

**POCATELLO DEVELOPMENT AUTHORITY**  
**Meeting Minutes for March 15, 2023 at 11:00 A.M.**  
**Council Chambers, 911 N 7<sup>th</sup> Avenue, Pocatello, Id**

**AGENDA 2**

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

**Members excused:** Mayor Brian Blad, Victoria Byrd and Rick Cheatum.

**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 and other visitors.

**Agenda Item No. 2: Approve the Minutes**

The Board may wish to waive the oral reading of the regular and Executive Session minutes and approve the minutes from the Board of Commissioners and Executive Session meetings held February 15, 2023.

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 February 15, 2023. 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 **S. Turner** and seconded by **J. Johnston** to approve the monthly 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.

**Action Item 4: PDA 2022 Audit Report.**

There will be a presentation by Deaton & Company on the FY2022 Financial Audit.

**Doran Lambson**, CPA of Deaton & Company presented the FY2022 Financial Audit report, as submitted in the agenda materials and answered questions by Board members.

It was moved by **J. Johnston** and seconded by **J. Hough** to approve the FY2022 Financial Audit report as presented. Those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

**Action Item 5: PUBLIC HEARING - PDA 2022 Annual Report.**

The Board may wish to consider public comment regarding the 2022 Pocatello Development Authority Annual Report and approve it by Resolution 2023-1 and authorize filing with the Pocatello City Clerk and the State of Idaho Controller's Office.

**Chair Villarreal** opened the public hearing at 11:15 a.m.

**Heather Disselkoen** asked how the Board knows they are successful? How is the PDA managing increment payments, the amount of increment produced within each TIF District, etc.? What measurement, what metrics are used to measure success? The annual report currently does not reflect the return on investment (ROI). The annual report should reflect increment funds received and how those funds were spent. The annual report should identify measurable data, such as the number of new full-time and part-time jobs created with the average wage for a specified number of years. Disselkoen stated the public wants to see successes; companies should only receive funds for reaching specified goals, proof of what Pocatello is getting back for its investment. This information used to be identified and written into the OPA, and companies were required to report annually, as part of the OPA, to release funds according to jobs created. Peterson was given more money to stay in Pocatello, and a representative would come before the PDA and report their annual data. Feasibility data and projections should be used to measure success and against money received, if they don't meet what they stated in the OPA, they get less money. Disselkoen would like to see this information back in the OPA and the ROI information in the next annual report, as well as identify changes that happen in the TIF Districts to record successes.

With no more public comments, **Villarreal** closed the public hearing.

It was motioned by **S. Turner** and seconded by **J. Johnston** to approve the FY22 Annual Report as presented, to approve the Resolution 2023-1, and authorize the Chair and Executive Director to sign and to file with the Pocatello City Clerk and the State of Idaho Controller's Office.

#### **Agenda Item 6: 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 **K. Lepchenske** and seconded by **J. Johnston** that the Board enter executive session pursuant to Idaho Code 74-206 (1)(f) at 11:28 a.m. By vote: those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Following the Executive Session, the regular meeting resumed at 11:53 a.m.

#### **Agenda Item 7: Discuss RFP - Professional Services for Eligibility and Economic Feasibility Study.**

The Board may wish to discuss and then approve the RFP - Professional Services for Eligibility and Economic Feasibility Study. Those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

**Gunter** asked McLane if he has a list of firms to share the RFP. **McLane** stated he would send the RFP to multiple companies in Idaho and the region that have done this type of work, as well as organization websites that may not be on that list, but may be interested.

It was moved by **J. Johnston** and seconded by **S. Turner** to approve and move forward with the RFP as presented and authorize the Chair to sign the RFP for Professional Services for Eligibility and Economic Feasibility Study. Those in favor were G. Gunter, J. Hough, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

#### **Agenda Item 8: 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 9: News for the Good of the Order.**

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

**Hough** asked **McLane** to discuss “place branding” that was discussed with **Bannock Development** this past week. **McLane** replied that place branding and performa would help guide Pocatello and neighboring cities and towns to identify its possibilities and to reach out to businesses about opportunities and site sectors Pocatello has to offer. **McLane** will look into whether PDA funding could be used for the purpose of consulting costs for outreach to businesses about viability of land to interest businesses to come to Pocatello.

**McCulla** was asked to purchase a sympathy card for the previous **NOP** owner, **Earl**, to send the card to **Earl’s** daughter and to sign on behalf of the **PDA Board** and list current members’ name. Obtain the daughter’s contact information from **Quayle**.

**Quayle** provided the Board with updates on TIF District projects.

**Agenda Item 10: 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: *April 19, 2023*