

POCATELLO DEVELOPMENT AUTHORITY

Meeting Minutes for March 16, 2022 at 11:01 a.m.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

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

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

Members present: Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner and David Villarreal (via GoToMeeting).

Members excused: Mayor Brian Blad and Terrel Tovey.

Others present: Executive Director Brent McLane; Secretary Aceline McCulla, PDA Attorney Abigail Germaine (via GoToMeeting), Pocatello Development Engineer Merrill Quayle; City of Pocatello Attorney Jared Johnston, City of Pocatello Public Works Director/City Engineer Jeff Mansfield and other visitors.

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 Regular Board of Commissioners meeting held February 16, 2022.

It was moved by **J. Johnston** and seconded by **V. Byrd** to approve the meeting minutes, as written, from February 16, 2022. Those in favor were Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Expense Payments & Reimbursements.

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

3a. \$3,518.50 from the General Fund to ICRMP for 21-22 Policy Year Annual Premium. *See attached invoice.*

3b. \$878.50 from the General Fund to Elam & Burke Attorneys at Law for February 2022 Services. *See attached invoice.*

3c. \$36.92 from the General Fund to Idaho State Journal for the PDA Annual Report Display Ad. *See attached invoice.*

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

Agenda Item 4: PUBLIC HEARING - PDA 2021 ANNUAL REPORT.

The Board may wish to consider public comment regarding the 2021 Pocatello Development Authority Annual Report and approve it by Resolution 2022-001 and authorize filing with the Pocatello City Clerk and the State of Idaho Controller's Office.

Vice Chair Turner opened the Public hearing at 11:04 a.m.

With no public comment, the hearing was closed at 11:04 a.m.

Cheatum asked that the annual report not be approved until the titles are added per the minutes from previous meeting.

It was moved by **R. Cheatum** and seconded by **V. Byrd** to not approve the 2021 Annual Report until the titles are added. No vote was taken. Discussion ensued.

It was moved by **J. Johnston** to approve the 2021 Annual Report upon the added titles being made. Discussion ensued. **McLane** stated that he would have the changes updated and bring back the updated Annual Report during this meeting for approval.

Vice Chair Turner tabled this item at 11:10 a.m. to allow **McLane** to update the titles and then make a motion for approval or denial.

It was moved by **R. Cheatum** and seconded by **J. Johnston** to remove this agenda item from tabling status and continue the hearing to approve the motion at 11:19 a.m.

It was moved by **J. Johnston** and seconded by **G. Gunter** to approve the 2021 Annual Report as written and authorize the Chair and Secretary to sign the Resolution 2022-001. Those in favor: Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 5: PDA TREASURER. The Board may wish to discuss options for filling the office of Treasurer for the PDA.

McLane noted that this position would be outsourced, similar to the Attorney position, and move it out of the City of Pocatello Finance Department. This request is to approve the RFP presented. **Cheatum** asked about the administration component.

It was moved by **R. Cheatum** to approve the RFP for Treasurer/Bookkeeper Services as presented, less the removal under the Agency seeks professionals in the following disciplines section, number three (3). **Byrd** recommended adding that the financial report be presented during the monthly meeting to make that role clear in the RFP. The Board agreed to add this under the Scope of work section.

Cheatum amended the motion to add under the Scope of work session, that the accounting firm representative will attend the monthly meeting and file a monthly report.

It was moved by **R. Cheatum** and seconded by **G. Gunter** to approve the RFP for Treasurer/Bookkeeper Services as presented, less the removal of number three (3) in the Agency seeks professionals in the following disciplines section, and to add that the accounting firm representative will attend the monthly meeting and file a monthly report, in the Scope of work section. Those in favor: Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item 6: EXECUTIVE SESSION – The Board may wish to go into Executive Session to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; and to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code §74-206(1)(d), (f).

It was moved by **D. Villarreal** and seconded by **J. Johnston** to go into Executive Session to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; and to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code §74-

206(1)(d), (f) at 11:23 a.m. Those in favor: Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

Following the Executive Session, **Vice Chair Turner** reconvened the regular Board meeting at 12:05 p.m.

Agenda Item 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 discussed airlines.

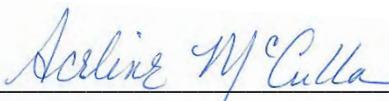
Agenda Item 8: NEWS FOR THE GOOD OF THE ORDER.

The board may wish to discuss news for the Good of the Order.

There was no discussion by the Board.

Agenda Item 9: ADJOURN THE MEETING.

With no further business, **Vice Chair Turner** adjourned the meeting at 12:15 p.m.

Submitted by:  Approved on April 20, 2022
Aceline McCulla, Secretary