



**Finance & Policy Committee**

December 29, 2021 – 8:30 a.m.

Chamber Conference Room

201 E 4<sup>th</sup> Avenue, Post Falls, ID

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. 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.
4. Finance Review (Present & Future)
5. 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 and Policy Committee**

**December 29, 2021 – PF Chamber of Commerce Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 8:30 a.m. Present in addition to Crosby were Commissioners Clemensen (via phone) and Fleischman. Also present was Diane Fountain and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Finance Review (Present & Future).

General discussion on recent invoicing by the City of Post Falls for project costs associated with Cecil Road Improvements and Highway 41 Traffic Signals. Revising the payment process to the City of Post Falls to be more like that of other proponents (costs/invoices submitted, considered by Commission for approval, Orders of Approval, semi-annual payment) to be given further consideration in the upcoming Commission workshop.

Chairman Crosby inquired of incoming Executive Director Joseph Johns' familiarity with the numerous job functions including proponent payouts, closing processes, new district procedures, monthly financial procedures and similar functions. Johns responded affirmatively, qualifying that some functions are understood at a conceptual level based on explanations by outgoing Executive Director Fountain. This is due to the nature of their cyclical annual/semi-annual occurrence. Documented processes together with Commissioner support will be significant resources as these functions occur throughout the calendar and fiscal year. Additional training with QuickBooks software is an option.

District closing related issues were discussed, particularly timelines and the importance of clear communication with City staff. Johns provided a review of a telephone conversation with Alan Dornfest, Idaho State Tax Commission, during which the closing timeline for the Expo District, as composed by Fountain, was discussed and affirmed by Dornfest. Commissioner Fleischman recommended the presentation and review of a district's closing timeline, once established, in session for official purposes.

Commissioner Clemensen expressed his understanding and agreement with Crosby's written review of the latest MD&A document prior to his being excused for the remainder of the meeting.

Fountain provided an overview of upcoming increment collection and payment activities to be carried out in January and February. Additionally, information about the Agency's Annual Report, due by March 31, 2022, was provided.

Discussion with Auditor, Brian Schull of Anderson Brothers CPA, via telephone conference call, about the draft financial audit report for the year ended September 30, 2021. Crosby provided a clear description of