

February 24, 2021 Board Meeting / 7:30 – 9:00 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](http://S3R3Solutions.com)*

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## Welcome and Introductions

### Public Comment/Courtesy of the Floor

Suspended per Governor's Proclamation

### Action Items

- Consent Agenda - Action Item No. 01: Approval of Minutes for the January 14, 2021 Board Meeting and Financials for period January 1 – 31, 2021
- Action Item No. 02: Authorize Addendum No 1 to the Design Build Contract with Garco Construction
- Action Item No. 03: Authorize a Change Order with OAC Services, Inc. for Owner's Representation Services
- Action Item No. 04: Authorization of a Change Order with Coffman Engineering

### Project Updates, Presentations and Briefings

### 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: 022421-01**

**Board Meeting Date: Feb 24, 2021**

**Consent Agenda**

**Subject: Approval of Minutes  
Approval of Financials**

**Background:**

January 14, 2021 Board Meeting Minutes and Financials for period January 1-31, 2021.

**Recommendation:**

Recommendation is for the S3R3 Solutions Board to approve the meeting minutes for the Regular Board Meeting held on January 14, 2021 and Financials for period January 1 - 31, 2021.

**Submitted By:**

Todd M Coleman, Executive Director

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**Date Action Taken:** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Action Taken:** (Approved) (Rejected) (Deferred to: \_\_\_\_\_)

**Approved as modified:** \_\_\_\_\_

January 14, 2021

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

**S3R3 Solutions Members absent:** Scott Simmons

**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:** Amy Aiello, Rob Decker, Paul Hunt, Jeff Jurgensen, Larry Mattson, Galen Ribellia, Peter Thompson

**Meeting called to order 7:31 AM**

## **Welcome and Introductions:**

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

## **Public Comment/Courtesy of the Floor:**

No public comment taken 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 December 10, 2020 Regular Board Meeting and December 1 – 30, 2020. Financials. Hearing none, he called for a motion for approval of all items as presented in the Consent Agenda. Board Treasurer Larry Krauter motioned for approval, Board Member Gerry Gemmill seconded, motion passed unanimously.

## **Action Item Number 2 – Election of Board Officers**

Election of Board Officers took place, the following nominations were taken from the floor:

For position of Chair of the Board, Board Treasurer Larry Krauter nominated Al French. Board Member Gerry Gemmill seconded the nomination. Nomination passed unanimously.

For position of Vice Chair of the Board, Vice Chair Larry Krauter nominated Bill Butler. Nomination was seconded Gerry Gemmill. Nomination passed unanimously.

For position of Treasurer of the Board, Bill Butler nominated Larry Krauter. Gerry Gemmill seconded the nomination. Nomination passed unanimously.

For position of Secretary of the Board, Bill Butler nominated Greg Birchell. Gerry Gemmill seconded the nomination. Nomination passed unanimously.

## **Action Item Number 3 – Approval of Ground Lease**

Board Chair Al French requested comment on the Approval of a Ground Lease. Executive Director Todd Coleman stated that due to number of parties involved and number of agreements required for this transaction there will likely be minor modifications to the Ground Lease prior to execution. Therefore, the Executive Director is requesting flexibility to make nonmaterial changes to the document in coordination with S3R3 Attorney Taudd Hume prior to final execution. The target date for completing the

documents is February 2021. A question was raised by Board Vice Chair Bill Butler concerning paragraph 5.1 stating 50% rent is due at the beginning of and during construction with full rent due upon occupancy. Common practice dictates occupant does not pay rent during construction. Board Treasurer Larry Krauter and Spokane International CEO acknowledges the common practice but explained Airport policy and requirements. Board Treasurer and Spokane International Airport (SIA) CEO Larry Krauter stated the 50% rent is a federal requirement mandated by the Federal Aviation Administration (FAA). Vice Chair Bill Butler also questioned paragraph 19 concerning assignment and subleasing confirming that S3R3 Solutions will need the approval of Spokane International Airport to modify the building and to execute a lease for the facility. This is confirmed and FAA regulation is quoted with the reasoning that is it their requirement to stay in control of aeronautical property. In bringing the matter to a vote, Board Secretary Greg Birchell reiterated the need to stay in line with the original intent of forming the PDA, the ability to streamline; it is a key differentiating factor. Board Chair Al French called for a motion for approval of Action Item Number 3; Board Secretary Greg Birchell motioned; Board Member Gerry Gemmill seconded. Board Treasurer Larry Krauter abstained due to potential conflict of interest, all others approved, and motion passed.

**Action Item Number 4 – Approval of Cost Reimbursement Agreement**

Board Chair Al French requested comment on Action Item Number 4; Executive Director Todd Coleman reviewed the need for Action Item Number 4 which is to allow S3R3 and the Design Build Team to progress while remaining agreements (Ground Lease with SIA and contract with Design Build Team) are finalized. Vice Chair Bill Butler commented that the agreement is great protection and S3R3 and SIA. Board Chair Al French called for a motion for approval; Board Vice Chair Bill Butler motioned, Board Secretary Greg Birchell seconded, motion passed unanimously.

**Action Item Number 5 – Approval of Design Build Contract**

Board Chair Al French requested comment on Action Item Number 5; Executive Director Todd Coleman briefed the RFQ, RFP and interview process stating Garco Construction and Fisher Construction Group were very close in the final rankings. Garco rank highest because of their ability to self-perform the work and their accessibility to the local work force, which is critical to maintain schedule with the high volume of development occurring in the Spokane Region. Board Chair Al French, Vice Chair Bill Butler and Board Treasurer Larry Krauter (who all participated in the package review and interview process) echoed each other's comments in stating that Garco received the highest score and have a proven ability to execute. Board Chair Al French went on to mention that the tenant agrees with the choice of Garco. Board Chair Al French called for a motion for approval of Action Item 5, Board Vice Chair Bill Butler motioned for approval of the design build contract with Garco Construction. Board Member Gerry Gemmill seconded, and motion passed unanimously.

**Project Updates, Presentations and Briefings:**

1. Fourth quarter financials and budget update – Executive Director Todd Coleman briefed 2020 revenues finished at 96% of budget and expenses at 70% of budget.
2. Letter of Intent for Dark Fiber Infrastructure – The Kalispel Tribe of Indians has been granted the CERB grant and loan for the development of dark fiber in the West Plains. The Executive Director and legal counsel will begin drafting the agreement between S3R3 and the Kalispel Tribe of Indians which will require future action of the S3R3 Board. The S3R3 Board agrees the fiber is critical infrastructure.

**Other Business:**

1. Unfinished Business  
None
2. New Business  
None

**Board Member Items:**

None

**Executive Session:**

None

At 8:35 AM the January 14, 2021 Meeting was adjourned.

# West Plains Airport Area PDA

## BALANCE SHEET DETAIL

As of January 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>ASSETS</b>									
1111000 BUSINESS CHECKING (6532)									
									73,849.44
Beginning Balance									
01/01/2021	Deposit		West Plains Chamber of Commerce	Rent from West Plains CofC - January 2021	3620000 Rents and Leases Income	\$595.00		595.00	74,444.44
01/01/2021	Expense		Hilton Garden Inn	Meal and room rental for Air Cargo project interviews - Jan - Hilton Garden Inn	-Split-		\$629.99	-629.99	73,814.45
01/01/2021	Expense		DropBox	Program for storing and sharing large documents - DropBox - Jan 2021	5587030 Office Supplies & Software		\$21.81	-21.81	73,792.64
01/04/2021	Expense		Ptera	Internet and office phone - Ptera - Jan 2021	-Split-		\$309.00	-309.00	73,483.64
01/05/2021	Payroll Check	DD	Todd Coleman	Pay Period: 12/16/2020-12/31/2020	Direct Deposit Payable		\$3,831.14	-3,831.14	69,652.50
01/05/2021	Expense		QuickBooks Team	Software support - QuickBooks - January 2021	5587030 Office Supplies & Software		\$43.56	-43.56	69,608.94
01/05/2021	Payroll Check	DD	Sueann K. Herkel	Pay Period: 12/16/2020-12/31/2020	Direct Deposit Payable		\$1,681.24	-1,681.24	67,927.70
01/05/2021	Payroll Check	DD	Todd Coleman	Pay Period: 12/16/2020-12/31/2020	Direct Deposit Payable		\$1,500.00	-1,500.00	66,427.70
01/06/2021	Expense		Association of Washington Cities	Health Benefits for the ED - Jan 2021	5587021 Economic Development - Benefits:Employees Health Benefits		\$2,024.27	-2,024.27	64,403.43
01/08/2021	Expense		Washington DRS	Retirement account contributions for S3R3 employees	5587022 Economic Development - Benefits:Payroll Expenses - PERS		\$1,896.95	-1,896.95	62,506.48
01/08/2021	Check	1316	Spokane International Airport	Rent for November 2020	5587046 Rent & Lease		\$1,178.67	-1,178.67	61,327.81
01/11/2021	Check	1318	T-O Engineers	Wetland Mitigation - TO Engineers - Inv 190509-13 Nov 1-30 2020	Legal & Professional Services:Consultant, PW and Vendor Rosters		\$727.50	-727.50	60,600.31
01/11/2021	Check	1317	Coffman Engineering	Air Cargo Warehouse Services - Coffman Engineers - For services through 12/25/2020	5587033 Job Supplies		\$3,799.00	-3,799.00	56,801.31
01/11/2021	Tax Payment		IRS	Tax Payment for Period: 12/01/2020-12/31/2020	Employer Payroll Taxes Payable		\$2,872.64	-2,872.64	53,928.67
01/11/2021	Check	1319	T-O Engineers	6/10/12 Invoices for Oct and Nov 2020	-Split-		\$16,146.25	-16,146.25	37,782.42
01/13/2021	Transfer				1111001 Business Savings (0374)		\$10,000.00	-10,000.00	27,782.42
01/13/2021	Deposit		Spokane County	Transfer from SCIP Account with Spokane County for daily operations	1114000 Spokane County Investment Pool	\$200,000.00		200,000.00	227,782.42
01/14/2021	Tax Payment		WA Employment Security Department	Tax Payment for Period: 10/01/2020-12/31/2020	Employer Payroll Taxes Payable		\$49.49	-49.49	227,732.93
01/14/2021	Tax Payment		WA Employment Security Department	Tax Payment for Period: 10/01/2020-12/31/2020	-Split-		\$714.03	-714.03	227,018.90
01/14/2021	Expense		Amazon	Surface Dock for ED - Jan 2021 - Amazon	5587030 Office Supplies & Software		\$190.21	-190.21	226,828.69
01/15/2021	Deposit			Returned trial membership of phone number tracer	5587030 Office Supplies & Software	\$1.00		1.00	226,829.69
01/15/2021	Expense			Temporary membership to phone number tracing website - received refund	5587030 Office Supplies & Software		\$1.00	-1.00	226,828.69
01/19/2021	Expense		Wells Fargo	Lease payment for copier - Wells Fargo - January 2021	5944670 Capital Outlays		\$255.72	-255.72	226,572.97
01/20/2021	Check	1323	T-O Engineers	Wetland Mitigation Bank for December 2020 TO Engineers	Legal & Professional Services:Consultant, PW and Vendor Rosters		\$1,126.58	-1,126.58	225,446.39
01/20/2021	Tax Payment		IRS	Tax Payment for Period: 01/01/2020-12/31/2020	-Split-		\$84.00	-84.00	225,362.39
01/20/2021	Check	1324	Anastasi Moore & Martin	Accounting Services - December 2020	Legal & Professional Services:Accounting Services		\$122.25	-122.25	225,240.14
01/20/2021	Check	1326	Association of Washington Cities	Annual Associate Member dues/Employee Benefit Trust annual assessment fee	Other Business Expenses:Dues & subscriptions		\$457.89	-457.89	224,782.25
01/20/2021	Expense		Verizon	Cell Phone for ED - Verizon - January 2021	Communications:Phone Expense		\$80.17	-80.17	224,702.08
01/20/2021	Expense		Sunshine Disposal	Trash Disposal - Sunshine Disposal - January 2021	5587042 Utilities		\$73.70	-73.70	224,628.38
01/20/2021	Expense		Intuit	Payroll Processing - QuickBooks - payroll period 1/20 - 2/20/2021	Legal & Professional Services:Accounting Services		\$57.72	-57.72	224,570.66
01/20/2021	Check	1321	Osborne Consulting Incorporated	Stormwater Invoice - Phase 3	Legal & Professional Services:Consultant, PW and Vendor Rosters		\$42,092.26	-42,092.26	182,478.40
01/20/2021	Payroll Check	DD	Todd Coleman	Pay Period: 01/01/2021-01/15/2021	Direct Deposit Payable		\$3,929.63	-3,929.63	178,548.77
01/20/2021	Check	1320	The Spokesman Review	RFQ ad for design/build - December 2020 - Spokesman Review	5587033 Job Supplies		\$251.48	-251.48	178,297.29
01/20/2021	Check	1322	Witherspoon Brajcich McPhee, PLLC	Legal fees - Hume - 7-30 Dec 2020	Legal & Professional Services:Legal Expense		\$2,802.50	-2,802.50	175,494.79
01/20/2021	Check	1325	Spokane International Airport	Electric for November 2020 - SIA	5587042 Utilities		\$179.00	-179.00	175,315.79
01/20/2021	Payroll Check	DD	Todd Coleman	Pay Period: 01/01/2021-01/15/2021	Direct Deposit Payable		\$1,500.00	-1,500.00	173,815.79
01/20/2021	Payroll Check	DD	Sueann K. Herkel	Pay Period: 01/01/2021-01/15/2021	Direct Deposit Payable		\$1,694.04	-1,694.04	172,121.75
01/21/2021	Expense		Washington DRS	Employee Retiree Benefit - 1st pay period of Jan 2021	5587022 Economic Development - Benefits:Payroll Expenses - PERS		\$1,896.95	-1,896.95	170,224.80
01/22/2021	Expense		United States Postal Service	Stamps purchased - USPS - December 2020	Communications:Postage		\$22.00	-22.00	170,202.80
01/22/2021	Check	1327	Spokane International Airport	Electric for December 2020 - SIA	5587042 Utilities		\$176.97	-176.97	170,025.83
01/22/2021	Check	1328	T-O Engineers	6/10/12 Project - Invoice 200216-8	Legal & Professional Services:Consultant, PW and Vendor Rosters		\$9,903.75	-9,903.75	160,122.08
01/26/2021	Expense		Intrinium	IT Services for February 2021 - Intrinium	Legal & Professional Services:IT Services		\$525.96	-525.96	159,596.12
01/28/2021	Expense		Avista	Natural Gas - Avista - 12/4 - 1/7	5587042 Utilities		\$19.33	-19.33	159,576.79
01/29/2021	Expense		Spokane Parking Services	Parking for ED to attend meeting with Commercial Broker - Jan 28, 2021	Travel:Travel Parking		\$1.80	-1.80	159,574.99
01/29/2021	Deposit		STCU	Interest earned - STCU - month of January 2021	3614000 Interest Earned	\$31.54		31.54	159,606.53
<b>Total for 1111000 BUSINESS CHECKING (6532)</b>								<b>\$85,757.09</b>	
1111001 Business Savings (0374)									
Beginning Balance									
01/13/2021	Transfer				1111000 BUSINESS CHECKING (6532)	\$10,000.00		10,000.00	30,002.00
01/29/2021	Deposit		STCU	Interest earned in savings - STCU - January 2021	3614000 Interest Earned	\$2.22		2.22	30,004.22
<b>Total for 1111001 Business Savings (0374)</b>								<b>\$10,002.22</b>	
1114000 Spokane County Investment Pool									
Beginning Balance									
01/13/2021	Deposit		Spokane County	Transfer from SCIP Account with Spokane County for daily operations	1111000 BUSINESS CHECKING (6532)	\$200,000.00		- 200,000.00	1,657,828.89
<b>Total for 1114000 Spokane County Investment Pool</b>								<b>\$ - 200,000.00</b>	
1880130 Fixed Asset Printer									
Beginning Balance									
<b>Total for 1880130 Fixed Asset Printer</b>									<b>2,713.10</b>
1880140 Cable System									
Beginning Balance									
<b>Total for 1880140 Cable System</b>									<b>3,658.22</b>
<b>TOTAL ASSETS</b>								<b>\$ - 104,240.69</b>	<b>\$1,653,810.96</b>

# West Plains Airport Area PDA

## BALANCE SHEET DETAIL

As of January 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>LIABILITIES AND EQUITY</b>									
Liabilities									
Direct Deposit Payable									
01/05/2021	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$3,831.14		-3,831.14	-3,831.14
01/05/2021	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	-5,331.14
01/05/2021	Payroll Check	DD	Todd Coleman	Pay Period: 12/16/2020-12/31/2020	-Split-		\$3,831.14	3,831.14	-1,500.00
01/05/2021	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,681.24		-1,681.24	-3,181.24
01/05/2021	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	-1,681.24
01/05/2021	Payroll Check	DD	Sueann K. Herkel	Pay Period: 12/16/2020-12/31/2020	-Split-		\$1,681.24	1,681.24	0.00
01/20/2021	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,694.04		-1,694.04	-1,694.04
01/20/2021	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	-194.04
01/20/2021	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$3,929.63		-3,929.63	-4,123.67
01/20/2021	Payroll Check	DD	Todd Coleman	Pay Period: 01/01/2021-01/15/2021	-Split-		\$3,929.63	3,929.63	-194.04
01/20/2021	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	-1,694.04
01/20/2021	Payroll Check	DD	Sueann K. Herkel	Pay Period: 01/01/2021-01/15/2021	-Split-		\$1,694.04	1,694.04	0.00
<b>Total for Direct Deposit Payable</b>								<b>\$0.00</b>	
Employee Payroll Taxes Payable									
Beginning Balance									
01/05/2021	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	346.22
01/05/2021	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	348.66
01/20/2021	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	351.10
01/20/2021	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.30	9.30	360.40
<b>Total for Employee Payroll Taxes Payable</b>								<b>\$23.30</b>	
Employer Payroll Taxes Payable									
Beginning Balance									
01/05/2021	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable		\$12.46	12.46	4,208.92
01/05/2021	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	4,221.38
01/05/2021	Payroll Check	DD	Todd Coleman	Federal Unemployment (940)	Direct Deposit Payable		\$420.00	420.00	4,226.63
01/05/2021	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$33.60	33.60	4,680.23
01/05/2021	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	4,799.23
01/05/2021	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable		\$405.21	405.21	5,204.44
01/05/2021	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$18.37	18.37	5,222.81
01/05/2021	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable		\$1,923.85	1,923.85	7,146.66
01/05/2021	Payroll Check	DD	Todd Coleman	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	7,146.66
01/11/2021	Tax Payment		IRS	Federal Taxes (941/944)	1111000 BUSINESS CHECKING (6532)	\$2,872.64		-2,872.64	4,274.02
01/14/2021	Tax Payment		WA Employment Security Department	WA Paid Family and Medical Leave Tax	1111000 BUSINESS CHECKING (6532)	\$49.49		-49.49	4,224.53
01/14/2021	Tax Payment		WA Employment Security Department	WA SUI Employer	1111000 BUSINESS CHECKING (6532)	\$714.03		-714.03	3,510.50
01/14/2021	Tax Payment		WA Employment Security Department	WA SUI Employer	1111000 BUSINESS CHECKING (6532)		\$0.02	0.02	3,510.52
01/20/2021	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$18.73	18.73	3,529.25
01/20/2021	Payroll Check	DD	Todd Coleman	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	3,529.25
01/20/2021	Tax Payment		IRS	Federal Unemployment (940)	1111000 BUSINESS CHECKING (6532)	\$84.00		-84.00	3,445.25
01/20/2021	Tax Payment		IRS	Federal Unemployment (940)	1111000 BUSINESS CHECKING (6532)	\$378.00		-378.00	3,067.25
01/20/2021	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable		\$405.21	405.21	3,472.46
01/20/2021	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	3,591.46
01/20/2021	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	3,591.46
01/20/2021	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable		\$12.46	12.46	3,603.92
01/20/2021	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	3,609.17
01/20/2021	Payroll Check	DD	Todd Coleman	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	3,609.17
01/20/2021	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable		\$1,976.14	1,976.14	5,585.31
<b>Total for Employer Payroll Taxes Payable</b>								<b>\$1,376.39</b>	
PERS Payable									
Beginning Balance									
01/05/2021	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$909.52	909.52	34,035.21
01/05/2021	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	34,944.73
01/05/2021	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$269.37	269.37	35,108.80
01/05/2021	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	35,378.17
01/20/2021	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	35,932.16
01/20/2021	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	36,096.23
01/20/2021	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$269.37	269.37	36,650.22
01/20/2021	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$909.52	909.52	36,919.59
<b>Total for PERS Payable</b>								<b>\$3,793.90</b>	
OPEB									
Beginning Balance									
<b>Total for OPEB</b>									20,337.00
Pension Payable									
Beginning Balance									
<b>Total for Pension Payable</b>									49,712.00
<b>Total Liabilities</b>								<b>\$5,193.59</b>	<b>\$113,823.82</b>
Equity									
<b>Retained Earnings</b>								<b>\$1,649,421.42</b>	<b>\$1,649,421.42</b>
<b>Net Income</b>								<b>\$ -109,434.28</b>	<b>\$ -109,434.28</b>
<b>Total Equity</b>								<b>\$1,539,987.14</b>	<b>\$1,539,987.14</b>
<b>Total Liabilities and Equity</b>								<b>\$1,545,180.73</b>	<b>\$1,653,810.96</b>

**Action Item No: 02242021-02**

**Board Meeting Date: Feb 24, 2021**

**Subject: Authorize Amendment No. 1 to the Design Build Contract with Garco Construction**

**Background:**

On January 14, 2021 the S3R3 Board of Directors approved the execution of a Design Build Contract with Garco Construction. The Contract included the expenditure of not to exceed \$15,750 for Preconstruction Services anticipating all documents would be executed by the end of February. At this time, execution of the final documents is not anticipated until mid March. To maintain schedule the design build team needs to proceed with design of the site and building. To reimburse for expenses through the end of March 2021 we need to amend the Preconstruction Services to \$191,050.

Arch Design	\$50,000
Structural Engineering	\$15,800
Plumbing Design	\$4,500
HVAC Design	\$13,750
Electrical Engineering	\$42,000
Civil Design	<u>\$65,000</u>
	\$191,050

**Recommendation:**

Recommendation is for the S3R3 board to authorize the Executive Director to execute an amendment to the Design Build Contract with Garco Construction to increase the Preconstruction Services not to exceed \$191,050.

**Submitted By:**

Todd M Coleman, Executive Director

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**Date Action Taken:** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Action Taken:** (Approved) (Rejected) (Deferred to: \_\_\_\_\_)

**Approved as modified:** \_\_\_\_\_

**Action Item No: 02242021-03**

**Board Meeting Date: Feb 24, 2021**

**Subject: Authorize Change Order No. 1 with OAC Services, Inc. for Owners Representative Services**

**Background:**

On October 17, 2019 the S3R3 Board of Directors authorized a contract for Owners Representative Services with OAC Services, Inc. for an amount not to exceed \$100,000 to be executed through task orders by the Executive Director. Two task orders have been issued on the contract. Task Order 1 issued on June 24, 2020 provides for cost estimating and financial analysis support not to exceed \$13,320 for the Air Cargo Warehouse project. Task Order 2 issued on July 10, 2020 provides services for the Request for Qualifications, Request for Proposals, interviewing and selection support of a design build contractor not to exceed \$31,850. Total of Task Order 1 and 2 is \$45,170.00.

The original contract contemplated a change order to be authorized by the Board of Directors for Owners Representative Services during construction services once a specific project was developed. This request is to authorize Change Order No. 1 for an amount not to exceed \$75,000 to provide Owners Representative Services during the design build contract for the Air Cargo Warehouse.

**Recommendation:**

Recommendation is for the S3R3 board to authorize the Executive Director to execute Change Order No. 1 to the Owners Representative Services contract with OAC Services, Inc. not to exceed \$75,000 for Owners Representative Services during the design build contract for the Air Cargo Warehouse.

**Submitted By:**

Todd M Coleman, Executive Director

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**Date Action Taken:** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Action Taken:** (Approved) (Rejected) (Deferred to: \_\_\_\_\_)

**Approved as modified:** \_\_\_\_\_



**Action Item No: 02242021-04**

**Board Meeting Date: Feb 24, 2021**

**Subject: Authorize Change Order No. 3 with Coffman Engineers, Inc. On Call Services**

**Background:**

On May 30, 2019 the Executive Director entered into an On Call Services contract with Coffman Engineers, Inc. to provide civil engineering and survey services not to exceed \$40,000. Coffman was selected from the MRSC Roster following the S3R3 Procurement Policy. S3R3 has utilized these services on the predevelopment work on the Air Cargo Warehouse including items like surveying, conceptual site design, geotechnical services and legal descriptions. On August 13, 2020 the Executive Director executed Change Order No. 1 to increase the not to exceed amount to \$50,000 for additional services related to development of the Air Cargo Warehouse. Change Order No. 2 transferred unused funds from Task Order 1 to Task Order 2.

S3R3 Solutions anticipates the need for additional civil engineering and survey services generally and regarding the Air Cargo Warehouse. The contract may be increased up to \$150,000 in compliance with the S3R3 Procurement Policy. The Executive Director is requesting Change Order 2 increasing the On Call Services Contract from \$50,000 to \$100,000.

**Recommendation:**

Recommendation is for the S3R3 board to authorize the Executive Director to execute Change Order No. 3 to the On Call Services contract with Coffman Engineers, Inc. to increase the not to exceed amount by \$50,000 to a total value not to exceed \$100,000.

**Submitted By:**

Todd M Coleman, Executive Director

**Date Action Taken:** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Action Taken:** (Approved) (Rejected) (Deferred to: \_\_\_\_\_)

**Approved as modified:** \_\_\_\_\_