

**POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES**  
October 16, 2013

**Members present:** Brian Blad, Roger Bray, Larry Fisher, Russ Meyers, Michael Orr, John Regetz (ex officio), and Chair Ryan Ward

**Members absent:** Cynthia Hill (excused), Darlene Gerry (excused), and Karl Anderson

**Staff present:** Lonnie Crowell, Executive Director; Merrill Quayle, City Planning Engineer; Kirk Bybee and Tiffany Olsen, City Legal Dept.; Dave Swindell and Jerry Higgins, City Finance Dept.

**Chair R. Ward** called the meeting to order at 11:01 a.m.

**1. Preliminary matters:**

A. Introductions, Conflicts, and Agenda. No guests were in attendance. No disclosures or conflicts with agenda items were acknowledged by the Commissioners

B. Minutes. The Minutes of the regularly scheduled meeting of August 21, 2013 were reviewed. **R. Bray** moved that the Minutes be approved with an amendment; He would like the Minutes to include that he asked the PDA if a contract had been signed with the Utah Developer for the payment of up to \$250,000 towards the demolition of the former Albertson's building. He was advised by the PDA Commissioners there was not a contract for this transaction. It was **MSC (L. Fisher, R. Bray)** to approve the Minutes as amended herein.

C. Financial Report. J. Higgins presented the Financial Report for the months of August and September, 2013. Total cash available as of September 30, 2013 was \$7,139,210.84. During the months of August and September, the PDA received cash in the amount of \$92,738.82, which included \$285.89 in investment interest, \$2,000 note payment from BBAD Investments, and property taxes of \$90,452.93 (of which \$981.85 was attributed to the Central Corridor, \$36,000.70 was attributed to the North Yellowstone District, and \$53,470.38 was attributed to the North Portneuf District.) The lunch expense for August was \$87.10. Thereafter, it was **MSC (M. Orr, R. Meyers)** to approve the Financial Reports for August and September, 2013.

D. Payment Request/Approval of Bills: J. Higgins presented an invoice from Redevelopment Association of Idaho for PDA's annual membership in the amount of \$750.00. It was **MSC (R. Bray, R. Meyers)** to approve payment of the invoice to Redevelopment Association of Idaho.

**2. General Discussion Items:**

A. Keller Associates; Master Agreement for Professional Services, review of project authorization procedure: At the August 21, 2013 meeting, the Commissioner's voted to issue payment for infrastructure master planning at the Airport by Keller Associates ("Keller") upon **L. Crowell's** request. The question posed by **L. Crowell** was if the Commissioner's would vote by email to employ Keller's services or if he had the authority to obligate the PDA for said funds due to the time sensitive nature of the request. The Commissioners decided once the balance of \$7,500 has been depleted and another task is requested to be completed by Keller, **L. Crowell** will send the Commissioner's an email advising he has approved payment to Keller for said infrastructure master planning and for what prospective company. The amount the Commissioner's approved is up to \$7,500 per task, instead of \$7,500 per task. Said change will be reflected on Keller's Task Order Agreement. **L. Crowell** will heavily monitor Keller's work, the account balance, and give an update to the Commissioner's at the regular PDA meetings.

B. Peterson, Inc. Economic Development Loan Agreement Status Update: Peterson, Inc. submitted a power point presentation, in lieu of their attendance, to advise as of September 2013, they have 54 employees, 52 of which earn an average wage of \$20.18 per hour. The terms of the Economic Development Loan Agreement provides Peterson, Inc. must employ 50 full time employees for 15 years at a minimum wage of \$14.00 per hour. **R. Meyers** suggested a public service announcement be issued to acknowledge and share their success. **Chair Ward** asked **L. Crowell** to generate a public service announcement for publication.

C. Alameda Plaza Urban Renewal and Revenue Allocation District: **L. Crowell** asked the Commissioner's to adopt a Resolution whereby the PDA approves the establishment of the Alameda Plaza Urban Renewal and Revenue Allocation District and authorizes its presentation to the Pocatello City Council for approval and passage of an ordinance establishing the same. It was **MSC (R. Meyers, B. Blad, R. Bray opposes)** to authorize the Chair's signature and adoption of said Resolution.

### **3. Items from Staff:**

A. Deaton & Company Annual Audit Agreement: J. Higgins presented an agreement with Deaton & Company, Certified Public Accountants, for their annual audit service for the PDA with a cost of \$4,010. It was **MSC (B. Blad, M. Orr)** for the payment of said annual audit to Deaton & Company.

### **4. Executive Session:**

**Chair Ward** called for a motion for the Board go into an executive session to discuss a matter regarding negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. **It was moved and seconded (B. Blad, M. Orr)** to adjourn to executive session pursuant to Idaho Code §67-2345(1)(e). The **motion passed** by roll call vote (**Ayes: B. Blad, R. Bray, L. Fisher, R. Meyers, M. Orr and R. Ward; Nays: None**). The Board adjourned to executive session at approximately 11:42 a.m. The Board reconvened to regular session by **MSC (B. Blad, M. Orr)** at 12:09 p.m.

### **5. Adjournment:**

There being no additional business, **it was MSC (B. Blad, R. Meyers)** to adjourn the meeting at 12:14 p.m.