



Board of Directors – Regular Business Meeting
425 N. Capital Ave., Idaho Falls, ID 83402
Wednesday, January 13, 2016, 7:30 a.m.

Minutes:

In Attendance: Board Members Terri Gazdik, Ryan Meikle, Cindy Ozaki, and Allan Woolley (arrived after Item II). IFAD Legal Counsel Mark Fuller, Executive Director Dave Lane, Administrative Coordinator Jennie Weitzel, and Dana Briggs, City of Idaho Falls Economic Development Director (arrived during Item V).

I. Call to Order:

Conducted by Chairman Ozaki, the meeting was called to order at 7:34am.

II. Adoption of the Agenda:

Action: Mr. Meikle moved to adopt the Agenda.

Action: Ms. Gazdik seconded the motion.

Result: All present voted in the affirmative.

III. Approval of 12/9/15 Business Meeting Minutes:

Action: Mr. Meikle moved to approve the 12/9/15 Minutes as presented.

Action: Ms. Gazdik seconded the motion.

Result: All present voted in the affirmative.

IV. Approval of IFAD Payables:

Action: Mr. Woolley moved to approve the payables.

Action: Ms. Gazdik seconded the motion.

Discussion: Chairman Ozaki noted that IFAD is eligible to receive a 10% discount when opting to automatically renew the Chamber Membership, due in January. She verified that it was still acceptable to pay the Chamber rent invoice each month as long as the amount remains the same, similar to the IdeaCom invoice. In addition, she suggested the Post register subscription could be set up to auto renew in December, as well. The board was favorable to all suggestions.

Result: All present voted in the affirmative.

- V. 2015-16 Budget:** Ms. Gazdik reviewed the revised budget to include Mr. Lane's and Mr. Woolley's suggestions. She noted her adjustments/increases to engineering fees, audit amount, election expenses, financial study, and contingency line items. Chairman Ozaki noted that after the property is transferred to IFAD, the District will be responsible for drainage and sewer fees. \$3,200 fees will be added as a separate line item as City land use fees under miscellaneous expenses.



Action: Mr. Meikle motioned to adopt the 2016 Budget as amended.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative. Ms. Gazdik will forward the revised budget.

VI. Airbnb Discussion: Mr. Fuller reported that research has been conducted to determine a methodology as to who might be obligated to pay an Airbnb fee. IFAD would like to be able to share information with the travel council via the state tax commission to identify those already being assessed the travel council tax. Information is only able to be released if a Memorandum of Understanding (MOU) is approved by the board. Mr. Fuller will request the draft MOU and present to the board at the next meeting. The State requires tax be paid on all lodging income. IFAD will do it's best to hold everyone accountable by assessing all who should pay tax.

VII. Reports and Updates:

A. Financial Report: Ms. Gazdik distributed financial documents. The District ended the year with total cash and investments at \$5.4 million and \$5.5 million in total assets. For the year, top line revenues increased 15%. 2015 budget included a 5% increase and brought in 10% more than budgeted.

B. Executive Director Report: Mr. Lane reported that he attended the Chamber Out of the Box luncheon where he met Sam's club representatives and had an opportunity to discuss the project.

Mr. Lane also attended the YTT meeting and noted the region is expecting a big 2016 due to 100th anniversary of Park system, the 4th grader initiative, and US/China tours. He reported that Sharon Parry is the new Vice Chair of YTT and Mr. Lane is the Bonneville County Urban Rep and contact person for the following, out of the area, businesses: Idaho Direct Cards in Blackfoot, Kirkwood Resort and Marina in Yellowstone, MT, Town Pump Hotel out of Butte, MT, West Yellowstone Chamber of Commerce, Diamond Ranch in Dillon, MT, Comfort Inn in Dillon, MT, and Local pages of SLC, UT. Chairman Ozaki noted that the Town Pump group includes our local Sleep Inn. At the same meeting, Mr. Lane made contact with Jan Rogers, new REDI Director, and invited her to meet and discuss the Event Center as it may relate to her position.

Chamber Days at the Legislature is January 25, 2016. Chairman Ozaki will attend as a voting member of the Chamber Advocacy Committee. Chairman Ozaki will also meet with representatives from Meridian in regards to starting an Auditorium District.

Mr. Lane asked for direction on Donation Agreement Press Release and it was discussed and decided by the board to draft a press release when the Donation Agreement is recorded and official. It was noted that Ball Ventures may want to draft their own press release which may or may not be a joint effort.

C. Administrative Report: Mrs. Weitzel updated the board on hotel statuses. To begin, she presented the board with requests to waive late fees from Home 2 Suites and Hilton Garden Inn.

Action: Mr. Meikle made a motion to waive the late fees this one time, based on past practice, and the fact that this was the first time that either had been late.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative. Mrs. Weitzel will include a credit on their next return as both inns had already remitted the penalties and interest.

Ms. Weitzel reported that Comfort Inn has remitted late fees and interest from May, June, and July. She also noted that they submitted their November form one day late and have a small credit due to an accounting error. Ms. Weitzel will add the newest late fee to their next tax form.

Pinecrest Inn paid their outstanding October tax. Mr. Fuller collected payment and assessed the late fee penalty but overlooked the \$2.50 in interest on the late fee.

Action: Mr. Meikle moved to waive the late fee interest.

Action: Ms. Gazdik seconded the motion.

Result: All present voted in the affirmative.

Hampton Inn was assessed and owes \$25 tax on \$500 in income and hopefully that will be remitted with the December return.

ShadyRest Campground has not remitted a tax form for February, owes \$3.80 from June, and has not remitted tax or forms for July through November. Mr. Fuller has been in contact with Mr. Ben Clark, accountant for ShadyRest Campground, and has been assured each time that the check is in the mail. Mr. Fuller's most recent conversation with Mr. Clark included recommendation that ShadyRest Campground be top on the audit list to encourage them to be more diligent in filing. The small amount of their returns does not justify the cost of legal fees to file a collection action.

Ms. Weitzel reported that Le Ritz owes one dollar from October. The amount of their check was one dollar less than their tax return statement. Ms. Weitzel will assess on their next bill.

Ms. Weitzel discussed a board directive made in June, suggesting that all forms for the year be mailed once at the beginning of the year. Ms. Gazdik reiterated that her suggestion was based on replicating the State's practice of sending all vouchers at the beginning of the year. Mr. Woolley inquired as to whether IFAD has an email messaging system to send monthly reminders to hoteliers or if IFAD collects payments online. Ms. Weitzel verified that IFAD does not currently accept online payments or send email reminders. Ms. Weitzel will send all forms for the year, establish a monthly email reminder letter, and look to set up online tax payment options. Mr. Woolley will forward his contact information regarding on line payments. Mr. Fuller noted that receiving the tax form prompts payments and late fees are assessed within the monthly mailings. Ms. Gazdik suggested the initial mailing will save time and money and future late fees can be addressed via email as well.

D. Other Reports: None given.

VIII. Calendar and Announcements.

- A. Upcoming IFAD Meetings/Events:** The next IFAD meeting will be held on January 27, 2016. The Chamber Membership Meeting will be held on January 19th and is a breakfast.
- B. Announcements and Questions:** Mr. Fuller noted a recent conversation with Andrea Todd, Marketing Director for the Shoshone Bannock Hotel & Casino. Mr. Fuller suggested IFAD reach out, make a connection, and build a relationship with Ms. Todd. In addition, he reported that, according to Ms. Todd, the reason Pocatello Chubbuck Auditorium District (PCAD) backed out of their judicial confirmation deal was because Grace Lutheran Church agreed to construct the facility on their property and enter into a lease-back contract with PCAD. Judicial confirmation was no longer necessary because the facility was going to be constructed with the Church's money. The next Chamber After Hours event on January 21st will be held at the Shoshone Bannock Hotel and Casino.

Ms. Gazdik asked if IFAD had initiated the audit process with Rudd & Co. and Chairman Ozaki verified that we are in the process and Ms. Weitzel has gathered and sent all the required information. We are just waiting on special requests for information from them at this point.

- IX. Public Comment:** Ms. Dana Briggs, City of Idaho Falls Economic Development Director, introduced herself to the Board, explained her position, expressed her interest in seeing the project progress, and thanked the board chair for welcoming her.

X. Adjournment:

Action: Ms. Gazdik moved to adjourn the meeting.

Action: Mr. Woolley seconded the motion.

Result: The vote was unanimous in the affirmative. Meeting was adjourned at 8:36 am.