

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

**October 12, 2011 – 6:30 p.m.
Driggs Town Hall – Conference Room**

AGENDA - posted 10/3/2011

1. Call to Order – determination of a quorum (6:37p.m.)

Commissioners Present: Hyrum Johnson, Isabel Waddell, Aaron Little, Lyn Christian, Kathy Rinaldi by phone

Others Present: Cynthia Rose, Carrie Cleary

2. Adoption of Agenda

Changes: Hyrum moved to add the wording “Reconsider Membership in the Idaho Community Foundation” with agenda item #3.

Motion: Hyrum Johnson Second: Isabel Waddell Passed: Unanimously

Motion to approve the Agenda as amended

Motion: Lyn Christian Second: Isabel Waddell Passed: Unanimously

3. Motion to Reconsider Membership in ICF & Approval of minutes from previous meeting(s)

Changes: Regular Meeting 9.7.11

The Board decided to strike the motion to join the Idaho Community Foundation (#12 on Minutes of Regular Meeting, 9.7.11), and to approve the Minutes as thus amended.

Motion: Aaron Little Second: Lyn Christian Passed: Unanimously

Changes: Public Hearing 9.19.11

The Board moved to approve the Minutes as presented.

Motion: Isabel Waddell Second: Kathy Rinaldi Passed: Unanimously

4. Approval of financial reports

Changes: No financial reports for September 2011 were presented.

5. Approval of claims

Changes: No claims were presented for approval

Motion:

Second:

Passed:

6. Audit Acceptance

The Independent Audit for the DURA was received from Rudd & Company and distributed to the Commissioners. Lyn reported that she and Hyrum met with the auditors and were pleased that the auditor felt the internal controls were more than adequate, that the bookkeeping practices were also appropriate, and that no discrepancies or red flags were noted.

The Board moved to accept the Financial Statements and Supplementary Information with Independent Auditors Report for the period ending September 30, 2010 and directed the Chairman to formally file the document with the State of Idaho Legislative Services office.

Motion: Aaron Little

Second: Isabel Waddell

Passed: Unanimously

7. Draft questions for Professional Organization Membership

The Board reviewed the draft Key Questions to Ask when Considering Private Partner Membership:

- * Is membership in the organization required to provide educational or training opportunities for URA commissioners to be successful in their roles?
- * Is membership in the organization required to provide lobbying to law makers?
- * Is membership in the organization required in order to receive funding?
- * Will partnering or becoming a member of an organization help fulfill the URA's objectives?
- * What is the value in membership for the URA?

If an organization meets one or more criteria, before membership is established information on the organization should include: history of the organization, qualifications and capacity to deliver goods/services, demonstration of experience to successfully deliver objectives and financial capability. Proposals for membership should be brought to the URA Commission for consideration.

The Board approved a motion to approve these Key Questions as guidelines for any organization membership

Motion: Isabel Waddell

Second: Lyn Christian

Passed: Unanimously

Hyrum asked Cynthia to complete similar Key Question Guidelines for all Travel Requests and the Board moved to approve them.

Motion: Aaron Little

Second: Isabel Waddell

Passed: Unanimously

8. Office Administration Contract

This discussion was moved to the Executive Committee.

9. Request to Revise Total Number of Commissioners

The Board discussed whether to ask the City Council to approve a reduction in the number of DURA Commissioners from nine to seven, and moved to request the reduction.

Motion: Kathy Rinaldi Second: Aaron Little Passed: Unanimously

This motion was later rescinded. (See number 10 below)

10. Appointment of Replacement Commissioner(s)

Carrie Cleary, the IT Director for Grand Targhee Resort, was interested in filling Grant Moedl's unexpired seat on the Board. Carrie has a degree in architecture and urban planning, and is interested in becoming involved in economic growth of the Valley. She moved to Teton Valley in April of 2006 and is proud of the developments that have occurred during her residence. She and her husband, Tom, own an alpaca farm north of Driggs.

Carrie left the room and the Board discussed her qualifications and those of another applicant, Bart Birch. The Board concluded that both candidates brought important skills and gifts to the group, and that the best course of action was to retain the nine-seat board structure and ask Carrie to fill the unexpired seat. It was moved to ask Carrie Cleary to fill the unexpired term on the Board.

Motion: Hyrum Johnson Second: Kathy Rinaldi Passed: Unanimously

Hyrum will ask the City to appoint Bart Birch to one of the expired term seats. All Commissioners were asked to think of other people who could fill the other open seat.

11. Discussion of Guidelines for URA Projects and Possible Grant Program

Hyrum shared that he received a sample Grant Program from Elam & Burke that can be used to create our own grant program for projects within the District. The Board liked the idea and asked Hyrum to forward the sample for their review. The FY 2012 Budget does not have any funds designated for this project, but Hyrum explained that it does include healthy revenues that exceed projected expenses and could fund this program. The Board will discuss this at the November Regular Meeting and start to define the funding limit, grant application process, size of individual grants, etc. Lyn suggested that the grantees be required to provide a

match with their requests, and Isabel agreed that this would improve the grantee's stewardship of the funds. The Board reiterated their desire that any grants they make be in alignment with the DURA strategic planning priorities established in March.

Hyrum told the board that the Downtown Driggs Community Association (DDCA) had requested a brainstorming session with the DURA. Aaron offered to get in touch with Guch Lombardi and the DDCA and schedule a meeting where the two groups could discuss their goals and project ideas. He will share the DURA top 3 priorities and the new grant program concept, and report back at the November meeting.

Hyrum received notification from Wells Fargo Bank that our Line of Credit for \$1,050,000(?) had been approved. The LOC has a 60 month term with a 36 month draw period; it has collateral of \$616,000 from the Idaho Transportation Department grant during the first year, and tax increments for the remainder. Hyrum believes the URA could draw down all the funds on the first day they were available and be able to support the repayment from current projected income. It will be necessary to budget for these payments.

Aaron inquired about progress on the Scenic Byway Project (SBC). Hyrum explained that the architect (L8) had presented his latest design to the City Council last week and it had been well received. L8 will require about two months to complete all the drawings. Once the plans are completed a competitive bid process for the construction contract will begin. Hyrum said he would send copies of the most recent L8 design to the Commissioners.

Fundraising for the SBC is progressing. Hyrum said that three major sources were considering donating a total of \$1.5M, and that applications for these funds were either in process or already completed. Hyrum is encouraged and confident that significant funds are very close.

12. Purchase Process for Scanner and Monitor

The Board discussed different ways for the URA to purchase office equipment and supplies. Lyn and Hyrum will check to see if the agency can procure a credit card that does not require a personal guarantee from a board member. Alternately, the Board can establish a Petty Cash Fund in the amount of ~\$500 for this purpose. They will report back next month.

13. Update Open Action Item List

The majority of the open action items had been completed. Those remaining open

are close to completion.

14. Public Comment Period

No public comment.

15. Adjourn (8:00)

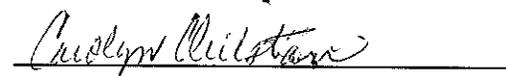
Motion: Isabel Waddell

Second: Aaron Little

Passed: Unanimously

Attest:


Hyrum Johnson, Chairman


Isabel Waddell, Secretary
Carolyn Christian, Proteom
Treasurer

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