

**DOVER URBAN RENEWAL AGENCY**  
**JOINT MEETING OF THE BOARD OF DIRECTORS AND CITY OF DOVER**  
**April 11, 2019 5:00 PM, Dover City Hall, Dover, Idaho**

**CALL TO ORDER AND ROLL CALL FOR URA MEETING**

Chairman Paul Nowaske opened the meeting at 5:00 PM. A roll call confirmed that Jim Haynes and Bill Strand were also present. Staff present were John Austin, Administrator and Will Herrington, Attorney. Guests were Tom Williams, Alex Lett and John Wirdjic.

**OLD BUSINESS**

Next, the Board considered the minutes of the March 13, 2019 meeting, which were unanimously approved following a motion by Mr. Strand and second by Mr. Haynes.

Next, Mr. Austin presented the financial report, bank reconciliation and invoice approval list. After discussion, the reports were unanimously approved following a motion by Mr. Haynes and second by Mr. Strand.

Next, Chairman Nowaske adjourned the regular meeting to open the joint meeting with the City.

**CALL TO ORDER AND ROLL CALL FOR THE JOINT MEETING**

The joint meeting with the city was convened at 5:30 PM, and a roll call confirmed that Mayor Annie Shaha was attendance, joined by Council Members Woody Goodvin and Diane Brockway.

**NEW BUSINESS**

1. Next, the parties discussed an amendment to the Project Specific City Participation Agreement (PSCPA) for the Water Facility Upgrade. Mr. Herrington updated the parties on the history of the agreement and the issues over the term of the agreement, whether it was for one year or multi-year. Mr. Strand noted it is a one-year agreement that extends automatically, with the parties meeting annually to agree on the amount of reimbursement, and approving that amount by addendum to the PSCPA. Mr. Strand stated that the first year request for reimbursement is yet to be determined by the city. Mr. Austin noted there was currently over \$476,000 in unrestricted cash of the Agency, and that amount is expected to grow by \$50,000 in the next year. There is also \$462,904 budgeted this year by the Agency for City Projects, including a cash carry forward of \$350,000. Mayor Shaha recommended that the city and the Agency coordinate their budgeted amounts for the PSCPA annually. Chairman Nowaske then asked if any costs fell outside the Agency's project list, and Mr. Strand said there were. He said those costs are not a part of the PSCPA, as they are not eligible for reimbursement.

2. Next, the parties discussed the process for reimbursement and cost tracking, and that the process be included in the PSCPA. Mr. Austin stated the city should request reimbursement by an Order of Payment, as it has in the past, with invoices submitted so the Agency can ensure they are tracked for future reference. Mr. Austin stated it would be helpful if the city's engineers verified that the costs for reimbursement were of benefit to the URD, and therefore eligible for reimbursement.
3. The next joint meeting was scheduled for November 13, 2019.

## **ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 6:00 pm, following a motion by Mr. Strand and second by Mr. Haynes.