

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES FOR MAY 19, 2021
COUNCIL CHAMBERS, 911 N 7TH AVENUE, POCATELLO, ID**

PRESENT: Heidi Adamson, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal.

Excused or Unexcused: Brian Blad (Excused) and Victoria Bird (Unexcused).

OTHERS PRESENT: Brent McLane, Executive Director; Jim Krueger, Treasurer; Aceline McCulla, Secretary; Merrill Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director/City Engineer; and other visitors.

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest.

Chair David Villarreal called the meeting to order at approximately 11:05 am. No conflicts were disclosed at this time.

Agenda Item No. 2: Approve the Minutes

The PDA may consider approving the minutes from the regular meeting held on April 21, 2021.

It was moved by **H. Adamson** and seconded by **J. Johnson** to approve the minutes as written from the meeting on April 21, 2021. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Financial Report.

A report was provided that included a bank balance sheet of monthly income and expenses.

Krueger stated he was waiting for more information to create the resolution for the fund balance, and this item would be added to a future agenda once it is created. Krueger will work with Quayle and McLane to verify fund balances.

The PDA considered the March financial report presented in the supplemented agenda packet.

It was then moved by **T. Tovey** and seconded by **J. Johnston** to approve the financial report as presented. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 4: Expense Payments & Reimbursements.

The Board may wish to approve the payments or reimbursements of the following PDA expenses:

- 4a. Move \$550.88 from the general fund to the City of Pocatello for final reimbursement of staff hours in Fiscal Year 2020 that needs to be compensated.
- 4b. \$2,251.42 from the general fund to the City of Pocatello for reimbursement of staff hours through March 2021.
- 4c. \$86.00 from the general fund to Elam & Burke for special council regarding document review of Frigitek reimbursement dated February 16, 2021.

It was moved by **T. Tovey** and seconded by **S. Turner** to approve the expense payments as presented. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No.5: Attendance Policy. The Board may wish to consider the addition of an attendance policy to the PDA bylaws.

It was clarified that conference calls are considered as in attendance and allowed. **Gunter** asked to move the word excused in the last sentence of Item I. Attendance Policy. It should read, Absences will be considered excused only if the member... The Board agreed.

It was moved by **G. Gunter** and seconded by **H. Adamson** to approve adding an Attendance Policy to the PDA bylaws. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

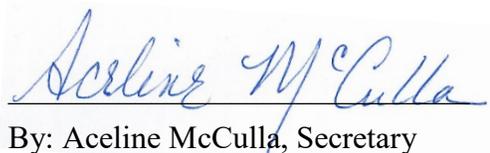
Agenda Item No. 6: Calendar Review: The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Adamson noted a Councilperson asked the Mayor, during a City Council work session, to have the feasibility study redone in the Northgate TIF District. **Villarreal** stated he had already spoken with this council person on this topic. **Lion** recommended the council person watch some info graphics that explains the flow and structure of a TIF. **Terrel** added that Professor Shin Kue Ryu of ISU is a guru on TIF Districts and may be a good resource for the Council person to contact as well. **Villarreal** noted that the Chair will contact the Council person and obtain more details and provide research options.

Villarreal stated a meeting pertaining to Frigitek was held by the PDA Chair, City Staff, and the PDA Attorney on May 18, 2021, regarding municipal dollars and performance requirements on behalf of the contractor not being met.

Tovey asked that a scope and mission work session be scheduled. **McLane** will look into this request and get something scheduled. **Lion** will help draft the scope and work with McLane.

With no further business, it was moved by **T. Tovey** and seconded by **S. Turner** to adjourn the meeting at 11:41 AM.



By: Aceline McCulla, Secretary

Approved on: June 16, 2021