

**POCATELLO DEVELOPMENT AUTHORITY**  
**Board of Commissioners Meeting**  
**November 18, 2020 – 11:00 a.m.**  
**Council Chambers – Pocatello City Hall**

**In-person attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place. Attendance is limited. Face coverings are required.**

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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](mailto:sbeebe@pocatello.us), 208.234.6248, or 5815 South 5<sup>th</sup> Avenue, Pocatello, Idaho.

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

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- 1. CALL TO ORDER, DISCLOSURE OF CONFLICT OF INTEREST, AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM – Minutes.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners Regular Meeting held October 28. *See attached document.*
- 3. ACTION ITEM – Financial Report.** A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report. *To be supplemented.*
- 4. ACTION ITEM – Expense Payments & Reimbursements.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
  - a. \$32.31 from General Fund to Elam & Burke for legal fees for the month of October re: Special Counsel General.
- 5. ACTION ITEM – Presentation from the Redevelopment Association of Idaho.** The Board may wish to hear a presentation from Brent Tolman, President of the RAI.
- 6. ACTION ITEM – Request from Off The Rails Brewery.** The Board may wish to hear a request from OTRB regarding the December payment.
- 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.
- 8. ADJOURN.**

**AGENDA ITEM**

**NO. 2**

**POCATELLO DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**October 28, 2020**

**Members present:** Heidi Adamson, Scott Smith, Scott Turner, Terrel Tovey , David Villareal

**Members absent/excused:** Mayor Brian Blad, Chad Carr, Rob Lion Thomas Ottaway

**Others present:** Brent McLane, PDS Director; Carl Anderson, Pocatello Senior Planner; Jared Johnson, Pocatello City Attorney; Jim Johnston, Bannock Development Corporation; Heather Disselkoen; LD Barthlome, and other members of the public

**Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest.** Chair Scott Smith called the meeting to order at approximately 11:03 a.m. No conflicts were disclosed.

**Agenda Item No. 2: Minutes.** The minutes from the Board of Commissioners Regular Meeting held September 18 and the Special Meeting held on October 5, 2020., were considered. It was then **MSC (T. Tovey, H. Adamson)** to approve the minutes as presented.

**Agenda Item No. 3: Financial Report** This item was pulled from the agenda.

**Agenda Item No.6: Election of Officers:** A nomination to elect Scott Turner as Chair. Upon discussion, Scott Turner declined the nomination of Chair due to time constraints. Smith stated that he would be willing to serve as Chair for another term provided that more calls and questions be directed to the Vice Chair. The remaining positions were discussed by the Board. It was clarified that it is not required that the Secretary position be held by a member of City Staff, or member of the Board. A nominating motion was made **MSC (by H. Adamson, T. Tovey)**, which considered all positions at once, to elect Scott Smith as Chairman, David Villareal as Vice Chairman, Brent McLane as Secretary, And Sue Timpson as Interim Treasurer. Upon **nomination made, seconded, and carried unanimously**, Smith was elected Chairman. Upon **nomination made, seconded, and carried unanimously** Villareal was elected Vice Chairman. Upon **nomination made, seconded, and carried unanimously** Brent McLane was elected Secretary. Upon **nomination made, seconded, and carried unanimously** Sue Timpson was elected as Interim Treasurer.

**Agenda Item No.7: Appointment of Executive Director:** The Board considered the appointment of Brent McLane as the Executive Director. With no further discussion it was **MSC (Tovey, S. Turner)** to appoint Brent McLane as the Executive Director.

**Agenda Item No.8: Authority Account Changes:** Anderson introduced the agenda item. The Board considered the recommendation to authorize the following changes to its Idaho Central Credit Union Checking Account. Remove Ashly Linton-Welsh, Bonny Schroeder, and Merrill Quayle as account signers, and add Brent McLane, Carl Anderson and Sue Timpson. All Checks require two signatures and there are no longer two authorized staff employed with the City. With no further discussion it was **MSC (H. Adamson, T. Tovey)** to Remove Ashly Linton-Welsh, Bonny Schroeder, and Merrill Quayle as account signers, and add Brent McLane, Carl Anderson and Sue Timpson.

**Agenda Item No. 4: Expense Payments & Reimbursements.** The following invoices were considered for payment:

- a. \$1,250.00 from General Fund to Redevelopment Association of Idaho for annual dues and legislative contribution.
- b. \$4,660.00 from General Funds to Deaton Company for audit services from year end September 30, 2019 an associated consulting services to be from budget year FY2020.
- b. \$3,230.50 from General Fund to Elam & Burke for legal fees for the month of September re: Special Counsel General.
- c. \$9.93 from General Fund to Aceline McCulla for beverages for PDA lunches.

**C. Anderson** reviewed the payment requests, stating the invoices accurately reflect work performed for services provided, and are appropriate for payment. Smith inquired as to the expense payment to Redevelopment Association of Idaho (RAI) and asked for clarification of services received from RAI. Staff provided a brief description of the membership dues and services received. Following discussion, it was then MSC (T. Tovey, H. Adamson) to move item 4a. to the November regular meeting and request a representative from RAI to provide an update on their activities, and approve items 4b, 4c, and 4d.

**Agenda Item No.5: Reimbursement of staff services:** **C. Anderson** reviewed the request for payment to the City reimbursing the cost of City staff support to the Board. Under the Boards agreement with the City of Pocatello, the Board may wish to authorize payment to the City of Pocatello for staff services in the amount of \$2,404.29. Bringing the total for FY2020 to \$19,023.93. The original amount authorized by the Board was \$24,000 assuming current wage and fringe cost, including the Executive Director, Treasurer, Engineer, website support, and some administrative support. With no further discussion, it was **MSC (T. Tovey, D. Villareal)** to approve payment to the City in the amount of \$2,404.29 for staff support.

**Agenda Item No.9: Airport TIF District:** C. Anderson introduced the agenda item stating that the request for the Board is from Frigitek, LLC is a reimbursement in the amount of \$119,117.05 from the Airport TIF District, under the Owner Participation agreement as approved and authorized by the Board. Since the completion of the staff report, the applicant has requested that the invoices from Ryan and MuniCap, LLC be removed from the request before the Board. All required code-related permits or inspections required have been pull and the inspections complete to the extent of the work detailed in the subject pay application. A site visit was done by Merril Quayle on October 14<sup>th</sup>. All invoices included in the updated request have been paid by the applicant, or received a lien waiver. Should the Board wish to approve the request, the total reimbursement would be a onetime payment of \$289,914.36 H. Adamson asked for a description of the bill from Idaho Power. M. Quayle stated that this was in regards to the construction work completed, and the associated on-site construction management. S. Smith asked Merril Quayle to clarify that the work has been done to the extent requested. M. Quayle discussed the work completed and inspected and stated that it is compete as requested for reimbursement. With no further discussion it was **MSC (T. Tovey, S. Turner)** to approve the reimbursement request amount of \$119,117.05 from the Airport TIF District.

**Agenda Item No. 10: Resolution 2020-2:** **Anderson** introduced agenda item no.10 and read Resolution 2020-2, thanking Chad Car for his service to the PDA. It was **MSC (H. Adamson, D. Villareal)** to adopt Resolution 2020-2. T. Tovey recommended that the City Council also consider the resolution thanking Chad Carr for his service to the PDA.

**Agenda Item No. 11: Calendar Review:** This item was pulled from the agenda.

**Agenda Item No.12: Adjourn:** There being no further business, the meeting adjourned at approximately 11:48 a.m.

By: \_\_\_\_\_  
Brent McLane  
Executive Director