

POCATELLO DEVELOPMENT AUTHORITY

Meeting Minutes for October 18, 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.

Vice Chair Turner called the meeting to order at approximately 11:00 a.m. No conflicts were disclosed.

Members present: Greg Gunter, Jeff Hough (arrived at 11:05 a.m.), Jim Johnston, Kirk Lepchenske (left at 11:48 a.m.), Nathan Richardson, and Scott Turner.

Members excused/unexcused: Mayor Brian Blad, Rick Cheatum, and David Villarreal.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development 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: Action Item: 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 **G. Gunter** and seconded by **J. Johnston** that the Board to go into Executive Session at 11:05 a.m. 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). **Roll Call Vote:** Those in favor: Greg Gunter, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner.

The Executive Session ended at 11:23 a.m., and the Board reconvened the regular meeting at 11:25 a.m.

Agenda Item 3: Approve the Minutes.

The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held September 20, 2023, and to approve the minutes as written.

It was moved by **J. Johnston** and seconded by **N. Richardson** to approve the minutes as written from the Board of Commissioners' meeting held September 20, 2023. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. 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.

Sparks noted that on September 25 and 26, the PDA checking account had three fraudulent check withdrawals. The funds were withdrawn before Sparks could notify the ICCU fraud department to freeze the account. The funds were refunded and the account was closed and a new account was established and funds transferred accordingly.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the monthly financial report, expenses and reimbursements as presented. Those in favor: Mayor Brian Blad, Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Action Item 5: Discuss and Approve the FY23 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company. The Board may wish to discuss and then approve the FY2023 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company.

Sparks presented the FY2023 Audit Scope and Objectives Consultant Agreement by Deaton & Company that was included in the agenda packet and noted the fees have not changed from last year. **Hough** asked if next year a different auditor could be sought to get a different perspective and for transparency purposes. A new LGIP Application will need to be submitted to update bank information and be signed

The Board discussed qualified urban renewal auditor options in the area.

It was moved by **J. Hough** and seconded by **J. Johnston** to approve the FY2023 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

It was moved by **J. Hough** and seconded by **J. Johnston** for a friendly amendment to include, “and to authorize the Vice Chair to sign the Agreement to the motion. Those in favor: Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

It was moved by **J. Hough** and seconded by **J. Johnston** to approve and to authorize the Chair to sign the FY2023 Financial Audit Scope and Objectives Consultant Agreement by Deaton & Company. Those in favor: Mayor Brian Blad, Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. Unanimous. Motion Carried.

Agenda Item 6: Approve the SB Friedman Consultant Engagement Letter for the Professional Services for the Eligibility and Economic Feasibility Study and Resolution 23-5. The Board may wish to approve and to authorize the Chair to sign the SB Friedman Consultant Engagement Letter for the Professional Services of Eligibility and Economic Feasibility Study and Resolution 23-5.

McLane noted an extension of two months, due to the holidays be granted. **Turner** noted that the scope of work may changes during any phase, upon findings. **Gunter** asked if the eight-month projection period for the study encompasses all areas or only for the first area? **McLane** noted that it would encompass all areas. **Hough** asked if the area boundaries may be adjusted, specifically the S. 5th Corridor? **McLane** noted they may change though phase work with findings. **Gunter** asked for an initial face to face meeting with SB Friedman. **McLane** noted they are based out of Chicago and to save on travel costs, an electronic meeting could be set up.

It was moved by **J. Hough** and seconded by **J. Johnston** to approve and to authorize the Chair to sign the SB Friedman Consultant Engagement Letter and Resolution 23-5 for the Professional Services of Eligibility and Economic Feasibility Study. Those in favor: Mayor Brian Blad, Rick Cheatum, Greg Gunter, Jeff Hough, Jim Johnston, Kirk Lepchenske, Nathan Richardson, and Scott Turner. 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.

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.

Development Engineer **Merril Quayle** of the City of Pocatello provided an update of City and TIF projects.

Agenda Item 9: Adjourn Regular Meeting.

With no further business, **Turner** adjourned the meeting at 11:51 a.m.

Submitted by: 
Aceline McCulla, Secretary

Approved on: *November 15, 2023*