

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
March 18, 2020**

Members present: Heidi Adamson, Chad Carr, Rob Lion, Scott Smith, Terrel Tovey, Scott Turner, David Villareal (Conference Call)

Members absent/excused: Mayor Brian Blad, Thomas Ottaway

Others present: Carl Anderson, Pocatello Senior Planner; Ashley Linton-Welsh, Treasurer (Conference Call); Jared Johnson, Pocatello City Attorney; Merrill Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director; John Regetz, Bannock Development Corporation; other members of the public

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest. Chair Scott Smith called the meeting to order at approximately 11:06 a.m. No conflicts were disclosed at this time.

Agenda Item No. 2: Approval of the Agenda. It was announced that due to staff illness agenda items # 5 & 6 would be pulled from the agenda and postponed to the next available meeting. Upon **MSC (T. Tovey, R. Lion)** the agenda was approved with the modifications to agenda items # 5 & 6.

Agenda Item No. 3: Minutes. The minutes from the Board of Commissioners Regular Meeting held February 19, 2020, and the special meeting held on March 4, 2020, were considered. It was then **MSC (T. Tovey, C. Carr)** to approve the minutes as presented.

Agenda Item No. 4: ACTION ITEM – Appointment of Interim Executive Director. Smith introduced the agenda item to appoint Carl Anderson as the Interim Executive Director until such time that a permanent Executive Director is named. Discussion ensued regarding the Board's current configuration of PDA staff support and whether the Board should consider permanent or part-time staff support. With there being no further discussion, it was then **MSC (T. Tovey, H. Adamson)** as presented.

Agenda Item No. 5: Fiscal Year 2019 Audit Report. Due to illness, staff was unavailable to present this item. The agenda item was pulled from the agenda.

Agenda Item No. 6: Financial Report. Due to illness, staff was unavailable to present this item. The agenda item was pulled from the agenda.

Agenda Item No. 7 ACTION ITEM – North Portneuf District. Anderson reviewed the agenda item to pay off the amount owing by the Pocatello Development Authority to the City of Pocatello in the amount of \$224,247.51 for the "Hoku" property. Linton-Welsh confirmed that the funds would be from the North Portneuf District. With no further discussion, it was then **MSC (C. Carr, S. Turner)** to authorize the payment of the amount owing by the PDA to the City of Pocatello in the amount of \$224,427.51, from the North Portneuf District.

Agenda Item No. 8 ACTION ITEM – North Portneuf District. Anderson introduced the request from Portneuf Capital, LLC, for reimbursement of infrastructure improvements under the North Portneuf Urban Renewal Area Improvement Plan. LD Bartholme, representing Portneuf Capital, presented the request for reimbursement. The applicant addressed the difficulty of retaining potential business within the project area due to the infrastructure requirements not being complete. The applicant summarized the project cost, and stated that they are considering the table submitted as part of the application packet to be considered as a new Table 1 schedule to the North Portneuf Plan. Discussion ensued surrounding the amount of funding available for reimbursement in the District, and the timeline of the applicant. The applicant indicated that one potential business may provide 80-100 jobs with a projected average wage of \$65,000.

The Board reviewed the projects proposed for reimbursement and the current Table 1 schedule of the North Portneuf TIF plan. Pending legal review, an amendment to the plan may be required. It was then **MSC (Tovey, C. Carr)** to approve up

to \$1,727,649.00 as requested as funds are deemed available, as itemized & verified receipts are provided and inspections complete, and upon board approval to reimburse, pending legal review of proposed projects to projects listed in Table 1 schedule of the plan, finding that that the proposal is consistent with the plan. Discussion ensued that the amount of funding may decrease upon legal review.

Agenda Item No. 9 Action Item – North Portneuf District/ Request for grants or loans. Anderson introduced the request for an amendment to the grant previously approved and provided to Inergy Holdings, LLC. Regetz presented the request and stated that the request is to reallocate funds to the new location from the previously approved grant in the amount of \$25,000.

Discussion ensued as to the location of the amended request and where the funds from the request would be allocated from.

A representative from Inergy was present to and reviewed the scope of the project and indicated that the request would be to facilitate the first phase of the project to establish a light assembly use. The applicant indicated that they would like to locate their operations in the North Portneuf District. It was clarified that the first phase would require the configuration of internal work space. The applicant indicated that the expansion may allow for up the creation of additional jobs.

After discussion, the Board indicated that legal review of the proposed request needs to be done before the Board considers the proposal for action.

Agenda Item No 10: Executive Session – Potential Economic Development Opportunity. To provide an update on a potential economic development opportunity, at approximately 12:02 p.m., **it was moved and seconded (T. Tovey, C. Carr)** to adjourn to executive session pursuant to Idaho Code §74-206(1)(e). **The motion passed by roll call vote (Ayes: Tovey, Carr, Adamson, Lion, Smith, Turner, Villareal. Nays: None.)** At approximately 12:25 p.m., by **MSC (T. Tovey, S. Turner)** the Board reconvened to regular session.

Agenda Item No. 11: ACTION ITEM – Northgate District/Letter of support. The Board considered a request for a Letter of Support for development within the Northgate Urban Renewal Area. Discussion ensued regarding the proposed request and corrections were discussed. It was then **MSC (T. Tovey, H. Adamson)** with corrections.

Agenda Item No. 12: Report/legislative update – urban renewal law. Meghan Sullivan Conrad, P.A. Elam & Burke, was present via conference call and provided the Board an update on current legislative matters.

Agenda Item No. 13: Calendar Review: No new updates were provided regarding upcoming meetings or events.

Agenda Item No. 14 Adjournment: There being no further business, the meeting adjourned at approximately 12:30 p.m.

By: _____
Carl Anderson
Interim Executive Director