

West Plains/Airport Area Public Development Authority

October 17, 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

WP-AA PDA Members absent: Ben Stuckart

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

WP-AA Staff absent: None

Staff/Guests present: Jeff Jurgensen

Meeting called to order 11:35 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: September Regular Board Meeting

Board Vice Chair Al French motioned to approve September 19, 2019 regular board meeting minutes. Board Member Theresa Sanders seconded. Motion passed unanimously.

Action Item No. 2: Approval of Minutes: September Special Board Meeting

Board Vice Chair Al French motioned to approve September 24, 2019 special board meeting minutes. Board Member Theresa Sanders seconded. Motion passed unanimously.

Action Item No. 3: Approval of the September 11, 2019 – October 10, 2019 Financials

Board Vice Chair Al French made a motion to approve the September 11, 2019 – October 10, 2019 Financials. Board Member Gerry Gemmill seconded. Motion passed unanimously.

Action Items No. 4: Approval of Contract with Owners Representative Firm

Executive Director briefed that the West Plains Airport Area Public Development Authority (PDA) has interest in constructing build-to-suit facilities to support economic development. Currently, the PDA is exploring the opportunity to deliver these facilities through alternative Design Build procurement processes. A Progressive Design Build process is being considered for the 1.3 million sf facilities for Mullen Technologies. The PDA requires additional resources and expertise to complete an alternative design build project. This contract will provide those resources and may include duties like:

- Assist with programing a building to meet a future tenant need
- Support development of financial proforma
- Prepare an application package and support the PDA in approval through the PRC (project review committee)
- Execute a design build team procurement process

- Lead construction coordination and oversight
- Assist with project close out.

The PDA received three proposals, evaluated those proposals and is recommending OAC Services, Inc. for award of a contract. The contract would be executed in two phases. The first is an on-call contract executed through individual task orders to assist the PDA in project development. Once a contract is signed between the PDA and the tenant, the contract would be amended to include the services to deliver a finish building. Board Member Theresa Sanders questioned Jeff Jurgensen (a representative of OAC Services, Inc. that was in attendance) if they have worked with the city before. Mr. Jurgensen answered that they have. Board Member Theresa Sanders motioned to approve the recommendation for the PDA Executive Director to execute a contract with OAC Services, Inc. in the amount not to exceed \$100,000.00. Board Vice Chair Al French seconded. Motion was passed unanimously.

Action Item No. 5: Approval of Contract with Wetland Mitigation Bank Services Firm

As briefed by PDA Executive Director Todd Coleman, currently there are approximately 100 plus acres of wetlands in the PDA boundary. Encountering wetlands during development results in long delays in the permitting and costly processes to determine the size, extent and mitigation options. In addition, wetlands within the PDA are in close proximity to both Spokane International and Fairchild Airforce Base flight paths. Wetlands are a known attractant of wildlife which can interfere with air traffic or result in serious and sometimes fatal incidents. This contract will:

- Quantify the general extent and category of wetlands in the PDA
- Determine the demand for mitigation credits in the Spokane region
- Identify potential mitigation bank locations for analysis
- Prepare a draft prospectus for consideration by the Corp of Engineers by April 2020 as part of Phase I
- Determine the feasibility of establishing a bank for the sale of credits
- Complete work by May or June 2020

A question asked regarding the contract inquired as to the cost of developing wetland mitigation which is typically around \$40,000 - \$50,000 per acre. The PDA received four proposals, has evaluate those proposals and is recommending contract with TO Engineers, Inc. to provide Wetland Mitigation Bank Services. Board Vice Chair Al French motioned for the recommendation for the PDA Executive Director to execute a contract with TO Engineers, Inc. in the amount not to exceed \$99,988.18. Board Member Gerry Gemmill seconded the motion. Motion was passed unanimously.

Action Item No 6: Approval of Amendment with TD&H Engineering for On Call Engineering Services

The West Plains Airport Area Public Development Authority (PDA) entered into a contract with TD&H Engineering to provide on-call engineering services and GIS services in the amount not to exceed \$40,000.00.

TD&H has provided additional resources in the following areas:

- Day to day coordination and project management of the Stormwater Study
- Review of the local transportation plans and development of a strategy to develop a comprehensive priority list for future approval by the PDA Board
- Development of GIS resources for use by the PDA to assist with creating development packages for site selectors and developers.

The PDA desires to extend these services to continue to use TD&H as an augmentation of the PDA staff. Board Chair Larry Krauter asked if the three points as listed cover all the needs to which Executive Director Todd Coleman asked for flexibility, the three bullet points are not all inclusive. Board Member Bill Butler asked if this is an on-going needed resource, that the PDA staff provide suggestions and options to bring the resource in house. Board Member Theresa Sanders motioned for the recommendation for the PDA Executive Director to execute an

amendment with TD&H Engineering for On Call Engineering Services in the amount not to exceed \$50,000.00 for a cumulative total of not to exceed \$90,000.00. Board Vice Chair Al French seconded the motion. Motion was passed unanimously.

Action Item No 7: Resolution No 2019-07 Opposing Initiative 976

General discussion among the Board was as to whether a formal hearing needs to be held to receive public feedback. Also discussed was whether the PDA could take an official position. It was determined by the Chair and legal counsel of the Board that the PDA could take an official position and describe the initiative during a public meeting without directing voters how to vote. Formal hearing was opened at 12:07 regarding the adoption of Resolution 2019-07. The Board reviewed the Resolution without any questions. An attendee of the meeting commented that he was glad to see the opposition since Initiative 976 has far great impact beyond transportation. There was no further comment. At 12:08 the formal hearing was closed. Board Vice Chair Al French motioned for the recommendation for the PDA Board to execute Resolution 2019-07 Opposing Initiative 976. Board Member Gerry Gemmill seconded the motion. Motion was passed unanimously.

Project Updates, Presentations and Briefings

1. The recently hired marketing team from Houdini was introduced (Meagan Garrett/Penn Brownlee) and provided an overview of their process up to this point. Major work items include website, presentation for the PDA to take on the road and marketing collateral pieces. The team then proceeded with discovery questions and shared results of the already asked questions. Strengths, weaknesses, opportunities and threats were discussed.

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

None

Board Member Items

1. None

At 1:01 PM, the October 17, 2019 meeting was adjourned.