

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES FOR JUNE 16, 2021
COUNCIL CHAMBERS, 911 N 7TH AVENUE, POCATELLO, ID**

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

Excused: Heidi Adamson and Brian Blad.

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

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

Chair Villarreal called the meeting to order at approximately 11:00 am. No conflicts were disclosed.

Agenda Item No. 2: Approve the Minutes

The PDA may consider approving the minutes from the regular meeting held on May 19, 2021.

It was moved by **J. Johnston** and seconded by **R. Lion** to approve the meeting minutes, as written, from May 19, 2021. Those in favor: Victoria Byrd, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Financial Report.

The Board may wish to approve the financial report provided by the PDA Treasurer.

Krueger stated he just received the draft audit report and would like to review it before presenting it to the Board. Krueger recommended that the audit report be presented with the fund balance and then go into a budget meeting for Fiscal Year 2022. The Board agreed.

It was then moved by **S. Turner** and seconded by **R. Lion** to approve the financial report as presented. Those in favor: Victoria Byrd, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, 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. \$35.69 from the general fund to Aceline McCulla reimbursement for PDA stationery paper for \$35.69.
- 4b. \$220.00 from the general fund to Elam & Burke for special council regarding review of Northgate Plan for invoice 189756 dated February 28, 2021.
- 4c. \$253.50 from the general fund to Elam & Burke for special council regarding review Simmons Surgical obligation for invoice 190617 dated April 30, 2021.
- 4d. \$848.53 from the general fund to Elam & Burke for special council regarding document review of Frigitek OPA, PDA audit letter, review Simmons Surgical obligation for invoice dated May 31, 2021.

It was moved by **J. Johnston** and seconded by **G. Gunter** to approve the expense payments as presented. Those in favor: Victoria Byrd, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No.5: 2022 Budget Preparation. The Board may wish to discuss the process and schedule of the 2022 budget.

McLane stated the FY22 budget needs to be approved and posted by mid-July. McLane asked for a special meeting that would include the audit report, YTD fund balance, and approve the FY22 budget. The board agreed and set the special meeting for July 7, 2021 at 11 AM. McLane stated the draft will be included in the agenda, which would be posted on July 2, 2021.

Lion stated he would be out of town for the special session and asked to be excused for this special meeting. Chair Villarreal approved the request.

It was moved by **J. Johnston** and seconded by **R. Lion** to schedule a budget meeting for July 7, 2021, at 11 AM. Those in favor: Victoria Byrd, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, 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.

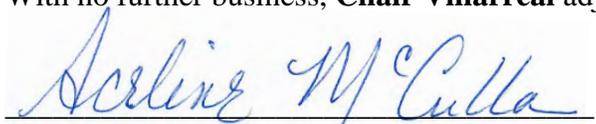
There was nothing to review.

Agenda Item No. 7: Executive Session.

The Board may wish to go into an executive session. **Chair Villarreal** stated that there were no items to discuss, therefore, this agenda was removed from today's agenda.

Lion asked if McLane would send the TIF document to the Board members via email. **McLane** stated he would.

With no further business, **Chair Villarreal** adjourned the meeting at 11:13 AM.



Submitted by: Aceline McCulla, Secretary

Approved on July 7, 2021