

Minutes of the November Regular Meeting of the Board of Commissioners Victor Urban Renewal Agency

November 1st, 2021
Work Farm - Zoom Meeting

i. Opening -

- a. **Call to Order** – Zach Smith, Chair
- b. **Roll Call**

Commissioners Present:

Commissioners by Phone/Zoom: Chair Smith, Vice Chair Grove, Commissioner Kaufman, Commissioner Beulow

Others In Person /via Zoom: Erin Gaffney

- c. **Determination of a Quorum** - (9:36 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.”

- e. **Welcome Stephanie Buelow!**
Chair Smith gave Commissioner Beulow some background information on the agency.

ii. Action Items -

- a. **Approval of the August Monthly Meeting Minutes – Zach Smith, Chair**
Changes – The minutes were for the October meeting, not August.

A motion was made to approve the minutes as presented.

Moved: Comm Grove Second: Comm Kaufman Passed: Unanimously

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

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

Moved: Comm Grove Second: Comm Beulow Passed: Unanimously

- c. **Approval of Annual Administrator Raise of 3% - Chair Smith**

Chair Smith stated that 3% is the annual rate at which raises are given due to inflation, etc. He

stated that he feels this raise justified. The rest of the board agreed.

A motion was made to approve the 3% raise.

Moved: Comm Grove Second: Comm Kaufman Passed: Unanimously

iii. Work Session -

a. Review of monthly financial reports – Erin Gaffney, Administrator

The board reviewed the financials as presented. Admin Gaffney updated the board that the bookkeeper had all of the financials on hand and would be moving forward with QuickBooks.

b. VURA Projects – Moving Forward - Zach Smith, Chair

The board discussed possible options for funding. They are in year 6 of the agency and would like to see progress now that revenue is being received. Admin Gaffney and Chair Smith will reach out to potential parties to see if anyone could use funding.

Chair Smith also mentioned reaching out to Rob Marin to see if an urban renewal layer could be added to the GIS.

c. Commissioner Recruitment – Meet and Greet Information – Deb Grove, Vice Chair

Commissioner Grove will stay in touch with interested parties to see if they could be future VURA board members.

Admin Gaffney will get an updated roster to the board.

d. Administrator Updates – Admin Gaffney

Quickbooks account was created.

iv. Adjourn (10:40 AM)

A motion was made to adjourn the meeting.

Moved: Comm Grove Second: Comm Beulow Passed: Unanimously

Attest:


Zach Smith, Chair


Erin Gaffney, Secretary

The next monthly meeting of the VURA Board of Commissioners will be held December 6th at 9:30 A.M. at WorkFarm/Zoom.

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