

**POCATELLO DEVELOPMENT AUTHORITY  
MEETING MINUTES  
December 20, 2017**

**Chairman Smith** called the meeting to order at 11:06 a.m.

**Members present:** Mayor Brian Blad, Councilman Steve Brown (left at 11:15), Chad Carr, Larry Fisher, Chairman Scott Smith, and Scott Turner.

**Members absent/excused:** Evan Frasure, Russ Meyers, Thomas Ottaway.

**Staff present:** Melanie Gygli, Interim Executive Director; Jared Johnson, City Attorney; Jeff Mansfield, Public Works Director/City Engineer; Merrill Quayle, Development Engineer; Joyce Stroschein, Treasurer; and Mike Ennis, Bannock Development Corporation (ex-officio).

**Guests:** Ashley Anderson, Jay Colonel, Heidi Adamson.

**Introductions, Conflicts, and Agenda:** There were no conflicts disclosed. Chair **S. Smith** welcomed those present.

**1. Action and Discussion Items:**

**Agenda Item No. 1: Minutes.** The minutes of the regularly scheduled meeting of November 15, 2017 were reviewed. It was then **MSC (B. Blad, C. Carr)** to approve the minutes as prepared.

**Agenda Item No. 2: Financial Report.** **J. Stroschein** presented the financial reports for the month of November 2017. At the end of the reporting period, the Authority had cash on hand of \$5,459,585.94. The checking account balance was \$0, as all funds were moved to the checking account to prevent any fraudulent access, the savings account was \$2,685,432.16, and cash held by Zions Trust amounted to \$2,774,153.78. The Authority recognized financial activity during the month of November, as follows: revenue totaled \$2,287.17 of which \$1,531.17 was interest earnings on cash invested and \$750.00 was rental income from the Positron facility. There were no expenses paid because of the closure of the checking account after the fraudulent check activity.

Following discussion of the financial reports, it was then **MSC (S. Turner, B. Blad)** to approve the November 2017 financial reports as presented.

**Agenda Item No. 3: Payment Requests/Reimbursements.** **M. Gygli** presented the request for payment of \$10,764 to J&J Construction for work to clean and secure the PDA's land on Highway 30. The work has been completed (pictures were distributed for review); the only thing remaining is to purchase a lock for the gate. **M. Quayle** reported the property is clean and secured.

Following brief discussion, it was **MSC (B. Blad, S. Turner)** to approve payment to J&J Construction.

**M. Gygli** presented two invoices from Elam & Burke for work on the proposed Northgate TIF area plan: October, \$2,440 and November, \$5,614.84. She stated the narrative on the invoices appears accurate; **J. Anderson** concurred. **J. Stroschein** stated she has sent tax information to the

consultant preparing the eligibility report and will follow up with him on his anticipated completion date.

Following brief discussion, it was **MSC (C. Carr, B Blad)** to approve payment of these invoices.

**Agenda Item No. 4: Bylaws Review and Update.**

- a. Participation by Telephone in Executive Session: **M. Gygli** explained that there are no legal prohibitions to having parties participate in executive sessions by telephone; the Board can choose to allow this or not. It is policy that participation by phone is allowed only if needed to ensure a quorum. Board members discussed the question, noting that the situation is fairly rare, there have been no known problems, and disallowing phone participation could result in a situation where business could not be conducted in a timely manner. A consensus was reached to not restrict such participation. If problems arise, the issue can be revisited.
- b. Designation of Check Signers: **M. Gygli and J. Stroschein** discussed the need to have at least three people designated to sign checks. Those designated can be Board members, officers, or bonded employees according to the Bylaws. For many years, the City's Deputy Treasurer has been allowed to sign PDA checks. The Bylaws can be amended to allow someone other than those presently listed to sign checks.

Following discussion, it was **MSC (B. Blad, L. Fisher)** to have staff draft a bylaws amendment allowing the City's Deputy Treasurer to be included as a check signer and to continue to allow the current Deputy Treasurer, Susan Timpson, to sign checks until the change can be formalized.

**Agenda Item No. 5: Review of Banking Service Proposals/Determination of Service Provider.**

**J. Stroschein** presented a matrix of the responses to the request for proposals for banking services for the PDA. Specific qualification for consideration include: amount of fees or services charges, availability of positive pay and online banking, features of the account such as online banking, potential interest earnings on funds in the checking account and for idle funds, and cost of checks and other related supplies. Nine different institutions responded, and were mostly similar in services offered. Fees varied somewhat, but the main difference was in potential interest earnings, where Idaho Central Credit Union (ICCU) offers a higher rate (2.5%) and has no penalty for early withdrawal from CDs (where idle funds would be deposited).

Lengthy discussion ensued regarding the various proposals. Board members asked that Stroschein and Anderson call the ICCU contact to clarify the rules on "no penalty," such as can withdrawals be done monthly, are withdrawals restricted in number or amount or only a one-time allowance. With this additional information, a final decision will be made at the January meeting on which banking service provider to use.

**Agenda Item No. 6: Project Updates.**

--**"Hoku" Land:** The lease with VA Metals expires on 1/17/18. Information has been received that dismantling of the infrastructure is underway. There has still been no response from the Boise attorney, Scott Marotz. Board members discussed the possible options, such as continuing the lease at an appropriate annual rate, as long as the previously promised \$1M escrow

is paid, possible monthly penalties. Staff agreed to attempt again to reach out to the appropriate parties.

--Bully Dog: There has still been no response to attempted contact with Bully Dog personnel. **M. Ennis** stated he has a business retention/expansion visit scheduled with them. He will bring the issue up at that time. He also agreed to forward the current contact information he has. Action may be taken to release the committed funds (\$100,000) if no contact has been made by the end of January.

--Northgate: The ITD Board pulled the interchange funding discussion from the last meeting agenda. Likely it will be back on the agenda at the next meeting, 1/17/18.

**Upcoming Events/Information:**

--Annual Meeting: Board members asked that the annual meeting be scheduled at the February meeting, rather than the March meeting. This allows a time cushion, since the annual report must be submitted to the State by March 31.

--Board Legal Representation: **B. Blad** explained in talking with J. ~~Anderson~~ <sup>Johnson</sup>, it may be appropriate and in the best interests of both the PDA and the City for the Board to have an attorney separate from the City attorney. ~~Anderson~~ <sup>Johnson</sup> would continue to attend as a City employee liaison. This would prevent potential conflicts of interest and liability issues. Solicitation of services could be done by direct negotiation or through a request for qualifications. This issue will be considered at the January meeting. med  
1/17/18

--Skywest: **B. Blad** reported City and business representatives met with Skywest corporate personnel. It is possible that a fourth daily flight will be added to Pocatello's schedule.

**2. Adjournment:**

There being no further business, the meeting adjourned at 12:23 p.m.

By: Melanie Gygli  
Melanie Gygli, Interim Executive Director/Secretary