MEETING MINUTES

POCATELLO DEVELOPMENT AUTHORITY (PDA)

AUGUST 19, 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.

Villarreal called the meeting to order at 11:00 AM. No conflicts were disclosed.
Members present: Mayor Mark Dahlquist, Jeff Hough, Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal. and Ruby Walsh. **Excused:** Brent Nichols. **Others present:** Treasurer Rick Morgan, Secretary Aceline McCulla, PDA Project Manager Merril Quayle, City of Pocatello City Attorney Jared Johnson, City of Pocatello PW Director Tom Kirkman. **Visitors:** Agency Counselor Meghan Conrad, Gus Schultz, John Davis Katzilometes, Tom J. Katsilometes.

2. MEETING MINUTES.

The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held July 15, 2026 and to approve the minutes as presented.

It was moved by **J. Hough** and seconded by **S. Turner** to approve the PDA Board of Commissioners meeting minutes held July 15, 2026, with corrections of removing D Villarreal from agenda 9 and 11 approvals. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

3. VIRTUAL PRESENTATION BY THOMAS J. KATSILOMETES ABOUT HIS PROPERTY WITHIN THE SOUTH 5TH AVENUE PLAN.

The Board may wish to hear a presentation (restricted 10 minutes) by Thomas J. Katsilometes about his property within the South 5th Avenue Plan.

Thomas J. Katsilometes (TJK) provided history of his property and ownership of South 5th Avenue, a Bannock County Road.

4. VIRTUAL PRESENTATION BY JOHN DAVIS KATSILOMETES ABOUT HIS PROPERTY WITHIN THE SOUTH 5TH AVENUE PLAN.

The Board may wish to hear a presentation by John Davis Katsilometes (restricted 10 minutes) about his property within the South 5th Avenue Plan.

John Davis Katsilometes (JDK) explained that he was concerned about eminent domain during the creation of the South 5th Avenue Plan and chose to opt out. JDK had questions: 1) Has anyone else created an MOU for an URA amendment; 2) JDK approached Brent, after the Plan's final approval, in January or February asking that an amendment be done so JDK could participate. JDK was informed following the August meeting that he would need to pay the associated amendment costs for the Board to proceed with an amendment as he was the only property owner that wanted an amendment to participate. 3) JDK asked if he and TJK were the only two not included in the S5A Plan.

Villarreal stated these questions would be addressed in a letter by Executive Director Brent McLane.

5. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

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

Parrish asked about the Bowden Invoice. **McCulla** explained this invoice was to install privacy panels for the Brick 243 for their patio due to the Monarch Building Demolition disruption to their customers on the patio.

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

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

It was moved by **N. Richardson** and seconded by **K. Lepchenske** to approve the monthly financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

6. 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 work in the amount of $500,000.00 that qualifies for reimbursement in the North Portnuef District Plan. The Board may wish to approve the request. If approved, then direct agency counsel to draft an Owner's Participation Agreement with LEX Development for the proposed work for approval by resolution in September.

The applicant withdrew this item from today's agenda.

7. NORTH PORTNEUF DISTRICT POWER STUDY ASSESSMENT OWNER PARTICIPANT AGREEMENT (OPA) REQUEST BY LEX DEVELOPMENT.
The Board may wish to hear a request by LEX Development for an Owner participation Agreement for $200,000.00 to have Idaho Power complete a power assessment study for $100,000.00 and a construction assessment study for $100,000.00 that qualifies for reimbursement within the North Portneuf District Plan. The Board may wish to approve the request, approved, then direct agency counsel to draft an Owners' Participation Agreement with LEX Development Inc, for the proposed work for approval by resolution in September.

Gus Schultz of Lex Development presented his request on the power and power construction assessment.

This ensued in discussion.

It was moved by **M. Dahlquist** and seconded by **R. Walsh** denied the request by request by LEX Development for an Idaho Power Substation Power Assessment and Intermountain Gas Company Natural Gas Assessment to upgrade power services in the North Portnuef District, and the executive director and agency counsel to negotiate an OPA with LEX Development for the next PDA meeting. Those in favor: M. Dahlquist, K. Lepchenske, S. Turner, D. Villarreal, and R. Walsh. Those opposed: J. Hough, F. Parrish, and N. Richardson. Motion carried.

Conrad clarified that the project would need to paid and then a submitted for reimbursement.

8. PUBLIC HEARING: APPROVE AND ADOPT BY RESOLUTION 2026-6 THE FISCAL YEAR 2026-27 (FY2027) BUDGET.
The board may wish to approve and adopt by Resolution 2026-6 the FY2027 Budget and authorize the chair or vice chair to execute all pertinent documents.

Villarreal opened the public hearing at 11:50 AM.

Morgan discussed the proposed estimated budget included in the agenda item. **Hough** clarified that the contingency line is for future unforeseen projects that may be identified.

Villarreal opened the hearing for public comment at 11:55 AM.

Those in favor:
Heather Disselkoen wanted to know if the Monarch Building Demolition expense will be included in the Historic Downtown Pocatello Urban Renewal Area TIF District.

Conrad clarified that when the HDP Plan is approved, January 2027 will begin the TIF assessment and increments. The demolition will

With no more public comment, Villarreal closed the public hearing at 11:58 AM.
Friendly amendment to authorize the Chair to size all pertinent documents.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve the PDA FY2027 Budget as presented and authorize the Chair to sign all pertinent documents. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

9. SELECT AND APPROVE A TREASURER FROM RFP PROPOSALS.
The Board may wish to review the clarification question replies, and then select and approve a treasurer from two finalist proposals selected in July and then authorize agency counsel to prepare a treasurer consultant agreement and resolution for approval on September 16, 2026.

Morgan stated the two candidates are

It was moved by **F. Parrish** and seconded by **J. Hough** to approve Highpoint Business Advisors LLC as the PDA Treasurer and authorize agency counsel to create a consultant agreement and resolution for approval on September 16, 2026. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

10. APPROVE AND ADOPT BY RESOLUTION 2026-8 THE RECOMMENDATION BY THE EVALUATION TEAM OF THE POCATELLO REGIONAL AIRPORT PLAN (PRAMP) PROPOSAL SUBMITTED BY CUSHING TERRELL. The Board may wish to review and approve the recommendation by the evaluation team of Cushing Terrell, as the highest qualified scored for the PRAMP project, and then authorize agency counsel to create an appropriate agreement and resolution to be approved and adopted on September 16, 2026.

Merril Quayle clarified that this package includes several components to look at the project as a whole unit. **Parrish** asked if the CREST project was dead or will some things be incorporated into this plan. **Dahlquist** noted that the project is dead. If parts of the CREST Plan are considered while crating the Airport Master Plan

It was moved by **S. Turner** and seconded by **R. Walsh** to approve and adopt by Resolution 2026-8 Cushing Terrell as the highest qualified scored for the PRAMP project, and to authorize the executive director and agency counsel to negotiate an agreement and resolution for approval on September 16, 2026. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

11. APPROVE AND EXECUTE TASK ORDER NO. 4 FOR MERRIL QUAYLE FOR THE HISTORIC DOWNTOWN POCATELLO DISTRICT. The Board may wish to review, approve and execute the Task Order No. 4 for Merril Quayle to Consult with Agency Consultant, Perspective Planning & Consulting, the Agency Board and Staff, City Staff and Agency Legal Counsel to review existing City and utility documents and identify eligible public infrastructure projects within the Proposed Historic Downtown District and provide estimated cost estimates to support the proposed economic feasibility study and urban renewal plan.

Conrad noted that Merril is working on the HDP Plan and this Task Order will allow him to bill for the tasks completed for this project.

It was moved by **M. Dahlquist** and seconded by **S. Turner** to approve Task Order 4 for Merril Quayle to Consult with Agency Consultant, Perspective Planning & Consulting, the Agency Board and Staff, City Staff and Agency Legal Counsel to review existing City and utility documents and identify eligible public infrastructure projects within the Proposed Historic Downtown District and provide estimated cost estimates to support the proposed economic feasibility study and urban renewal plan. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

12. APPROVE AND EXECUTE TASK ORDER NO. 5 FOR MERRIL QUAYLE TO COMPLETE WORK ON THE POCATELLO REGIONAL AIRPORT MASTER PLAN (PRAMP) IN THE AIRPORT DISTRICT. The Board may wish to review, approve and execute Task Order No. 5 for Merril Quayle to Assist the Pocatello Development Authority (PDA) with preparation of a request for proposals and selection of a consultant to prepare the Airport District Pocatello Regional Airport Master Plan (PRAMP). Work with PDA staff and legal counsel on a professional services agreement with the selected consultant. Work with the selected consultant for the PRAMP to identify infrastructure improvements, review and provide guidance to consultant on infrastructure design preferences, and review consultant work product and invoices.

Conrad noted that Merril is working on the PRAMP Plan and this Task Order will allow him to bill for the tasks completed for this project.

It was moved by **J. Hough** and seconded by **M. Dahlquist** to approve Task Order 5 for Merril Quayle to Assist the Pocatello Development Authority (PDA) with preparation of a request for proposals and selection of a consultant to prepare the Airport District Pocatello Regional Airport Master Plan (PRAMP). Work with PDA staff and legal counsel on a professional services agreement with the selected consultant. Work with the selected consultant for the PRAMP to identify infrastructure improvements, review and provide guidance to consultant on infrastructure design preferences, and review consultant work product and invoices. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

13. ACTION ITEM: APPROVE AND EXECUTE THE CHANGE ORDER REQUEST BY STATON COMPANY FOR THE MONARCH BUILDING DEMOLITION PROJECT. The Board may wish to review and approve the change order request by Station Company for necessary wall filling work identified during the demolition process. The designs were reviewed and authorized by Brent McLane, and then reviewed and approved by Merril Quayle P.E.

Quayle explained the need to fill the holes in the adjoining walls to prevent birds, insects and the like from forming a home and creating issues later.

It was moved by **N. Richardson** and seconded by **S. Turner** to approve the Change Order 1 request by Staton Company for the additional work of filling the wall during the demolition process. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

14. 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 update on the Monarch Building Demolition Project. Quayle recommended Staton create another change order 2, to remove the section of sidewalk with an old coal shoot, fill in the area and redo the sidewalk. The Board requested Quayle request a Change Order 2 for this work, and bring it to Board for approval in September.

A third change order 3 to consider to raise the wall an extra one-foot with rebar for the footing in the basement of the Monarch Building. The rock foundation needs structural wall independent of the rock to support the side walls. The Board directed Quayle to get a change order 3 for this work and bring it back to the Board in September also.

15. ACTION ITEM: APPROVE THE PROPOSAL BY BLACK RIVER PERFORMANCE MANAGEMENT TO DESIGN AND FACILITATE A BOARD PLANNING WORK SESSION ON OCTOBER 26, 2026. The board may wish to approve the proposal by Rob Lion of Black River Performance Management and authorize staff and the facilitator to move forward with the Board planning work session.

Conrad noted that this proposal is for the Board requested Board Planning Work Session that has been scheduled for October 16, 2026.

It was moved by **J. Hough** and seconded by **M. Dahlquist** to approve the proposal by Black River Performance Management to design and facilitate a Board Planning Work Session on October 26, 2026 as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

16. ACTION ITEM: APPROVE AND ADOPT BY RESOLUTION 2026-7 THE HISTORIC DOWNTOWN POCATELLO URBAN RENEWAL AREA PLAN AND AUTHORIZE THE CHAIR OR VICE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS. The board may wish to approve and adopt by Resolution No. 2026-7 the Historic Downtown Pocatello (HDT) Urban Renewal Area (URA) Plan and authorize the Chair or Vice Chair to execute all pertinent documents.

Conrad presented the HDP Plan to the Board.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve and adopt by Resolution No. 2026-7 the Historic Downtown Pocatello (HDT) Urban Renewal Area (URA) Plan and authorize the Chair or Vice Chair to execute all pertinent documents. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

17. ACTION ITEM: APPROVE VIDEO RECORDING OF PDA MEETINGS AND RENDERING SERVICES, RETROACTIVE TO JULY 15, 2026. The Board may wish to approve video recording PDA meetings and rendering services with the City of Pocatello IT Department staff to begin retroactively on July 15, 2026.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve video recording PDA meetings and rendering services with the City of Pocatello IT Department staff to begin retroactively on July 15, 2026.

Discussion ensued. No vote. Friendly amendment and the Board agreed.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve video recording PDA meetings and rendering services with the City of Pocatello IT Department staff to begin retroactively on July 15, 2026. Those in favor: M. Dahlquist, J. Hough, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Those opposed: K. Lepchenske and F. Parrish. Unanimous. Motion carried.

18. 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.

Chamber of Commerce downtown in chamber parking lot from 1-2 p.m.

19. ADJOURN.
With no further business, **Villarreal** adjourned the meeting at 1:10 PM.

Submitted by: Approved on: 09/16/2026

Aceline McCulla, Secretary

Aceline McCulla