CITY OF AUBURN WASHINGTON	**BIA Ratepayer Board Meeting** **July 10, 2017 – 1:00 PM** **Auburn City Hall Council Chambers** **MINUTES**

I. CALL TO ORDER

Roll Call
Meeting was called to order at 1:19 pm by Chair, Megan White

Board Members present: Chair Megan White, Vice Chair Giovanni DiQuattro, Board Members Josef Forsberg, Lynda Krill, Laura Theimer, William Cowart (alternate voting member). Board Members Kelly Gordon, Darren Jones, Bob Klontz, Kirk Lantier, Ronnie Roberts, Ruth Neil-Stover were not present.

Staff present: Doug Lein, Economic Development Director; Holly Ferry, Board Secretary; Jessica Leiser, Assistant City Attorney

II. APPROVAL OF MINUTES

Board Member Theimer moved and Member Cowart second to approve the June 19, 2017 minutes.

MOTION CARRIED UNANIMOUSLY. 6-0

III. OLD BUSINESS

A. Draft of New Ordinance of Ordinance No. 4293
Jessica Leiser, Assistant City Attorney walked the members through the draft ordinance form of the substantive items discussed at the previous meeting.

If the Board decides to move the ordinance forward as a recommendation for City Council's consideration, she recommended that it be moved forward with a modification, saying that staff shall substitute an updated legal description conforming to the same boundary as the existing BIA.

The Board also discussed exemptions pertaining to the six special assessments and recommended modifications to the draft be presented at the next meeting for approval.

B. Modification to City's Fee Schedule

The Board elected to strike this discussion until after the first of next year.

C. Financial Report

Economic Development Manager Lein provided the following handouts for the Board's review and gave a general explanation of what they were:

- BIA boundary map
- Corresponding list of every parcel that is numbered on the map
- List of businesses that were billed in 2017, what they were billed, and what they paid as of July 1, 2017
- Breakdown of the fund balance for 2017

D. Business License List – Exemptions and Fees

Economic Development Manager Lein reported that they have been going back through every business license, and they are looking at around 35 businesses to identify if there is legitimate reason for their exemption.

E. Set Date and Time for BIA Roundtable

After discussion, it was decided that moving forward on the BIA Roundtable would happen after the adoption of the new ordinance.

IV. NEW BUSINESS

A. Report on Auburn Downtown Association Meeting

There was nothing new to report.

B. Discussion of Food Truck Location Requirements

Manager Lein reported that the Food Truck Association of Washington is going to come back with a draft language of what they are proposing as a city ordinance for rules within the Planning Department of where they would go. Manager Lein will be scheduling a meeting with the restaurants around the downtown area to have a conversation about it.

C. Possibility of a Monthly BIA Newsletter

It was decided that the newsletter should be put off until after the ordinance is adopted. The newsletter would be produced by the City, signed off by the Board Chair and then sent out to everyone in the BIA.

D. Before adjournment, there was a question and discussion about what the City is responsible for and what the BIA is responsible for in regards to security and lighting. The Board requested information on security and lighting at a future meeting.

V. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:58 pm.

APPROVED this 14th day of August, 2017.

Megan White, Chair

Holly Ferry, Board Secretary