

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
November 21, 2018**

In the absence of the Chair and Vice Chair, Mayor Blad called the meeting to order at 11:08 a.m.

Members present: Mayor Brian Blad, Jim Johnston, Rob Lion, Thomas Ottaway, Scott Smith (by phone from approximately 12:40-12:45 p.m.), and Scott Turner.

Members excused/absent: Matt Bloxham, Chad Carr, Terrel Tovey

Others present: Melanie Gygli, Interim Executive Director; Joyce Stroschein, Treasurer; Jared Johnson, City Attorney; Merril Quayle, Development Engineer; Jeff Mansfield, Public Works Director/City Engineer; Ken Pape, Portneuf Development Partners; Matt Parks, Elam & Burke (by phone approximately 11:20-11:30).

Agenda Item No. 1: Conflicts of Interest. Johnston disclosed a conflict of interest on matters related to the Northgate TIF (items 5 and 7).

Agenda Item No. 2: Minutes. The minutes of the Regular Session of October 17, 2018 and Special Session of November 1, 2018 were considered. It was then **MSC (J. Johnston, S. Turner)** to approve the minutes as presented.

Agenda Item No. 3: Financial Report. J. Stroschein presented the financial report for the month of October 2018. At the end of the reporting period, the Authority had cash on hand of \$6,683,815.72. The checking account balance was \$3,343,916.52, the savings account was \$25.00, and cash held by Zions Trust amounted to \$3,339,874.20. The Authority recognized financial activity during the month of October as follows: revenue totaled \$5,814.68, of which \$5,064.68 was interest earnings on cash invested and \$750.00 was rental income from the Positron facility. Expenses totaled \$56,197.43, including \$183.71 for the October lunch meeting, publishing costs of \$234.57, other administrative expenses of \$94.99, economic development grant to The Yellowstone of \$24,416.59, and legal services related to the Northgate TIF and North Portneuf property of \$31,267.57. Following discussion, it was then **MSC (S. Turner, T. Ottaway)** to approve the October 2018 financial reports as presented.

Agenda Item No. 4: Payment Requests/Reimbursements. The following invoices were reviewed for payment: 1) Elam & Burke in the amount of \$7,945.25 for October services on the Northgate TIF project; 2) Elam & Burke in the amount of \$3,704.50 for October services on the Hoku property; 3) Elam & Burke in the amount of \$43.00 for October services on State Tax Commission compliance issues; 4) Idaho State Publishing in the amount of \$84.31 for publication of the RFP for the North Portneuf district; and 5) Redevelopment Association of Idaho in the amount of \$1,350.00 for annual dues and legislative contribution. The invoices accurately reflect services and goods provided to the Board. It was then **MSC (J. Johnston, Rob Lion)** to approve the payment requests.

Agenda Item No. 5: Northgate TIF Plan – Update. Gygli reported Meghan Conrad and Phil Kushlan will present the draft plan documents to the Bannock County Commissioners at a work session on 11/29/18. To date there has been no opposition to the proposed TIF district, other than concerns raised in work sessions. Once the plan is finalized, it will be presented to this Board for adoption and recommendation to the City Council, and scheduled for public hearing before the Council.

Agenda Item No. 6: Philbin Road/Hoku Property – Request for Proposal Deadline Extension. Matt Parks joined the meeting by phone for this discussion. Gygli explained she received a request for a 60-day extension of the time in which to respond to the request for development proposals. Chairman Smith granted an extension to 12/3/18, but preferred to have Board input prior to any lengthier extension. Potential interested parties include Solargise, Celtic Life Science, Eric Larson, David Villarreal, and Great Western Malting. Blad stated Villarreal and Great Western Malting may submit a joint response. Parks explained that 30 days is the minimum for such advertisement per Idaho Code, and there is no maximum time limit and no disadvantages to extending the response period. It is within the Board's discretion to set a longer period. The agreement with Solargise anticipated a closing date of 1/29/19, but contingent on completion of the public process.

If the deadline is extended beyond 1/29/19, that agreement should be amended. Board members discussed timing of an extension, whether 60 days, an additional 45 days (beyond the already-granted extension), or to a date certain. Parks stated there likely is no risk to granting an extension, which are very common, and the Board is still proceeding in good faith on existing obligations. It was then **MSC (J. Johnston, R. Lion)** to extend the deadline on the Request for Proposals to Monday, January 7, 2019. Consideration of any proposals could be scheduled for the 1/16/19 Board meeting.

Parks reported he has a meeting to review Solargise's financial evidence on 11/28/18. He will forward his findings after that.

Agenda Item No. 7: Issue Approved Funds – Millennial Development. Johnston recused himself from participation on this item. **Smith** joined the meeting by telephone for this item. **Gygli** reported she received an invoice for the \$300,000 pledged to the development partners for construction of the Olympus Drive extension. This payment was to be made after the developers had spent at least \$3.4 million on the project. Invoices have been submitted totaling in excess of \$3.7 million, so payment is appropriate. Following discussion, it was **MSC (R. Lion, S. Turner)** to authorize release of the funds.

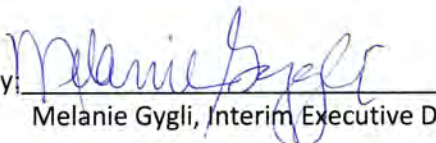
Rather than taking action at this time, the Board determined to postpone consideration until a detailed review of the general fund could be completed. Further consideration of this request could be scheduled for a special meeting later in October.

Agenda Item No. 8: Reports and Updates:

- a. Inergy Grant: **Gygli** reported Sean Luangrath of Inergy stated they will be delaying their request for funds, as they have not met employment benchmarks.
- b. Think B.I.G.: **Lion** presented information on "Think B.I.G. (Bannock Innovation Group)," a new venture to help community members and groups brainstorm innovations and solutions. This organization will be not for profit and is designed to bring the community together to discuss ideas, strengthen networks, identify resources, improve person to person connections, and assist in creating solutions to community concerns. He anticipates launching in December and will provide additional information as this moves forward.

Adjournment:

There being no further business, the meeting adjourned at 12:10 p.m.

By: 
Melanie Gygli, Interim Executive Director/Secretary