

West Plains/Airport Area Public Development Authority

August 15, 2019

11:30 AM – 1:00 PM, scheduled time

Minutes - Regular Meeting

Attendance

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

WP-AA PDA Members absent: None

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

WP-AA Staff absent: None

Staff/Guests present: Lindsay Chapman, Nancy Collins, Chris English, Jeff Jurgensen, Aimee Navickis-Brasch, Alex Sylvain

Meeting called to order 11:32 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: July Work Session

Board Vice Chair Al French motioned to approve July 11, 2019 work session minutes. Board Member Theresa Sanders seconded. Motion passed unanimously.

Action Item No. 2: Approval of Minutes: July Regular Board Meeting

Board Vice Chair Al French motioned to approve July 18, 2019 minutes. Board member Gerry Gemmill seconded. Motion passed unanimously.

Action Item No. 3: Approval of the July 11, 2019 – August 10, 2019 Financials

Board Treasurer Ben Stuckart had no comment regarding the financials. Executive Director Todd Coleman mentioned the SAO Audit is to take place in October/November 2019 timeframe. Board Member Theresa Sanders made a motion to approve the June 11, 2019 – July 10, 2019 Financials. Board Vice Chair Al French seconded. Motion passed unanimously.

Action Items No. 4: Authorize a Contract for the West Plains Stormwater Study Phase 2

Aimee Navickis-Brasch of Osborn Consulting presented an overview of the work completed under Phase One and a brief summary of the work to be completed under Phase 2 of the Stormwater Study. Ms. Navickis-Brasch noted the existing data was fairly complete with a couple of gaps to be filled during Phase 2.

While Phase 1 is finished, the data gaps will be completed in Phase 2. Phase 2 is expected to go through the end of 2019. Executive Director Todd Coleman stated that Phases 1 and 2 are in the PDA's projected budget.

Phase 1 data gaps:

- There is limited GIS information available for the invert elevations of stormwater conveyance systems, primarily on culverts. This data will be important in Phase 2 to accurately model the flow of surface water. The data will be collected in the field during Phase 2.
- The team will monitor 6 water wells during Phase 2 to improve upon the model for groundwater movement in the West Plains. These wells are in critical areas in close proximity to the paleo channels.
- There are limited records on the flow in existing conveyance systems. There is however, good data within the Airport which will be helpful. This data will be utilized to calibrate the rate at which stormwater runoff occurs in the West Plains.
- The County pulled and provided data for Phase 1 which was very helpful.

The proposed Phase 2 work will:

- Fill the gaps listed above.
- Model groundwater movement and impacts from rainfall.
- Further define the paleo channels for acceptance of treated stormwater and recharge.
- Model surface water runoff.
- Calibrate the models.
- Identify potential properties and ownership for regional facility siting.
- Evaluate six options for conveyance and regional facilities.
- Develop preliminary design of conveyance systems.
- Develop a list of preapproved best management practices (BMPs) for onsite stormwater treatment prior to release to the regional system
- Incorporate FCS to begin developing the financial prospectus on the facilities and stormwater utility. Most of their work will be in Phase 3.
- Overlay opportunities to create open space, multi-use trails and other quality of life amenities with the stormwater conveyance systems.
- Involve stakeholders in the stormwater plan:
 - Provide the public will have opportunity to provide input through an interactive website
 - Property owners will be brought in early in Phase 2 for input
 - Key stakeholders (City, County and Airport) will be briefed and have an opportunity for input

The future Phase 3 work is scheduled for December and will provide:

- Greater design level of the preferred regional facility and conveyance systems.
- Cost benefit analysis.
- Identify funding sources.
- Develop justification and business model for a stormwater utility.

Board Chair Larry Krauter commented that the PDA will need to differentiate between the PDA's project and areas outside the PDA's influence area. That sentiment was echoed throughout the Board. Vice Chair Al French commented that the PDA should consider opportunities to recapture and recharge the aquifer with treated stormwater. Board Member Bill Butler praised the West Plains Board for having the foresight to create shovel ready property.

Board Member Bill Butler made a motion to approve to authorize Executive Director Todd Coleman to execute an agreement for stormwater services for the West Plains Airport Area with Osborn Consulting, Inc. for the Phase 2 effort in the amount not to exceed \$255,214. Board Vice Chair Al French seconded. Motion passed unanimously.

Project Updates, Presentations and Briefings

1. Non-Stop Flight to Paine Field - Board Chair Larry Krauter announced the article in the Puget Sound Business Journal and confirmed by Alaskan Airlines that there will be direct service from Spokane (Spokane International Airport) to Everett (Paine Field) beginning in November. Mr. Krauter also mentioned the article in the Spokesman-Review regarding Exotic Metals being acquired.
2. Traffic Impact Fees – Executive Director Todd Coleman presented information from an August 14, 2019 City of Spokane Planning Commission meeting that the Planning Commission passed the recommended code changes without modifications. Mr. Coleman spoke at the meeting in favor of the proposed Traffic Impact Fees and had the PDA Board’s approval to do so. Of the five that spoke, four were not in favor due to the impact on affordable housing. However, since the PDA is in light industrial (as is most of the area in the West Plains that will be affected by the fees), impacts to housing is not an issue. Mr. Coleman did state that he is concerned over the vagueness regarding the need for SEPA analysis driven by WSDOT. The recommended code will go to the City Council in December 2019 with a proposed January 2020 enactment date. Mr. Coleman was advised by the PDA Board to proceed on consensus that the Board is in favor of the suggested Traffic Impact Fees.
3. Mullen Technologies – Executive Director Coleman commented that Mullen has set a target of paying their deposit in December 2019. The Board may need to consider extending the Letter of Intent.
4. Selkirk Pharma – Currently working through the process to close but is experiencing delays with the binding site plan adjustment. It is Selkirk’s intent to break ground in March 2020.
5. Cambria Hotels – The site planned for La Quinta is now being developed by Cambria Hotels.
6. Interest – Executive Director Todd Coleman briefed the Board on several active recruitments.
7. Marketing Collateral – Five proposals have been received.
8. Owners Representative – Request for Qualifications has been released with an August 30, 2019 deadline to submit. The intent of this RFQ is to bring a company on board to work with the PDA to execute on large projects.
9. Wetland Mitigation Bank – Request for Qualifications has been released with an August 30, 2019 deadline to submit.

Other Business

1. Unfinished Business

- a. A reminder was given to the Board to provide certificates verifying Open Public Meetings and Public Records Act Training.

2. New Business

- a. Executive Director Todd Coleman proposed to the Board that the West Plains PDA sublease a portion of the PDA office space (100 sq ft) and additional space to be leased from the Spokane International Airport (614 sq ft) to the West Plains Chamber of Commerce while they continue to search for appropriate office space. In addition, the PDA would share the Conference Room. The Board gave approval to Mr. Coleman to proceed.

Board Member Items

1. Board Vice Chair Al French updated the Board on interest in the PDA by several companies.
2. Board Chair Larry Krauter spoke concerning an Op-Ed piece that he co-wrote appearing in the Northwest Aerospace News Magazine.

At 12:51 PM, the August 15, 2019 meeting was adjourned.