

POCATELLO DEVELOPMENT AUTHORITY

**Agenda for the meeting of
January 18, 2023 – 11:00 a.m.
Council Chambers – Pocatello City Hall**

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

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, ROLL CALL, DISCLOSE CONFLICTS OF INTEREST, AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM – MEETING MINUTES.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting and executive session held December 21, 2022.
- 3. ACTION ITEM – MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.** The Board may wish to approve the monthly financial report, expenses and reimbursements.
- 4. ACTION ITEM – AMEND SCOPE OF SERVICES WITH ELAM & BURKE.** The Board may wish to authorize the Chair to sign the engagement letter for professional services for the purpose of special litigation items.
- 5. 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.
- 6. NEWS FOR THE GOOD OF THE ORDER.** The board may wish to discuss news for the Good of the Order.
- 7. ADJOURN REGULAR MEETING.**

Action Item 2

POCATELLO DEVELOPMENT AUTHORITY

AGENDA 2

Meeting Minutes for December 21, 2022 at 11:00 A.M.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

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

Chair Villarreal called the meeting to order at approximately 11:00 a.m. No conflicts were disclosed.

Members present: Rick Cheatum, Greg Gunter (arrived at 11:05 a.m.), Jeff Hough, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal.

Members excused/unexcused: Mayor Brian Blad and Victoria Byrd.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello PW Development Engineer Merrill Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield and other visitors.

Agenda Item No. 2: Approve the Minutes

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners regular and executive session meetings held November 16, 2022.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the minutes as written from the regular and executive session meetings held November 16, 2022. Those in favor were R. Cheatum, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 3: AMENDMENT TO THE NAVAL ORDINANCE PLANT OPA. The Board may wish to approve an amendment to the Owner's Participation Agreement with IRG to allow for the reimbursement of work completed for a portion of Building 16.

McLane stated the amendment would allow payment for the Building 16 tower only, per the previous meeting request. IRG also has a new contractor to complete the work on Building 16, as IRG rebid the project for the lower portion of the building. This amendment does not affect the rest of the OPA with IRG.

It was moved by **R. Cheatum** and seconded by **S. Turner** to approve the amendment to the Naval Ordinance Plant OPA as presented. Those in favor were R. Cheatum, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 4: IRG NOP REIMBURSEMENT NO. 4 FOR BUILDING 16 TOWER.

The Board may wish to authorize payment for IRG's OPA Reimbursement No. 4 for the Building 16 Tower in the amount of \$691,545.55, documents included with agenda item 5.

Quayle stated that the partial payment request is only for the tower section of Building 16 per the amendment request. All the work and inspections have been completed satisfactorily per requirements. The lower portion of building 16 will be fulfilled within the reimbursement amount per the OPA.

It was moved by **G. Gunter** and seconded by **J. Hough** to authorize payment for the reimbursement request number 4 for the Building 16 painting of the tower \$691,545.55. Those in favor were R. Cheatum, G. Gunter, Jeff Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 5: Monthly Financial Report, Expenses and Reimbursements.

The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **J. Johnston** and seconded by **R. Cheatum** to approve the financial report, expenses and reimbursements as presented. Those in favor were R. Cheatum, G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 6: Executive Session – Iwamizawa Conference Room.

The Board may wish to go into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f).

It was moved by **J. Johnston** and seconded by **R. Cheatum** to move the Board into an executive session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f), at approximately 11:17 a.m. Those in favor were R. Cheatum, G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 7: Calendar Review.

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Nothing was reported.

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

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

McLane stated things are happening, but nothing specific to report.

Agenda Item 9: Adjourn Regular Meeting.

With no further business, **Chair Villarreal** adjourned the meeting at 11:18 a.m.

Submitted by: _____ Approved on: _____
Aceline McCulla, Secretary

Pocatello Develop Authority Board of Commissioners
Executive Session Minutes
City Hall, Paradise Conference Room
December 21, 2022

Chair Villarreal called the meeting to order at 11:21 a.m.

Members present: Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal.

Members excused: Mayor Brian Blad and Victoria Byrd.

Others present: Executive Director Brent McLane, PDA Attorneys Meghan Sullivan and Abbey Germaine (via GoToMeeting).

Executive Session

The Board may wish to go into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f).

With no further discussion, it was moved by **R. Cheatum** and seconded by **J. Johnston** to adjourn from the executive session pursuant to Idaho Code §74-206(1)(f) at approximately 11:50 a.m., and reconvene to the regular meeting session. Those in favor: R. Cheatum, G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

By: _____
Aceline McCulla, Secretary

Approved on: _____

Action Item 3

Pocatello Development Authority
Monthly Finance Report
January 18, 2023
Fiscal Year 2023

Expenditure Approvals:

Checks to be ratified:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>
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Checks to be approved:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>	
ICCU - VISA	1470	206.53	Olivers - Jan luncheon
Thane Sparks	1471	1,200.00	January Services
Denis Clijsters	1472	84,941.00	Station Square - Economic Dev Grant (approved 10/20/21)
City of Pocatello	1473	7,768.91	Quarterly City Admin (7,717.01) Printer, Postage (51.90)

Finance Report as of January 18, 2023

	General Fund		Naval Ordinance		North Portneuf		Airport ***		Northgate		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Cash	1,085,595.96		226,781.71		1,553,054.16				50,638.71		2,916,070.54	
Income												
Administrative fees	69,629										69,629	0.00
Property taxes			263,050		35,999		99,926		10,609	1,336.02	409,584	1,336.02
Note payments		1,839.89									-	1,839.89
Interest income	3,508	576.95	1,614	424.36	1,866	847.42	600	70.08	33	26.89	7,621	1,945.70
Other											-	0.00
Total Income	73,137	2,416.84	264,664	424.36	37,865	847.42	100,526	70.08	10,642	1,362.91	486,834	5,121.61
Expense												
Administrative expense			44,719		6,120		16,987		1,804		69,630	0.00
Luncheon costs	2,000	899.29									2,000	899.29
Office expenses	300	51.90									300	51.90
Dues and memberships											-	0.00
Insurance	7,500										7,500	0.00
Training and Travel												0.00
City admin charges	9,100	13,235.39									9,100	13,235.39
Professional services	48,000	8,010.00		1,363.00							48,000	9,373.00
Economic Development Grants		84,941.00										84,941.00
Non-capital Infrastructure	1,143,113		1,802,996	798,394.61	1,579,785		129,430		42,663		4,697,987	798,394.61
Total Expense	1,210,013	107,137.58	1,847,715	799,757.61	1,585,905	0.00	146,417	0.00	44,467	0.00	4,834,517	906,895.19

*** at the end of 12/31/2022 the airport fund had a negative cash balance of \$(14,545.81), due to the general fund

PDA Lunch Meeting for January 18, 2023

Olivers Restaurant

130 S 5th Ave, Pocatello, ID 83201

208-234-0672 (Lisa)

City of Pocatello Tax Exempt ID: 82-6000244

Deliver to Council Chambers by 10:45 a.m.

Call Ext 6184 on phone in foyer

Items	Qty	Each Cost	Totals
Baked Chicken & Pepper Jack	2	\$11.99	\$ 23.98
Pastrami & Swiss	2	\$11.99	\$ 23.98
Roast Beef & Pepper Jack	2	\$11.99	\$ 23.98
Turkey & Pepper Jack	2	\$11.99	\$ 23.98
Baked Ham & Swiss	2	\$11.99	\$ 23.98
House Club & Pepper Jack (1- Jeff M. no Lettuce)	3	\$12.99	\$ 38.97
Chips 4 Nacho Cheese Doritos, 3 SC&O, 4 Classic, 2 Cheetos	0	\$ -	\$ -
Desserts (6 Brownie NO NUTS, 7 Carrot Cake)	0	\$ -	\$ -
TOTAL FOOD (13 Mini Box Lunches - all-inclusive mini box)			\$ 158.87
Gratuity 20% of food			\$ 31.77
Delivery Charge 10%			\$ 15.89
TOTAL ORDER AMOUNT			\$ 206.53
PAID - CREDIT CARD 1.12.2023			\$ (206.53)
Balance Due			\$ 0.00

Denis Clijsters presented information regarding the grant funds issuance for the fire suppression system per

Adamson noted the agreement states the fire system needs to be fully functioning and approved before payment. **Tovey** recommended to pay the full balance, as the water tap is scheduled for October 25 and then the final approval would be done shortly after the hookup and testing. **Blad** noted that if this process would be completed within two weeks, according to Quayle, we could approve to pay once the Building and Fire Departments have signed off on the final inspection so Clijsters does not have to come back in November.

Discussion on economic improvement of historic buildings.

It was moved by **B. Blad** and seconded by **S. Turner** to approve the issuance of the remaining grant balance of \$84,941.00, when the completed final inspection documentation, from the Building and Fire Departments, has been submitted to the Executive Director. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Agenda Item No. 6: Signature Update. The Board may wish to approve changes to the signature card for the PDA with Idaho Central Credit Union.

It was moved by **B. Blad** and seconded by **T. Tovey** to approve changes to the signature card for the PDA with Idaho Central Credit Union. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Agenda Item No. 7: CALENDAR REVIEW

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

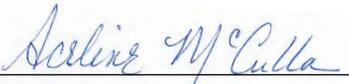
Discussion on work group session and training meeting at the beginning of 2022. Brent will send out a poll for available dates.

With no further business, it was moved by **T. Tovey** and seconded by **J. Johnston** to adjourn the meeting at approximately 11:34 AM and move into Executive Session as provided in Chapter 1, Title 74, Idaho Code; and consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions. Idaho Code §74-206(1)(e). Vote by roll call, those in favor: Adamson, Blad, Byrd, Gunter, Johnston, Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Agenda Item No. 5: EXECUTIVE SESSION – Consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; and consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions. Idaho Code §74-206(1)(e).

Agenda Item No. 8: ADJOURN

With no further business, it was moved by **T. Tovey** and seconded by **G. Gunter** to adjourn the meeting at 12:06 PM. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Submitted by: 
Aceline McCulla, Secretary

Approved on: November 17, 2021

POCATELLO DEVELOPMENT AUTHORITY
Meeting Minutes for October 20, 2021, at 11:00 AM
Council Chambers, 911 N 7th Avenue, Pocatello, Id

Present: Heidi Adamson, Brian Blad (Arrived 11:04 AM,) Victoria Byrd (Arrived 11:04 AM,) Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner and David Villarreal.

Others Present: Brent McLane, Executive Director; Jim Krueger, Treasurer; Jeff Mansfield, Public Works Director; Merrill Quayle, Pocatello Dev. Engineer; and guests.

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

Chair Villarreal called the meeting to order at approximately 11:01 AM and no conflicts were disclosed.

Lion asked that Agenda Item 5 follow Agenda Item 7 to allow guests and participants to hear all agenda items before being excused for the executive session. The PDA agreed.

It was moved by **R. Lion** and seconded by **S. Turner** to move Agenda Item 5 to follow Agenda Item 7. Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Agenda Item No. 2: Approve the Minutes

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting held September 15, 2021.

It was moved by **R. Lion** and seconded by **J. Johnston** to approve the minutes from the Board of Commissioners meeting held September 15, 2021. Adamson, Blad, Byrd, Gunter, Johnston Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Agenda No. 3: Financial Report. A financial report for the PDA will be provided by PDA Treasurer. The Board may wish to approve the financial report.

J. Krueger presented the financial report included in the agenda packet. Krueger had not run an updated commitments and outstanding elements report, he will get with Merrill Quayle between now and the next report. Krueger noted he would no longer be the PDA Treasurer and this would be his last meeting.

Adamson asked if Dane Simmons made the October 1 payment he stated he would be paid. **Krueger** stated he had not received a check. **McLane** stated Simmons called him the week of October 12 asking for a monthly statement to be sent to him with the breakdown in a monthly amount, he would then bring in a payment for that amount.

Tovey asked to add an agenda item for the November agenda to discuss how non-payment of an agreed upon payment schedule for outstanding loan agreements will be handled for current and future loans. The PDA agreed.

It was moved by **T. Tovey** and seconded by **B. Blad** to approve the financials as presented. Those in favor: Adamson, Blad, Byrd, Gunter, Johnston, Lion, Tovey, Turner and Villarreal. Unanimous. Motion Carried.

Agenda Item No. 4: Station Square PDA Loan. The Board may wish to hear from Denis Clijsters to approve reimbursement of expenses made that qualify under a loan agreement dated November 27, 2018 with Station Square and the PDA.

408 EAST WHITMAN
POCATELLO, ID 83201



208.234.6201
FAX: 208.233.4043

Memo

To: Brent McLane, Denis Clijsters

From: Dean Bullock

Date: January 10, 2023

Re: Station Square Fire Sprinkler System

Gentlemen,

The fire sprinkler system installed in the Station Square Building located at 200 S. Main St. in Pocatello, Idaho, has met all of the requirements of NFPA 13 and the 2018 International Fire Code. The system was installed and tested per local, state, and international code requirements.

Dean Bullock

Fire Code Official



PROJECT: PDA001-POCATELLO DEVELOPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
01-0200-414.31-03			POSTAGE			.00	3.99	3.99	.00	3.99-
AP	7151520	12/30/2022		004343	17110	U S POSTAL SERVICE-POST	1.71		.00	2023 03
						METERED MAIL FOR DEC22				
AP	7151243	12/01/2022		002331	17110	U S POSTAL SERVICE-POST	1.71		.00	2023 03
						METERED MAIL FOR NOV22				
AP	7150408	10/31/2022		000518	17110	U S POSTAL SERVICE-POST	.57		.00	2023 01
						METERED MAIL FOR OCT22				
						TRANSACTION TOTAL:	3.99		.00	
01-0200-414.40-20			CENTRAL COPIER			.00	47.91	47.91	.00	47.91-
AP	7150410	10/31/2022		000505	22841	VALLEY OFFICE SYS (NEW	47.91		.00	2023 01
						845 COLOR COPIES				
						MAILROOM COPIER-PDA				
						TRANSACTION TOTAL:	47.91		.00	
01-0600-415.10-01			PERS.-EXEMPT, FULL			.00	3,963.47	3,963.47	.00	3,963.47-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	414.48		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	1,243.44		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	259.05		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	103.62		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	181.34		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	1,787.45		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	129.53-		.00	2023 01
						TRANSACTION TOTAL:	3,859.85		.00	
01-0600-415.10-02			PERS.-NONEXEMPT, FU			.00	1,138.60	1,138.60	.00	1,138.60-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	276.61		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	64.33		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	244.45		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	25.73		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	373.09		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	186.55		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	186.55-		.00	2023 01
						TRANSACTION TOTAL:	984.21		.00	
01-0600-415.21-01			MEDICAL			.00	1,022.90	1,022.90	.00	1,022.90-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	122.74		.00	2023 03

PROJECT: PDA001-POCATELLO DEVELOPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	269.45		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	85.76		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	25.06		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	97.69		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	402.44		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	26.61-		.00	2023 01
TRANSACTION TOTAL:							976.53		.00	
01-0600-415.21-02 LIFE						.00	1.04	1.04	.00	1.04-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	.29		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	.31		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	.44		.00	2023 01
TRANSACTION TOTAL:							1.04		.00	
01-0600-415.21-03 DENTAL						.00	32.59	32.59	.00	32.59-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	4.09		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	8.13		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	2.93		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	.79		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	3.63		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	12.32		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	.98-		.00	2023 01
TRANSACTION TOTAL:							30.91		.00	
01-0600-415.22-00 WORKERS COMPENSATI						.00	9.18	9.18	.00	9.18-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	1.09		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	2.88		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	.79		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	.21		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	.89		.00	2023 01

PROJECT:PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	3.21		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	.24-		.00	2023 01
TRANSACTION TOTAL:							8.83		.00	
01-0600-415.24-03 PERSI						.00	686.42	686.42	.00	686.42-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	82.51		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	211.76		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	60.12		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	15.52		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	66.22		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	237.26		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	17.86-		.00	2023 01
TRANSACTION TOTAL:							655.53		.00	
01-0600-415.24-04 MEDICAL SAVINGS						.00	84.96	84.96	.00	84.96-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	10.51		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	17.07		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	7.94		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	9.19		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	11.25		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	26.89		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	3.04-		.00	2023 01
TRANSACTION TOTAL:							79.81		.00	
01-0600-415.25-00 SOCIAL SECURITY						.00	415.30	415.30	.00	415.30-
AJ		12/23/2022	PR1223			PAYROLL SUMMARY	50.04		.00	2023 03
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	128.52		.00	2023 03
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	36.58		.00	2023 02
AJ		11/10/2022	PR1110			PAYROLL SUMMARY	9.32		.00	2023 02
AJ		10/28/2022	PR1028			PAYROLL SUMMARY	40.33		.00	2023 01

City of Pocatello
 PROJECT ACTIVITY LISTING

PROJECT: PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	142.57		.00	2023 01
AJ		10/13/2022	PR1014			PAYROLL SUMMARY	11.00-		.00	2023 01
TRANSACTION TOTAL:							396.36		.00	
01-0601-445.10-01		10-01	PERS.-EXEMPT, FULL				.00	199.12		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	149.34		.00	2023 02
TRANSACTION TOTAL:							149.34		.00	
01-0601-445.21-01		21-01	MEDICAL				.00	43.19		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	32.39		.00	2023 02
TRANSACTION TOTAL:							32.39		.00	
01-0601-445.21-02		21-02	LIFE				.00	.07		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	.07		.00	2023 02
TRANSACTION TOTAL:							.07		.00	
01-0601-445.21-03		21-03	DENTAL				.00	1.28		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	.96		.00	2023 02
TRANSACTION TOTAL:							.96		.00	
01-0601-445.22-00		22-00	WORKERS COMPENSATI				.00	2.91		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	2.22		.00	2023 02
TRANSACTION TOTAL:							2.22		.00	
01-0601-445.24-03		24-03	PERSI				.00	23.77		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	17.83		.00	2023 02
TRANSACTION TOTAL:							17.83		.00	
01-0601-445.24-04		24-04	MEDICAL SAVINGS				.00	2.53		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	1.88		.00	2023 02
TRANSACTION TOTAL:							1.88		.00	
01-0601-445.25-00		25-00	SOCIAL SECURITY				.00	14.32		
AJ		11/23/2022	PR1123			PAYROLL SUMMARY	10.70		.00	2023 02
TRANSACTION TOTAL:							10.70		.00	
84-8400-490.31-99		31-99	OTHER GENERAL SUPP				.00	456.65		
AJ		12/09/2022	PR1209			PAYROLL SUMMARY	456.65		.00	2023 03
TRANSACTION TOTAL:							456.65		.00	

PROJECT: PDA001-POCATELLO DEVELOPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
						TRANS AMT	TRANS ENCUMBERED	FISC YR PERIOD	

=== PROJECT: PDA001 ===== P R O J E C T T O T A L S =====

CLASSIFICATION TOTALS:	EXPENDITURES:	7,717.01		
TRANSACTION TOTAL:		7,717.01	.00	
ESTIMATE COMPARISON:	.00	8,150.20	8,150.20	8,150.20-
(ACTUAL) SUMMARY TOTAL:	.00	8,150.20	8,150.20	8,150.20-

MISCELLANEOUS INFO:	CODE	FREEFORM INFORMATION	DATE
	MISC	TO TRACK TIME SPENT WORKING ON PDA IN CASE THE	06/18/2019
	MISC	CITY WANTS TO BILL THEM FOR SERVICES.	06/18/2019

PDA Color Copies and Postage FY23 October 1 - December 22					
Month	Fund	Color	B/W	Cost	Postage
October-December 2022	001.0200.414.40.20	845	0	\$ 47.91	
October 2022	001.0200.414.31.03				\$ 0.57
December 2022	001.0200.414.31.03				\$ 3.42
Totals				\$ 47.91	\$ 3.99

Action Item 4

MEGHAN S. CONRAD

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844
E-mail msc@elamburke.com

January 10, 2023

Board of Commissioners
POCATELLO DEVELOPMENT AUTHORITY
c/o Brent McLane
bmclane@pocatello.us

Re: Engagement of Elam & Burke, P.A. as Special Counsel
for the Pocatello Development Authority
Staker & Parsons Companies, et al. v. City of Pocatello, et al.
Bannock County Case No. CV03-22-02569
E&B File No. 9212-0005

Dear Brent:

Thank you for hiring Elam & Burke, P.A., to represent and assist the Urban Renewal Agency of the City of Pocatello also known as the Pocatello Development Authority (Agency) in the defense of the Complaint filed by Staker & Parsons Companies and Idaho Materials & Construction on August 8, 2022, Case No.: CV03-22-02569. The purpose of this letter is to confirm our agreement with the Agency about what professional services Elam & Burke will perform for the Agency and how the Agency will pay for services rendered and costs incurred.

Molly Hage and I will be the principal and contact attorneys for the legal services we perform in defending against the Complaint. Our rates are \$250 per hour. Abbey Germaine will also provide assistance in this matter as needed. Abbey's rates are \$225 per hour. Our billing rate for associates is \$200 per hour, and our billing rate for paralegals is \$125 per hour. These rates are subject to change after reasonable notice.

Firm management is not requiring a retainer in this matter. We will bill for all attorney and/or paralegal time expended on the legal work we do for you in this matter. This will include, among other things, time spent in appointments, meetings, telephone calls, and consulting with others. For most such services, we will bill for a minimum of one-tenth (.1) of an hour (6 minutes). We will bill for costs such as filing fees, postage, and photocopying charges.

You and the Firm each have the right to terminate our relationship with each other at any time and for any reason. We will tell you promptly if we decide to end the relationship, and we expect you to do the same. In the event that we do not finish any legal work, you will be

obligated to pay for fees rendered and costs expended up until the time of termination.

Please call me if you have any questions about anything contained in this letter. If the terms of our engagement are acceptable to you, please sign below and return a signed copy of this letter by email or fax.

We look forward to working with you on this matter.

Sincerely,

ELAM & BURKE
A Professional Association



Meghan S. Conrad

MSC/ksk

APPROVED AND ACCEPTED This ____ day of _____ 2023.

POCATELLO DEVELOPMENT AUTHORITY

By _____
David Villarreal, Chair