

# West Plains/Airport Area Public Development Authority

November 15, 2018

11:30 AM – 1:12 PM

## Minutes - Regular Meeting

### Attendance

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**WP-AA PDA Members present:** Theresa Sanders, Gerry Gemmill, Larry Krauter, Ben Stuckart, William Butler (via phone)

**WP-AA PDA Members Absent:** Al French

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

**Staff/Guests present:** Taudd Hume, Teresa Dugger, Jonathan Rudders, Katherine Miller, Matt Zarecor

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

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**Action Item No. 1: Approval of Minutes: 10/8/2018 Special Meeting.** Theresa Sanders made a motion to approve the October 8, 2018 minutes. Ben Stuckart seconded. **Motion passed unanimously.**

**Action Item No. 2: Approval of Minutes: 10/18/2018 Regular Meeting.** Gerry Gemmill made a motion to approve the October 18, 2018 minutes. Ben Stuckart seconded. **Motion passed unanimously.**

**Action Item No. 3: Approval of Minutes: 10/18/2018 Special Meeting.** Ben Stuckart made a motion to approve the October 18, 2018 minutes. Gerry Gemmill seconded. **Motion passed unanimously.**

**Action Item No. 4: Approval of the October 11, 2018 to November 9, 2018 Financials.** Ben Stuckart, Board Treasurer reported he reviewed the financials and finds everything in order. He further stated in addition to the financials, the Executive Director reports payroll timely to the Treasurer twice a month. Theresa Sanders made a motion to approve the financials. Gerry Gemmill seconded. **Motion passed unanimously.**

**Action Item No. 5: Selection of an At-Large Business Representative to the PDA Board.** Larry Krauter reported the following:

- Steve Salvatori vacated the at-large business representative position due to personal reasons. His service on the board added great value and was very much appreciated.
- The PDA has solicited applications for the vacant position.
- The PDA received four candidates and the Board interviewed all four at the October 18, 2018 special meeting.
- All four candidates are highly qualified and would be an asset to the board
- The selected candidate will be a reflection of the Boards current needs, not on any individual.
- Per the bylaws, the candidate will be selected by a majority of the 5 permanent Board positions.
- At-Large Business Representative position is for a term of 3 years.

Ben Stuckart appreciated the quality of the individuals interested in filling the position. While the candidates have great expertise ranging from construction to strategic planning, the PDA will go through an extensive market plan development and implementation over the next three years. Mr. Birchell's knowledge of marketing would be beneficial during this period.

Bill Butler stated he appreciated how Mr. Birchell looked at marketing opportunities through leveraging existing relationships.

Larry Krauter reminded the Board that Mr. Salvatori brought expertise in marketing to the PDA. It would be a good replacement to add marketing specific expertise back onto the Board.

Theresa Sanders agreed marketing expertise will be valuable over the next three years in particular.

Theresa Sanders made a motion to select Greg Birchell to fill the open at-large business representative position on the Administrative Board. Ben Stuckart seconded. Per the bylaws, only the 5 permanent members voted. **Motion passed unanimously.**

The Board discussed the term of the vacant position. Tuadd Hume explained per the bylaws the Board has great flexibility in defining the term.

Ben Stuckart made a motion to make Greg Birchell's term effective December 1, 2018 for a period of three (3) years. Gerry Gemmill seconded. **Motion passed unanimously.**

**Action Item No. 6: Selection of Officer to the Position of Vice Chair.** Todd Coleman stated the bylaws require the Board to select officers at its annual meeting. Taudd Hume stated the Board has not designated any particular meeting as its annual meeting. Larry Krauter suggested the December 20, 2018 meeting as the annual meeting and for the Board to select all officer positions at the annual meeting. Bill Butler made a motion to designate the December meeting as the Annual Meeting of the Board, to publicly notice the meeting as such and table the selection of the Vice Chair until the Annual Meeting. Gerry Gemmill seconded. **Motion passed unanimously.**

**Project Updates, Presentations and Briefings.** Todd Coleman reported on the status of the 2018 West Plains Stormwater Study consultant selection. The City, County and PDA are in the process of negotiating the scope of work and fees with HDR, Inc. The team anticipates having a complete scope and fees before the Board in December. The fees will substantially exceed the City's contribution to the project. A discussion on funding amongst the partners will be required. Larry Krauter cautioned against scope creep and the inherent complexities of including areas outside the PDA boundaries.

Todd Coleman reported proposals for IT Services are required by November 15, 2018. The services will include setting up email for the two at-large business representatives, interconnectivity in the office, ability for Board Members to access PDA information remotely, and to facilitate seamless conference calling.

Todd Coleman reported that proposals for Logo and Branding Services are required by November 16, 2018. The proposals will be shared with the subcommittee for review. This is a critical step for getting the PDA launched correctly, setting our domain name, and preparing for the Marketing Services and website development.

Todd Coleman reported the Executive Assistant position closes on November 16, 2018 and there are currently about two dozen interesting candidates.

Todd Coleman reported a contract with Zipline is being drafted. Zipline will create the PDA website once the domain name, logo and branding efforts are further along. Zipline is developing the Advantage Spokane website for GSI and will allow the PDA to interface seamlessly and avoid duplicative efforts.

Todd Coleman reported to the Board the West Plains Chamber would like to have the PDA on their board as an ex-officio member. Due to the synergies between the PDA and Chamber this position makes sense.

Todd Coleman reported the anticipated need to solicit for banking services in December. There are limitations associated with credit unions in the state of Washington and it will be more efficient for the PDA to bank with a Washington state approved depository. Ben Stuckart asked Taudd Hume to review the legality of giving local banks priority ranking.

Todd Coleman gave an update on the projects currently under construction in the PDA. He also updated the Board on the land use review, capital facilities 6-year plan review and wetlands processes.

Todd Coleman reported on the process of obtaining medical, dental, vision, etc. benefits for PDA employees. Larry Krauter noted that Spokane Regional Transportation Council is currently going through a process and is considering benefits through the Association of Washington Cities (AWC). AWC requires a sponsor city to pass a resolution supporting a nonentity organization joining AWC. Ben Stuckart and Theresa Sanders offered to present the resolution to the Spokane City Council. Larry Krauter stated providing benefits is valuable as the PDA is hiring new employees and is consistent with the Executive Director employment contract. Theresa Sanders motioned for the PDA to 1) join AWC, 2) request the City of Spokane to pass a sponsor city resolution, 3) for the Executive Director to apply for benefits through the AWC program, and 4) enroll the employees of the PDA. Gerry Gemmill seconded the motion. **Motion passed unanimously.**

Larry Krauter requested GSI attend the December 20, 2018 regular Board Meeting and provide a briefing on the Regional Economic Development Group referenced in the Spokane Business Journal article earlier this month.

Meeting closed at 1:12 pm