

**EXHIBIT B – AMENDED 1/17/19**

**SCHEDULE OF PERFORMANCE**

<b>ACTION</b>	<b>DATE</b>
1. <u>Deposit</u> . The Developer shall deliver the Deposit to the Agency.	No later than July 31, 2018.
2. <u>Submission of Development Plan</u> . The Developer shall submit Development Plans to Agency for approval.	April 15, 2019.
3. <u>Submittal of Draft Disposition and Development Agreement (DDA)</u> . The Agency staff and Developer shall have completed a draft DDA in a sufficiently final form to permit review by the Agency Board and to proceed through the required approval process.	May 15, 2019.
4. <u>DDA Consideration</u> . The Agency Board shall consider and approve if appropriate the DDA.	No later than June 15, 2019.



**Meeting Minutes: January 17, 2019, 7:00 a.m.**

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair		Bill Belknap, Executive Director
Art Bettge		Anne Peterson, Clerk
Trent Bice		Brittany Gunderson, Treasurer
Steve Drown		
Dave McGraw		
Ron Smith		
Brandy Sullivan		

McGeehan called the meeting to order at 7:00 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 December 20, 2018*
- B. *December 2018 Financials and Payables*

Bettge moved approval, seconded by Smith. Motion carried.

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

Victoria Seever, 121 Lilly, speaking as a citizen rather than a member of the Planning & Zoning Commission, commented on the parking problems caused by the Identity project on South Main, the Evolve project in downtown Pullman, and downtown residents in general whose use of public parking impacts commerce and customers. Given all those already-existing problems, she didn't want to see another student-centered project on the 6<sup>th</sup> and Jackson lot that would adversely impact town mobility and business.

- 3. Election of Officers for 2019 (A) – Chairperson McGeehan**

*Per the Agency's bylaws, annual officer elections are to be held at the first meeting in January. The Agency will need to elect and appoint officers for the positions of Chairperson, Vice Chairperson and Secretary.*

**ACTION:** *Elect and appoint the 2019 officers for the positions of Chairperson, Vice Chairperson and Secretary.*

Smith moved to elect the incumbents to another term, seconded by McGraw. All incumbents were willing to continue serving. Motion carried unanimously. (McGeehan, Chair; Sullivan, Vice-Chair; Bettge, Secretary)

- 4. Amendment to the Schedule of Performance for the Needham Exclusive Negotiation Agreement (A) – Bill Belknap**

*On July 19th, 2018 the Board approved an Exclusive Negotiation Agreement (ENA) with Shane and Janet Needham for the disposition and development of Lots 2 and 3, Block 1, Alturas Business Park Phase II. On September 6th, the Board approved Mr. Needham's request to*

*amend the schedule of performance under the ENA, extending the date for submission of his development plans from November 15, 2018 to January 15, 2019. On December 26, 2018, Staff received an additional extension request from Mr. Needham, requesting the extension of that date to April 15, 2019 due to unavailability of local design professionals and required facility design research. The proposed Second Amended ENA is attached for the Board's review and approval.*

**ACTION:** *Approve the proposed Second Amended ENA and associated schedule of performance; or take such other action deemed appropriate.*

Following the above introduction by Belknap, Bettge commented that planning a laboratory is not a speedy endeavor and needs to be done correctly. McGraw said specialized architects are difficult to contract right now. McGeehan agreed that Needham's due diligence is important. Smith moved approval of the Second Amended ENA. Bettge seconded the motion and it carried unanimously.

#### **5. Sixth and Jackson Request for Proposal Report and Discussion (A) – Bill Belknap**

*On September 8, 2018 the Agency published a request for proposals for the disposition and development of the portions of the Sixth and Jackson property that would remain after the development of Hello Walk. Three proposals were received by the submission deadline of December 21, 2018. Staff will provide an overview of the anticipated review and selection process for the Board's discussion and direction, which is anticipated to include proposal presentations at the Board's February 7<sup>th</sup> meeting and final selection at the Board's February 21<sup>st</sup> meeting.*

**ACTION:** *Receive report and provide Staff with direction; or take other action as deemed appropriate.*

Belknap reviewed how the 2014/15 RFP review process was done, and recommended following a similar process but this time allow presentations by each respondent, each Board member would conduct an individual review of each proposal, and time would be allotted for public input. Bettge thought this high-profile project deserved public input but cautioned about not letting it carry on for hours. Belknap suggested the public input should follow the respondent presentations and Agency Q&A, by which time most comments and questions will likely have already been addressed. Sullivan suggested it would also help to have staff's design review made available to the public ahead of time. McGraw was interested in knowing the number of new jobs each proposal will add to the community. Belknap said that wasn't requested in the RFP but could be asked during the presentations. Board members agreed to the suggested selection process and schedule (attached). Belknap will provide the RFP instructions and scoring matrix to Agency members by the end of next week.

#### **6. Strategic Plan Update Review (A) - Bill Belknap**

*In 2017 the Board adopted the current strategic plan intended to establish goals and objectives to guide and direct the activities of the Agency. It was anticipated that the plan would be updated on a biennial basis. Staff began the discussion regarding the 2019 plan update with the Board at the December 20th meeting and will continue the discussion with a review of the draft capital improvement plan.*

**ACTION:** *Discuss the anticipated 2019 Strategic Plan update and provide Staff with direction as deemed appropriate.*

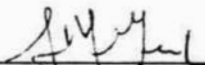
Belknap reviewed all the projects identified to date on the attached spreadsheet. Designed to provide a basis for planning and scheduling project funding, Belknap cautioned that things come up unexpectedly so this framework will help identify which projects could be rescheduled and which contributions the Agency won't be able to participate in. Belknap reminded the Board

that a "pinch year" is already anticipated when the 6<sup>th</sup> & Jackson property is sold (currently estimated in FY2020) because the bond debt payment and Hello Walk contribution will occur the same year. Belknap encouraged Agency members to review the CIP for further discussion.

**7. General Agency Updates – Bill Belknap**

- Alturas
  - Belknap received one proposal for the four remaining lots which he will present to the Board at the next meeting.
- General
  - Belknap is continuing discussions regarding the South Industrial District and thinks property owners will be more interested in annexation as soon as a specific project is identified.

The meeting adjourned at 7:52 AM.

  
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Steve McGeehan, Agency Chair

2-7-19  
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Date