

MEETING MINUTES
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY

AUGUST 20, 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. None of the members disclosed any conflicts.

Members present: Mayor Brian Blad (arrived at 11:06 AM, left at 11:30 AM), Jeff Hough, Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal and Ruby Walsh (arrived at 11:06 AM). **Members unexcused:** Linda Leeuwrik. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, LD Barthlome of Portneuf Capital LLC and other visitors. **Via Go-to-Meeting:** PDA Counselor Meghan Conrad, Elena Caminer and Geoff Dickinson of SB Friedman, and Coby Holley of Pocatello Quinn LLC-IRG.

2. MEETING MINUTES. The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held July 16 and the special meeting minutes held July 25, 2025, and to approve the minutes as presented.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve the July 16 PDA meeting minutes and the July 25 special meeting minutes as presented. Those in favor: J. Hough, K. Lepchenske, F. Parrish, N. Richardson and S. Turner and D. Villarreal. 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 **S. Turner** and seconded by **N. Richardson** to approve the financial report, expenses and reimbursements as presented. Those in favor: B. Blad, J. Hough, K. Lepchenske, F. Parrish, N. Richardson and S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

4. ADOPT AND EXECUTE BY RESOLUTION 2025-5 THE HISTORIC DOWNTOWN POCATELLO (HDP) URBAN RENEWAL AREA (URA) ELIGIBILITY STUDY. The Board may wish to adopt and execute by Resolution No. 2025-5 the HDP URA Eligibility Study and relevant documents.

McLane stated the eligibility report was completed in 2023-2024, but the standards have not changed, the numbers may have changed a bit and will be addressed in the feasibility study and plan document.

It was moved by **J. Hough** and seconded by **B. Blad** to approve and execute by Resolution 2025-5 the Historic Downtown Pocatello Urban Renewal Area Eligibility Study and relevant documents as presented. Those in favor: B. Blad, J. Hough, K. Lepchenske, F. Parrish, N. Richardson and S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

5. PORTNEUF CAPITAL LLC OPA2 REIMBURSEMENT REQUEST NO. 2/FINAL. The Board may wish to approve the Portneuf Capital LLC OPA2 reimbursement request no. 2/final payment in the amount of \$233,829.98 for electrical and concrete cleanup in the North Portneuf Urban Renewal Area.

McLane noted all the invoiced work meets URA Plan criteria requirements, were verified and include supporting documentation. Merril Quayle performed a site inspection and confirmed the work was completed.

It was moved by **B. Blad** and seconded by **K. Lepchenske** to approve Portneuf Capital LLC OPA2 reimbursement request no. 2 in the amount of \$233,829.98 as presented. Those in favor: B. Blad, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Those against: none. Unanimous. Motion carried.

6. AUTHORIZATION TO CREATE AN OWNER PARTICIPATION AGREEMENT THREE (OPA 3) AND RELEVANT DOCUMENTS WITH POCATELLO QUINN LLC-IRG IN THE NAVAL ORDINANCE PLANT (NOP) URBAN RENEWAL AREA (URA). This time has been set aside for the Board to authorize PDA Legal counsel to prepare an OPA 3 and relevant documents with Pocatello Quinn LLC-IRG for Building 10 improvements in the amount of \$368,838.00 in the NOP URA.

McLane stated this request, by Pocatello Quinn LLC, will be for a similar process at the OPA2 that was completed. This project will require the Pocatello City Council to approve and adopt by resolution a Deed Façade Easement. The Board needs to provide direction for PDA Counsel to create an OPA3 within the NOP for this project request.

Discussion ensued with Holley and the Board on no prevailing wage criteria.

Jon Serio of IRG noted that Scope no. 1, will not be performed using prevailing wages, they will use local contractors, the same contractor that performed previous projects at the NOP.

It was moved by **B. Blad** and seconded by **K. Lepchenske** to authorize PDA Legal counsel to prepare and negotiate the OPA3 and relevant documents with Pocatello Quinn LLC-IRG for Building 10 improvements for \$368,838.00 in the NOP URA as presented.

The Board ensued in discussion.

Conrad noted that Pocatello Quinn LLC-IRG have submitted a request for reimbursement not exceed \$368,838.00. As we are putting together an OPA, we will verify that the costs they are requesting are eligible and ultimately that dollar figure may be a little less, but granting authority and authorizing Conrad to negotiate the terms of the OPA3, which this motion does

The Board agreed to a friendly amendment of the motion to change “**for**” to “**up to**” \$368,838.00.

It was moved by **B. Blad** and seconded by **K. Lepchenske** to authorize PDA legal counsel to prepare and negotiate an OPA3, in the NOP URA, and relevant documents with Pocatello Quinn LLC-IRG for Building 10 improvements up to \$368,838.00. Those in favor: B. Blad, J. Hough, L. Leeuwrik, K. Lepchenske, F. Parrish, N. Richardson and S. Turner, D. Villarreal 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.

8. ADJOURN MEETING.

With no further business, **Villarreal** adjourned the meeting at 11:30 AM.

Submitted by:


Aceline McCulla, Secretary

Approved on: September 17, 2025