

POCATELLO DEVELOPMENT AUTHORITY
Agenda for the meeting of
June 16, 2021 – 11:00 a.m.
Council Chambers – Pocatello City Hall

Limited in-person attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place. Individuals are encouraged, but not required, to wear masks/face coverings.

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 – 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 May 19, 2021. *See attached document.*
- 3. ACTION ITEM – Financial Report.** A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report. *See attached document.*
- 4. ACTION ITEM –Expense Payments & Reimbursements.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
 - 4a. \$35.69 from the general fund to Aceline McCulla reimbursement for PDA stationery paper for \$35.69. *See attached receipt.*
 - 4b. \$220.00 from the general fund to Elam & Burke for special council regarding review of Northgate Plan for invoice 189756 dated February 28, 2021. *See attached invoice.*
 - 4c. \$253.50 from the general fund to Elam & Burke for special council regarding review Simmons Surgical obligation for invoice 190617 dated April 30, 2021. *See attached invoice.*
 - 4d. \$848.53 from the general fund to Elam & Burke for special council regarding document review of Frigitek OPA, PDA audit letter, review Simmons Surgical obligation for invoice dated May 31, 2021. *See attached invoice.*
- 5. ACTION ITEM –2022 Budget Preparation.** The Board may wish to discuss the process and schedule of the 2022 budget.
- 6. 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.
- 7. EXECUTIVE SESSION –** The Board may wish to go into an executive session.
- 8. ADJOURN.**

Action Item 2

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES FOR MAY 19, 2021
COUNCIL CHAMBERS, 911 N 7TH AVENUE, POCATELLO, ID**

PRESENT: Heidi Adamson, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal.

Excused or Unexcused: Brian Blad (Excused) and Victoria Bird (Unexcused).

OTHERS PRESENT: Brent McLane, Executive Director; Jim Krueger, Treasurer; Aceline McCulla, Secretary; Merrill Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director/City Engineer; and other visitors.

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

Chair David Villarreal called the meeting to order at approximately 11:05 am. No conflicts were disclosed at this time.

Agenda Item No. 2: Approve the Minutes

The PDA may consider approving the minutes from the regular meeting held on April 21, 2021.

It was moved by **H. Adamson** and seconded by **J. Johnson** to approve the minutes as written from the meeting on April 21, 2021. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Financial Report.

A report was provided that included a bank balance sheet of monthly income and expenses.

Krueger stated he was waiting for more information to create the resolution for the fund balance, and this item would be added to a future agenda once it is created. Krueger will work with Quayle and McLane to verify fund balances.

The PDA considered the March financial report presented in the supplemented agenda packet.

It was then moved by **T. Tovey** and seconded by **J. Johnston** to approve the financial report as presented. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 4: Expense Payments & Reimbursements.

The Board may wish to approve the payments or reimbursements of the following PDA expenses:

- 4a. Move \$550.88 from the general fund to the City of Pocatello for final reimbursement of staff hours in Fiscal Year 2020 that needs to be compensated.
- 4b. \$2,251.42 from the general fund to the City of Pocatello for reimbursement of staff hours through March 2021.
- 4c. \$86.00 from the general fund to Elam & Burke for special council regarding document review of Frigitek reimbursement dated February 16, 2021.

It was moved by **T. Tovey** and seconded by **S. Turner** to approve the expense payments as presented. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No.5: Attendance Policy. The Board may wish to consider the addition of an attendance policy to the PDA bylaws.

It was clarified that conference calls are considered as in attendance and allowed. **Gunter** asked to move the word excused in the last sentence of Item I. Attendance Policy. It should read, Absences will be considered excused only if the member... The Board agreed.

It was moved by **G. Gunter** and seconded by **H. Adamson** to approve adding an Attendance Policy to the PDA bylaws. Those in favor: Heidi Adamson, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 6: 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.

Adamson noted a Councilperson asked the Mayor, during a City Council work session, to have the feasibility study redone in the Northgate TIF District. **Villarreal** stated he had already spoken with this council person on this topic. **Lion** recommended the council person watch some info graphics that explains the flow and structure of a TIF. **Terrel** added that Professor Shin Kue Ryu of ISU is a guru on TIF Districts and may be a good resource for the Council person to contact as well. **Villarreal** noted that the Chair will contact the Council person and obtain more details and provide research options.

Villarreal stated a meeting pertaining to Frigitek was held by the PDA Chair, City Staff, and the PDA Attorney on May 18, 2021, regarding municipal dollars and performance requirements on behalf of the contractor not being met.

Tovey asked that a scope and mission work session be scheduled. **McLane** will look into this request and get something scheduled. **Lion** will help draft the scope and work with McLane.

With no further business, it was moved by **T. Tovey** and seconded by **S. Turner** to adjourn the meeting at 11:41 AM.

By: Aceline McCulla, Secretary

Approved on

Action Item 3

2:55 PM
 06/08/21
 Accrual Basis

Pocatello Development Authority
 Balance Sheet by Class
 As of May 31, 2021

	<u>1-General Fund</u>	<u>4-Naval Ordnance</u>	<u>6-North Portneuf</u>	<u>7-Pocatello Regional Airport</u>	<u>8-Northgate</u>	<u>TOTAL</u>
ASSETS						
Current Assets						
Checking/Savings						
ICCU Checking	734,455.61	1,302,380.13	1,414,276.31	394.36	4,194.81	3,455,701.22
ICCU Savings	25.00	0.00	0.00	0.00	0.00	25.00
Total Checking/Savings	<u>734,480.61</u>	<u>1,302,380.13</u>	<u>1,414,276.31</u>	<u>394.36</u>	<u>4,194.81</u>	<u>3,455,726.22</u>
Accounts Receivable						
Notes Receivable	380,187.28	0.00	0.00	0.00	0.00	380,187.28
Total Accounts Receivable	<u>380,187.28</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>380,187.28</u>
Other Current Assets						
Accrued Interest Income	23,923.72	374.33	145.57	228.76	0.00	24,672.38
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00
Property Tax Receivable	7,969.05	0.00	208,081.29	0.00	0.00	216,050.34
Total Other Current Assets	<u>31,892.77</u>	<u>374.33</u>	<u>208,226.86</u>	<u>228.76</u>	<u>0.00</u>	<u>240,722.72</u>
Total Current Assets	<u>1,146,560.66</u>	<u>1,302,754.46</u>	<u>1,622,503.17</u>	<u>623.12</u>	<u>4,194.81</u>	<u>4,076,636.22</u>
Other Assets						
Inventory - Leasehold	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Land	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Assets	<u>125,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,000.00</u>
TOTAL ASSETS	<u><u>1,271,560.66</u></u>	<u><u>1,302,754.46</u></u>	<u><u>1,622,503.17</u></u>	<u><u>623.12</u></u>	<u><u>4,194.81</u></u>	<u><u>4,201,636.22</u></u>

2:55 PM
 06/08/21
 Accrual Basis

Pocatello Development Authority
 Balance Sheet by Class
 As of May 31, 2021

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	473.50	0.00	0.00	0.00	0.00	473.50
Total Accounts Payable	473.50	0.00	0.00	0.00	0.00	473.50

Other Current Liabilities

Acct Payable	30,461.63	0.00	2,541.50	0.00	0.00	33,003.13
Notes Payable Short Term	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Current Liabilities	30,461.63	0.00	2,541.50	0.00	0.00	33,003.13

Total Current Liabilities	30,935.13	0.00	2,541.50	0.00	0.00	33,476.63
----------------------------------	------------------	-------------	-----------------	-------------	-------------	------------------

Long Term Liabilities

Deferred Interest Receivable	23,632.57	0.00	0.00	0.00	0.00	23,632.57
Deferred Notes Receivable Rev	426,528.00	0.00	0.00	0.00	0.00	426,528.00
Deferred Tax Revenues	0.00	0.00	208,081.29	0.00	0.00	208,081.29
Notes Payable Long Term	0.00	0.00	0.00	0.00	0.00	0.00
Total Long Term Liabilities	450,160.57	0.00	208,081.29	0.00	0.00	658,241.86

Total Liabilities	481,095.70	0.00	210,622.79	0.00	0.00	691,718.49
--------------------------	-------------------	-------------	-------------------	-------------	-------------	-------------------

Equity

Fund Balance	967,594.43	1,177,469.18	1,352,818.89	544,711.85	0.00	4,042,594.35
Net Income	-34,129.47	125,285.28	59,061.49	-687,088.73	4,194.81	-532,676.62
Interfund Transfers	-143,000.00			143,000.00		
Total Equity	790,464.96	1,302,754.46	1,411,880.38	623.12	4,194.81	3,509,917.73

TOTAL LIABILITIES & EQUITY	1,271,560.66	1,302,754.46	1,622,503.17	623.12	4,194.81	4,201,636.22
---------------------------------------	---------------------	---------------------	---------------------	---------------	-----------------	---------------------

	0.00	0.00	0.00	0.00	0.00	0.00
--	------	------	------	------	------	------

9:43 AM
 06/09/21
 Accrual Basis

Pocatello Development Authority
 Profit & Loss by Class
 May 2021

	<u>1-General Fund</u>	<u>4-Naval Ordnance</u>	<u>6-North Portneuf</u>	<u>7-Pocatello Regional Airport</u>	<u>8-Northgate</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income						
Interest Income	89.77	160.44	174.22	0.05	0.52	425.00
Loan Interest Income	277.95	0.00	0.00	0.00	0.00	277.95
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>367.72</u>	<u>160.44</u>	<u>174.22</u>	<u>0.05</u>	<u>0.52</u>	<u>702.95</u>
Gross Profit	367.72	160.44	174.22	0.05	0.52	702.95
Expense						
Administrative	13,761.94	0.00	0.00	0.00	0.00	13,761.94
Total Expense	<u>13,761.94</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,761.94</u>
Net Ordinary Income	<u>-13,394.22</u>	<u>160.44</u>	<u>174.22</u>	<u>0.05</u>	<u>0.52</u>	<u>-13,058.99</u>
Net Income	<u><u>-13,394.22</u></u>	<u><u>160.44</u></u>	<u><u>174.22</u></u>	<u><u>0.05</u></u>	<u><u>0.52</u></u>	<u><u>-13,058.99</u></u>

9:57 AM
 06/09/21
 Accrual Basis

Pocatello Development Authority
 Profit & Loss by Class
 October 2020 through May 2021

	<u>1-General Fund</u>	<u>4-Naval Ordnance</u>	<u>6-North Portneuf</u>	<u>7-Pocatello Regional Airport</u>	<u>8-Northgate</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income						
Interest Income	772.61	1,269.05	1,412.89	427.45	204.95	4,086.95
Loan Interest Income	902.75	0.00	0.00	0.00	0.00	902.75
Personal Property tax replace	0.00	4,473.12	1,949.54	1,262.85	25.46	7,710.97
Property Taxes	0.00	119,543.11	55,699.06	44,621.11	3,964.40	223,827.68
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>1,675.36</u>	<u>125,285.28</u>	<u>59,061.49</u>	<u>46,311.41</u>	<u>4,194.81</u>	<u>236,528.35</u>
Gross Profit	1,675.36	125,285.28	59,061.49	46,311.41	4,194.81	236,528.35
Expense						
Administrative	16,938.18	0.00	0.00	0.00	0.00	16,938.18
Bank Fee	30.00	0.00	0.00	0.00	0.00	30.00
Non-Capital Infrastructure	0.00	0.00	0.00	733,400.14	0.00	733,400.14
Professional Services						
Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Professional Services	18,836.65	0.00	0.00	0.00	0.00	18,836.65
Total Professional Services	<u>18,836.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,836.65</u>
Total Expense	<u>35,804.83</u>	<u>0.00</u>	<u>0.00</u>	<u>733,400.14</u>	<u>0.00</u>	<u>769,204.97</u>
Interfund Transfers	<u>-143,000.00</u>			<u>143,000.00</u>		
Net Ordinary Income	<u>-177,129.47</u>	<u>125,285.28</u>	<u>59,061.49</u>	<u>-544,088.73</u>	<u>4,194.81</u>	<u>-532,676.62</u>
Net Income	<u><u>-177,129.47</u></u>	<u><u>125,285.28</u></u>	<u><u>59,061.49</u></u>	<u><u>-544,088.73</u></u>	<u><u>4,194.81</u></u>	<u><u>-532,676.62</u></u>

Action Item 4a

Reimburse Aceline McCulla
for PSA stationery
paper for official letters.

Office DEPOT OfficeMax®

POCATELLO - (208) 237-6111

05/25/2021 10:04 AM

***** REPRINT *****

Reprint Transaction # 64210525210012347



DVPVTPU3P5355RXBMM

SALE	6421-1-2346-958059-21.5.2	
402354	PPR,FINE BUS,2	35.69 S
	Subtotal:	35.69
	Sales Tax:	0.00
	Total:	35.69
	Visa 1490:	35.69

AUTH CODE 09275D
TDS Chip Read
AID A0000000031010 4341504954414C204F4E
TVR 000008000
CVS No Signature Required

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

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below:
Y60A 64DR 8VTV

Action Item 4b

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

FEBRUARY 28, 2021

Invoice # 189756

Billing Atty - MSC

RE: Northgate Plan

CLIENT/MATTER: 09212-00001

FEBRUARY 28, 2021

Invoice # 189756

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	220.00
COSTS ADVANCED	.00
TOTAL INVOICE	220.00

ELAM & BURKE

ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

FEBRUARY 28, 2021

Invoice # 189756

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From FEBRUARY 4, 2021 Through FEBRUARY 28, 2021

RE: Northgate Plan

CLIENT/MATTER: 09212-00001

2/04/21	MSC	1.00	Review email communication from Carl Anderson with request from councilmember Stevens concerning order of repayment under the Northgate Plan. Review Attachments 5.1, 5.2 and 5.4 to gather data to aid in responding. Draft response to Mr. Anderson noting current status and information set forth in the economic feasibility study concerning pro-rata reimbursement and retention of funds for agency administrative costs. Note information necessary to move forward on revising the draft agreement.	200.00
2/19/21	MSC	.10	Follow up with STC staff concerning contact information for annual attestation form re 50-2903A.	20.00

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Northgate Plan

CLIENT/MATTER: 09212-00001
FEBRUARY 28, 2021
Invoice # 189756

ATTORNEY		RATE	HOURS	AMOUNT	NON-CHARGEABLE HOURS	AMOUNT
Conrad, Meghan S.	Shareholder	200.00	1.10	220.00	.00	.00
			1.10	220.00	.00	.00

COSTS ADVANCED

TOTAL COSTS ADVANCED .00

INVOICE TOTAL 220.00

ELAM & BURKE

ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

FEBRUARY 28, 2021

Invoice # 189757

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

FEBRUARY 28, 2021

Invoice # 189757

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	86.00
COSTS ADVANCED	.00
TOTAL INVOICE	86.00

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

FEBRUARY 28, 2021

Invoice # 189757

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From FEBRUARY 16, 2021 Through FEBRUARY 28, 2021

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

2/16/21 MSC .40 Review email communication from Brent McClane 86.00
concerning Frigitek reimbursement. Review
agreement and draft response to Mr. McClane re
same.

ATTORNEY	RATE	HOURS	AMOUNT	NON-CHARGEABLE	
				HOURS	AMOUNT
Conrad, Meghan S. Shareholder	215.00	.40	86.00	.00	.00
		.40	86.00	.00	.00

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Special Counsel General

CLIENT/MATTER: 09212-00003
FEBRUARY 28, 2021
Invoice # 189757

COSTS ADVANCED

TOTAL COSTS ADVANCED	.00
INVOICE TOTAL	86.00
BALANCE FORWARD	64.50
BALANCE DUE	150.50

Action Item 4c

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

APRIL 30, 2021

Invoice # 190617

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

APRIL 30, 2021

Invoice # 190617

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	253.50
COSTS ADVANCED	.00
TOTAL INVOICE	253.50

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

APRIL 30, 2021

Invoice # 190617

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From APRIL 14, 2021 Through APRIL 30, 2021

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

4/14/21	MSC	.60	Draft email communication to Brent McLane in follow up to request for letter related to defaulted economic development loans requesting additional information and providing a status update.	129.00
4/20/21	MSC	.20	Call with Brent McLane to discuss collection efforts and status update re same.	43.00
4/21/21	KSK	.60	Research Simmons Surgical LLC status with secretary of state. Draft Simmons demand letter.	60.00
4/29/21	MSC	.10	Review and respond to email communication from city staff concerning PDA PRR.	21.50

ATTORNEY		RATE	HOURS	AMOUNT	NON-CHARGEABLE HOURS	AMOUNT
Conrad, Meghan S.	Shareholder	215.00	.90	193.50	.00	.00
Kline, Kim S.	Paralegal	100.00	.60	60.00	.00	.00
			1.50	253.50	.00	.00

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Special Counsel General

CLIENT/MATTER: 09212-00003
APRIL 30, 2021
Invoice # 190617

COSTS ADVANCED

TOTAL COSTS ADVANCED	.00
INVOICE TOTAL	253.50
BALANCE FORWARD	86.00
BALANCE DUE	339.50

Action Item 4d

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

MAY 31, 2021

Invoice # 191014

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

MAY 31, 2021

Invoice # 191014

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	847.00
COSTS ADVANCED	1.53
TOTAL INVOICE	848.53

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

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

MAY 31, 2021

Invoice # 191014

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From MAY 5, 2021 Through MAY 31, 2021

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

5/05/21	MSC	.50	Work on revising and finalizing the draft demand letter re Simmons obligation.	107.50
5/10/21	KSK	.30	Draft response letter to auditor.	30.00
5/11/21	MSC	.30	Review PDA audit request letter. Review and final audit response letter.	64.50
5/12/21	MSC	.60	Follow up on email communication related to finalizing the letter for signature. Review email communication concerning potential development in the Naval Ordnance Project Area and review of Frigitek OPA terms.	129.00
5/12/21	RPA	.20	Review email on the conflict over payment to contractor concerning constructed improvements and OPA to Frigitek.	43.00
5/18/21	MSC	1.00	Call with Brent McLane, PDA Board Members and city staff to discuss Frigitek OPA and potential new development in the Naval Ordnance Project Area. Identify next steps.	215.00
5/20/21	RPA	.30	Follow up on issues concerning Frigitek failure to pay subcontractors for infrastructure work, how to protect agency interests and need for additional documents.	64.50

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Special Counsel General

CLIENT/MATTER: 09212-00003
MAY 31, 2021
Invoice # 191014

5/21/21	MSC	.30	Review and analyze Frigitek OPA terms.	64.50
5/21/21	MSC	.20	Prepare for call with Dane Simmons in follow up to voicemail and email in response to the demand letter. Draft follow up email re same.	43.00
5/21/21	RPA	.30	Additional analysis of Frigitek issues, possible payment to both subcontractors and Frigitek. Consider lien releases.	64.50
5/25/21	MSC	.10	Call with Dane Simmons to discuss payment arrangement.	21.50

ATTORNEY	RATE	HOURS	AMOUNT	NON-CHARGEABLE HOURS	AMOUNT
Armbruster, Ryan P. Of Counsel	215.00	.80	172.00	.00	.00
Conrad, Meghan S. Shareholder	215.00	3.00	645.00	.00	.00
Kline, Kim S. Paralegal	100.00	.30	30.00	.00	.00
		4.10	847.00	.00	.00

COSTS ADVANCED

Postage	1.53
---------	------

TOTAL COSTS ADVANCED	1.53
----------------------	------

INVOICE TOTAL	848.53
---------------	--------

BALANCE FORWARD	253.50
-----------------	--------

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Special Counsel General

CLIENT/MATTER: 09212-00003
MAY 31, 2021
Invoice # 191014

BALANCE DUE

1,102.03