

**Board of Directors – Regular Business Meeting**  
**425 N. Capital Ave., Idaho Falls, ID 83402**  
**Wednesday, July 23, 2014, 7:30 a.m.**

**Minutes:**

*In Attendance: Board Members: Terri Gazdik (by phone), Cindy Ozaki, Janet Trujillo and Allan Woolley, IFAD Legal Counsel Mark Fuller, IFAD Administrative Coordinator Jennie Weitzel, Architect Kevin DeKold, Accountant Fred Goodworth, President of Centennial Management Kevin Bruder, and Chris Ott.*

**I. Call to Order:**

Conducted by Chairman Ozaki, the meeting was called to order at 7:37 am.

**II. Adoption of the Agenda:** Ms. Ozaki motioned to approve the agenda with the Executive Director Update moved up to accommodate Ms. Gazdik's limited availability.

*Action:* Ms. Trujillo moved to adopt the Agenda as amended.

*Action:* Mr. Woolley seconded the motion.

*Result:* All members present voted in the affirmative.

**III. Approval of 7/9/14 Business Meeting Minutes:**

*Action:* Ms. Trujillo moved to approve the 7/9/14 Minutes.

*Action:* Mr. Woolley seconded the motion.

*Result:* All present voted in the affirmative.

**IV. Approval of Payables:** no payables to approve.

**V. Executive Director Update:** Ms. Gazdik informed the board that the ad for the Executive Director was placed through July 15<sup>th</sup>. Twenty three (23) applications were received and her immediate review eliminated 13 applicants. She then met with Mr. Woolley and together they determined six applicants are qualified. Mr. Woolley and Ms. Trujillo would like to be on the selection committee and Ms. Gazdik will ask Mr. Everhart if he is interested. A preliminary meeting to discuss and narrow down applicants, interview process and questions will be held on Monday, August 4<sup>th</sup> from 6-7pm in Mr. Fuller's conference room. Ms. Gazdik will forward to Ms. Weitzel the names of those who are not being considered and will write letter to inform them.

**VI. Report on Hotel Audits:** Mr. Goodworth from Galusha, Higgins, Galusha presented findings from the hotel audit to the board. He distributed a Recommendation and Executive Summary of Audit Procedures. Mr. Goodworth reported that only two of 24 hotels did not respond to audit requests. The board recommended Mr. Goodworth visit the two physical locations in an attempt to complete audit and gain 100% compliance from which to base future reports. GHG found that the state travel and convention tax was more similar to IFAD's tax than was the sales and use tax.

Mr. Goodworth determined that supporting documentation for exemptions was not consistent and there is no standard for exemptions. Mr. Goodworth's recommendation is to send an audit report to all hotels with recommendations and a clear explanation about documenting exemptions now and the legal basis for exemption assessments for the future. Mr. Goodworth will draft the letter and forward to Mr. Fuller and the board for their review and approval before sending on behalf of the District. Mr. Goodworth noted that recent records were more easily obtained from hotels and not in storage or located off site at corporate headquarters or unavailable due to hotels changing owners. He suggested only requesting recent documents in the future. Ms. Ozaki suggested having the letter sent by Mr. Fuller to new hotel owners be expanded to include expected documentation on exemptions.

**VII. Discussion of road and site concerns:** Ms. Ozaki distributed two maps of Snake River Landing (SRL) and surrounding areas for reference. She met with the City and it was determined that Pioneer Road is a county road and the City will only have jurisdiction over the section along Event Center property when the property is annexed. No plans to expand/widen the road are foreseeable and the City and County seem unwilling to work together. Serious concerns with access and egress for the event center were discussed.

Mr. Kenny Roberts, City engineer, uses the USGS monument and noted that the monument is not actually a HARN point and there is a difference in the designation. He told Horrocks that IFAD is able to hire a private person to deal with the monument but it is NGS who controls the monument. The monument was used for I-15 construction. Now it is used to track Gem Lake Dam water and by aircraft for vertical measurements. The monument would need to remain in place until a new one can be calibrated. The new monument must go through several thaw/freeze cycles before it is certified. Discussion of moving the Event Center Drive to join Pioneer Road either North or South of monument would require adding more land to IFAD parcel.

BMPO is strictly advisory and the final say on traffic lights on Sunnyside will come from Idaho Transportation Department (ITD). Ms. Ozaki noted that she will now be included in all future ITD meetings regarding the Sunnyside Road Access Plan, the next meeting will be in August. Mr. DeKold recommends calling on Horrocks to review the traffic study and what a light at Snake River Parkway, and not Pioneer Road, means for ease of use.

**VIII. Reports and Updates:**

**A. Finance Report:** No report available.

**B. Board Succession:** The Board is still looking for a successor for the open board seat. Mr. Potter has removed himself from consideration. Mr. Neiswanger is still interested and Ms. Ott, retired CFO for DOE, in attendance, is considering the open seat. Other names are always welcome and a list should be established for future vacancies.

**C. Administrative Reports and Updates:** Ms. Weitzel noted that Yellowstone remitted tax for June but is still outstanding for May. ShadyRest Campground is still outstanding for May and June. Chamber events noted.

**D. Other Reports:** Grow Idaho Falls Quarterly Investor Breakfast is tomorrow at Fort Hall Event Center. Tourism Director Diane Norton will be speaking and Ms. Ozaki will attend. Ms. Ozaki provided a print out of the information Grow Idaho Falls has included on their website for IFAD's membership and included a direct link to IFAD's website. She feels the information is acceptable.

Ms. Trujillo suggested IFAD make note on IFAD's website about Pocatello's E. C. seating. Mr. Fuller suggested IFAD share PCAD and GBAD websites on IFAD's website and vice versa. Ms. Ozaki will ask their permission.

**IX. Calendar and Announcements:**

**A. Upcoming IFAD Meetings/Events:** Next IFAD Board meeting is August 13, 2014.

**B. Announcements and Minor Questions:** None given.

**X. Public Comment:** Time was made available for public comment. None given.

**XI. Adjournment:**

*Action:* Ms. Gazdik motioned to adjourn the meeting.

*Action:* Mr. Woolley seconded the motion.

*Result:* Meeting was adjourned at 9:15 am.