

ABBREVIATED MINUTES
POCATELLO DEVELOPMENT AUTHORITY
Meeting November 12, 2002

Members present: T. Brower, S. Brown, R. Chase, D. Johnson, H. Neuhardt,
J. Ricks, D. Schroeder

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

1. Preliminary matters. The meeting was called to order at 11:06 by Chairman Neuhardt. No conflicts were declared. One addition to the agenda: consideration of an invoice for payment.

2. Minutes and financial matters. It was MSC (Chase, Schroeder) to approve the minutes from the October regular meeting, with a correction to remove Schroeder from the list of members present. Review of financial matters was postponed until after the South Cliffs update. Review of the financial report was postponed.

3. South Cliffs. Brad Frasure was present to provide the Board with an update on the project. There was not as much time required for blasting for the water line as had been estimated; blasting for the sewer and round-about areas has been completed. RMES is doing specs now and they anticipate that the water and sewer main utilities should be done this year. A payment request has been made in the amount of \$1925.00, which Frasure indicates is lower than the anticipated. Board members inquired of G. Lanning, Public Works Director about establishing a protocol for submittal and review so that the PDA was not in a position of reviewing items beyond their expertise.

Presentation of materials: Per Lanning and PDA consensus, the engineering firm (RMES) should prepare estimates, review work, certify that the work and invoices are a legitimate part of the project as approved by PDA and present them to PDA for payment. Mitch Greer of RMES noted for the Board that he had seen the invoices presented and could verify that the work had been done. Chairman Neuhardt asked that RMES provide a brief cover letter so noting for each invoice. R. Chase asked that the Board be provided with all items at least one week prior to the meeting at which they were being asked to approve them. Agreement was reached whereby the developers will prepare invoices (or submit ones from subcontractors), obtain a cover letter from RMES, and submit the package to G. Lanning in time for him to review the material and forward it to PDA one week prior to the monthly meeting.

4. Spartan Development. George Katsilometes of Spartan Development was present to request financial assistance from PDA for the proposal his corporation is making to the BLM. The property is located south of Century High School on the same side of the road, but is not contiguous to any School District property. Katsilometes acknowledged that the land was neither within nor adjacent to the City limits nor located in any tax increment financing district at this point. The proposal would be for PDA to extend the district and provide approximately \$300,000.00 to the developers. R. Chase noted that the land would have to be annexed in order for it to be included in the District; Spartan would have to combine parcels to do so. It might be possible to begin both processes, the annexation request and the amendment to the District, at the same time. Board consensus was that it could entertain a proposal if, pursuant to PDA's guidelines to financing, a specific proposal was made, including cost estimates, specific uses to which funds would be put, acceptance of liens on contiguous property, repayment upon future

development, and other such terms. G. Katsilometes will discuss details with the other members and may return with a specific proposal.

5. Stormwater. Final payment has been made to HK. Outstanding items: soil remediation and/or compensation to UPRR for flagmen.

6. Roosevelt. Mitch Greer of RMES presented an additional invoice to cover bid costs. (NOTE: The project was bid; PDA declined to award a bid). Payment requests to date do not address any costs associated with the bid process. He proposes to handle the second bid for the amount originally estimated for one, because much of the work has already been done, some adjustments made, etc.. See copies of agreements. A contract addendum was presented. **It was MS (Chase, Ricks)** to approve the contract addendum to include this bid as part of the duties. After discussion regarding the difficulty of approving items which the members have not had time to review, the motion and second were withdrawn. Copies will be provided and the item placed on the agenda for the next meeting.

Additionally, M. Greer explained the difficulty in finding contractors willing to bid the entire project. Normally, concrete work is done by small contractors who are unable to obtain the \$2 million dollar bond necessary for large public works jobs, which are usually bid by a general contractor who has the wherewithal. The work is scattered throughout the area and it would make more sense to bid it in smaller increments or phases if possible. In response to a question regarding phasing, M. Greer agreed that pursuing work in phases would prohibit the project from being completed in one year. Neither the City nor RMES have sufficient staff to devote to doing all the work in one season. On the other hand, phasing and bidding too many different sections could unnecessarily prolong the work and add to the overall cost of the project. After additional discussion, **it was MSC (Chase, Schroeder)** to authorize bidding for 2 portions this coming year and 2 more portions the following year.

7. Financial matters. C. DeWalt discussed the monthly financial report, noting interest and tax receipts, a payment to Mr. Koseris, lunch expenses, and district balances. Money will be sent to the trustee for the bonds as usual, except for the amounts received prior to the sale of the bonds which remain available to PDA for general use. Board members discussed payment requests, methods of presentation and deliberation in regard to its approval of expenses. Thereafter, **it was MSC (Ricks, Schroeder)** to approve the financial report.

Chairman Neuhardt then, pursuant to I.C. 67-2345, called for an executive session in order to seek advice from legal Counsel, D. Tranmer. **It was MSC (Schroeder, Chase)** to adjourn into executive session at 12:10 p.m.

Regular meeting resumed at 12:20 p.m.

8. Scheduling. The by-laws allow members to set the regular monthly meeting. The current 11:00 a.m. meeting on the second Tuesday of each month is inconvenient for 3 of the members; the others present concurred that a change could be made. After discussion, the consensus was for meetings to be held on the third Wednesday of each month, still at 11:00 a.m. in the City Council Chambers. Next meeting will be held December 17, 2002.

There being no further business, the meeting was adjourned at 12:30 p.m.