

POCATELLO DEVELOPMENT AUTHORITY
Meeting Minutes for February 15, 2023 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 11:06 a.m. No conflicts were disclosed.

Members present: Mayor Brian Blad (arrived at 11:33 a.m.) , Victoria Byrd, Greg Gunter, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal (left at 11:33 a.m.).

Members excused/unexcused: Rick Cheatum and Jeff Hough.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello PW Dev. Engineer Merrill Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield, MiaCate Kennedy (ex-officio member) 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 January 18, 2023.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the minutes as written from the regular meeting held January 18, 2023. Those in favor were V. Byrd, G. Gunter, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 3: Executive Session

The Board may wish to go into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f).

It was moved by **S. Turner** and seconded by **J. Johnston** that the Board enter executive session pursuant to Idaho Code 74-206 (1)(f) at 11:09 a.m. Those in favor were V. Byrd, G. Gunter, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Following the Executive Session, the regular meeting resumed at 11:33 a.m.

Agenda Item 4: Monthly Financial Report, Expenses and Reimbursements

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

Sparks noted that the Airport District moved into the black with the December

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

Agenda Item 5: Discuss RFQ for On Call Professional Services.

The Board may wish to review the RFP for On Call Professional Services.

McLane presented the draft version of the RFP to the Board for comments, if there are no comments this will move forward. McLane confirmed that there are a number of firms qualified within the State of Idaho to provide the requested services. **Gunter** asked when this needs to be done. **McLane** stated he would like to finalize the document before the March meeting. If the Board has questions or comments please email

McLane directly, and do not speak to each other outside of a PDA meeting. **Gunter** asked if this needs to be called "On Call." **McLane** stated no, it does not need to state On Call Professional Services, we can change the name of the RFP. **Blad** clarified that the consultant would identify properties that qualify as TIF areas, then report back. **McLane** noted that the recommendations can be fluid. **Blad** stated that he would like to consider micro-TIFs for specific properties, then identified pros and cons of micro-TIFs, as well as its increments. **Blad** clarified that payouts do not begin until the third year. **McLane** stated he would keep the Board apprised if the Legislature drastically changes TIF laws.

McCulla will email the Board of Commissioners an updated Annual Report and a reminder to send RFP questions to McLane by February 22 and comments for the Annual Report and RFP by March 1.

Agenda Item 6: Review the Draft 2022 Annual Report.

The Board may wish to discuss and review the draft 2022 Annual Report.

McLane asked for comments and stated the Annual Report will come before the PDA as a public hearing on March 15, and the document needs to be submitted to the State by March 31. Please email comments to McLane no later than March 1.

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.

Nothing was reported.

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

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

Quayle updated the Board on the IRG NOP project.

MiaCate Kennedy of Bannock Development Corporation provided an update of possible business opportunities considering Pocatello and or the airport area as future growth options.

Agenda Item 9: Adjourn Regular Meeting.

With no further business, **Vice Chair Turner** adjourned the meeting at 12:18 p.m.

Submitted by: 
Aceline McCulla, Secretary

Approved on: *March 15, 2023*