

**POCATELLO DEVELOPMENT AUTHORITY**  
**Special Meeting Minutes for July 7, 2021, at 11:00 AM**  
**Council Chambers, 911 N 7<sup>th</sup> Avenue, Pocatello, Id**

**Present:** Heidi Adamson, Victoria Byrd, Greg Gunter, Jim Johnston, Rob Lion (joined via Zoom at 11:05), Terrel Tovey, Scott Turner, and David Villarreal.

**Excused:** Brian Blad.

**Others Present:** Brent McLane, Executive Director; Jim Krueger, Treasurer; Aceline McCulla, Secretary Jared Johnson, Pocatello City Attorney; Merrill Quayle, Pocatello Public Works Development Engineer; and Meghan Conrad, Attorney of Elam & Burke, P.A. (attended via Zoom), Doran Lambson, Auditor of Deaton and Company.

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

**Chair Villarreal** called the meeting to order at approximately 11:02 am. No conflicts were disclosed.

**Krueger** introduced Doran Lambson, Auditor of Deaton and Company

**Agenda Item No. 2: Approve the Minutes**

The PDA may consider approving the minutes from the regular meeting held on June 16, 2021.

**Byrd** noted that her name is spelled Byrd, this would be corrected in the minutes.

It was moved by **J. Johnston** and seconded by **T. Tovey** to approve the meeting minutes, with a correction of Bird to Byrd for Victoria Byrd's name, from May 19, 2021. Those in favor: Adamson, Byrd, Gunter, Johnston, Lion, Tovey, Turner, and Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 3: Annual Audit Report.**

An annual audit report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the audit report.

**Krueger** noted that the Board members listed in the Comprehensive Annual Financial Report were the official officers during the report period through September 30, 2020.

**Doran Lambson**, Auditor of Deaton and Company, went through the Comprehensive Annual Financial Report that was handed out during the meeting and would be included with the minutes for records retention.

**J. Johnson**, City of Pocatello noted that Jared Johnson (listed as **Ex-Officio Advisor** on page 3) and Kirk Bybee (listed as **City of Pocatello, Advisory Staff** on page 4) attend PDA meetings as Council for the City of Pocatello, not as Council for the PDA, this should be noted in the minutes and corrected clarified in the September 30, 2020, Comprehensive Annual Financial Report.

It was then moved by **H. Adamson** and seconded by **S. Turner** to approve the financial report as presented with two corrections in the report that need to be clarified: **1)** Jared Johnson listed on page 3 and **2)** Kirk Bybee listed on page 4 be clarified that both Johnson and Bybee are Council for the City of Pocatello and not the PDA in the September 30, 2020, Comprehensive Annual Financial Report. Those in favor: Adamson, Byrd, Gunter, Johnston, Lion, Tovey, Turner, and Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 4: PUBLIC HEARING – Fiscal Year 2022 (FY22) Budget.**

The Board will accept comment regarding the proposed FY2022 budget. Thereafter, the Board may wish to consider adoption of the proposed amendments.

It was clarified that the PDA Board would review the proposed FY22 Budget for tentative approval. If the PDA Board tentatively approved the budget, the budget would then be placed on regular meeting agenda on July 21, 2021, for approval to be published in the Idaho State Journal two consecutive weeks (seven (7) and (14) days) prior to the tentative public hearing date of August 18, 2021.

**Krueger** clarified that once the budget is approved and published, it may be decreased at a later date but could not be increased without a budget amendment.

The Board of Commissioners ensued in discussion.

It was moved by **T. Tovey** to tentatively approve FY22 PDA Budget as presented.

**Lion** asked **Krueger** if the administrative charges reflect accurate figures. **Krueger** noted if the PDA Board agreed, he would update the General Fund, City Administration Charges to \$15,000.00 from \$5,000.00 to reflect actual charges of FY21 charges. The Commission ensued in discussion.

**Tovey** retracted his previous motion and asked if the Board would allow a friendly amendment to include **Krueger's** update. The PDA Board agreed.

It was moved by **T. Tovey** and seconded by **S. Turner** to tentatively approve the budget with an increase of \$10,000.00 to the City Administrative Charges for publication for consideration of a budgetary approval as directed by the PDA Board. Those in favor: Adamson, Byrd, Gunter, Johnston, Lion, Tovey, Turner, and Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 5: EXECUTIVE SESSION – Discuss potential legal options.** The Board may wish to approve participation in an executive session to review attorney-client privileged communication in accordance in Idaho Code §74-206(1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

It was moved by **T. Tovey** and seconded by **J. Johnston** to adjourn to executive session pursuant to Idaho Code §74-206(1) (f) at approximately 11:24 AM. Those in favor: Adamson, Byrd, Gunter, Johnston, Lion, Tovey, Turner, and Villarreal. Unanimous. Motion Carried.

Upon completion of the Executive Session, it was moved by **T. Tovey** and seconded by **J. Johnston** that the PDA Board of Commissioners reconvened to the special meeting session at 12:53 PM.

With no further business, **Chair Villarreal** adjourned the special meeting at 12:53 PM.



Submitted by: Aceline McCulla, Secretary

Approved on July 21, 2021