CITY OF AUBURN WASHINGTON	**BIA Ratepayer Board** **Special Meeting** **June 19, 2017 – 2:00 PM** **Auburn City Hall Council Chambers** **MINUTES**

I. CALL TO ORDER

Roll Call
Meeting was called to order at 2:05 am by Chair, Megan White

Board Members present: Chair Megan White, Vice Chair Giovanni DiQuattro, Board Members Ronnie Roberts, Kirk Lantier, William Cowart, Josef Forsberg, Laura Theimer. Board Members Kelly Gordon, Darren Jones, Bob Klontz, Lynda Krill, 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 Cowart moved and Member DiQuattro second to approve March 16, 2017 minutes.

MOTION CARRIED UNANIMOUSLY. 7-0

III. ACTION ITEMS

A. Elect a Vice Chair
   Board Member Cowart moved and Member Forsberg second to approve the election of Board Member Giovanni DiQuattro to the position of Vice Chair.

   MOTION CARRIED UNANIMOUSLY. 7-0

B. The Board agreed to hold monthly meetings on the second Monday of each month at 1:00 pm in City Hall Council Chambers.

   Board Member Cowart moved and Member Forsberg second to approve the BIA monthly meeting schedule.

MOTION CARRIED UNANIMOUSLY. 7-0

Board Member Lantier asked for reconsideration and recommended that the meeting that would occur on the second Monday of October be moved to the third Monday, due to the Columbus Day holiday. Doug stated that if the set date of a meeting falls on a holiday, the meeting would take place the following business day. The Board agreed to decide at the September meeting when or if they would hold the October meeting.

C. Board Member Lantier moved and Member Cowart second to approve the April 18, 2017 meeting notes.

MOTION CARRIED UNANIMOUSLY. 7-0

Board Member Lantier moved and Member Cowart second to approve the May 16, 2017 meeting notes.

MOTION CARRIED UNANIMOUSLY. 7-0

D. Set Date and Time for BIA Roundtable

Board Member Roberts motioned to discuss the date and time for a BIA Roundtable and Member Forsberg second to approve.

It was decided that the Board would go over the details in the July meeting and set a date and time for a Roundtable in the August meeting.

Board Member Roberts withdrew his motion to discuss the date and time for a BIA Roundtable and asked to consider it at the end of the meeting and Member Forsberg concurred.

At the end of the meeting the Board decided that they would schedule the BIA Roundtable at the July meeting. Board Member Roberts motioned and Member Forsberg second to approve.

MOTION CARRIED UNANIMOUSLY. 7-0

IV. DISCUSSION ITEMS

A. Report on Auburn Downtown Association meeting – Josef Forsberg

There was no report.

B. Review and Discuss Financial Report

Doug Lein reported that nothing has been taken out of the BIA's account in the last three months, and by the July meeting, the Board will know exactly where they are financially and what the projected revenue would be on the next renewal period.

C. Review and Discuss 2017 Current Map and Business License List
Doug Lein gave the Board a vetted list of every business that was billed for 2017 fees and if they were collected or not. 192 business licenses were billed in 2017, 148 paid, and the remaining were exempt. At the July meeting, he will provide a list that will show all who were exempt and why and will also give an estimate of what their fees will be.

D. Discussion on Ordinance #4293 – Establishing a BIA
Jessica Leiser, Assistant City Attorney, informed the Board that she did a page-by-page review of Ordinance #4293 and recommended adopting a new ordinance that would give the Board code provision within the Auburn City Code. She noted that there is language in the existing ordinance that does not apply anymore, and in order to know what the current structure and rules are, all three would have to be read together. If adopting a code provision, anything that is in code is the current version. She went over the essential provisions to determine what the members want and also made recommendations. She encouraged the Board follow a provision where they would use Robert's Rules of Order and also adopt Rules of Procedure, saying that Robert's Rules of Order are the Board's default when the Rules of Procedure are silent. At the next meeting, Jessica will have a draft ordinance prepared to present to City Council. She will propose some modification to the City's fee schedule, and the Board can do one of three things: recommend it to the City Council, not recommend it to the City Council, or recommend it with modifications. (This item was discussed after Discussion Item A.)

V. ADJOURNMENT

Because the meeting had run for two hours, a motion was made to adjourn the meeting at this point, before all discussion items were addressed. Discussion of Food Truck Location Requirements, and a monthly BIA newsletter will be addressed at the next meeting.

Board Member Roberts moved and Member DiQuattro second to approve to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY. 7-0
The meeting adjourned at 3:57 pm.

APPROVED this 10th day of July, 2017.

Megan White, Chair

Holly Ferry, Board Secretary