

**POCATELLO DEVELOPMENT AUTHORITY**  
**Meeting Minutes for October 20, 2021, at 11:00 AM**  
**Council Chambers, 911 N 7<sup>th</sup> Avenue, Pocatello, Id**

**Present:** Heidi Adamson, Brian Blad (Arrived 11:04 AM,) Victoria Byrd (Arrived 11:04 AM,) Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner and David Villarreal.

**Others Present:** Brent McLane, Executive Director; Jim Krueger, Treasurer; Jeff Mansfield, Public Works Director; Merrill Quayle, Pocatello Dev. Engineer; and guests.

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

**Chair Villarreal** called the meeting to order at approximately 11:01 AM and no conflicts were disclosed.

**Lion** asked that Agenda Item 5 follow Agenda Item 7 to allow guests and participants to hear all agenda items before being excused for the executive session. The PDA agreed.

It was moved by **R. Lion** and seconded by **S. Turner** to move Agenda Item 5 to follow Agenda Item 7. Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

**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 September 15, 2021.

It was moved by **R. Lion** and seconded by **J. Johnston** to approve the minutes from the Board of Commissioners meeting held September 15, 2021. Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. 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** presented the financial report included in the agenda packet. Krueger had not run an updated commitments and outstanding elements report, he will get with Merrill Quayle between now and the next report. Krueger noted he would no longer be the PDA Treasurer and this would be his last meeting.

**Adamson** asked if Dane Simmons made the October 1 payment he stated he would be paid. **Krueger** stated he had not received a check. **McLane** stated Simmons called him the week of October 12 asking for a monthly statement to be sent to him with the breakdown in a monthly amount, he would then bring in a payment for that amount.

**Tovey** asked to add an agenda item for the November agenda to discuss how non-payment of an agreed upon payment schedule for outstanding loan agreements will be handled for current and future loans. The PDA agreed.

It was moved by **T. Tovey** and seconded by **B. Blad** to approve the financials as presented. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston, Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 4: Station Square PDA Loan.** The Board may wish to hear from Denis Clijsters to approve reimbursement of expenses made that qualify under a loan agreement dated November 27, 2018 with Station Square and the PDA.

Denis Clijsters presented information regarding the grant funds issuance for the fire suppression system per

**Adamson** noted the agreement states the fire system needs to be fully functioning and approved before payment. **Tovey** recommended to pay the full balance, as the water tap is scheduled for October 25 and then the final approval would be done shortly after the hookup and testing. **Blad** noted that if this process would be completed within two weeks, according to Quayle, we could approve to pay once the Building and Fire Departments have signed off on the final inspection so Clijsters does not have to come back in November.

Discussion on economic improvement of historic buildings.

It was moved by **B. Blad** and seconded by **S. Turner** to approve the issuance of the remaining grant balance of \$84,941.00, when the completed final inspection documentation, from the Building and Fire Departments, has been submitted to the Executive Director. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 6: Signature Update.** The Board may wish to approve changes to the signature card for the PDA with Idaho Central Credit Union.

It was moved by **B. Blad** and seconded by **T. Tovey** to approve changes to the signature card for the PDA with Idaho Central Credit Union. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

#### **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.

Discussion on work group session and training meeting at the beginning of 2022. Brent will send out a poll for available dates.

With no further business, it was moved by **T. Tovey** and seconded by **J. Johnston** to adjourn the meeting at approximately 11:34 AM and move into Executive Session as provided in Chapter 1, Title 74, Idaho Code; and consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions. Idaho Code §74-206(1)(e). Vote by roll call, those in favor: Adamson, Blad, Byrd, Gunter, Johnston, Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 5: EXECUTIVE SESSION** – Consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; and consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions. Idaho Code §74-206(1)(e).

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

With no further business, it was moved by **T. Tovey** and seconded by **G. Gunter** to adjourn the meeting at 12:06 PM. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Submitted by:   
Aceline McCulla, Secretary

Approved on: November 17, 2021