



**NAMPA
BUSINESS
IMPROVEMENT
DISTRICT**

**BID Regular Meeting
NDSC
500 12th Ave S
May 14, 2024
7:30am**

Call to Order/ Roll Call

Present: Chair Julie Vincent

Absent:

Staff Present: Attendee Krista Gaona-Cortez, Attendee Amber Bothwell, Attendee Amy Bowman,
Attendee Mayor Debbie Kling

Chair Julie Vincent called the meeting to order at 7:35am.

Roll Call

(1) Minutes

1.1 **Action Item:** Approve April 9th, 2024 Regular Meeting Minutes

MOVED by Vincent to approve the May 15, 2024 Regular Meeting Minutes.

RESULT: Passed [1-0]

AYES: Vincent

NOES: None

ABSTAIN: None

(2) Reports

2.1 BID

i. Billing/Validations

Amber Bothwell reported on billing and validations for downtown and that it was 50% completed. Skee Wood voiced concerns about distribution of welcome packets. Mayor Debbie Kling suggested that Board Members. Take over validations in the future. Bothwell share information on the benefits of switching billing to building owners vs building tenants.

ii. Taxes

Bothwell shared that all tax forms have been filed and addressed.

iii. Installation of Downtown Flowers

Krista Gaona-Cortez reported that the flowers had been delivered and hung up. Gaona-Cortez reported that the irrigation water had been temporarily turned off, but was back up and running properly.



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iv. Idaho Falls Mentorship

Bothwell shared that the Idaho Falls mentorship had been planned and that more information would be sent out shortly to confirm attendees and itinerary.

2.2 City

i. Ongoing support for events downtown

Gaona-Cortez shared that the Economic Development office would be providing support to Oscar Diaz and downtown events.

ii. Wall Street Updates

Bothwell shared that Wall Street would be entering the next phase of the project and that applications would be presented to Arts and Historic Preservation Commission. (AHPC). Wood expressed concern with resurfacing of Wall Street and cleanliness. Wood also expressed that Downtown Businesses would like to see additional lighting in the alley.

iii. Downtown Walking Tour

Gaona-Cortez shared that the walking tour was put together by AHPC and was ready for distribution.

2.3 DNCA

i. Downtown Manager Contract

Mayor Debbie Kling reported that the Downtown Manager contract would not be renewed and that the contract ended as of April 30, 2024.

ii. Committees

Gaona-Cortez shared information on the volunteer committees that are available through the Downtown Nampa Community Association. (DNCA).

(3) New Business

3.1 **Action Item:** Appoint new board members.

MOVED by Vincent to appoint Clayton Borah, Beatrix Westmoreland, Michael Verner, Christina Branesky, Skee Wood and Jana Davis to the BID Board.

RESULT: Passed [1-0]

AYES: None

NOES: None

ABSTAIN: None



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3.2 Action Item: Elect new officers (Chair, Co-Chair, Treasurer, Secretary)

MOVED by Skee Wood and **SECONDED** by Janna Davis to elect Clayton Borah as the Chair and Wood as Co-Chair.

RESULT: Passed [4-0]

AYES: Vincent, Wood, Davis, Borah

NOES: None

ABSTAIN: None

3.3 Action Item: Bookkeeper or CPA for BID Books.

Member Vincent shared information on using *** for bookkeeping. Bothwell suggested that due to minimal transactions by the BID, that bookkeeping services were not needed.

MOVED by Vincent and **SECONDED** by Wood to table until June 11, 2024 Regular Meeting.

RESULT: Passed [4-0]

AYES: Vincent, Wood, Davis, Borah

NOES: None

ABSTAIN: None

3.4 Action Item: Accept or reject Finance Report and Payables.

No financials were present due to lack of bookkeeping staff. Financials will be present at June 11, 2024 Regular Meeting.

3.5 Action Item: Approve or deny drafted letter to merchants in attempt to collect past due balance.

Wood inquired if Longbranch Station would be included in receiving a past due collections notice. Amy Bowman requested that a QR code, payment information and the history and ordinance of the BID be added to the collections letter.

MOVED Davis and **SECONDED** by Vincent to approve collections letters drafts to be utilizing for collection of past due BID balances.

RESULT: Passed [4-0]

AYES: Vincent, Wood, Davis, Borah

NOES: None

ABSTAIN: None



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3.6 **Action Item:** Approve or deny BID Accounts Remediation and Collections policy. Bothwell provided an overview on the drafted policy. Wood had questions about if any accounts would receive a pass or if this policy would apply to all past due accounts. Bowman requested that the BID Ordinance be added to the final draft of the policy.

MOVED by Borah and **SECONDED** by Davis to approve the BID Accounts Remediation and Collections policy with edits and the addition of the BID Ordinance to the policy.

RESULT: Passed [4-0]

AYES: Vincent, Wood, Davis, Borah

NOES: None

ABSTAIN: None

3.7 **Action Item:** Approve a collections agency to contract with and collect past due accounts. Bothwell provided an overview on two collections agencies, Bonneville and Collection Center Idaho Inc. Based on the fee structure and previous experience, Bothwell recommended Bonneville for contract.

MOVED by Wood and **SECONDED** by Davis to approve Bonneville to contact with and collect on past due accounts.

RESULT: Passed [4-0]

AYES: Vincent, Wood, Davis, Borah

NOES: None

ABSTAIN: None

(4) General Discussion

Adjournment

MOVED by Vincent and **SECONDED** by Borah to Adjourn meeting at 9:04AM.

RESULT: Passed [4-0]

AYES: Vincent, Wood, Davis, Borah

NOES: None

ABSTAIN: None

Passed this ____ day of ____.



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CHAIR

ATTEST:

SECRETARY