

AGENDA
POCATELLO DEVELOPMENT AUTHORITY
MEETING
MAY 15, 2024 – 11:00 AM
IWAMIZAWA CONFERENCE ROOM | 911 N 7TH AVENUE

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with two (2) 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. EXECUTIVE SESSION. The Board may wish to go into Executive Session;

- a. 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).
- b. To acquire an interest in real property, which is not owned by a public agency. Idaho Code Section 74-206(1)(c).

3. SETTLEMENT AND RELEASE AGREEMENT. The Board may wish to approve the Settlement and Release Agreement, and to direct the Board Chair to execute the agreement. **(ACTION ITEM)**

4. REVIEW THE ELIGIBILITY RESULTS AND DISCUSS THE ECONOMIC FEASIBILITY STUDY. The Board may wish to discuss the eligibility study results and provide direction to SB Friedman for the Economic Feasibility Study Phase. **(ACTION ITEM)**

5. MEETING MINUTES. The Board may wish to waive the oral reading of the Board of Commissioners' regular and executive session meeting minutes held on April 17, 2024, and approve the minutes as written. **(ACTION ITEM)**

6. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS. The Board may wish to approve the monthly financial report, expenses and reimbursements. **(ACTION ITEM)**

7. FISCAL YEAR 2025 BUDGET DISCUSSION. The Board may wish to discuss and provide direction for the Fiscal Year 2025 (FY25) Budget to prepare a draft FY25 Budget. **(ACTION ITEM)**

8. 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.

9. ADJOURN MEETING.

Action Item 5

AGENDA POCATELLO DEVELOPMENT AUTHORITY MEETING

April 17, 2024 – 11:00 AM

IWAMIZAWA CONFERENCE ROOM | 911 N 7TH AVENUE

1. Call to Order and Disclosure of Conflicts of Interest

Turner called the meeting to order at approximately 11:04 AM. No conflicts were disclosed.

Members present: Jeff Hough, Jim Johnston, Linda Leeuwrik (arrived at 11:05 AM and left at 12:37 PM), Nathan Richardson, Scott Turner (left at 12:37 PM), David Villarreal, and Ruby Walsh.

Members excused/unexcused: Mayor Brian Blad and Kirk Lepchenske.

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

2. 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).

A motion was made by **S. Turner** and seconded by **J. Johnston** to convene into Executive Session in accordance with Idaho Code Section 74-206(1)(f), 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 at approximately 11:02 AM. Those in favor: J. Hough, J. Johnston, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

The PDA Board resumed the regular meeting at 11:58 AM.

3. APPROVE THE MINUTES.

The Board may wish to waive the oral reading of the Board of Commissioners regular and executive session meeting minutes and approve the minutes held February 21 and April 2, 2024.

It was moved by **J. Johnston** and seconded by **R. Walsh** to approve the minutes as written from the Board of Commissioners regular and executive session meeting minutes held February 21 and April 2, 2024. Those in favor: J. Hough, J. Johnston, L. Leeuwrik, N. Richardson, S. Turner, David Villarreal, and Ruby Walsh. Unanimous. Motion carried.

4. Monthly Financial Report, Expenses and Reimbursements.

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

Villarreal asked Sparks about the \$76,000 Airport fee. **Sparks** stated these are legal fees being billed directly to the PDA fund under the Airport URA.

It was moved by **L. Leeuwrik** and seconded by **S. Turner** to approve the financial report, expenses and reimbursements as presented. Those in favor: J. Hough, J. Johnston, L. Leeuwrik, N. Richardson, S. Turner, David Villarreal, and Ruby Walsh. Unanimous. Motion carried.

5. UPDATE ON THE PROFESSIONAL SERVICES FOR ELIGIBILITY AND ECONOMIC FEASIBILITY STUDY.

The Board may wish to hear an update by SB Friedman on the Professional Services for Eligibility and Economic Feasibility Study.

Geoff Dickinson of SB Friedman presented the Board with a PowerPoint presentation update of the Eligibility and Economic Feasibility Study included in the agenda materials.

Villarreal stated the assessment is comprehensive and well done, and the deterioration numbers was eye-opening. The Board will need time to review and digest the information. This item will be placed on the next regular meeting agenda.

Dickinson stated there are next steps. Their scope was written the access eligibility and we've done that assessment. If the Board recommends proceeding to create urban renewal areas for areas one, two, and or three, there is a next phase of work to create feasibility studies. Those studies require some market analysis, a tax projection exercise, and we will work with City staff to do a cost estimate exercise. Using this example, we need to fix 5 miles of road, someone needs to put a cost estimate for that road work. Between the market assessment, which gets a sense of what potential development would be, and the tax projection, which gets a sense of what tax would be for the district over its twenty-year life, this would take us to the next step. Creating a spending plan of what the City and PDA Board pick from project in the three areas, for the best way to invest and remedy these conditions and support development. This is essentially the work that needs to happen to create all of these three districts.

The Board will review the materials and provide direction in the next scheduled meeting.

6. NORTH PORTNEUF DISTRICT OPA PROPOSAL. The Board may wish to hear a proposal by Portneuf Capital LLC for site improvements that fall within the district plan. The Board may wish to direct staff to draft an Owner's Participation Agreement with Portneuf Capital LLC for the proposed work.

Merril Quayle, Planning Engineer of the City of Pocatello introduced LD Barthlome of Portneuf Capital LLC to present is OPA request.

LD Barthlome of Portneuf Capital LLC stated the land was divided up and now they are looking at updating the roads and create a railroad overpass to assist with truck access. The front end of the property is in good shape due to the pilot program and they accomplished a lot of cleaning up the property. Barthlome estimates four months for work to get the back end of the property cleaned up to begin the railroad overpass project. Two buildings remain that need infrastructure, power, sewer, water. The quote numbers are from Idaho Power and Merrill Quayle of the City, so the numbers should be close.

Quayle concluded that this proposal is for an OPA to clean up the southwesterly end of the property, get power and transformers for building D and E, and would like to get an OPA created and accepted for comments and move forward.

Villarreal was in favor of the project for the truck access that is needed in this area. He asked to get the information to counsel to create an OPA for the estimate of \$450,000.00, Barthlome will be kicking in \$200,000.00 that are not covered by PDA funding projects to complete this project. **Hough** stated he is onboard with this project. **Villarreal**

It was moved by **J. Hough** and seconded by **J. Johnston** to create an OPA for the \$450,000.00 amount to get this project. Those in favor: J. Hough, J. Johnston, L. N. Richardson, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

7. NORTH PORTNEUF DISTRICT RAILWAY OVERPASS. The Board may wish to discuss the possibility of creating a design for a new roadway and overpass.

Merril Quayle, PW Development Engineer of the City of Pocatello presented information on the area and ideas for creating a design for a new roadway and overpass over the Union Pacific Rail Road (UPRR) in the North Portneuf District. Quayle asked for direction and issue an RFQ for the overpass and roadwork, so the City could apply for grants, such as the RAISE Grant received for Kraft Road and N. Main extension. The RFQ would also include preliminary cost of completing the project, and possibly swapping land to make this area marketable.

It was moved by **J. Hough** and seconded by **J. Johnston** to move forward and have Quayle create an RFQ and cost estimates, then bring it back to the PDA to review before approving, and sending out the RFQ. .

Quayle clarified that Funding will come from the Portneuf TIF District. An estimated plan cost ranged from \$75,000.00 to \$100,000.00 for the preliminary plan and cost estimates.

Those in favor: J. Hough, J. Johnston, N. Richardson, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

8. 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.

The special executive session and special meeting will be April 25 at 11:00 AM.

9. Adjourn Regular Meeting.

With no further business, **Villarreal** adjourned the meeting at 1:05 PM.

Submitted by:

Aceline McCulla, Secretary

Approved on:

MINUTES
POCATELLO DEVELOPMENT AUTHORITY
EXECUTIVE SESSION MEETING
April 17, 2024 – 11:05 AM
IWAMIZAWA CONFERENCE ROOM | 911 N 7TH AVENUE

An Executive Session Meeting of the Pocatello Development Authority (PDA) was called to order by Chair Villarreal at 11:05 AM.

PDA members in attendance were Jeff Hough, Jim Johnston, Linda Leeuwrik, Nathan Richardson, Scott Turner, David Villarreal, and Ruby Walsh. Others in attendance were Secretary Aceline McCulla, City of Pocatello Public Works Development Engineer Merril Quayle, and PDA Attorneys Molly Miragas and Meghan Conrad (via GoToMeeting).

PDA members discussed topics within the parameters of the above statute.

With no further discussion, it was moved by **J. Hough** and seconded by **J. Johnston** to adjourn the executive session pursuant to Idaho Code §74-206(1)(f) at 11:54 AM and convene to the regular meeting. Those in favor: J. Hough, J. Johnston, L. Leeuwrik, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion Carried.

By:
Aceline McCulla, Secretary

Approved on:

Action Item 6

Pocatello Development Authority
Monthly Finance Report
May 15, 2024
Fiscal Year 2024

Expenditure Approvals:

Checks to be ratified:

Vendor	Check #	Amount
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Checks to be approved:

Vendor	Check #	Amount
ICCU VISA	dbt24-5	7.98
Elam & Burke	2022	9,656.64 invoice# 207465, 207466, 207949, 207950
Thane Sparks	2023	1,500.00 May services

Board Approval

Cash Balances as of May 15, 2024

	General Fund		Naval Ordinance		North Portneuf		Airport		Northgate		Total	
Cash	1,125,559.99		26,692.47		1,760,908.67		7,105.69		904,530.16		3,824,796.98	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Income												
Administrative fees	75,100										75,100	0.00
Property taxes	14,400	17,451.26	124,000	135,366.32	103,000	86,865.03	83,800	40,438.81	295,000	520,437.97	620,200	800,559.39
Note payments		1,839.89									-	1,839.89
Interest income	21,960	91,925.77	200		32,960		200		6,900		62,220	91,925.77
Other											-	0.00
Total Income	111,460	111,216.92	124,200	135,366.32	135,960	86,865.03	84,000	40,438.81	301,900	520,437.97	757,520	894,325.05
Expense												
Administrative expense			18,200		15,500		17,700		15,500		66,900	0.00
Luncheon costs	2,100	1,057.71									2,100	1,057.71
Office expenses	500	298.58									500	298.58
Dues and memberships											-	0.00
Insurance	8,500	8,499.00									8,500	8,499.00
Training and Travel												0.00
City admin charges	16,000	15,297.33									16,000	15,297.33
Professional services	130,000	57,691.73					15,000	85,497.06			145,000	143,188.79
Economic Development Grants												0.00
Non-capital Infrastructure	1,052,360		166,000	166,066.00	1,768,460		62,100		633,300		3,682,220	166,066.00
Total Expense	1,209,460	82,844.35	184,200	166,066.00	1,783,960	0.00	94,800	85,497.06	648,800	0.00	3,921,220	334,407.41



Pocatello #1033

305 West Quinn Rd.
Pocatello, ID 83202

AF Member 111787715509

RESALE ON

E	782796 ***KSWTR40PK	3.99
E	782796 ***KSWTR40PK	3.99

RESALE TOTAL	7.98
NON RESALE TOTAL	0.00

SUBTOTAL	7.98
TAX	0.00
**** TOTAL	7.98

XXXXXXXXXXXX0272 CHIP Read
AID: A0000000031010
Seq# 3738 App#: 832957
Visa Resp: APPROVED
Tran ID#: 412900003738....

APPROVED - Purchase
AMOUNT: \$7.98
05/08/2024 11:05 1033 3 63 1

Visa	7.98
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD - 2
05/08/2024 11:05 1033 3 63 1



21103300300632405081105

OP#: 1 Name: Brandon

Thank You!

Please Come Again

Whse:1033 Trn:3 Trn:63 OP:1

Items Sold: 2

AF 05/08/2024 11:05

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



April 30, 2024

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

Invoice No. 207949
Client No. 9212
Matter No. 3
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from April 14, 2024 through April 30, 2024.

RE: Special Counsel General

Total Professional Services	\$ 1,000.00
Total Costs Advanced	<u> \$.00 </u>
TOTAL THIS INVOICE	\$ 1,000.00

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



April 30, 2024

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

Invoice No. 207950
Client No. 9212
Matter No. 5
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from April 1, 2024 through April 30, 2024.

RE: Frigitek Litigation

Total Professional Services	\$ 7,150.00
Total Costs Advanced	<u>\$ 15.44</u>
TOTAL THIS INVOICE	\$ 7,165.44

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



March 31, 2024

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

Invoice No. 207465
Client No. 9212
Matter No. 3
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from March 5, 2024 through March 31, 2024.

RE: Special Counsel General

Total Professional Services	\$ 150.00
Total Costs Advanced	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 150.00

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



March 31, 2024

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

Invoice No. 207466
Client No. 9212
Matter No. 5
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from March 14, 2024 through March 31, 2024.

RE: Frigitek Litigation

Total Professional Services	\$ 1,100.00
Total Costs Advanced	<u>\$ 241.20</u>
TOTAL THIS INVOICE	\$ 1,341.20

INVOICE

Thane Sparks

3506 E 126 N
Rigby, Idaho 83442
(208) 206-8457

DATE: May 15, 2024
INVOICE # 24-5
FOR: Professional Services

BILL TO:

Pocatello Development Authority
911 N 7th Avenue
Pocatello, Idaho 83201

DESCRIPTION			AMOUNT
Professional Services - May 2024			\$ 1,500.00
SUBTOTAL			\$ 1,500.00
TAX RATE			
SALES TAX			\$ -
OTHER			
TOTAL			\$ 1,500.00

Make all checks payable to .

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!