

POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES
Held via GoToMeeting
April 15, 2020

Members present: Heidi Adamson, Chad Carr, Rob Lion, Scott Smith, Scott Turner, David Villareal

Members absent/excused: Mayor Brian Blad, Thomas Ottaway, Terrel Tovey

Others present: Carl Anderson, Pocatello Senior Planner; Ashley Linton-Welsh, Treasurer (Conference Call); Jared Johnson, Pocatello City Attorney; Merril Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director; John Regetz, Bannock Development Corporation; Kenneth Brown, Lionchase North America; Elden Charles Frigitek Industrial Parks; 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 11:03 a.m. No conflicts were disclosed at this time.

Agenda Item No. 2: Approval of the Agenda. Upon **MSC (S. Turner, D. Villareal)** the agenda was approved.

Agenda Item No. 3: Minutes. The minutes from the Board of Commissioners Regular Meeting held March 18, 2020, and the executive session March 18, 2020, were considered. It was then **MSC (R. Lion, S. Turner)** to approve the minutes as presented.

Agenda Item No. 4: Financial Report **Linton-Welsh** presented the March financial report. At the end of the reporting period, the Authority had cash on hand of \$4,141,230.22, with checking account balance of \$4,141,255.22 and savings account was \$25.00. The Authority recognized financial activity as follows: net revenue totaled \$784.85, of which \$964.56 was interest earnings on cash invested. Expenses totaled \$179.71, which included the administrative expenses of \$179.71.

The Board discussed fund balance and then it was **MSC (C. Carr, R. Lion)** to approve the March financial report.

Agenda Item No. 5: Expense Payments & Reimbursements. The following invoices were considered for payment:

- a. \$107.50 from General Fund to Elam & Burke for legal fees for the month of February re: potential TIF base
- b. \$5,760.00 re: Northgate TIF District and \$838.50 re: special council general from General Fund to Elam & Burke for legal fees for the month of March
- c. \$202.50 from North Portneuf District Fund to Stacey & Parks for legal services re: North Portneuf TIF District

Anderson reviewed the payment requests, stating the invoices accurately reflect work performed or goods and services provided, and are appropriate for payment. It was then **MSC (S. Turner, H. Adamson)** to approve the payment requests.

Agenda Item No. 6: Payment to City of Personnel Costs. **Anderson** reviewed the request for payment to the City reimbursing the cost of City staff support to the Board. Discussion ensued among Board members regarding the request, noting that the money is available in the general fund and is an appropriate use of the administrative transfer. Linton-Welsh confirmed that the original estimated amount for staff time was \$25,000 for the fiscal year. Following discussion, it was **MSC (C. Carr, R. Lion)** to approve payment to the City in the amount of \$5,102.74 for staff support.

Agenda Item No. 7 ACTION ITEM – Airport TIF District. Smith introduced the request from representatives of Frigitek, Inc. with revisions to the previously approved Owner Participation Agreement and the new request for the use of additional funds within the Airport TIF District.

Meghan Sullivan Conrad, Elam & Burke, presented the changes as proposed and provided a summary of the Owner Participation Agreement as distributed to the Board during the meeting. **Conrad** clarified that the funding will only be available for projects consistent with the plan. Discussion ensued among Board members on the agreement as presented to them. **Ken Brown** provided a summary of the report and stated that the agreement is fine as is. With no further

discussion the agenda item was then **MS (S. Turner, C. Carr)** to approve the Owner Participation Agreement as distributed to the Board in the file Frigitek_OPA as presented and the increased total amount of \$4,578,117.00. **The motion passed by roll call vote (Ayes: Turner, Carr, Adamson, Lion, Smith, Villareal. Nays: None.)**

Agenda Item No. 8: Calendar Review: Anderson stated that the next regular Board meeting would be May 20, 2020, and no additional updates or reports were provided.

Agenda Item No. 9 Adjournment: There being no further business, the meeting adjourned at approximately 11:38 a.m.

By: _____
Carl Anderson
Interim Executive Director