

**POCATELLO DEVELOPMENT AUTHORITY**  
**Meeting Minutes for January 18, 2023 at 11:00 A.M.**  
**Council Chambers, 911 N 7<sup>th</sup> 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.

**Members present:** Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal.

**Members excused/unexcused:** Mayor Brian Blad and Rick Cheatum; Victoria Byrd (unexcused).

**Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello PW Development Engineer Merril Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW 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 regular and executive session meetings held December 21, 2022.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the minutes as written from the regular and executive session meetings held December 21, 2022. Those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

**Agenda Item 3: Monthly Financial Report, Expenses and Reimbursements.**

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

It was moved by **J. Johnston** and seconded by **S. Turner** to approve the financial report, expenses and reimbursements as presented. Those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

**Agenda Item 4: Amend Scope of Services with Elam & Burke.**

The Board may wish to authorize the Chair to sign the engagement letter for professional services for the purpose of special litigation items.

**McLane** explained the amendment includes pricing for litigation items, separate from normal PDA business, per the engagement letter provided in the agenda materials.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve amendment of the scope of work for litigation purposes with Elam & Burke as presented, and to authorize the Chair to sign the letter. Those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

**Agenda Item 5: 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.

**McLane** noted that the City received fund numbers that were less than half the amount of the previous year's funds. McLane sent the County an inquiry as to why the reduction in numbers and awaits the response with confirmed funds available in the NOP TIF District.

**Agenda Item 6: 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 the IRG water system, the buildings along Quinn Road are being demolished and the pads will be leased accordingly. Quayle noted that the City of Pocatello is working on a grant to make improvements to the intersection and lights at Pole Line Road and West Eldredge Road.

**McLane** stated that the draft RFP has been prepared and generalized to capture areas that would be beneficial for TIF Districts within City limits. McLane will send the draft RFP to members, with the understanding that there be no discussion on the draft among members. If a member has questions, contact Brent McLane directly at 208.234.6583 or [bmclane@pocatello.us](mailto:bmclane@pocatello.us).

**Agenda Item 7: Adjourn Regular Meeting.**

With no further business, **Chair Villarreal** adjourned the meeting at 11:17 a.m.

Submitted by: *Aceline McCulla* Approved on: *February 15, 2023*  
Aceline McCulla, Secretary