

**POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES**  
**January 15, 2014**

**Members present:** Brian Blad, Cynthia Hill, Larry Fisher, Michael Orr, and Chair Ryan Ward

**Members absent:** Karl Anderson, Darlene Gerry, Russ Meyers, and John Regetz (ex officio)

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

**Chair R. Ward** called the meeting to order at 11:10 a.m.

**1. Preliminary matters:**

A. Introductions, Conflicts, and Agenda. No introductions were necessary. No disclosures or conflicts with agenda items were acknowledged by the Commissioners.

B. Minutes. The Minutes of the regularly scheduled meeting of December 18, 2013 were reviewed. It was **MSC (C. Hill, M. Orr)** to approve the Minutes as presented.

C. Financial Report. D. Swindell presented the Financial Report for the month of December 2013. As of December 31, 2013, the Authority had \$761,297.66 in checking, \$4,245,047.16 in savings, and \$2,179,477.02 in trust accounts with Zions Bank, for a total cash balance of \$7,185,821.84. During December the PDA received \$1,883.01 in interest receipts (of which \$144.12 was earned on cash accounts and \$1,658.89 was received on loan payments from South Cliffs Development). Property taxes of \$29,522.61 was also receipted. The Authority spent \$199.18 on administrative fees (\$33.25 in bank fees and the lunch expense for December was \$165.93). The Authority paid \$1,000.00 to the Redevelopment Association of Idaho for legislative efforts and \$7,500.00 was paid to Keller Associates for development plans at the Airport. The net liquid assets of the Authority increased by \$22,967.55 in December. **Chair Ward** noted there was a check outstanding for \$1,000 and it has since been accounted for. Additionally, two bills were approved for payment; (1) a check to Jimmy Johns for \$195.60 and (2) the remainder of the annual premium due to ICRMP for the PDA's insurance policy, in the amount of \$341.00. Thereafter, it was **MSC (B. Blad, C. Hill)** to approve the Financial Report for December, 2013 and to issue payment for the above mentioned billings.

**2. General Discussion Items:**

A. Petersen, Inc. Economic Development Agreement Performance Update: Petersen, Inc. was unable to attend personally but provided a paper presentation documenting their performance which was presented to the Authority by L. Crowell. It was noted, although Petersen is over the 50 head requirement, they are just under the 50 heads at a minimum of \$14.00 per hour. They reported some welders left during the 4<sup>th</sup> quarter and to avoid paying holiday pay and slower work schedules during those holidays, they will either promote two employees to above the \$14.00 per hour wage or hire two new employees to meet the requirement. Petersen expected this to occur by the end of January, 2014. Petersen also noted they have several good bids pending and maintain a positive and growing outlook for the future.

B. RAI Legislative Update: L. Crowell provided an email response, on behalf of the City, to Elam & Burke, PA, regarding two issues (housing and natural growth) that could lead to legislation directly affecting urban renewal agencies. L. Crowell gave a brief update on the issues. The Authority did not feel L. Crowell needed to respond specifically on their behalf.

C. Possible Soil Material Test Report at the Airport: M. Quayle requested the Authority consider approving the expenditure (up to \$1,000) to conduct soil test hole research at the

Airport. He receives numerous requests for soil material information from prospective businesses looking at the Airport property and believes it would be beneficial to have and own a report for which we could disseminate. An estimate was given by a Geotechnical Engineering firm, XCell Engineering, and the cost would be between \$500 and \$1,000. It was **MSC (B. Blad, L. Fisher)** to approve expenditure of up to \$1,000 for soil testing at the Airport using XCell Engineering.

D. Resolution 2014-1: Appreciation of Roger Bray's Service to the Board: Chair Ward read Resolution 2014-1 in appreciation of Roger's Bray service to the PDA Board from January 20, 2012 to January 2, 2014. It was **MSC (B. Blad, M. Orr)** to adopt the Resolution in appreciation of Roger Bray's service to the Board.

E. Appointment of Michael Orr to the PDA Board: The City of Pocatello Council selected City Councilman Michael Orr to fill the unexpired vacant Commissioner's seat formerly held by Roger Bray with Michael Orr, as the City Council Representative, with a term expiration date of May 1, 2016. It was **MSC (B. Blad, C. Hill)** to fill the unexpired vacant Commissioner's seat formerly held by Roger Bray with Michael Orr, with a term expiration date of May 1, 2016.

F. Election of Chair, Vice Chair, Treasurer, and Secretary: The Authority should have conducted an election for the positions of Chair, Vice Chair, Treasurer, and Secretary, in October 2013. However, the election did not take place. ~~Chair Ward~~ <sup>Hill and Blad</sup> nominated himself to continue to serve as Chair and Russ Meyers to serve as Vice-Chair until the regular PDA Meeting in October of 2014. Although R. Meyers was not in attendance to accept his nomination, if he has any reservations regarding the election, the position of Vice-Chair can be placed as an item on future Agenda for election. Although J. Higgins was not in attendance, D. Swindell nominated him to continue service as the Treasurer until his date of retirement. Tiffany Olsen agreed to continue serving as the Board's Secretary. It was **MSC (B. Blad, C. Hill)** to elect Ryan Ward and Russ Meyers to continue service as Chair and Vice-Chair, Jerry Higgins as Treasurer, and Tiffany Olsen as Secretary. An election for said positions shall be held at the regularly scheduled PDA meeting in October, 2014.

3 ~~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, 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, L. Fisher, C. Hill, M. Orr, and R. Ward; Nays: None**). The Board adjourned to executive session at approximately 11:45 a.m. The Board reconvened to regular session by **MSC (B. Blad, C. Hill)** at 1:03 p.m.

4 ~~5~~ **Adjournment:**

There being no additional business, **it was MSC (B. Blad, C. Hill)** to adjourn the meeting at 1:04 p.m.

**POCATELLO DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**EXECUTIVE SESSION**  
January 15, 2014

**Members present:** Brian Blad, Cynthia Hill, Larry Fisher, Michael Orr, and Chair Ryan Ward

**Members absent:** Karl Anderson, Darlene Gerry, Russ Meyers, and John Regetz (ex officio)

**Staff present:** Lonnie Crowell, Executive Director; Merril Quayle, City Development Engineer; Dean Tranmer and Tiffany Olsen, City Legal Dept.; Dave Swindell, City Finance Dept.

The Board of Commissioners adjourned from regular session into executive session at 11:45 a.m. pursuant to I.C. §67-2345(1)(e) to discuss negotiations involving matters of trade or commerce in which the PDA is in competition with other jurisdictions. Discussion regarding the formation of a new urban renewal area was held.

Thereafter, **it was MSC (B. Blad, C. Hill)** that the executive session be closed and the regular meeting was reconvened at 1:03 p.m.