MEETING MINUTES

POCATELLO DEVELOPMENT AUTHORITY (PDA)

SEPTEMBER 16, 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, Brent Nichols, Nathan Richardson, Scott Turner, David Villarreal. and Ruby Walsh. **Excused:** Fred Parrish. **Others present:** 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 virtually:** Cushing Terrell Team: Jason Butler, Nora Bland, Andrew Baker **Other visitors** in attendance.

2. APPROVE AND EXECUTE MEETING MINUTES.
The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held August 19, 2026 and to approve the minutes as presented.

Dahlquist confirmed that action item 4 was followed through with. **McLane** confirmed he was in the process of completing the task.

It was moved by **S. Turner** and seconded by **K. Lepchenske** to approve the PDA Board of Commissioners meeting minutes held August 19, 2026. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, D. Villarreal, 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 **N. Richardson** to approve the monthly financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

4. APPROVE AND ADOPT BY RESOLUTION 2026-9 THE PDA TREASURER CONSULTANT AGREEMENT WITH HIGHPOINT BUSINESS ADVISORS LLC AND AUTHORIZE THE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS.
The Board may wish to approve and adopt by Resolution No. 2026-9 the PDA treasurer consultant agreement with Highpoint Business Advisors LLC and authorize the Chair to execute all pertinent documents.

McLane noted that in reviewing the insurance documents, the E&O insurance is below the coverage in the agreement, and that Brody Fitch is required to get adequate coverage within 30 days from today.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve and adopt by Resolution No. 2026-9 Highpoint Business Advisors LLC as the PDA Treasurer with a 60-day extension from today to increase his E&O policy coverage from $250,000.00 to $500,000.00, and to authorize the Chair to execute all pertinent documents. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

5. APPROVE AND ADOPT BY RESOLUTION 2026-10 THE CUSHING TERRILL CONSULTANT AGREEMENT AND FOR THE POCATELLO REGIONAL AIRPORT MASTER PLAN (PRAMP) AND AUTHORIZE THE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS.
The Board may wish to approve and adopt by Resolution No. 2026-10 the Professional Service Agreement with Cushing Terrell for the PRAMP and to authorize the Chair to execute all pertinent documents.

Villarreal asked Cushing Terrell to introduce themselves and then proceeded to answer general questions by the Board.

It was moved by **R. Walsh** and seconded by **S. Turner** to approve and adopt by Resolution No. 2026-10 the Professional Service Agreement with Cushing Terrell for the PRAMP and to authorize the Chair to execute all pertinent documents Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

6. REVIEW, CONSIDER, AND APPROVE EACH CHANGE ORDER (CO) REQUEST CO2, CO3, CO4 AND CO5 BY STATON COMPANY ON THE MONARCH BUILDING DEMOLITION PROJECT AND AUTHORIZE THE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS.

The board may wish to consider and approve each change order (CO) request CO2, CO3, CO4, and CO5 by Staton Company, and then authorize the Chair to execute each CO request.

Quayle noted **CO2** is for the coal shoots under the sidewalks and discussed at the last meeting, and this will be the last task completed for the demolition project. **Villarreal** asked about the concrete. **CO3** was mentioned during the last meeting. Along the Paris Building, the 2" x 6" wood is good, but the new wall placed will leave the wood exposed. They wanted to taper the new floor, but Quayle wanted a stand-alone floor and no taper. **CO4** is for the window voids and the parapet-wall leveling. Staton Company will have a more experienced company complete this project. **Richardson** asked for clarification that the equipment will be absorbed due to the equipment being on site already. **Quayle** replied yes and they will for aesthetic purposes. **CO5** is for the Paris Building wall extension and weatherproofing. Removing one wall from a 90% will require an extension with reinforced concrete walls upward of one-foot eight-inches to cover and protect wood framing, this will take about two weeks.

It was moved by **J. Hough** and seconded by **N. Richardson** to approve the Staton Company change orders (CO) requests CO2, CO3, CO4, CO5 as presented, and to authorize the Chair to sign all pertinent Change Order Requests. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

7. DISCUSSION ON THE FISCAL YEAR 2026 DRAFT ANNUAL REPORT.

The Board may wish to provide feedback on the Fiscal Year 2026 Draft Annual Report.

McLane asked the Board to provide information that may not be in the report currently.

Dahlquist said he sent feedback via email, and the report was very informative.

8. MONARCH BUILDING DEMOLITION PROJECT UPDATE.

The Board may wish to hear an update of the Monarch Building demolition project.

Quayle provided an update on the work happening and the project is expected to be closed out by the end of October. **Dahlquist** stated the First National Bar was impressed and pleased with the entire demolition process and Staton Company's staff.

9. BOARD DISCUSSION ON THE BOARD PLANNING WORK SESSION.

The Board may wish to discuss and identify priorities for the Board Planning Work Session

McLane wanted to see if the Board has topics for discussion during the work session.

1. Legislative updates.
2. Infill development: housing projects, curb, gutter, and water improvements.
3. What can and can't be done with TIF Funds: a list of items.
4. What success looks like for each project in the districts, broader discussion.
5. What can be required of developers, similar to Petersen, if commitments are not met, the company has to pay back some of the money to the PDA.
6. Design efforts of what goes into the parcels of land we own and how to visualize what can be built on them above ground.
7. What can we do with our proposals and how we can effectively use them.

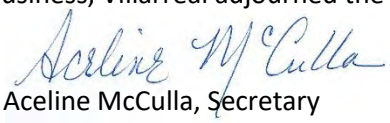
10. CALENDAR REVIEW.
The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

The Board planning work session will be on October 26, begin at 10 a.m., and conclude approximately 4:00 p.m.

Villarreal gave a farewell speech for his final meeting with the PDA, as he retires and moves on from Pocatello.

11. ADJOURN MEETING.

With no other business, Villarreal adjourned the meeting at 12:01 PM.

Submitted by:  Approved on: October 21, 2026
Aceline McCulla, Secretary