

Niwot Local Improvement District Advisory Committee

MEETING MINUTES

Tuesday, April 6, 2021

Virtual Meeting

Present: Laura Skaggs, Bruce Rabeler, Cornelia Sawle, Mary Coonce, Biff Warren, Eric Bergeson, Heidi Storz, Lisa Rivard

Guests: Jocelyn Rowley, Deb Fowler, Victoria Keen

Staff: Mark Ruzzin

Call to Order:

Laura called the meeting to order at approximately 7:00 p.m.

Approval of Meeting Minutes:

The advisory committee considered the March 2, 2021 meeting minutes:

ACTION: On a motion from Biff, seconded by Mary, the committee voted unanimously to approve the March 2, 2021 meeting minutes, incorporating grammatical edits proposed by Biff.

Treasurer's Report:

Bruce presented the monthly Treasurer's Report to the committee, walking through the various financial reports that he prepared for the meeting.

Bruce noted for the committee that in January 2021 the LID collected just over \$15,000 in sales tax revenue, down about 18% from January 2020, with the decline in collections coming almost entirely in the food service and accommodations sector. Bruce observed that the pandemic continues to hurt this sector, in particular.

Year-to-date, the committee has approved just over \$92,000 in funding requests, or 61% of the annual budget of \$149,000, leaving about \$58,000 remaining in the 2021 budget. If the committee approves the single funding request included on the April meeting agenda, about \$95,000 or 63% of the LID's 2021 budget will have been committed. Of the approved funding requests, 52% of the LID's budget has been committed to marketing and advertising activities, with the remainder about evenly split between events and infrastructure expenses.

Bruce walked the committee through the LID's reserve calculation. After factoring in 2020 revenues, 2020 reimbursement expenses, carryover from the parking lot and tree carving projects, and the 2020 reimbursement expenses that will be paid from 2021 revenues, the LID's functional reserve entering 2021 is \$196,523.00, as noted in the table below:

Reserve amount on Jan 1, 2020	220,620
2020 revenue collections	213,334
Total	433,954
2020 reimbursements	124,412
Expected reserve amount on Jan 1, 2021	309,542
2020 carryover (tree carving repairs, parking lot)	103,114
2020 expenses to be paid w/ 2021 revenues	9,905
Functional reserve amount on Jan 1, 2021	196,523

Eric asked if the LID reserve calculation takes into account the grants that were awarded to the parking lot project. Biff noted that the grant funding amounts were not included in the parking lot funding request that was approved by the committee.

Funding Requests:

The advisory committee considered the following funding request:

1. Niwot Business Association: Honey Bee Harvest Festival - \$2,500.00

Deb Fowler and Victoria Keen presented the funding request for the NBA. Total cost for the event will be \$3,925, with the NBA contributing \$675 to the event and \$750 coming in the form of vendor booth fee revenue. As we begin to move out of the pandemic, the NBA is feeling more comfortable in asking vendors to pay a fee to participate in NBA-sponsored events. LID funding will be spent on horse and carriage rides, musicians, and other ambience-oriented expenses. Deb noted that the festival, which will be held in August, will be focused around education, family fun, music, and food.

Victoria provided additional detail on the educational components of the festival, and specifically the speakers that will be presenting at the Grange throughout the day. Laura expressed her appreciation to the sponsors for incorporating an educational component into the festival and for utilizing the Grange as the host for these presentations. Victoria noted that the festival ties into Niwot’s agricultural history, will feature a demonstration beehive, and will tap into the numerous beekeeping resources in the Niwot community. The committee spent some time discussing various options for honoring Tom Theobald for his contributions to the community.

Deb described the “Bee Kind” Instagram wall that will be a part of the festivities. In response to a question from Lisa, Deb outlined the efforts to recruit vendors to sell bee-oriented products at the festival. Victoria noted that the local coffee shops will display bee-themed art, and there will be opportunities for people to take steps to advocate for pollinators. Bruce asked about having a vendor or two selling pollinator-friendly plants, and Deb noted that they are exploring the possibility.

ACTION: Mary moved, seconded by Lisa, to approve the funding request for \$2,500.00.
The advisory committee unanimously APPROVED the motion.

New Business:

There was no new business considered by the committee.

Old Business:

Laura reminded the committee that it is the time of year to consider the committee's leadership positions – chair, vice chair, and treasurer. Laura proposed that the committee elections be held at the May NLIDAC meeting.

Laura shared with the committee her perspective on the chair position and the requirements of the role in respect to skill sets and time commitment. She emphasized the following points:

- **Know and understand the LID's guiding documents:** For example, the LID authorizing legislation and statutes, Strategic Plan, Connectivity Study, and forms and procedures. Remember that the NLIDAC is accountable to the taxpayers for investing their dollars to the highest return.
- **Know and understand the meeting agenda:** This work is similar to that done by each committee member in preparing for meetings. Resolve any uncertainty about the agenda or information prepared for the meeting in advance. Be prepared.
- **Know and understand how to facilitate the meeting:** To the extent possible, anticipate efficient meeting flow – i.e., new topics requiring more discussion time, familiar topics that require less, and topics that may be contentious or controversial. Become familiar with Roberts Rules of Order as a tool for managing meeting flow and timing. Keep an eye on the group energy. Balance dialogue with repetition (over-talking an issue) - not always easy to do, but it's the job.
- **Know and understand the committee members:** Recognize what area of the community each person represents, respect individual expertise, and understand sensitivities and concerns. Develop a sense about where the members are coming from, who they are representing, the issues that they care about – and work to bring those perspectives to the committee's conversations and deliberations by encouraging and fostering discussion and letting ideas be heard.

Laura noted that she and Mark communicate on and off between monthly meetings, depending on meeting items. She noted that county staff can bring resources to the committee to assist it with its work; on occasion it is necessary to stop, take a breath, and create or review guiding documents, such as the strategic plan and the connectivity plan; and it is important for everyone to remember that the LID is an important but minor cog of the county government, and exists within a broader context.

Laura asked committee members to consider taking on a leadership role for the committee and to come prepared to the May meeting to elect new leadership. She offered that both she and Mark are available to answer questions and talk in more detail about the committee's leadership positions.

Mark added a few thoughts regarding the work he does in collaborating and communicating with the chair, vice chair, and treasurer, in respect to meeting preparation, scheduling issues, work items, and other planning and logistical issues that pertain to the committee.

Bruce spent some time discussing the work he does as the committee treasurer and the systems he has developed to track the LID's financials and prepare the committee's monthly financial reports. He indicated his interest in continuing as treasurer, but also stated that he is open to passing the baton if other members are interested in the role.

In response to a question from Eric, Laura noted that the intention is to hold the committee leadership elections at the May meeting. Laura offered to be available for onboarding a new chair and vice chair in whatever way is most helpful for the leadership transition.

The committee spent some time discussing various aspects of the leadership roles, including time commitment, additional responsibilities, role in the community, relationship with the county commissioners, etc. Mark provided some additional context for how the other county boards and commissions approach the process of electing their leadership, expectations of leadership, leadership transitions, and other assorted issues pertaining to committee leadership.

Heidi noted for the committee that her preference, as the newest member, is to spend her first year learning the workings of the committee and its role in the community before stepping into a leadership position.

The committee spent some time discussing steps the members will take in advance of the May meeting to identify their own interest and the interest of others to serve in the leadership roles. Members agreed to talk amongst themselves and explore their interests in serving.

Public Comment:

No members of the public spoke during public comment.

Adjournment:

The meeting was adjourned at approximately 8:00 p.m.