

Pocatello Development Authority

Board of Commissioners Meeting
November 15, 2017 – 11:00 a.m.
Paradise Conference Room

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

An urban renewal agency for the City of Pocatello, Idaho

Call to order by Scott Smith, Chairman
Acknowledge guests of the Board
Disclosure of conflicts of interest
Agenda: delete action or discussion items

Action and Discussion Items:

Agenda Item No. 1: Minutes

Motion to approve and/or amend the Regular and Executive Session Meeting Minutes of October 18, 2017.

Agenda Item No. 2: Financial Report

Motion to approve and/or amend October 2017 Income and Expenses

Agenda Item No. 3: Payment Requests/Reimbursements

- a. Reimburse Joyce Stroschein \$54.00, Fisher, Smith, and Turner registration for BDC Symposium
- b. Reimburse Melanie Gygli \$20.42, lunch meeting supplies

Agenda Item No. 4: Bylaws Review and Update

Agenda Item No. 5: Transfer of 10% Administrative Fee from Active Districts to the General Fund

Agenda Item No. 6: Project Updates

- a. Positron Facility
- b. The Bridge
- c. Hoku Property
- d. Bully Dog
- e. Naval Ordnance District
- f. Northgate Project

Executive Session:

Matters exist for discussion in an executive session as per I.C. §74-206(1)(e)

Motion: "I move that we enter into an executive session as per Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the PDA may be in competition with other jurisdictions."

Upcoming Events/Information:

Adjourn.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Dave Hunt at dhunt@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID

**AGENDA ITEM
NO. 1**

POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES
November 15, 2017

Chairman Smith called the meeting to order at 11:06 a.m.

Members present: Mayor Brian Blad (arrived at 11:08), Councilman Steve Brown, Chad Carr, Larry Fisher, Thomas Ottaway (arrived at 11:08), Chairman Scott Smith, and Scott Turner.

Members absent/excused: Evan Frasure and Russ Meyers.

Staff present: Melanie Gygli, Interim Executive Director; Jared Johnson, City Attorney; Merril Quayle, Development Engineer; Joyce Stroschein, Treasurer; Tiffany Olsen, Bannock County (ex officio); and John Regetz, Bannock Development Corporation (ex-officio).

Guests: Kris Stevens

Introductions, Conflicts, and Agenda: There were no conflicts disclosed. Chair **S. Smith** welcomed those present.

Item No. 5 was postponed to the next meeting.

1. Action and Discussion Items:

Agenda Item No. 1: Minutes. The minutes of the regularly scheduled meeting and executive session of October 18, 2017 were reviewed. It was then **MSC (L. Fisher, C. Carr)** to approve the minutes as prepared.

Agenda Item No. 2: Financial Report. **J. Stroschein** presented the financial reports for the month of October/FY2017 year end. At the end of the reporting period, the Authority had cash on hand of \$5,457,054.77. The checking account balance was \$1,938,744.25, the savings account was \$746,624.89, and cash held by Zions Trust amounted to \$2,772,685.63. The Authority recognized financial activity during the month of October, as follows: revenue totaled \$19,193.78 of which \$4,577.65 was interest earnings on cash invested and property tax, \$750.00 was rental income from the Positron facility, and \$13,866.13 in property tax revenue from the North Portneuf District. Expenses for October were \$232.48 for the meeting lunch, \$1,650,000 for the Northgate Interchange Project, and \$5,960 to ICRMP for general liability insurance.

J. Stroschein described recent fraudulent activity within the PDA checking account. It appears that the thief obtained a copy of a PDA check that was included in the agenda packet from January 2016. Minimal changes were made to the check copy creating what appeared to be new checks, which were then presented for cashing. A scam involving payment for wrapping cars with advertising for "Budweiser" was also involved. Materials were turned over the law enforcement, which is investigating. No loss of funds occurred.

Measures taken to prevent similar problems in the future include removing all PDA agenda packets from the website, if they contain copies of checks; no copies of checks will be included in future agenda packets; banking measures (such as positive pay) will be explored through the RFP for overall banking services. A new account is being opened to process PDA financial business.

Following discussion of the financial reports and the fraud situation, it was then **MSC (B. Blad, S. Turner)** to approve the October/FY2017 year end financial reports as presented.

Agenda Item No. 3: Payment Requests/Reimbursements. **J. Stroschein** presented requests for payment to Joyce Stroschein for \$54.00 for three Board member's registration for the Bannock Development Corporation symposium and Melanie Gygli for \$20.42 for restocking lunch supplies. Because there is no credit card associated with the PDA's account, it is easier to have these kinds of purchases done by staff, to be reimbursed. One other expense, for this meeting's lunch (approximately \$130) was paid by M. Gygli; that will need to be reimbursed, as well. Because of the fraud problem, reimbursement will be made when the new account is opened. J. Stroschein noted that there will be three signers on the new account, Joyce Stroschein, Sue Timpson (deputy treasurer), and Melanie Gygli. This will be helpful in making needed payments, if one staff member is unavailable, or when the check is to one of the potential signers.

Following brief discussion, it was **MSC (B. Blad, C. Carr)** to approve payment of these invoices.

Agenda Item No. 4: Bylaws Review and Update. **M. Gygli** explained that the citation within the Bylaws that allows participation in meetings by telephone is incorrect. The Bylaws read "Idaho Code Section 67-2342(5)," where the correction citation is Idaho Code Section 74-203(5). Board members discussed other potential changes, including designation of a deputy treasurer, so that all account signers are "directors, officers, or bonded employees of the Pocatello Development Authority . . .", and whether it is possible to participate by telephone in an executive session, since those are not public meetings. It was **MSC (S. Brown, B. Blad)** to approve the change correcting the Idaho Code citation for telephone participation in meetings from Section 67-2342(5) to Section 74-203(5). Staff will research the other questions and provide information and potential additional bylaw changes at the next meeting.

Agenda Item No. 5: Transfer of 10% Administrative Fee from Active Districts to the General Fund. The Chairman postponed consideration of this item to the next meeting.

Agenda Item No. 6: Project Updates.

--**Positron Facility:** **M. Gygli** reported ISU pays \$750 per month on the lease that extends until 6/30/21. A letter was sent to ISU on 5/19/17 asking whether the University had any interest in purchasing the facility; there has been no response. It was noted that there may be little action by the University on matters such as this until after a new president is appointed.

--**The Bridge:** **M. Gygli** reported interest on the loan of \$26,000 will begin to accrue on 12/21/17 at prime plus 1 percent. The first payment is due 3/31/18. Brief discussion that the business seems to be operating successfully.

--**"Hoku" Land:** The lease with VA Metals expires on 1/17/18. Issues to resolve include Great Western's access, Idaho Power's purchase of the land occupied by the substation (vs. leaving on an easement), waterline, right-of-way, and utility easements, and fiber optic availability. There has been no response to email contact with VA Metals' attorneys. The requested \$1,000,000 security deposit was not accomplished. Staff will research further and attempt additional contact with the potential purchasers. Follow up information will be provided at the next meeting. **M Gygli** reported clean up and fencing of the property where dumping occurred has begun.

--Bully Dog: Despite several attempts to contact Bully Dog personnel, no response has been received. Staff will again try to make contact, to determine whether Bully Dog is still interested in receiving funding assistance.

--Naval Ordnance District: **M. Quayle** reported the court case has been reassigned to Judge Winmill and no decisions have been made. There have been a couple waterline breaks on the property. The PDA's commitment to assist with 50 percent of improvement costs, up to \$200,000, remains available, but the property owners have withdrawn their request for assistance for now.

--Northgate Development: Both the ITD contract for the interchange itself and the east side local road contract have been signed by all parties. A decision on the interchange design is expected very soon. The initial annexation request involving approximately 300 acres was submitted; the Planning & Zoning Commission has recommended approval of the request and the City Council's hearing will be held on 12/7/17. Initial steps have been taken toward completion of a potential URA/TIF plan.

--RFP for Banking Services: **J. Stroschein** reported the RFP was sent out. The deadline for response is 12/1/17, so this item will be on the December meeting agenda.

--North Yellowstone District: **J. Stroschein** reported that with the remaining debt and the current revenue stream of approximately \$1,400,000, it may be possible to close this district in two-three years, if there are no outstanding commitments or projects within the TIF plan. This could return an increment of \$80-90,000,000 to the tax base.

2. **Adjournment:**

There being no further business, the meeting adjourned at 11:56 a.m.

By: 
Melanie Gygli, Interim Executive Director/Secretary

AGENDA ITEM

NO. 2

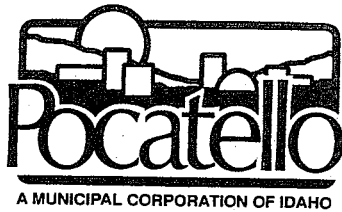
**(monthly financial
reports – to be
supplemented later)**

POCATELLO DEVELOPMENT AUTHORITY
Pocatello City Council Executive Session
October 24, 2017

Members and staff of the Pocatello Development Authority attended an Executive Session of the Pocatello City Council on October 24, 2017, at 11:00 a.m., in the Paradise Conference Room at City Hall. A quorum was present, including: PDA Board Members Steve Brown, Brian Blad, Larry Fisher, Evan Frasure, Scott Smith. PDA staff members and guests present were Kirk Bybee, Legal Liaison, Joyce Stroschein, PDA Treasurer, Tiffany Olsen (Bannock County), and Matt Kerbs (Bannock County).

As guests of the Council at an Executive Session, no action was taken nor minutes recorded. The meeting adjourned at 12:12 p.m.

By: 
Melanie Gygli, Interim Executive Director/Secretary



OFFICE OF THE MAYOR

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BRIAN C. BLAD
Mayor

Pocatello City Council:

HEIDI ADAMSON
ROGER BRAY
STEVE BROWN
W. JAMES JOHNSTON
GARY MOORE
MICHAEL L. ORR

NOTICE OF POSSIBLE QUORUM POCATELLO DEVELOPMENT AUTHORITY

Notice is hereby given that there is a possibility a quorum of the Pocatello Development Authority Board could be present Tuesday, October 24, 2017 at 11 a.m., which would constitute a formal meeting of the Board. The purpose of the possible quorum is to attend an Executive Session with the Pocatello City Council.

The meeting will be held in the Paradise Conference Room, 911 North 7th Avenue.

Submitted by:
Melanie Gygli, PDA Interim Executive Director
October 17, 2017

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**AN EQUAL OPPORTUNITY EMPLOYER
VETERAN'S PREFERENCE**

**AGENDA ITEM
NO. 3**

Bannock Development Corporation

You paid **\$36.00 USD**

to Bannock Development Corporation
Details

Get your PayPal receipts in Messenger

Paid with

Visa x-0183

\$36.00 usd

*Scott Jurner
Larry Fisher*

Purchase details

Receipt number: 2763629778422088

We'll send confirmation to:

jstroschein@pocatello.us

Merchant details

Bannock Development Corporation

[Return to Merchant](#)

Bannock Development Corporation

You paid **\$18.00 USD**

to Bannock Development Corporation
Details

Get your PayPal receipts in Messenger

Paid with

Visa x-0183

\$18.00 USD

Scott Smith

Purchase details

Receipt number: 3832879216726617

We'll send confirmation to:

jstroschein@pocatello.us

Merchant details

Bannock Development Corporation

[Return to Merchant](#)

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SC	4900002892	SPRITE 12PK	2.75	B
	FM SAVINGS		2.74	
SC	7800008316	DR PEPPER DT	2.75	B
	FM SAVINGS		2.74	
SC	4900002890	COKE CLASSIC	2.75	B
	FM SAVINGS		2.74	
SC	7800008316	DR PEPPER DT	2.75	B
	FM SAVINGS		2.74	
SC	1200080996	MOUNTAIN DEW	2.75	B
	FM SAVINGS		2.74	

1 @ 3/10.00 1111079068 FDMY WATER 3.34 B

1 @ 3/10.00 1111079068 FDMY WATER 3.33 B

TAX 1.23

TAX EXEMPTION 1.23-

**** BALANCE 20.42

Pocatello ID 83201

VISA CREDIT Purchase

*****3478 - C

REF#: 361400 TOTAL: 20.42

AID: A000000031010

TC: 6149751CFE4B62A4

VISA 20.42

EXEMPTED SALES AMT 20.42

CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 7

Fred Meyer Savings \$ 13.70

Total Coupons \$ 13.70

Total Savings (40 Percent) \$ 13.70

11/04/17 02:09PM 260 12 167 2620525

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with your Fred Meyer rewards card!

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Tell Us How We Are Doing!

Earn 50 BONUS FUEL POINTS!

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ONE \$5,000 gift card grand prize!

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Date: 11/04/17

Time: 02:09PM

Entry ID: 701-695-167-260-12-179

Limit one 50 fuel pt bonus per 7 days.

No purchase necessary to enter

sweepstakes. See website for official

sweepstakes rules.

You could have earned 20 POINTS

with your Fred Meyer rewards card!

Ask any associate how to earn a rebate

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11/4/17

\$20.42

Replenish PDA
supplies



**AGENDA ITEM
NO. 4**

**POCATELLO DEVELOPMENT AUTHORITY
BY-LAWS**

**ARTICLE I
NAME**

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

**ARTICLE II
ENABLING PROVISION**

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

**ARTICLE III
STATEMENT OF PURPOSE**

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

ARTICLE IV
BOARD OF COMMISSIONERS

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

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

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

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

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

The State of Idaho Open Meetings Law specifically authorizes the holding of a meeting by telephone conference call. Pursuant to Idaho Code Section ~~74-203(5)67-2342(5)~~, participation by a member of the governing body through telecommunications devices shall constitute presence in person by such the governing body provided the certain conditions of Idaho Code Section ~~74-203(5)67-2342(5)~~ are met.

F. Executive Director, Legal Counsel, etc. The Board of Commissioners may employ an executive director, legal counsel, technical experts, a secretary, a treasurer, and such other agents and employees, permanent and temporary, as the board may require, and the qualifications and duties of, and compensation for all of said persons so employed shall be determined by the Board. The Board also has the power to terminate the employment or appointment of any such employees or appointed positions.

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

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

I. Powers and Duties. The property, business, powers and affairs of the Pocatello Development Authority shall be managed and controlled by the Board of Commissioners thereof. The Board of Commissioners is vested with all powers as provided by the Idaho Urban Renewal Law of 1965 (Chapter 20, Title 50, Idaho Code), and the Local Economic Development Act (Chapter 29, Title 50, Idaho Code), as the same now exists, or as may be

amended hereafter. The Pocatello Development Authority may undertake urban renewal projects for the elimination of deteriorated, or deteriorating areas, and for the prevention of the development, or spread of slums and blights, and may involve slum clearance and redevelopment in an urban renewal area, or rehabilitation or conservation in an urban renewal area, or any combination or part thereof in accordance with an urban renewal plan. Such undertakings and activities within an urban renewal area may include the following:

1. Adopt a revenue allocation financing provision as described in the Local Economic Development Act as the same now exists, or as may be amended hereafter as part of an urban renewal plan;

2. Issue bonds from time to time in its discretion to finance the undertaking of any urban renewal project;

3. Acquire a deteriorated area, or a deteriorating area, or a portion thereof;

4. Demolish and remove buildings and improvements;

5. Install, construct, or reconstruct streets, utilities, parks, playgrounds, open space, off-street parking facilities, public facilities or buildings, and other improvements necessary for carrying out, in the urban renewal area, the urban renewal objectives in accordance with the urban renewal plan.

6. Dispose of any property acquired in the urban renewal area (including sale, initial leasing, or retention by the Pocatello Development Authority itself) at its fair value for uses in accordance with the urban renewal plan, except for disposition of property to another public body;

7. Carry out plans for a program of voluntary or compulsory repair and rehabilitation of buildings, or other improvements in accordance with the urban renewal area, which, under the urban renewal plan, is to be repaired or rehabilitated for dwelling

use or related facilities, repair or rehabilitation of the structures for guidance purposes, and resale of the property;

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

9. Lending or investing federal funds; and

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

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

ARTICLE V **OFFICERS**

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

A. Election and Term. Mayor Richard Finlayson of the City of Pocatello shall designate the first Chairman and Vice-Chairman for a term of office of one (1) year from among

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

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

C. Vice-Chairman. The Vice-Chairman shall be possessed of all of the power and shall perform all the duties of the Chairman in the absence or disability of the Chairman. The Vice-Chairman shall have the power to vote on any matter presented to the Board of Commissioners for their consideration. The Vice-Chairman shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

D. Secretary. The Secretary shall keep the minutes of all proceedings of the Board, shall attend to giving and serving all notices of the meetings of the Board as required, shall execute along with the Chairman in the name of the Pocatello Development Authority all deeds, bonds, contracts, and other legal documents and instruments as authorized by the Board, and shall be the custodian of the seal of the Pocatello Development Authority, books, bylaws, and

such other books, records and papers of the Board as the Board shall direct. In addition, the Secretary shall perform other duties and have such responsibilities as may be designated by the Board. In case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to perform such duties, all duties required of the Secretary may be performed by the Chairman or Vice-Chairman, or such other person as may be designated by the Board.

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

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

ARTICLE VI
MISCELLANEOUS

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

(SEAL)

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

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

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

ARTICLE VII
AMENDMENTS

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

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

adopted as the bylaws of said Pocatello Development Authority on the 15th day of November
~~October~~, 2017~~4~~.

Brian Blad

Larry Fisher

~~Steve Brown~~Darlene Gerry

~~Chad Carr~~Cynthia Hill

Russell Meyers

~~Evan Frasure~~Michael Orr

~~Thomas Ottaway~~Linda Tigert

~~Scott Smith~~Ryan Ward

Scott Turner~~Caroline Wight~~

AGENDA ITEM

NO. 5

(Administrative Fund
Transfer - to be
supplemented later)

Pocatello Development Authority
Administrative Fee Review for FY 2017 Reporting
11/13/2017

	General Fund	North Yellowstone	Naval Ordinance	North Portneuf	Pocatello Airport	Totals
Checking & Savings 10/31/2017	\$ 1,421,687.68	\$ 2,856,160.36	\$ 643,720.06	\$ 146,018.57	\$ 390,468.10	\$ 5,458,054.77
Administrative Fee Transfer for FY 2017	\$ 167,038.00	\$ (138,112.00)	\$ (24,482.00)	\$ (4,444.00) *	\$ -	\$ -
Checking & Savings	<u>\$ 1,588,725.68</u>	<u>\$ 2,718,048.36</u>	<u>\$ 619,238.06</u>	<u>\$ 141,574.57</u>	<u>\$ 390,468.10</u>	<u>\$ 5,458,054.77</u>
Commitments						
General Fund - Northgate project	\$ 300,000.00					
General Fund - BullyDog	\$ 100,000.00					
Naval Ordinance - projects			\$ 200,000.00			
North Portneuf - annual debt City				** \$ 17,741.00		
North Yellowstone - annual debt Zions		\$ 680,764.50				
Checking Savings uncommitted	<u>\$ 1,188,725.68</u> ***	<u>\$ 2,037,283.86</u>	<u>\$ 419,238.06</u>	<u>\$ 123,833.57</u>	<u>\$ 390,468.10</u>	

\$ 1,381,122.59 \$ 244,817.83 \$ 44,443.29

* Delay Administrative Transfers until development has been soldified.

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** Purchase of HOKU property - payment complete for FY 2016
 Future Payments are \$17,741 per year for 14 years.

*** Outstanding debt for FY 2019-2024 is \$3,880,785.50

Pocatello Development Authority
 Balance Sheet by Class
 As of October 31, 2017

	1-General Fund	3-North Yellowstone	4-Naval Ordnance	6-North Portneuf	7-Pocatello Regional Airport	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
Checking Wells Fargo	675,098.99	83,438.53	643,720.06	146,018.57	390,468.10	1,938,744.25
Savings Wells Fargo	746,588.69	36.20	0.00	0.00	0.00	746,624.89
Zions 2012 Bnd Fnd 7110526D	0.00	71.86	0.00	0.00	0.00	71.86
Zions Bnd Reserve Fnd 7110526B	0.00	678,175.60	0.00	0.00	0.00	678,175.60
Zions Rev Alloc Fnd 7110526	0.00	2,094,438.17	0.00	0.00	0.00	2,094,438.17
Total Checking/Savings	1,421,687.68	2,856,160.36	643,720.06	146,018.57	390,468.10	2,772,685.63
Other Current Assets						
Accrued Interest Income	16,786.74	168.24	0.00	0.00	0.00	16,954.98
Property Tax Receivable	0.00	31,587.23	0.00	73,911.63	0.00	105,498.86
Total Other Current Assets	16,786.74	31,755.47	0.00	73,911.63	0.00	122,453.84
Total Current Assets	1,438,474.42	2,887,915.83	643,720.06	219,930.20	390,468.10	5,580,508.61
Other Assets						
Inventory - Leasehold	424,779.00	0.00	0.00	0.00	0.00	424,779.00
Note Receivable	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Total Other Assets	474,779.00	0.00	0.00	0.00	0.00	474,779.00
TOTAL ASSETS	1,913,253.42	2,887,915.83	643,720.06	219,930.20	390,468.10	6,055,287.61
LIABILITIES & FUND BALANCE						
Liabilities						
Long Term Liabilities						
Deferred Interest Receivable	16,786.74	0.00	0.00	0.00	0.00	16,786.74
Deferred Notes Receivable Rev	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Deferred Tax Revenues	0.00	0.00	0.00	73,911.63	0.00	73,911.63
Total Long Term Liabilities	66,786.74	0.00	0.00	73,911.63	0.00	140,698.37
Total Liabilities	66,786.74	0.00	0.00	73,911.63	0.00	140,698.37
Fund Balance						
Fund Balance	3,501,890.13	2,886,546.24	643,720.06	128,963.41	390,468.10	7,551,587.94
Net Income	-1,655,423.45	1,369.59	0.00	17,055.16	0.00	-1,636,998.70
Total Fund Balance	1,846,466.68	2,887,915.83	643,720.06	146,018.57	390,468.10	5,914,589.24
TOTAL LIABILITIES & FUND BALANCE	1,913,253.42	2,887,915.83	643,720.06	219,930.20	390,468.10	6,055,287.61

Pocatello Development Authority
Profit & Loss by Class
October 2017

	<u>1-General Fund</u>	<u>3-North Yellowstone</u>	<u>6-North Portneuf</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
Interest Income	19.03	1,369.59	3,189.03	4,577.65
Property Taxes	0.00	0.00	13,866.13	13,866.13
Rental Income	750.00	0.00	0.00	750.00
Total Income	<u>769.03</u>	<u>1,369.59</u>	<u>17,055.16</u>	<u>19,193.78</u>
Gross Profit	769.03	1,369.59	17,055.16	19,193.78
Expense				
Administrative	232.48	0.00	0.00	232.48
Economic Grants Issued	1,650,000.00	0.00	0.00	1,650,000.00
Professional Services				
Other Professional Services	5,960.00	0.00	0.00	5,960.00
Total Professional Services	<u>5,960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,960.00</u>
Total Expense	<u>1,656,192.48</u>	<u>0.00</u>	<u>0.00</u>	<u>1,656,192.48</u>
Net Ordinary Income	<u>-1,655,423.45</u>	<u>1,369.59</u>	<u>17,055.16</u>	<u>-1,636,998.70</u>
Net Income	<u>-1,655,423.45</u>	<u>1,369.59</u>	<u>17,055.16</u>	<u>-1,636,998.70</u>

At month end the Authority had cash on hand of \$5,458,054.77. The checking account balance was \$1,938,744.25, the savings account was \$746,624.89, and cash being held by Zions Trust amounted to \$2,772,685.63.

Pocatello Development Authority recognized normal financial activity during the month of October. The Authority received revenues totaling \$19,193.78 of which \$4,577.65 was interest earnings on cash invested and property taxes. Rental income from the Positron Facility was received in the amount of \$750.00. The Authority received \$13,866.13 in property tax revenue from the North Portneuf District.

Expenses paid for the month totaled \$1,656,192.48. The administrative expenses were \$232.48 for the lunch meeting. The Authority issued the payment of \$1,650,000 for the contracted amount for the Northgate Interchange Project. ICRMP was paid the annual payment of \$5,960 for general liability insurance.

Year to date revenues of \$19,193.78 (see page 3) are less than expenses of \$1,656,192.48 so overall net use of reserves is \$1,636,998.70.