

**POCATELLO DEVELOPMENT AUTHORITY**  
**Meeting Minutes for September 15, 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 and Scott Turner.

**Excused:** Brian Blad, Rob Lion, Terrel Tovey and David Villarreal.

**Others Present:** Brent McLane, Executive Director; Jim Krueger, Treasurer, Aceline McCulla, Secretary, Jarred Johnson, Pocatello Attorney, Merrill Quayle, Pocatello Dev. Engineer, and MiaCate Kennedy of Bannock Dev. Corp. (BDC) ex-officio and guests.

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

**Vice Chair Turner** called the meeting to order at approximately 11:07 AM and no conflicts were disclosed.

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

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting held August 25, 2021.

It was moved by **J. Johnston** and seconded by **V. Byrd** to approve the minutes from the Board of Commissioners meeting held August 25, 2021. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

**Agenda No. 3: Financial Report.** A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report.

**J. Krueger** noted the financial report is included in the agenda packet and will not be supplemented. **Johnston** asked if there was any known reason for an amendment. **Krueger** stated he was not aware of any changes for legislation or upcoming

It was moved by **J. Johnston** and seconded by **H. Adamson** to the financials as presented payments and reimbursements as presented. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

**Agenda Item No. 4: Expense Payments & Reimbursements.**

The Board may wish to approve the payment or reimbursement of the following PDA expenses:

- 4a. \$3,518.50 from the General Fund to ICRMP for the annual insurance premium.
- 4b. \$219.18 from the General Fund to Idaho State Journal for the budget advertisement.
- 4c. \$152.03 from the General Fund to Elam & Burke for legal fees for the month of August.
- 4d. \$4,800.00 from the General Fund to Deaton & Company for Audit Services September 30, 2020.

**Byrd** asked if the board members are covered under this policy. **McLane** stated that he would look into that question.

It was moved by **H. Adamson** and seconded by **J. Johnston** to approve the expense payments and reimbursements as presented. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

**Agenda Item No. 5: Dane Simmons.** The Board may wish to hear from Dane Simmons regarding his loan.

**Dane Simmons Jr.** was here to discuss the \$125,000 loan. He stated he did not receive a statement. He stated he spoke with a James Anglesey, who stated he would get a statement issued. Simmons received a statement and letter from the PDA Attorney. When Simmons accepted the loan he was financially stable to make payments. Simmons is not in the same financial position now and asked if the PDA could extend the payment period. Simmons stated his finances are more lucrative and would make a payment of \$133,000.00 plus interest. Simmons has payment today of \$8801.12, which is the interest. Simmons recommended a payment schedule be included in the contract and that a statement be sent regularly.

**Krueger** stated that Simmons is providing a check today for \$8,801.12 and a verbal non-binding possible plan would be to pay \$15,000.00 due in October 2021, \$15,000.00 due in November 2021 and the Balance Due of approximately \$16,000.00 in December 2021, which is the approximate \$44,000.00 plus interest through December 2021. **McLane** asked Simmons to email him the proposed payment schedule per Krueger's recommendation for consideration. **Simmons** stated he would email McLane with this information.

**Agenda Item No. 6: ACTION ITEM – PDA Training.** The Board may wish to discuss consultant options, topics, and dates for training of board members.

**McLane** asked for the Board to provide areas of training needed, facilitator recommendations, and dates for the training.

- Board Parameters
- Latitude of business
- What projects the PDA may be involved in regarding Economic Development.
- Establish a program of work and capabilities.
- Establish a moratorium listing types of projects to loan money that falls within our parameters.
- What authority does the PDA have?
- Facilitator mentioned: Meghan Conrad of Elam & Burke is the most versed and qualified in Idaho regarding TIFs and Urban Renewal, and Conrad has done presentations and training on these topics.
- **Adamson** recommended creating a PowerPoint presentation on this training and use for future Board members. She recommended a couple board members or subcommittee be created to get this project completed to train new members as transitions happen.
- **Turner** recommended an annual training be done to refresh current members and train new members.
- **McLane** asked the members to let him know if there are any other names of persons that could provide the training.
- What date does the board want this training? January was mentioned.
- **Kennedy** stated she works with many new businesses and can provide the PDA with information regarding loan applications and processes and who may be good candidates for funding.
- Have the training book updated and ready to distribute for the training, have a presentation by facilitator, and have the training and update from BDC on the role of BDC.
- Add the binder for review on the October agenda.
- **Johnston** noted the Pocatello Urban Renewal Market Analysis is a good tool to review provided in the Northgate TIF Plan project.
- Hold a training in the morning and meeting in the afternoon, or over two days.

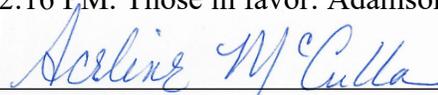
**Agenda Item No. 7: CALENDAR REVIEW**

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. The Board had nothing to discuss.

The Board agreed to contact Anne Nichols to provide a Board Policy and Procedure training to the PDA.

**Agenda Item No. 8: ADJOURN.**

With no further business, it was moved by **V. Byrd** and seconded by **G. Gunter** to adjourn the meeting at 12:16 PM. Those in favor: Adamson, Byrd, Gunter, Johnston and Turner. Unanimous. Motion Carried.

  
Submitted by: Aceline McCulla, Secretary

Approved on: October 20, 2021