



Post Falls Urban Renewal Agency
December 15, 2022 Meeting
9:00 am, Post Falls City Hall

1. Call to Order, Commissioner Roll Call and Pledge of Allegiance
2. Ceremonies, Appointments and Announcements
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
 - a. Finance & Policy Committee Minutes, November 14, 2022
 - b. Commission Minutes, November 17, 2022
 - c. Payables
 - d. Bank Activity Report
 - e. Financial Reports
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Davis
6. Citizen Comments
This section of the agenda is reserved for citizens wishing to address the Commission regarding an Agency related issue. Comments related to future public hearings should be held for that public hearing. Persons wishing to speak will have 5 minutes.
7. Unfinished Business
 - a. Order of Approval – The Pointe Partners, LLC (Center Point) **ACTION ITEM**
8. New Business
 - a. Project Update – Beyond Green, Inc. (PF Technology)
9. Staff Report and Updates
10. Commissioner Comments
11. Chairman Comments
12. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or call (208) 777-8151.

Mission Statement: To encourage sound economic and community improvement that enhances the overall quality of life in Post Falls by: providing and improving infrastructure, attracting jobs, and enhancing citizen safety and health.

**POST FALLS URBAN RENEWAL
Finance & Policy Committee**

November 14, 2022 – Post Falls Chamber Building - Conference Room

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 3:34 p.m. Present in addition to Crosby was Christi Fleischman and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2022 Budget vs. Actual Review. Johns provided a brief overview of the FY2022 actual expenses compared to the budgeted amounts. Crosby noted that actual expenses for year were less than budgeted resulting in a surplus/remaining balance of \$29,929. Engineering Expenses were anticipated for three (3) reimbursement submittals when only one (1) actual reimbursement request was made.

District Updates – Obligations & Fund Balances. Johns stated that FY2022 started with four (4) existing reimbursement obligations (Expo, EPF-S/C, EPF-Tullamore & EPF-Tullamore Commons II) for approved public infrastructure costs. All reimbursement obligation in the closed Expo District was fully paid in FY2022 and an unanticipated fund balance was rebated to the underlying taxing districts in September. At the close of FY2022 only two (2) obligations remained (EPF-S/C & EPF-Tullamore Commons II). Crosby asked about the status of the EPF obligations and balances as the district closes. Johns responded that an Order of Approval is on the November 17, 2022 Commission Meeting agenda for the final project costs submittal in EPF-Tullamore. No remaining fund balance in the EPF-Tullamore area is anticipated for rebate to tax authorities. It is expected that the EPF-Tullamore Commons II obligation will not be fully reimbursed while a fund balance is anticipated in the EPF-South/Central area. An overview of the increment funds remitted in FY2022 and projected FY2023 increment, by district, was provided by Johns. The FY2023 projections are based on an estimated levy rate and the district valuations provided by the County as of June 2022.

EPF District-Tullamore – Discussion of pending Task Order/Order of Approval. Johns reviewed the details in the Welch-Comer Recommendation of Reimbursement Letter. A discussion of the tentative Order of Approval for projects costs associated with the final reimbursement request submittal in EPF District-Tullamore took place. The Order of Approval is on the agenda for the November 17, 2022 Commission Meeting as an action item.

Center Point – Discussion of pending Task Order. The tentative Task Order is for the authorization of Welch-Comer to perform their review of the submitted reimbursement request materials associated with the final district project to extend Baugh Way and Beck Rd in the Center Point district. The Welch-Comer Task Order is on the agenda for the November 17, 2022 Commission Meeting as an action item.

ADJOURNMENT

Meeting adjourned @ 4:30 pm.

Respectfully submitted,

Joseph Johns, Executive Director

Len Crosby, Member

POST FALLS URBAN RENEWAL MINUTES
November 17, 2022

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Vice Chair Jame' Davis called the meeting to order at 9:00 a.m. Executive Director Joseph Johns called the roll. Present, in addition to Davis were Commissioners Eric Clemensen, Christi Fleischman, Melissa Hjeltness, Len Crosby and Collin Coles. Commissioner Baltzell had an excused absence. Crosby led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, October 20, 2022.

Item B is the payables for this month totaling \$9,085.19.

Item C is the Bank Activity Report which shows total funds in all accounts of \$4,196,577.69 and accrued interest for the month of \$6,745.36.

Item D is the financial reports as of October 31, 2022.

Approval of the consent calendar will authorize a transfer of \$9,085.19 to the First Interstate Checking Account for the monthly payables and \$6,745.36 accrued interest to the General Fund.

Commissioner Coles made a motion to approve the Consent Calendar as presented, seconded by Crosby. Roll Call Vote: Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Coles – Aye; Clemensen – Aye; Davis – Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby – Met on November 14, 2022. Reviewed the FY2022 actual versus budgeted expenses. Actual expenses were about \$28,000 less than budgeted. Reviewed the financial status of each urban renewal district including obligations and fund balances. We have closed six (6) districts and next month will close two (2) more, East Post Falls and Center Point. In East Post Falls we are speculatively projecting an estimated \$1.5 MILLION for disbursement to underlying tax districts as tax increment remitted will exceed obligations. Reviewed the Order of Approval and Task Order documents that are on the current meeting agenda. Commissioner Fleischman performed the review of the October bank statements and financial information.

District Review – Coles – Nothing to report.

Communication, Property & Personnel – Davis – Davis asked Johns if there was anything to report on the website project. Johns responded that the project was ongoing with content updates on the new website taking place.

CITIZEN COMMENTS

None

PRESENTATION

Dena Naccarato, Superintendent of Schools, Post Falls School District No. 273. Superintendent Naccarato provided a presentation on school district funding issues with the goal of receiving feedback on how to mobilize our citizenry to get out and vote in support of our public schools.

UNFINISHED BUSINESS

Order of Approval – Copper Basin Construction, Inc. (EPF-Tullamore). Johns stated that Welch Comer had completed their review of the final submittal by Copper Basin Construction – for portions of Hope Ave, Bogie Dr and Killdeer Ave in the Tullamore development. The closure date of the East Post Falls District, in its entirety, is December 31, 2022. The total amount of documented costs for the submittal was \$2,390,746.16 – the amount that qualifies for reimbursement is \$2,390,055.25 as specified in the Order of Approval. The current EPF-Tullamore fund balance together with the projected 2022 tax increment, yet to be received, totals approximately \$1,896,000. Based on these calculations the proponent/developer will not be fully reimbursed for approved infrastructure project costs and there will be no remaining fund balance in the EPF-Tullamore District at its termination. Commissioner Crosby briefly commented on the failure of the initial development and the bankruptcy of the original proponent. Afterward, Copper Basin Construction, Inc., stepped in and has done a fantastic job of building it out the area.

Commissioner Coles made a motion to approve the Order and authorize the Vice Chair to sign the Order of Approval, seconded by Fleischman. Roll call vote: Clemensen – Aye; Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Davis – Aye; Coles – Aye. Motion carried.

NEW BUSINESS

Welch Comer Task Order – The Pointe Partners LLC (Center Point). Johns presented Task Order 2022-02 from Welch-Comer. It is based on a submittal for reimbursement from The Pointe Partners, LLC for infrastructure improvements made as part of the extensions of Baugh Way and Beck Rd in the Center Point District. The Center Point District closes December 17, 2022. The request for reimbursement with supporting documentation was received prior to the agreed upon submission deadline of October 31, 2022. The total request is for \$2,100,933. Johns asked for authorization to sign the task order on behalf of the Agency. Crosby asked for clarification that the task order was only authorizing the consulting engineers to review the submitted information and subsequently respond with a recommendation. Johns confirmed the Task Order only initiates the review process with the consulting engineers.

Commissioner Crosby made a motion to approve the authorization of the Task Order, seconded by Coles. Roll call vote: Hjeltness – Aye; Davis – Aye; Clemensen – Aye; Crosby – Aye; Fleischman – Aye; Coles – Aye. Motion carried.

Project Update, Jerry Dicker, Beyond Green, Inc. (PF Technology). Johns informed the Commission that Mr. Dicker had expressed his apologies for not being able to provide an update. He plans on attending the December meeting.

STAFF REPORT

The annual Central Registry Information Submittal (Idaho State Tax Commission), required on or before December 1st of each year, was provided on November 16, 2022.

Auditor Brian Shull, Anderson Brothers, conducted his field review of the Agency records for the FY2022 Audit on November 15, 2022.

Johns attended the Multi-jurisdictional Regional Housing & Growth Issues Workshop on Thursday, November 10th. A significant amount of effort is being made to address our regional housing issues, particularly those centered around workforce housing. Johns encouraged the Commissioners visit the website www.rhgip.com for additional information and to review their extensive FAQ offering.

COMMISSIONER COMMENTS

Crosby asked Johns if the audit was ahead of schedule. Johns responded affirmatively.

CHAIRMAN COMMENTS

None

ADJOURNMENT

Davis called for a motion to adjourn. Coles made the motion, seconded by Crosby. All in favor by voice vote. Meeting was adjourned at 9:44 a.m.

Respectfully submitted,

Joseph Johns, Executive Director

Jame' Davis, Vice Chair

Post Falls Urban Renewal Agency - In-House Unpaid Bills Detail As of December 15, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Anderson Bros. CPA's, P.A.					
Bill	11/30/2022	8255	12/15/2022		3,500.00
Total Anderson Bros. CPA's, P.A.					3,500.00
Bredeson Law Group					
Bill	12/12/2022	1063	12/15/2022		525.00
Total Bredeson Law Group					525.00
Canon Solutions America, Inc.					
Bill	12/01/2022	6002597031	12/15/2022		19.90
Total Canon Solutions America, Inc.					19.90
City of Post Falls					
Bill	11/15/2022	INV05036	02/16/2023		2,170,182.38
Total City of Post Falls					2,170,182.38
Joseph Johns					
Bill	12/01/2022	Dec2022	12/15/2022		33.88
Total Joseph Johns					33.88
Mastercard					
Bill	12/01/2022	4518-Nov22	12/15/2022		234.86
Total Mastercard					234.86
Welch/Comer					
Bill	11/14/2022	11383000-012	12/15/2022		800.00
Total Welch/Comer					800.00
TOTAL					2,175,296.02

SEE NOTE #1 - 1,085,091.19
1,090,204.83
PAYROLL 5,441.34
1,095,646.17

11:51 AM

12/12/22

**Post Falls Urban Renewal Agency - In-House
Unpaid Bills Detail
As of December 15, 2022**

1. \$1,085,091.19 to be paid 12/15/22 with balance \$1,085,091.19 to be paid 2/16/23 per discussion with City

Bank Activity Report

November 2022

Cash Section

Checking: First Interstate

Beginning Balance		\$	10,726.52
Deposits	\$	13,277.93	
Withdrawals	\$	(9,132.53)	
Ending Balance		\$	14,871.92
Outstanding Checks	\$	(1,206.16)	
Account Balance		\$	13,665.76

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	1,065,549.67
Contributions	\$	9,052.01	
Withdrawals	\$	(9,085.19)	
Ending Balance		\$	1,065,516.49
Outstanding Transfer			
Account Balance		\$	1,065,516.49

LGIP Capital Improvements 1910

Beginning Balance		\$	3,121,530.00
Contributions	\$	6,745.36	
Withdrawals	\$	(6,745.36)	
Ending Balance		\$	3,121,530.00
Outstanding Transfer			
Account Balance		\$	3,121,530.00

Total Funds All Accounts:

\$ 4,200,737.25

November

	Interest
State Pool - LGIP 1910	<u>\$ 7,252.35</u>
Total	<u>\$ 7,252.35</u>

Post Falls Urban Renewal Agency - In-House

Balance Sheet

12/07/22

As of November 30, 2022

Accrual Basis

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	13,665.76
LGIP1829-General Fund	1,065,516.49
LGIP1910-Capital Improvements	3,121,530.00
Savings - Idaho Central CU	25.00
Total Checking/Savings	4,200,737.25
Other Current Assets	
Accounts Receivable - Taxes	152,767.00
FMV - State Investment Pool	9,947.00
Interest Receivable	3,000.00
Prepaid Insurance	2,641.00
Total Other Current Assets	168,355.00
Total Current Assets	4,369,092.25
TOTAL ASSETS	4,369,092.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Expenses	101,471.00
Accrued Vacation Payable	1,780.09
Deferred Increment Revenue	143,883.00
Payroll Liabilities	
ID- Unemployment Payable	15.52
Payroll Liabilities - Other	1,748.59
Total Payroll Liabilities	1,764.11
Total Other Current Liabilities	248,898.20
Total Current Liabilities	248,898.20
Total Liabilities	248,898.20
Equity	
Assigned Fund Balance	2,630,810.00
Committed Fund Balance	374,525.00
Fund Balance - General Fund	-89,609.00
Nonspendable Fund Balance	2,641.00
Restricted Fund Balance	236,901.00
Unrestricted Net Assets	967,077.16
Net Income	-2,151.11
Total Equity	4,120,194.05
TOTAL LIABILITIES & EQUITY	4,369,092.25

**Post Falls Urban Renewal Agency - In-House
Profit & Loss
November 2022**

	Nov 22	Oct - Nov 22
Ordinary Income/Expense		
Income		
Interest	9,052.56	16,304.59
East Post Falls District	4,112.78	6,333.14
Post Falls Technology District	79.41	79.41
Total Income	<u>13,244.75</u>	<u>22,717.14</u>
Gross Profit	13,244.75	22,717.14
Expense		
Advertising & Legal Notices	0.00	197.36
Dues & Memberships	500.00	500.00
Engineering Services	2,400.00	2,400.00
Legal Fees	525.00	700.00
Office Supplies	70.33	70.33
Payroll Expenses	5,343.35	11,082.29
Printing and Copying	9.70	31.58
Rent	0.00	7,990.00
Telephone, Telecommunications	138.81	172.69
Website Design, Hosting & Maint	0.00	1,724.00
Total Expense	<u>8,987.19</u>	<u>24,868.25</u>
Net Ordinary Income	<u>4,257.56</u>	<u>-2,151.11</u>
Net Income	<u><u>4,257.56</u></u>	<u><u>-2,151.11</u></u>

Fund Reconciliation:

11/30/2022

QB

First Interstate - Checking	GF	\$	13,665.76
LGIP - 1829	GF	\$	1,065,516.49
LGIP - 1910	CIP	\$	3,121,530.00
Savings - Idaho Central CU	GF	\$	25.00
Total			<u>\$ 4,200,737.25</u>

FUNDS

General Fund	GF	\$	1,079,207.25
Capital Improvement Fund	CIP	\$	3,121,530.00
Total			<u>\$ 4,200,737.25</u>

C.I. Fund Allocation:

Pleasant View	\$	(25,000.00)
Downtown	\$	(25,000.00)
PF Technology	\$	364,539.47
CP-The Pointe	\$	781,823.77
CP-Pointe Apartments	\$	133,881.64
EPF-Tullamore	\$	523,645.46
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	1,367,639.66
	\$	<u>3,121,530.00</u>

Post Falls Urban Renewal Agency
Increment Received District Obligation Balance

Termination Date	<u>Pleasant View</u>	<u>Downtown</u>	<u>PF Tech Dist.</u>	<u>Center Point The Pointe</u>	<u>Pointe Apartments</u>	<u>East Post Falls</u>		<u>Commons II</u>	<u>Total</u>
	2041	2041	2038	2022	2022	2022	2022	2022	
Sep-22	-	-	87.07	0.36	-	3,203.86	-	-	3,291.29
Oct-22	-	-	-	-	-	1,670.80	549.56	-	2,220.36
Nov-22	-	-	79.41	-	-	3,561.96	550.82	-	4,192.19
Dec-22									-
Jan-23									-
Feb-23									-
Mar-23									-
Apr-23									-
May-23									-
Jun-23									-
Jul-23									-
Aug-23									-
Sep-23									-
Total YTD	-	-	166.48	0.36	-	8,436.62	1,100.38	-	9,703.84
Approved Obligation	-	-	-	8,138,574.84	-	26,287,917.00	6,498,959.82	325,000.00	41,250,451.66
Obligation Balance @ 11/30/22	-	-	-	-	-	2,170,182.38	2,390,055.25	132,212.08	4,692,449.71
Carry over @ 9/30/22	-	-	364,539.47	781,823.77	133,881.64	1,365,968.86	523,095.90	-	3,169,309.64

POST FALLS URBAN RENEWAL AGENCY ORDER OF APPROVAL

Center Point District - The Pointe Partners, LLC

WITNESSETH:

WHEREAS the following described Participant has either submitted a request for reimbursement pursuant to the terms of the following described Documents, and/or is requesting an amendment to the terms thereof:

- (1) Participant: The Pointe Partners, LLC
166 E. 14000 South, Suite 210
Draper, UT 84020,
- (2) Project Specific Owner Participation and Reimbursement Agreement dated February 18, 2011 as assigned to The Pointe Partners, LLC on May 17, 2013; Memorandum of Agreement (MOA) between the Participant and Expo Parkway North, LLC: July 10, 2017; 1st Addendum to the Master Owner Participation and Reimbursement Agreement (MOPA) and Project Specific Owner Participation and Reimbursement Agreement (PSOPA): September 21, 2017; 2nd Addendum to Master Owner Participation and Reimbursement Agreement (MOPA) and Project Specific Owner Participation and Reimbursement Agreement (PSOPA): February 3, 2022; 3rd Addendum to Master Owner Participation and Reimbursement Agreement (MOPA) and Project Specific Owner Participation and Reimbursement Agreement (PSOPA): September 15, 2022 (collectively referred to herein as the "Documents").
- (3) Requested Action: Reimbursement of Participant expenditures in the amount of \$1,812,215.65 comprising hard costs and soft costs of construction for portions of Baugh Way and Beck Road being a part of The Pointe at Post Falls 4th Addition in the Center Point Urban Renewal District.

Hereinafter referred to as the Request, and

WHEREAS the Post Falls Urban Renewal Agency, hereinafter referred to as the Agency has had the Request reviewed by staff, and staff has submitted findings and recommendations to the Commission of the Agency.

NOW, THEREFORE, the Board of Commissioners of the Post Falls Urban Agency does hereby make the following findings of fact:

- The Request is in compliance with the terms of the Documents.
- The costs are in line with the initial engineer estimates of cost and are supported by invoices for the total Request.
- The invoices and on-site work have been reviewed for the Agency by outside engineer firm Welch-Comer with a recommendation of payment.
- That the constructed publicly-owned infrastructure associated with this Request has been accepted by the City of Post Falls.
- Pursuant to the Documents, reimbursement is limited to available tax increment revenues from the District. Therefore, if such increment that is received by the Agency during the remaining life of the District is insufficient to fully reimburse the Participant in the amount set forth herein, the Agency shall have no obligation or ability to pay any remaining balance as its power to do so will have terminated pursuant to Idaho Code § 50-2909.

BASED UPON THESE FINDINGS, the Commission does hereby approve reimbursement of Participant expenditures in the amount of \$1,812,215.65 to be paid from tax increment revenues in the Center Point Urban Renewal District, as they become available to the Agency and in accordance with Agency Policies.

ADOPTED this **15th** day of **December, 2022** by:

POST FALLS URBAN RENEWAL AGENCY

By: _____
Jerry Baltzell, Chairman

December 12, 2022

Mr. Joseph Johns
Post Falls Urban Renewal Agency
P.O. Box 236
Post Falls, ID 83877

Re: Reimbursement Request of The Pointe at Post Falls 4th Addition Improvements

Dear Joe:

The Post Falls Urban Renewal Agency (URA) secured the services of Welch Comer & Associates, Inc. to perform a cursory review and cost verification for The Pointe at Post Falls 4th Addition Reimbursement Request dated October 31, 2022. The Proponent requested a grand total of \$2,100,933.00 for reimbursement. Welch Comer performed an independent review and estimate; our determinations are below.

Construction Costs (Hard Costs)

The Proponent, Wadsworth Development Group, requested \$1,429,232.00 in construction cost reimbursements for work completed as of the request date. Welch Comer performed an independent cost estimate of the work that was completed. In comparison to the independent estimate, it was concluded that the actual project construction costs were consistent with recent competitive bids for work completed to date.

Bonded Work (Not Yet Completed)

Based on discussions between the City of Post Falls, the Proponent and the URA, the URA and its legal counsel will recognize a surety bond held by the City for a portion of the project not yet constructed and reimburse the Proponent accordingly. Due to routine changes encountered during construction, some items listed in the original contract appear to no longer be necessary. In our review, we have removed those items from the requested bonded amount. The estimated remaining reimbursable bonded work equates to \$188,817.24.

Soft Costs

The Proponent originally requested \$301,882.00 in soft cost reimbursements. Post Falls URA policy #18 limits the soft cost reimbursement amount to 12% of the eligible hard cost reimbursement. Thus, \$194,166.41 would be the maximum soft cost reimbursement amount based upon the hard cost work completed to date plus the remaining eligible hard cost work for which the Proponent has posted a surety bond.

Recommendation

Based on this information, Welch Comer recommends that \$1,812,215.65 be reimbursed with the understanding that reimbursement is limited to available tax increment revenues from the District.

Please, feel free to contact me if you have any questions.

Sincerely,



Matthew R. Gillis, P.E.
Principal, Vice President

MRG/jrg