

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES FOR FEBRUARY 17, 2021
COUNCIL CHAMBERS, 911 N 7TH AVENUE, POCATELLO, ID**

Members present: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal.

Members absent/excused: Rob Lion, Scott Smith, Thomas Ottaway (unexcused), and Terrel Tovey.

Others present: Brent McLane, Executive Director; Jim Krueger, Treasurer; Aceline McCulla, Secretary; Jared Johnson, Pocatello City Attorney; Merrill Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director/City Engineer; and Heather Disselkoen, visitor.

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest.

Vice-Chair David Villarreal called the meeting to order at approximately 11:03 a.m. No conflicts were disclosed at this time.

Vice Chair Villarreal asked the Board to discuss honoring Scott Smith's service to the PDA. **B. Blad** noted that a resolution with a plaque has been the customary practice to honor past Chairs for their commitment and service.

It was **moved by B. Blad** and Seconded by **J. Johnston** to create a resolution and order a plaque to honor Scott Smith for his service to the PDA. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried

Agenda Item No. 2: Approve the Minutes

The minutes from the Board of Commissioners Regular Meeting held January 20, 2021 was considered.

It was moved by **J. Johnston** and seconded by **S. Turner** to approve the minutes as written from the meeting on January 20, 2021. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Election of Officers

The Board may wish to elect officers for the remaining year, including Chair and Vice Chair.

B. Blad nominated David Villarreal as PDA Chair and then asked that Chair nominations to be closed. The Board agreed.

It was moved by **B. Blad** and seconded by **J. Johnston** to elect David Villarreal as the PDA Chair. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

B. Blad nominated Scott Turner for PDA Vice Chair. The Board agreed.

It was moved by **B. Blad** seconded by **H. Adamson** to elect Scott Turner as the PDA Vice Chair. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 4: Appointment of Treasurer.

The Board may wish to appoint Jim Krueger as the Treasurer.

It was moved by **J. Johnston** and seconded by **S. Turner** to appoint Jim Krueger as the PDA Treasurer. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 5: Appointment of Secretary. The Board may wish to appoint Aceline McCulla as the Secretary.

It was moved by **H. Adamson** and seconded by **B. Blad** to appoint Aceline McCulla as PDA Secretary. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 6: Financial Report. A report was provided that included a bank balance sheet of monthly income and expenses.

Krueger summarized the financial report provided in the supplemental agenda packet. Discussion ensued among the Board. **Blad** asked if Krueger knew what needed to be done to take North Yellowstone off the books. It shows \$9,000.00 and this TIF district was closed, as the PDA wrote a check to the County and all the other companies for a couple Million dollars to close the account. It would explain the \$5.00 in interest. **Krueger** stated he would investigate and give an update next month.

Turner asked if grants could be represented in the financial report. **Krueger** stated he could show them as encumbrances.

Blad reminded the Board that the Northgate project would take between three to four years before any payments/revenue would be reflected.

It was moved by **B. Blad** and seconded by **S. Turner** to approve the financials as presented. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 7: Request for Contribution to Redevelopment Association of Idaho (RAI). The Board may wish to approve the membership dues for the Redevelopment Association of Idaho of a contribution of \$1,250.00.

Villarreal noted this agenda item has been tabled for a few meetings and he asked that a decision be made today.

Discussion ensued by members on participating with Redevelopment Association of Idaho (RAI). **Blad** noted that this organization is a focus on this company as a skill set for urban renewal, as the ACI is not an expert in all areas. **McLane** noted the City has not been actively participating with RAI due to a lack of communication of the Planning Director position prior to McLane's hire. McLane would utilize this group and become actively involved with RAI moving forward. **Blad** noted that Pocatello is the only group that utilizes TIF correctly and has been used as an example of what to do with TIF. **Adamson** mentioned it took months to get the information, and the report was not useful to the PDA. Adamson asked that PDA not renew this year to allow RAI to demonstrate what they can do for Pocatello, they need to step up and gain the PDA's trust again. **Villarreal** asked McLane to reach out to RAI and provide information to the PDA that will benefit Pocatello. **Turner** confirmed Adamson's concerns. Turner noted the Bannock County area representative has not reached out to the PDA. **Blad** asked McLane to reach out to RAI, and then asked the PDA to decline membership to RAI at this time. The board would be open to membership with RAI in the future, once the relationship has improved.

It was moved by **H. Adamson** and seconded **S. Turner** to deny contributing \$1,250.00 to RAI at this time. Those in favor: Heidi Adamson, Brian Blad, Scott Turner, and David Villarreal. Those against: Jim Johnston. Motion Carried.

Agenda Item No. 8: Airport TIF District. The Board may wish to review and approve the following requested disbursements of funds under the previously approved reimbursement by the Board, and authorize the Chair's signature on the Confirmation of Agency Reimbursement. See attached documents, the staff report to be supplemented.

- a. Under the owner participation agreement as approved by the Board on April 15, 2020 and authorized on September 18, 2019, Frigitek, LLC is requesting disbursement of \$161,613.00 for labor and materials related to public utility construction from Pay App 4. This request is considered an eligible reimbursement under the participation agreement. Pay App 4 was brought to the Board on October 28, 2020, but this portion was removed by Frigitek along with separate items that were not eligible for reimbursement. The Board unknowingly approved late fees and interest of \$158.68 that were included in a payment request to Frigitek, LLC on December 16, 2020. The \$158.68 was ineligible and should be deducted from this reimbursement request.
- b. Under the owner participation agreement as approved by the Board on April 15, 2020, and authorized on September 18, 2019, Frigitek, LLC is requesting disbursement of \$409,048.41 for Pay App 6. This request is for labor and materials related to public utility construction, construction management, and mobilization. There are late fees and interest that total \$60.05, which are ineligible and should be subtracted from the requested amount.

Chair Villarreal opened this agenda item up for discussion. **Turner** asked Merrill Quayle to explain the fees and charges not allowed.

M. Quayle stated he had a discussion with Frigitek LLC about allowable and non-allowable charges related to invoicing. Frigitek agreed to only bill allowable line items in the future. Frigitek LLC assigned Judy to take over this account beginning January 2021, so this will help clean up their disbursements for future submissions.

Blad asked if PDA paid Frigitek last year. **McLane** clarified that the initial approved amount was up to \$500,000.00. **Blad** asked what the \$409,000.00 amount was for and if PDA paid that already. **McLane** stated this amount is their sixth request draw. He explained draws four and six and deduct non-allowable charges of \$158.68 and \$60.05. For a total possible payable today of \$570,442.68, which will go over the initial \$500,000.00. The Board needs to decide if they want to drain their account on this TIF area or to decide not to reimburse the second amount which is over the original amount requested.

Villarreal asked Quayle if this information is useful to public works. Quayle stated it is useful. **Blad** stated we agreed to pay for the \$500,000 reimbursement for the initial and up to about \$4.5 million, as funds are available. **Adamson** asked if we can only pay the first \$500,000, as only infrastructure has been done. **Blad** reminded the PDA that it would take three to four years before any money would be coming back to the PDA. Blad felt comfortable paying the money because there are no other contracts or interest in this area. The \$570,000 request at this time, and if they come back this year, we could deny the request, as there is not funds available to pay. Villarreal asked Quayle if all the road work, power, and mobile office for projection management would be covered in this. **Quayle** confirmed it had been completed and additional work up to the \$300,000-\$400,000 has been done with IMC, their contractor that has done the work. **Blad** asked if they applied for a grant and if it was awarded. Blad would like to know if the grant was applied for and received. **Adamson** was agreeable to approve this full amount now and they would have to wait on future draws. Adamson asked McLane to make Frigitek aware that future payments would have to wait until more increment funding becomes available.

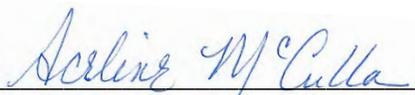
It was moved by **J. Johnson** and seconded by **B. Blad** to authorize payment of \$570,442.68 to Frigitek. Those in favor: Heidi Adamson, Brian Blad, Jim Johnston, Scott Turner, David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 9: Calendar Review: The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Blad noted he will need to be excused for any absences for family medical leave. The Board agreed.

Turner and **Adamson** brought up potential members not attending meetings on a regular basis and not communicating back about their absence. **Jared Johnson** noted the bylaw that addresses misconduct. **Blad** asked that a letter from the PDA requesting any member displaying misconduct to recommit or send a letter of resignation to be removed from the PDA or create a removal process from the PDA. **Villarreal** asked to create the process and letters and add to the next agenda for approval. **Adamson** asked if someone could reach out to any member not attending meetings or communicating may be appropriate. **Blad** volunteered to write the recommit or resign letter.

Agenda Item No. 10: Adjourn: There being no further business, the meeting adjourned at approximately 12:23 pm.



By: Aceline McCulla, Secretary



Approved on