

POCATELLO DEVELOPMENT AUTHORITY
Board of Commissioners Meeting
May 20, 2020 – 11:00 a.m.
Council Chambers – Pocatello City Hall

**DUE to the COVID-19 pandemic guidelines,
no on-site public access is permitted for this meeting.**

**The regular Pocatello Development Authority Meeting will be live-streamed at:
<http://streaming.pocatello.us/> or on Sparklight Cable, channel 56**

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

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

1. **CALL TO ORDER, DISCLOSURE OF CONFLICT OF INTEREST, AND ACKNOWLEDGMENT OF GUESTS.**
2. **ACTION ITEM – Approval of the Agenda.**
3. **ACTION ITEM – Minutes.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners Regular Meeting held April 15, 2020. *See attached document.*
4. **ACTION ITEM – Financial Report.** A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report. *To be supplemented.*
5. **ACTION ITEM - Fiscal Year 2019 Audit Report.** *May be supplemented.*
6. **ACTION ITEM – Expense Payments & Reimbursements.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
 - a. \$3,031.50 from General Fund to Elam & Burke for legal fees for the month of April re: Special General Counsel
 - b. \$75.00 from the General Fund to Alliance Title for the reconveyance fee regarding the sale of the property located at 200 S. Main St. to Station Square, LLC.
7. **ACTION ITEM - PDA Staff support.** The board may wish to discuss and consider the current organization of PDA staff support to the Board. *See attached document.*
8. **ACTION ITEM – General Fund Loan – Off the Rails.** The Board may wish to consider a request from the Steven Wright of Off the Rails Brewery to extend the date of first loan payment. *See attached document.*
9. **ACTION ITEM – Airport TIF District.** The Board may wish to approve the following requested disbursements of funds under the previously approved reimbursement by the Board. *See attached documents.*
 - a. \$Frigitek, LLC is requesting disbursement of \$57,641.20 under the owner participation agreement as approved by the Board on April 15, 2020 and authorized on September 18, 2019. The request is for survey, conceptual layout and construction management services for the month of January.
 - b. \$Frigitek, LLC is requesting disbursement of \$57,258.80 under the owner participation agreement as approved by the Board on April 15, 2020 and authorized on September 18, 2019. The request is for survey, conceptual layout and construction management services for the month of February.
10. **ACTION ITEM - EXECUTIVE SESSION.** The board may approve participation in an executive session as outlined in Idaho Code §74-206(1)(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code to consider an attorney client privileged communication pursuant to Idaho Code §74-104.

11. **ACTION ITEM – North Portneuf TIF District.** The Board may wish to receive a report regarding a previously approved reimbursement request from Portneuf Capital, LLC for infrastructure improvements under the North Portneuf Urban Renewal Improvement Plan. The Board may wish to approve or take further action regarding the report. *May be supplemented.*
12. **CALENDAR REVIEW** – The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.
13. **ADJOURN.**

AGENDA ITEM

NO. 3

POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
Held via GoToMeeting
April 15, 2020

Members present: Heidi Adamson, Chad Carr, Rob Lion, Scott Smith, Scott Turner, David Villareal

Members absent/excused: Mayor Brian Blad, Thomas Ottaway, Terrel Tovey

Others present: Carl Anderson, Pocatello Senior Planner; Ashley Linton-Welsh, Treasurer (Conference Call); Jared Johnson, Pocatello City Attorney; Merril Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director; John Regetz, Bannock Development Corporation; Kenneth Brown, Lionchase North America; Elden Charles Frigitek Industrial Parks; other members of the public

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

Agenda Item No. 2: Approval of the Agenda. Upon **MSC (S. Turner, D. Villareal)** the agenda was approved.

Agenda Item No. 3: Minutes. The minutes from the Board of Commissioners Regular Meeting held March 18, 2020, and the executive session March 18, 2020, were considered. It was then **MSC (R. Lion, S. Turner)** to approve the minutes as presented.

Agenda Item No. 4: Financial Report Linton-Welsh presented the March financial report. At the end of the reporting period, the Authority had cash on hand of \$4,141,230.22, with checking account balance of \$4,141,255.22 and savings account was \$25.00. The Authority recognized financial activity as follows: net revenue totaled \$784.85, of which \$964.56 was interest earnings on cash invested. Expenses totaled \$179.71, which included the administrative expenses of \$179.71.

The Board discussed fund balance and then it was **MSC (C. Carr, R. Lion)** to approve the March financial report.

Agenda Item No. 5: Expense Payments & Reimbursements. The following invoices were considered for payment:

- a. \$107.50 from General Fund to Elam & Burke for legal fees for the month of February re: potential TIF base
- b. \$5,760.00 re: Northgate TIF District and \$838.50 re: special council general from General Fund to Elam & Burke for legal fees for the month of March
- c. \$202.50 from North Portneuf District Fund to Stacey & Parks for legal services re: North Portneuf TIF District

Anderson reviewed the payment requests, stating the invoices accurately reflect work performed or goods and services provided, and are appropriate for payment. It was then **MSC (S. Turner, H. Adamson)** to approve the payment requests.

Agenda Item No. 6: Payment to City of Personnel Costs. **Anderson** reviewed the request for payment to the City reimbursing the cost of City staff support to the Board. Discussion ensued among Board members regarding the request, noting that the money is available in the general fund and is an appropriate use of the administrative transfer. Linton-Welsh confirmed that the original estimated amount for staff time was \$25,000 for the fiscal year. Following discussion, it was **MSC (C. Carr, R. Lion)** to approve payment to the City in the amount of \$5,102.74 for staff support.

Agenda Item No. 7 ACTION ITEM – Airport TIF District. Smith introduced the request from representatives of Frigitek, Inc. with revisions to the previously approved Owner Participation Agreement and the new request for the use of additional funds within the Airport TIF District.

Meghan Sullivan Conrad, Elam & Burke, presented the changes as proposed and provided a summary of the Owner Participation Agreement as distributed to the Board during the meeting. **Conrad** clarified that the funding will only be available for projects consistent with the plan. Discussion ensued among Board members on the agreement as presented to them. **Ken Brown** provided a summary of the report and stated that the agreement is fine as is. With no further

discussion the agenda item was then **MS (S. Turner, C. Carr)** to approve the Owner Participation Agreement as distributed to the Board in the file Frigitek_OPA as presented and the increased total amount of \$4,578,117.00. **The motion passed by roll call vote (Ayes: Turner, Carr, Adamson, Lion, Smith, Villareal. Nays: None.)**

Agenda Item No. 8: Calendar Review: Anderson stated that the next regular Board meeting would be May 20, 2020, and no additional updates or reports were provided.

Agenda Item No. 9 Adjournment: There being no further business, the meeting adjourned at approximately 11:38 a.m.

By: 

Carl Anderson
Interim Executive Director

AGENDA ITEM

NO. 7

Pocatello Development Authority

City of Pocatello
911 North 7th Avenue
Pocatello, Idaho 83201

An urban renewal agency for the City of Pocatello, Idaho

TO: Pocatello Development Authority, Board of Commissioners

FROM: Carl Anderson, Interim Executive Director

Date: May 20, 2020

Re: PDA Staff Support

The Board may wish to discuss and consider the current organization of PDA staff support provided to the Board. At the regularly scheduled meeting held on March 18, 2020, it was discussed that the Board would like to discuss and consider the appointment of a permanent or part-time staffed position. In order to facilitate this discussion, see the staff time break down listed below and additional items that may need to be addressed.

Current staff support organization: The PDA By-Laws state under **Article IV Section F. Executive Director, Legal Counsel, etc.** that “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.”

Currently, staff support is provided by an Executive Director, which also serves as the Board’s secretary, a Treasurer/Deputy Treasurer, and general legal counsel provided by Elam & Burke. Additionally, City Engineering staff works closely with the Executive Director in reviewing reimbursement request and monitoring on-going construction.

Current Cost: The Board Currently reimburses the City of Pocatello for staff time on a quarterly basis. The estimated fiscal year amount is \$25,000 for staff services. To date Q1 and Q2 of FY 2020 have been reimbursed to the City in the combined amount of \$10,290.49. The Board also incurs the cost of legal counsel on specific projects or general counsel on a case-by-case basis.

Staff Time:

Interim Executive Director/Secretary – In communicating with the past PDA Executive Director, staff time was estimated anywhere between 5 and 20 hours per week depending on the request and inquiries that are brought to the Board. Coded time for the month of March was 39.72 hours and April was 19.2 hours.

Treasurer/Deputy Treasurer – Staff time for the Treasurer/Deputy Treasurer is estimated at 5 hours per month. When the fiscal year audit is done, an additional 40 hours in total should be

accounted for.

City Engineering Staff – Staff time for engineering staff is estimated at 6-10 hours per month.

Legal Counsel – Legal Counsel is provided by Elam & Burke and time spent is on a case by case basis and billed independently.

Additional Consideration: Should the Board choose to appoint a permanent/part-time staff position the following items will need to be addressed:

- Salary Range for professional services
- Benefits Package - Medical/Dental/retirement
- Capital Cost including – Office/work space, office equipment and all associated expenses

Summary: The current system for staff support to the PDA is before the Board to consider. The Board may wish to direct that a job description be created and a permanent or part-time position be established to provide staff support to the PDA.

AGENDA ITEM

NO. 8

Anderson, Carl

From: Stephen Wright <wrigstep@gmail.com>
Sent: Wednesday, May 6, 2020 3:43 PM
To: Anderson, Carl
Subject: OTRB - Loan deferral request

Follow Up Flag: Follow up
Flag Status: Flagged

Carl,

We are requesting an extension for our first loan payment. We are requesting the first payment to be moved to January 2021. We anticipated opening in mid to late 2019, but due to unforeseen circumstances (construction delays, modifying plans due to budget, etc.) we had to open late January 2020.

Along with the other businesses in town, we had to limit our hours and offer take out only. We had twelve employees, including our manager who is also an owner. We had to lay off everyone except our chef. This was an extremely decision to make as this affects their lives.

Please let me know if you have any questions or concerns.

Thank you,

Steve Wright 208.479.3977

AGENDA ITEM



NO. 9

Pocatello Development Authority

City of Pocatello
911 North 7th Avenue
Pocatello, Idaho 83201

An urban renewal agency for the City of Pocatello, Idaho

TO: Pocatello Development Authority, Board of Commissioners

FROM: Carl Anderson, Interim Executive Director 
Merril Quayle, Public Works Development Engineer 

DATE: Meeting of May 20, 2020

SUBJECT: Frigitek, LLC – Issuance of Funds

As part of the Owner Participation Agreement with Frigitek LLC, the Board approved the TIF reimbursement request of \$500,000 from existing district funds and up to \$4,578,117 as funds are available and sufficient increment is generated for costs related to a variety of work associated with the development of the cold storage facility within the Airport TIF District.

A request for payment has been submitted for work which includes site surveying and construction management services. No code-related permits or inspections were required, but the work has been completed to the extent of the invoices.

With this request, the total drawn on the approved reimbursement amount is \$57,641.20 for Item (a) and \$57,258.80 for item (b), for a total reimbursement amount of \$114,900.00.

It is staff's determination that the reimbursement request is appropriate for payment with the condition that the lease between Frigitek Industrial Parks & the City of Pocatello is finalized prior to dispersal of payment.

Payment should be made as follows:

- 1.) ASM Engineering Consultants: 24,900.00
- 2.) KBCm Group: \$90,000.00

POCATELLO DEVELOPMENT AUTHORITY

**Pocatello Regional Airport Urban Renewal Area
and Revenue Allocation District Plan
City of Pocatello**



2010 - 2033

EXHIBIT

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CITY OF POCA TELLO
Pocatello Regional Airport Urban Renewal Area and Revenue Allocation District Plan

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ATTACHMENTS

1. Airport Urban Renewal Area and Revenue Allocation District Maps.
2. Airport Urban Renewal Area and Revenue Allocation District Legal Descriptions.
3. City Council resolution designating the Urban Renewal Area and Revenue Allocation District.
4. Recommendation of the Pocatello Development Authority.
5. Recommendation of the Planning and Zoning Commission.

Acknowledgements

Pocatello City Council:

Brian Blad	Mayor
Roger Bray	Council Member
Steve Brown	Council Member
Craig Cooper	Council Member
Ron Frasure	Council Member
Gary Moore	Council Member
Eva Nye	Council Member

Pocatello Development Authority:

Darsi Johnson	Vice-Chair/Commissioner
Ryan Ward	Treasurer/Commissioner
Karl Anderson	Commissioner
Brian Blad	Commissioner
Eva Nye	Commissioner
Larry Fisher	Commissioner
Cynthia Hill	Commissioner
Ken Monroe	Commissioner
Michael Orr	Commissioner

Note: Office of Chair is currently vacant

Robert Chambers	Interim Executive Director
Jerry Higgins	Vice Treasurer to the Commission
David Swindell	Financial Advisor to the Commission
Darcy Taylor	Secretary to the Commission
Dean Tranmer	Attorney to the Commission

City of Pocatello Staff:

Robert Chambers	Director, Planning and Development Services
Jerry Higgins	City Treasurer
David Swindell	Chief Financial Officer
Darcy Taylor	Assistant to the City Attorney
Dean Tranmer	City Attorney

Bannock Development Corporation:

Gynii Gilliam	Executive Director
Angie Calloway	Administrative Assistant

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I. INTRODUCTION

The Pocatello Development Authority (PDA) was created by the City of Pocatello on July 14, 1988, and was granted authority by the City of Pocatello to undertake urban renewal projects which may be facilitated through the use of tax increment financing.

The PDA ensures that development efforts making use of tax increment financing dollars create both an environment of convenience and safety for neighborhood residents, and increased opportunities for businesses to succeed. This Pocatello Regional Airport Urban Renewal Plan, once implemented, will be the vehicle to provide a more conducive atmosphere for business operation at the Airport and within the City. It will also enhance opportunities for businesses wishing to relocate to Pocatello.

Background

The Pocatello Development Authority (PDA), in the meeting of July 21, 2010 made the following recommendation (see attachment):

- That the Pocatello Regional Airport Urban Renewal Area boundary be created to include approximately 589 acres of City land. Development of this land has been hindered by the under development or absence of the necessary infrastructure systems;
- That the Pocatello Regional Airport Revenue Allocation District boundary be created following the same boundary description and including the same land as the Urban Renewal Area boundary; and, that a plan be created detailing proposed projects for the area with revenue projections to fund the projects.

These recommendations of the PDA are consistent with the goals of the City and are allowed by the State of Idaho Urban Renewal Law (Chapter 20, Title 50, Idaho Code). Accordingly, this Pocatello Regional Airport Urban Renewal Area Improvement Plan provides direction for the use of revenue allocation financing to accomplish the following:

- To eliminate conditions of deterioration which are causing economic under-development in the designated area, substantially impairing the sound growth of the Pocatello Regional Airport and Pocatello in general.
- To encourage both private and public development in the Urban Renewal Area in order to diversify and improve the local economy by providing adequate public utilities/facilities.
- To encourage cooperation among taxing districts in the Power County and Pocatello community regarding the use of funds.
- To accomplish plan goals in accordance with all appropriate federal, state, and local laws.

Purpose of the Plan

The purpose of this plan is to create a proactive approach to development/redevelopment projects by the PDA in Pocatello by focusing efforts in four areas:

1. leveling or reducing the City's levy rate by increasing the tax base value by more aggressively engaging in redevelopment of underutilized areas;
2. partnering with the private sector to encourage development and to attract new or expanding businesses to the Pocatello economy;
3. targeting areas in need of public infrastructure improvements;
4. utilizing effectively the powers granted to the PDA in the pursuit of redevelopment activities. Such powers include:
 - a. carrying out urban renewal projects;
 - b. making and executing contracts and other instruments;
 - c. disseminating slum clearance and urban renewal information;
 - d. repairing streets, roads, public utilities or other facilities;
 - e. installing streets, utilities, parks, playgrounds, off-street parking facilities, public facilities, or other facilities;
 - f. entering buildings or property to make inspections, surveys, appraisals, soundings or test borings;
 - g. acquiring by purchase, lease, option, gift, grant, bequest, devise, eminent domain or otherwise, any real property or personal property for its administrative purposes;
 - h. holding, improving, renovating, rehabilitating, clearing or preparing for redevelopment any such property or buildings;
 - i. mortgaging, pledging, hypothecating or otherwise encumbering or disposing of any real property;
 - j. insuring or providing for the insurance of any real or personal property or operations of the municipality;
 - k. demolishing and removing structures on property;
 - l. investing urban renewal funds;
 - m. borrowing money and applying for and accepting advances, loans, grants, contributions, and any other form of financial assistance;
 - n. creating, modifying and executing plans which may include programs of voluntary compulsory repair and rehabilitation of buildings and improvements;
 - o. conducting appraisals, title searches, surveys, studies, and other plans and work necessary to prepare for the undertaking of urban renewal projects;
 - p. developing, testing, and reporting methods and techniques, and carrying out demonstrations for the prevention and elimination of slums and urban blight;
 - q. developing new or improved means of providing housing;
 - r. accepting and utilizing grants of funds from the federal government;
 - s. assisting in the relocation of persons displaced from an urban renewal area;
 - t. exercising all or any part or combination of powers herein granted.

By adopting this Plan, it is the intention of the PDA to facilitate improvements in the designated Pocatello Regional Airport Urban Renewal Area and enhance the economic viability of the area.

II. AIRPORT URBAN RENEWAL AREA DESCRIPTION

The Urban Renewal Area and Revenue Allocation District are identified with identical boundaries. The area is legally described in **Attachment 1**.

III. PROJECT PLAN

A project list is outlined below. Elements of the list will be funded on a "pay-as-you go" or on a "reimbursement to developer" basis. This list is the immediate project list for the revenues available. If additional revenues become available, other site work may be pursued or the Development Authority may expedite payment of funds in anticipation of an early closing of the district. Table 1 lists the immediate project needs with estimated costs. This plan and the Revenue Allocation provision will terminate December 31, 2033.

TABLE 1. Project Costs

<i>GENERAL PROJECT LIST</i>	COST
Development Master Plan Creation	\$ 50,000
Surveying and Platting Work	\$ 30,000
Landscaping	\$ 0
Franchise Utility Upgrades (sites 'A' and 'B')	\$ 515,000
General Project List Sub-Total	\$ 595,000
<i>PROJECT LIST – Project Site 'A' (Fortress and Bell Streets)</i>	COST
Site Utilities: Water, Sewer, Storm Water Systems	\$ 256,700
Roadway Construction/Improvements – Turning Radli (gravel)	\$ 12,500
Rail Spur Rehabilitation/loading-unloading crane/hoist	\$ 0
Construction Engineering/Surveying/Management Services/Contingencies	\$ 110,000
Project Financing Charges	\$ 212,432
Project List – Project Site 'A' Sub-Total	\$ 591,632
<i>PROJECT LIST – Project Site 'B' (Boeing Street)</i>	COST
Site Utilities: Water, Sewer, and Storm Water Systems	\$ 720,400
Roadway Construction/Improvements	\$ 12,500
Rail Spur Rehabilitation/Extension	\$ 365,000
Construction Engineering/Surveying/Management Services/Contingencies	\$ 219,000
Project Financing Charges	\$ 737,743
Project List – Project Site 'B' Sub-Total	\$2,054,643
<i>PROJECT LIST – Project Site 'C' (Westside Industrial Park)</i>	COST
Site Utilities: Water, Sewer, and Storm Water Systems	\$ 0
Water Tank	\$1,500,000
Franchise Utility Upgrades	\$ 0

Construction Engineering/Surveying/Management Services/Contingencies	\$ 300,000
Project List – Project Site ‘C’ Sub-Total	\$1,800,000
<i>ALL TOTAL</i>	\$5,041,275
PDA Administrative Costs	\$ 0
<i>FINAL TOTAL</i>	\$5,041,275

Project Descriptions:

- **Master Planning:** This would include the hiring of professional planning and engineering services to plan the entire 589 acres so that utilities are provided adequately for full build-out, that areas for development are properly identified, and that proposed uses are compatible with one another.
- **Surveying and Platting:** Hiring an engineering firm to survey and plat an approximate 589 acre area of land in order to create parcels for marketing purposes.
- **Site Utilities: Water line and Water System Upgrades—**Install main water and sewer lines for fire and industrial water service. Install a 1,000,000 gallon storage tank and additional pump station(s) to accommodate fire water service requirements.
- **Site Utilities: Storm Water Upgrades –** Enhancements to storm water retention/detention capacity.
- **Landscaping—**Design and implement a landscaping plan for the area installing needed trees, grass and plants to beautify the area and to comply with City codes.
- **Roadway Improvements—**Widen roadways where needed and improve and/or expand roadway system and to accommodate future developments in the area. Reinforce roadway at rail spur intersections. Install curb and gutter and intersection radii and other necessary improvements to enhance access and transportation to the site.
- **Rail Spur Rehabilitation/Extension –** Upgrade rail spur system to accommodate industrial expansion in the area including the loading and off-loading of material.
- **Franchise Utility Upgrade--** Utility upgrades required to facilitate full development of sites within this area.
- **Contingency costs--**Additional cost were calculated for work related to increase in costs of the work and other administrative expenses associated with the project.
- **PDA Administrative Costs –** Eligible costs for reimbursement to the PDA for management, legal, financial and other oversight responsibilities of the district formed and projects undertaken.
- **Other--**Any costs or tasks related to, construction or reconstruction of roads, extensions of water, sewer, or storm water lines, street lighting, public landscaping, location of electrical transformers, construction of fire lanes or provision of fire flow, construction of wells, location of railroad spurs, switches, or signals within the project area, demolition or clean up of sub-standard buildings or other “horizontal” debris, management of property acquired by or in control of the agency, disposition of property for public or private uses in accordance with the Plan, including sale of property at fair value but below market value, assembly of adequate sites for development, any construction including foundations, platforms, and other structural forms, issuance of bonds, notes or other obligations to finance all or any part of the projects, and all other actions as necessary under State Law to accomplish this Plan, funded through Tax Increment Financing. Any additional costs related to any of the prioritized or alternative projects which the PDA and Council propose to be used to complete or enhance a project may also be used.

Table 2 outlines the total project costs and the projected revenue for the proposed revenue allocation district.

TABLE 2. Project Costs and Revenues

ITEM	AMOUNT	TOTAL
COSTS		
General Site Costs	\$ 595,000	
Site 'A' Costs	\$ 379,200	
Site 'B' Costs	\$1,316,900	
Site 'C' Costs	\$2,700,000	
PDA Administrative Costs	\$ 0	
Total Costs		\$5,041,275
REVENUES		
Revenue Allocation Proceeds	\$5,047,574	
Ending District Balance		\$ 6,299

IV. ECONOMIC FEASIBILITY STUDY

The following tables provide a breakdown of base-assessment valuations for the proposed revenue allocation district for the Pocatello Regional Airport Urban Renewal Area/Revenue Allocation District. These base valuation amounts were provided by the Power County Assessor's office. An analysis of the tax levy rates applied in calculating tax collection for the Pocatello Airport Revenue Allocation District is described below. The 2009 tax levies are used for each of the taxing jurisdictions as supplied by the Power County Assessor's office.

<u>Taxing Jurisdictions</u>	<u>Tax levy</u>
City of Pocatello	.009577781
Power County	.004321735
School District #381	.004300170
Power County Highway District	.002876996
A.F. Library	.000600302
County Hospital	.000951690
Ambulance	.000258694
East Po. Co. Fire	.000557434
Mosquito Abatement	.000368596
Total	.019513228

TABLE 3.

Taxing Entity	¹ Tax Levy	Valuation	Revenue
City of Pocatello	.0095777810	\$995,883	\$ 9,538
Power County	.0043217350	\$995,883	\$ 4,304
School District #381	.0043001700	\$995,883	\$ 4,282
County Highway District	.0028769960	\$995,883	\$ 2,865

¹ 2009 levy rate obtained from Power County

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County Hospital	.000951690	\$995,883	\$ 948
Ambulance	.000258694	\$995,883	\$ 258
American Falls Library	.000600302	\$995,883	\$ 598
East Po. Co. Fire	.000557434	\$995,883	\$ 555
PO Mosquito Abate	.000368596	\$995,883	\$ 367
Total	.026537970	\$995,883	\$26,429

Table 3. shows the amount of revenue that the taxing jurisdictions will continue to be allocated based on the base year values. Numbers have been rounded to the nearest dollar which may account for discrepancies.

Table 4. provides an analysis of the total tax increment financing value within the Pocatello Regional Airport Revenue Allocation District. The base value is not added into these numbers. Therefore, the entire revenue stream shown here will be allocated to the Development Authority.

Year	Estimated TIF Tax Value	Tax Levy Rate	Tax Revenue to PDA	Cumulative Tax Revenue to PDA
2010	\$0	.019513228	\$0	\$0
2011	\$0	.019513228	\$0	\$0
2012	\$0	.019513228	\$0	\$0
2013	\$5,000,000	.019513228	\$97,566	\$97,566
2014	\$4,910,000	.019513228	\$95,810	\$193,376
2015	\$14,822,700	.019513228	\$289,239	\$482,615
2016	\$14,672,700	.019513228	\$286,312	\$768,927
2017	\$14,442,519	.019513228	\$281,820	\$1,050,747
2018	\$14,219,243	.019513228	\$277,463	\$1,328,210
2019	\$14,002,666	.019513228	\$273,237	\$1,601,447
2020	\$13,792,586	.019513228	\$269,138	\$1,870,585
2021	\$13,588,808	.019513228	\$265,162	\$2,135,746
2022	\$13,391,144	.019513228	\$261,305	\$2,397,051
2023	\$13,199,410	.019513228	\$257,563	\$2,654,614
2024	\$13,013,428	.019513228	\$253,934	\$2,908,548
2025	\$12,833,025	.019513228	\$250,414	\$3,158,962
2026	\$12,658,034	.019513228	\$246,999	\$3,405,961
2027	\$12,488,293	.019513228	\$243,687	\$3,649,648
2028	\$12,323,644	.019513228	\$240,474	\$3,890,122
2029	\$12,163,935	.019513228	\$237,358	\$4,127,480
2030	\$12,009,017	.019513228	\$234,335	\$4,361,815
2031	\$11,858,746	.019513228	\$231,402	\$4,593,217
2032	\$11,712,984	.019513228	\$228,558	\$4,821,775
2033	\$11,571,594	.019513228	\$225,799	\$5,047,574
Total				\$5,047,574

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Estimated taxable values were provided by the Petersen Inc. (\$5,000,000) and Frazier (\$10,000,000); companies locating at the Airport. Petersen will occupy their building in early 2011. Frazier will occupy their building in 2013. Increment revenue was delayed one year in the schedule to reflect possible delays and when the value may actually be placed on the tax rolls of the county.

The estimated value of the building for Petersen is \$2,000,000. The estimated value of the building for Frazier is \$5,000,000. The combined \$7,000,000 building value is not depreciated for the life of the district. Equipment values are estimated at \$3,000,000 for Petersen Inc. and \$5,000,000 for Frazier. This combined total of \$8,000,000 is depreciated over the life of the district. The depreciated rate is an estimated 3% to mirror Hoku Scientific's depreciation schedule on equipment.

The total dollar amount that may be collected by the PDA over the 24-year life of the district is approximately \$5,047,574. This amount will be used to finance public improvement projects within the Pocatello Regional Airport Urban Renewal Area.

V. CONFORMANCE WITH STATE LAW

Redevelopment activities for the Pocatello Regional Airport Urban Renewal Area and Revenue Allocation District are governed by two applicable sections of Idaho Code: the Idaho Urban Renewal Law (Chapter 20, Title 50, Idaho Code) and the Idaho Local Economic Development Act (Chapter 29, Title 50, Idaho Code).

The Idaho Legislature passed the Urban Renewal Law in 1965. Under this law, a Mayor and Council can declare areas as deteriorating, and declare that the rehabilitation, conservation, and redevelopment of such areas is in the interest of the public's health, safety, morals or welfare (Idaho Code 50-2008). The Urban Renewal Law also states that an area of a city that "constitutes an economic and social liability imposing onerous municipal burdens which decrease the tax base and reduce tax revenues, substantially impairs or arrests the sound growth of municipalities, retards the provision of housing accommodations, aggravates traffic problems and substantially impairs or arrests the elimination of traffic hazards and the improvement of traffic facilities..." may be designated an urban renewal area.

The Idaho Legislature passed the Local Economic Development Act in 1988. This act states: "An authorized municipality is hereby authorized and empowered to adopt, at any time, a revenue allocation financing provision, as described in this chapter, as part of an urban renewal plan...A revenue allocation financing provision may be adopted either at the time of the original adoption of an urban renewal plan or the creation by ordinance of a competitively disadvantaged border community area, or thereafter, as a modification of an urban renewal plan or the ordinance creating the competitively disadvantaged border community area." (Idaho Code 50-2904)

In addition to this, Idaho Code 50-2906 states: "The local governing body of an authorized municipality must enact an ordinance in accordance with Chapter 9, Title 50, Idaho Code, and Section 50-2008, Idaho Code. To modify an existing urban renewal plan, to add or change a revenue allocation, an authorized municipality must enact an ordinance...and conduct a public hearing." (Idaho Code 50-2906) This part of the Idaho Code specifically implies that a local municipality must enact an ordinance before redevelopment can take place.

The City of Pocatello's Pocatello Regional Airport Urban Renewal Area and Revenue Allocation District Plan proposed within this document follows the guidelines prescribed within Idaho Code for the development of Urban Renewal Areas and Revenue Allocation Districts.

VI. PLAN DURATION

The plan shall be in effect and enforceable for a period of time necessary to finance all designated improvements and all debt obligations which the PDA may incur in connection with such improvements, over a twenty (24) year time period (2010-2033).

VII. AMENDMENT PROCEDURES

The plan may be amended by the PDA after all notice and public hearing requirements as set forth in Idaho Code have been met, and upon formal approval by the Pocatello City Council.

VIII. SEVERABILITY

If any part of the plan is declared contrary to Idaho Code, and any provision or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of any remaining provisions of the Plan.

IX. CONCLUSION

The Pocatello Regional Airport Urban Renewal Area and Revenue Allocation Districts Plan is designed to ameliorate deteriorating conditions which are causing economic under-development of the area and substantially impairing the sound growth of Pocatello.

Implementation of the plan will provide the infrastructure capacity necessary to foster sound growth of the airport and increase the tax base and tax revenues, encourage economic stability of the community, and improve the health, safety, and welfare of the community in this area.

The Pocatello Development Authority recommends that the City cooperate and assist in carrying out the purposes of this Plan. It is expected that the City of Pocatello will assist efforts to ensure that the projects as set forth and financed under this plan are accomplished.

Attachment 3 & 4 to the approved
Owner Participation Agreement

Attachment 3

Agency Funded Public Improvements

Item	Estimated Cost
01-05500 - Civil Engineering	\$109,000
01-10160 - Construction Manager	\$111,800
01-15526 - Traffic Control	\$12,000
01-17113 - Mobilization/Demobilization	\$204,269
01-18000 - Contingency	\$555,919
02-05400 - Aggregate Subbase	\$375,055
02-21419 - Water Main Piping	\$277,860
02-21420 - Water Main Valves	\$36,000
02-21421 - Hydrants	\$72,000
02-21422 - Sewer Piping	\$39,600
02-21423 - Sewer Concrete Manholes	\$25,000
02-21424 - Sanitary Sewer Lift Station	\$850,000
02-21425 - Sewer Cleanout	\$17,200
02-23150 - Engineered Fill	\$122,780
02-24500 - Railroad Construction	\$1,044,214
02-25150 - Asphalt Paving	\$363,625
02-29000 - Landscaping	\$75,150
02-31500 - Excavation	\$62,773
02-37000 - Erosion and Sedimentation Control	\$35,000
02-77000 - Curb and Gutters	\$71,550
01-10400 - Staging Area	\$2,000
02-20505 - Street Demolition	\$18,375
02-23100 - Clear and Grub	\$46,420
10-10460 - Traffic Signage	\$2,500
16-20050 - Street Lighting	\$66,000
TOTAL	\$4,578,117

Attachment 4

CONFIRMATION OF AGENCY REIMBURSEMENT NO. _____

This Confirmation of Agency Reimbursement (“Confirmation”) is entered into between the Pocatello Urban Renewal Agency, commonly known as the Pocatello Development Authority, an independent public body, corporate and politic (hereinafter “Agency”), organized pursuant to the Idaho Urban Renewal Law of 1965, Title 50, Chapter 20, Idaho Code, as amended (hereinafter the “Law”), and undertaking projects under the authority of the Local Economic Development Act, Title 50, Chapter 29, Idaho Code, as amended (hereinafter the “Act”), and Frigitek Industrial Parks, Inc., a Texas corporation authorized to do business in the State of Idaho (hereinafter “Participant”). The Effective Date of this Confirmation is the date last signed by the parties.

WITNESSETH:

1. **Agency Contribution**

Agency has, pursuant to the procedures set forth in the Owner Participation Agreement by and between the Agency and Participant with an effective date of _____ (the “OPA”), determined the Actual Eligible Costs for those certain Agency Funded Public Improvements as those terms are defined in the OPA and as specifically identified below, shall be _____ and ___/100 dollars (\$ _____) (the “Agency Reimbursement”) for the [identify Agency Funded Public Improvements subject to reimbursement in this Confirmation].

2. **Payment Terms.**

Agency agrees to reimburse Participant for the amount of the Agency Reimbursement, without interest from the Effective Date of this Confirmation pursuant to the Reimbursement Procedure set forth in the OPA.

Participant acknowledges that the Agency Reimbursement may not be paid in full if the revenue allocation proceeds available for reimbursement under the Urban Renewal Plan and pursuant to the OPA, are less than the Agency Reimbursement.

If the Agency Reimbursement is not fully reimbursed by December 31, 2033, the Agency will not be obligated to make any additional payments.

To the extent there is more than one Confirmation of Agency Reimbursement between the parties and pursuant to the OPA, then payment will be applied to the Confirmation with the earliest Effective Date first, until paid in full, or until December 31, 2033, or upon termination of the Urban Renewal Plan, whichever occurs first.

3. **Limitation on Making Payments**

It is the intention of the parties that Participant shall only be paid from the revenue allocation proceeds, if any, which are allocated to Agency as a direct result of the Private Development, as defined in the OPA, constructed by the Participant or others on or related to the Site. If, for any reason, the revenue allocation proceeds anticipated to be received by Agency as a direct result of the Private Development in the Project Area are reduced, curtailed or limited in any way by market conditions, actions by Participant, legislative enactments, initiative referendum, judicial decree, or other, the Agency shall have no obligation to pay the Agency Reimbursement to Participant as described in this Confirmation from other sources or monies which Agency has or might hereinafter received.

4. Except as expressly modified above, the terms and conditions of the OPA are still binding on Agency and Participant as set forth in such OPA.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement the day and year below written to be effective the day and year above written.

AGENCY
POCATELLO URBAN RENEWAL AGENCY, A/KA
THE POCATELLO DEVELOPMENT AUTHORITY

By: _____

_____, Chair

Date: _____

ATTEST:

By: _____

_____,

Secretary

PARTICIPANT
FRIGITEK INDUSTRIAL PARKS, INC.

By: _____

Gerald Dicker, President

Date: _____



6565 N. MacArthur Blvd.
Suite 225
Dallas, TX 75039

469-325-1616
www.frigitekIP.com

Pocatello Development Authority
PO Box 4169
North 7th Avenue
Pocatello, ID 83205

Invoice #: 001
Date: 2/5/2020

Project: ID-100

<u>Description</u>	<u>Amount</u>
Survey & Conceptual Layout	\$12,641.20
Construction Management Services Retainer	\$45,000.00

Total Due: \$57,641.20



POCATELLO 2020-101		
Pay Application: NA		
SUB JOB	COST CODE	TOTAL
Gen Site	01-05000	\$12,641.20
Skyler_KBCM 02/03/2020 3:33:52 PM		

ENTERED AS JOB COST	
Date:	2/3/2020 3:34:11 PM
By:	Skyler_KBCM <input checked="" type="checkbox"/> APPROVED
PO/SC:	PO 2020-101-001 <input type="checkbox"/> REVISE
Job:	Pocatello Cold Storage <input type="checkbox"/> REJECTED

Frigitek Industrial Parks
 6565 N MacArthur Blvd.
 Suite 225
 Dallas, TX 75039
 Scott Thomson

Invoice number 16-2549
 Date 02/03/2020
 Project Pocatello, ID Cold Storage (2322)

PO-2020-101-001

INVOICE -Hourly Not To Exceed

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
SURVEY	15,700.00	0.00	9,209.20	9,209.20
CONCEPTUAL LAYOUT	9,200.00	0.00	3,432.00	3,432.00
Total	24,900.00	0.00	12,641.20	12,641.20

Description	Prior Billed	Total Billed	Remaining	Current Billed
SURVEY	0.00	9,209.20	6,490.80	9,209.20
Total	0.00	9,209.20	6,490.80	9,209.20

PROFESSIONAL FEES

	Hours	Billed Amount
Project Engineer	16.50	2,508.00
Project Designer	7.00	924.00
Professional Fees subtotal	23.50	3,432.00
Invoice total		12,641.20

Thank you for your business

KBCm Group
 8901 Tehama Ridge Pkwy, Ste
 127140
 Ft Worth, TX 76177 US
 sblankenfeld@kbcmgroup.com
 www.kbcmgroup.com

Invoice 20001-100



BILL TO

Elden Charles
 Frigitek Industrial Parks, Inc
 6565 N MacArthur Blvd Suite 225
 Dallas, Texas 75039
 United States

DATE 02/01/2020	PLEASE PAY \$45,000.00	DUE DATE 02/01/2020
--------------------	-----------------------------------------	------------------------

DESCRIPTION

CM:Construction Management Services

Construction management services for TIF Improvements period 12/28/2019 - 1/31/2020

QTY	RATE	AMOUNT
1	45,000.00	45,000.00

Thank you for your business!

TOTAL DUE **\$45,000.00**
 THANK YOU.

ENTERED AS JOB COST

Date: 2/3/2020 11:47:14 AM

By: Skyler_KBCM **APPROVED**

PO/SC: PO 2020-101-022 **REVISE**

Job: Pocatello Cold Storage **REJECTED**

POCATELLO 2020-101

Pay Application: NA

SUB JOB	COST CODE	TOTAL
OWNER	01-10160	45,000.00

Skyler_KBCM 02/03/2020 11:45:41 AM

5071	Design Manager		150	6	900	-	900	20001-100
		3.2.1. Design Disciplines Outlined						
		3.2.1.1. PFD / P&IDs						
		3.2.1.2. 3D / BIM						
		3.2.1.3. Engineering						
		3.2.1.4. Utilities						
		3.2.1.5. Gas and Electrical Generation						
		3.2.1.6. Rail PFD / P&IDs Delivery Identified						
		3.2.1.8. Civil Earth and Roads						
		3.2.1.9. Structural						
		3.2.1.10.Architectural						
5042	Project Executive	3.2.2. Creation of Design Delivery Progress & Reporting	160	14	2,240	-	2,240	20001-100
		3.2.3. Integration of Design Delivery into Master Schedule						
		3.3.1. Creation of the SOW & RFP Bid Packages						
		3.3.2. Creation of the Procurement Schedule						
		3.3.3. Creation of the Contract Instruments						
		3.3.4. Creation of Submittal Schedules						
5042	Project Executive	3.4. Construction Delivery	160	10	1,600	-	1,600	20001-100
		3.4.1. Project Administration						
5003	Project Administration	3.4.1.1. Create Meeting Sequence, Format, & Criteria	80	6	480	-	480	20001-100
5003	Project Administration	3.4.1.2. Create RFI & Issue Reporting Process	80	3	240	-	240	20001-100
5037	Project Controller	3.4.1.3. Create Progress Reporting Sequence & Format	150	8	640	-	640	20001-100
		3.4.1.5. Mapping, Photo & Drone Reporting		15	2,250	-	2,250	20001-100
5042	Project Executive	3.4.2. Contract Administration	160	6	960	-	960	20001-100
5081	Senior Project Manager	3.4.2.1. Creation of Specific SOW Packages	150	3	450	-	450	20001-100
5081	Senior Project Manager	3.4.2.2. Creation of Safety & Municipal Requirements Packages	150	2	300	-	300	20001-100
5042	Project Executive	3.4.2.3. Creation of Insurance Minimum Standards Packages	160	2	320	-	320	20001-100
5042	Project Executive	3.4.2.4. Communication Plan Requirements for each Trade/SOW	160	4	640	-	640	20001-100
		3.4.3. Scheduling						
5081	Senior Project Manager	3.4.3.1. Creation of Driving Master Schedule	150	2	300	-	300	20001-100
5081	Senior Project Manager	3.4.3.4. Creation of SIS / Reporting Sequence & Content	150	1	150	-	150	20001-100
5037	Project Controller	3.4.4. Financial Documentation	150	1	150	-	150	20001-100
5037	Project Controller	3.4.4.1. Application for Payment Sequence, Format & Submission.	150	5	750	-	750	20001-100
5037	Project Controller	3.4.4.2. Creation Payment Requirements & Sequence	150	4	600	-	600	20001-100
5037	Project Controller	3.4.4.3. Creation of Financial Reporting Sequence & Content	150	4	4,350	-	4,350	20001-100
		3.4.5. Site Management						
5042	Project Executive	3.4.5.1. Creation of QAQC Plan	160	2	320	-	320	20001-100
5016	Project Coordinator	3.4.5.2. Creation of Housekeeping Plan	110	2	220	-	220	20001-100
		3.4.5.3. Temporary Utilities & Site Access Plan						
		3.4.5.4. Site Security Plan						
5081	Senior Project Manager	3.4.5.5. Vendor Management	150	6	900	-	900	20001-100
5018	Project Coordinator	3.4.5.7.1. SWPP	110	2	220	-	220	20001-100
		3.4.5.7.2. Permitting and Inspections						
		3.4.5.8.1. Equipment & Light Traffic Interface Protocol's						
		3.4.5.9. Cranes						
		3.4.5.9.1. Location & Lifting Plans						
		3.4.5.9.2. Laydown & Offload Plan						



6565 N. MacArthur Blvd.
Suite 225
Dallas, TX 75039

469-325-1616
www.frigitekIP.com

Pocatello Development Authority
PO Box 4169
North 7th Avenue
Pocatello, ID 83205

Invoice #: 002
Date: 3/11/2020

Project: ID-100

<u>Description</u>	<u>Amount</u>
Survey & Conceptual Layout	\$12,258.80
Construction Management Services Retainer	\$45,000.00

Total Due: \$57,258.80

KBCm Group, LLC
 8901 Tehama Ridge Pkwy, Ste
 127140
 Ft Worth, TX 76177 US
 sblankenfeld@kbcmgrou.com
 www.kbcmgrou.com

Invoice 20001-102



BILL TO

Elden Charles
 Frigitek Industrial Parks, Inc
 6565 N MacArthur Blvd Suite 225
 Dallas, Texas 75039
 United States

DATE 03/01/2020	PLEASE PAY \$45,000.00	DUE DATE 03/01/2020
--------------------	----------------------------------	------------------------

DESCRIPTION

CM:Construction Management Services
 Construction management services for TIF Improvements period 2/1/2020 - 2/29/2020
 PO 2020-101-002

QTY	RATE	AMOUNT
1	45,000.00	45,000.00

TOTAL DUE \$45,000.00

THANK YOU.

ENTERED AS JOB COST

Date: 03/01/2020 5:42:53 PM
 By: Skyler_KBCM APPROVED
 PO/SC: PO 2020-101-002 REVISE
 Job: POCATELLO COLD ST REJECTED

POCATELLO 2020-101		
Pay Application: NA		
SUB JOB	COST CODE	TOTAL
OWNER	01-10160	\$45,000.00
Skyler_KBCM 03/01/2020 5:44:02 PM		

Time Sheet/Recap

Company: KBcm Group
 Project: 2020 - 101 Poccatello Cold Storage
 Period: 2/1/2020 - 2/29/2020

Printed April 28, 2020 at 10:51 AM

E#	Class	Name	Rate	Hrs	OT Rate	OT Hrs	Per Diem	Total	Discount Adjustment	Revised Total	Invoice
5042	Project Executive	1.1. Outline Owner's Expectations & Vision for the Project	160	3				480	-	480	20001-102
5042	Project Executive	1.2. Map Elements of the Project (Site, Logistics, Process Etc.)	160	7				1,120	-	1,120	20001-102
5042	Project Executive	1.3. Map Resources, Constraints & Boundaries	160	3				480	-	480	20001-102
5081	Senior Project Manager	1.4. Map Time Constraints	150	11				1,650	-	1,650	20001-102
5037	Project Controller	1.5. Map Time Over Cost Graph	150	1				150	-	150	20001-102
5081	Senior Project Manager	1.6. Identify Municipality Requirements	150	2				300	-	300	20001-102
		1.7. Identification of PFD & or P&ID Process									
		2.1. Map Land Closure, Owner Stewardship Requirements									
5081	Senior Project Manager	2.2. Creation of Time Scaled Parameters	150	3				450	-	450	20001-102
5093	Senior Estimator	2.3. Creation of Resources & Budgetary Parameters	150	21				3,150	-	3,150	20001-102
5071	Design Manager	2.4. Creation of Design Parameters	150	7				1,050	-	1,050	20001-102
5081	Senior Project Manager	2.5. Creation of Municipality Interface, Requirements & Milestones	150	1				150	-	150	20001-102
5081	Senior Project Manager	2.6. Creation of Procurement Plan (Long Leads)	150	8				1,200	-	1,200	20001-102
5081	Senior Project Manager	2.7. Identification of Site Logistical Plan	150	5				750	-	750	20001-102
		2.7.1. Delivery Sequence & Laydown Requirements Identified									
		2.7.2. Site Security Requirements Identified									
5081	Senior Project Manager	2.7.3. Off Site & Traffic Control Responsibilities Identified	150	4				600	-	600	20001-102
5081	Senior Project Manager	2.7.4. Rail Spur & Stack Up Requirements	150	2				300	-	300	20001-102
		2.9.1. Testing									
		2.9.2. Certification									
5042	Project Executive	2.9.3. QAQC Process	160	16				2,560	-	2,560	20001-102
5081	Senior Project Manager	2.10. Safety Assessment, Observation & Reporting Plan	150	4				600	-	600	20001-102
		3.1.1. Safety Assessment, Agency Interaction Plan									
		3.1.1. Review & Refine Startup Check-list									
		3.1.2. Identify All Stake Holders & Team Members									
5042	Project Executive	3.1.2.1. Creation of Project Communication Plan	160	23				3,680	-	3,680	20001-102
5037	Project Controller	3.1.2.2. Mapping of Project Reporting Plan	150	6				900	-	900	20001-102
5016	Project Coordinator	3.1.3. Creation of Site Safety Plan	110	2				220	-	220	20001-102
		3.1.3.1. Aid Stations, Safety Protocols, & Emergency Action Plan									
		3.1.3.2. Site Evacuation & Marshaling Area Identified									
		3.1.3.3. Safe Area Emergency Master Plan									
		3.1.3.4. Vendor Safety Plan Management									
5018	Project Coordinator	3.1.4. Construction Administration Plan	110	16				1,760	-	1,760	20001-102
5081	Senior Project Manager	3.1.4.1. Creation of Financial Management Plan	150	8				1,200	-	1,200	20001-102
5037	Project Controller	3.1.4.2. Creation of Project Payment Process	150	2				300	-	300	20001-102
5037	Project Controller	3.1.4.3. Creation of Change Management Plan	150	1				150	-	150	20001-102
5037	Project Controller	3.1.4.4. Creation of Punch-list / Phased Turn Over Plan(s) if Applicable	150	1				150	-	150	20001-102

5071	Design Manager	150	4	600	-	600	20001-102
3.2.1. Design Disciplines Outlined							
3.2.1.1. PFD / P&IDs							
3.2.1.2. 3D / BIM							
3.2.1.3. Engineering							
3.2.1.4. Utilities							
3.2.1.5. Gas and Electrical Generation							
3.2.1.6. Rail PFD / P&IDs Delivery Identified							
3.2.1.8. Civil Earth and Roads							
3.2.1.9. Structural							
3.2.1.10. Architectural							
5042	Project Executive	160	3	480	-	480	20001-102
5081	Senior Project Manager	150	8	1,200	-	1,200	20001-102
5018	Project Coordinator	110	41	4,510	-	4,510	20001-102
5022	Procurement Manager	130	7	910	-	910	20001-102
5042	Project Executive	160	10	1,600	-	1,600	20001-102
5016	Project Coordinator	110	6	660	-	660	20001-102
3.4. Construction Delivery							
5003	Project Administration	80	8	640	-	640	20001-102
3.4.1. Project Administration							
3.4.1.1. Create Meeting Sequence, Format, & Criteria							
5018	Project Coordinator	110	4	440	-	440	20001-102
5018	Project Coordinator	110	5	550	-	550	20001-102
3.4.1.2. Create RFI & Issue Reporting Process							
3.4.1.3. Create Progress Reporting Sequence & Format							
3.4.1.5. Mapping, Photo & Drone Reporting							
3.4.2. Contract Administration							
5081	Senior Project Manager	150	3	450	-	450	20001-102
3.4.2.1. Creation of Specific SOW Packages							
3.4.2.2. Creation of Safety & Municipal Requirements Packages							
3.4.2.3. Creation of Insurance Minimum Standards Packages							
3.4.2.4. Communication Plan Requirements for each Trade/SOW							
3.4.3. Scheduling							
5081	Senior Project Manager	150	31	4,650	-	4,650	20001-102
3.4.3.1. Creation of Driving Master Schedule							
3.4.3.4. Creation of SIS / Reporting Sequence & Content							
3.4.4. Financial Documentation							
3.4.4.1. Application for Payment Sequence, Format & Submission.							
3.4.4.2. Creation Payment Requirements & Sequence							
5037	Project Controller	150	6	900	-	900	20001-102
3.4.4.3. Creation of Financial Reporting Sequence & Content							
3.4.5. Site Management							
5042	Project Executive	160	9	1,440	-	1,440	20001-102
3.4.5.1. Creation of QAQC Plan							
3.4.5.2. Creation of Housekeeping Plan							
3.4.5.3. Temporary Utilities & Site Access Plan							
3.4.5.4. Site Security Plan							
3.4.5.5. Vendor Management							
5042	Project Executive	160	44	7,040	-	7,040	20001-102
3.4.5.7.1. SWPP							
3.4.5.7.2. Permitting and Inspections							
3.4.5.8.1. Equipment & Light Traffic Interface Protocols							
3.4.5.9. Cranes							
3.4.5.9.1. Location & Lifting Plans							
3.4.5.9.2. Laydown & Offload Plan							

3.4.6. Off Site Management					
3.4.6.2. Site Access Plan					
3.4.6.3. Water & Utility Implementation Plan					
4.1. Define Punch List Format					
4.2. Create Operational Integration, Startup & Turnover Plan					
4.2.1. Create Operations Training & Instructions Format & Criteria					
4.2.2. Create Operations Turn-over Plan *(to Name Plate)					
4.3. Create Demobilization Plan					
4.3.1. Demobilization Schedule					
4.3.2. Identify Material Overages & Surplus Dispersal Plan					
4.4. Create Documents Close-out Management Plan					
4.4.1. Outline Warranties, OEM Data Sheets & BOM Criteria					
4.4.3. Create "As Built" Document(s) Criteria					
Rate Adjustment for Billing Agreement \$45,000 per period					
0001 Adjustment		346	49,420	4,420	(4,420) 20001-102
Total				4,420	45,000