

**MINUTES**  
**CITY OF POCATELLO**  
**POCATELLO DEVELOPMENT AUTHORITY MEETING**  
JANUARY 15, 2025 – 11:00 AM  
COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

**1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST**

**Villarreal** called the meeting to order at 11:00 AM. No conflicts were disclosed.

**Members present:** Mayor Brian Blad, Jeff Hough, Linda Leeuwrik, David Villarreal, and Ruby Walsh.

**Members excused/unexcused:** Kirk Lepchenske, Fred Parrish and Nathan Richardson.

**Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development Engineer Merril Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield, and other visitors.

**2. REVIEW, APPROVE, AND EXECUTE THE FISCAL YEAR 2024 (FY24) FINANCIAL AUDIT REPORT**

The Board may wish to review, approve, and execute the FY24 Financial Audit Report completed by Doran Lambson of Deaton and Company.

**Doran Lambson** of Deaton and Company identified their independent status and that they are a third party entity to review the prepared financial statements per United States government auditing requirements and to meet requirements for generally accepted accounting principles. Lambson stated Deaton and Company prepares an audit report of compliance for the FY24 Certified Audit Financial Report (CAFR) included in the agenda materials. During the audit, Lambson did not identify any weakness or flag in the financial reports or findings, that he could identify. Lambson noted two proposed adjustment entries that affected the financial statements for two material proposed adjustments: **1) noncapital infrastructure payment in the North Portneuf URA for \$174,460.00**, this was a timing decision for services rendered in FY24 and determined to be included in FY24 finances, and not in the FY25 when paid; and **2) Property Tax Income from Bannock County was not properly identified and placed in the General Fund, with requested breakdown, the funds were reallocated into the appropriate URA Districts just under \$34,000.00.**

Lambson disclosed that management representation is required by the PDA, and a management representation letter, as well as the Audit Report were dated January 10, 2025. To Deaton and Company's knowledge, there was no disagreement with the audit report findings and adjustments identified by the PDA. The PDA has the option, if they choose, to engage in a second audit review by another organization, if they have a disagreement of a financial nature.

**Blad** commented that he read through the audit and it looks good and everything was taken care of and Blad had no concerns. **Hough** asked if Sparks would identify the accounts payable item of \$225,000.00. **Sparks** stated that is the amount of expenses to be paid in October for the feasibility study project by SB Friedman, and the \$2,200.00 included bills from the City of Pocatello (staff, prints and postage) and Elam and Burke for work completed in the previous year.

It was moved by **B. Blad** and seconded by **L. Leeuwrik** to approve and execute the FY24 CAFR as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

**3. APPROVE MEETING MINUTES**

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners regular and executive session meetings held December 18, 2024.

It was moved by **B. Blad** and seconded by **R. Walsh** to approve the meeting minutes as written held December 18, 2024. Those in favor: B. Blad, J. Hough, L. Leeuwrik, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

**4. 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 **L. Leeuwrik** to approve the financial report, expenses and reimbursements as presented. Those in favor: B. Blad, J. Hough, L. Leeuwrik, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

**5. 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.

**Villarreal** noted the Idaho Economic Outlook Symposium on Friday, January 24 from 8:30 a.m. to 1:00 p.m. for those who would like to attend.

**6. ADJOURN REGULAR MEETING.**

With no further business, **Villrreal** adjourned the meeting at 11:18 AM.

Submitted by:   
Aceline McCulla, Secretary

Approved on: February 19, 20225