

# West Plains/Airport Area

## Public Development Authority

August 16, 2018

11:30 AM – 1:00 PM

### Minutes

#### Attendance

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**WP-AA PDA Members present:** Theresa Sanders, Ben Stuckart, Gerry Gemmill, Larry Krauter, Al French, William Butler

**WP-AA Executive Director:** Todd Coleman

**Staff/Guests present:** Boris Borisov, Taudd Hume, Betty Brown, Shellie Klink, Sheryl Brandt, Tom Tilford, Gerd Scheller

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**Meeting called to order 11:30 am**

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**Action Item No. 1: Approval of Minutes: 7/19/2018 Regular Meeting.** – Larry Krauter made a motion to approve the July 19, 2018. Ben Stuckart seconded. **Motion passed unanimously.**

**Action Item No. 2: Approval of July 11, 2018 to August 10, 2018 Financials** – Ben Stuckart reported he reviewed the financial report and it looked good. Mr. Stuckart also reported that the limit for municipalities depositing funds in credit unions is \$250,000 and therefore he had to authorize STCU to transfer any funds above this limit to the savings account. Theresa Sanders made a motion to approve July 11, 2018 through August 10, 2018 financials. Gerry Gimmell seconded. **Motion passed unanimously.**

**Action Item No. 3: Approval of a Contract for Insurance** – Todd Coleman reported on insurance options for the West Plains Airport Area PDA. Shellie Klink, the Marketing Coordinator for Enduris Washington, an insurance company provided an overview of her organization. Enduris is unique in that it is an insurance pool of governmental entities and there is a government entity and is audited by Washington State. The program is under the Department of Enterprise Services and insures 17 types of special districts including PDAs, ports, public facilities, water, fire, etc. There are currently 546 members that span these entity types. Members also receive membership to the Municipal Research and Services Center (MRSC). The organization reports to a Board of Directors which has policies aimed at maintaining stability. While the state requires a 70% confidence rating, the Board wants the organization to be at 90%. After 17 years of business the organization is currently at 90% confidence rating.

The organization is audited annually and maintains certification by an association of risk programs nationally. This association reviews about 450 risk pools annually and decides which are considered leaders based on an evaluation of policy, financial stability, and other factors. Enduris has been recognized as a leader for 16 years. The coverage limits are generally \$20 million per occurrence General Liability and \$20 million for Errors and Omissions with an annual aggregate. Coverage also

includes cyber and property liability, \$1 million blanket coverage, \$25 million builders risk policy, and employee theft policy. Claims are handled locally.

Theresa Sanders asked if the PDA should stand separately or utilize resources of underlying jurisdictions. Gerry Gimmell said he talked to the County's risk manager and it was recommended the PDA stand as its own entity with its own insurance. Theresa Sanders made a motion to authorize the PDA to utilize Enduris as the insurance provider in the amount of \$6,946 (annual) subject to confirmation from two local references. Ben Stuckart seconded. **Motion passed unanimously.**

**Action Item No. 4: Approval of Conditions Met for Relocation Allowance** – Larry Krauter reported that the Board agreed to a modest relocation allowance for Todd Coleman as part of the hiring process subject to Mr. Coleman establishing a physical address. Since Mr. Coleman has established a physical address the Board can now approve the allowance. Gerry Gimmell made a motion to approve relocation allowance. Al French seconded. **Motion passed unanimously.**

**Action Item No. 5: Approval of Executive Director Expenses 6/18 to 8/10/18** – Todd Coleman reported on Executive Director expenses which included parking, supplies, and partial reimbursement of airfare for the I-Sustain, green infrastructure trip. Ben Stuckart recommended in the future the Board does not need to review these type of costs so long as the Treasurer reviews and makes a recommendation to approve.

**Action Item No. 6: Domain Names** - Todd Coleman stated the PDA is in the process of getting a proposal to assist with a branding discussion that will assist with choosing a domain name. Decision on a name can be deferred to a future meeting. Keeping it on the agenda ensures the Board doesn't lose track of this item. Al French talked about the importance of not duplicating efforts and coordination in the marketing sphere especially since the City of Spokane and the County are doing their individual marketing. Board members also discussed the need to market properties within the PDA beyond the region.

**Project Updates: Amazon** – Tom Tilford, the owner of the property which was sold to Amazon for the new fulfillment center, thanked Board members for their work in providing an efficient and coordinated approach to working with the needs of the project. The work the PDA is doing is unique and a great asset to our community. Mr. Tilford provided the Board with plaques of appreciation.

Mr. Tilford also suggested property owners should convene a formal meeting with the PDA Executive Director once a month in advance of the PDA Board meeting to discuss needs and provide updates. Board Members thought this was an excellent idea. The number one issue facing all property owners is finding stormwater solutions. Board members also recommended property owners could invite experts from the City/County to address specific issues as needed.

**Project Updates: Opportunity Zone Proposal from K&L Gates** - Board Members discussed that there are a lot of unknowns at this point regarding timeframes and deadlines from Treasury. Todd Coleman reported that the PDA is considering the type of projects which would fit into the parameters of the Opportunity Zone. More time is needed to develop a strategy. Board members agreed there are a few projects such as Boeing NMA or Tier 1 or 2 aerospace manufacturing that should be a focus for the PDA.

**Project Updates: Revenue Tracking** – Todd Coleman reported that he is working on a process with the City and County to track revenue. The plan is to establish a basis year for revenues as of January of 2018

and establish projections moving forward. Mr. Coleman reported that the PDA is required to give notice to the City or County when a new businesses is opened within the PDA boundaries according to the interlocal agreement. Board members discussed the challenge of this given that the County doesn't issue business licenses. The PDA charter also requires the filing of a budget by August 1 of each year. Theresa Sanders offered the idea of waiving this requirement for this year's budget and perhaps changing it moving forward. Taudd Hume recommended such a change be addressed administratively.

**Project Updates: Banking** – Ben Stuckart reported that the limit for municipalities depositing funds in credit unions is \$250,000 per account and asked if the Board should consider a different bank. Todd Coleman said requested permission to explore investing funds with the County. The Board was supportive but suggested other alternatives could be explored in the future.

**Project Updates: Project Leads** – Todd Coleman reported the PDA currently has 8 leads and asked if Board members would like to review them. Board members agreed it would be a good idea to be kept informed on active leads moving forward.

**Project Updates: PDA Presentation** – Todd Coleman reported he has been requested to give several presentations on the PDA and is developing a standard presentation that can be used at a variety of forums.

**Project Updates: Stormwater RFQ** – Todd Coleman reported that he has reviewed the draft RFQ and will have a draft ready release once the budget is better defined.

**Workforce Housing Needs and Impacts** – Ben Stuckart spoke about the importance of housing to support Fairchild Airforce Base. Spokane has a 1.65% vacancy rate and the PDA should consider leading a discussion on this. This is not only a PDA issue; this is an issue for other jurisdictions such as Spokane Valley and Liberty Lake. Board members agreed the PDA should have a discussion and continue to be bring attention to this critical issue.

**New Business** – Todd Coleman said he would send out a Doodle Poll to help schedule a Board retreat sometime in the fall.

**Board Member Application Process** – Todd Coleman reported he has received two applications for the open Board Member position. Larry Krauter recommended the full board interview both applicants.

**Public comment** – Gerd Scheller, President of the West Terrace Third Addition HOA spoke about the needs of his members as the West Plains develops including schools and a grocery store.