

March 9, 2023 Board Meeting 7:30 – 9:00 AM  
7106 W Will D Alton Lane, Suite 103 Spokane, WA 99224

*This meeting will be held in person with an online option.*

*Instructions on how to join the call are as follows:*

*Join Zoom Meeting*

<https://us06web.zoom.us/j/82387049093?pwd=UzBNSmEzROVyQnl6MzFhZHVOMWxydz09>

*Meeting ID: 823 8704 9093; Passcode: 167520*

*If you would like to join by telephone only, please call 1-253-215-8782 then enter: 823 8704 9093*

*For a complete packet of materials please go to [S3R3Solutions.com](http://S3R3Solutions.com)*

## Welcome and Introductions

## Public Comment/Courtesy of the Floor

### Action Items

- Action Item No 1: Consent Agenda
  - Approval of Minutes for the February 9, 2023 Board Meeting
  - Approval of Financials for February 1 - 28, 2023
- Action Item No 2: Election of Board Officers
- Action Item No 3: Approval of Property Acquisition

### Project Updates, Presentations and Briefings

- Wetland Mitigation Bank/Partnership Agreement -Action Item
- Discussion regarding Transportation Impact Fees
- Discussion regarding Priority of Projects

### Other Business

- Unfinished Business
- New Business

### Board Member Items

### Executive Session

### Adjourn

#### **Infrastructure Projects**

##### Roads:

21st Street – diverts traffic off of Highway 2

6th/10th/12th – diverts traffic off of Highway 2

##### Our projects:

Stormwater system

##### Regional projects with City of Spokane:

West Plains Booster station – Water issue ...help provide redundancy and increased capacity for development – 2025-2026 estimated construction year

12th Ave Distributions – 18-in distribution in 12th Ave from Flint to Deer Heights – 2025 estimated construction year

West Plains Sewer Lift Station – near Craig and McFarlane – 2028 estimated construction

#### **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)).

**Action Item No: 03092023-01**

**Board Meeting Date: March 9, 2023**

**Subject: Consent Agenda**

- 1) Approval of February 9, 2023 Board Meeting Minutes**
- 2) February 2023 Financials**

**Background:**

February 9, 2023 minutes for the regularly scheduled Board Meeting.

Financials for February 2023

**Recommendation:**

Recommendation is for the S3R3 Solutions Board to approve the consent agenda items as presented.

**Submitted By:**

Gerry Gemmill, Executive Director

---

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

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

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

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

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

**February 9, 2023 Regular Board Meeting**

**7:30 – 9:00 AM**

## **Minutes – Board Meeting** (held via teleconference and in person)

### **Attendance**

**S3R3 Solutions Members physically present:** Greg Birchell, Al French, Larry Krauter, Scott Simmons

**S3R3 Solutions Members present via teleconference:** Breean Beggs, Johnnie Perkins

**S3R3 Solutions Members absent:** None

**S3R3 Solutions Staff physically present:** Karen Corkins, Project Manager; Gerry Gemmill, Interim Executive Director; Sueann Herkel, Executive Assistant; Taudd Hume, Legal Counsel

**S3R3 Solutions Staff present via teleconference:** None

**Guests physically present:** Vince Barthels, Mark Brewster, JE McHugh, Craig Volosing

**Guests present via teleconference:** None

**Meeting called to order 7:30 AM**

### **Welcome and Introductions:**

Board Chair Larry requested a roll call, quorum present.

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

Public Comment was requested by Board Chair Larry Krauter. He advised that there will be a three-minute limit. Attendee JE McHugh stated she would like a standing meeting with S3R3 Solutions staff.

### **Action Item No. 1 – Consent Agenda**

Board Chair Larry Krauter called for a motion to approve the Consent Agenda Action Item No. 1 which included minutes for the January 12, 2023 Board Meeting, and financials for January 1 – 31, 2023. Board Vice Chair Al French motioned for approval, Board Member Scott Simmons seconded, motion passed unanimously.

### **Action Item No. 2 – Amendment to Bylaws**

Legal Counsel, Taudd Hume, briefed the changes to the Bylaws to include the word “consecutive” to Article 4.2. Additionally, in the original Bylaws, Article 3 was misnumbered and should be renumbered correctly. Board Chair called for a motion to approve the proposed changes to the Bylaws. Board Vice Chair Al French motioned, Board Member Johnnie Perkins seconded, motion passed unanimously. Board Secretary Scott Simmons motioned to approve the renumbering of Article 3. Board Vice Chair Al French seconded, motion passed unanimously.

### **Action Item No. 3 – Election of Board Officers**

Discussion continued with regard to the Bylaws concerning the election of officers. Since proposals were suggested to amend the Bylaws, the Bylaws also state that the changes need to be sent to the County and City 10 days prior to going into effect. Because of that, elections of Board Officers will be temporarily suspended, all board members were in favor of the suspension.

### **Action Item No. 4 – Partnership Agreement**

Board Chair Larry Krauter recognized Vince Barthels from T-O Engineers to brief on the Partnership Agreement with Habitat Banc NW, LLC. After a discussion regarding the agreement it was stated that it is favorable to S3R3 and will allow for future expansion, Board Chair Larry Krauter questioned the methodology regarding establishing the minimum value for each credit. Other board members suggested using language that adjusts for CPI while others thought that the decided upon factor could be determined at a later date. Mr. Barthels thought the partners would like concur and also suggested that the agreement and the deciding factor be reviewed every two years. Other questions that were asked of Mr. Barthels from various members of the board encompassed the following:

- Q - Is there a return on investment?
- A – Yes, should double within 15 to 20 years.
  
- Q – Is there a first right of refusal?
- A – Yes, for the S3R3 property.
  
- Q – Will the land and purchase of credits be restricted to allow for benefit of the West Plains?
- A – Not restrictive but preferential treatment to S3R3.
  
- Q – How does the price get set and can we buy for one price and sell for another?
- A – We cannot upsell as stated in our contract.

Considering the amount of questions and that some adjustments to the contract will need to be made, it was suggested and later decided upon that the matter of the contract will be tabled to either a special meeting or the next board meeting.

**Action Item No. 5 – Master Service Agreement with Parametrix, Inc.**

The Master Service Agreement (MSA) was reviewed by Karen Corkins, Project Manager who specifically mentioned that although we are seeking approval for the MSA, we will present each phase of the MSA to the board for discussion and approval. Further, it was briefed that the grant funds we are receiving to fund the MSA have a shelf life and we need to press forward. Board Chair Larry Krauter asked for a motion to authorize the current Interim Executive Director to sign the MSA. Board Member Greg Birchell motioned, Board Vice Chair Al French seconded, motion passed unanimously.

**Project Updates, Presentations**

As briefed by Project Manager Karen Corkins, the wetland deal is going back to a land swap, we are waiting for the current land owner to walk the property line to determine his final decision. Interim Executive Director Gerry Gemmill thought the deal would be complete within two weeks.

**Unfinished Business**

Recruitment of a firm to direct a search for the next S3R3 Executive Director was discussed, specifically going over the three proposals in response to the Request for Proposals. Of the three firms and by a score of the board members, Interim Executive Director Gerry Gemmill and S3R3 legal counsel Taud Hume were charged with pursuing a professional services agreement contract with Korn Ferry. If that contract does not formalize, then they are to proceed with ADK then Prothman.

**Other Business**

None

**New Business**

Interim Executive Director Gerry Gemmill announced his resignation as of March 20, 2023. Through singular conversations between S3R3 Board Members and Mr. Gemmill, it was discussed that Mr. Rick Romero would be an excellent Interim Director from March 2023 to the time that a new permanent Executive Director is brought on board. It was further discussed that Mr. Romero should be brought on board with the same arrangement as was given to Mr. Gemmill.

**Board Member Items**

None

The February 9, 2023 Board Meeting was adjourned at 9:05 AM.

# West Plains Airport Area PDA

Balance Sheet Detail  
As of February 28, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>ASSETS</b>								
1111000 BUSINESS CHECKING (6532)								
								178,803.01
								178,803.01
02/01/2023	Expense	WA DOR	4th Quarter Leasehold Excise Tax from Amazon	3172003 Leasehold Excise Tax From Amazon	\$26,879.88		-26,879.88	151,923.13
02/01/2023	Expense	Washington State Dept of L & I	State of WA - L&I for 4th quarter 2022	Economic Development - Benefits:Payroll Taxes:L&I		\$197.03	-197.03	151,726.10
02/02/2023	Expense	Team Logic IT	IT services for February 2023	Legal & Professional Services:IT Services	\$602.45		-602.45	151,123.65
02/02/2023	Expense	Spokane Airport	Electrical Utility payment to SIA for December 2022	5587042 Utilities	\$197.43		-197.43	150,926.22
02/02/2023	Expense	Jan-Pro Northwest	Janitorial service for February 2023	Other Business Expenses:Other Miscellaneous Service Cost	\$339.00		-339.00	150,587.22
02/02/2023	Expense	GrubHub	Business meal with accounting firm and S3R3 staff	5587049 Business Meals	\$113.87		-113.87	150,473.35
02/03/2023	Payroll Check	DD Gerald L. Gemmill	Pay Period: 01/16/2023-01/31/2023	Direct Deposit Payable	\$2,889.93		-2,889.93	147,583.42
02/03/2023	Payroll Check	DD Karen M. Corkins	Pay Period: 01/16/2023-01/31/2023	Direct Deposit Payable	\$2,520.11		-2,520.11	145,063.31
02/03/2023	Payroll Check	DD Sueann K. Herkel	Pay Period: 01/16/2023-01/31/2023	Direct Deposit Payable	\$1,047.74		-1,047.74	144,015.57
02/03/2023	Expense	Washington DRS	PERS and DCP for 2nd pay period of January 2023	5587022 Economic Development - Benefits:Payroll Expenses - PERS	\$1,834.61		-1,834.61	142,180.96
02/05/2023	Expense	Adobe	Adobe software - February 2023	5587030 Office Supplies & Software	\$16.34		-16.34	142,164.62
02/06/2023	Expense	Intuit	Accounting and software support for February 2023	-Split-	\$125.35		-125.35	142,039.27
02/06/2023	Expense	Storepoint, Inc	Sub-contractor with Big Sky Public Relations - analytics for website	Legal & Professional Services:Advertising & Marketing	\$39.00		-39.00	142,000.27
02/06/2023	Expense	STCU	Foreign transaction fee for sub-contractor with Big Sky, they reside in Canada	Other Business Expenses:Bank Charges & Fees	\$0.78		-0.78	141,999.49
02/07/2023	Expense	Mustard Seed Restaurant	Meal/meeting with S3R3 employees and one board members	5587049 Business Meals	\$95.31		-95.31	141,904.18
02/08/2023	Tax Payment	IRS	Tax Payment for Period: 02/01/2023-02/03/2023	Employer Payroll Taxes Payable	\$2,124.23		-2,124.23	139,779.95
02/10/2023	Expense	Denny's	Breakfast items for Feb 9 S3R3 Board Meeting	5587049 Business Meals	\$183.24		-183.24	139,596.71
02/10/2023	Deposit	Washington State Department of Transportation	Reimbursement for Transportation project #6 - January 2023	Legal & Professional Services:Transportation	\$72,589.94		72,589.94	212,186.65
02/13/2023	Expense	Gerry Gemmill	Payment to ED to reimburse for parking and lunch with board members	-Split-	\$105.54		-105.54	212,081.11
02/14/2023	Expense	Anastasi Moore & Martin	Accounting for January 2023	Legal & Professional Services:Accounting Services	\$694.00		-694.00	211,387.11
02/15/2023	Expense	STCU	Fee for dealing with subcontractor with Big Sky, Storepoint, a Canadian company	Other Business Expenses:Bank Charges & Fees	\$0.78		-0.78	211,386.33
02/15/2023	Expense	Storepoint, Inc	Storepoint is a subcontract for Big Sky PR - fee for assistance with map on website	Legal & Professional Services:Advertising & Marketing	\$39.00		-39.00	211,347.33
02/17/2023	Payroll Check	DD Gerald L. Gemmill	Pay Period: 02/01/2023-02/15/2023	Direct Deposit Payable	\$2,607.91		-2,607.91	208,739.42
02/17/2023	Expense	Washington DRS	PERS and DCP for first pay period of February 2024	-Split-	\$1,834.61		-1,834.61	206,904.81
02/17/2023	Expense	Witherspoon Brajcich McPhee, PLLC	Legal fees for general legal services, wetland mitigation and stormwater	-Split-	\$9,255.00		-9,255.00	197,649.81
02/17/2023	Payroll Check	DD Sueann K. Herkel	Pay Period: 02/01/2023-02/15/2023	Direct Deposit Payable	\$1,070.06		-1,070.06	196,579.75
02/17/2023	Expense	Gonzaga EDU	Fee for PM to attend Spokane GU conference	5587048 Conferences/Association Meetings	\$189.00		-189.00	196,390.75
02/17/2023	Payroll Check	DD Karen M. Corkins	Pay Period: 02/01/2023-02/15/2023	Direct Deposit Payable	\$2,535.04		-2,535.04	193,855.71
02/21/2023	Expense	Wells Fargo	Lease payment for office copier - 1.20 to 2/19/2023	5944670 Capital Outlays	\$276.84		-276.84	193,578.87
02/23/2023	Expense	T-O Engineers	Wetland Mitigation services from January 1 - 31, 2023	Job Supplies:Wetland Mitigation	\$2,737.50		-2,737.50	190,841.37
02/23/2023	Tax Payment	IRS	Tax Payment for Period: 02/15/2023-02/17/2023	Employer Payroll Taxes Payable	\$2,029.15		-2,029.15	188,812.22
02/23/2023	Expense	Nuso, LLC	Office phone - February 2023	Communications:Phone Expense		\$99.39	-99.39	188,712.83
02/23/2023	Deposit	City of Spokane	Utility Tax from City of Spokane - January 2023	3370030 Local Grants, Entitlements and Other Payments:New Construction Utility Bill Payments - City of Spokane	\$3,871.01		3,871.01	192,583.84
02/28/2023	Expense		Fraudulent charge - will be credited by Spokane Teacher's Credit Union	5587050 Fraudulent Charges		\$50.00	-50.00	192,533.84
<b>Total for 1111000 BUSINESS CHECKING (6532)</b>							<b>\$13,738.83</b>	
1111001 Business Savings (0374)								
								243,099.28
<b>Total for 1111001 Business Savings (0374)</b>								
1114000 Spokane County Investment Pool								
								1,606,009.00
<b>Total for 1114000 Spokane County Investment Pool</b>								
36991100 Money Market 2519								
								56,666.11

## West Plains Airport Area PDA

Balance Sheet Detail  
As of February 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
02/02/2023	Deposit		Wheatland Bank		3614000 Interest Earned	\$3.26		3.26	56,669.37
02/09/2023	Deposit		Wheatland Bank		3614000 Interest Earned	\$3.26		3.26	56,672.63
02/16/2023	Deposit		Wheatland Bank	Weekly interest earned in Money Market at Wheatland Bank	3614000 Interest Earned	\$3.26		3.26	56,675.89
02/23/2023	Deposit		Wheatland Bank	Weekly interest in Money Market at Wheatland	3614000 Interest Earned	\$3.26		3.26	56,679.15
<b>Total for 36991100 Money Market 2519</b>								<b>\$13.04</b>	
5587011 Savings									
Beginning Balance									
									155,075.87
02/01/2023	Expense		Wheatland Bank	February principal and interest payment to Wheatland for air cargo warehouse loan	-Split-	\$52,559.66		-52,559.66	102,516.21
02/01/2023	Deposit		Amazon	February payment from Amazon for Air Cargo Warehouse	-Split-	\$82,837.94		82,837.94	185,354.15
02/01/2023	Transfer				5587012 Checking 6077		\$13,000.00	-13,000.00	172,354.15
02/28/2023	Deposit		Wheatland Bank	Interest earned in savings account at Wheatland Bank - February 2023	3614000 Interest Earned	\$6.61		6.61	172,360.76
<b>Total for 5587011 Savings</b>								<b>\$17,284.89</b>	
5587012 Checking 6077									
Beginning Balance									
									23,111.96
02/01/2023	Expense		Allegro Escrow	Payment for wetland mitigation bank property	Job Supplies:Wetland Mitigation	\$7,830.82		-7,830.82	15,281.14
02/01/2023	Transfer				5587011 Savings	\$13,000.00		13,000.00	28,281.14
02/02/2023	Expense		Wheatland Bank	Monthly service fee for checking account at Wheatland Bank	Other Business Expenses:Bank Charges & Fees		\$9.95	-9.95	28,271.19
02/09/2023	Expense			Land rent and leasehold excise tax paid to SIA - February 2023	-Split-	\$3,840.08		-3,840.08	24,431.11
02/28/2023	Expense		Wheatland Bank	Fee from Wheatland for checking account - March 2023	Other Business Expenses:Bank Charges & Fees		\$2.00	-2.00	24,429.11
<b>Total for 5587012 Checking 6077</b>								<b>\$1,317.15</b>	

# West Plains Airport Area PDA

Balance Sheet Detail  
As of February 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
Payroll Refunds									
	Beginning Balance								336.00
<b>Total for Payroll Refunds</b>									
1880130 Fixed Asset Printer									
	Beginning Balance								2,713.10
<b>Total for 1880130 Fixed Asset Printer</b>									
1880140 Cable System									
	Beginning Balance								3,658.22
<b>Total for 1880140 Cable System</b>									
1880150 Amazon Building									
	Beginning Balance								6,131,841.97
<b>Total for 1880150 Amazon Building</b>									
1880160 Wetland Mitigation									
	Beginning Balance								61,548.03
<b>Total for 1880160 Wetland Mitigation</b>									
1889000 Accumulated Depreciation									
	Beginning Balance								-38,241.52
<b>Total for 1889000 Accumulated Depreciation</b>									
Amazon Lease									
	Beginning Balance								8,557,130.40
<b>Total for Amazon Lease</b>									
Wetlands Development Credits									
	Beginning Balance								856,000.00
<b>Total for Wetlands Development Credits</b>									
Wetlands Development Credits									
Wetlands Cash Escrow									
	Beginning Balance								600,000.00
<b>Total for Wetlands Cash Escrow</b>									
<b>Total for Wetlands Development Credits</b>									
<b>TOTAL ASSETS</b>								<b>\$32,345.91</b>	<b>\$18,470,097.34</b>
LIABILITIES AND EQUITY									
Liabilities									
3172002 Leasehold Excise Land									
	Beginning Balance								6,991.36
02/01/2023	Deposit		Amazon	Leasehold Excise Tax for the land - February 2023	5587011 Savings		\$436.96	436.96	7,428.32
<b>Total for 3172002 Leasehold Excise Land</b>									
<b>\$436.96</b>									
3172003 Leasehold Excise Tax From Amazon									
	Beginning Balance								35,839.76
02/01/2023	Expense		WA DOR	4th Quarter Leasehold Excise Tax from Amazon	1111000 BUSINESS CHECKING (6532)	\$26,879.88		-26,879.88	8,959.88
02/01/2023	Deposit		Amazon	Leasehold Excise Tax from Amazon - February 2023	5587011 Savings		\$8,959.96	8,959.96	17,919.84
<b>Total for 3172003 Leasehold Excise Tax From Amazon</b>									
<b>\$-</b>									
<b>17,919.92</b>									
Direct Deposit Payable									
02/03/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 01/16/2023-01/31/2023	-Split-		\$1,047.74	1,047.74	1,047.74
02/03/2023	Payroll Check	DD	Karen M. Corkins	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,520.11		-2,520.11	-1,472.37
02/03/2023	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,047.74		-1,047.74	-2,520.11
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	Pay Period: 01/16/2023-01/31/2023	-Split-		\$2,889.93	2,889.93	369.82
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,889.93		-2,889.93	-2,520.11
02/03/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 01/16/2023-01/31/2023	-Split-		\$2,520.11	2,520.11	0.00
02/17/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 02/01/2023-02/15/2023	-Split-		\$2,535.04	2,535.04	2,535.04
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,607.91		-2,607.91	-72.87
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	Pay Period: 02/01/2023-02/15/2023	-Split-		\$2,607.91	2,607.91	2,535.04
02/17/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 02/01/2023-02/15/2023	-Split-		\$1,070.06	1,070.06	3,605.10
02/17/2023	Payroll Check	DD	Karen M. Corkins	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,535.04		-2,535.04	1,070.06
02/17/2023	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,070.06		-1,070.06	0.00
<b>Total for Direct Deposit Payable</b>									
<b>\$8.00</b>									
Employee Payroll Taxes Payable									
	Beginning Balance								42.77
02/03/2023	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.83	2.83	45.60

# West Plains Airport Area PDA

## Balance Sheet Detail

As of February 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
02/03/2023	Payroll Check	DD	Karen M. Corkins	PFML Employee	Direct Deposit Payable		\$4.55	4.55	50.15
02/17/2023	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.83	2.83	52.98
02/17/2023	Payroll Check	DD	Karen M. Corkins	PFML Employee	Direct Deposit Payable		\$4.55	4.55	57.53
<b>Total for Employee Payroll Taxes Payable</b>								<b>\$14.78</b>	



# West Plains Airport Area PDA

Balance Sheet Detail  
As of February 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>Employer Payroll Taxes Payable</b>									
									61.68
<b>Beginning Balance</b>									
02/03/2023	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable		\$9.47	9.47	71.15
02/03/2023	Payroll Check	DD	Karen M. Corkins	Federal Taxes (941/943/944)	Direct Deposit Payable	\$848.36		848.36	919.51
02/03/2023	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/943/944)	Direct Deposit Payable	\$504.08		504.08	1,423.59
02/03/2023	Payroll Check	DD	Karen M. Corkins	Federal Unemployment (940)	Direct Deposit Payable		\$1.06	1.06	1,424.65
02/03/2023	Payroll Check	DD	Karen M. Corkins	WA Workers Compensation	Direct Deposit Payable	\$37.44		37.44	1,462.09
02/03/2023	Payroll Check	DD	Karen M. Corkins	WA SUI Employer	Direct Deposit Payable		\$8.05	8.05	1,470.14
02/03/2023	Payroll Check	DD	Karen M. Corkins	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.86	8.86	1,479.00
02/03/2023	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$5.46	5.46	1,484.46
02/03/2023	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable	\$37.44		37.44	1,521.90
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	WA SUI Employer	Direct Deposit Payable		\$7.83	7.83	1,529.73
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	Federal Taxes (941/943/944)	Direct Deposit Payable		\$771.79	771.79	2,301.52
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	2,301.52
02/03/2023	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.02	6.02	2,307.54
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.61	8.61	2,316.15
02/03/2023	Payroll Check	DD	Gerald L. Gemmill	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,316.15
02/08/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1111000 BUSINESS CHECKING (6532)	\$2,124.23		-2,124.23	191.92
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	Federal Taxes (941/943/944)	Direct Deposit Payable		\$675.95	675.95	867.87
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	WA SUI Employer	Direct Deposit Payable		\$7.02	7.02	874.89
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	874.89
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	874.89
02/17/2023	Payroll Check	DD	Gerald L. Gemmill	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$7.72	7.72	882.61
02/17/2023	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/943/944)	Direct Deposit Payable		\$504.86	504.86	1,387.47
02/17/2023	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$5.47	5.47	1,392.94
02/17/2023	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	1,392.94
02/17/2023	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable		\$9.47	9.47	1,402.41
02/17/2023	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.02	6.02	1,408.43
02/17/2023	Payroll Check	DD	Karen M. Corkins	Federal Taxes (941/943/944)	Direct Deposit Payable	\$848.34		848.34	2,256.77
02/17/2023	Payroll Check	DD	Karen M. Corkins	WA SUI Employer	Direct Deposit Payable		\$8.05	8.05	2,264.82
02/17/2023	Payroll Check	DD	Karen M. Corkins	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	2,264.82
02/17/2023	Payroll Check	DD	Karen M. Corkins	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.86	8.86	2,273.68
02/17/2023	Payroll Check	DD	Karen M. Corkins	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,273.68
02/23/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1111000 BUSINESS CHECKING (6532)	\$2,029.15		-2,029.15	244.53
<b>Total for Employer Payroll Taxes Payable</b>								<b>\$182.85</b>	
<b>Payroll Liabilities</b>									
5587004 401(a)									
<b>Beginning Balance</b>									
									3,900.00
02/03/2023	Payroll Check	DD	Karen M. Corkins	DCP	Direct Deposit Payable		\$50.00	50.00	3,950.00
02/03/2023	Payroll Check	DD	Sueann K. Herkel	DCP	Direct Deposit Payable		\$800.00	800.00	4,750.00
02/17/2023	Payroll Check	DD	Sueann K. Herkel	DCP	Direct Deposit Payable		\$800.00	800.00	5,550.00

## West Plains Airport Area PDA

Balance Sheet Detail  
As of February 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
02/17/2023	Expense		Washington DRS	DCP for two S3R3 employees	1111000 BUSINESS CHECKING (6532)	\$850.00		-850.00	4,700.00
02/17/2023	Payroll Check	DD	Karen M. Corkins	DCP	Direct Deposit Payable		\$50.00	50.00	4,750.00
<b>Total for 5587004 481(a)</b>								<b>\$850.00</b>	
Medical									
Beginning Balance									20,167.45
02/03/2023	Payroll Check	DD	Karen M. Corkins	Medical	Direct Deposit Payable		\$123.91	123.91	20,291.36
02/03/2023	Payroll Check	DD	Karen M. Corkins	Medical - Company Contribution	Direct Deposit Payable	\$690.11		690.11	20,981.47
02/17/2023	Payroll Check	DD	Karen M. Corkins	Medical - Company Contribution	Direct Deposit Payable	\$690.11		690.11	21,671.58
02/17/2023	Payroll Check	DD	Karen M. Corkins	Medical	Direct Deposit Payable	\$123.91		123.91	21,795.49
<b>Total for Medical</b>								<b>\$1,628.04</b>	
<b>Total for Payroll Liabilities</b>								<b>\$2,478.04</b>	
PERS Payable									
Beginning Balance									26,198.21
02/03/2023	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable	\$275.29		275.29	26,473.50
02/03/2023	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable	\$159.45		159.45	26,632.95
02/03/2023	Payroll Check	DD	Karen M. Corkins	PERS	Direct Deposit Payable	\$222.60		222.60	26,855.55
02/03/2023	Payroll Check	DD	Karen M. Corkins	PERS - Company Contribution	Direct Deposit Payable	\$363.65		363.65	27,219.20
02/17/2023	Payroll Check	DD	Karen M. Corkins	PERS	Direct Deposit Payable	\$222.60		222.60	27,441.80
02/17/2023	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable	\$151.26		151.26	27,593.06
02/17/2023	Payroll Check	DD	Karen M. Corkins	PERS - Company Contribution	Direct Deposit Payable	\$363.65		363.65	27,956.71
02/17/2023	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable	\$254.51		254.51	28,211.22
<b>Total for PERS Payable</b>								<b>\$2,013.01</b>	
5812500 Amazon									
5812501 Wheatland Loan									
Beginning Balance									4,725,792.67
02/01/2023	Expense		Wheatland Bank	Principal payment on loan for Air Cargo Warehouse - February 2023	5587011 Savings	\$37,299.28		-37,299.28	4,688,493.39
<b>Total for 5812501 Wheatland Loan</b>								<b>\$ -</b>	
<b>Total for 5812500 Amazon</b>								<b>\$ -</b>	
								<b>37,299.28</b>	
								<b>\$ -</b>	
								<b>37,299.28</b>	

# West Plains Airport Area PDA

Balance Sheet Detail  
As of February 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
	Allegro Escrow Loan								
	Beginning Balance								1,456,000.00
	<b>Total for Allegro Escrow Loan</b>								
	OPEB								
	Beginning Balance								20,337.00
	<b>Total for OPEB</b>								
	Pension Payable								
	Beginning Balance								49,712.00
	<b>Total for Pension Payable</b>								
	<b>Total Liabilities</b>							<b>\$ -50,093.58</b>	<b>\$6,294,948.32</b>
	Equity								
	Opening Balance Equity								
	Beginning Balance								8,557,130.40
	<b>Total for Opening Balance Equity</b>								
	<b>Retained Earnings</b>							<b>\$3,386,041.80</b>	<b>\$3,386,041.80</b>
	<b>Net Income</b>							<b>\$231,976.82</b>	<b>\$231,976.82</b>
	<b>Total Equity</b>							<b>\$3,618,017.62</b>	<b>\$12,175,148.62</b>
	<b>Total Liabilities and Equity</b>							<b>\$3,567,924.04</b>	<b>\$18,470,097.34</b>

Action Item No: 03092023-02

Board Meeting Date: March 9, 2023

Subject: Election of Board Officers

Background:

**Being brought forward after suspending the action in the February meeting**

The West Plains Public Development Authority (dba S3R3 Solutions) charter states "...The Authority shall have four (4) officers. The same personnel 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) consecutive 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

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:

Gerry Gemmill, Interim Executive Director

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

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

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

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

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

**Action Item No: 03092023-03**

**Board Meeting Date: March 9, 2023**

**Subject: Approval of Property Acquisition**

**Background:**

Based on the purchase and sale agreement to purchase the 414-acres for the wetland mitigation bank, there was a mobile home on the property S3R3 was trying to purchase. We entered discussions with Mr. Harris to remedy that situation. The finalized, agreed upon solution is to do a land swap with Mr. Harris. This provides S3R3 with additional property that benefits the bank while providing Mr. Harris with a 20-acre parcel that will have a 10-acre conservation easement on it for the bank.

**Recommendation:**

Recommendation is for the Board to approve the property acquisition for the Wetland Mitigation Bank.

**Submitted By:**

Gerry Gemmill, Interim Executive Director

---

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

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

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

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

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