

MEETING MINUTES
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY
MAY 21, 2025 – 11:00 AM
COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL MEETING TO ORDER AND DISCLOSE CONFLICTS OF INTEREST.

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

Members present: Linda Leeuwrik (arrived at 11:17 AM), Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal and Ruby Walsh.

Members excused: Mayor Brian Blad and Jeff Hough.

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

2. MEETING MINUTES.

The Board may wish to waive the oral reading of the PDA meeting minutes held April 16, 2025, and approve the minutes as presented.

It was moved by **R. Walsh** and seconded by **K. Lepchenske** to approve the PDA meeting minutes held April 17, 2025, with one correction, to remove MiaCate Kennedy from attendance. Those in favor, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. 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 as presented.

It was moved by **F. Parrish** and seconded by **S. Turner** to approve the financial report, expenses and reimbursements. Those in favor K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

4. MEMORANDUM OF UNDERSTANDING (MOU) WITH BANNOCK DEVELOPMENT CORPORATION (BDC) FOR THE AIRPORT URA CREST DEVELOPMENT PLAN FEASIBILITY STUDY. The Board may wish to approve and execute the MOU with Bannock Development Corporation for the Airport URA CREST Development Plan Feasibility Study project.

McLane noted this project was approved for reimbursement to Bannock Development Corporation as facilitator, and to consent Counsel Conrad to draft the MOU with BDC. BDC is contracted with Pendulum to complete the CREST Feasibility Study in the Airport URA with a completion date of June 1, 2025. BDC may submit the reimbursement request for the Feasibility Study at or after the June meeting.

Villarreal commented on limited flights into and out of the Pocatello Airport to accommodate the facility's events and activities. **McLane** noted that if usage is increased, the flight usage will need to reflect increased usage. **Parrish** asked that the Feasibility Study is sent as soon as staff receive it so the PDA may have time to review the document.

It was moved by **L. Leeuwrik** and seconded by **K. Lepchenske** to approve and execute the MOU with Bannock Development Corporation for the Airport URA CREST Development Plan Feasibility Study as presented. Those in favor L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

5. RAILROAD OVERPASS AND ACCESS ROADWAY PROFESSIONAL SERVICES AGREEMENT (PSA) AND SCOPE OF WORK (SOW) WITH KELLER ASSOCIATES INC.

The Board may wish to discuss, approve and execute the Professional Services Agreement and Scope of Work with Keller Associates Inc. for the Railroad Overpass and Access Roadway project.

McLane explained the Railroad overpass and access roadway PSA and SOW meets the RFP requirements and noted the \$510,000.00 PSA amount is available in the North Portneuf URA. **Villarreal** noted the cost is reasonable for this work.

It was moved by **F. Parrish** and seconded by **S. Turner** to approve and execute the PSA and SOW with Keller Associates Inc as presented for the Railroad Overpass and Access Road Project within the North Portneuf URA. Those in favor L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

6. DISCUSS 2025 IDAHO HOUSE BILL 436.

The Board may wish to discuss House Bill 436 and Bannock County Ambulance Service District's request.

McLane provided the Board with an update on House Bill 436 by the Legislature this year. Bannock County Ambulance Services District has submitted a request to withdraw from existing RAAs, which is step one, it is an intent and would need to be followed up with a resolution submitted prior to the June 1 deadline. If the PDA receives a resolution, the Board must hold a special meeting within 10 days of the receiving the resolution to accept or deny requests.

Leeuwrik asked what is the benefit to pull out. **McLane** noted smaller rural districts have a smaller budget.

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.

Leeuwrik noted a public hearing will be held for public comment by City Council on June 5th for the South 5th Area Wide Plan. Public comment may be sent by email to planning@pocatello.gov or brought to the Planning and Development Services Department, questions may be answered by Jen Flynn at 208.234.6500.

8. ADJOURN REGULAR MEETING.

With no further business, **Villarreal** adjourned the meeting at 11:36 AM.

Submitted by:


Aceline McCulla, Secretary

Approved on: June 18, 2025