

**POCATELLO DEVELOPMENT AUTHORITY**

**Agenda for the meeting of**

**May 18, 2022 – 11:00 a.m.**

**Council Chambers – Pocatello City Hall**

During low/medium community level designations, individuals are encouraged, but not required, to wear masks/face coverings.  
During high community level designations, individuals will be required to wear masks/face coverings.

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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 –MEETING MINUTES.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting and the Executive Session meeting held on April 20, 2022. *See attached documents.*
- 3. ACTION ITEM –EXPENSE PAYMENTS & REIMBURSEMENTS.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
  - 3a. \$58.10** from the General Fund to Aceline McCulla for FedEx costs for IRG OPA documents. *See attached receipt.*
  - 3b. \$2,717.38** from the General Fund to Elam & Burke Attorneys at Law for April 2022 Services. *See attached invoice.*
- 4. ACTION ITEM – 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. ACTION ITEM –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 April 20, 2022 at 11:01 A.M.  
Council Chambers, 911 N 7<sup>th</sup> 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, (arrived at 11: a.m.), Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner and David Villarreal.

**Members excused/unexcused:** Mayor Brian Blad (E) and Greg Gunter (UE).

**Others present:** Executive Director Brent McLane; Secretary Aceline McCulla, PDA Attorney Meghan Conrad-via Go To Meeting (GTM), Pocatello Development Engineer Merril Quayle; City of Pocatello Attorney Jared Johnston, City of Pocatello Public Works Director/City Engineer Jeff Mansfield, Sr. Vice President Debra Harrell of IRG (Via GTM) 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 and the Executive Session meeting held on March 16, 2022.

It was moved by **J. Johnston** and seconded by **R. Lion** to approve the regular Board of Commissioners' meeting and Executive Session minutes held March 16, 2022. Those in favor were Victoria Byrd, Rick Cheatum, Jim Johnston, Rob Lion, Terrel Tovey, 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. \$3,376.00** from the General Fund to Elam & Burke Attorneys at Law for March 2022 Services.
- 3b. \$10.59** from the General Fund to Aceline McCulla for lunch items for the April 20, 2022, meeting.
- 3c. \$96.94** from the General Fund to Idaho State Journal for 2021 Annual Report Legal Notice \$24.44 and RFP Treasurer/Bookkeeper Legal Ad \$72.50.
- 3d. \$4831.01** from the General Fund to the City of Pocatello for Administrative Staff costs for the period January 2022 through March 2022.

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

## **Agenda Item 4: ACTION ITEM –DEATON & COMPANY AUDIT REPORT.**

Doran Lambson will present the 2021 Audit Report.

**Doran Lambson** presented the audit findings through September 30, 2021, to the Board. Lambson recommended policy be written for treasurer duties and a backup plan for transitions, as well as a third party be selected to oversee that notes receivables are done correctly, as well as having the correct software that generates and calculates loan repayment schedules and invoice correctly.

**Cheatum** noted that on page four of the report, a correction for the Bannock Development Corporation box needs to have the correct business name, the entity is not part of Bannock County and it is not an authority. Lambson would correct the name.

It was moved by **J. Johnston** and seconded by **T. Tovey** to approve the audit as presented and authorize the Chair to sign the 2021 Audit report. Those in favor: Victoria Byrd, Rick Cheatum, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner and David Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 5: IRG Owner Participation Agreement (OPA).**

The Board may wish to approve an OPA with IRG in the Naval Ordinance Plant District.

Executive Director **Brent McLane** noted this OPA has the revisions requested from the previous meeting.

It was moved by **S. Turner** and seconded by **R. Lion** to approve the OPA and Resolution 2022-2 between IRG and the Pocatello Development Authority, in the Naval Ordinance Plant District, and to authorize the Chair to sign the Completion Guaranty and Resolution 2022-2. Those in favor: Victoria Byrd, Rick Cheatum, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner and David Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 6: Presentation On The Downtown Development Plan.**

Long Range Sr. Planner Jim Anglesey of the City of Pocatello Planning and Development Services Department will present the Downtown Development Plan to the Board of Commissioners.

Long Range Sr. Planner **Jim Anglesey** of the City of Pocatello gave a presentation on the Downtown Development Plan, recently adopted by the Pocatello City Counsel.

**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.

**Cheatum** noted that the ITD is meeting at 1:30 p.m. today at the Grand Idaho Inn & Suites and he invited PDA members to attend.

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

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

**Merrill Quayle** of the City of Pocatello gave an update of work being done at the Titan Center, and media spots to get the community involved as well.

**Agenda Item 9: Adjourn Regular Meeting.**

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

Submitted by: \_\_\_\_\_  
Aceline McCulla, Secretary

Approved on May 18, 2022

# Action Item 3



Address: 2777 GARRETT WAY  
POCATELLO  
ID 83201  
Location: PIHA  
Device ID: -BTC01  
Transaction: 940333470413

**Reimburse:**

**Acline McCulla for FedEx of IRG OPA documents.**

**FedEx Priority Overnight**

Tracking Number: 272292502258 0.30 lb (S) 58.10  
Declared Value 100

Recipient Address:  
JERRY BROWN  
FAINSBERT MASE & SNYDER, LLP  
11100 SANTA MONICA BLVD STE 850  
Los Angeles, CA 90025  
0000000000

Scheduled Delivery Date 4/22/2022

Pricing option:  
ONE RATE

Package Information:  
FedEx Envelope

Shipment subtotal: \$58.10

**Total Due: \$58.10**

(K) CreditCard: \$58.10  
\*\*\*\*\*1490

M = Weight entered manually  
S = Weight read from scale  
T = Taxable item

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Apr 21, 2022 4:16:21 PM

**ELAM & BURKE**

ATTORNEYS AT LAW

**AGENDA 3b**

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Pocatello Development Authority  
Attn: Brent McLane  
City of Pocatello  
P.O. Box 4169  
Pocatello, ID 83205

APRIL 30, 2022

Invoice # 195792

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

APRIL 30, 2022

Invoice # 195792

**\*\*\* INVOICE SUMMARY PAGE \*\*\***

PROFESSIONAL FEES	2,710.00
COSTS ADVANCED	7.38
TOTAL INVOICE	2,717.38