

**Draft Minutes of the February Regular Monthly Meeting  
of the Victor Urban Renewal Agency Board of Commissioners  
February 3rd,, 2020**

**I. Opening –**

- a. **Call to Order** - Tom Clark, Chair
- b. **Roll Call, Tom Clark** – Chair
- c. **Determination of a quorum** – Time 9:36 a.m.

Commissioners Present: Zach Smith, Deb Grove, Tom Clark

By Phone: Jason Borbay

Others Present: Erin Gaffney

- d. **Certify Meeting Notice** – Erin Gaffney

Erin certified that the meeting had been legally noticed in accordance with Idaho Code Section 74-204.

**II. Action Items –**

- a. **Approval of Minutes of Previous Meeting** – Tom Clark, Chair

**A motion was made to approve the January 6th minutes as presented:  
Changes to Minutes: none**

**Moved: Jason                      Second: Zach                      Passed: Unanimously**

- b. **Approval of Monthly Claims** – Erin Gaffney, Admin/Treasurer

Moved: Deb

Second: Zach

Passed: Unanimously

### III. Work Session –

#### a. Review of Monthly Financial Reports – Erin Gaffney, Administrator

The board reviewed the monthly financial report as presented

#### b. Project Funding Criteria – Tom Clark, Chair

#### c. Project Priorities– Tom Clark, Chair

The board discussed items b. and c. of the work session as one item. To begin, Chair Clark updated the board on all the happenings over the past month. Chair Clark is a member of the Technical Advisory Committee working with the City, ITD and others on the new Comprehensive Plan. He mentioned that there have been some TAC meetings, a gathering for Re-Envision Victor and the potential need for a VURA audit.

Regarding the audit, upon work from the firm WIPFLi who is leading Victor City's audit, it was mentioned that VURA may need an audit for 2019 as well. While it is the understanding that an urban renewal agency would not need an audit unless \$150,000 or more was spent in any given year, the auditors feel that the loan amount in which VURA has an agreement with the city constitutes an audit to properly portray the cities financial position. Chair Clark is in the process of working with the VURA accountant and may be inquiring with the VURA lawyers to find out where exactly this stands. The board feels that because there is no outstanding debt with the city, rather an agreement to pay back the city a percentage based on TIF revenues, that an audit is not necessary. They will defer to the lawyers on this decision, of course.

Administrator Gaffney told the board that she found the consultant Driggs used to establish project priorities and that she charged \$1000 for those services, the consultant is also booked a few months out which would delay the decision making process another 3 months or so. Project Criteria will be back on the March agenda as an action item. It seems that the board would like to adopt Chair Clarks criteria moving forward.

Regarding projects and how they will come about VURA would like to make the decisions on small projects and potentially put those out to the public for opinions on what residents would prefer to see happen. It is the general feeling that the Comp plan and partnering with the City of Victor will be the vehicle leading the way with large projects VURA will choose to support/help fund.

VURA would like to generate public knowledge of how urban renewal can help support and fund projects if in the urban renewal area. Administrator Gaffney said this should be tied into

an article that Driggs URA and Victor URA would like to see Teton Valley News publish once the RAI success stories are complete.

**d. Select Officer Candidates -**

There was a discussion regarding existing officer positions and what should happen at the March meeting, when officers will be elected. Chair Clark's term expires in September 2020, while he is inclined to remain Chair until that time the board also discussed potentially electing the current Vice Chair, Lance Pitman, to the Chair role while Chair Clark stays on to help with that transition. These decisions will be made official at the March regular meeting.

**e. Review 2019 Annual Report - Tom Clark, Chair**

Chair Clark will be emailing Administrator Gaffney the 2019 annual report to send along to the rest of the board. The board has been asked to read this and report back with any changes, additions or omissions as soon as possible as the report will be open to public hearing at the March meeting and will be approved at that time.

**f. Administrator Updates - Erin Gaffney**

Administrator Gaffney had RAI success stories and the TVN article to bring up at this time. However, these items were mentioned under work session items b. and C.

**V. Adjourn VURA Meeting ( 10:39 a.m.)**

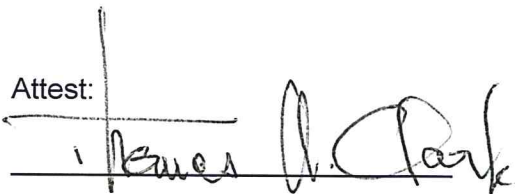
**A motion was made to adjourn the meeting.**

**Moved: Zach**

**Second: Jason**

**Passed: Unanimously**

Attest:



Tom Clark, Chair or Lance Pitman, Vice-Chair



Erin Gaffney, Secretary

**The next VURA Board Meeting will be held March 2nd, 2020 at 9:30AM at Work Farm.**