MEETING MINUTES

POCATELLO DEVELOPMENT AUTHORITY (PDA)

JULY 15, 2026 | 11:00 AM

POCATELLO CITY HALL COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL MEETING TO ORDER, ROLL CALL, DISCLOSE CONFLICTS OF INTEREST AND ACKNOWLEDGMENT OF GUESTS.
Turner called the meeting to order at 11:02 AM. No conflicts were disclosed.
Members present: Mayor Mark Dahlquist, Brent Nichols, Fred Parrish, Scott Turner, and Ruby Walsh. **Excused:** Jeff Hough and Nathan Richardson. **Unexcused:** Kirk Lepchenske and David Villarreal. **Others present:** Executive Director Brent McLane (**Virtual**), Treasurer Rich Morgan, Secretary Aceline McCulla, PDA Project Manager Merril Quayle, City of Pocatello City Attorney Jared Johnson, City of Pocatello PW Director Tom Kirkman. **Visitors:** Other in attendance.

Turner announced that agenda item 4 was pulled from the agenda and will not be heard today.

2. MEETING MINUTES.
The Board may wish to waive the oral reading of the PDA Board of Commissioners' meeting minutes held June 17, 2026, and approve the minutes as presented.

It was moved by **M. Dahlquist** and seconded by **R. Walsh** to approve the June 17 PDA Board of Commissioners' meeting minutes as presented. Those in favor: M. Dahlquist, B. Nichols, F. Parrish, S. Turner, and R. Walsh. Unanimous. Motion carried.

3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.
The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **R. Walsh** and seconded by **F. Parrish** to approve the financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, B. Nichols, F. Parrish, S. Turner, and R. Walsh. Unanimous. Motion carried.

4. ~~ACTION ITEM: NORTH PORTNEUF DISTRICT OWNER PARTICIPATE AGREEMENT (OPA) REQUEST BY LEX DEVELOPMENT SITE CLEANUP.~~ ~~The Board may wish to hear a request by LEX Development for site cleanup in the amount of $500,000.00 that qualifies for reimbursement in the North Portneuf District Plan. The Board may wish to approve the request and then direct agency counsel to draft an Owner's Participation Agreement with LEX Development for the proposed work for approval by resolution in August.~~ **THIS ITEM WAS PULLED FROM TODAY'S AGENDA.**

5. REVIEW AND DISCUSS PDA TREASURER PROPOSALS FOR APPROVAL. The Board may wish to review, discuss, select, and approve a PDA treasurer from the applications submitted, and then, authorize agency counsel to create a consultant agreement for approval by resolution in August; or direct staff to continue the search.

Morgan noted that the number of hours included in the base rate was not provided, a reasonable number of hours for $1,500 base rate is 10-12 hours. The base rate for the amount of work the PDA bookkeeping requires has been $1,200 by Thane Sparks for several years because the PDA does not have employees, payroll, taxes, only pays 2-6 bills a month, no accounts receivables (less the TIF Remittances that are minimal and bank and LGIP investment interest). An average workload falls between 1-3 hours a month. Therefore, invoicing services over the 12-15 hours base hours would probably not happen. The annual report is included in Brody Fitch's proposal and Jordan wanted to charge $2,500 for that, but questions may be asked to confirm some answers before deciding. The Third proposal requested a base rate of $3,500-$4,000 plus other tasks acquiring additional billing fees, f. This is well above what the other two proposals and would not recommend them for moving forward.

Parrish wanted to clarify that the annual report is a specific tasks outside the scope in Jordan's proposal and not listed in Fitch's, and the annual report should be included in the base rate.

Will staff please ask the following questions for clarification from Highpoint Business Advisors and Jordan & Company Specific terms on number of hours for base rate.

Explain the actual workload for the PDA and get their reply.

1. Does base rate include the annual report?
2. What is the minimum hours your base rate of $1,500.00 includes?
3.

An email will be sent to Fitch and Jordan Company to clarify questions and will be expressed to the Chair, Vice Chair and Executive Director to determine the final hire and have agency counsel prepare a Consultant Agreement with the selected company and resolution for the August meeting.

It was moved by **N. Richardson** and seconded by **K. Lepchenske** to approve staff to verification the questions and the Chair and Vice Chair that the monthly fee include up to 15 hours of work, and to authorize agency counsel to create a consultant agreement to be approved by resolution in the August 2026 meeting. Those in favor: M. Dahlquist, B. Nichols, F. Parrish, S. Turner, and R. Walsh. Unanimous. Motion carried.

6. REVIEW AND DISCUSS DRAFT FISCAL YEAR 2026-27 (FY2026-27) BUDGET. The board may wish to review and discuss the Draft FY2027 Budget, make recommendations, and authorize agency counsel to create a resolution to approve the FY2026-27 Budget during the public hearing on August 19, 2026.

McLane the normal estimated expenses and revenue are included.

It was moved by **F. Parrish** and seconded by **R. Walsh** to approve the draft FY2026-27 Budget with the changes and prepare all pertinent documents to approve by resolution on August 16, 2026. Those in favor: M. Dahlquist, B. Nichols, F. Parrish, S. Turner, and R. Walsh. Unanimous. Motion carried.

7. UPDATE ON THE MONARCH BUILDING DEMOLITION PROJECT. The Board may wish to hear an update by Brent McLane on the Monarch Building demolition project.

Quayle provided an updated on the Monarch Building demolition project. Half the building has been removed. The sewer and water designs have been marked up and sent back to the engineer. Quayle explained that there are flooring two by fours that are supporting the neighboring walls. Quayle asked how the Board wants to proceed. Ask for a proposal on cost to get this done. Quayle will get this and bring it back for approval in August. Quayle clarified that the walls are being supported during the demolition process. Cody of Drone Perspective has aerial views on the demolition process.

McLane noted that the stained-glass windows have been saved and Stephanie Palagi will store the windows at their downtown office.

8. REVIEW AND APPROVE THE FISCAL YEAR 2026 (FY2026) COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) PROPOSAL BY DEATON & COMPANY.

The Board may wish to review and approve the FY26 CAFR Proposal by Deaton & Company.

It was moved by **M. Dahlquist** and seconded by **R. Walsh** to approve and execute the proposal by Deaton & Company to complete the Annual Comprehensive Financial Report (CAFR) and Audit for Fiscal Year 2026. Those in favor: M. Dahlquist, B. Nichols, F. Parrish, S. Turner, and R. Walsh. Unanimous. Motion carried.

9. APPROVE AND EXECUTE TASK ORDER NO. 4 FOR BRAD CRAMER TO PREPARE A SUPPLEMENTAL ECONOMIC FEASIBILITY STUDY FOR THE FIRST AMENDMENT TO THE URBAN RENEWAL PLAN FOR THE SOUTH 5TH AVENUE URBAN

RENEWAL PROJECT, WHICH PLAN AMENDMENT SEEKS TO ADD CERTAIN AREA, AND INCLUDING REVIEW OF EXISTING CONDITIONS WITHIN THE PROPOSED AMENDMENT AREA.

The Board may wish to approve and execute Task Order No. 4 with Brad Cramer to prepare a supplemental economic feasibility study for the First Amendment to the Urban Renewal Plan for the South 5th Avenue Urban Renewal Project, which Plan Amendment seeks to add certain geographic area to the existing South 5th Avenue revenue allocation area pursuant to Idaho Code Section 50-2903A(1)(a)(ii), and which task order further includes review of existing conditions within the amendment area.

McLane explained that this task order 4 is for Brad Cramer to move forward with the South 5th Avenue (S5A) Plan Amendment. John Davis Katsilometes has consented his agriculture properties to be included and Thomas J. Katsilometes has not submitted his agriculture consent form to include his properties in the S5A Plan Amendment. The boundary for the Plan area is large and all other agricultural properties in the boundary that wanted to participate have consented. The active agricultural property owners that declined the first time are active farmers, ranchers or horse trainers and boarders.

It was moved by **R. Walsh** and seconded by **F. Parrish** to deny the Task Order 4 (TO4) for Brad Cramer of Perspective Planning and Consulting to prepare a supplemental economic feasibility study for the First Amendment to the Urban Renewal Plan for the South 5th Avenue Urban Renewal Project, which Plan Amendment seeks to add certain geographic area to the existing South 5th Avenue revenue allocation area pursuant to Idaho Code Section 50-2903A(1)(a)(ii), and which task order further includes review of existing conditions within the amendment area, and to authorize staff to reach out to J. Davis Katsilometes and Thomas J. Katsilometes to pay the $25,000.00-$30,000.00 for the cost to amend the plan. Those in favor: M. Dahlquist, B. Nichols, F. Parrish, S. Turner, and R. Walsh. Unanimous. Motion carried.

10. 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.

There was nothing noted.

11. ADJOURN.

With no further business, **Turner** adjourned the meeting at 11:52 AM.

Submitted by: Approved on: 08/19/26

Aceline McCulla, Secretary

Aceline McCulla