Draft Minutes
Regular Meeting of the Board of Commissioners
Driggs Urban Renewal Agency

June 10, 2015

1. **Call to Order** – determination of a quorum (7:10PM)
   Commissioners Present: Lyn Christian, Bart Birch, Dan Powers, Bill Leake, Erica Rice

   Commissioners by Phone: None

   Others Present: Cynthia Rose, Alan Allred, a community member interested in possible role as a future DURA commissioner

2. **Adoption of Agenda**
   Changes to Agenda: None

   A motion was made to approve the agenda as presented.

   Moved: Bart Birch **Second: Dan Powers** **Passed: Unanimously**

3. **Approval of Minutes from May 6, 2015**
   Changes to Minutes: None

   A motion was made to approve the minutes of the May 6, 2015 meeting as presented.

   Moved: Bart Birch **Second: Bill Leake** **Passed: Unanimously**

4. **Monthly Financial Reports**
   Lyn explained that the Cash in Bank – WF 2613 account of $70,102.05 represents the Line of Credit balance payment and projected interest payments, assuming regular loan payments of $10,000 per month until the balance is paid in full.

   A motion was made to authorize a principal payment of $10,000 on the Line of Credit in the month of June.

   Moved: Bart Birch **Second:** **Passed:**

   Discussion ensued about the possibility of paying the entire loan balance of $60,000 plus any interest immediately.

   An amended motion was made to pay the full balance of $60,000 on the Line of Credit in the month of June, conditional upon no extra fees or penalties being assessed for early payment.

   Moved: Erica Rice **Second: Bart Birch** **Passed: Unanimously**

Erica inquired about the outstanding balance on the Seniors West of the Tetons USDA loan(s). Cynthia will report back at the next meeting with current balance and projected pay off information.

Dan asked if the entire DURA Board could review and approve monthly invoices. Currently, the DURA Executive Committee reviews invoices for items included in the current FY budget., and only brings un-bugeted items to the full Board for approval. Lyn shared that DURA has used different approval systems during the past five years, and that the current system was implemented to reduce or eliminate the late charges that often accrued under previous systems.

The Board agreed to try a new system that would require checks to be prepared by the accountant prior to any Board approvals. Lyn will speak with the accountants so they will be comfortable with the system. Cynthia will ask Carol Lenz to share her claims list preparation system.

One challenge will be that the claims presented at each monthly meeting will be for expenses accrued after the date of the monthly reports available at that meeting.

5. **Reid Rogers Agreement**
   DURA is awaiting notice from Teton Valley Chamber of Commerce and the City of Driggs that they each accept the terms of the proposed agreement with Reid Rogers that was detailed at the DURA meeting on May 6, 2015.

   A motion was made to approve the version of the agreement with Reid Rogers detailed at the May 6, 2015 meeting, conditional upon no new changes being made.

   Moved: Dan Powers **Second: Bart Birch** **Passed: Unanimously**

6. **City Projects**
   The Board reviewed Doug Self's monthly report. Cynthia will ask Doug for more clarification about the desired land purchase for the Transit Center. Cynthia will ask Doug for the Johnson to Wells Fargo attachment mentioned in the report, but not attached. She will also forward Doug's Wayfinding Plan and email regarding postponing the possible acquisition of land from Julie Bryan on Depot Street to the commissioners.

7. **FY2016 Budget Planning**
   Lyn, Dan and Cynthia will work together to draft a FY2016 Budget for the July 1st meeting. Cynthia will call Mary Lou Hansen for an estimate of the July 2015 tax increment revenues.

8. **Review of Commissioner's Terms**
   The Board reviewed the draft table of commissioner terms. Lyn, Bart and Carrie have terms due to expire in September 2015. Lyn is not available for reappointment, but both Bart and Carrie are willing to extend their terms, should the City Council wish. Cynthia will send a message to the Mayor advising him of the situation.

9. **Adjourn (8:10PM)**

Moved: Bart Birch **Second: Bill Leake** **Passed: Unanimously**

The July DURA Meeting will be held on Wednesday JULY 1st, unless a quorum cannot be established. We do not want to move the meeting to the second Wednesday of the month, because Commissioner Larry Young has a conflict on that night every month.

Attest:

Lyn Christian, Chair

Carrie Cleary, Secretary

Anyone requiring special access consideration must notify the DURA 2 days prior.