

**REGULAR MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

**Tuesday, January 2, 2018 – 10:00 AM
Council Offices - Second Floor - Held in Staff Conference Room
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

M I N U T E S

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FDBIRD Board of Directors and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the District's attorney on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

1. Call to Order

Chairman Stilley called the meeting of January 2, 2018, to order at 10:05 a.m.

2. Roll Call

MEMBERS PRESENT:

MEMBERS ABSENT:

Chairman David Stilley
Vice Chairman Karen Kinne-Herman
Member Antoinette Beiser
Member Steve Chatinsky
Member John VanLandingham

None

Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Elizabeth A. Burke.

3. Approval of Minutes of the Board meeting of October 3, 2017.

Moved by Vice Chairman Kinne-Herman to approve the minutes of the October 3, 2017, Board meeting; seconded; passed unanimously.

4. Approval of Financial Statements for:

- A. September 2017
- B. October 2017
- C. November 2017

Ms. Suda reported that everything is on course. She found that the City had not paid their portion and she has spoken with the necessary staff to see that the payment is made.

Member VanLandingham moved to approve the Financial Statements of September, October and November 2017, as presented; seconded; passed unanimously.

5. Acceptance of the FY2017 Audit Reports.

Ms. Suda said that the audit reports consisted of a few things, including a letter to the Board, which is required as part of the audit, stating that they found no major corrections or concerns; and it includes the Annual Report. The Annual Report is required to be filed with the County, which has been done. She said that she has received a few corrections and will see if those could be made to the report and refiled.

Member VanLandingham asked Ms. Suda what the report meant to her. She replied that they are right where they are anticipated being. She noted that the doing two different types of reporting--one is the government-wide statement, which is a full accrual basis of accounting, and then the fund statements, which is a more modified cash basis of accounting.

Vice Chairman Kinne-Herman asked if they had another requirement this year for capital improvements. Ms. Suda said that part of it has been spent this year; she is anticipating another bill for the installation of the bike racks. Mr. Kjellgren said that she did not believe there was anything further required by the City.

Vice Chairman Kinne-Herman congratulated staff on not getting a single ding, and moved to approve the 2017 Audit Reports; seconded; passed unanimously.

6. Discussion of FY2019 Budget Calendar.

Ms. Suda reviewed the proposed budget calendar for FY2019. After some discussion, she was asked to see if the meetings in June could be moved up a little to accommodate schedules. Ms. Suda said that she would redo the calendar and bring it back for consideration at the April 3, 2018, regular meeting.

7. Quarterly Report by FDBA Director Terry Madeksza.

Ms. Madeksza was not present so no quarterly report was given.

8. PUBLIC PARTICIATION

Public Participation enables the public to address the Board about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed.

None

9. Report of Board of Directors.

None

10. Adjournment

The regular meeting of January 2, 2018, adjourned at 10:18 a.m.

David Stilley, Chairman

ATTEST:

Elizabeth A. Burke, District Clerk