

BID Regular Meeting

NDSC

500 12th Ave South

August 13th 2024

7:30 AM

Call to Order/ Roll Call

Present: Chair Clayton Borah, Co-Chair Skee Wood, Member Janna Miller, Member Beatrix

Westmoreland , Member Julie Vincent, Member Christina Branesky

Absent: Member Michael Verner

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

Chair Clayton Borah called the meeting to order at 7:30am.

(1) Minutes

1.1 Action Item: Approve July 9th Regular Meeting Minutes

MOVED by _____ and SECONDED by _____ to approve the July 9th 2024

Regular Meeting Minutes.

RESULT: Passed _____

AYES: Borah, Wood, Branesky Vincent, Westmoreland

NOES: None

ABSTAIN: None

(2) Reports

2.1 Financial

i. Action Item: Approve June financials as presented.

MOVED by _____ and SECONDED by _____ to approve June financials as presented.

RESULT: Passed _____

AYES: Borah, Wood, Branesky, Vincent, Westmoreland

NOES: None

ABSTAIN: None

ee

2.2 BID

i. Third Gen Bookkeeping, Inc.

A proposal was presented for bookkeeping services to the BID by Third Gen Bookkeeping. The proposal is as follows:

1. Create a Quickbooks Online (QBO) Ledger Account for the BID. Third Gen Bookkeeping, Inc will cover the cost of the software through the fiscal year 2024.
 - a. Update QBO Ledger with October 2022 through March 2024 totals from the Excel document provided by Krista-Gaona -Cortez.
 - b. Record all activity in QBO Ledger for April and May 2024 from bank statements and Growth Zone software.
2. Record all June and ongoing monthly transactions for bank and Growth Zone accounts. Third Gen Bookkeeping, Inc. will not track or record accounts receivable details.
3. Complete monthly reconciliations for up to 2 bank accounts.
4. Create a monthly financial statement compilation to include: Profit & Loss, Balance Sheet, Rolling 12 Month Profit & Loss and Current Year vs Prior Year Profit & Loss Comparison.
5. Provide Additional Analysis as requested by management.
6. Utilize Client portal to share documentation, financial reporting, submitting questions, and maintaining W-9 compliance with vendors.
7. Year-end 1096 & 1099 reporting, if needed.

Fees:

\$500 one time fee for setting up BID in QBO Ledger and entering all historic data.

\$100 per month for review, reconciliations, and reporting.

\$105 per hour for projects outside of this scope.

1096 & 1099 reporting – 145 for 1096 & (2) 1099's, \$30 for each additional 1099.

Action Item: Approve or Deny: Westmoreland made a motion to approve Third Gen Bookkeeping, Inc, services. Seconded by Miller.

Result: Passed (6-0)

Ayes: Borah, Wood, Miller, Vincent, Westmoreland, Branesky

NOES: None

Abstain: None

Nampa Model Railroad Club

A representative from the Nampa Model Railroad Club attended the June meeting and asked to have their BID fees waived. Discussion was moved to this meeting in July. It was determined in the meeting

that everyone that occupies a space will have to pay after checking with the city ordinance governing this matter.

Bi-weekly Newsletter to BID Members:

Discussion was held around a Bi-weekly newsletter to spotlight what is going on downtown. Businesses send flyers compiled through Canva to present announcements and happenings in downtown Nampa. Westmoreland offered to help with this until a Downtown Manager is hired.

BID/DNCA Re-organization Structure:

Legal was consulted regarding the BID/DNCA re-organization structure. It was discussed that the Idaho Falls model fits with the Nampa Downtown needs, and we would like to follow their model. It is proposed the BID will become DNCA. The DNCA will become the Downtown Nampa Historic Association. There will need to be a 501C-3, and a 501C-6. One will collect dues, and the other can collect donations. This will be 2 organizations on paper, but will have the same members. Both organizations will have the same Board.

Class A Building Owners will be 2/3 of the Board

Class B Members will be Business Owners

Class C Members will be from outside of Downtown Nampa, but found to be valuable.

Public Hearing for BID Fees:

There are plans to have a public hearing in August to change the billing process for the BID by moving the BID fees from the business owners to the building owners. The results will be reviewed in the annual meeting.

Annual Meeting:

The annual meeting for DNCA and BID will be held from 6p-8 pm at NDSC in Basement Large Training Room.

Wayfinding Plan:

Christy Montgomery with RSM design presented a Wayfinding plan for throughout the city of Nampa. Wayfinding projects incorporate Environmental Design to assist in Wayfinding, and Place Making to take the city and find the heart with the focus on Downtown Nampa. It is suggested that for the Wayfinding plan that a sense of place is developed. Some suggestions to create this sense of place or culture of the city are Rodeo and Cowboy culture, Bronco Billy, Railroads and Depot, Agricultural, Sugar or Sugar Beet

Factory, Lake Lowell, Sunny Slope, and any existing landmarks. The plan is to break up Nampa into “bite sized” chunks to develop this plan.

Adjournment

MOVED by Westmoreland and SECONDED by Miller to adjourn meeting at 9:00 AM

RESULT: Passed [6-0]

AYES: Borah, Wood, Miller, Vincent, Branesky, Westmoreland

NOES: None

ABSTAIN: None

Passed this day of .

CHAIR

ATTEST:

SECRETARY