

**Minutes of Meeting of the Board of Commissioners
Driggs Urban Renewal Agency**

**August 3, 2011 – 6:30 p.m.
Driggs Town Hall – Conference Room**

AGENDA - posted 7/26/2011

1. Call to Order – determination of a quorum (6:55p.m.)

Commissioners Present: Hyrum Johnson, Lyn Christian, Kathy Rinaldi, Aaron Little, Isabel Waddell, Guch Lombardi

Others Present: Bob Fitzgerald, Cynthia Rose

2. Adoption of Amended Agenda

No changes were made to the agenda and the agenda was approved.

Motion: Guch Lombardi Second: Kathy Rinaldi Passed: Unanimously

3. Approval of minutes from previous meetings Regular Mtg. 6.1.11 & Special Mtg. 7.13.11

Changes: The June minutes were approved without changes.

Motion: Guch Lombardi Second: Lyn Christian Passed: Unanimously

Changes: The minutes of the Special Meeting July 13, 2011 were approved without changes.

Motion: Kathy Rinaldi Second: Lyn Christian Passed: Unanimously

4. Approval of financial reports

Changes: No changes were made to the July financial reports. Discussion arose about the \$1269.04 charged to the Federal Agency Exhibit and Hyrum reported that it covered travel for Reid. Lyn repeated her concern that she wants to get a clear definition of the Generally Accepted Accounting Principles as they relate to the Scenic Byway Grant Project. Hyrum proposed an Executive Session at the end of the September Regular DURA Meeting for discussion of related personnel/contractor concerns.

The July Financial Reports were approved as presented.

Motion: Guch Lombardi Second: Kathy Rinaldi Passed: Unanimously

5. Approval of warrants

Discussion: Invoices were approved for Harlan Mann, Cynthia Rose's timesheet, and for an office expense reimbursement for postage. The Board asked Lyn Christian, Treasurer, to discuss the format of the Teton Valley Enterprises invoice with Ryan Kearsley before approving it.

Motion: Kathy Rinaldi Second: Guch Lombardi Passed: Unanimously

6. Open Action Item List

Hyrum reported that the budget amounts for the 9 SBC Management line items would be finalized and entered into the URA financial reports soon. Hyrum said he has asked Doug Self again to provide cost estimates for top 3 URA projects, and that they should be received before the September DURA Meeting. He also reported that the line of credit is in process. Lyn reported that she is working with Ryan Kearsley to correct his invoice format, and that she is still waiting for a complete explanation of the \$1269.04 charge to the Federal Agency Exhibit.

7. Discussion of Annual Budget-Work Session

Hyrum presented the proposed FY2012 Budget for preliminary approval. The Board reviewed the budget line by line, and gave preliminary approval. Budget discussion included several noteworthy items including:

1. Isabel Waddell is donating her computer that is currently on loan to DURA. The need to purchase a new monitor and scanner was discussed.
2. Hyrum explained that membership fees for the Redevelopment Association of Idaho will increase from \$50 to \$500 in 2012.
3. Isabel mentioned possible membership in the Idaho Community Foundation, particularly as a potential avenue for fundraising with grants, which could possibly be written on behalf of the Geotourism Non-Profit.
4. Other possible grant sources for community development projects were mentioned and may be available from Key Bank, Well Fargo Bank, and other local sources.
5. Legal expenses are expected to decrease in 2012 as a result of fewer legal issues.
6. Hyrum indicated that no income projection from fundraising on behalf of the Scenic Byway Center was included in the budget.
7. The Board discussed having quarterly financial reviews by a CPA, but no provision for this expense is listed in the proposed budget. Some Commissioners wanted to know how much liability exposure they have for past and current financial practices, and Isabel explained that the liability for insurance claims fell on the commissioners in place at the time of the claim rather than at the time of the incident to which the claim refers.

Notice of the Public Hearing for the budget will be printed in the Teton Valley News on August 11 and 18. The Public Hearing has been scheduled for Thursday, August 25th at 7:00PM in the Driggs City Hall. Last year no public attended the Budget Hearing. Hyrum proposed a rule that all public comments must relate specifically to the budget and be limited to two minutes in length. Isabel will serve as the time keeper and/or Sergeant at Arms during the hearing. It was noted that this hearing must result in an adopted budget for FY 2012.

8. Independent Audit Update

Rudd and Company has begun the independent audit and received the DURA QuickBooks files from Ryan Kearsley. Josh Bingham, the CPA overseeing the audit, plans a trip to Driggs this week to review documents with Ryan Kearsley.

9. Discussion of Public Request for Records

Cynthia explained that the Public Records Request for Kate Yaskot has been completed. The City of Driggs and DURA provided 376 copies of DURA documents to Ms. Yaskot. She is reviewing the material and may return for additional information in the future. The DURA charged four hours of labor for this request, off which two hours are provided free. As a result of providing these documents, several improvements have been made to the DURA Public Records Request Form.

10. Request for Regional Representative to Legislative Committee of the Redevelopment Association of Idaho (RAI)

The RAI sent out a request asking for volunteers to serve on their Legislative Committee. The RAI anticipates additional legislation to modify how urban renewal agencies operate in Idaho in the coming months. The Legislative Committee will track legislation, help draft compromise legislation, develop talking points on the advantages and disadvantages of current and proposed laws, and contact legislators. Aaron Little expressed interest in learning more about this volunteer position. Cynthia will follow up and provide details to Aaron.

11. Discussion of DURA Historical Records

Cynthia shared the index of documents she has created and explained that there are still many holes in the historic record documentation for the DURA. Reid has been asked to review his files for any additional DURA documents, and Elam & Burke may have some of the missing resolutions and other documents. Cynthia will also be providing Elam & Burke with copies of much of our historic documentation, which is standard practice.

12. Public Comment Period

Aaron L. had attended the City Council meeting on August 2nd, and was surprised by two funding decisions: one for money for an art contest to paint power boxes in Driggs, and the other for ten downtown businesses to promote themselves. Guch explained that a new business development organization had been formed, the Downtown Driggs Community Association, and that the City had donated \$5,000 to help mitigate the impact of the road construction on downtown businesses. Isabel added that Rotary is currently fundraising for downtown landscaping.

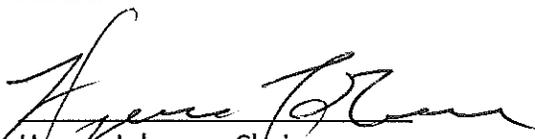
13. Adjourn (8:00)

Motion: Kathy Rinaldi

Second: Aaron Little

Passed: Unanimously

Attest:


Hyrum Johnson, Chairman


Isabel Waddell, Secretary

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