



East Sprague Business Improvement District

May 15, 2019 MEETING MINUTES
Approved 6-11-19

Scribed by Marvo Reguindin, General Manager
Sprague Union Terrace Community Room
12 Noon to 1:30 pm

Attending: Jim Hanley - The Tin Roof (President), Bob Mauk – NW Seed & Pet (Sec/Treasurer)
Board Members: Darrell Smith – Boyd Walker Sewing, Darryl Reber - Inland Empire, Chris Morlan – Indigo Diggs Architecture
Ratepayers: LaVerne Biel – ESBA President, Access Unified Networks, Marvo Reguindin – ESBA Staff, Chris Green - City of Spokane, Assistant Planner

12:00 – 12:15 p.m.

Welcome and Introductions

- Approve Previous Month's Meeting Minutes D. Smith/D. Reber
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- Financial/Annual Reporting – Bob Mauk/Marvo
 - A dashboard based off of the Downtown Spokane Partnership was presented for finances. Quickbook reports of Balance Sheet, P&L and Check Detail are provided support the dashboard. As a new reporting tool, we are discovering some adjustments that will need to be made.
 - The 2019 Assessment Income budget shows \$59,824.36 which is the net assessment income. That number will be adjusted to be the gross assessment income of \$62,185.37
 - There was no change to income in April. Year to Date (YTD) income is \$44,810.94 which includes \$14,948.59 of assessment income, \$550 in event income, and \$29,302.35 in prior years income received in Feb 2019. Prior Years income is now our reserves.
 - Expenses for April totaled \$2,273.01 and YTD \$11,850.89.
 - Check detail from April 1 to May 14 is \$3796.02
 - Adjusted YTD Net income (less reserves) is \$3,657.70
 - There is \$36,951.32 in the bank account
 - The city will be invoiced \$14,958.59 for Q2 assessment payments this week
- Budget
 - Marvo presented a draft budget breakdown of expenses per category and per month
 - The draft budget showed a revised distribution of category expenses that was approved Dec. 2018.
 - There was a discussion on banking with an ESBA member vs a non-member and bank vs credit union

- D. Reber motions to seek moving the bank account to a credit union to a member. (D. Reber/D. Smith., Approved. C. Morlan abstained because he sits on STCU the board)
- Motion made to approve finances and budget (C. Morlan, D. Reber, Approved)

General Manger's Report

- Marvo has primarily been working on the developing the financial dashboard and overall and individual category budgets
- He expects to have a letter to the Association Garden Club for donation of plants to beautify the SUD by end of the month.

2019 BID Programs:

- **Administration**
 - Non-profit letter update – D. Reber
 - Darryl reports that the letter to non-profits requesting contributions for BID services went out. Truth Ministries letter returned because of invalid address. A correct address is not currently known
 - Community Frameworks – Darryl had a verbal agreement that they are comfortable paying \$500 a year.
 - Send an ESBA Invoice to Community Frameworks for \$500 as a donation from ESBA with the non-profit info on it
 - Send invoice to Vanessa - \$1000
 - Marvo will ask his at Frontier Behavior Health on who the right contact would be to send a BID request for services
 - BID Expansion updates – C. Morlan/L. Biel
 - Chris will get a matrix of property owners together
 - Chris Green informs the board that state law allows the BID to expand 10% of total assessment per year
 - A consultant was used to form the original BID
 - The board will proceed with contacting and building relationships with potential BID members.
 - Create a plan: post card, letter, talk to owners
 - Doug Trudeau (ESBA VP) is interested in discussions on the BID for South U-District area where his business is located
- **Neighborhood Beautification**
 - Flower baskets/Sidewalk planter update -- J. Hanley
 - 106 flower baskets were ordered for the BID at \$60 each. They will be installed this coming Friday

- City donated 40 flower baskets and installed at no charge. The City will also fertilize the flower baskets.
 - There are drip system issues on light poles – the city checked and replaced a few hoses/drippers
 - Jim will ask landscapers to check and redo the hoses that have issues
- **Gateway update/presentation – Chris Morlan - Indigo Diggs Architecture**
 - Chris presented an impressive 9-page report that identified entry points to the Sprague Union District with potential private and public locations for signage and samples of different signage and gateway structures
 - There is a city sign ordinance for signs on private property. Private signs can hang over the right of way
 - Archway approvals are through the planning department
 - The city Planning department prefers archways on Public land. Private land complicates any maintenance of the structure.
 - Painted or enhanced crosswalks may be possible, but painting has to be done each year.
 - If applying for grant money, the BID will need a grant writer
 - Next step is to schedule a pre-development meeting with the city planning department.
 - Board approves CM to proceed with scheduling the meeting
- **District Branding and Marketing**
 - “Found on the Ave” is the summer event. May 31 and June 1
 - Art on the Ave may not happen due to lack of planning participation
 - SUD logo stickers have been printed (50) to go on garbage cans, Ventrac
- **Clean and Green – J. Hanley**
 - Ventrac equipment estimate
 - No estimate yet – the attachment will drop salt vs spread/cast salt
 - Evergreen shrubs on sidewalk planters didn’t react to the ice melt
 - New sidewalk cement is pitted in front of 2 Women Vintage. Chris Green will check on city replacement
- **Safety & Security**
 - No update of volunteer patrols, LaVerne will check with Janet on progress
- **Contingency Reserve**
 - There was a discussion of leasing space for storing BID property from a member vs buying a shipping container which will cost approximately \$3000.
 - **ACTION:** Email ESBA members for any available storage space or shipping container.

Meeting end: 1:30 p.m.