

POCATELLO DEVELOPMENT AUTHORITY MEETING MINUTES
October 19, 2016

Members present: Steve Brown, Chad Carr, Devin Hillam, Thomas Ottaway, and Scott Turner.
Members excused: Brian Blad, Larry Fisher, Russell Meyers and Scott Smith (Chair)

Staff present: Dean Tranmer and Tiffany Olsen, City Legal Dept.; Merrill Quayle, Development Engineer (excused at 11:15 a.m.) , Melanie Gygli, Interim Planning and Development Services Director, Joyce Stroschein, Treasurer; John Regetz (left at 11:30 a.m.) and Mike Ennis with Bannock Development Corporation (ex-officio).

Vice Chair Carr called the meeting to order at 11:01 a.m.

Introductions, Conflicts, and Agenda: There were no conflicts disclosed and there were no deletions made to the agenda. Guests included Michael Orr.

1. Action and Discussion Items:

Agenda Item No. 1: Minutes. The Minutes of the Regular Meeting and Executive Session on September 21, 2016 were reviewed. It was **MSC (D. Hillam, S. Turner)** to approve the Minutes as presented.

Agenda Item No. 2: Financial Report. **J. Stroschein** presented the financial report for the month of September 2016. At month end, the Authority had cash on hand of \$6,272,632.92. The checking account balance was \$3,181,376.93, the savings account was \$746,381.92, and cash being held by Zions Trust amounted to \$2,344,874.07. The PDA recognized normal financial activity for the month. It received revenues totaling \$950.93 of which \$155.93 was interest earnings on the cash invested. Rental charges for the Positron facility were billed for \$750.00 for the month of September but payment has not been made. The administrative expenses were \$271.45 which included \$164.00 for the lunch meeting and \$107.45 for the publication of the FY2017 budget in the Idaho State Journal. Utility expense for the Positron facility (the last payment) was \$354.07. Year to date revenues of \$2,124,612.48 are greater than the expenses of \$1,558,696.41. Overall net income is \$565,916.07 which includes the administrative transfers for the year. Stroschein reminded that a net loss indicates the use of cash reserves. The PDA is in a great position for the end of its fiscal year. It was then **MSC (T. Ottaway, S. Brown)** to approve the September 2016 financial report as presented.

Agenda Item No. 3: Payment Requests/Reimbursements. None were presented at this time.

Agenda Item No. 4: Transfer of 10% Administrative Fee from Active Districts to the General Fund. **J. Stroschein** recommended the Board transfer the allowed 10% of the district balances from the North Yellowstone District (\$130,795.63), the Naval Ordnance District (\$23,623.04) and the North Portneuf District (\$11,536.97). She explained the commitments pertaining to each District for the 2017 fiscal year. She also recommended leaving the Airport District alone even though there isn't current development or activity within that District, the Board hasn't taken an administrative fee thus far and if the Board voted to withdraw the administrative fee on a variable annual basis, this may cause additional time in accounting and tracking. In the event the Board wishes to transfer the Airport District administrative fee, she advised the Board the anticipated 10% for the Airport District would be \$41,743.56. **Vice Chair**

Carr questioned the anticipated expenditure of the stormwater retention pond which should be constructed within the North Portneuf District in the near future. **M. Quayle** wasn't certain but thought the District could absorb the costs if needed. He expanded on his desire to have individual ponds on the Great Western property and the Hoku property instead of combining the two. As a reminder, Great Western's property is not inclusive of the North Portneuf District. **T. Olsen** summarized D. Tranmer's memo of November 2014 stating that the transfers could be made from an active district and reminded the Board what transfers were made in 2014 and 2015. **J. Stroschein** advised the Board that even if you move money from one particular District to the General Fund, the money in the General Fund may be used for any economic development purpose inside of a District or within the jurisdiction of the PDA (not in a TIF District). It was **MSC (S. Brown, S. Turner)** to transfer \$165,955.64 from the combination of all Districts, not including the Airport District, to the General Fund as an administrative fee.

Agenda Item No. 5: Update Re: Project 16-16 and 16-16A. The Bridge (Project 16-16A) delivered the Economic Development Grant and Loan Agreement to T. Olsen this week as well as 2 invoices totaling just over \$60,000 for electrical work to the Yellowstone Hotel building. **M. Quayle** contacted the electrical contractor and will perform the necessary inspection of the upgrades and other items contained in the contract when it is appropriate to do. **T. Olsen** advised the Board she has contacted Adrian Croot with Derive Systems (Project 16-16) several times regarding their proposed changes to the Economic Development Grant Agreement had has been unsuccessful. She will continue to update the Board when contact is made.

Agenda Item No. 6: Update Re: VA Metals, LLC. **T. Olsen** anticipated receiving the contract for the appraisal yesterday but has not received it as of today's meeting. As a reminder, the PDA is responsible for the payment for the appraisal of the Hoku property. Irfan Sheriff would like to meet with the Mayor, Chairman and T. Olsen the week of October 31st to discuss the feasibility status and other options pertaining to the property and its acquisition. **T. Olsen** will arrange this and provide the Board an update at the next meeting. The Board also directed **T. Olsen** to direct VA to place the security funds in an escrow account at Zions Bank (the bank of VA's choice).

Agenda Item No. 7: Economic Development Plan Discussion. **J. Regetz** will present Bannock Development Corporations' Economic Development Plan for Pocatello at the November PDA Meeting. T. Olsen has been researching other cities that have Economic Development Plans and will continue to work on this project in the coming months.

Agenda Item No. 8: Election of Officers; Chair, Vice Chair, Treasurer and Secretary. It was **MSC (D. Hiram, T. Ottaway)** for the officers currently serving these positions to remain for the next term. Scott Smith shall be Chair, Chad Carr shall be Vice Chair, Joyce Stroschein shall be Treasurer and Tiffany Olsen shall be Secretary.

2. Upcoming Events/Information:

A. Vice Chair Carr asked the Board and the Legal Department to consider what public use the former Albertson building property could serve. At last month's meeting, it was reported that the property owner may be interested in donating the property to either the City or PDA for public use. The Legal department will look into this proposal.

B. T. Olsen advised the PDA's annual update to the City Council will be December 8th at 9:00 a.m. and all who can attend are encouraged to do so.

3. Adjournment:

There being no additional business and no cause for an executive session, the meeting adjourned at 11:45 a.m.

By: Tiffany G. Olsen
Tiffany G. Olsen, Secretary