

MINUTES
POCATELLO DEVELOPMENT AUTHORITY
MEETING
OCTOBER 16, 2024 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST

Linda Leeuwrik called the meeting to order at approximately 11:11 a.m. No conflicts were disclosed.

Members present: Mayor Brian Blad, Linda Leeuwrik, Kirk Lepchenske, Fred Parrish, Nathan Richardson, and Ruby Walsh.

Members excused: Jeff Hough, Jim Johnston, 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.

2. MEETING MINUTES.

The Board may wish to waive the oral reading of the Board of Commissioners' regular and executive session meeting minutes and approve the meeting minutes held September 18, 2024.

It was moved by **B. Blad** and seconded by **F. Parrish** to approve the Board of Commissioners' regular meeting minutes and approve the meeting minutes held September 18, 2024. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

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

It was moved by **B. Blad** and seconded by **N. Richardson** to approve the financial report, expenses and reimbursements as presented. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

4. PORTNEUF CAPITAL LLC OPA2 REIMBURSEMENT 1. The Board may wish review and execute the reimbursement request no. 1 for \$174,640.00 by Portneuf Capital LLC for reclamation work in the Portneuf District URA. The reimbursement packet is included with the agenda 3 financial documents.

McLane this request is for remediation work, breaking up and removal of concrete and debris. McLane and Quayle reviewed the reimbursement request and supporting documents, following the inspections, which were completed satisfactorily.

Parrish noted the work and invoices were completed prior to the OPA2 in September. **McLane** noted that Portneuf Capital LLC had been in communication with the PDA since May 2024 and the PDA agreed to create an OPA for this work, the OPA2 was not completed until September and then executed; the OPA2 took longer to get completed. **Richardson** asked if more cement work reimbursements will come before the PDA. **Quayle** noted that this first reimbursement request was to bust up the concrete and clean up debris, the hauling of the concrete work will begin now, which will be disposed of by IMC; they will separate the concrete from the rebar and break it up. This will be the next reimbursement request 2, and the electrical work will be the third and reimbursement request.

It was moved by **F. Parrish** and seconded by **K. Lepchenske** to approve and execute the Portneuf Capital LLC OPA2 reimbursement request no. 1 for \$174,640.00 for the reclamation work in the Portneuf District URA as presented.

Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

5. NORTH PORTNEUF DISTRICT RAILROAD OVERPASS AND ACCESS ROAD. The Board may wish to discuss and review the RFQ applicant submissions for the design of the new railroad overpass and access road, and then select and approve the applicant for the project.

McLane noted that one response was received for the RFQ request. Keller Associates is qualified and staff is comfortable with Keller's abilities and quality of work, and staff asks that if the Board is okay with the one RFQ, to move forward with approval and begin negotiations for agreement to be drawn up.

Blad asked if the access road has been approved with ITD and they are okay with the City tying into Highway 30. **McLane** stated they have been involved since the beginning, before the RFQ process. Staff will be involved with the review of the quote and engagement process. We hope to have the engagement prepared for approval for the November meeting.

It was moved by **B. Blad** and seconded by **R. Walsh** to approve the RFQ application submission for Keller Associates and have the engagement agreement created for approval during the November meeting.

6. SOUTH 5TH URA DISTRICT PROPOSAL. The Board may wish to discuss, approve, and execute the proposal, requested by SB Friedman, of a site analysis and planning professional to aid in calibrating the feasibility study for the South 5th URA District.

McLane noted that bringing in a specialist consultant will aid in the creating of the site design and development and part of the discussion in the beginning discussion with SB Friedman for the site analysis and planning professional to calibrate the feasibility study findings. The fees they are proposing are quite reasonable for the work being performed. **Blad** noted this is necessary work to be done for the Board to move forward with the project.

It was moved by **B. Blad** and seconded by **K. Lepchenske** to approve and execute the proposal of a site analysis and planning professional to aid in the calibration of the feasibility study for the South 5th URA District as presented. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

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.

8. ADJOURN REGULAR MEETING.

With no further business, it was moved by **K. Lepchenske** and seconded by **R. Walsh** to adjourned the meeting at 11:33 a.m. Those in favor: B. Blad, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, and R. Walsh. Those against: none. Unanimous. Motion carried.

Submitted by:


Aceline McCulla, Secretary

Approved on: November 20, 2024