of the ITD portion of the project. The language should be specific that this portion is at their sole cost.
10. The final language for the letter of intent needs to clarify more specifically that the board will consider "certain items" but such items will be finalized and agreed upon through a formal reimbursement or memorandum of understanding.

There was some discussion amongst the board members as to the frequency of reporting and what should be included in that update. The recommendation was a bi-monthly report.

There was also some discussion in general about who all the parties are listed within the agreement and what their role should be.

Commissioner Bastian asked about the scheduling for the Eagle 26 project. Chair Buschert updated the board on their timing to go before City Council and that until we have some final approvals from the City, a final cost of the project cannot be confirmed.

Commissioner Burnett stated he felt there should be two (2) separate letter of intents since the board has no control over the ITD portion. Commissioner Bastian added some additional information on timing for additional ITD improvements. Chair Buschert stated the Palmetto extension needs to be complete prior to the continuous flow intersection or it cannot take place until after intersection is done.

Executive Director's Report

Robin Collins reported that to add additional signers to the bank account requires existing signers as well to submit their information again. Executive Director Collins will contact the existing signers with the information that is needed. She added that she has begun looking at the proposed budget, along with the recurring liabilities to determine an appropriate balance to remain within the checking account and will come back to the board with a recommendation.

Collins also updated the board she has begun the process of looking at the proposed budget to determine if there are amendments that need to come back before the board.

Legal Counsels Report

Victor Villegas of Borton-Lakey's office stated none.

Chair and Board Reports/Updates

Commissioner Bastian updated the board on his conversation with the Mayor regarding the Eagle Renewal Agency looking into areas where there is poor housing or areas within the district that need to be cleaned up. He recommended that we should maybe have a couple people look into that and report back.

Chair Buschert agreed it is an excellent idea and further added that she has had conversations with the Executive Director about re-visiting the strategic plan and possibly having a workshop to prioritize those types of projects moving forward.

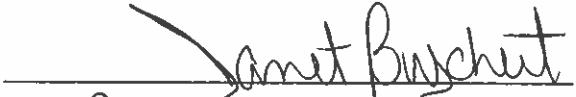
Public Comment

There were no public comments.

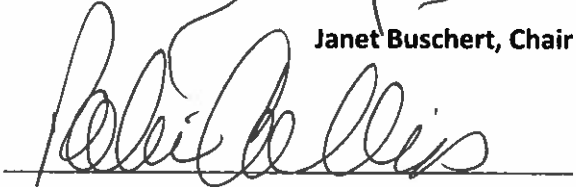
IX. ADJOURNMENT

There being no further business to come before the Board, a motion was made by Commissioner Kramer to adjourn the meeting. Commissioner Burnett seconded the motion. All said Aye. The motion carried, 6-0. Meeting adjourned at 12:32 p.m.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY ON THE 5TH DAY OF MARCH 2019.

A handwritten signature in cursive script, reading "Janet Buschert", written over a horizontal line.

Janet Buschert, Chair

A handwritten signature in cursive script, reading "Robin Collins", written over a horizontal line.

Robin Collins, Executive Director