

MINUTES
POCATELLO DEVELOPMENT AUTHORITY
MEETING
DECEMBER 18, 2024 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE
PARADISE CONFERENCE ROOM | BOARD AND STAFF HOLIDAY LUNCHEON

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST

Chair Villarreal called the meeting to order at approximately 11:01 AM.

Members present: Mayor Brian Blad, Jeff Hough, Linda Leeuwrik (arrived at 11:10 AM), Kirk Lepchenske, Fred Parrish (arrived at 11:02 AM), David Villarreal, and Ruby Walsh. No conflicts were disclosed.

Members excused: Nathan Richardson.

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, PDA Attorney Meghan Conrad-Sullivan, IRG representative Debra Harrell, and other visitors.

Villarreal provided a farewell to Jim Johnston, and then provided each member the opportunity to give tribute to Jim Johnston.

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 November 20, 2024.

It was moved by **B. Blad** and seconded by **L. Leeuwrik** to approve the Board of Commissioners' regular meeting minutes and approve the meeting minutes held November 20, 2024. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, F. Parrish, David Villarreal, 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 **R. Walsh** to approve the financial report, expenses and reimbursements as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, F. Parrish, David Villarreal, and R. Walsh. Those against: none. Unanimous. Motion carried.

4. ACTION ITEM: RESOLUTION 2025-01 APPROVING THE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN PDA AND POCATELLO QUINN, LLC CONCERNING FUNDING FOR TERMINATION OF THE NAVAL ORDNANCE PLANT DISTRICT IN 2025 AND TO ESTABLISH A PROPOSED NEW URBAN RENEWAL DISTRICT. The Board may wish to discuss, approve, and execute the Memorandum of Understanding and Resolution 2025-01, Exhibit B will be available during meeting.

McLane noted the expansion of the NOP District URA and funding requirements to close the current URA and open a new URA. **Blad** asked about the current boundary of the NOP District. Blad noted that this is a great TIF opportunity to improve the City and commented how TIF Districts should work. The current TIF will be closed five years early and a new tax base will be set with the current tax tables for the new TIF NOP District URA.

It was moved by **B. Blad** and seconded by **L. Leeuwrik** to approve and execute the Memorandum of Understanding and Resolution 2025-01 by and between PDA and Pocatello Quinn, LLC concerning funding for termination of the naval ordnance plant district in 2025 and to establish a proposed new urban renewal district. Those in favor: B. Blad,

J. Hough, L. Leeuwrik, K. Lepchenske, F. Parrish, D. Villarreal, and R. Walsh. Those against: none. Unanimous. Motion carried.

5. ACTION ITEM: APPROVAL OF THE NORTH PORTNEUF DISTRICT RAILROAD OVERPASS AND ACCESS ROAD SCOPE OF WORK PROPOSAL. The Board may wish to discuss, approve, and execute the Scope of Work Agreement with Keller and Associates Inc. for the North Portneuf District design of the new railroad overpass and access road.

McLane noted the RFQ with Keller and Associates was approved in the November 20, 2024 meeting, and now this Scope of Work describes the design for the new railroad overpass and access road. **Quayle** clarified that the yellow lines on the drawing of page one of the SOW represents the desired outcome. Quayle noted the PDA does not have full ownership of all parcels, but have engaged with property owners to swap land to acquire the necessary property. **McLane** noted the amount of truck traffic from the businesses in the area will have tremendous impact on Kraft Road, so this overpass and access road is widely appreciated by the local residents and businesses. **Quayle** noted its 10 months to get to the concept, then 30-100 percent another year, and then construction will depend on collaborating with partners and acquiring funding through possible grant opportunities. If everything falls into place with design and funding, this project could be completed within four-year's time.

It was moved by **B. Blad** and seconded by **L. Leeuwrik** to approve and execute the Scope of Work proposal and enter into an agreement with Keller Associates for the North Portneuf District Railroad Overpass and Access Road. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, F. Parrish, D. Villarreal, and R. Walsh. Those against: none. Unanimous. Motion carried.

6. 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 discussed.

7. ADJOURN MEETING AND MOVE THE BOARD AND STAFF TO THE HOLIDAY LUNCH.

With no other meeting business, Villarreal closed the meeting at 11:46 and moved the Board and staff to the holiday lunch.

The Board and staff participated in the holiday luncheon and no PDA business was conducted. The holiday lunch ended at 1:30 PM.

Submitted by: 
Aceline McCulla, Secretary

Approved on: January 15, 2025