

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

**September 7, 2011 – 6:30 p.m.
Driggs Town Hall – Conference Room**

AGENDA - posted 8/30/2011

1. Call to Order – determination of a quorum (6:45p.m.)

Commissioners Present: Hyrum Johnson, Isabel Waddell, Aaron Little, Guch Lombardi, Sean Moulton, Kathy Rinaldi

Others Present: Cynthia Rose

2. Adoption of Amended Agenda

A motion was made to amend the Agenda to include the following wording under item #15 Executive Session: "An Executive Session will be held pursuant to Idaho Code Section 67-2345(1) (f); to communicate with legal counsel for the agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated." This wording was omitted on the original Agenda because no one was aware of the need to include it.

Motion: Isabel Waddell

Second: Sean Moulton

Passed: Unanimously

Another motion was passed to adopt the Amended Agenda

Motion: Sean Moulton

Second: Aaron Little

Passed: Unanimously

3. Approval of minutes from Regular Mtg. 8.3.11 & Public Hearing for FY 2012 Budget

Changes: Minutes of Meeting 8.3.11

Guch pointed out that her name had been omitted from the list of Commissioners attending the meeting. She also asked for clarification of item #7(7): Commissioners' liability exposure for errors made prior to their time on the Board. Isabel explained that the minutes were correct in stating that the liability rested with the Commissioners seated at the time of the claim rather than those seated at the time of the occurrence for which the claim was filed. She added that the Commissioners would be protected, except for gross negligence, under the current insurance policy.

The Amended Minutes from the Meeting on August 3, 2011 were approved.

Motion: Sean Moulton

Second: Guch Lombardi

Passed: Unanimously

Changes: Minutes of Public Hearing 8.25.11

The Minutes were approved with the amendment to include the Motion and Order to Amend the Agenda.

Motion: Guch Lombardi

Second: Sean Moulton

Passed: Unanimously

4. Approval of financial reports

Changes/Discussion: Each month the BOC will be asked to approve the P&L Actual to Budget and the Monthly Balance Sheet. The August Financial Reports were approved without changes.

Motion: Isabel Waddell

Second: Sean Moulton

Passed: Unanimously

5. Approval of claims

Discussion: Two claims were presented for approval: the ICRIMP Annual Policy Renewal of \$935/year, and Cynthia Rose's August timecard in the amount of \$1220.00. Both items were approved and the ICRIMP premium will be paid in October, in FY2012.

Motion: Guch Lombardi

Second: Sean Moulton

Passed: Unanimously

6. Open Action Item List

The item regarding the completion of the Public Records Request form was completed at the meeting.

Hyrum inquired as to how long items should remain on the Open Action Item List once they were in process of being resolved. Isabel believed that every item mentioned for action during the meetings should be added to the list and left on the list until completely resolved. She also added that an explanation of the resolution should be recorded on the List when an item is moved to the "Completed Items" section.

7. Report on Budget Process

Ledger Changes for Professional Fees: Hyrum explained that he had asked Ryan Kearsley to move some items in the budget from the Urban Renewal accounts to the Scenic Byway Project accounts, and vice versa. He added that there would be an end-of-the-year review of the FY2011 budget next month.

8. Independent Audit Update

Hyrum reported that he had received a draft of the FY2010 Independent Audit and that no red flags had been noted. Hyrum and Lyn Christian had met with the auditor, and the auditor was pleased with the recent changes in the DURA accounting practices. Hyrum also stated that another independent audit would soon be commenced for FY2011.

9. Appointment of New Commissioner(s)

This item was approved to be tabled to the October 5, 2011 meeting.

Motion: Kathy Rinaldi

Second: Sean Moulton

Passed: Unanimously

10. Approval of Amended DURA Public Records Request Form

The DURA Public Records Request draft form had been reviewed and amended by the attorney. The amended form was approved.

Motion: Kathy Rinaldi

Second: Guch Lombardi

Passed: Unanimously

11. Request for Purchase of Scanner and Monitor for DURA Admin. Office

Discussion: Money is budgeted for the purchase of a portable document scanner and new computer monitor. The Commissioners approved \$750.00 for the purchase of a scanner and computer monitor.

Motion: Isabel Waddell

Second: Aaron Little

Passed: Unanimously

12. Redevelopment Association of Idaho(RAI), Idaho Community Foundation, Local Grant Follow-Up

The RAI serves as a legislative contact for DURA. Membership dues are budgeted for FY2012.

Isabel reported that the Idaho Community Foundation (ICF) is well endowed and wishes to help Teton County. She believes that DURA should join and apply for grant money from the Foundation. Her wish to join, even when grants may be obtained without membership, reflects her position that DURA should be seen as a community leader in Teton Valley, and not just an agency with "its hand out." Membership affords the right to be listed in ICF reports and invitations to activities where members may meet and develop relationships with donors. One local businessman, Jon Huntsman, is a large donor to the ICF and Isabel believes he may be more open to donating to DURA through the ICF than from a direct appeal. Guch inquired as to whether the benefits of membership networking would be worth the cost of the membership if all or most of the networking events took place in Boise. Isabel shared that the ICF is hosting a luncheon in Idaho Falls on September 15th where Jon Huntsman Sr. will be the guest speaker. Isabel is attending and encouraged other Commissioners to join her.

Kathy suggested establishing guidelines/criteria for determining which organizations the DURA should join, and volunteered to prepare a draft. These guidelines would be flexible and would not be binding on future commissioners.

Cynthia Rose, the DURA administrator, is also researching local grant options that could support small DURA projects. Hyrum mentioned that the \$1M line of credit may also be a source of funds for these small projects. Smaller projects could include benches, flower pots, blade signs, sign hanging hardware, and other signage.

13. DDCA Utility Box Art Contest & Discussion of Possible Small Beautification Projects

Guch Lombardi explained that the Downtown Driggs Community Association (DDCA) has recently been revived. One of their goals is slow traffic down and get people out of their cars to shop. The City has committed \$5,000 to DDCA, of which \$1500 will be used for an art competition to paint utility boxes owned by Fall River and Silverstar. The DDCA is asking the DURA for \$1,000 for this project.

The DURA support could be used for any of the following project expenses: paint, primer, and other materials, advertising for the competition, or cash prizes for the artists.

It was discussed that this expense was not included in the FY 2011 Budget, however there is

money in that budget to cover the cost. It was moved and approved to give the DDCA \$1000 for the utility box art contest with money from the 2011 budget, most appropriately from the Plaza and Grounds line item, and with the condition that the DURA will get credit as a supporter of the project in all event publicity.

Motion: Guch Lombardi Second: Kathy Rinaldi Passed: Unanimously

14. Public Comment Period

No discussion was conducted during the Public Comment Period.

15. Executive Session

At 7:45PM the Board of Commissioner closed the Regular September DURA Meeting to enter an Executive Session.

The Board of Commissioners ended the Executive Session at 9:00p.m.

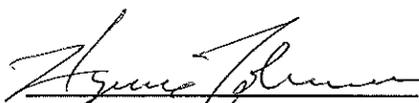
The Board of Commissioners directed Hyrum, as their Project Advisory Committee representative, to establish benchmarks and timeframes for the SBC Project Coordinator, and if these benchmarks and timeframes are not met, that this will be cause for misconduct.

16. Adjourn (9:05PM)

The Meeting was adjourned at 9:00PM after the conclusion of the Executive Session.

Motion: Guch Lombardi Second: Kathy Rinaldi Passed: Unanimously

Attest:


Hyrum Johnson, Chairman


Isabel Waddell, Secretary

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