



Minutes: Thursday, September 21, 2017, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Also in Attendance
Brandy Sullivan, Vice Chair	Steve Drown	Bill Belknap, MURA Executive Director
Art Bettge	Steve McGeehan	Gary Riedner, Interim Treasurer
Dave McGraw	John Weber	
Ron Smith		

Vice Chair Sullivan called the meeting to order at 7:03 a.m.

1. **Consent Agenda** - Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.

A. Minutes from September 7, 2017

B. August 2017 Payables

C. August 2017 Financials

ACTION: *Approve the consent agenda or take such other action deemed appropriate.*

Smith moved approval of the consent agenda, seconded by Bettge. Motion passed unanimously.

2. **Public Comment for items *not on agenda*:** Three minute limit.

Garrett Thompson, 1024 Pinecrest Rd, Moscow, commented that the newspaper had earlier published that Sangria was going to begin construction in the middle of September. He has not seen construction commence and would like to know how long the Agency intends to allow the developer to begin and complete their project. The Board acknowledged delays due to the environmental remediation and development design process. Smith felt the developer was making progress. Belknap said the Disposition and Development Agreement, which is the next step in the process, will be before the Board at their upcoming October 19th meeting.

Brenda von Wandruszka, 1827 Daves Ave, Moscow, asked the Board how much the Agency has invested into the Sixth and Jackson property, has a purchase price for the property been established with the developer, does the Board realize that there may be other private developers ready and willing to pay up to \$800,000 for the property, and how does the Board view the use of the taxpayer monies that the agency receives? Belknap said negotiations on the property are continuing and all of her requested information would be available on October 19th during consideration of Development and Disposition Agreement. Riedner cautioned that consideration of this matter was not on today's agenda so it shouldn't be discussed until it is a noticed agenda item.

3. **Announcements**

None.

4. **Review of Joint Meeting with the City Council – Bill Belknap**

Belknap quickly recounted the September 7th joint meeting with the Moscow City Council and asked if there were any items that the Board wished to discuss. McGraw noted that it appeared that everyone was on the same page on the South Moscow district proposal. He still has concerns regarding the Legacy Crossing amendment proposal but thought he was in the minority and the rest of the Council and Board appeared to support the concept. The Board directed Staff to proceed on both projects.

5. FY2017 Financial Statement Audit Services Letter of Engagement – Bill Belknap

For the last several years the Agency has engaged Presnell Gage, PLLC to perform an audit of the MURA's financial statements. Presnell Gage is offering to provide the same services for the Agency's fiscal year ending September 30, 2017. The proposed fee is \$4,800, which is a 2% fee increase over past fees paid for these services. Staff has been pleased with the services provided by Presnell Gage and recommends that the Board to continue with their firm for the upcoming audit.

ACTION: *Approve the proposed letter of engagement for the audit of the MURA financial statements for the fiscal year ending September 30, 2017; or take other action as deemed appropriate.*

Belknap presented the proposal as described above. McGraw asked if there was any benefit to switching audit firms and Smith noted that there could be some benefit to a fresh perspective, however the Agency's finances are so simple it may not be necessary. Riedner commented that governmental audit services are a specialized skill and when the City recently requested proposals for these services it found that Presnell Gage was the most qualified firm in the area. Smith moved to retain the services of Presnell Gage to audit the MURA's financial statements for the fiscal year ending September 30, 2017. Bettge seconded the motion which passed unanimously.

6. Review of Bylaw Amendment Pertaining to Standing Subcommittees – Bill Belknap

At the Board's August 17th meeting the Board discussed the three different standing subcommittees currently identified within the Agency current bylaws. As reported at that time, other than the Finance Committee, which has generally met at least once a year to review the proposed Agency budget, the committees have been inactive for the last seven years. At that time the Board directed Staff to prepare an amended draft of the bylaws to remove the Governmental Relations and Marketing Committees and to add specific duties and responsibilities for the Finance Committee. Staff has prepared a draft of the requested changes for the Board's Review.

ACTION: *Review draft bylaws changes and provide Staff with direction.*

Belknap provided an overview of the proposed changes the Agency Bylaws. The Board concurred with the proposed changes and directed Staff to prepare it for formal adoption by the Board.

7. Agency Policy Development Discussion – Bill Belknap

During the recent strategic planning process it was identified that the Agency has not adopted formal policies that address and direct many of the Agency's activities. It is Staff's recommendation that the Agency establish and adopt formal policies that address a number of specific areas including various elements of general Agency administration, financial controls, and development project participation. Staff will review the suggested areas of policy development and seek Board direction.

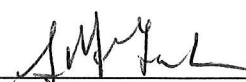
ACTION: *Review draft policy elements and provide Staff with direction.*

Belknap led a discussion regarding the development of formal policies to help guide the operations of the Agency and provide future board and staff members with guidance regarding various administrative, financial and development participation operations of the Agency. The Board concurred with the items and framework outline presented by Staff. The discussion will continue at the Agency's next meeting.

8. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - There were no updates on Legacy.
- Alturas District
 - The annual association meeting is coming up in October and Belknap plans to attend
- General Agency Business
 - There were no general agency updates.

The meeting adjourned at 8:14 AM.



Steve McGeehan, Agency Chair

10-5-17

Date