

**Minutes of the June Regular Meeting of the  
Board of Commissioners Victor Urban Renewal Agency**

**June 7th, 2021  
Work Farm - Zoom Meeting**

**i. Opening -**

- a. **Call to Order – Tom Clark, Chair**
- b. **Roll Call**

Commissioners Present:

Commissioners by Phone/Zoom: Co-Chair Clark, Co-Chair Smith, Comm Kaufman, Vice-Chair Grove, Commissioner Albert, Commissioner Borbet

Others Present: Erin Gaffney

- c. **Determination of a Quorum - (9:33 AM)**
- d. **Certify Meeting Notice – Erin Gaffney, Administrator**

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

**ii. Action Items -**

- a. **Approval of the May Monthly Meeting Minutes - Zach Smith, Co-Chair Changes –**

A motion was made to approve the minutes as presented.

**Moved: Comm Borbet      Second: Comm Clark      Passed: Unanimously**

- b. **Approval of Monthly Claims – Administrator Gaffney**

A motion was made to approve the monthly claims as presented.

**Moved: Comm Borbay      Second: Comm Clark      Passed: Unanimously**

**iii. Work Session -**

- a. **Hiring of Bookkeeper/CPA for financials – Erin Gaffney, Admin**

Admin Gaffney addressed her conversation with the City of Victor’s treasurer, Joanna Burkhart,

regarding the level of bookkeeper/CPA the agency should hire to ensure the auditors and the city approved of their financial records. Joanna stated that a CPA was not necessary and rather just an official program for bookkeeping, such as Quick Books, would suffice. Admin Gaffney offered to get training in Quickbooks so she could continue to be the one keeping track of financials. Vice-Chair Grove offered to help Erin with training in Quick Books and they will set up a time to meet.

**b. Review of monthly financial reports – Erin Gaffney, Administrator**

The board reviewed the financials as presented.

**c. Begin FY'22 Budget Discussion – Co-Chair Clark**

Administrator Gaffney displayed for the board the format Driggs URA uses to see if that would be helpful as a way to move forward.

The board would like Mayor Frolich to attend a meeting in which he may help lead VURA in a direction on how to use some of the funds they now have available. There was also a discussion on how to get people to come to VURA with funding requests...

- Reach out to business owners, advertise, etc.

**d. Affordable Housing Projects – Admin Gaffney, Zach Smith, co-chair**

No updates.

**e. VURA Expansion – Zach Smith, Co-Chair, Tom Clark, Co-Chair**

There was no news or updates regarding an expansion of the URA district. However, this will remain on the agenda as discussions do tend to come up in meetings and this would be the appropriate place to have those.

**f. Administrator Updates – Admin Gaffney**

- Commissioner Recruitment, Erin will reach out to Becky and has reached out to Barb Dery
- Erin will be attending the AIC conference June 16-18 in Boise and will bring information back on that.
- Next opportunity for a training session will cover Open Records Law and VURA needs to update its records retention document.

**iv. Adjourn (10:31 AM)**

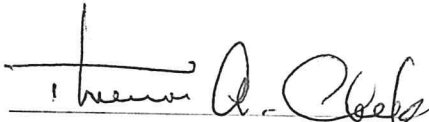
A motion was made to adjourn the meeting.

Moved: Comm Borbet

Second: Comm Grove

Passed: Unanimously

Attest:



Tom Clark, Co- Chair



Eoin Gaffney, Secretary

The next monthly meeting of the VURA Board of Commissioners will be held July 12th  
at 9:30A.M. at WorkFarm/Zoom.

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