

Pocatello Development Authority

Board of Commissioners Meeting
October 15, 2014 – 11:00 a.m.
Paradise Conference Room

City of Pocatello
911 North 7th Avenue
Pocatello, Idaho 83205

An urban renewal agency for the City of Pocatello, Idaho

11:00 a.m.

Call to order by Ryan Ward, Chairman
Acknowledge guests of the Board
Disclosure of conflicts of interest
Agenda; delete action or discussion items

Action and Discussion Items:

Agenda Item No. 1: Minutes.

Motion to approve and/or amend Minutes of September 17, 2014.

Agenda Item No. 2: Financial Report.

Motion to approve and/or amend September Income and Expenses.

Agenda Item No. 3: Payment Requests/Reimbursements.

Deaton and Company fees for annual audit of PDA financial statements in the amount of \$4,130 plus out of pocket costs.

Agenda Item No. 4: Peterson Incorporated: Update per semi-annual review of Economic Development Agreement.

Agenda Item No. 5: Positron, Inc. Foreclosure Update.

Agenda Item No. 6: PDA Bylaws, Proposed Amendments.

Agenda Item No. 7: South Valley Road Request for Funds.

Joyce Stroschein identified \$65,421.46 remaining to be reimbursed to the City to satisfy the PDA's commitment.

Agenda Item No. 8: Election of Officers; Chair, Vice Chair, Treasurer and Secretary.

Upcoming Events: The PDA Annual Update to the Pocatello City Council – Nov. 13, 2014
Representatives from the Pocatello Development Authority will discuss the Authority's goals and projects, as well as Council's policies and expectations.

Matters exist for discussion in an executive session as per I.C. §67-2345(1)(e)

Motion: "I move that we enter into an executive session as per Idaho Code §67-2345(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions."

Adjourn.

AGENDA ITEM

NO. 1

MINUTES

Olsen, Tiffany

From: Bybee, Kirk
Sent: Tuesday, September 23, 2014 5:09 PM
To: Tranmer, Dean
Cc: Olsen, Tiffany; Sampson, Lynette
Subject: PDA

ADT:

Craig Christensen called this afternoon to report on a meeting that he had with ISU counsel Alexander and the department head who oversees the Positron activity.

On behalf of ISU, they indicate that they are most excited to have the City foreclose on the Positron deed of trust. They assured Craig that ISU will fully cooperate with the foreclosure process. They claim to have several interested parties who would be willing to take over the underlying lease with ISU and they suggest that the interested parties would likely be willing to enter into agreements with the PDA so that the PDA can recover "some" of the \$ it has invested in the Positron project.

It all sounds like pie in the sky to me, but I advised Craig to proceed with the non-judicial foreclosure proceeding. ISU assures Craig that it will work with him and the title company to make sure that the property isn't land locked and will give Craig access to the property as needed.

At my request, Craig talked with ISU about accepting an assignment of the deed of trust and promissory note, which would enable them to do their own foreclosure. They are not interested in that. They don't want to be the "bad guys" for something like that. I suspect that ISU would just prefer to have the PDA pay for the foreclosure and ISU can then reap the benefits. Again, given the available options, I advised Craig to proceed with the foreclosure. As an aside, Craig's meeting with ISU was necessitated to get assurances of their cooperation and specifically to assure that the property to be foreclosed upon would not be land locked.

Please present this information to the PDA at your next meeting and make sure that they are on board with proceeding. Thank you. kirk

*Kirk Bybee, Attorney at Law
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Pocatello, ID 83205
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POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES
October 15, 2014

Members present: Brian Blad, Larry Fisher, Darlene Gerry, Cynthia Hill, Russell Meyers, Michael Orr, Linda Tigert, and Caroline Wight.

Members absent: John Regetz (ex officio) and Ryan Ward (Chair)

Staff present: Lon Crowell, Executive Director; Merril Quayle, City Development Engineer; Dean Tranmer and Tiffany Olsen, City Legal Dept.; and Joyce Stroschein, City Finance Dept.

Executive Director Crowell called the meeting to order at 11:05 a.m.

Introductions, Conflicts, and Agenda: There were no guests in attendance, no conflicts with the Agenda items, nor were there any deletions to the Agenda.

1. Action and Discussion Items:

Agenda Item No. 1: Minutes. The Minutes of the regularly scheduled meeting of September 17, 2014 were reviewed. It was **MSC (B. Blad, C. Hill)** to approve the Minutes as presented.

Agenda Item No. 2: Financial Report. **J. Stroschein** presented the Financial Report for the month of September 2014. At month end, the Authority had cash on hand of \$3,841,691.97. The checking account balance was \$3,095,758.36, the savings account was \$745,933.61, and cash being held by Zions Trust amounted to \$2,368,850.53. Pocatello Development Authority recognized modest financial activity during the month of September. The Authority received revenues totaling \$2,503.85 of which \$895.25 was interest earnings on cash invested and property taxes. The \$1,000.00 payment received on the note receivable applied \$177.43 towards the principal of the note. Property tax revenue totaled \$1,431.17 for the North Yellowstone District. Expenses for the month totaled \$2,306,209.28. The Authority granted the City of Pocatello monies toward the Cheyenne Connector Project in the amount of \$1,850,000. The Authority reimbursed the City \$450,000 for the land expenses related to the HOKU project. The remaining expenditures were to ICRMP for \$1,069.00 for liability insurance and the remaining amount of \$140.28 was for lunch. Year to date revenues of \$2,225,123.88 (see page 3) are not greater than expenses of \$3,153,792.22. The North Yellowstone District has a net income YTD of \$430,946.60. It was then **MSC (B. Blad, D. Gerry)** to approve the Financial Report as presented.

Agenda Item No. 3: Payment Requests/Reimbursements. **J. Stroschein** presented an invoice from Deaton and Company for the annual audit of the PDA Financials in the amount of \$4,130.00. It was **MSC (D. Gerry, B. Blad)** to pay the invoiced amount of \$4,130.00 to Deaton and Company upon conclusion of the annual audit. Vice-Chair R. Meyers executed the engagement letter.

Agenda Item No. 4: Peterson Incorporated: Update per semi-annual review of Economic Development Agreement. Petersen, Inc. provided a power point presentation documenting their performance which was presented to the Authority by L. Crowell. Although work has slowed down slightly, they have recently received several bid awards and currently have 56 positions on the payroll, with 53 over \$14.00 and an average wage of \$20.85 per hour. L. Crowell noted the last time he had a site visit, Petersen appeared quite busy with steady work flow.

Agenda Item No. 5: Positron, Inc. Foreclosure Update: **T. Olsen** informed the Board that PDA attorney Craig Christensen was finally able to meet with ISU's attorney David Alexander. Alexander confirmed ISU will consent to the non-judicial foreclosure of the leasehold interest and assured access to the property so it will not be landlocked.

Agenda Item No. 6: PDA Bylaws, Proposed Amendments: **T. Olsen** presented the amendments to the PDA's Bylaws pursuant to the Board's direction. The addition on page 3 was to allow telephonic participation by the members when necessary pursuant to the Idaho Open Meetings Law. The addition on page 4 was to terminate the employment or appointment of the Executive Director, Legal Counsel, Treasurer, Secretary or Technical Experts at the Board's discretion. **D. Gerry** asked for clarification on Page 3. Accordingly, that section will be modified and the new Bylaws will be executed at the next meeting.

Agenda Item No. 7: South Valley Road Request for Funds: **J. Stroschein** presented the billings for the remaining \$65,421.46 requested reimbursement from the City. Although the PDA had previously voted to reimburse the \$3.3M committed, this last batch of billings have been verified and are timely for reimbursement. It was **MSC (B. Blad, R. Meyers)** to reimburse the City \$65,421.46 to fully satisfy PDA's commitment.

Agenda Item No. 8: Election of Officers; Chair, Vice Chair, Treasurer and Secretary: The election of officers for the 2014-2015 year were discussed. It was **MSC (R. Meyers, C. Hill)** to elect Michael Orr to the position of Chair; **MSC (C. Hill, B. Blad)** to elect Russell Meyers to the position of Vice-Chair; **MSC (C. Hill, M. Orr)** to appoint Joyce Stroschein as Treasurer and Tiffany Olsen as Secretary.

2. **Executive Session:**

Executive Director Crowell called for a motion for the Board go into an executive session to discuss a matter regarding negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. **It was moved and seconded (D. Gerry, B. Blad)** to adjourn to executive session pursuant to Idaho Code §67-2345(1)(e). **The motion passed** by roll call vote (**Ayes: L. Fisher, C. Hill, R. Meyers, M. Orr, L. Tigert, and C. Wight; Nays: None**). The Board adjourned to executive session at approximately 11:37 a.m. The Board reconvened to regular session by **MSC (B. Blad, D. Gerry)** at 12:04 p.m.

3. **Adjournment:**

There being no additional business and no matters for executive session, **it was MSC (C. Hill, B. Blad)** to adjourn the meeting at 12:05 p.m.

By: 
Tiffany G. Olsen, Secretary

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
EXECUTIVE SESSION
October 15, 2014**

Members present: Brian Blad, Larry Fisher, Darlene Gerry, Cynthia Hill, Russell Meyers, Michael Orr, Linda Tigert, and Caroline Wight.

Members absent: John Regetz (ex officio) and Ryan Ward (Chair)

Staff present: Lon Crowell, Executive Director; Merrill Quayle, City Development Engineer; Dean Tranmer and Tiffany Olsen, City Legal Dept.; and Joyce Stroschein, City Finance Dept.

The Board of Commissioners adjourned from regular session into executive session at 11:37 a.m. pursuant to I.C. §67-2345(1)(e) to discuss negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. Development at the former Albertson's Building, potential development at the Pocatello Regional Airport and other areas, as well as financing for Airport infrastructure were all discussed.

Thereafter, **it was MSC (B. Blad, D. Gerry)** that the executive session be closed and the regular meeting was reconvened at 12:04 p.m.

By: Tiffany G. Olsen
Tiffany G. Olsen, Secretary

AGENDA ITEM

NO. 2

FINANCIAL

REPORTS

(will be supplemented)

Pocatello Development Authority
Balance Sheet by Class
As of September 30, 2014

	1-General Fund	2-Central Corridor	3-North Yellowstone	4-Naval Ordinance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
Checking Wells Fargo	111,776.86	2,355,184.87	33,574.42	418,042.02	14,679.84	162,500.35	3,095,758.36
Savings Wells Fargo	133,084.96	612,848.65	0.00	0.00	0.00	0.00	745,933.61
Zions 2012 Bnd Fnd 7110526D	0.00	0.00	0.32	0.00	0.00	0.00	0.32
Zions Bnd Reserve Fnd 7110526B	0.00	0.00	677,505.67	0.00	0.00	0.00	677,505.67
Zions Rev Alloc Fnd 7110526	0.00	0.00	1,691,344.54	0.00	0.00	0.00	1,691,344.54
Total Checking/Savings	244,861.82	2,968,033.52	2,402,424.95	418,042.02	14,679.84	162,500.35	6,210,542.50
Accounts Receivable							
Notes Receivable	50,000.00	597,621.97	0.00	0.00	0.00	0.00	647,621.97
Total Accounts Receivable	50,000.00	597,621.97	0.00	0.00	0.00	0.00	647,621.97
Other Current Assets							
Accrued Interest Income	0.00	0.00	35.96	0.00	0.00	0.00	35.96
Property Tax Receivable	0.00	21,713.24	27,117.52	0.00	12,964.56	0.00	61,795.32
Total Other Current Assets	0.00	21,713.24	27,153.48	0.00	12,964.56	0.00	61,831.28
Total Current Assets	294,861.82	3,587,368.73	2,429,578.43	418,042.02	27,644.40	162,500.35	6,919,995.75
TOTAL ASSETS	294,861.82	3,587,368.73	2,429,578.43	418,042.02	27,644.40	162,500.35	6,919,995.75
LIABILITIES & EQUITY							
Liabilities							
Long Term Liabilities							
Deferred Notes Receivable Rev	50,000.00	597,621.97	0.00	0.00	0.00	0.00	647,621.97
Deferred Tax Revenues	0.00	15,601.56	14,241.05	0.00	12,964.56	0.00	42,807.17
Total Long Term Liabilities	50,000.00	613,223.53	14,241.05	0.00	12,964.56	0.00	690,429.14
Total Liabilities	50,000.00	613,223.53	14,241.05	0.00	12,964.56	0.00	690,429.14
Equity							
Fund Balance	253,843.02	4,291,884.77	1,919,746.92	213,250.62	328,742.23	86,123.53	7,093,591.09
Opening Balance Equity	0.00	0.00	64,643.86	0.00	0.00	0.00	64,643.86
Net Income	-8,981.20	-1,317,739.57	430,946.60	204,791.40	-314,062.39	76,376.82	-928,668.34
Total Equity	244,861.82	2,974,145.20	2,415,337.38	418,042.02	14,679.84	162,500.35	6,229,566.61
TOTAL LIABILITIES & EQUITY	294,861.82	3,587,368.73	2,429,578.43	418,042.02	27,644.40	162,500.35	6,919,995.75

Pocatello Development Authority
Profit & Loss by Class
September 2014

	1-General Fund	2-Central Corridor	3-North Yellowstone	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense						
Income						
Interest Income	1.23	859.87	34.15	0.00	0.00	895.25
Principal received on notes	0.00	177.43	0.00	0.00	0.00	177.43
Property Taxes	0.00	0.00	1,431.17	0.00	0.00	1,431.17
Total Income	1.23	1,037.30	1,465.32	0.00	0.00	2,503.85
Gross Profit	1.23	1,037.30	1,465.32	0.00	0.00	2,503.85
Expense						
Administrative	1,209.28	0.00	0.00	0.00	0.00	1,209.28
Economic Grants Issued	0.00	1,850,000.00	0.00	450,000.00	5,000.00	2,305,000.00
Total Expense	1,209.28	1,850,000.00	0.00	450,000.00	5,000.00	2,306,209.28
Net Ordinary Income	-1,208.05	-1,848,962.70	1,465.32	-450,000.00	-5,000.00	-2,303,705.43
Net Income	-1,208.05	-1,848,962.70	1,465.32	-450,000.00	-5,000.00	-2,303,705.43

At month end the Authority had cash on hand of \$3,841,691.97. The checking account balance was \$3,095,758.36, the savings account was \$745,933.61, and cash being held by Zions Trust amounted to \$2,368,850.53.

Pocatello Development Authority recognized modest financial activity during the month of September. The Authority received revenues totaling \$2,503.85 of which \$895.25 was interest earnings on cash invested and property taxes. The \$1,000.00 payment received on the note receivable applied \$177.43 towards the principal of the note. Property tax revenue totaled \$1,431.17 for the North Yellowstone District.

Expenses for the month totaled \$2,306,209.28. The Authority granted the City of Pocatello monies toward the Cheyenne Connector Project in the amount of \$1,850,000. The Authority reimbursed the City \$450,000 for the land expenses related to the HOKU project. The remaining expenditures were to ICRMP for \$1,069.00 for liability insurance and the remaining amount of \$140.28 was for lunch.

Year to date revenues of \$2,225,123.88 (see page 3) are not greater than expenses of \$3,153,792.22. The North Yellowstone District has a net income YTD of \$430,946.60.

Pocatello Development Authority
Profit & Loss by Class

October 2013 through September 2014

	1-General Fund	2-Central Corridor	3-North Yellowstone	4-Naval Ordinance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
Ordinary Income/Expense							
Income							
Interest Income	38.56	6,032.68	1,583.13	0.00	3,242.28	0.00	10,896.65
Loan Interest Income	0.00	6,148.35	0.00	0.00	0.00	0.00	6,148.35
Miscellaneous Income	0.00	489,083.00	0.00	0.00	0.00	0.00	489,083.00
Principal received on notes	0.00	3,381.73	0.00	0.00	0.00	0.00	3,381.73
Property Taxes	0.00	27,614.67	1,239,135.93	204,791.40	132,695.33	111,376.82	1,715,614.15
Total Income	38.56	532,260.43	1,240,719.06	204,791.40	135,937.61	111,376.82	2,225,123.88
Gross Profit	38.56	532,260.43	1,240,719.06	204,791.40	135,937.61	111,376.82	2,225,123.88
Expense							
Administrative	3,119.76	0.00	0.00	0.00	0.00	0.00	3,119.76
Debt Service							
Interest	0.00	0.00	176,557.50	0.00	0.00	0.00	176,557.50
Principal	0.00	0.00	504,000.00	0.00	0.00	0.00	504,000.00
Total Debt Service	0.00	0.00	680,557.50	0.00	0.00	0.00	680,557.50
Dues and Memberships	1,750.00	0.00	0.00	0.00	0.00	0.00	1,750.00
Economic Grants Issued	0.00	1,850,000.00	122,014.96	0.00	450,000.00	5,000.00	2,427,014.96
Professional Services							
Engineering Services	0.00	0.00	0.00	0.00	0.00	8,500.00	8,500.00
Other Professional Services	4,150.00	0.00	7,200.00	0.00	0.00	21,500.00	32,850.00
Total Professional Services	4,150.00	0.00	7,200.00	0.00	0.00	30,000.00	41,350.00
Total Expense	9,019.76	1,850,000.00	809,772.46	0.00	450,000.00	35,000.00	3,153,792.22
Net Ordinary Income	-8,981.20	-1,317,739.57	430,946.60	204,791.40	-314,062.39	76,376.82	-928,668.34
Net Income	-8,981.20	-1,317,739.57	430,946.60	204,791.40	-314,062.39	76,376.82	-928,668.34

AGENDA ITEM

NO. 3

Deaton & Company, Chartered
Certified Public Accountants
215 North 9th, Suite A
Pocatello, Idaho 83201-5278
(208) 232-5825

Members of Idaho Society of Certified Public Accountants
Members of American Institute of Certified Public Accountants



Pocatello Development Authority
911 N. 7th Ave.
Pocatello, Idaho 83201

We are pleased to confirm our understanding of the services we are to provide Pocatello Development Authority for the year ended September 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Pocatello Development Authority as of and for the year ended September 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Pocatello Development Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Pocatello Development Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules.
3. Combining and individual fun financial statements.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplemental information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Pocatello Development Authority and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Pocatello Development Authority's financial statements. Our report will be addressed to management and the governing board of Pocatello Development Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Pocatello Development Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include

informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud, and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's view on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Pocatello Development Authority's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Pocatello Development Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Deaton & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Deaton & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal agency. If we are aware that

a federal awarding agency or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Doran Lambson, CFE, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Audit Fees

We estimate that our fees for the audit services will not exceed \$4,130 plus out-of-pocket costs (such as report reproduction, word processing, postage, photocopies, etc.). Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Non-Attest Services and Fees

Estimates do not include additional nonattest services, if any. Additional nonattest services (such as reconciling trial balance accounts, preparing purposed adjusting entries, assisting in posting approved adjusted journal entries to the general ledger and any other nonattest bookkeeping services to complete the audit) will be billed out at our standard hourly rates. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

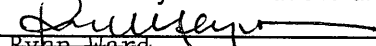
We appreciate the opportunity to be of service to Pocatello Development Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.



Pocatello, Idaho
August 28, 2014

RESPONSE:

This letter correctly sets forth the understanding of Pocatello Development Authority

By: 

Title: Chair Russell, Chair Meyers

Date: October 15, 2014

AGENDA ITEM

NO. 4

Pocatello Development Authority & Petersen Inc.

Status Update

East Idaho's Partner in Growth
September 18, 2014



PDA Agreement

- Grant, Loan and guarantee terms contingent on Petersen Inc. performance
 - 50 full time employees
 - Period of fifteen years
 - Minimum wage of \$14.00/hour

*Regional
Development Alliance, Inc.*

East Idaho's Partner in Growth

Current Conditions

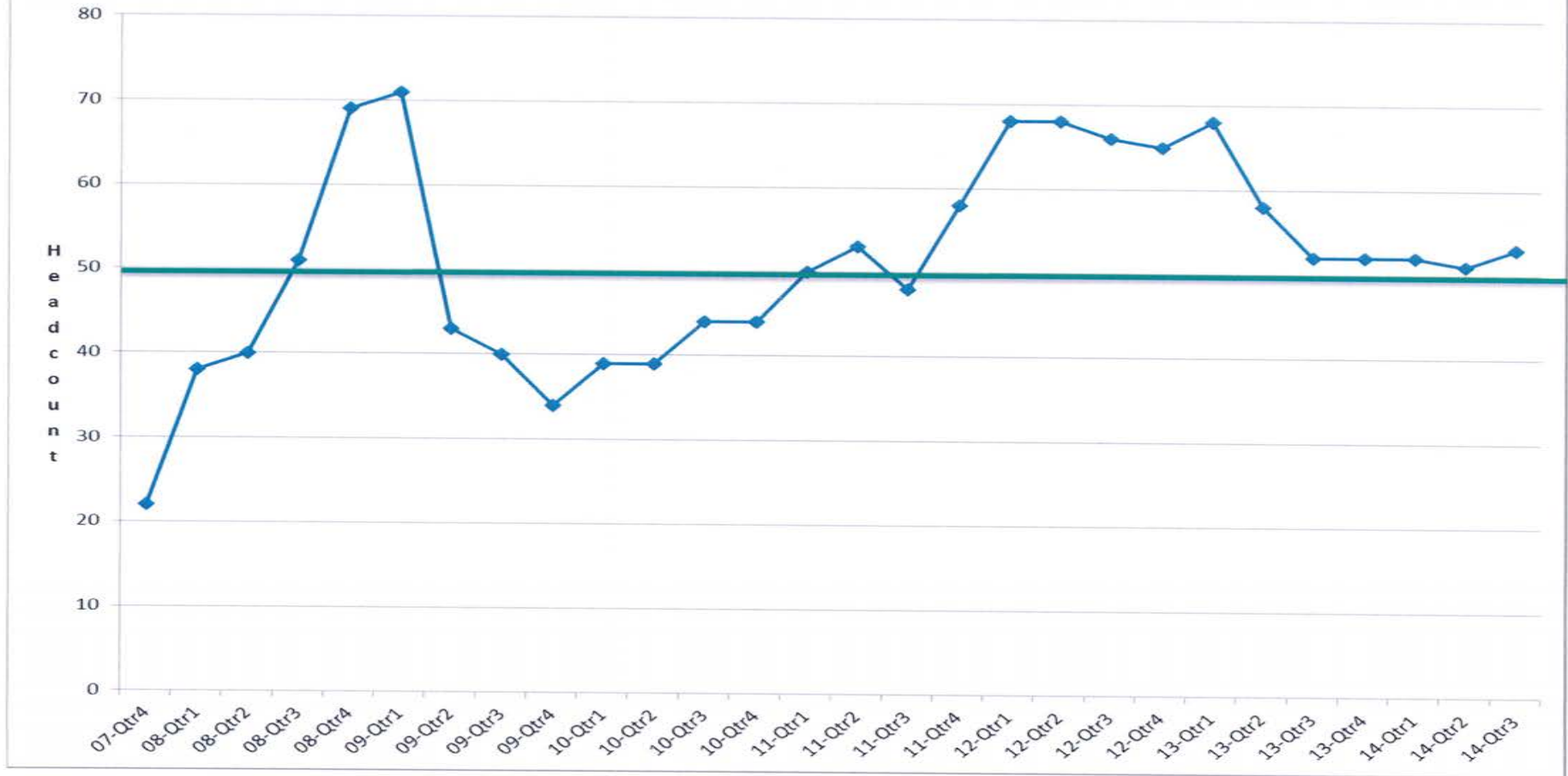
- Work has slowed down slightly
- No planned reductions
- Several good bids recently won
- Future bright, commitment strong
- Currently 56 heads on roll
 - 53 heads over \$14 per hour
 - Average wage of \$20.85 per hour

East Idaho's Partner in Growth



Current Conditions

Petersen Inc.
Idaho Facility Qtrly Headcount



AGENDA ITEM

NO. 6

**POCATELLO DEVELOPMENT AUTHORITY
BY-LAWS**

ARTICLE I

NAME

The Urban Renewal Agency, as created pursuant to the provisions of the Idaho Urban Renewal Law of 1965 (Chapter 20, Title 50, Idaho Code) and the Local Economic Development Act (Chapter 29, Title 50, Idaho Code), shall be known as the POCATELLO DEVELOPMENT AUTHORITY.

ARTICLE II

ENABLING PROVISION

The Pocatello Development Authority was created by the City of Pocatello, a municipal corporation of Idaho, pursuant to resolution 1988-13 in accordance with the Urban Renewal law of 1965, and the Local Economic Development Act. The Pocatello Development Authority shall act as an arm of state government, entirely separate and distinct from the City of Pocatello, as provided in Idaho Code Section 50-2006.

ARTICLE III

STATEMENT OF PURPOSE

The purpose of the Pocatello Development Authority is to undertake urban renewal projects in areas designated by the City of Pocatello to be deteriorating and to undertake the rehabilitation, conservation, redevelopment, or a combination thereof of such area, or areas, in the interest of the public health, safety, morals or welfare of the residents of the City of Pocatello. The Pocatello Development Authority, to the greatest extent it determines to be feasible in carrying out its stated purpose, shall afford maximum opportunity, consistent with the needs of the City of Pocatello as a whole, to the rehabilitation or redevelopment of the urban renewal area by private enterprise.

ARTICLE IV

BOARD OF COMMISSIONERS

A. Appointment. The Board of Commissioners of the Pocatello Development Authority shall consist of nine members determined in accordance with the provisions of Section 50-2006, Idaho Code, as the same now exists, or as may be amended hereafter, which section provides for appointment by the Mayor with the advice and consent of the City Council. The qualifications and eligibility of persons who serve on the Board of Commissioners shall be as defined and described in Section 50-2006, Idaho Code, as the same now exists, or may be amended hereafter. Provided, however, that the membership shall be constituted as follows: one member of the Pocatello City Council; one member of the Board of County Commissioners (or their designee); the Mayor of the City of Pocatello; one member with financial expertise such as accounting, banking, or lending-institution experience, one member from the education community, and four other members from the citizenry at large.

B. Term Each commissioner shall serve a four (4) year term. Commissioners may serve up to two (2) consecutive terms or eight (8) years. At the City's discretion, a commissioner may serve up to one additional term. The terms of each commissioner shall be staggered in such a fashion so that no more than two terms expire in any one (1) year, provided, however, that all terms shall expire in the month of May. Each commissioner shall hold office until his or her successor has been appointed and qualified. A letter noting the appointment, or reappointment, of a commissioner shall be filed with the City Clerk of the city of Pocatello, Idaho, and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner.

C. Compensation. The commissioners shall receive no compensation for their services, but shall be entitled to the necessary expenses, including travel expense, incurred in the discharge of their duties.

D. Meetings. The Board of Commissioners shall hold regular meetings at dates and times certain each month. The Chairman, or a majority of the Board of Commissioners have the power to call special meetings of the Board, the object of which shall be submitted to the Board in writing; the call and the object, as well as the disposition thereof, shall be entered upon the minutes of the Secretary. Special meetings may be held upon such notice as is appropriate to the circumstances. The notice provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such injury or damage.

E. Quorum. A majority of the members of the Board of Commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers of the Authority, and for all other purposes. Official action may be taken by the Board of Commissioners on a vote of a majority of the members thereof present at a duly-convened, regular or special meeting at which a quorum is present.

The State of Idaho Open Meetings Law specifically authorizes the holding of a meeting by telephone conference call. Pursuant to Idaho Code Section 67-2342(5), participation by a member of the governing body through telecommunications devices shall constitute presence in person by such the governing body provided ^{the} certain conditions ~~are~~ ~~complied with.~~ within § 67-2342(5) are met.

F. Executive Director, Legal Counsel, etc. The Board of Commissioners may employ an executive director, legal counsel, technical experts, a secretary, a treasurer, and such other agents and employees, permanent and temporary, as the board may require, and the

qualifications and duties of, and compensation for all of said persons so employed shall be determined by the Board. **The Board also has the power to terminate the employment or appointment of any such employees or appointed positions.**

G. No Self-Dealings. No public official, or employee of the City of Pocatello (or a board, or a commission thereof) and no commissioner or employee of the Pocatello Development Authority shall voluntarily acquire any personal interest, direct or indirect, in any urban renewal project, or in any property included, or planned to be included, in any urban renewal project in the City of Pocatello, or in any contract, or proposed contract in connection with such urban renewal project. Where such acquisition is not voluntary, the interest acquired shall be immediately disclosed in writing to the Pocatello Development Authority, and such disclosure shall be entered upon the minutes of the Board of Commissioners. If any such official, commissioner, or employee presently owns or controls, or owned or controlled, within the preceding two (2) years, any interest, direct or indirect, in any property which he knows is included, or planned to be included, in an urban renewal project, he or she shall immediately disclose this fact in writing to the Pocatello Development Authority, and such disclosure shall be entered upon the minutes of the Board of Commissioners, and any such official commissioner or employee shall not participate in any action by the City of Pocatello (or board, or commission thereof), or Pocatello Development Authority affecting such property.

H. Misconduct. For inefficiency, or neglect of duty, or misconduct in office, a commissioner may be removed by the Pocatello Development Authority only after a hearing, and only after he or she shall be given a copy of the charges at least ten days prior to such hearing, and shall have had an opportunity to be heard in person, or by counsel.

I. Powers and Duties. The property, business, powers and affairs of the Pocatello Development Authority shall be managed and controlled by the Board of Commissioners thereof. The Board of Commissioners is vested with all powers as provided by the Idaho Urban Renewal Law of 1965 (Chapter 20, Title 50, Idaho Code), and the Local Economic Development Act (Chapter 29, Title 50, Idaho Code), as the same now exists, or as may be amended hereafter. The Pocatello Development Authority may undertake urban renewal projects for the elimination of deteriorated, or deteriorating areas, and for the prevention of the development, or spread of slums and blights, and may involve slum clearance and redevelopment in an urban renewal area, or rehabilitation or conservation in an urban renewal area, or any combination or part thereof in accordance with an urban renewal plan. Such undertakings and activities within an urban renewal area may include the following:

1. Adopt a revenue allocation financing provision as described in the Local Economic Development Act as the same now exists, or as may be amended hereafter as part of an urban renewal plan;
2. Issue bonds from time to time in its discretion to finance the undertaking of any urban renewal project;
3. Acquire a deteriorated area, or a deteriorating area, or a portion thereof;
4. Demolish and remove buildings and improvements;
5. Install, construct, or reconstruct streets, utilities, parks, playgrounds, open space, off-street parking facilities, public facilities or buildings, and other improvements necessary for carrying out, in the urban renewal area, the urban renewal objectives in accordance with the urban renewal plan.
6. Dispose of any property acquired in the urban renewal area (including sale, initial leasing, or retention by the Pocatello Development Authority itself) at its fair

value for uses in accordance with the urban renewal plan, except for disposition of property to another public body;

7. Carry out plans for a program of voluntary or compulsory repair and rehabilitation of buildings, or other improvements in accordance with the urban renewal area, which, under the urban renewal plan, is to be repaired or rehabilitated for dwelling use or related facilities, repair or rehabilitation of the structures for guidance purposes, and resale of the property;

8. Acquire any other real property in the urban renewal area where necessary to eliminate unhealthful, unsanitary or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise to remove or to prevent the spread of blight or deterioration, or to provide land for needed public facilities;

9. Lending or investing federal funds; and

10. Construction of foundations, platforms and other like structural forms.

J. Reports. The Board of Commissioners shall file with the City Clerk, City of Pocatello, Idaho, on or before March 31st of each year, a report of its activities for the preceding calendar year, which report shall include a complete financial statement setting forth the authority's assets, liabilities, income, and operating expenses as of the end of such calendar year. At the time of filing such report, the Board of Commissioners shall cause to be published in the Idaho State Journal, Pocatello, Idaho, and a notice to the effect that such report is available for inspection during the regular business hours in the office of the City Clerk and in the office of the Authority.

ARTICLE V

OFFICERS

The Officers of the Authority shall be a Chairman, Vice-Chairman, Secretary, Treasurer and such other officers as the Board of Commissioners may deem necessary. Only the Chairman and Vice-Chairman need be members of the Board of Commissioners.

A. Election and Term. Mayor Richard Finlayson of the City of Pocatello shall designate the first Chairman and Vice-Chairman for a term of office of one (1) year from among the commissioners. Thereafter, the Board of Commissioners shall elect the chairman, Vice-Chairman, Secretary, Treasurer and such other officers as are deemed necessary for a term of one (1) year until his or her successor is duly elected and qualified. Such election shall occur at the regular meeting held in October. Officers elected at that meeting shall hold office until the regular meeting the following October.

B. Chairman. The Chairman shall be the chief presiding officer of the Pocatello Development Authority. The Chairman shall execute all deeds, bonds, contracts and other legal documents authorized by the Board, provided, however, that the Board may delegate certain of said duties to the Executive Director of the Authority. The Chairman shall be the chief administrator of the Pocatello Development Authority and shall have such powers and duties as may be assigned to him or her by the Board of Commissioners. The Chairman shall have the power to vote on any matter presented to the Board of Commissioners for their consideration. The Chairman shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

C. Vice-Chairman. The Vice-Chairman shall be possessed of all of the power and shall perform all the duties of the Chairman in the absence or disability of the Chairman. The Vice-Chairman shall have the power to vote on any matter presented to the Board of

Commissioners for their consideration. The Vice-Chairman shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

D. Secretary. The Secretary shall keep the minutes of all proceedings of the Board, shall attend to giving and serving all notices of the meetings of the Board as required, shall execute along with the Chairman in the name of the Pocatello Development Authority all deeds, bonds, contracts, and other legal documents and instruments as authorized by the Board, and shall be the custodian of the seal of the Pocatello Development Authority, books, bylaws, and such other books, records and papers of the Board as the Board shall direct. In addition, the Secretary shall perform other duties and have such responsibilities as may be designated by the Board. In case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to perform such duties, all duties required of the Secretary may be performed by the Chairman or Vice-Chairman, or such other person as may be designated by the Board.

E. Treasurer. The Treasurer shall have the general custody of all the funds and securities of the Pocatello Development Authority, and shall have general supervision of the collection and disbursement of funds of the Pocatello Development Authority. The Treasurer shall endorse on behalf of the board for collection, checks, notes, and other obligations and shall deposit the same to the credit of the Board in such bank or banks or depositories as the Board may designate. The Treasurer may sign, with the Chairman or such other person or persons as may be designated for said purpose by the Board of Commissioners all negotiable instructions. The Treasurer shall enter, or cause to be entered regularly in the books of the Board, all monies received and paid by him on account of the Board, shall at all reasonable times exhibit the Board books and accounts to any commissioner of the Board at the office of the Board during regular business hours, and whenever required by the Board, or the

Chairman, shall render a statement of accounts. The Treasurer shall perform such other duties as may be prescribed from time to time by the Board or by the bylaws. In case of the absence or disability of the Treasurer, or the Treasurer's refusal or neglect to perform such duties, all duties required of the Treasurer may be preformed by the Chairman or Vice-Chairman, or such other person as may be designated by the Board.

F. Vacancy. If any of the foregoing offices shall, for any reason, become vacant, the Board of Commissioners shall elect a successor who shall hold office for the unexpired term and until a successor is elected and qualified.

ARTICLE VI

MISCELLANEOUS

A. Seal. The seal of the Pocatello Development Authority shall be circular in form and shall have the name of the Pocatello Development Authority on the circumference and shall have the words "Corporate Seal Idaho" in the center.

(SEAL)

B. Committees. The Board of Commissioners may appoint one or more committees to investigate and study matters of Pocatello Development Authority business and, thereafter, to report on and make recommendations concerning said matters assigned to the Board of Commissioners. When possible, each of said committees shall be chaired by a member of the Board, but said committees may be comprised of persons other than members of the Board of Commissioners. No such committee shall have the power to make final decisions, power being vested solely in the directors. The terms of office, the persons serving, the matters to be

studied, and all procedural decisions shall be made and decided by the Board of Commissioners.

C. Accounts. In addition to such bank accounts as may be authorized by the Board of Commissioners, the Treasurer of the Pocatello Development Authority, with the approval of the Chairman, may authorize such bank accounts to be opened or maintained in the name and on behalf of the Pocatello Development Authority as he or she may deem necessary or appropriate. Payments from such bank accounts are to be made upon the check of the Pocatello Development Authority, each of which checks shall be signed by two of such directors, officers or bonded employees of the Pocatello Development Authority as shall be authorized by the Board of commissioners.

D. Robert's Rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern regular and special meetings of the Board of Commissioners in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board of Commissioners may adopt.

ARTICLE VII

AMENDMENTS

These bylaws may be repealed, amended, or new bylaws adopted at any regular or special meeting for such purpose of the Board of Commissioners by a majority vote of all members of said Board.

We, the undersigned, being members of the Board of Commissioners of the Pocatello Development Authority, do hereby certify that the foregoing amended bylaws were duly

adopted as the bylaws of said Pocatello Development Authority on the 15th day of October, 2014.

Ryan Ward, Chairman

Brian Blad, Mayor

Larry Fisher

Darlene Gerry

Cynthia Hill

Russell Meyers

Michael Orr

Linda Tigert

Caroline Wight



ENGINEERING DEPARTMENT
911 N. 7th
P.O. Box 4169
Pocatello, Idaho 83205-4169
(208) 234-6225 FAX (208) 234-6296



August 19, 2014

Pocatello Development Authority
C/o Lonnie Crowell, Director
City of Pocatello
PO Box 4169
Pocatello, ID 83205

Dear Lonnie:

Item #1

Please note that the City has reimbursed the PDA \$489,083.00. This money was originally deposited into Bannock County Court for the Isley and Christensen properties, and was later transferred to the title company upon execution of warranty deeds. Those properties have been acquired and the State has reimbursed the City for expenses.

Item #2

Please consider this as the City's formal request for reimbursement of City of Pocatello funds for the South Valley Connector Project in the amount of \$1,915,421.46, as follows:

\$1,850,000 is the initial local match payment for the Phase 1B Project. The Phase 1B Project includes construction of three bridges and completion of the roadway to Bannock Highway.

\$16,892 for the Idaho Power Company fee to provide electrical service to the pumps below the I-15 bridges

\$29,148.36 cash transfers from two other city federal aid projects that were closed

\$35,609.75 total non-participating project expenses paid by city

(\$16,228.65) has been subtracted from the invoice in order to reserve \$1M from the PDA's \$3.3M commitment. The second local match payment for the Phase 1B Project is due to ITD on 10/1/2014. The City will seek reimbursement from the PDA for \$1M next month.

65,421.46

If you have any questions concerning this request, please contact me.

Sincerely,

Deirdre Castillo, City Engineer

Enc.



Duplicate Payment Receipt

ACCOUNT NUMBER 27404602
CUSTOMER NAME City of Pocatello
SERVICE LOCATION South Valley Rd

Employee #: _____

Date: 0-26-14

Cash:

Check #: 7080958

Amount Paid

16,892.00

Arrangements

Date	Amount (\$)

Please Remember—Presenting your original bill when making a payment will save YOUR TIME and give us the opportunity to serve you better.



COPY

Account With

City Of Pocatello
Po Box 4169
Pocatello, Id 83204

W.O. Design.# 27404602

Date June 21, 2014

In accordance with your request: PROVIDE SERVICE FOR PUMPS

Project Address or Job Location Pocatello, Id 83204
SOUTH VALLEY ROAD

Line Installation Costs (Line 1)
Line Installation Credits (Batterment, Salvage, Customer Trench)(Lines 2-4)
Terminal Facilities (Line 6)
Customer Allowance (Line 7)
Salvage Terminal Credit (Line 8)
Unusual Conditions (Line 10)
Other Charges (Eng Charges, Permits, Misc Charges) (Lines 25)

\$	21,145.00
\$	5,000.00
\$	756.00

Amount to be paid and received prior to job being scheduled for construction. Quote good for sixty (60) days.

\$ 16,892.00

- Please remit payment.
- Please return signed and dated Service Request and Customer Cost document (attached).
- Please return signed and dated Work Order Map.
- Other

Comments: ALL DOCUMENTS MUST BE SIGNED AND CONSTRUCTION COSTS COLLECT BEFORE JOB CAN BE SCHEDULED. INCLUDES VESTING, METER, AND CUSTOMER PROVIDED TRENCHING.

Work order will not be released for scheduling for construction until payment and/or requested documents are signed and returned. This quote is binding on the Company for a period of sixty days (60) from the date on this letter, and subject to change if information provided by the customer changes.

PLEASE RETURN SIGNED DOCUMENTS TO:

IDAHO POWER COMPANY
301 E BENTON ST.
POCATELLO, ID 83201
ATTN: BRAD WILSON

If you have any questions, please telephone
Brad Wilson
236-7851



Idaho Power Company
Service Request

Service Request Number: 00355194

CITY OF POCATELLO-X SOUTH VALLEY/I-15; NEW DRAINAGE PUMP

Work Order Number:	27404602	Eng Hours:	
Request Type:	CS	Eng Fee Amount(Att98):	0.00
Rate Sch.:	09	Eng Fee Amount(Att16):	
Reply By:		Eng Fee Service Agreement No:	
		Eng Fee Service Agreement Date:	
		Customer No:	

Feeder: PNUF42B
 Service Location: SOUTH VALLEY POCATELLO, ID 83204
 Required in Service Date: 2/17/2014
 Planning Center/Team: POC SOUTH

Contact Detail:

CUST DEIRDRE -CITY OF POCATELLO 208-234-6587
 ,, POCATELLO ID 83201

Attribute Information

RES/COM

Service Voltage	277/480	No. Of Meters	1
Number of Phases	3	Meter Location	PEDESTAL
KW Motor Load:		Ct Loc	
Largest Motor		Primary OH/UG	UG
1 Phase KW Demand		Service OH/UG	UG
3 Phase KW Demand		Srv Owner	IPCO
Connected KW Load	25	Panel Amp Size	200
Commercial Deposit Amount			

Notes

INSTALL UNDERGROUND 3 PHASE LINE EXTENTION TO SERVE 2 EACH
 12.5 HP PUMPS.

I understand that the information provided above is accurate to the best of my knowledge. Changes to load; voltage; location; etc. may result in additional engineering charges.

Mark Dyke 6/24/2014
 Client Signature Date

Brad Y. Wilson 6/21/14
 Idaho Power Representative Signature Date



CUSTOMER COST QUOTE IDAHO

Customer or Project Name: CITY OF POCA TELLO-X SOUTH VALLEY//I-15; NEW DRAINAG	Design Number: 0000102328	Version: 002	Work Order #: 27404602
--	-------------------------------------	------------------------	----------------------------------

	Prepaid Fees	Debit	Credit	Totals
Line Installation Cost				
1. Line Installation/Upgrade Costs		8,669		
2. Company Betterment / Other Credits			377	
3. Salvage IPCO - Credit			0	
4. Customer Provided Trench			715	
5. Net Line Installation Cost				7,577
Terminal Facilities				
6. Terminal Facilities		8,815		
7. Customer Allowance			4,294	
8. Salvage Term Credit			0	
9. Net Terminal Facilities				4,521
10. Unusual Conditions		0		
11. Bank Letter of Credit <i>(Only for Unusual Conditions over \$10,000)</i>			0	
12. Net Construction Cost				12,098
13. Net Vested OR Refundable Construction Cost <i>(Limited to 5 years or 4 additional applicants)</i>				6,062
14. Construction Cost Not Available for Vesting or Refund				6,036
Other Charges				
15. Vested Interest Work Order # 27357679		3,972		
16. Billable Permits		0		
17. Prepaid Permits	\$ 0			
18. Billable Engineering Charges		756		
19. Prepaid Engineering Charges	\$ 0			
20. Underground Service Attachment Charge		0		
21. Relocation or removal with new capacity		0		
22. Relocation or removal with NO new capacity		66		
23. Salvage Credit Relocation			0	
24. Miscellaneous Charges/Adjustments		0		
25. Net Other Charges				4,794
26. Total Work Order Charges		\$ 22,278		
27. Idaho Power Co. Contribution & Other Credits			\$ 5,386	
28. Total Customer Payment Due (Line 12 + Line 25)				\$ 16,892

Customer signature is required on Page 2 of this document

Notes: CUSTOMER PROVIDED TRENCH, INCLUDES METER.

Customer or Project Name:

CITY OF POCATELLO-X SOUTH VALLEY/I-15; NEW DRAINAG

Design Number:

0000102328

Version:

002

Work Order #:

27404602

Total Customer Payment Due Prior to Construction Scheduling

\$ 16,892

Notice: This Customer Cost Quote shall be binding on both Idaho Power Company ("Idaho Power") and Customer for a period of sixty (60) days from the date below indicated, subject to changes in information provided by Customer or changes in Idaho Power's ability to obtain satisfactory rights-of-way or to comply with governmental regulations, including but not limited to the rules, regulations, and tariffs of the Idaho Public Utilities Commission. Customer must make payment of the quoted amount not less than thirty (30) days prior to the start of the construction work set forth above (the "Work"), but Idaho Power does not represent that the Work will commence within 30 days of receipt of payment. The start of the Work is subject to Idaho Power's ability to obtain the necessary labor, materials and equipment.

Prior to commencement of the Work, Customer shall identify for Idaho Power the location of all underground pipes, lines, and other facilities (collectively, the "Underground Lines") that may be on Customer's property where Idaho Power is working. Customer agrees to be responsible for identification and location of all Underground Lines and shall indemnify, defend, reimburse and hold harmless Idaho Power and its successors and their respective directors, officers, members, employees, representatives, and agents for, from, and against any and all claims, liabilities, losses, damages, expenses, suits, actions, proceedings, judgments and costs of any kind (collectively, "Damages"), whether actual or merely alleged and whether directly incurred or from a third party, arising out of or relating to Customer's failure to properly or adequately identify and locate the Underground Lines, except to the extent finally determined by a court of law that such Damages resulted from the gross negligence or willful misconduct of Idaho Power, its agents, subcontractors, employees, officers or directors.

Idaho:

Customer acknowledges Idaho Power's Rule C (Service and Limitations), Section 7 (Rights of Way) on file with the Idaho Public Utilities Commission: "The Customer shall, without cost to the Company, grant the Company a right of way for the Company's lines and apparatus across and upon the property owned or controlled by the Customer, necessary or incidental to the supplying of Electric Service and shall permit access thereto by the Company's employees at all reasonable hours." By signing this form, Customer grants to Idaho Power a perpetual right-of-way over Customer's property for the installation, operation, replacement and maintenance of power facilities to provide electrical service to Customer and any future owners of Customer's property.

Oregon:

Customer acknowledges Idaho Power's Rule C (Service and Limitations), Section 7 (Rights of Way) on file with the Public Utility Commission of Oregon: "The Customer shall, without cost to the Company, grant the Company a right of way for the Company's lines and apparatus across and upon the property owned or controlled by the Customer, necessary or incidental to the supplying of Electric Service and shall permit access thereto by the Company's employees at all reasonable hours." By signing this form, Customer grants to Idaho Power a perpetual right-of-way over Customer's property for the installation, operation, replacement and maintenance of power facilities to provide electrical service to Customer and any future owners of Customer's property.

____ (Customer Initials) Charges for installation of underground electrical service are not included in this Cost Quote and will be billed to the customer after work has completed

____ (Customer Initials) The customer acknowledges receipt of the reduced charge option brochure/packet, also available at idahopower.com

Customer Signature X Mark Olyka

Date X 6/24/2014

IPCo Representative X Brad J. Wilber

Quotation Date X 6/21/14



Memorandum of Understanding

Project Name: South Valley Rd. Pumps

Work Order Number: 27404602

The quoted prices and credits include these requirements for trench backfill and compaction and the final grade.

**1. Standard
Compaction**

Standard compaction is required in all areas that do not require high compaction. For standard compaction, backfill with the native soil and "wheel-roll" the trench. If the soil is "loamy" or does not compact well, the spoils must be hauled off and replaced with 3/4" road mix up to 12" of the surface. Use native backfill for the top 12" of the trench.

Standard compaction footage

Note: The grantor of the right-of-way may require high compaction in areas that are not under a paved surface or road but still within the right-of-way.

**2. High (or 95%)
Compaction**

High compaction is required in areas where the trench will be under:

- ◆ A roadway, alley, driveway, or parking lot (whether paved or unpaved).
- ◆ A paved surface.
- ◆ Where the grantor of the right-of-way requires high compaction.

For high compaction, backfill the trench in 12" lifts with 3/4" roadmix or "pit run" and compact each lift with a "wacker" or other similar compaction device. Native soil is not acceptable as a backfill material for high compaction and must be hauled off.

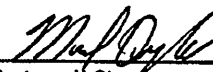
High compaction footage

3. Final Grade

We understand that as of July 15, 2014 the above named project will be ready for facilities to be installed by Idaho Power.

All roadways and cable routes must have all grading and subgrading completed by this date. The project must be properly referenced and have grade stakes installed at all Idaho Power device locations and as might be necessary to establish proper elevations and burial depths for Idaho Power facilities. The customer will be responsible for the total cost of damage to Idaho Power facilities that results from any subsequent changes in property any needed relocation, repair, or lines, lot lines, elevations, grades, excavations, or profiles causing improper locations or burial depths of above-ground equipment, below-ground equipment, cable, or conduit.

This Memorandum of Understanding is accepted by:


Customer's Signature

6/24/2014
Date

Brad Wilson
Idaho Power Representative

6/21/2014
Date



Memorandum of Agreement

Project Name: South Valley Rd. Pumps

Work Order No.: 27404602

The purpose of this Memorandum of Agreement (hereinafter "Agreement") is to set out in writing certain agreements between Idaho Power Company and (Developer) City Of Pocatello hereinafter referred to as Developer, regarding the Developer's performing a portion of the construction work required as a part of Idaho Power Company's Work Order No: 27404602 for the (Name of Work Order or Project Name) South Valley Rd. Pumps

Developer understands and specifically agrees to the following:

1 The minimum width of a customer provided trench is 18" for the majority of installations. This allows adequate spacing between conduits for most applications. Spoils pile will be stored a minimum of 2 feet from the edge of the trench for working space and safety.

The customer will have backhoe and operator onsite to correct any problems with the trench.

Prior approval necessary for any other width from the Idaho Power representative working the job.

A minimum of 42" of backfill for primary trench 30" for secondary and service trench.

The customer will backfill with native soil and wheel-roll the trench for standard compaction. Wheel rolling achieves about 80% compaction rate. This is dependent on soil conditions. Shading the conduit with enough selected backfill material to provide 6" cover. No rocks larger than 2" for the first 6" of fill material and no larger than 6" for the remainder of the fill.

The 'customer' will be responsible for any damage to property or landscape done during trenching.

Customer will install and be responsible for erosion controls at trench location when trench is on a grade and the possibility of washing out before vegetation grows back.

The trench must be inspected prior to backfill by an Idaho Power representative.

2 The area where this "work" will be performed is marked on the Work Order map which is attached hereto and is referred to as the Developer's Work Area.

3 The above described "work" shall be performed under the direction and control of Developer who shall be acting as an independent contractor and not as an agent or employee of Idaho Power Company.

4 Developer specifically agrees to assume liability for any and all injury, disability and/or death of any workman or other person as well as any personal injury or property damage of any type resulting from or arising out of the performance of the above described "work." Developer further specifically agrees to indemnify, hold harmless and provide a full defense for Idaho Power Company, its representatives, agents, employees, officers, directors, and all other persons, associations, affiliates or corporations acting for, by or through, or in any way on behalf of Idaho Power Company from any claims, demands, actions, suits, losses, expenses or penalties of any kind or nature arising out of or by reason of the performance of the above described "work" by Developer. Additionally, in the event any such action or claim of any type is filed against Idaho Power Company as hereinbefore described, Idaho Power Company may, at its option, undertake its own defense, and Developer agrees to pay all costs, expenses and attorney fees associated with such defense.

5 Developer specifically agrees that all "work" performed by Developer under this Agreement shall be conducted in a safe manner. Developer agrees to continuously maintain proper and adequate barriers and marking around the entire "work" areas, including but not limited to trenches, to ensure the safety of Developer's workers, Idaho Power Company personnel and the public.

6 Idaho Power Company shall, at all times, retain authority to inspect, but is not required to inspect, any and all aspects of the above described "work." Developer acknowledges that he has full responsibility to ensure that the "work" is performed properly and meets the requirements, codes and specifications of all relevant authorities or regulatory bodies, including but not limited to OSHA Safety and Health Regulations, and the following specifications of Idaho Power Company:

(Company Work Specifications)

PROVIDE PRIMARY TRENCH AT A DEPTH OF 42" TO THE TOP OF THE CONDUIT, BACKFILL USING NO LARGE ROCK, BE RESPONSIBLE FOR REMOVAL OF OVERBURDEN OR DEBRIS, COMPACTION WHERE NECESSARY, ANY DAMAGE TO PROPERTY OR LANDSCAPE, STORM WATER PROTECTION AND DUST CONTROL.

7 Developer acknowledges his full and continuing responsibility to use sound engineering judgment in all aspects of the performance of the above described "work." In addition, Developer agrees that at any time during the progress of said "work" and at Idaho Power Company's option, Idaho Power Company may order that any work deemed to be unsatisfactory after inspection shall be redone at Developer's expense.

8 Developer will receive credit on the Work Order in the amount of \$715 as a contribution in aid of construction for the "work" performed under this Agreement.

9 Idaho Power Company will install all cables, transformers and pads.

10 Except for the "work" described in Paragraphs 1 and 2 above, all the work to be performed under this Work Order and all work performed outside the Designated Developer Work Area will be performed by Idaho Power Company or its contractor.

11 All questions that arise in regard to work to be performed under this Agreement which require a response by Developer will be directed to GEORGE KNAUP
whose address is 301 E BENTON ST. POCA TELLO
and whose phone number is 208-316-1544

12 This Agreement and all of the work required to be performed under the Work Order described above is subject to all applicable schedules and tariffs approved and filed with the Idaho Public Utilities Commission.

The above Memorandum of Agreement, read and understood IDAHO POWER COMPANY
and agreed to this 6 24 2014

Month Day Year



Developer Signature

Brad Wilson

Idaho Power Representative

UNDERGROUND CABLE NOTES

POINT NUMBER	STATION	CABLE SIZE	CABLE LENGTH	TRENCH LENGTH	CONDUIT SIZE	CONDUIT LENGTH	COMPACTION LENGTH	BORE LENGTH
#1	SC25 TO SC29	1/0-3	308	40	1-4'	288	40	

No Avian Protection Restriction

CITY OF POCA TELLO
DEIRDRE CASTILLO
234-6587



NOTE: CUSTOMER TRENCH, COMPACTION, AND BACKFILL

SOUTH 5TH AVE
SOUTH VALLEY RD.



NOTE: COMPACTION REQUIRED WITHIN ROAD ROW



Customer: *Mal Oyle* Date: *6/24/2014*

Job Title:
CITY OF POCA TELLO-PUMPS FOR SOUTH VALLEY ROAD
Additional Description:
INSTALL NEW UNDERGROUND 3 PHASE LINE EXTENTION
Additional Description:
TO SERVE PUMPS FOR UNDERPASS ON SOUTH VALLEY ROAD.

Feeder Map file Name: PNUF4204					Surveyed or GPS: GPS		Fdr By: XX		Designer: BLW8524	
Qua 4 Twn 07S Rng 35E Sec 07 Mer BM					Joint Use Attachments: NO		Date: XX		Design No: 0000102328	
State ID: BANNOCK County					Pre-Built Date: 06/21/14		ArcFM By: XX		Work Order No: 27404602	
					Built as Designed:		Date: XX			
					Construction Date:					
					Operating Voltage: 12.5 kV					

City of Pocatello
Accounts Payable Transaction

Group number : 6098 6/24 DEMAND CHECKS DS
Accounting period : 09/2014 mm/yyyy
Posting date : 06/25/2014 mm/dd/yyyy

Transaction date : 06/24/2014 mm/dd/yyyy
Invoice number : 27404602 DESIGN
Account number : 70-6001-500.80-01 STREETS AND ROADWAY
Project number : FAG050 CHEYENNE CORRIDOR
Amount : 16,892.00
Liquidated amount : .00
Discount amount : .00
Retainage amount : .00
Net transaction amount : 16,892.00
Voucher number : 008767
PO number :
Vendor number : 15439 IDAHO POWER COMPANY
Description 1 : LINE INSTALLATION FOR THE
Description 2 : SOUTH VALLEY ROAD
Transaction type code :

F3=Exit F12=Cancel F15=Group Inquiry

F24=More keys



IDAHO TRANSPORTATION DEPARTMENT
 P.O. Box 7129
 Boise ID 83707-1129

(208) 334-8000
 itd.idaho.gov

March 11, 2014

City of Pocatello
 PO Box 4169
 Pocatello, ID 83205-4169

RE: Final Settlement of Local Agreement with the City of Pocatello for the Pocatello Cr Rd project, Major Program #5967, Program #T955510.

The above referenced project has been completed and closed with the FHWA. A final accounting of project costs affecting the City of Pocatello is as follows:

Total Costs	\$2,216,245.75
Less: Federal Aid	<u>2,032,391.47</u>
Local Share	183,854.29
Local Match Donation	177,250.85
Local Match Credit	6,603.44
Deposits and Interest	85,338.84
Transfers to other projects	<u>24,000.00</u>
Balance Due to City of Pocatello	\$ 61,338.84

We found that two other Pocatello projects were in need of funds; 07508 South Valley Connector → \$10,000 and 10493 Clark St Landscaping \$14,000. We have included an invoice tracking that requires a signature from you for the remaining \$61,338.84. Please sign this document and return it to us so that we may process your refund.

If we can be of further assistance, please contact Louise Davis at 334-8047 louise.davis@itd.idaho.gov
 Sincerely,

David Tolman
 Controller

CC: Ed Bala – D5 Engineer, Shannon Marotz – DRI and
 Financial Services

The \$10,000⁰⁰ represents required match payments to ITD for the Cheyenne Connector Projects - These payments were made as transfers within ITD's Accounting department.



IDAHO TRANSPORTATION DEPARTMENT
 P.O. Box 7129
 Boise ID 83707-1129

(208) 334-8000
 itd.idaho.gov

May 11, 2011

City of Pocatello
 PO Box 4169
 Pocatello, ID 83205

RE: Final Settlement of Local Agreement with the City of Pocatello for the Benton St. Br. Project #BHM-7151(101), Major Program # 6027, Program # T955520.

The above referenced project has been completed and closed with the FHWA. A final accounting of project costs affecting the City of Pocatello is as follows:

Total Costs	\$2,754,456.30
Federal Aid	<u>2,202,011.00</u>
Local Share	552,445.30
Less: Local Match Credit	-345,783.66
Cash Advances and Interest	-495,449.31
Cash advance transferred to other projects	<u>222,659.32</u> → 288,787.67
Balance due to City	\$ 66,128.35

We see that the following programs are in need of additional funds. We have moved \$222,659.32 as follows:

E035130	527.39	5 th Ave; Humbolt to End of Complet
1995680	195,515.19	I-15, Clark St Overpass
T005130	139.65	Portneud Valley Strategic Plan
T005160	7,207.18	Alameda Bike Lanes
T075570	121.55	Clark St ic#67 Landscaping
→ T995850	19,148.36	Cheyenne Overpass ✓
	<u>= 1907.508</u>	

We have included an invoice tracking form that requires a signature from you. Please sign this document and return it to us so that we may process your refund.

If we can be of further assistance, please contact Louise Davis at 334-8047.

Sincerely,

Gordon Wilmoth

Gordon Wilmoth
 Controller

CC: Dist 3-DRI-FS

The \$ 19,148.36 represents required match payments to ITD for the Cheyenne Connector Projects. These payments were made as transfers within ITD's Accounting Dept

PC100I04

CITY OF POCATELLO
Transaction Inquiry

8/19/14
12:33:58

*Cheyenne
Overpass*

Non-participating

Card number : *****0392
 Cardholder name . . . : EVANS, GERALD
 Department : 00051 ENGINEERING
 Division : 00001 ENGINEERING
 Transaction type . . . : D DEBIT
 Amount : 935.37 ←
 Transaction date . . . : 3/18/14 Posting Date . . . : 3/19/14
 Merchant : FERGUSON ENT# 3056 City: 208-238-1091 ID
 GL Vendor : 982 FERGUSON ENTERPRISES INC #3003
 Status : AP Approved ID: STEARNS Date: 4/02/14
 GL account : 070-6001-500-80.01
 Project number . . . : FAG050
 Misc. info line 1 . . : Pipe and fittings for the Cheyenne project - non-p
 Misc. info line 2 . . :
 Misc. info line 3 . . :

F3=Exit F12=Cancel F18=Card Info

City of Pocatello
Accounts Payable Transaction

Group number : 5305 Engineering - ks
 Accounting period : 08/2013 mm/yyyy
 Posting date : 06/05/2013 mm/dd/yyyy

 Transaction date : 05/30/2013 mm/dd/yyyy
 Invoice number : 2013-0332
 Account number : 70-6001-425.40-99 OTHER PURCH. PROF. SERV.
 Project number : FAG050 CHEYENNE CORRIDOR
 Amount : 2,671.70
 Liquidated amount : .00
 Discount amount : .00
 Retainage amount : .00
 Net transaction amount . . : 2,671.70
 Voucher number : 008168
 PO number :
 Vendor number : 21064 GMI GEO MARINE
 Description 1 : Archaeological monitoring
 Description 2 : Cheyenne Corridor
 Transaction type code . . :

F3=Exit F12=Cancel F15=Group Inquiry

F24=More keys



2201 K Avenue, Suite A2 • Plano, TX 75074-5708
 Phone: 972-423-5480 • Fax: 972-422-2736

www.geo-marine.com

INVOICE

INVOICE NO: 2013-0332
 INVOICE DATE: MAY 6, 2013

TO: CITY OF POCATELLO
 PO BOX 4169
 POCATELLO, ID 83205

PROJECT NAME:
 CLIENT TECHNICAL REPRESENTATIVE:
 FOR SERVICES COMPLETED THROUGH:
 GMI PROJECT NO:
 GMI PROJECT MANAGER:

CHEYENNE CORRIDOR TEST PIT SITE
 MS. DIERDERE CASTILLO
 APRIL 12, 2013 TO MAY 3, 2013
 20031.00.01
 TABITHA GRIFFITH

CONTRACT VALUE	\$	2,672.00
MOD	\$	-
TOTAL	\$	2,672.00

TELEPHONE: (972) 423-5480
 INTERIM INVOICE

LABOR:	CURRENT BILLINGS:			CONTRACT-TO-DATE BILLINGS:		
	NAME	HOURS THIS PERIOD	RATE	CHARGES THIS PERIOD	CUMULATIVE HOURS	CUMULATIVE DOLLARS
PI - ADMIN	2.0	85.77	\$	171.54	2.0	\$ 171.54
ARCHAEOLOGICAL MONITOR (TRAVEL)	8.0	60.97	\$	487.76	8.0	\$ 487.76
ARCHAEOLOGICAL MONITOR (FIELD WORK)	16.0	60.97	\$	975.52	16.0	\$ 975.52
EDITOR	0.0	77.06	\$	-	0.0	\$ -
PI - MONITORING	10.87	85.77	\$	915.17	10.87	\$ 915.17
TASK 1: TOTAL LABOR COSTS:	38.7		\$	2,549.99	38.7	\$ 2,549.99
SUBCONTRACTORS						
BACKHOE			\$	-		\$ -
GEOARCHEOLOGIST			\$	-		\$ -
TOTAL FOR SUBCONTRACTORS			\$	-		\$ -
TRAVEL						
AUTO RENTAL		0.0	\$	61.00	0.0	\$ 61.00
TOTAL TRAVEL COSTS			\$	61.00		\$ 61.00
OTHER DIRECT COSTS						
REIMBURSEMENTS						
GPS USAGE	25.00		\$	25.00		\$ 25.00
DIGITAL CAMERA	10.00		\$	10.00		\$ 10.00
FIELD SUPPLIES	10.00		\$	-		\$ -
PRINTING/FAX	15.00		\$	-		\$ -
TOTAL FOR OTHER DIRECT COSTS			\$	35.00		\$ 35.00
TOTAL PROJECT BILLED AMOUNT				2,646.99		2,646.99
G&A	26%	\$	25.12			\$ 25.12
G&A ON SUBCONTRACTOR	5%	\$	-			\$ -
TOTAL DUE THIS INVOICE			2,671.70			2,671.70

AMOUNT PAID	\$	-
CTD DUE	\$	2,671.70

MaryAnn McCulloch
 MARYANN MCCULLOCH
 ACCOUNTING OFFICE MANAGER

DATE 5/13/13
 FUND/DEPT 070-0001-425
 ACCOUNT # 40-99
 PROJECT # FAR 050
 AMOUNT \$ 2,671.70
 APPROVED BY _____

GROUP/TRANS# 5305/2900

This is a non-participating cost, so don't bother billing ITD.
OK

please pay GMI.
 MK. DVC
 5-6-13

GEOWIRE, INC.
Employee Timesheet

Employee: MASON, ASHLEY
Employee ID: 001662
Class: Full-Time Sal. Exmpt w/Benefit
Printed: May 6, 2013 8:31 AM



Revision: 1
Schedule: Weekly Timesheets for GMI
Period Ending: Apr 19, 2013
Page: 1

Line No	Project Account	Organization Pay Type	Charge Description	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Line Totals
1	39GMI.00.021.01 500-039	1.02.01 R	2000 ACRE-SAYLOR CREEK			8.0			8.0		16.0
2	20031.00.01 500-040	1.02.01 R	CHEYENNE CORRIDOR TEST				16.0				16.0
3	20031.00.01 500-039	1.02.01 R	CHEYENNE CORRIDOR TEST					8.0			8.0
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
	Regular					8.0	16.0	8.0	8.0		40.0
	Overtime										
	Total					8.0	16.0	8.0	8.0		40.0

Signature: MASON, ASHLEY (001662) Date: Apr 19, 2013 5:05 PM	By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures	Approval: GRIFFITH BURGESS, TABITHA (001727) Date: Apr 19, 2013 5:11 PM
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GEO-M... INC.
Employee Timesheet

Employee: GRIFFITH BURGESS, TABITHA

Employee ID: 001727

Class: Full-Time Sal. Exmpt w/Benefit

Printed: May 6, 2013 8:31 AM



Revision: 1

Schedule: Weekly Timesheets for GMI

Period Ending: Apr 19, 2013

Page: 1

Line No	Project Account	Organization Pay Type	Charge Description	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Line Totals
1	10509.00.51	1.02.01	SAYLOR CREEK RANGE 1			2.0	4.0	4.0	4.0		14.0
	500-039	R									
2	11111	1.02.01	OVERHEAD LABOR			4.0	4.0	4.0	4.0		16.0
	700-001	R									
3	73000.01.02.01	1.02.01	B&P-SMALL PROJE CTS							8.0	8.0
	540-039	R									
4	20031.00.01	1.02.01	CHEYENNE CORRIDOR TEST			2.0					2.0
	500-039	R									
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
	Regular					8.0	8.0	8.0	8.0	8.0	40.0
	Overtime										
	Total					8.0	8.0	8.0	8.0	8.0	40.0

Signature: GRIFFITH BURGESS, TABITHA (001727)

Date: Apr 19, 2013 5:11 PM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: ESTABROOK, RICHARD W. (001910)

Date: Apr 21, 2013 10:01 AM

GEO-MILBURN, INC.
Employee Timesheet

Employee: GRIFFITH BURGESS, TABITHA
Employee ID: 001727
Class: Full-Time Sal, Exmpt w/Benefit
Printed: May 6, 2013 8:30 AM



Revision: 2
Schedule: Weekly Timesheets for GMI
Period Ending: May 3, 2013
Page: 1

Line No	Project Account	Organization Pay Type	Charge Description	Sat 4/27	Sun 4/28	Mon 4/29	Tue 4/30	Wed 5/1	Thu 5/2	Fri 5/3	Line Totals
1	10509.00.51	1.02.01	SAYLOR CREEK RANGE 1						6.0	2.0	8.0
	500-039	R									
2	11111	1.02.01	OVERHEAD LABOR				2.4	3.0	2.0	6.0	13.4
	700-001	R									
3	20031.00.01	1.02.01	CHEYENNE CORRIDOR TEST				5.6	5.0			10.6
	500-039	R									
4	10700.00.127	1.02.01	HUBBARD VINEYARD CRI			8.0					8.0
	500-039	R									
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
	Regular					8.0	8.0	8.0	8.0	8.0	40.0
	Overtime										
	Total					8.0	8.0	8.0	8.0	8.0	40.0

Signature: GRIFFITH BURGESS, TABITHA (001727)
Date: May 3, 2013 4:33 PM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: ESTABROOK, RICHARD W. (001910)

Date: May 3, 2013 6:49 PM

WELCOME
TO
SINCLAIR

IP16585186-001
TEE BOX
3555 BANROCK HWY
POCATELLO ID 8320

DATE 04/16/13
TIME 12:55 PM
AUTH# 529247

AMEX

PUMP	PRODUCT	PPG
05	UNLD	\$3.499

GALLONS	FUEL TOTAL
17.604	\$61.60

THANK YOU
HAVE A NICE DAY

City of Pocatello Purchase Order

The Finance Department of the City of Pocatello hereby issues this purchase order numbered 1540 in compliance with the Purchasing Policy of the City of Pocatello as adopted by the City Council on May 18, 2006. For the amount of \$ 2,172.04

Dated 4/12/2013

Authorizing Signature *Jerry E. Higgins*

Printed Name JERRY E. HIGGINS

I declare that as purchasing agent for the department describe below I have. (Please check the appropriate lines)

Goods or services from \$25,000 to \$49,999.99:

attached three formal written quotes

attached documentation of efforts to obtain three formal quotes or justification for sole source provider.

Goods or services \$50,000 or over:

attached the bid results from our competitive bid process

attached is piggy back bid information from another Idaho entity

attached a copy of the Council minutes approving the bid

For the purchase obtained from (vendor name) Geo-Marine, Inc

Item description One day session of archaeological monitoring work associated tasks with the Cheyenne Burial Test Pit Site Project

Department Engineering Dept Signature *Debbie Carter* 4-12-13

For finance internal use only:

Check Number: _____ Date issued: _____ Group number: _____

Cc: purchasing department, finance

*Cheyenne Overpass
Non Participating*



Statement Expenses

04/21/2014 08:18 AM PT
Requested By: STARR, KRISTEN

Cardholder Summary			
Cardholder Name:	EVANS, GERALD	Start Date:	03/21/2014
Card Number:	xxxx-xxxx-xxxx-0392	End Date:	04/17/2014
Status:	Open	Reminder Period:	04/18/2014 through 04/22/2014
Charges:	197.10 USD	Grace Period:	04/23/2014
Out-of-pocket:	0.00 USD		
Total Amount:	197.10 USD		

Charges

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	03/20/2014	03/21/2014	Ferguson Ent# 3056 208-238-1091, ID	Yes	33.05 - Plumbing repair supplies	ENGINEERING (Eng)	197.10 USD / 197.10 ↑
Description Shipping for pipe purchased for the Cheyenne project							
FUND 070		DEPARTMENT 60		DIVISION 01			
ACTIVITY 500		PROJECT CODE FAG050		VEHICLE NUMBER			

Total Charges: 197.10 USD

--End of Report--

ERGUSON ENTERPRISES, INC.® a WOLSELEY company

FEI # 3056
1063 WEST ALAMEDA ROAD
POCATELLO, ID 83201-6517

PH: 208-238-1091 FAX: 208-637-8098
ORDER NO. REQUIRED DATE SHIP WHS. SELL WHS.

CASH SALES ORDER

ACCEPT = Y
SHOWROOM = N
SOURCE = SOE
IB FRT = Y 197.1
DB SHP = N 0.0
20 MAR 2014 15:07:5
WRITER SALESMAN
TAG P.O. NO. 7MI / 7MI

CP180169-1	03/20/14	3056	3056	BID NO.	ORDER DATE	ORDERED BY	INSTRUCTIONS	OML CONTACT	
49594	POCATELLO	CONTRACT NO.		8434509	03/18/14		309 W. Pine, Pocatello, ID	Travis Spahr VENDOR	
SOLD TO CITY OF POCATELLO PO BOX 4169 POCATELLO, ID 83205-4169		SHIP TO COUNTER-PICK UP 1063 WEST ALAMEDA ROAD POCATELLO, ID 83201-6517		SHIP VIA CPU COUNTER PICK-UP				ROUTE NO. RUN NO. DEPART	
CUST PH: 208-234-6214		JOB NAME		ATTN:		SHIP WT. SHIP DATE DELIVERED BY		PACKED BY CHECKED BY	
CUSTOMER P.O. NO.		JOB NAME		ATTN:		SHIP WT. SHIP DATE DELIVERED BY		PACKED BY CHECKED BY	

LINE	ORDER QTY.	SHIP QTY.	EQ QTY	ITEM CODE	DESCRIPTION	UNIT PRICE	U/M	TOTAL	P.O. NO.	aisle loc
1	20	20	0	01865000	18X20 N12 PROLINK W/T HDPE PIPE	22.943	FT	458.86	K3056-3941	c
					STOCK SLC					
2	2	2	0	01810NP	18 COP N12 HDPE ELB END SECT	210.114	EO	420.23	K3056-3941	c
					STOCK SLC					
3	2	2	0	0186500	18 N12 HDPE SECT COUP	28.140	EO	56.28	K3056-3941	c
					STOCK SLC					
PAID 197.10 BY Visa CC# XXXXXXXXXXXXX0392 ON 03/20/14										
DEPOSIT PAID ON INV# CP180169 935.37 BY Visa CC# XXXXXXXXXXXXX0392 ON 03/18/14										

NO RETURNS ALLOWED WITHOUT PROPER AUTHORIZATION. RETURNED MATERIALS SUBJECT TO HANDLING CHARGES. SEE REVERSE SIDE FOR IMPORTANT TERMS AND CONDITIONS OF SALE AND LIMITATIONS OF WARRANTY.	SUBTOTAL	INBOUND FREIGHT	OUTBOUND SHIPPING	TAX	LESS DEPOSIT	TOTAL DUE
	935.37	197.10	0.00	0.00	935.37	197.10

CUSTOMER'S SIGNATURE: _____ DATE: _____

↑ ↑
CUSTOMER COPY

TERMS:

CONTINUED*

Federal-Aid Ineligibility Notification

NOTIFICATION NUMBER: 08-003

- Initial
- Revised
- Cancelled

PROJECT NUMBER: DHP-1564(001)

KEY Number: 07508

The August 30, 2007 letter and attachments from HDR to the City of Pocatello on the subject project describes consultant preliminary engineering (PE) work for completing the Environmental Document. "Item 4 - Environmental Document" is considered in-eligible for reasons stated in our December 6, 2007 to ITD.

Item 4 - Environmental Document:

Direct Labor (304 hours).....	\$13,360.48	
Overhead (154.76%).....	\$20,676.68	
Subtotal	\$34,037.16	
Fixed Fee (13.6%).....	\$4,595.02	
Direct Expenses (304 hours of tech charge).....	\$1,124.80	
Subconsultant.....	\$0.00	
Total	\$39,756.98	\$39,756.98

*Initially reimbursed 20% from PDA
So eligible new match is \$31,805.58*

TOTAL INELIGIBLE COST \$39,756.98

Immediate action should be taken to re-classify the above items as non-participating.

SIGNATURE

Sharon Chanice

TITLE

Assistant Division Administrator

DATE

11/13/08

DISTRIBUTION:

ITD

- District No. 5
- Financial Services
- Roadway Design
- Environment
- Construction
- Materials
- Central Files

FHWA

- Operations Engineer
- Financial Program Technician
- File 122.4

Stroschein, Joyce

From: Castillo, Deirdre
Sent: Tuesday, August 19, 2014 3:57 PM
To: Stroschein, Joyce; Olsen, Tiffany; Jaglowski, Michael
Cc: Swindell, Dave; Crowell, Lonnie
Subject: RE: PDA Meeting 8/20/14
Attachments: 20140819154747.pdf; 20140819154458.pdf

Here are the items that I received from ITD and FHWA about the non-participating project expenses, and here is a list of HDR invoices pertaining to supplemental #2.

2/3/2009	PSA No. S-1.2		\$109,375.00
3/3/2009	HDR Engineering, Invoice No. 90239	\$45,787.51	
8/4/2009	HDR Engineering, Invoice No. 127469-H	\$6,994.26	
9/29/2009	HDR Engineering, Invoice No. 146670-H	\$11,013.85	
10/27/2009	HDR Engineering, Invoice No. 150506-H	\$13,759.44	
12/29/2009	HDR Engineering, Invoice No. 164926	\$3,455.81	

\$ 8,010.87

~~\$ 39,756.98~~
is
Non-participating

Another option is to delete this item from the PDA invoice. In another month, I should have the work by Bateman Brothers completed and invoiced or other items that have been paid.

D

Deirdre Castillo, P.E., City Engineer
City of Pocatello
(208) 234-6587

From: Stroschein, Joyce
Sent: Tuesday, August 19, 2014 3:38 PM
To: Castillo, Deirdre; Olsen, Tiffany; Jaglowski, Michael
Cc: Swindell, Dave; Crowell, Lonnie
Subject: RE: PDA Meeting 8/20/14

Deirdre,

I reviewed the documents for reimbursement, but I could not find the HDR invoice for \$39,756.98. Tiffany will need this document in the packet for tomorrow and I will need it to complete the reimbursement.

Thank you

Joyce

Joyce A. Stroschein CPA CGFM
jestroschein@pocatello.us
208-234-6218

From: Castillo, Deirdre
Sent: Tuesday, August 19, 2014 1:06 PM
To: Olsen, Tiffany; Jaglowski, Michael

City of Pocatello
Accounts Payable Transaction

Group number : 3718 VARIOUS INV-B 3/2009 DS
Accounting period : 06/2009 mm/yyyy
Posting date : 04/01/2009 mm/dd/yyyy

Transaction date : 03/30/2009 mm/dd/yyyy
Invoice number : 90239
Account number : 70-6001-425.40-02 ARCHITECT/ENGINEER
Project number : FAG050 CHEYENNE CORRIDOR
Amount : 58,137.03
Liquidated amount : .00
Discount amount : .00
Retainage amount : .00
Net transaction amount : 58,137.03
Voucher number : 001623
PO number :
Vendor number : 3531 HDR INC
Description 1 : PROFESSIONAL SERVICES FOR
Description 2 : 2/1/09-2/28/09:CHEYNNEPRJ
Transaction type code :

45,787.51

F3=Exit F12=Cancel F15=Group Inquiry F24=More keys

City of Pocatello
Accounts Payable Transaction

Group number : 8157 MONTHLY INV 8/2009 DS-C
Accounting period : 11/2009 mm/yyyy
Posting date : 09/02/2009 mm/dd/yyyy

Transaction date : 08/31/2009 mm/dd/yyyy
Invoice number : 127469-H
Account number : 70-6001-425.40-02 ARCHITECT/ENGINEER
Project number : FAG050 CHEYENNE CORRIDOR
Amount : 6,994.26
Liquidated amount : .00
Discount amount : .00
Retainage amount : .00
Net transaction amount : 6,994.26
Voucher number : 003723
PO number :
Vendor number : 3531 HDR INC
Description 1 : PROFESSIONAL SVC AUG 2009
Description 2 : CHEYENNE OVERPASS PROJECT
Transaction type code :

F3=Exit F12=Cancel F15=Group Inquiry F24=More keys

City of Pocatello
Accounts Payable Transaction

Group number : 9105 A/P2009 ENG BKN
Accounting period : 13/2009 mm/yyyy
Posting date : 11/04/2009 mm/dd/yyyy

Transaction date : 09/30/2009 mm/dd/yyyy
Invoice number : 146670-H
Account number : 70-6001-425.40-02 ARCHITECT/ENGINEER
Project number : FAG050 CHEYENNE CORRIDOR
Amount : 11,013.85
Liquidated amount : .00
Discount amount : .00
Retainage amount : .00
Net transaction amount : 11,013.85
Voucher number : 007612
PO number :
Vendor number : 3531 HDR INC
Description 1 : CHEYENNE-PRELIM ENG
Description 2 : TO 9/26/09
Transaction type code :

F3=Exit F12=Cancel F15=Group Inquiry F24=More keys

City of Pocatello
Accounts Payable Transaction

Group number : 1269 ENGINEERING - BN
 Accounting period : 02/2010 mm/yyyy
 Posting date : 12/02/2009 mm/dd/yyyy

 Transaction date : 11/25/2009 mm/dd/yyyy
 Invoice number : 150506-H
 Account number : 70-6001-425.40-02 ARCHITECT/ENGINEER
 Project number : FAG050 CHEYENNE CORRIDOR
 Amount : 13,759.44
 Liquidated amount : .00
 Discount amount : .00
 Retainage amount : .00
 Net transaction amount : 13,759.44
 Voucher number : 003435
 PO number :
 Vendor number : 3531 HDR INC
 Description 1 : ENG SERV TO 10/24
 Description 2 : CHEYENNE/PRELIM ENG
 Transaction type code :

F3=Exit F12=Cancel F15=Group Inquiry

F24=More keys

City of Pocatello
Accounts Payable Transaction

Group number : 3437 ENGINEERING - BN
Accounting period : 05/2010 mm/yyyy
Posting date : 03/03/2010 mm/dd/yyyy

Transaction date : 02/25/2010 mm/dd/yyyy
Invoice number : 164926
Account number : 70-6001-425.40-02 ARCHITECT/ENGINEER
Project number : FAG050 CHEYENNE CORRIDOR
Amount : 3,455.81
Liquidated amount : .00
Discount amount : .00
Retainage amount : .00
Net transaction amount : 3,455.81
Voucher number : 000457
PO number :
Vendor number : 3531 HDR INC
Description 1 : PRELIM ENGINEERING
Description 2 : CHEYENNE TO 12/26/09
Transaction type code :

F3=Exit F12=Cancel F15=Group Inquiry

F24=More keys