

# West Plains/Airport Area Public Development Authority

March 21, 2019

11:30 AM – 1:25 PM

## Minutes - Regular Meeting

### Attendance

---

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

**WP-AA PDA Members absent:** Greg Birchell, Al French

**WP-AA Staff present:** Todd Coleman, Executive Director, Sueann Herkel; Executive Assistant Taudd Hume; Legal Counsel

**WP-AA Staff absent:** None

**Staff/Guests present:** KJ Hanley, Alex Sylvan, Tom Tilford, Drew Ulrick

---

**Meeting called to order 11:31 am**

---

### Welcome and Introductions:

Board Chair Larry Krauter conducted roll call of Board. Quorum present.

### Public Comment/Courtesy of the Floor:

None

### Action Item No. 1: Approval of Minutes: February Board Meeting.

Board Secretary Bill Butler made a motion to approve the February 21, 2019 minutes. Board Member Theresa Sanders seconded. Motion passed unanimously.

### Action Item No. 2: Approval of the January 11, 2019 – February 10, 2019 Financials.

This Action Item was held over until this Board Meeting due to Todd Coleman's absence from the February 2019 Board Meeting. Mr. Coleman wanted the Board to make note of the SCIP account. Board so noted. Board Member Theresa Sanders made a motion to approve the January 11, 2019 – February 10, 2019 Financials. Board Treasurer Ben Stuckart seconded. Motion passed unanimously.

### Action Item No. 3: Approval of the February 12, 2019 -March 10, 2019 Financials.

Board Treasurer Ben Stuckart acknowledged he reviewed the financials, and all is in order. Board Secretary Bill Butler made a motion to approve the February 12, 2019 -March 10, 2019 Financials. Board Member Theresa Sanders seconded. Motion passed unanimously.

### Action Item No. 4: Authorizing Funding Participation in the Deer Heights Roundabout

Board Member Theresa Sanders discussed the history regarding the cost of said roundabout. Cost originally was \$1.5M, bids are now \$1.85M. PDA is being asked to cover the difference. The City is limited to their contribution of \$1.5M. The Board has a strong consensus that the City is contributing on behalf of the PDA. Board Chair Larry Krauter asked for a motion to pass, no motion made. Further discussion revealed that developers for North 40 Complex are requesting that other property owners contribute. Board Member Theresa Sanders requested time to discuss development of the project with the Department of Transportation.

Discussion regarding this project ignited conversation regarding the use of a formula or criteria to determine the PDA's involvement in projects overall. Consensus reached that the Board needs to determine how, when and why the PDA makes investments in this and further projects. It was further determined that the Board needs guiding principals that permit flexibility, as in, determining if a project has intrinsic value. At this time, Board Chair Larry

Krauter tabled Action Item No. 4 until the next Board Meeting noting the Board understands the circumstances, however, this causes a larger policy discussion. General consensus is that PDA will not be contributing at this time and no direction is being given to legal counsel or the PDA's Executive Director to draft a developer agreement. Unanimously approved tabling of item.

**Action Item No. 5: Authorizing Resolution 2019-02 Adopting a Human Resources Policy**

Board Member Theresa Sanders questioned if the Policy had a review by the City's or County's Human Resources Departments. It was determined it had not but that the policy was adapted from another source wherein an extensive legal review was accomplished. Legal Counsel Taudd Hume suggested a review by the Human Resources Departments of Airport, City and County. Board Chair Larry Krauter specifically requested a close look at the paid time off policy since neither the Airport, City or Country has such a policy. Motion made by Board Secretary Bill Butler to table until the next Board Meeting. Unanimously approved tabling of item. No other action required regarding motion.

**Action Item No. 6: Authorizing Resolution 2019-03 Adopting a Procurement Requirements Policy**

Todd Coleman reviewed brief history regarding this Action Item wherein he stated it was determined the PDA should adopt the City's policy until the County revises. Discussion ensued questioning if it was true that the PDA has no greater authority than the creating entities. Question was referred to Legal Counsel Taudd Hume to determine what authority does the PDA have as it relates to the City and County. Clarification was also requested as to what is legal and what is an audit concern. Overall the Board agrees on a stepped approach to procurement which includes transparency and tracking. Board agrees that this Action Item needs to be tabled until the next Board Meeting or until clarification can be made by Legal Counsel. Motion made by Board Member Theresa Sanders to table until clarification. No other action required with regard to motion. Unanimously approved tabling of item.

**Action Item No. 7: Authorizing Resolution 2019-04 to Support and Match Funds for the Geiger Spur Transload Facility Improvements**

Todd Coleman reports that there currently two opportunities being worked that would benefit from this Resolution. (1) A startup company for electric vehicles (EV) which needs 400K square feet of warehouse space and would produce 800 jobs. If the company extends into batteries, then the need for square feet increases to 1.2M and jobs increase to 3000. And (2) a company currently located in North Spokane which is seeking out 300,000 – 400,000 sq. ft building. Board Treasurer Ben Stuckart asked if we can confirm income for the PDA from presented projects, as in, is this a grant or is the PDA buying into a project? Mr. Coleman responded that the construction would not proceed until 2020 and the cash ending in 2020 would be \$2M. Board Chair Larry Krauter stated that if the PDA passes, the County would operate the Geiger Spur Transload Facility. Board Treasurer Ben Stuckart inquired about status of the PDA's contribution to the BUILD grant. Mr. Coleman stated that Chad Coles (of the County) is inquiring about the impacts to the BUILD grant if the PDA contribution is terminated. The Board requested that language be added that the PDA will match if the funds are available and subject to an acceptable operating agreement resulting in revenue to the PDA. Board Treasurer Ben Stuckart motioned that presented language be included, Board Member Gerry Gemmill seconded. Unanimously approved. Said language was added and the Resolution was passed.

**Action Item No. 8: Authorizing Resolution 2019-05 to Appoint an Agent to Receive Claims**

Recommended by the PDA to appoint the Executive Director as the agent of the PDA to receive claims. Motion made by Board Member Theresa Sanders and seconded by Board Member Ben Stuckart to approve.

**Action Item No. 9: Approve logo**

Version 13 was the most favored logo. There was some discussion if “Solutions” in the logo suggests that the PDA is a consulting firm. Several Board members asked for additional time to take the logos to their respective Boards. Board Members Gerry Gemmill, Larry Krauter and Ben Stuckart will come to next month’s meeting with feedback. Motion made by Board Treasurer Ben Stuckart to table until next Board Meeting. Unanimously approved tabling of item.

### **Project Updates, Presentations and Briefings**

1. The Board agrees to support GSI’s request for a speaker from Amazon to address their annual meeting in September.
2. Border Counties has been deemed necessary for the implementation of the budget. Bill is alive until a final Capital Budget is passed.
3. The Boundary Adjustment Request will be discussed at the next Board meeting with any additional points or comments from the provided documentation. Board Members were given a draft list of criteria for review and comment.
4. No questions presented regarding the 2018 Budget to Actual.
5. Revenue Tracking will be discussed in one year once the PDA has a history of revenue cash flow.
6. Kudos to the City because of the BUILD grand and development group with regard to infrastructure.
7. The Marketing Request for Proposal will run parallel with the logo. Collateral is needed by the Paris Air Show (June 17<sup>th</sup> - 23<sup>rd</sup>).
8. Project update:
  - a. Retaining of “on call” consultants to include Parametrix, TD&H Engineering, Coffman Engineers and Morrison-Maierle. These consultants were chosen due to specific skills sets including architectural services, design and planning, engineering services, site planning and design, facilities planning, land use planning, stormwater permitting and civil engineering.
  - b. Fiber discussion is very active. The PDA is adamant that fiber be installed on the north side because of construction costs. Fiber can coexist with utility installation.

### **Other Business**

1. Unfinished Business:
  - a. Resolutions 2018-01, 02, and 03 need signatures by then secretary, Board Member Al French. Revisions corrected a date on the original Resolutions. Resolution 2018-01 had a sentence added to clarify the confidentiality policy shall not conflict with applicable RCWs. Unfortunately, Mr. French was absent so Resolutions will need to be signed at the next scheduled Board Meeting.
  - b. Fire District 3 (FD3): Board Chair Larry Krauter wanted the opportunity to make final edits to the Interlocal Agreement (ILA). Specifically, to clarify that the ILA had no bearing on FD3’s jurisdiction. The Board authorized Executive Director Todd Coleman to sign once edits are completed.
2. **New Business:** No New Business was discussed.

### **Board Member Items:**

1. An amendment to the PDA’s creating documents, specifically revenue sharing, will be discussed at a later date.

At 1:25 PM the March 21, 2019 meeting was adjourned.