

POCATELLO DEVELOPMENT AUTHORITY
Agenda for the meeting of
November 15, 2023 – 11:00 a.m.
Council Chambers – Pocatello City Hall
Iwamizawa Conference Room for Executive Session

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us, 208.234.6248, or 5815 South 5th Avenue, Pocatello, Idaho.

In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

- 1. Call to Order, Roll Call, Disclose Conflicts of Interest and Acknowledgment of Guests.**
- 2. Action Item: Meeting Minutes.** The Board may wish to waive the oral reading of the Board of Commissioners' meeting and executive session meeting minutes held October 18, 2023, and approve the minutes as written.
- 3. Action Item: Monthly Financial Report, Expenses and Reimbursements.** The Board may wish to approve the monthly financial report, expenses and reimbursements.
- 4. 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.
- 5. News for the Good of the Order.** The board may wish to discuss news for the Good of the Order.
- 6. Adjourn Regular Meeting.**

Action Item 2

POCATELLO DEVELOPMENT AUTHORITY
Meeting Minutes for October 18, 2023 at 11:00 A.M.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

AGENDA 2

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

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

Members present: Greg Gunter, Jeff Hough (arrived at 11:05 a.m.), Jim Johnston, Kirk Lepchenske (left at 11:48 a.m.), Nathan Richardson, and Scott Turner.

Members excused/unexcused: Mayor Brian Blad, Rick Cheatum, and David Villarreal.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development Engineer Merrill Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield and other visitors.

Agenda Item No. 2: Action Item: Executive Session.

The Board may wish to go into Executive Session 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. Idaho Code Section 74-206(1)(f).

It was moved by **G. Gunter** and seconded by **J. Johnston** that the Board to go into Executive Session at 11:05 a.m. 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. Idaho Code Section 74-206(1)(f). **Roll Call Vote:** Those in favor: Greg Gunter, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner.

The Executive Session ended at 11:23 a.m., and the Board reconvened the regular meeting at 11:25 a.m.

Agenda Item 3: Approve the Minutes.

The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held September 20, 2023, and to approve the minutes as written.

It was moved by **J. Johnston** and seconded by **N. Richardson** to approve the minutes as written from the Board of Commissioners' meeting held September 20, 2023. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Agenda Item 4: Monthly Financial Report, Expenses, and Reimbursements.

The Board may wish to approve the monthly financial report, expenses, and reimbursements.

Sparks noted that on September 25 and 26, the PDA checking account had three fraudulent check withdrawals. The funds were withdrawn before Sparks could notify the ICCU fraud department to freeze the account. The funds were refunded and the account was closed and a new account was established and funds transferred accordingly.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the monthly financial report, expenses and reimbursements as presented. Those in favor: Mayor Brian Blad, Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Action Item 5: Discuss and Approve the FY23 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company. The Board may wish to discuss and then approve the FY2023 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company.

Sparks presented the FY2023 Audit Scope and Objectives Consultant Agreement by Deaton & Company that was included in the agenda packet and noted the fees have not changed from last year. **Hough** asked if next year a different auditor could be sought to get a different perspective and for transparency purposes. A new LGIP Application will need to be submitted to update bank information and be signed

The Board discussed qualified urban renewal auditor options in the area.

It was moved by **J. Hough** and seconded by **J. Johnston** to approve the FY2023 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

It was moved by **J. Hough** and seconded by **J. Johnston** for a friendly amendment to include, “and to authorize the Vice Chair to sign the Agreement to the motion. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

It was moved by **J. Hough** and seconded by **J. Johnston** to approve and to authorize the Chair to sign the FY2023 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company. Those in favor: Mayor Brian Blad, Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Agenda Item 6: Approve the SB Friedman Consultant Engagement Letter for the Professional Services for the Eligibility and Economic Feasibility Study and Resolution 23-5. The Board may wish to approve and to authorize the Chair to sign the SB Friedman Consultant Engagement Letter for the Professional Services of Eligibility and Economic Feasibility Study and Resolution 23-5.

McLane noted an extension of two months, due to the holidays be granted. **Turner** noted that the scope of work may changes during any phase, upon findings. **Gunter** asked if the eight-month projection period for the study encompasses all areas or only for the first area? **McLane** noted that it would encompass all areas. **Hough** asked if the area boundaries may be adjusted, specifically the S. 5th Corridor? **McLane** noted they may change though phase work with findings. **Gunter** asked for an initial face to face meeting with SB Friedman. **McLane** noted they are based out of Chicago and to save on travel costs, an electronic meeting could be set up.

It was moved by **J. Hough** and seconded by **J. Johnston** to approve and to authorize the Chair to sign the SB Friedman Consultant Engagement Letter and Resolution 23-5 for the Professional Services of Eligibility and Economic Feasibility Study. Those in favor: Mayor Brian Blad, Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

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.

Nothing was reported.

Agenda Item 8: News for the Good of the Order.

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

Development Engineer **Merril Quayle** of the City of Pocatello provided an update of City and TIF projects.

Agenda Item 9: Adjourn Regular Meeting.

With no further business, **Turner** adjourned the meeting at 11:51 a.m.

Submitted by:

Aceline McCulla, Secretary

Approved on: *November 15, 2023*

DRAFT

Pocatello Develop Authority Board of Commissioners
Executive Session Minutes
October 18, 2023
City Hall, Iwamizawa Conference Room

Vice Chair Turner called the meeting to order at 11:06 a.m.

Members present: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner.

Members excused/unexcused: Mayor Brian Blad, Rick Cheatum, and David Villarreal.

Others present: Executive Director Brent McLane, PDA Secretary Aceline McCulla, PDA Attorney Molly A. Miragas (via GoToMeeting).

Executive Session

The Board may wish to go into Executive Session 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. Idaho Code Section 74-206(1)(f).

With no further discussion, it was moved by **J. Hough** and seconded by to adjourn from the executive session pursuant to Idaho Code §74-206(1)(f) at approximately 11:23 a.m., and reconvene to the regular meeting session. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

By:
Aceline McCulla, Secretary

Approved on: *November 15, 2023*

Action Item 3

**Pocatello Development Authority
Monthly Finance Report
November 15, 2023
Fiscal Year 2023**

Expenditure Approvals:

Checks to be ratified:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>	
Harland Clarke	ACH	250.00	check stock - office supplies

Checks to be approved:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>	
ICCU VISA	dbt23-11	103.49	Goody's Deli (78.50) Office Depot (24.99)
Thane Sparks	2004	1,500.00	November services

Board Approval

Cash Balances as of November 15, 2023

	<u>General Fund</u>		<u>Naval Ordinance</u>		<u>North Portneuf</u>		<u>Airport</u>		<u>Northgate</u>		<u>Total</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
Cash	1,113,355.05		57,392.15		1,674,043.64		13,842.78		384,092.19		3,242,725.81	
Income												
Administrative fees	75,100										75,100	0.00
Property taxes	14,400		124,000		103,000		83,800		295,000		620,200	0.00
Note payments		1,839.89									-	1,839.89
Interest income	21,960	13,068.00	200		32,960		200		6,900		62,220	13,068.00
Other											-	0.00
Total Income	111,460	14,907.89	124,200	0.00	135,960	0.00	84,000	0.00	301,900	0.00	757,520	14,907.89
Expense												
Administrative expense			18,200		15,500		17,700		15,500		66,900	0.00
Luncheon costs	2,100	170.34									2,100	170.34
Office expenses	500	274.99									500	274.99
Dues and memberships											-	0.00
Insurance	8,500										8,500	0.00
Training and Travel												0.00
City admin charges	16,000	7,717.01									16,000	7,717.01
Professional services	130,000	5,489.00					15,000	19,160.58			145,000	24,649.58
Economic Development Grants												0.00
Non-capital Infrastructure	1,052,360		166,000		1,768,460		62,100		633,300		3,682,220	0.00
Total Expense	1,209,460	13,651.34	184,200	0.00	1,783,960	0.00	94,800	19,160.58	648,800	0.00	3,921,220	32,811.92

OCT
4
2023

ACH Withdrawal HARLAND CLARKE - CHK ORDERS

-\$250.00

Online Services

Help X

Summary

DESCRIPTION	ACH Withdrawal HARLAND CLARKE - CHK ORDERS
ACCOUNT	New Money Market Checking
CATEGORY	Online Services
AMOUNT	-\$250.00
TRANSACTION MEMO	<input type="text" value="Add memo"/>

Goody's Deli

905 S 5th Avenue
Pocatello, ID 83201

PDA Luncheon for November 15, 2023

Phone: 208-233-9210 Contact: Chase, GM, email: goodysdeli2022@gmail.com

City of Pocatello Tax Exempt ID: 82-6000244

Deliver to 911 N 7th Avenue, City Hall Council Chambers by 10:45 a.m.

PDA Contact: Aceline McCulla mobile: 406.202.6444, Office line: 208.234.6184

Items	Qty	Each Cost	Totals
#2 4.25" Salami, Black Forest Ham & Pepper Jack	1	\$ 4.49	\$ 4.49
#6 4.25" Goody's Club Ham, Turkey & Pepper Jack	1	\$ 4.49	\$ 4.49
#6 8.5" Goody's Club Ham, Turkey & Pepper Jack (2)	1	\$ 8.49	\$ 8.49
#8 4.25" Ham & Swiss	1	\$ 4.49	\$ 4.49
#9 8.25" Turkey & Pepper Jack (2)	1	\$ 8.49	\$ 8.49
#9 4.25" Turkey & Pepper Jack	1	\$ 4.49	\$ 4.49
#13 8.5" Roast Beef & Pepper Jack (2)	1	\$ 8.49	\$ 8.49
#3 4.25" Italian Supreme & Pepper Jack No Lettuce, Add Tom/On	1	\$ 4.49	\$ 4.49
Chips - 2 Cool Ranch, 2 S&O, 2 Jalep, 2 Nacho & 2 Harv Ched	10	\$ 1.75	\$ 17.50
TOTAL FOOD (verify prices)			\$ 65.42
Gratuity 20% of food			\$ 13.08
Delivery Charge, Zero if over \$100, \$10 if under \$100			\$ -
TOTAL CHECK AMOUNT			\$ 78.50

NOTES:

- 1) All sandwiches dry, provide mayo & mustard packets on side
- 2) Cut all sandwiches in half and please label each sandwich to identify (ITALIAN, TURKEY, ROAST BEEF...)
- 3) Lettuce & Tomato on all, **except the #3, Label JEFF, NO Lettuce, Add O/V, Tomato & Onion**
- 4) Three (3) napkins per sandwich please

Office DEPOT OfficeMax[®]

POCATELLO - (208) 237-6111
11/07/2023 8:41 AM



VPTT3UPPA3Q45X8EB

SALE	6421-4-5700-1029667-23.10.1	
512955	STAMP,BROTHER,	24.99 S
	Subtotal:	24.99
	Total:	24.99
	Visa 0272:	24.99

AUTH CODE 009575
TDS Chip Read
AID A0000000031010 VISA CREDIT
TVR 8000008000
CVS No Signature Required

Tax Exemption Number 000588886891
This is a legacy Office Max account
and will expire at the end of the year.
Please submit a new Tax Exempt
Application and Tax Exemption
Certificate to receive a new number.
Shop online at www.officedepot.com

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and enter the survey code below

16MO JJQF FE46

or scan the below QR code



INVOICE

Thane Sparks

3506 E 126 N
Rigby, Idaho 83442
(208) 206-8457

DATE: November 15, 2023
INVOICE # 23-11
FOR: Professional Services

BILL TO:

Pocatello Development Authority
911 N 7th Avenue
Pocatello, Idaho 83201

DESCRIPTION			AMOUNT
Professional Services - November 2023			\$ 1,500.00
		SUBTOTAL	\$ 1,500.00
		TAX RATE	
		SALES TAX	\$ -
		OTHER	
		TOTAL	\$ 1,500.00

Make all checks payable to .

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!