

January 14, 2020 Board Meeting / 7:30 – 9:30 AM
Agenda for the Annual Meeting of the S3R3 Solutions Board of Directors

*As per the Governor's Proclamation, this meeting will be held using an online meeting service.
Instructions on how to join the call are as follows:*

Join Zoom Meeting

<https://zoom.us/j/94956666384?pwd=ZnNucGltSkpKcC9KTytMazNCcDR2Zz09>

Meeting ID: 949 5666 6384

Passcode: 096416

If you would like to join by telephone only, please call 1-253-215-8782 then enter 94956666384#

For a complete packet of materials please go to S3R3Solutions.com

Welcome and Introductions

Public Comment/Courtesy of the Floor

Action Items

- Action Item No. 01: Approval of Minutes for the December 10, 2020 Board Meeting and Financials for period December 1 to 31, 2020.
- Action Item No. 02: Election of Board Officers
- Action Item No. 03: Approval of a Ground Lease
- Action Item No. 04: Approval of Cost Reimbursement Agreement
- Action Item No. 05: Approval of Design Build Contract

Welcome and Introductions

Public Comment/Courtesy of the Floor

Suspended per Governor's Proclamation

Project Updates, Presentations and Briefings

- Fourth quarter financials and budget update
- Letter of Intent for Dark Fiber Infrastructure

Other Business

- Unfinished Business
- New Business

Board Member Items

Executive Session

An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)).

Adjourn

Action Item No: 01142021-01
Consent Agenda

Board Meeting Date: January 14, 2021

Subject: Approval of Minutes
Approval of Financials

Background:

December 10, 2020 Board Meeting Minutes and Financials for period December 1 -31, 2020.

Recommendation:

Recommendation is for the S3R3 Solutions Board to approve the meeting minutes for the Regular Board Meeting held on December 10, 2020 and Financials for period December 1 - 31, 2020

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____

December 10, 2020

7:30 – 9:30 AM, scheduled time

Minutes - Regular Meeting (held via teleconference due to Governor's Proclamation 20-28)

Attendance

S3R3 Solutions Members present via teleconference: Breean Beggs, Greg Birchell, William Butler, Al French, Gerry Gemmill, Larry Krauter, Scott Simmons

S3R3 Solutions Members absent: None

S3R3 Solutions Staff physically present: Todd Coleman; Executive Director, Sueann Herkel; Executive Assistant,

S3R3 Solutions Staff present via teleconference: Taudd Hume; Legal Counsel

S3R3 Solutions Staff absent: None

Guests present: None

Guests present via teleconference: Gary Schimmels

Meeting called to order 7:32 AM

Welcome and Introductions:

Board Chair Al French conducted roll call of Board, quorum present.

Public Comment/Courtesy of the Floor:

No Public Comments due to Governor's Proclamation.

Action Item Number 1-Consent Agenda

Board Chair Al French requested comment on Consent Agenda Action Items which included Minutes for the November 12, 2020 Regular Board Meeting and November 1 – 30, 2020. Financials. Hearing none, he called for a motion for approval of all items as presented in the Consent Agenda. Board Vice Chair Bill Butler motioned for approval, Board Member Scott Simmons seconded, motion passed unanimously.

Action Item Number 2 – Approval of Amendment No 2 to the West Plains Chamber Sublease

Board Chair Al French requested comment on Action Item Number 2. Executive Director Todd Coleman mentioned a correction in the lease stating that the extension of the lease is to June 30, 2021, not July 31, 2021. Board Treasurer Larry Krauter stated that the Airport is in agreement with the extension. Hearing no other comments, Board Chair Al French called for a motion for approval. Board Member Scott Simmons motioned for approval, Board Vice Chair seconded, motion passed unanimously.

Action Item Number 3 – Adoption of 2021 Budget

A review of the budget was presented by Executive Director Todd Coleman. Board Chair Al French requested additional comments, hearing none, he called for a motion to approve. Board Member Gerry Gemmill motioned for approval, Board Secretary Greg Birchell seconded, motion passed unanimously.

Action Item Number 4 – Adoption of 2021 Strategic Plan

Board Chair Al French requested comment on Action Item Number 4. Hearing none, he called for a motion for approval. Board Member Scott Simmons motioned for approval, Board Member Breean Beggs seconded, motion passed unanimously.

Action Item Number 5 – Approval of Resolution 2020-01 Concerning Contract Expenditures

Executive Director Todd Coleman provided an overview of services rendered by Houdini Interactive, the firm contracted to provide marketing services to S3R3 Solutions. Within that overview, the amount of \$7,250 was explained as additional funds permitted within the scope of work and budget proposal to allow flexibility to adjust the scope of work to develop additional marketing items for specific uses identified during the contract term. Resolution 2020-01 ratifies the changes to the contract in the amount of \$7,250. Board Chair Al French requested comment on Action Item Number 5, hearing none, he called for a motion

for approval. Board Vice Chair Bill Butler motioned for approval, Board Secretary Greg Birchell seconded, motion passed unanimously.

Project Updates, Presentations and Briefings:

1. Air Cargo Warehouse – Executive Director Todd Coleman gave an overview of the progress regarding the air cargo warehouse project specifically mentioning the ground lease with the Spokane International Airport (SIA) and bank financing. Regarding SIA, a Phase 1 Environmental Study has been completed and air cargo apron lighting are being installed. Several banks are being considered for the financing of this project. The plan is to close by the end of February 2021. The financial institution have requested S3R3 Solutions move all general banking accounts to the lender. The Request for Qualifications for the Design Build Team has been released and S3R3 Solutions is asking for two or three board members to assist in the interview and selection process. Board Chair Al French and Board Vice Chair Bill Butler volunteered to be a part of the interviews taking place on December 30, 2020.
2. The West Plains Connection TIB Grant – Receiving this grant will set us up well to apply for Phase Two funds next year. The funds from 2021 construction dollars are being planned for the gap between Garfield and Hayford. Phase Two funds are being requested to finish Deer Heights to Flint Road.
3. West Plains Transportation – Chair French reported through the collective efforts of several people, a road map has been established to extend infrastructure to and within the West Plains.
4. Wetland Mitigation Bank – The plan is to move forward beginning Spring of 2021. COVID travel and budget restrictions delayed the site survey by the permitting agencies.
5. Stormwater Study – S3R3 is evaluating multiple options to fully execute the regional stormwater system. Those options will be discussed with Spokane County and the City of Spokane.
6. Fiber – CERB Grant – We should be notified if the grant is approved in January 2021. The grant, loan and match funds will design and construct 6.5 miles of fiber through the West Plains Airport Area Public Development Authority which will be attractive to advanced manufacturing and aerospace companies who need broadband fiber.
7. Mullen Technologies – Client has contacted S3R3 and advised that their financing is progressing and they are prepared to advance the project.
8. Performance Review for Executive Director Todd Coleman - Board Chair Al French is asking each board member to submit individual evaluations and he and Board Vice Chair Bill Butler will review.
9. Project Manager – The Board agrees that S3R3 needs to retain a contract or full time or part time Project Manager.

Other Business:

1. Unfinished Business
None
2. New Business
None

Board Member Items:

None

Executive Session:

None

At 9:00 AM the December 10, 2020 Meeting was adjourned.

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of December 31, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
1111000 BUSINESS CHECKING (6532)									
									26,690.79
									Beginning Balance
12/01/2020	Deposit		West Plains Chamber of Commerce	Rent/Utilities from West Plains Co/C - December 2020	3620000 Rents and Leases Income	\$650.00		650.00	27,340.79
12/02/2020	Expense		Ptera	Office phone and internet - Ptera - month of December	-Split-		\$309.00	-309.00	27,031.79
12/03/2020	Transfer			Transfer to cover operating expenses for December 2020	1111001 Business Savings (0374)	\$56,361.44		56,361.44	83,393.23
12/04/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 11/16/2020-11/30/2020	Direct Deposit Payable		\$1,679.61	-1,679.61	81,713.62
12/04/2020	Payroll Check	DD	Todd Coleman	Pay Period: 11/16/2020-11/30/2020	Direct Deposit Payable		\$4,275.22	-4,275.22	77,438.40
12/04/2020	Payroll Check	DD	Todd Coleman	Pay Period: 11/16/2020-11/30/2020	Direct Deposit Payable		\$1,500.00	-1,500.00	75,938.40
12/07/2020	Check	1308	Wells Fargo	Lease payment for Canon copier/printer, Payment covers 11/20 - 12/19/2020	5844670 Capital Outlays		\$255.72	-255.72	75,682.68
12/07/2020	Check	1305	T-O Engineers	Wetland Mitigation - T-O Engineers	Legal & Professional Services:Consultant, PW and Vendor Hosters		\$1,640.95	-1,640.95	74,041.73
12/07/2020	Check	1306	Perkins Coie	Legal consultation for design/build - Air Cargo - Perkins Cole - October 2020	Legal & Professional Services:Legal Expense		\$2,540.22	-2,540.22	71,501.51
12/07/2020	Check	1307	The Spokesman Review	RFQ ad for design/build - December 2020 - Spokesman Review	Legal & Professional Services:Advertising & Marketing		\$251.48	-251.48	71,250.03
12/07/2020	Check	1304	Spokane International Airport	Electric for Sept & Oct, Rent for Dec 2020	-Split-		\$1,550.93	-1,550.93	69,699.10
12/07/2020	Expense		QuickBooks Team	Software support for December 2020 - Quickbooks	5587030 Office Supplies & Software		\$43.56	-43.56	69,655.54
12/07/2020	Check	1302	Association of Washington Business	Dues for 2021	Other Business Expenses:Dues & subscriptions		\$1,000.00	-1,000.00	68,655.54
12/07/2020	Check	1303	OAC Services	OAC - Task Order 2 - Warehouse RDO design/build	5587033 Job Supplies		\$1,960.00	-1,960.00	66,695.54
12/08/2020	Expense		Walmart	Office Supplies to include file folders - December 2020 - Walmart	5587030 Office Supplies & Software		\$14.48	-14.48	66,681.06
12/08/2020	Tax Payment		IRS	Tax Payment for Period: 11/01/2020-11/30/2020	Employer Payroll Taxes Payable		\$2,872.64	-2,872.64	63,808.42
12/10/2020	Expense		Washington DRS	Retirement benefits for SFR3 employees - November 2020 - payroll period 2	5587022 Economic Development - Benefits:Payroll Expenses - PERS		\$1,896.95	-1,896.95	61,911.47
12/10/2020	Expense		Association of Washington Cities	Health Insurance for the ED - December 2020	5587021 Economic Development - Benefits:Employees Health Benefits		\$1,936.95	-1,936.95	59,974.52
12/10/2020	Deposit		City of Spokane*	Payment of invoice for 6/10/12 professional services - December 2020	3370101 Connection City of Spokane Reimbursement	\$3,101.56		3,101.56	63,076.08
12/10/2020	Expense		Amazon	Office supplies from Amazon 0 December 2020	5587030 Office Supplies & Software		\$65.28	-65.28	63,010.80
12/15/2020	Expense		GoDaddy.com	Renewal of westplainspda domain names - GoDaddy - December 2020	Other Business Expenses:Dues & subscriptions		\$64.81	-64.81	62,945.99
12/16/2020	Expense		Washington Department of Revenue (DOR)	Business License Renewal - December 2020 - Department of Revenue	5587045 Taxes & Licenses		\$90.00	-90.00	62,855.99
12/17/2020	Deposit		City of Spokane*	New Construction Sales Tax - City of Spokane - Nov & Dec 2020	3370020 Local Grants, Entitlements and Other Payments:Sales Tax Income:Sales Tax - New Construction Income	\$60,705.14		60,705.14	123,561.13
12/17/2020	Expense		Pacific Northwest Aerospace Alliance	PNAA 2021 Conference - December 2020	5587048 Conferences/Association Meetings		\$495.00	-495.00	123,066.13
12/18/2020	Payroll Check	DD	Todd Coleman	Pay Period: 12/01/2020-12/15/2020	Direct Deposit Payable		\$1,500.00	-1,500.00	121,566.13
12/18/2020	Expense		Best Buy	Part for computer to be wireless - BestBuy - December 2020	5587030 Office Supplies & Software		\$54.44	-54.44	121,511.69
12/18/2020	Payroll Check	DD	Todd Coleman	Pay Period: 12/01/2020-12/15/2020	Direct Deposit Payable		\$4,275.22	-4,275.22	117,236.47
12/18/2020	Expense		Amazon	Office Supplies - Amazon - December 2020	5587030 Office Supplies & Software		\$108.27	-108.27	117,128.20
12/18/2020	Expense		Washington DRS	PERS - December 2020 - Retirement contribution for the 1st pay period of Dec 2020	5587022 Economic Development - Benefits:Payroll Expenses - PERS		\$1,896.95	-1,896.95	115,231.25
12/18/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 12/01/2020-12/15/2020	Direct Deposit Payable		\$1,692.41	-1,692.41	113,538.84
12/18/2020	Expense		DigitalMaze	Microsoft Project Planning Program - DigitalMaze - December 2020	5587030 Office Supplies & Software		\$90.00	-90.00	113,448.84
12/21/2020	Expense		Sunshine Disposal	Disposal for month of November - Sunshine Disposal - December 2020	5587042 Utilities		\$73.70	-73.70	113,375.14
12/21/2020	Expense		Verizon	Cell phone for ED - Verizon - Nov - Dec 2020	Communications:Phone Expense		\$80.04	-80.04	113,295.10
12/21/2020	Check	1309	Anastasi Moore & Martin	Accounting Services - October/November 2020 Invoices 100255 and 99725	Legal & Professional Services:Accounting Services		\$421.75	-421.75	112,873.35
12/21/2020	Deposit		City of Airway Heights	6/10/12 Payment from City of Airway Heights	3370102 Connection City of Airway Heights Reimbursement	\$29,999.45		29,999.45	142,872.80
12/21/2020	Check	1310	Witherspoon Brajich McPhee, PLLC	Legal fees - Hume - September, October, November and December 2020	Legal & Professional Services:Legal Expense		\$17,419.25	-17,419.25	125,453.55
12/21/2020	Expense		Inlitt	Payroll processing - 1st payroll period of December 2020 - QuickBooks	Legal & Professional Services:Accounting Services		\$57.72	-57.72	125,395.83
12/21/2020	Check	1312	Washington Economic Development Association	2021 Membership Dues for WEDA	Other Business Expenses:Dues & subscriptions		\$400.00	-400.00	124,995.83
12/22/2020	Expense		Yokes Fresh Market	Appreciation gift for notary services from Terri Hart - Yokes - December 2020	Other Business Expenses:Other Miscellaneous Expense		\$30.48	-30.48	124,965.35
12/22/2020	Check	1314	Coffman Engineering	Professional Services rendered for period ending 11/25/2020	5587033 Job Supplies		\$1,492.00	-1,492.00	123,473.35
12/22/2020	Check	1311	OAC Services	Air Cargo Task Orders #1 and #2, Air Cargo Warehouse - OAC	-Split-		\$5,659.50	-5,659.50	117,813.85
12/22/2020	Check	1313	Osborne Consulting Incorporated	Stormwater Invoice - Phase 3	Legal & Professional Services:Consultant, PW and Vendor Hosters		\$38,017.30	-38,017.30	79,796.55
Total for 1111000 BUSINESS CHECKING (6532)								\$53,105.76	
1111001 Business Savings (0374)									
									76,361.44
									Beginning Balance
12/03/2020	Transfer			Transfer to cover operating expenses for December 2020	1111000 BUSINESS CHECKING (6532)	\$56,361.44		-56,361.44	20,000.00
Total for 1111001 Business Savings (0374)								\$-	
1114000 Spokane County Investment Pool									
									1,620,885.29
									Beginning Balance
Total for 1114000 Spokane County Investment Pool									
1880130 Fixed Asset Printer									
									2,713.10
									Beginning Balance
Total for 1880130 Fixed Asset Printer									
1880140 Cable System									
									3,658.22
									Beginning

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of December 31, 2020

DATE	TRANSACTION NUM NAME TYPE	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
Balance							
Total for 1880140 Cable System							
TOTAL ASSETS						\$ - 3,255.68	\$ - \$1,727,053.16

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of December 31, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
LIABILITIES AND EQUITY									
Liabilities									
Direct Deposit Payable									
12/04/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	-1,500.00
12/04/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 11/16/2020-11/30/2020	-Split-		\$1,679.61	1,679.61	179.61
12/04/2020	Payroll Check	DD	Todd Coleman	Pay Period: 11/16/2020-11/30/2020	-Split-		\$4,275.22	4,275.22	4,454.83
12/04/2020	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	5,954.83
12/04/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$4,275.22		-4,275.22	1,679.61
12/04/2020	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,679.61		-1,679.61	0.00
12/18/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 12/01/2020-12/15/2020	-Split-		\$1,692.41	1,692.41	1,692.41
12/18/2020	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	3,192.41
12/18/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	1,692.41
12/18/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$4,275.22		-4,275.22	-2,582.81
12/18/2020	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,692.41		-1,692.41	-4,275.22
12/18/2020	Payroll Check	DD	Todd Coleman	Pay Period: 12/01/2020-12/15/2020	-Split-		\$4,275.22	4,275.22	0.00
Total for Direct Deposit Payable								\$0.00	
Employee Payroll Taxes Payable									
Beginning Balance									
12/04/2020	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	323.10
12/04/2020	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	325.54
12/18/2020	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	327.98
12/18/2020	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	337.10
Total for Employee Payroll Taxes Payable								\$23.12	
Employer Payroll Taxes Payable									
Beginning Balance									
12/04/2020	Payroll Check	DD	Todd Coleman	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	3,926.82
12/04/2020	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable		\$1,029.49	1,029.49	4,956.31
12/04/2020	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$33.60	33.60	4,989.91
12/04/2020	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	5,108.91
12/04/2020	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable		\$406.84	406.84	5,515.75
12/04/2020	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	5,521.00
12/04/2020	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$0.00	0.00	5,521.00
12/04/2020	Payroll Check	DD	Todd Coleman	Federal Unemployment (940)	Direct Deposit Payable		\$0.00	0.00	5,521.00
12/04/2020	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable		\$0.00	0.00	5,521.00
12/08/2020	Tax Payment		IRS	Federal Taxes (941/944)	1111000 BUSINESS CHECKING (6532)	\$2,872.64		-2,872.64	2,648.36
12/18/2020	Payroll Check	DD	Todd Coleman	Federal Unemployment (940)	Direct Deposit Payable		\$0.00	0.00	2,648.36
12/18/2020	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$0.00	0.00	2,648.36
12/18/2020	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable		\$406.84	406.84	3,055.20
12/18/2020	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	3,174.20
12/18/2020	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$0.00	0.00	3,174.20
12/18/2020	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable		\$0.00	0.00	3,174.20
12/18/2020	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	3,179.45
12/18/2020	Payroll Check	DD	Todd Coleman	WA Workers Compensation	Direct Deposit Payable		\$0.00	0.00	3,179.45
12/18/2020	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable		\$1,029.47	1,029.47	4,208.92
Total for Employer Payroll Taxes Payable								\$282.10	
PERS Payable									
Beginning Balance									
12/04/2020	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	30,795.30
12/04/2020	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$269.37	269.37	31,064.67
12/04/2020	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	31,228.74
12/04/2020	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$909.52	909.52	32,138.26
12/18/2020	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$909.52	909.52	33,047.78
12/18/2020	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	33,601.77
12/18/2020	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$269.37	269.37	33,871.14
12/18/2020	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	34,035.21
Total for PERS Payable								\$3,783.90	
OPEB									
Beginning Balance									
Total for OPEB									20,337.00
Pension Payable									
Beginning Balance									
Total for Pension Payable									49,712.00
Total Liabilities								\$4,089.12	\$108,630.23
Equity									
Retained Earnings								\$1,471,956.40	\$1,471,956.40
Net Income								\$146,466.53	\$146,466.53
Total Equity								\$1,618,422.93	\$1,618,422.93
Total Liabilities and Equity								\$1,622,522.05	\$1,727,053.16

Action Item No: 01142021-02

Board Meeting Date: January 14, 2021

Subject: Election of Board Officers

Background:

The West Plains Public Development Authority (dba S3R3 Solutions) charter states "...The Authority shall have four (4) officers. The same personal shall not serve as both the Chair and any office responsible for the custody of funds and maintenance of accounts and finances. The initial officers of the Authority shall be the Chair, Vice-Chair, Treasurer and Secretary. These officers shall be members of the Board... No officer shall hold the same office position for more than two (2) terms in the same capacity."

The following officer positions are to be elected at an annual meeting of the PDA Board:

- Chair
- Vice Chair
- Treasurer
- Secretary

The current officers have all served one year in their current position.

Recommendation:

Recommendation is for the West Plains/Airport Area PDA board to select:

_____ as Chair,

_____ as Vice Chair,

_____ as Treasurer and

_____ as Secretary of the PDA Administrative Board.

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____



Action Item No: 01142021-03

Board Meeting Date: January 14, 2021

Subject: Authorize Executive Director to Execute a Ground Lease with Spokane International Airport

Background:

In December of 2020, the S3R3 Solutions Board approved a strategic plan to support the creation of jobs in the West Plains and Spokane region. The execution of a Ground Lease with Spokane International Airport (SIA) directly supports Goal No. 1 by leveraging property owned by SIA and airport operations through the development of an Air Cargo Warehouse. The facility also supports Goal No. 4 by constructing a new 30,750 sf facility with access to commercial air transportation adding to the portfolio of properties available with access to multimodal transportation systems in the West Plains. Ultimately the revenue from the leasing of this facility will support Goal 5 by providing an additional revenue stream to support financial sustainability for S3R3 Solutions for long term growth.

This ground lease has the following terms:

- 10-year initial term with four 5-year options and one 4-year option
- Ground lease rate based on fair market as determined by an appraiser
- Site is approximately 3.75 acres and adjacent to an cargo ramp service area
- Ground lease rate escalations according to the Consumer Price Index with a floor and ceiling
- Ability to sublease the building, subject to Airport Board approval

SIA has installed three stadium lights on poles to support cargo operations on the cargo ramp service area. SIA has contracted with a firm to complete designs and ultimate bid and construct roadways into the facility from Airport Way.

Recommendation:

Recommendation is for the S3R3 Solutions Board to authorize the Executive Director to execute a Ground Lease with Spokane International Airport to support the construction and operation of an air cargo warehouse. Furthermore, the Executive Director shall be authorized, in coordination with S3R3 Legal Counsel, to make administrative changes to the Ground Lease provided the changes do not materially change the structure of the Ground Lease prior to its execution.

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____



Action Item No: 01142021-04

Board Meeting Date: January 14, 2021

Subject: Authorize Executive Director to Execute a Cost Reimbursement Agreement for the Development of an Air Cargo Warehouse

Background:

Action Item No. 3, if passed by the S3R3 Board, authorizes the Executive Director to execute a Ground Lease with Spokane International Airport for the construction and operation of an air cargo warehouse. Action Item No. 5, if passed by the S3R3 Board, authorizes the Executive Director to enter a contract with a Design Build Team for the design, permitting and construction of the air cargo warehouse. To maintain a schedule to complete the air cargo warehouse by September 30, 2021 S3R3 must authorize the Design Build Team to proceed with design and permitting immediately. This Cost Reimbursement Agreement protects the parties by providing a mechanism to be compensated should the contractual agreements not be finalized for the air cargo warehouse. The Cost Reimbursement Agreement anticipates completion of the outstanding agreements by February 28, 2021.

Recommendation:

Recommendation is for the S3R3 board to authorize the Executive Director to execute a Cost Reimbursement Agreement through February 28, 2021 to allow the S3R3 and the Design Build Team to progress while the remaining agreements are finalized.

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____





Action Item No: 01142021-05

Board Meeting Date: January 14, 2021

Subject: Authorize Executive Director to Execute a Contract with a Design Build Team for the Development of an Air Cargo Warehouse

Background:

The S3R3 Solutions' strategic plan adopted by the Board includes 1) developing property in coordinate with the Spokane International Airport, 2) developing a portfolio of properties/facilities for the recruitment and expansion of business and 3) development of diversified revenue streams. The construction and operation of an air cargo warehouse meets those objectives. S3R3 solicited Statements of Qualifications from firms interested in the Design Build contract and received eight responses. The review committee rated the responses and narrowed the list to three firms. Those three firms were interviewed by the review committee and have submitted Proposals outlining their management approach and design builder fee percentage. The reviewing committee is recommending Garco Construction as the Design Build Team for the air cargo warehouse. One of the next steps will be to refine the conceptual design and negotiate a Guaranteed Maximum Price (GMP) for the project.

Recommendation:

Recommendation is for the S3R3 board to authorize the Executive Director to execute a contract with Garco Construction as the Design Build Team for the design, permitting and construction of an air cargo warehouse.

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____

