

**ABBREVIATED MINUTES**  
**POCATELLO DEVELOPMENT AUTHORITY**  
Meeting December 11, 2001

Members present: Greg Anderson, Steve Brown, J.O. Cotant, Darsi Johnson, Dave Sanna, and Dan Schroeder

**Staff present: D. Tranmer, City Attorney; R. Burstedt, C. DeWall, Bannock Development**

**1. Preliminary matters.** Meeting called to order at 11:04 by Vice-Chairman Brown. A quorum was declared. No conflicts were declared. Agenda changes: C. DeWall requested the addition of an item for review of the 2002 cash budget. The City has a request for funding assistance.

**2. Minutes and financial matters.** It was MSC (Anderson, Sanna) to approve the minutes from the November meeting. C. DeWall reviewed income and expenditures for financial reports, noting tax receipts and a payment on the Outlet Inc. promissory note in addition to interest for income; expenditures included payments to bond trustee, lunch, and the payment towards the La Paloma building purchase. R. Burstedt reported on his meeting with bank officials regarding the type of bank account, interest rates payable, and the like. Future bank charges will be lowered and interest rates increased slightly. It was MSC (Johnson, Schroeder) to approve the November financial report.

**3. Board Membership.** PDA by-laws set membership as follows: 4 at-large members, one financial institution member, the Mayor of Pocatello, a City Council representative (usually the president of the Council), a County Commissioner (or designee), and a School District representative. The current Council appointee is Ron Frasure, as President of the Council, which means that for the present H. Neuhardt is serving as an at-large member.

**4. Annual Audit:** R. Burstedt provided a proposal from Deaton and Company to the Board for handling the required annual audit; estimated cost is \$3,400.00. It was MSC (Anderson, Sanna) to authorize execution of a contract with that firm. The Vice Chair was authorized to sign the contract.

**4. Roosevelt District.** R. Burstedt reported that \$84,200.75 (one-half of the District funds currently held) will be sent to Fred Meyer as the first installment towards reimbursed expenses. Reminder: Total eligible Fred Meyer expenses are calculated to be \$474,979.05, with PDA reimbursing those expenses (maximum of 50% of district receipts) It was MSC (Schroeder, Johnson) to approve the expenditure. A third invoice has been received from Rocky Mountain Engineering for services under the contract. It was MSC (Anderson, Schroeder) to approve payment of the \$5,460.00 invoice.

Tim Tingey and Rocky Mountain Engineering reported on status of project. About 1000 properties were reviewed, detailed drawing prepared showing sidewalks, curb, and gutter for each property including notations as to condition, drainage problems, and other considerations such as water meter installations. After the field survey, brochures/surveys were mailed to the owners. The engineers received about a 10% return in response, showing mostly positive comments, but with many owners expressing serious concerns about affordability. Serviceability numbers were assigned, (0 = not serviceable due to lack of improvements; 100 = all improvements in place and in good condition) and anything with 30 or less was included in the project, estimated to cost \$1,027,000. PDA needs to consider whether to recommend an LID, whether to fund all improvements through the District, or whether to scale back the scope

or add properties to the project. If the Board recommends an LID, there are additional considerations because there isn't enough money in the fund to pay for all the improvements at once. Breaking the project down into phases and paying as money is available could pose a new set of problems. R. Burstedt noted that income by the end of 2002 should be \$364,338.00, of which half is available for the project. A lengthy discussion ensued regarding the pros and cons, the ability of the residents to pay, length of the District, the threshold for improvements, and other considerations. Thereafter, **it was MSC (Anderson, Schroeder; Johnson, Brown opposed)** to recommend extending the District for three years instead of the previously-recommended two year extension, to fund all of it from the District funds, and to investigate funding options to allow full funding rather than pay-as-you-go for a \$1,027,000.00 maximum project. The recommendation will be brought to the Council after the first of the year.

**5. Cash Budget – 2002.** C. DeWall noted that the budget reflects a conservative estimate for revenue. Other changes: The Fred Meyer payment will actually be paid in December instead of in October; audit expenses will need to be included; an update will be provided for sidewalk, curb and gutter improvements when available.

**6. Stormwater Project Phase II.** D. Schiess and P. Scoresby detailed the current state of the project, noting that ISU had accepted the proposed schedule and design of the detention areas, the bid schedule has been okayed, drawings presented to the City, and the scope defined. Cost estimate is \$2,058,000.00 which is slightly more than one million dollars over budget. They also reported that they have been asked to bid all 3 items for Phase II, even though there isn't enough money to cover all three. At this point, Board members questioned the bidding strategy as well as the apparently-enlarged scope of Phase II, noting that the total for both phases was to have been \$6.5 million dollars, that \$5.3 million has so far been expended, that Phase I expenses are still not complete, and that neither the PDA nor City staff has authority to exceed the \$10 million cap established by the City Council for the District. Consensus was to have R. Burstedt work with Schiess & Associates to provide a better estimate of complete costs for both phases; R Burstedt and C. DeWall will then prepare a statement for PDA members to show total expenditures to date from the District, a listing of the remaining commitments for funding. Members will then have sufficient information to consider Phase II questions as they arise.

Note: Schiess and Associates and HK will attend the next Board meeting (January 8, 2002) to discuss the "RR change order" and other items; Jack Robison, counsel hired by PDA will also be in attendance.

Expenditure approval: C. DeWall requested approval for issuing checks in the amount of \$821,403.95 to HK and \$28,318.00 to Schiess and Associates for work completed to date. **It was MSC (Schroeder, Johnson)** to submit requisitions for these amounts.

**7. Request for funding.** Dave Swindell, Financial Officer for the City of Pocatello, presented a request for funding assistance from the City. The City doesn't own all the land within what is known as Optimist Field; five of the lots on the block have been leased from a Trust which is now being dissolved and offering the lots for sale right now. The City doesn't have funds to meet the \$80,000 price (which is just below the appraised value) in this year's budget and the Trustee and its clients are not willing to defer the sale. After discussion, **it was MSC (Schroeder, Johnson)** to loan the City \$80,000.00 to effect the purchase and to defer repayment until Fiscal Year 2003.

**8.** The meeting was adjourned at 12:50 p.m.

