

POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES
December 18, 2013

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

Members absent: Karl Anderson

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

Chair R. Ward called the meeting to order at 11:04 a.m.

1. Preliminary matters:

A. Introductions, Conflicts, and Agenda. Guests included David Allen - Pocatello Regional Airport Manager, Susan Lorenz - Southeast Idaho Council of Governments, and Doran Lambson- Deaton & Company. No disclosures or conflicts with agenda items were acknowledged by the Commissioners.

B. Minutes. The Minutes of the regularly scheduled meeting of October 18, 2013 were reviewed. It was **MSC (B. Blad, R. Meyers)** to approve the Minutes as presented.

C. Financial Report. J. Higgins presented the Financial Report for the months of October and November, 2013. As of November 30, 2013, the Authority had \$730,974.23 in checking, \$4,244,939.00 in savings, and \$2,179,441.06 in trust accounts with Zions Bank, for a total cash balance of \$7,155,354.29. During the months of October and November, the PDA received cash in the amount of \$24,573.82. The lunch expense for October was \$180.37. The Authority spent \$750.00 for annual dues to the Redevelopment Association of Idaho. Thereafter, it was **MSC (B. Blad, D. Gerry)** to approve the Financial Reports for October and November, 2013.

2. General Discussion Items:

A. Alameda Plaza Urban Renewal and Revenue Allocation District Update: **L. Crowell** advised the Commissioners the TIF was not moving forward at this time.

3. Items from Staff:

A. Comprehensive Annual Financial Report. J. Higgins provided an introduction to the Comprehensive Annual Financial Report for the year ending September 30, 2013 as prepared by Deaton & Company. At Dave Swindell's invitation, Doran Lambson, of Deaton and Company, presented the Comprehensive Annual Financial Report, noting that in Deaton's opinion, the financial statements referred to in the audit present fairly, in all material respects, the respective financial position of the urban renewal activities and each major fund of the Pocatello Development authority for the 2013 fiscal year, in conformity with accounting with accounting principles generally accepted in the U.S. Lambson advised that based on his test of a sample of PDA records the Authority is not out of compliance, and there are no material issues or deficiencies of the internal control over financial reporting. Lambson did recommend that a member of the Board of Commissioners sign off on and date the financial statements and bank statements of the Authority in order to provide one more level of review. After a brief discussion of the audit document **it was MSC (B. Blad, C. Hill)** to approve and accept the Comprehensive Annual Financial Report for fiscal year 2013.

B. 2013 Annual Report to the Pocatello City Council: Chair Ward and L. Crowell presented the Annual Report to the Pocatello City Council on November 14, 2013 at its regularly scheduled Study Session. L. Crowell provided a copy to the Commissioners for their review. **R. Meyers** asked if L. Crowell had heard when the Developer would be demolishing the former Albertson's building. **Chair Ward** advised similar questions were asked at the Study Session. **Chair Ward** explained at this time there is a disagreement between the Developer and one of the properties that include a bank and therefore the project is in stall mode. **R. Bray** asked if there was any time frame associated with the \$250,000 to demolish the building. **L. Crowell** replied that there was not; it was a reimbursement of \$250,000 upon receipt of qualified invoices, with no contract for the services. **R. Bray** was insistent it is not good business to leave an offer open ended, without a contract, and with no performance standards to be met. **B. Blad** reiterated no checks have been written at this time.

C. RAI Legislative Committee Donation: In addition to paying the PDA's annual membership dues of \$750.00, the invoice submitted by the RAI also requested a donation (a sum based upon gross revenue) for legal fees associated with defending Urban Renewal during the annual Idaho State Legislative session 2013/2014. **J. Higgins** explained our suggested contribution would be \$1,000. It was **MSC (D. Gerry, B. Blad)** to make a \$1,000 donation to RAI Legislative Committee.

D. SEICOG Grant Application for Infrastructure at the Pocatello Regional Airport: **L. Crowell** requested an email vote on December 4, 2013 to use \$10,000 from the Pocatello Regional Airport TIF to begin the grant application process with the Federal Economic Development Administration for infrastructure improvements at the Airport. The basis for the grant is the Airport is in need of significant infrastructure improvements in order to facilitate the development of manufacturing and other industry, business, research and development, transportation and logistics oriented businesses, warehousing and other previously agreed upon uses. The improvements are currently estimated at several million dollars. Susan Lorenz, on behalf of the Southeastern Idaho Council of Governments (SEICOG), suggested the City of Pocatello and the PDA apply for the grant with the Federal Economic Development Administration which, if awarded, the City would be required to match approximately 50% of the grant amount. Ms. Lorenz explained SEICOG would be the writer of the grant and administrator of the funds, if awarded, with their fee to be defined at a later time. After discussion concluded, it was **MSC (R. Meyers, B. Blad)** to ratify the email vote and approve the \$10,000 necessary to apply for the grant with the Federal Economic Development Administration from the Pocatello Regional Airport TIF.

E. Keller Associates Invoice Update: **L. Crowell** reviewed invoice no. 0000002, dated November 26, 2013, and explained Keller actually incurred \$10,142.50 for the services rendered in generating the Airport Infrastructure Master Plan. However, Keller was contracted for providing the service at a cost no more than \$7,500. **L. Crowell** reviewed the invoice with the Commissioners and determined it to be accurate.

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 (M. Orr, B. Blad)** 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, D. Gerry, C. Hill, R. Meyers, M. Orr, and R. Ward; Nays: None**). The Board adjourned to executive session at approximately 11:05 a.m. The Board reconvened to regular session by **MSC (D. Gerry, C. Hill)** at 11:30 a.m. **Chair Ward** called for a motion for the Board go into a second 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 (D. Gerry, C. Hill)** 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, D. Gerry, C. Hill, R. Meyers, M. Orr, and R. Ward; Nays: None**). The Board adjourned to executive session at approximately 12:24 p.m. The Board reconvened to regular session by **MSC (C. Hill, D. Gerry)** at 1:25 p.m.

5. Adjournment:

There being no additional business, **it was MSC (D. Gerry, M. Orr)** to adjourn the meeting at 1:27 p.m.