

**East Sprague Parking and Business Improvement Area (PBIA/BID)
Ratepayer Advisory Board Meeting**

Date: September 18, 2019, **Time:** 12:00 to 1:30 PM

Location: Sprague Union Terrace, 1420 E. Sprague Ave

Minutes

Attending: Jim Hanley - President, Bob Mauk – Secretary/Treasurer, Daryl Reber - Board Member, LaVerne Biel - ESBA Board President, Doug Trudeau - ESBA Board Vice President, Marvo Reguindin - General Manager, Dana Reinke – Creative Catch Studio, Tom Briggs - Resident
Absent: Darrel Smith- Board Member, Chris Morland - Board Member, Chris Green – City of Spokane

The meeting was called to order at 12:00

The August meeting minutes were reviewed and approved (D.Reber/B. Mauk)

Financial Report

Bank account balance as of 9-16-19: \$43,062.91

Accounts Receivables: \$8483.43

YTD Net income: \$46,570.11

- Jim reported that the shipping container is slightly higher than the \$3500 entered in the budget, the new estimate is \$3800. The shipping container has had one usage trip, Jim inspected it and reports that it is clean with good seals on the doors. The updated price was approved for purchase (B. Mauk/D. Reber)
- Other costs and expenses to know when developing next year's budget
 - Cost of ice melt is \$700 per pallet
 - 46 blocks to be serviced, 14,000 ft.
 - 10 bags to do 1 pass of the District, \$120 each time the snowblower is used. Cost can be \$1200 next season (10 plows)
 - Adams Tractor worker is available to be hired independently to run the Ventrac vehicle during the winter @ \$34 hour
- Collection of outstanding assessments
 - There is about \$8400 in 2019 uncollected assessment income
 - 2018 = \$10,459
 - 2017= \$6578
 - 2016 = \$2287
 - The board discussed collecting all past assessments by sending a letter referencing parcel numbers
 - Laverne will compose a letter to be reviewed

After all financial discussions a motion was made to approve the finances. (D. Reber/B. Mauk)

12:20 – 1:25 p.m.

2019 BID Programs:

Administration

- 2020 contracts and budget prep – Marvo
 - The board approved to have the Ventrac accessory expense to come out of the Reserve account
 - Marvo asked if all contracts need to be put to bid on an annual or 2 or 3- year bases, the board will consider that option

- Board development/elections -- J. Hanley
 - The bylaws state the board consists of a minimum of 5 and maximum of 7 board members. For 2020, two additional board members will be needed to meet the minimum.
 - 2-year terms, a maximum of 3 terms
 - A 3-person nominating committee is needed.
 - Committee will consist of B. Mauk, D. Reber, J. Hanley.
 - J. Hanley us at the end of his second 2-year term and eligible for 1 additional 2-year term. He stated he will be willing to serve a 3rd term.
 - D. Smith is at the end of his first 2-year term and eligible for 2 additional 2-year terms
 - D. Reber's and B. Mauk's second term will end December 2020
 - C. Morlan filled in a mid-term vacancy, his first term will end December 2020
 - The committee needs a list of property owners

- BID Expansion – Non-Profits and east of Smith Street – Board
 - Tabled – Non-profits criteria, expanding east and west
 - Ask Melissa if she can present to the board regarding how to do the expansion

- CSO Tank, etc
 - CSO Napa/Riverside is done
 - Invite the business surrounding the Zips CSO tank for a brainstorming session at Sprague Union Terrace, but not on a Thursday.
 - October/November
 - L. Biel will help
 - Find out if the BID could hire out contractors to do the beautification for less
 - Contract had a bonus for early but no penalty for being late
 - Attend construction meetings Tuesdays at 10 am

Neighborhood Beautification

- Holiday Decorations will be going up
- More rope lights are on order

District Branding and Marketing

- Dana Reinke provided an update on three events planned for the fall: Autumn, Hallos, Holiday on the Ave
 - \$800 in marketing participation income was collected for Autumn on the Ave. Advertising space is being donated by Peters & Sons
 - Dana created a slide show video because not enough time to have video done
 - Dana will provide a pro-bono invoice towards her \$50 fee
 - Commercial will be on FB and Business After Hours, and Visit Spokane
- Hallos on the Ave
 - Hallos Tote Bag with commissioned artwork.
 - 75 will be printed at Burnett's Sportsware at a cost of \$247.75. A check is needed
 - Dana will begin working on the 2020 Branding and Marketing budget

Clean and Green

- Borderlands will be hired
 - Wrap the rope lights on light poles
 - Take down flower baskets and put up Holiday decorations
 - Dispose of baskets

Announcements - None

Meeting ended at 1:30 p.m.

Tabled Topics

- Safety & Security CPTED – Security Camera Program. J. Hanley would like to do some research.
- Gateway Project, CSO Beautification – C. Morland at a conference. No current movement of potential grants for the gateway project or developing a beautification proposal for the CSO tank because he is waiting for city folks to respond back to him.