

POCATELLO DEVELOPMENT AUTHORITY

Meeting Minutes for September 21, 2022 at 11:00 A.M.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

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

Chair Villarreal called the meeting to order at approximately 11:00 a.m. No conflicts were disclosed. McLane introduced Thane Sparks, the prospective treasurer is in attendance to speak with you.

Members present: Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Scott Turner and David Villarreal.

Members excused/unexcused: Mayor Brian Blad, Terrel Tovey and Kirk Lepchenske (Unexcused).

Others present: Executive Director Brent McLane; Long-Range Senior Planner Jim Anglesey, Pocatello Development Engineer Merrill Quayle; City of Pocatello Attorney Jared Johnson, City of Pocatello Public Works Director/City Engineer Jeff Mansfield, and other visitors.

Agenda Item No. 2: Approve the Minutes

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting held August 24, 2022.

It was moved by **S. Turner** and seconded by **J. Turner** to approve the minutes from the PDA meeting held August 24, 2022. Those in favor were Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item 3: IRG NOP TIF Reimbursement Request.

The Board may wish to approve the reimbursement request by IRG. IRG is requesting for reimbursement #2 the amount of \$361,920.03 for approved work performed as outlined by the OPA. The reimbursed funds are for work performed on buildings #37 and #38, which have been completed.

Quayle stated that buildings 36, 37, 38 are completed and building 16 is in progress on the lower portion and is not part of reimbursement #2, but will be part of reimbursement #3.

It was moved by **J. Johnston** and seconded by **S. Turner** to approve the IRG NOP TIF Reimbursement #2 request of \$361,920.03 as presented. Those in favor were Victoria Byrd, Rick Cheatum, Jim Johnston, Scott Turner and David Villarreal. Those not in favor were Greg Gunter because he wanted to verify payments fall under the TIF payable guidelines, and he would change his vote upon verification by staff.

Gunter asked that the PDA is reimbursing for items that fall under the TIF guidelines. **McLane** stated staff inspected the buildings and verified all expenses fall under the guidelines and has been completed.

It was moved by **J. Johnston** and seconded by **S. Turner** to approve the IRG NOP TIF Reimbursement #2 request of \$361,920.03 as presented. Those in favor were Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item 4: Monthly Financial Report, Expenses and Reimbursements.

The Board may wish to approve the monthly financial report, expenses and reimbursements.

Treasurer Thane Sparks presented the financial report, expenses and reimbursements included in the agenda packet.

McLane explained the what is covered by administration expenses, City staff time, mailing, copying and the like.

It was moved by **R. Cheatum** and seconded by **S. Turner** to approve the financial report, expenses and reimbursements as presented by Treasurer Thayne Sparks. Those in favor were Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item 6: ICCU Bank Changes.

The board may wish to authorize the Chair to sign banking documents to update names on the checking account and authorize getting a PDA purchase card.

McLane noted the names to be removed and added to the checking account and to obtain a Visa credit card for purchases to be more efficient.

Turner asked about the specifics of the credit card. **McLane** stated the Visa credit card would have a \$25,000.00 credit limit, and security set for \$300 purchase limit, which may be changed to make larger purchases by McLane or Sparks accordingly. One card will be issued under the Pocatello Development Authority's name with Brent McLane as the card holder, and Aceline McCulla, Secretary and Thane Sparks, Treasurer are authorized users.

It was moved by **J. Johnston** and seconded by **V. Byrd** to authorize the Chair to sign the name changes and to obtain a purchase card as presented. T Those in favor were Victoria Byrd, Rick Cheatum, Greg Gunter, Jim Johnston, Scott Turner and David Villarreal. Unanimous. Motion Carried.

Agenda Item 7: 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.

Turner scheduled a tour, about an hour, to view the new Alumni Building, on the Wednesday, September 28 at noon at the gate at the Alumni building. There is free parking by the building for the tour. If you want to see the Dome we could do that also. **McLane** noted that he or McCulla will send a reminder email next week.

Gunter asked about the downtown TIF district efforts and suggested an informal meeting with Historic Downtown Pocatello. **Villarreal** stated McLane would reach out to Stephanie Palagi and discuss the opportunity. **Cheatum** asked to have the PDA attorney present at this meeting.

Agenda Item 8: News for the Good of the Order.

The board may wish to discuss news for the Good of the Order.

Quayle provided an update on Airport, NOP and Northgate TIF district development.

Agenda Item 9: Adjourn Regular Meeting.

With no further business, **Chair Villarreal** adjourned the meeting at 12:33 p.m.

Submitted by: 
Aceline McCulla, Secretary

Approved on: *October 19, 2022*