

DOVER URBAN RENEWAL AGENCY
MINUTES OF JOINT MEETING WITH DOVER CITY COUNCIL
MINUTES OF REGULAR MONTHLY MEETING OF DIRECTORS
September 8, 3:00 p.m., and 4:00 p.m., Dover City Hall, Dover, Idaho

JOINT MEETING WITH DOVER CITY COUNCIL
CALL TO ORDER AND ROLL CALL, 3:00 P.M., September 8, 2021

Chairman Bill Strand opened the meeting at 3:00 p.m. The following Board members were in attendance: Bill Strand, Merlin Glass, Jim Haynes, and Mike Mooney. Staff present via Zoom were Will Herrington, attorney, and Renee Magee, administrator. Also attending were Dover Council members Diane Brockaway and Dan Parkin and City Attorney Stephen Snedden.

MOTION TO ENTER INTO EXECUTIVE SESSION. Merlin Glass moved to enter into executive session as authorized by Idaho Code Section 74-206(1)(f). Jim Haynes seconded the motion. A roll call vote was taken, and Strand, Glass, Haynes and Mooney voted for the motion. The motion passed.

At 3:46 p.m., Jim Haynes moved, and Glass seconded, to adjourn executive session. A roll call vote was taken, and the motion passed unanimously.

Mooney moved to adjourn the meeting at 3:47 p.m. Glass seconded the motion, and it passed.

REGULAR MONTHLY MEETING
CALL TO ORDER AND ROLL CALL, 4:00 P.M., September 8, 2021

Chairman Bill Strand opened the meeting at 4:02 p.m. The following Board members were in attendance: Bill Strand, Merlin Glass, Jim Haynes, and Mike Mooney. Staff present via Zoom were Will Herrington, attorney, and Renee Magee, administrator. Also attending were George Eskridge and Dover Council members Diane Brockaway and Dan Parkin.

PUBLIC COMMENTS. There were no public comments.

NEW BUSINESS

Audit of Hook-Up Fees and Expenditures. Mike Mooney moved to approve an amount up to \$6,000 to pay for an audit of the revenues received from pre-paid hook-up fees and subsequent expenditures, provided the Dover Council authorizes \$6,000 for the audit. Haynes seconded the motion and, after a roll call vote, the motion passed unanimously.

Memorializing Reimbursement Process for Capital Expenses. Strand outlined a draft document which establishes a process for DURA reimbursement of capital projects for the City of Dover. He asked those present to consider the process but no action will be taken at this meeting. The document contains a series of attachments which outline individual projects and the components of the project. The projects within the document will receive initial approval for reimbursement from DURA. Initial approval will depend on the criteria DURA must use in evaluating projects. However, final approval will depend on a review prior to reimbursement, submission and review of invoices, and DURA funds. The document is a living document and may change as priorities of the City of Dover change but it does give

the City of Dover a preapproved list of projects. Strand emphasized the City must tell DURA what projects the City wants. DURA will consider projects under the required criteria of DURA and funds available for capital projects. The document will be distributed to City officials for review.

Areas of Common Concerns. Strand outlined four projects the City may request for reimbursement in the next fiscal year:

1. The first project is a 12-inch water main. The City Council has approved the installation of a 12-inch water main from Essex reservoir to the railroad tracks.
2. The second project is the existing water intake line at the interface of Old Dover and Dover Bay Development on Lakeshore Ave (just north of the old Sandy Beach). The project is to increase the intake flow by dredging under the existing intake lines to lower the lines and install improved anchors (to prevent the intake lines from floating
3. The third project is to replace the existing control panel in the water treatment plant with a SCADA system with all the required control components and control programming.
4. The fourth project is moving the water intake panel off the easement and converting to 3 phase power.

Attendees discussed whether the fourth project will qualify for DURA funding. Is it a revitalization project or a maintenance project? After discussing the power requirements for the panel, Strand volunteered to do more research on alternatives for supplying power to the panel. DURA and the City Council may need to hold a special meeting to address replacing the panel.

OLD BUSINESS

Approval of Minutes: Action Item. Mooney moved the minutes of the regular meeting on August 11, 2021, be approved. Haynes seconded the motion, and it passed unanimously.

Approval of Invoices and Financial Statements: Action Item. Magee listed the invoices: Herrington and Associates, PLLC, \$1,165.50, for legal services; Renee R. Magee, \$487.50, for administrative services; Practical Accounting Solutions, \$234.00, for bookkeeping services. Mooney moved to approve the invoices, and Glass seconded the motion. A roll call vote was taken, and all members voted aye. The motion passed unanimously.

Consideration of ICRMP Coverage: Action Item. Magee stated Justin Nyquist, ICRMP, had confirmed the policy for errors and omission coverage will cost \$1,675 annually and coverage will begin October 1, 2021. Glass moved to approve DURA becoming a member of ICRMP, Mooney seconded the motion, and, after a roll call vote, it passed unanimously. Haynes moved to authorize the expense of \$1,675 for errors and omission coverage. Mooney seconded the motion, and it passed unanimously.

Reimbursement for Upgrade of Water Treatment System as Submitted by City of Dover on August 11, 2021: Action Item. Jim Haynes moved to reimburse the City of Dover in the amount of \$203,696.98 for improvements to the water system. Mooney seconded the motion. A roll call vote was taken, and Haynes, Mooney, Glass, and Strand voted yes. The City will request for an additional reimbursement for approximately \$10,000 after it receives and reviews the invoices. Strand reviewed a cash flow analysis for the fiscal years 2021 through 2024 in anticipation that the City of Dover may complete and request reimbursement for approximately \$820,000 of capital improvements for the water system in FY2022.

Authorization for On-Line Account Access. Strand reviewed the accounts held by DURA, most of which are required by Resolution 2016-01, a part of the bond documents. Mooney and Strand will meet and determine on-line access to DURA's accounts. As treasurer, Mooney may transfer monies between accounts as outlined in Resolution 2016-01. Glass may become a signatory on the checks as needed.

Resolution for FY 2021-2022 Budget. Haynes moved to approve Resolution 2021-02 which confirms the budget numbers adopted on August 11, 2021, by the Board. Mooney seconded the motion, and it passed unanimously.

Discussion of Auditor for FY2020-2021. Magee requested the Board considering engaging Hayden Ross for the audit for this fiscal year since both the bookkeeper and administrator have changed this year. Hayden Ross will bring some institutional memory to the audit. The Board members agreed.

STAFF COMMENTS. No comments.

BOARD/COUNCIL COMMENTS. There were none.

At 5:46 p.m. Haynes moved to adjourn the meeting, Mooney seconded the motion, and it passed unanimously.

Respectfully submitted:

Renee Magee, Administrator