

**BOARD**

Dave Case, Chair  
Tayler Tibbitts, Vice Chair  
Amber Bothwell, Commissioner  
Greg McPherson, Commissioner  
Vacant

**Kuna Urban Renewal Agency  
City Hall Council Chambers  
751 W. 4<sup>th</sup> Street, Kuna, ID, 83634**



**SPECIAL MEETING  
NOTICE & AGENDA  
April 11, 2024, at 6:00 PM  
Council Chambers/Virtual via Zoom  
*\*Rescheduled from April 3, 2024\****

*The meeting shall be conducted virtually via Zoom and in person for Agency Commissioners, city staff, and consultants. Individuals who wish to provide written comment on Agenda items may do so by emailing Jessica Hall at [jhall@kunaid.gov](mailto:jhall@kunaid.gov), on or before April 3, 2024, by 12:00 PM; staff is also available in person at City Hall.*

**1. CALL TO ORDER & ROLL CALL:**

**2. ADOPTION OF AGENDA: Action Item**

**3. CONSENT AGENDA: Action Item**

*All items listed are routine and acted on with one (1) Motion by the Board; there will be no separate discussion unless the Chair, Vice Chair, Commissioners, or staff requests an item be removed. Removed items will be placed under Business unless otherwise instructed.*

**A. Expenses**

- I. Approval of Paid Invoices – Report**

**B. Minutes & Reports**

- I. Approval of URA Meeting Minutes March 6, 2024**

**4. BOARD QUESTIONS OR CONCERNS**

**5. EXECUTIVE SESSION: Action Item**

Executive Section under Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency.

**6. ADJOURN**



**KUNA URBAN RENEWAL AGENCY**  
**March 06, 2024**  
**City Council Chambers/Virtual Meeting Via Zoom**  
**6:00 p.m.**  
**751 W. 4<sup>th</sup> Street**  
**Kuna, Idaho**

The meeting was conducted through the use of a video conference call (zoom) and in person for Board Members, City Staff and Consultants. Persons who wished to provide comment on applicable agenda items were provided opportunity to submit written testimony prior to the meeting, as well as via sign-in sheet at the meeting itself.

**MINUTES**

*(Timestamp 00:03:03)*

**I. Call to Order / Roll Call**

**Commissioners:**

Dave Case – Present  
Amber Bothwell – Present  
Greg McPherson – Absent  
Tayler Tibbitts – Present  
Vacancy

**City Staff:**

Morgan Treasure, Economic Development Director  
Jared Empey, Treasurer  
Jessica Hall, Economic & Community Development Specialist  
Meghan Conrad, Agency Attorney

*(Timestamp 00:03:15)*

**2. Action Item:** Adoption of the Agenda

*(Timestamp 00:03:27)*

**Motion To:** Adopt Agenda.

**Motion By:** Commissioner Bothwell

**Motion Seconded By:** Commissioner Tibbitts

**Further Discussion:** None

**Voting Aye:** Commissioners Case, Bothwell, Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy: 1**

**Motion Carried: 3-1-1**

*(Timestamp 00:03:43)*

**3. Action Item: Consent Agenda**

**a. Expenses**

- i. Approval of Paid Invoices – Report

**b. Minutes and Reports**

- i. Approval of February 7, 2024, Meeting Minutes

**Motion To:** Approve Consent Agenda.

**Motion By:** Commissioner Bothwell

**Motion Seconded By:** Commissioner Tibbitts

**Further Discussion:** None

**Voting Aye:** Commissioners Case, Bothwell, Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy: 1**

**Motion Carried: 3-1-1**

*(Timestamp 00:04:21)*

**4. Action Item: 2024 Kuna Urban Renewal Officer Elections**

*(Timestamp 00:04:39)*

Commissioner Case asked Economic Development Director Morgan Treasure if she could provide information regarding the officer elections.

*(Timestamp 00:04:41)*

Economic Development Director Morgan Treasure explained that based on the Agency's Bylaws, all officer positions were currently open; however, per the Agency Agreement, the Secretary position would be filled by city staff with Economic & Community Development Specialist, Jessica Hall, as Secretary and Jared Empey, City Treasurer, as Agency Treasurer. She explained the officer positions which the Agency needed to fill were Chair and Vice Chair.

*(Timestamp 00:05:09)*

Commissioner Case requested nominations for Agency Chair.

*(Timestamp 00:05:28)*

Commissioner Tibbitts nominated Commissioner Case for Chair; he explained that Commissioner Case's consistent attendance, active engagement and review made him the appropriate candidate who would serve well in the position.

*(Timestamp 00:05:56)*

Commissioner Bothwell agreed.

*(Timestamp 00:06:14)*

Commissioner Case accepted the nomination.

**Motion To:** Elect Commissioner Case as Agency Chair.

**Motion By:** Commissioner Tibbitts

**Motion Seconded By:** Commissioner Bothwell

**Further Discussion:** None

**Voting Aye:** Commissioners Case, Bothwell, Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy:** 1

**3-1-1**

*(Timestamp 00:06:37)*

Chair Case requested nominations for Vice Chair.

*(Timestamp 00:06:47)*

Commissioner Case nominated Commissioner Tibbitts for Vice Chair; he echoed that Commissioner Tibbitts consistent attendance, active engagement and review made him a choice candidate and that he appreciated all the work he did.

*(Timestamp 00:07:11)*

Commissioner Bothwell agreed.

**Motion To:** Elect Commissioner Tibbitts as Agency Vice Chair.

**Motion By:** Chair Case

**Motion Seconded By:** Commissioner Bothwell

**Further Discussion:** None

**Voting Aye:** Chair Case, Commissioners Bothwell, Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy:** 1

**3-1-1**

*(Timestamp 00:07:41)*

Chair Case clarified with Ms. Treasure if the Agency needed to make formal Motions for city staff filling the Secretary and Treasurer positions. No formal Motions were required.

*(Timestamp 00:08:10)*

**5. Action Item:** Consideration of public comment on 2023 Annual Report of the Kuna Urban Renewal Agency.

*(Timestamp 00:08:27)*

Ms. Treasure provided history on the Annual Report and that the Agency had reviewed the draft at the previous meeting, which was required by statute. She further stated that though there were few questions when the draft was reviewed, she was happy to answer any new questions the Agency may have had.

*(Timestamp 00:09:14)*

Vice Chair Tibbitts confirmed that no changes had been made since the Agency had reviewed the draft; Ms. Treasure stated that was accurate.

*(Timestamp 00:09:36)*

As there were no other questions from the Agency, Ms. Treasure pointed out that no written testimony had been received nor had phone calls or emails, and there were no individuals who had signed-in to testify.

*(Timestamp 00:10:01)*

Chair Case requested direction on his next steps.

*(Timestamp 00:10:06)*

Agency Attorney Meghan Conrad explained that as this was an Action Item, it would need to be opened for public hearing, then Chair Case would note no public comments had been received, and no one was present to testify.

*(Timestamp 00:10:21)*

Chair Case opened the public hearing; as no public comment had been received and there were no individuals present to testify, he closed the public hearing.

*(Timestamp 00:11:01)*

**6. Action Item:** Consideration to Approve RESOLUTION NO. URA 02-2024

*(Timestamp 00:11:18)*

Morgan Treasure explained the Resolution was for the formal adoption and approval of the filing of the annual report with the city and State Controller, authorizing any technical directions to the report, and providing the Chair, Vice Chair and Agency administrator to file said report, and providing an effective date.

*(Timestamp 00:11:54)*

Chair Case confirmed that the Commissioners had opportunity to review the proposed Resolution; as they had and there were no additional questions, he requested a Motion.

*(Timestamp 00:12:32)*

**Motion To:** Approve Resolution No. URA 02-2024.

**Motion By:** Commissioner Bothwell

**Motion Seconded By:** Vice Chair Tibbitts

**Further Discussion:** None

**Voting Aye:** Chair Case, Commissioner Bothwell, Vice Chair Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy:** 1

**3-1-1**

*(Timestamp 00:13:00)*

**7. Discussion Item:** Presentation of the FY 2023 Audit

*(Timestamp 00:13:10)*

Treasurer Jared Empey provided an overview of the 2023 fiscal audit performed by Bailey & Company of Nampa. Mr. Empey stated the audit was positive and the Agency was doing well.

*(Timestamp 00:18:03)*

Vice Chair Tibbitts asked Mr. Empey if the last paragraph of Page 3 was something which the Agency needed to address (management's discussion and analysis that accounting principles generally accepted in the U.S.A. to supplement the basic financial statements).

*(Timestamp 00:18:40)*

Mr. Empey explained that section was omitted as it wasn't something necessarily required as part of an annual audit as it was something that provided an agency or entity the opportunity to

brag about themselves by highlighting different successes; this was typically something only publicly traded companies or larger cities utilized.

*(Timestamp 00:19:34)*

Vice Chair Tibbitts thanked Mr. Empey and further expounded that he understood they were still a growing Agency and had yet to undertake any significant projects to highlight.

*(Timestamp 00:20:32)*

**8. Action Item:** Approval of the FY 2023 Audit

*(Timestamp 00:20:39)*

**Motion To:** Approve the FY2023 fiscal audit.

**Motion By:** Commissioner Bothwell

**Motion Seconded By:** Vice Chair Tibbitts

**Further Discussion:** None

**Voting Aye:** Chair Case, Commissioner Bothwell, Vice Chair Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy:** 1

**3-1-1**

*(Timestamp 00:20:56)*

**9. Board Questions or Concerns**

*(Timestamp 00:21:14)*

Chair Case asked Ms. Treasure if she could email a copy of the Agency Bylaws so they could review expectations of newly elected positions. Ms. Treasure stated she would the following day.

*(Timestamp 00:22:05)*

**10. Action Item: Executive Session:** Executive Session under Idaho Code Section 74-206(1)(c) to acquire an interest in real property not owned by a public agency.

Adjourning to Executive Session requires a 2/3 attendance by the Commission and due to the vacant seat and Commissioner McPherson's absence, the Agency was unable to do so. No Action was taken.

*(Timestamp 00:22:46)*

Ms. Treasure notified the Agency that the appointment for the vacant seat would be going before City Council for confirmation on March 19, 2023, and with all seats full, Executive Session shouldn't have issues with a quorum in the future.

*(Timestamp 00:23:23)*

**11. Adjourn**

*(Timestamp 00:23:28)*

**Motion To:** Adjourn.

**Motion By:** Commissioner Bothwell

**Motion Seconded By:** Vice Chair Tibbitts

**Further Discussion:** None

**Voting Aye:** Chair Case, Commissioner Bothwell, Vice Chair Tibbitts

**Voting Nay:** None

**Absent:** Commissioner McPherson

**Vacancy:** 1

3-1-1

APPROVED:

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Dave Case, Chair

ATTEST:

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Jessica Hall, Secretary

*Minutes prepared by Jessica Hall, Agency Secretary*