

May 11, 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=UzBNSmEzR0VyQnl6MzFhZHVOMWxydz09>

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

Welcome and Introductions

Public Comment/Courtesy of the Floor

Action Items

- Action Item No 1: Consent Agenda
 - Approval of Minutes for the April 10, 2023 Board Meeting
 - Approval of Financials for April 1 - 30, 2023
- Action Item No 2: Extension of Big Sky Contract

Project Updates, Presentations and Briefings

- GIS Map Project
- Revenue Sharing
- Integrate/Advance/Build Relationships
- GFC Discussion
- Stormwater Going Forward
- Interview Process for Executive Director

Other Business

- Unfinished Business
- New Business

Board Member Items

Executive Session

Adjourn

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: 05112023-01

Board Meeting Date: May 11, 2023

Subject: Consent Agenda

1) Approval of April 13, 2023 Board Meeting Minutes

2) April 2023 Financials

Background:

April 13, 2023 minutes for the regularly scheduled Board Meeting.

Financials for April 2023

Recommendation:

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

Submitted By:

Rick Romero, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

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

Approved as modified: _____

April 13, 2023 Regular Board Meeting

7:30 – 9:00 AM

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

Attendance

S3R3 Solutions Members physically present: Breean Beggs, Scott Simmons

S3R3 Solutions Members present via teleconference: Greg Birchell, Al French, Larry Krauter

S3R3 Solutions Members absent: Johnnie Perkins

S3R3 Solutions Staff physically present: Karen Corkins, Project Manager; Sueann Herkel, Executive Assistant; Rick Romero, Interim Executive Director

S3R3 Solutions Staff present via teleconference: Taud Hume, Legal Counsel

Guests physically present: T Horne, Julia McHugh

Guests present via teleconference: None

Meeting called to order 7:33 AM

Welcome and Introductions:

Board Chair Breean Beggs requested a roll call, quorum present.

Public Comment/Courtesy of the Floor:

Public Comment was requested by Board Chair Breean Beggs. He advised that there will be a three-minute limit. Attendee Julia McHugh stated she would like public meetings held concerning the stormwater project. Board Chair Breean Beggs addressed Julia directly stating he would take time after the board meeting to discuss her concerns. An additional public comment was made by T. Horne asking for a meeting between S3R3, Osborne Consulting and citizens again, concerning the stormwater study.

Action Item No. 1 – Consent Agenda

Board Chair Breean Beggs called for a motion to approve the Consent Agenda Action Item No. 1 which included minutes for the March 9, 2023 Board Meeting, and financials for March of 2023. Board Vice Chair Al French motioned for approval for the minutes, Board Treasurer Larry Krauter seconded, motion passed unanimously. Board Treasurer Larry Krauter motioned for approval for the financials, Board Secretary Scott Simmons seconded, motion passed unanimously.

Action Item No. 2 – Amendment to T-O Engineers (now Ardurra) Contract

S3R3 currently has a contract with T-O Engineers for the Transportation Network Study. This contract needs to be extended to align with the extension we received from WSDOT for funding of this study. Request is also to extend authorization to the Interim Executive Director to sign said extension. Board Chair Breean Beggs called for a motion to approve the contract extension. Board Member Greg Birchell motioned to approve, Board Treasurer Larry Krauter seconded, motion passed unanimously. Board Chair Breean Beggs called for a motion to authorize Interim Executive Director Rick Romero to sign said extension. Board Member Greg Birchell motioned to approve, Board Vice Chair Al French seconded, motion passed unanimously.

Project Updates, Presentations

Interim Executive Director Rick Romero began to review subjects as mentioned in the agenda specifically briefing the Public Development Authority (PDA) and its origin. Highlighted was the success of the PDA over the past six years and that a visual of said success should be developed to tell the story. Board Chair Breean Beggs suggested that the visual include the status of the PDA in 2017, how it looks now and what projects are proposed. The plan is to create the visual and present it at a future board meeting. Citing the objective to create a 3-5 year financial projection, the board requested that the plan be no longer than three years specifically because there is a potential in 2026 to adjust the Urban Growth Boundary.

Interim Executive Director Rick Romero continued the discussion to include that he would like to solve the General Facilities Charges (GFC) issue before the new Executive Director is brought on board. Common agreement held by the board states that the GFCs collected within the PDA boundary should be spent within the PDA. Regarding the current Interlocal Agreement (ILA), it is suggested that any adjustments made be done within the calendar year with current elected officials who all are aware and extremely familiar with the original intent of establishing the PDA. The board suggested that small group meetings be held between the City, County and Spokane International Airport to address any changes that should or need to be made to the current ILA.

Reviewing the long-term objectives brought about discussion on the 'why' and 'what' of the PDA. The 'why' was defined by Board Secretary Scott Simmons as targeted, driven economic development, Board Vice Chair Al French said the intent to was to have the City and County stop competing against each other and to speak with one voice and one goal. Board Chair Breen Beggs defined the 'why' as growing the West Plains and moving the community forward. Threats and obstacles were then discussed to include, but are not limited to, water, fiber and workforce housing. Board Chair Breean Beggs states that the PDA does not have direct control on any of the issues mentioned, however, it can be involved in the collaborative effort to resolve said issues.

Stormwater was specifically addressed mentioning that the PDA is working with information from a study that is now two years old and the cost of construction and borrowing money is greater. Also, is there another creative way that the stormwater issue could be solved? Board Vice Chair Al French mentioned that continuing with this project may not be a worthwhile pursuit while other needs such as water and sewer infrastructure are more pressing. It seems a reasonable solution is to leave stormwater to the private sector. Board Secretary Scott Simmons agrees and feels as though developers should be a part of the solution. Additionally, Board Chair Breean Beggs echoed those opinions to include that developers typically have innovative solutions, and that the government should be seen as a catalyst to providing room for those solutions. In addition, delaying this project would address citizens' concerns. It is the recommendation by the board that the issue be reviewed for a month and brought back with suggestions on how best to proceed.

Unfinished Business

Board Chair Breean Beggs posed the question as to whether movement should be made regarding the open board seat. He stated that he is not comfortable continuing to wait, however, polled the board specifically mentioning the board is missing an additional private sector opinion. The majority of the board would like to wait until the new Executive Director is hired. During the waiting period, Board Chair Breean Beggs requested that the board list what they are looking for to fill the vacant seat and strategies in casting a wider net to the broader community.

Board Chair Breean Beggs updated the board on the Executive Director search specifically mentioning that the agency hired is doing a fabulous job, a statement that was echoed by Board Treasurer Larry Krauter. It is the speculation, based upon the impressive qualities of the candidates currently being considered, the hiring committee will bring names to the board that are all very strong candidates.

Other Business

None

New Business

None

Board Member Items

None

The April 13, 2023 Board Meeting was adjourned at 8:54 AM.

West Plains Airport Area PDA

Balance Sheet Summary

As of April 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	2,533,703.61
Accounts Receivable	0.00
Other Current Assets	335.94
Total Current Assets	\$2,534,039.55
Fixed Assets	14,718,650.20
Other Assets	1,456,000.00
TOTAL ASSETS	\$18,708,689.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	106,555.34
Total Current Liabilities	\$106,555.34
Long-Term Liabilities	6,138,112.20
Total Liabilities	\$6,244,667.54
Equity	12,464,022.21
TOTAL LIABILITIES AND EQUITY	\$18,708,689.75

West Plains Airport Area PDA

Balance Sheet Detail
As of April 30, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
1111000 BUSINESS CHECKING (6532)									
	Beginning Balance								154,575.92
04/03/2023	Expense		Jan-Pro Northwest	Office cleaning service for April 2023	Other Business Expenses:Other Miscellaneous Service Cost		\$339.00	-339.00	154,236.92
04/03/2023	Expense		Spokane International Airport	Electric for office for January 2023	5587042 Utilities		\$197.27	-197.27	154,039.65
04/05/2023	Expense		Intuit	Payroll and software support for 4/5 - 5/5/2023	-Split-	\$130.80	-130.80		153,908.85
04/05/2023	Expense		River Park Square	Parking fee for PM to attend Life Science meeting	Travel:Travel Parking	\$12.00	-12.00		153,896.85
04/05/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 03/16/2023-03/31/2023	Direct Deposit Payable	\$1,055.12	-1,055.12		152,841.73
04/05/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 03/16/2023-03/31/2023	Direct Deposit Payable	\$2,520.10	-2,520.10		150,321.63
04/05/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 03/16/2023-03/31/2023	Direct Deposit Payable	\$2,388.55	-2,388.55		147,933.08
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	Pay Period: 03/16/2023-03/31/2023	Direct Deposit Payable	\$764.20	-764.20		147,168.88
04/05/2023	Expense		Adobe	Monthly fee for Adobe software - April 2023	5587030 Office Supplies & Software	\$21.79	-21.79		147,147.09
04/06/2023	Expense		AWC Employee Benefit Trust	Health coverage for PM - April 2023	5587021 Economic Development - Benefits:Employees Health Benefits	\$1,436.42	-1,436.42		145,710.67
04/06/2023	Expense		STCU	Foreign fee for subcontractor used by Big Sky PR	Other Business Expenses:Bank Charges & Fees	\$0.78	-0.78		145,709.89
04/06/2023	Expense		Team Logic IT	Onsite IT services - switching GG over to RR - March 2023	Legal & Professional Services:IT Services	\$270.00	-270.00		145,439.89
04/06/2023	Expense		Washington DRS		-Split-	\$1,834.61	-1,834.61		143,605.28
04/06/2023	Expense		Washington DRS	Annual fee for DRS	Other Business Expenses:Dues & subscriptions	\$25.00	-25.00		143,580.28
04/06/2023	Check	1525	Korn Ferry	First payment for recruiting services - executive director	5587040 Legal & Professional Services	\$22,035.00	-22,035.00		121,545.28
04/06/2023	Expense		River Park Square	Parking for PM to attend Life Science meeting	Travel:Travel Parking	\$8.50	-8.50		121,536.78
04/06/2023	Expense		Storepoint, Inc	Monthly fee - subcontractor for Big Sky Public Relations	Legal & Professional Services:Advertising & Marketing	\$39.00	-39.00		121,497.78
04/06/2023	Check	1524	Bulldog Rooter	Plumbing issues at the Amazon Air Cargo Warehouse	5587501 Amazon Expenses:Amazon Maintenance Expenses	\$292.94	-292.94		121,204.84
04/07/2023	Expense		Society of Wetland Scientists	Wetland conference - PM attendance	5587048 Conferences/Association Meetings	\$600.00	-600.00		120,604.84
04/11/2023	Expense		Zayo	Internet connection - month of April 2023	Communications:Internet	\$362.87	-362.87		120,241.97
04/11/2023	Expense		INWAC	Annual membership dues - 2024	5587048 Conferences/Association Meetings	\$145.00	-145.00		120,096.97
04/11/2023	Expense		City of Spokane	Dumpster service - March 2023	5587042 Utilities	\$107.39	-107.39		119,989.58
04/12/2023	Tax Payment		IRS	Tax Payment for Period: 04/05/2023-04/07/2023	Employer Payroll Taxes Payable	\$2,081.27	-2,081.27		117,908.31
04/12/2023	Expense		Walmart	Office supplies to include post it notes	5587030 Office Supplies & Software	\$29.14	-29.14		117,879.17
04/13/2023	Expense		Yokes Fresh Market	Food for April board meeting	5587049 Business Meals	\$105.27	-105.27		117,773.90
04/13/2023	Check	1526	Korn Ferry	Second installment of contract for employee recruitment	5587040 Legal & Professional Services	\$21,470.00	-21,470.00		96,303.90
04/13/2023	Deposit		City of Spokane*	Utility Tax from the City of Spokane through 3.31.2023	3370030 Local Grants, Entitlements and Other Payments:New Construction Utility Bill Payments - City of Spokane	\$5,588.62	5,588.62		101,862.52
04/13/2023	Check	1527	Karen Corkins	Reimbursement for office supplies bought at Costco	5587030 Office Supplies & Software	\$74.42	-74.42		101,788.10
04/14/2023	Tax Payment		WA Employment Security Department	Tax Payment for Period: 01/01/2023-03/31/2023	Employer Payroll Taxes Payable	\$138.55	-138.55		101,649.55
04/14/2023	Expense		Forza Coffee	Meeting between PM and County Auditor	5587049 Business Meals	\$13.27	-13.27		101,636.28
04/15/2023	Expense		Denny's	Food for April 2023 board meeting	5587049 Business Meals	\$145.82	-145.82		101,490.46
04/15/2023	Expense		Twigs Bistro	Lunch meeting between PM and real estates leaders	5587049 Business Meals	\$116.41	-116.41		101,374.05
04/16/2023	Expense		Storepoint, Inc	Subcontractor for PR firm	Legal & Professional Services:Advertising & Marketing	\$39.00	-39.00		101,335.05
04/16/2023	Expense		STCU	Foreign transaction fee from working with a subcontractor for Big Sky located in Canada	Other Business Expenses:Bank Charges & Fees	\$0.78	-0.78		101,334.27
04/17/2023	Expense		River Park Square	Parking for PM to attend meeting with real estate leaders	Travel:Travel Parking	\$7.50	-7.50		101,326.77
04/18/2023	Expense		Spokane Airport	Electric use for February 2023	5587042 Utilities	\$189.84	-189.84		101,136.93
04/19/2023	Expense		Anastasi Moore & Martin	Accounting services for March 2023	Legal & Professional Services:Accounting Services	\$756.00	-756.00		100,380.93
04/19/2023	Tax Payment		WA Employment Security Department	Tax Payment for Period: 01/01/2023-03/31/2023	-Split-	\$125.90	-125.90		100,255.03
04/19/2023	Expense		Washington DRS	DCP contributions from S3R3 employees	5587004 Payroll Liabilities:401(a)	\$850.00	-850.00		99,405.03
04/20/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 04/01/2023-04/15/2023	Direct Deposit Payable	\$2,535.03	-2,535.03		96,870.00
04/20/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 04/01/2023-04/15/2023	Direct Deposit Payable	\$1,070.05	-1,070.05		95,799.95
04/20/2023	Check	1528	T-O Engineers	Invoice 190509-41 - PDA Wetland Mitigation Bank - services for March 2023	Job Supplies:Wetland Mitigation	\$7,976.18	-7,976.18		87,823.77
04/20/2023	Check	1529	Greater Spokane Inc,	Payment for Life Science Asset research - RFP	5587040 Legal & Professional Services	\$10,000.00	-10,000.00		77,823.77
04/20/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 04/01/2023-04/15/2023	Direct Deposit Payable	\$2,701.92	-2,701.92		75,121.85
04/20/2023	Expense		Verizon	Cell phone for ED - Mar 5 to Apr 4, 2023	Communications:Phone Expense	\$101.23	-101.23		75,020.62
04/21/2023	Expense		Big Sky Public Relations	Marketing for the month of March 2023	Legal & Professional Services:Advertising & Marketing	\$437.50	-437.50		74,583.12
04/21/2023	Expense		Wells Fargo	Lease payment for office copier	5944670 Capital Outlays	\$276.84	-276.84		74,306.28
04/22/2023	Expense		Anastasi Moore & Martin	Accounting services for February 2023	Legal & Professional Services:Accounting Services	\$851.00	-851.00		73,455.28
04/22/2023	Expense		River Park Square	Parking for PM to attend GSI meeting	Travel:Travel Parking	\$4.50	-4.50		73,450.78
04/23/2023	Expense		Nuso, LLC	Office phones for April 2023	Communications:Phone Expense	\$99.07	-99.07		73,351.71
04/26/2023	Expense		Yokes Fresh Market	Business meal with accountant and office staff	5587049 Business Meals	\$110.48	-110.48		73,241.23
04/26/2023	Expense		Amazon	Materials regarding speaking in public - Amazon	5587030 Office Supplies & Software	\$23.97	-23.97		73,217.26
04/26/2023	Tax Payment		IRS	Tax Payment for Period: 04/19/2023-04/21/2023	Employer Payroll Taxes Payable	\$2,061.09	-2,061.09		71,156.17
04/28/2023	Deposit		STCU	Interest earned in checking account - STCU - month of April 2023	3614000 Interest Earned	\$13.03	13.03		71,169.20
04/28/2023	Expense		Avista	Natural gas fee for 3.9 - 4.7.2023 - Avista	5587042 Utilities	\$22.74	-22.74		71,146.46
Total for 1111000 BUSINESS CHECKING (6532)									\$-
									83,429.46
1111001 Business Savings (0374)									
	Beginning Balance								243,158.23
04/28/2023	Deposit		STCU	Interest earned in savings at STCU April 2023	3614000 Interest Earned	\$29.97	29.97		243,188.20
Total for 1111001 Business Savings (0374)									\$29.97
1114000 Spokane County Investment Pool									
	Beginning Balance								1,889,301.37
04/03/2023	Deposit		Spokane County	ASCEND Tax Bridge Monthly	3370050 Local Grants, Entitlements and Other Payments:Property Tax Income	\$39,367.04	39,367.04		1,928,668.41
04/30/2023	Deposit		Spokane County	April SCIP	3614000 Interest Earned	\$3,582.24	3,582.24		1,932,250.65
04/30/2023	Expense		Spokane County	April. 2023 SCIP Mgt. fee	5587047 Other Business Expenses	\$47.49	-47.49		1,932,203.16
Total for 1114000 Spokane County Investment Pool									\$42,991.79
36991100 Money Market 2519									
	Beginning Balance								56,696.54
04/06/2023	Deposit		Wheatland Bank	Weekly interest earned in Money Market account at Wheatland	3614000 Interest Earned	\$4.35	4.35		56,700.89
04/13/2023	Deposit		Wheatland Bank		3614000 Interest Earned	\$4.35	4.35		56,705.24

West Plains Airport Area PDA

Balance Sheet Detail

As of April 30, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
04/20/2023	Deposit	Wheatland Bank	Weekly interest earned in money market account at Wheatland.	3614000 Interest Earned	\$4.35		4.35	56,709.59
04/27/2023	Deposit	Wheatland Bank		3614000 Interest Earned	\$4.35		4.35	56,713.94
Total for 36091100 Money Market							17.40	
5587011 Savings								
Beginning Balance								189,647.09
04/01/2023	Expense	Wheatland Bank	Interest and principal paid on air cargo warehouse loan with Wheatland Bank	-Split-		\$52,559.66	-52,559.66	137,087.43
04/03/2023	Transfer			5587012 Checking 6077		\$13,000.00	-13,000.00	124,087.43
04/03/2023	Deposit		Rent and leasehold excise tax from Amazon for April 2023	-Split-	\$82,837.94		82,837.94	206,925.37
04/30/2023	Deposit	Wheatland Bank	Interest earned in March 2023 - Wheatland savings	3614000 Interest Earned	\$8.31		8.31	206,933.68
Total for 5587011 Savings							17,286.59	

West Plains Airport Area PDA

Balance Sheet Detail
As of April 30, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
5587012 Checking 6077									
Beginning Balance									
04/03/2023	Expense		Wheatland Bank	Monthly fee for using Wheatland online pay service - April 2023	Other Business Expenses:Bank Charges & Fees		\$9.95	-9.95	25,410.84
04/03/2023	Transfer				5587011 Savings	\$13,000.00		13,000.00	38,400.89
04/03/2023	Expense		Allegro Escrow	April 2023 Wetland Mitigation property payment	Job Supplies:Wetland Mitigation		\$7,830.82	-7,830.82	30,570.07
04/04/2023	Check	1013	Alliant Insurance Services	Liability Insurance for Air Cargo Warehouse 4/1/2023- 4/1/2024	Job Supplies:Air Cargo		\$3,308.92	-3,308.92	27,261.15
04/06/2023	Expense		Spokane Airport	Land rent and leasehold tax to SIA - air cargo warehouse - April 2023	-Split-		\$3,840.08	-3,840.08	23,421.07
04/30/2023	Expense		Wheatland Bank	Monthly fee for checking account at Wheatland Bank	Other Business Expenses:Bank Charges & Fees		\$2.00	-2.00	23,419.07
Total for 5587012 Checking 6077								\$-1,061.77	
3111000									
Beginning Balance									
Total for 3111000									99.10
Payroll Corrections									
Beginning Balance									
04/05/2023	Payroll Check	DD	Sueann K. Herkel	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.02
04/05/2023	Payroll Check	DD	Karen M. Corkins	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.04
04/20/2023	Payroll Check	DD	Sueann K. Herkel	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.05
04/20/2023	Payroll Check	DD	Karen M. Corkins	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.06
Total for Payroll Corrections								\$-0.84	
Payroll Refunds									
Beginning Balance									
Total for Payroll Refunds									336.00
1880130 Fixed Asset Printer									
Beginning Balance									
Total for 1880130 Fixed Asset Printer									2,713.10
1880140 Cable System									
Beginning Balance									
Total for 1880140 Cable System									3,658.22
1880150 Amazon Building									
Beginning Balance									
Total for 1880150 Amazon Building									6,131,841.97
1880160 Wetland Mitigation									
Beginning Balance									
Total for 1880160 Wetland Mitigation									61,548.03
1889000 Accumulated Depreciation									
Beginning Balance									
Total for 1889000 Accumulated Depreciation									-38,241.52
Amazon Lease									
Beginning Balance									
Total for Amazon Lease									8,557,130.40
Wetlands Development Credits									
Beginning Balance									
Total for Wetlands Development Credits									856,000.00
Wetlands Development Credits									
Wetlands Cash Escrow									
Beginning Balance									
Total for Wetlands Cash Escrow									600,000.00
Total for Wetlands Development Credits									
TOTAL ASSETS								\$-25,165.52	\$18,708,689.75
LIABILITIES AND EQUITY									
Liabilities									
3172002 Leasehold Excise Land									
Beginning Balance									
04/03/2023	Deposit			Leasehold excise tax from Amazon for the land	5587011 Savings		\$436.96	436.96	7,865.28
Total for 3172002 Leasehold Excise Land									\$436.96
3172003 Leasehold Excise Tax From Amazon									
Beginning Balance									
04/03/2023	Deposit			Leasehold excise tax from Amazon	5587011 Savings		\$8,959.96	8,959.96	26,879.80
Total for 3172003 Leasehold Excise Tax From Amazon									\$8,959.96
Direct Deposit Payable									
04/05/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 03/16/2023-03/31/2023	-Split-		\$2,520.10	2,520.10	2,520.10
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$764.20		-764.20	1,755.90
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	Pay Period: 03/16/2023-03/31/2023	-Split-		\$764.20	764.20	2,520.10
04/05/2023	Payroll Check	DD	Rick L. Romero	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,388.55		-2,388.55	131.55
04/05/2023	Payroll Check	DD	Karen M. Corkins	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,520.10		-2,520.10	-2,388.55
04/05/2023	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,055.12		-1,055.12	-3,443.67
04/05/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 03/16/2023-03/31/2023	-Split-		\$2,388.55	2,388.55	-1,055.12
04/05/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 03/16/2023-03/31/2023	-Split-		\$1,055.12	1,055.12	0.00
04/20/2023	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,070.05		-1,070.05	-1,070.05
04/20/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 04/01/2023-04/15/2023	-Split-		\$1,070.05	1,070.05	0.00
04/20/2023	Payroll Check	DD	Rick L. Romero	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,701.92		-2,701.92	-2,701.92
04/20/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 04/01/2023-04/15/2023	-Split-		\$2,701.92	2,701.92	0.00
04/20/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 04/01/2023-04/15/2023	-Split-		\$2,535.03	2,535.03	2,535.03
04/20/2023	Payroll Check	DD	Karen M. Corkins	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,535.03		-2,535.03	0.00
Total for Direct Deposit Payable									\$6.00

West Plains Airport Area PDA

Balance Sheet Detail
As of April 30, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
Employee Payroll Taxes Payable									
Beginning Balance									
04/05/2023	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.83	2.83	75.12
04/05/2023	Payroll Check	DD	Karen M. Corkins	PFML Employee	Direct Deposit Payable		\$4.55	4.55	79.67
04/20/2023	Payroll Check	DD	Karen M. Corkins	PFML Employee	Direct Deposit Payable		\$4.55	4.55	84.22
04/20/2023	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.83	2.83	87.05
Total for Employee Payroll Taxes Payable								\$14.76	
Employer Payroll Taxes Payable									
Beginning Balance									
04/05/2023	Payroll Check	DD	Rick L. Romero	Federal Taxes (941/943/944)	Direct Deposit Payable		\$601.43	601.43	409.80
04/05/2023	Payroll Check	DD	Karen M. Corkins	Federal Taxes (941/943/944)	Direct Deposit Payable		\$848.36	848.36	1,011.23
04/05/2023	Payroll Check	DD	Karen M. Corkins	WA SUI Employer	Direct Deposit Payable		\$8.05	8.05	1,859.59
04/05/2023	Payroll Check	DD	Karen M. Corkins	WA Workers Compensation	Direct Deposit Payable		\$37.44	37.44	1,867.64
04/05/2023	Payroll Check	DD	Karen M. Corkins	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	1,905.08
04/05/2023	Payroll Check	DD	Karen M. Corkins	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.86	8.86	1,905.08
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	1,913.94
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	WA SUI Employer	Direct Deposit Payable		\$1.91	1.91	1,915.85
04/05/2023	Payroll Check	DD	Rick L. Romero	Federal Unemployment (940)	Direct Deposit Payable		\$16.67	16.67	1,932.52
04/05/2023	Payroll Check	DD	Rick L. Romero	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	1,932.52
04/05/2023	Payroll Check	DD	Rick L. Romero	WA SUI Employer	Direct Deposit Payable		\$6.39	6.39	1,938.91
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	Federal Taxes (941/943/944)	Direct Deposit Payable		\$126.60	126.60	2,065.51
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,065.51
04/05/2023	Payroll Check	DD	Gerald L. Gemmill	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$2.09	2.09	2,067.60
04/05/2023	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/943/944)	Direct Deposit Payable		\$504.88	504.88	2,572.48
04/05/2023	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$5.47	5.47	2,577.95
04/05/2023	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$37.44	37.44	2,615.39
04/05/2023	Payroll Check	DD	Rick L. Romero	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$7.03	7.03	2,622.42
04/05/2023	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.02	6.02	2,628.44
04/05/2023	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,628.44
04/12/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1111000 BUSINESS CHECKING (6532)	\$2,081.27		-2,081.27	547.17
04/14/2023	Tax Payment		WA Employment Security Department	WA Paid Family and Medical Leave Tax	1111000 BUSINESS CHECKING (6532)	\$138.55		-138.55	408.62
04/19/2023	Tax Payment		WA Employment Security Department	WA SUI Employer	1111000 BUSINESS CHECKING (6532)	\$125.90		-125.90	282.72
04/19/2023	Tax Payment		WA Employment Security Department	WA SUI Employer	1111000 BUSINESS CHECKING (6532)		\$0.02	0.02	282.74
04/20/2023	Payroll Check	DD	Rick L. Romero	Federal Taxes (941/943/944)	Direct Deposit Payable		\$707.89	707.89	990.63
04/20/2023	Payroll Check	DD	Rick L. Romero	WA SUI Employer	Direct Deposit Payable		\$7.28	7.28	997.91
04/20/2023	Payroll Check	DD	Rick L. Romero	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	997.91
04/20/2023	Payroll Check	DD	Rick L. Romero	Federal Unemployment (940)	Direct Deposit Payable		\$19.00	19.00	1,016.91
04/20/2023	Payroll Check	DD	Rick L. Romero	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.01	8.01	1,024.92
04/20/2023	Payroll Check	DD	Karen M. Corkins	Federal Taxes (941/943/944)	Direct Deposit Payable		\$848.34	848.34	1,873.26
04/20/2023	Payroll Check	DD	Karen M. Corkins	WA SUI Employer	Direct Deposit Payable		\$8.05	8.05	1,881.31
04/20/2023	Payroll Check	DD	Karen M. Corkins	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	1,881.31
04/20/2023	Payroll Check	DD	Karen M. Corkins	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	1,881.31
04/20/2023	Payroll Check	DD	Karen M. Corkins	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.86	8.86	1,890.17
04/20/2023	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/943/944)	Direct Deposit Payable		\$504.86	504.86	2,395.03
04/20/2023	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$5.46	5.46	2,400.49
04/20/2023	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	2,400.49
04/20/2023	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,400.49
04/20/2023	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.02	6.02	2,406.51
04/26/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1111000 BUSINESS CHECKING (6532)	\$2,061.09		-2,061.09	345.42
Total for Employer Payroll Taxes Payable								\$-84.38	
Payroll Liabilities									
5587004 401(a)									
Beginning Balance									
04/05/2023	Payroll Check	DD	Karen M. Corkins	DCP Pretax HSA	Direct Deposit Payable		\$50.00	50.00	4,750.00
04/05/2023	Payroll Check	DD	Sueann K. Herkel	DCP Pretax HSA	Direct Deposit Payable		\$800.00	800.00	5,600.00
04/06/2023	Expense		Washington DRS	DCP for 2nd pay period of March 2023	1111000 BUSINESS CHECKING (6532)	\$850.00		-850.00	4,750.00
04/19/2023	Expense		Washington DRS	DCP contributions from S3R3 employees	1111000 BUSINESS CHECKING (6532)	\$850.00		-850.00	3,900.00
04/20/2023	Payroll Check	DD	Sueann K. Herkel	DCP Pretax HSA	Direct Deposit Payable		\$800.00	800.00	4,700.00
04/20/2023	Payroll Check	DD	Karen M. Corkins	DCP Pretax HSA	Direct Deposit Payable		\$50.00	50.00	4,750.00
Total for 5587004 401(a)								\$8.00	
Medical									
Beginning Balance									
04/05/2023	Payroll Check	DD	Karen M. Corkins	Medical - Company Contribution	Direct Deposit Payable		\$690.11	690.11	23,423.53
04/05/2023	Payroll Check	DD	Karen M. Corkins	Medical	Direct Deposit Payable		\$123.91	123.91	24,237.55
04/20/2023	Payroll Check	DD	Karen M. Corkins	Medical - Company Contribution	Direct Deposit Payable		\$690.11	690.11	24,927.66
04/20/2023	Payroll Check	DD	Karen M. Corkins	Medical	Direct Deposit Payable		\$123.91	123.91	25,051.57
Total for Medical								\$1,828.04	
Total for Payroll Liabilities								\$1,828.04	
PERS Payable									
Beginning Balance									
04/05/2023	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$151.26	151.26	30,346.52
04/05/2023	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$254.51	254.51	30,601.03
04/05/2023	Payroll Check	DD	Karen M. Corkins	PERS	Direct Deposit Payable		\$222.60	222.60	30,823.63
04/05/2023	Payroll Check	DD	Karen M. Corkins	PERS - Company Contribution	Direct Deposit Payable		\$363.65	363.65	31,187.28
04/20/2023	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$151.26	151.26	31,338.54
04/20/2023	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$254.51	254.51	31,593.05
04/20/2023	Payroll Check	DD	Karen M. Corkins	PERS	Direct Deposit Payable		\$222.60	222.60	31,815.65
04/20/2023	Payroll Check	DD	Karen M. Corkins	PERS - Company Contribution	Direct Deposit Payable		\$363.65	363.65	32,179.30
Total for PERS Payable								\$1,984.04	

West Plains Airport Area PDA

Balance Sheet Detail

As of April 30, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
5812500	Amazon								
	5812501		Wheatland Loan						
			Beginning Balance						4,649,608.50
04/01/2023	Expense		Wheatland Bank	Principal paid on air cargo warehouse loan	5587011 Savings	\$37,545.30		-37,545.30	4,612,063.20
	Total for 5812501 Wheatland Loan							\$ -37,545.30	
	Total for 5812500 Amazon							\$ -37,545.30	
	Allegro Escrow Loan								
			Beginning Balance						1,456,000.00
	Total for Allegro Escrow Loan								
	OPEB								
			Beginning Balance						20,337.00
	Total for OPEB								
	Pension Payable								
			Beginning Balance						49,712.00
	Total for Pension Payable								
	Total Liabilities							\$ -24,585.92	\$6,244,667.54
	Equity								
			Opening Balance Equity						
			Beginning Balance						8,557,130.40
	Total for Opening Balance Equity								
	Retained Earnings							\$3,386,041.80	\$3,386,041.80
	Net Income							\$520,850.01	\$520,850.01
	Total Equity							\$3,906,891.81	\$12,464,822.21
	Total Liabilities and Equity							\$3,682,305.89	\$10,708,689.75

Action Item No: 05112023-02

Board Meeting Date: May 11, 2022

Subject: Authorize an Extension Contract for Marketing, Social Media and SEO Services

Background:

This extension of this contract would allow for a continued refreshing of the current S3R3 Solutions website and continued social media presence for S3R3 Solutions for a period of six months and would add \$11,250 to the current contract.

Recommendation:

Recommendation is for the S3R3 Solutions board to authorize the Executive Director to execute an extension Big Sky Public Relations for an additional term of six months in an amount not to exceed \$65,264.40.

Submitted By:

Rick Romero, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

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

Approved as modified: _____



Professional Services Agreement
Information Technology Services
Agreement Extension #1

Date: May 11, 2023
Amendment: Agreement Extension #1
Date of Original Contract: May 20, 2022
Consultant: Big Sky Public Relations

This Amendment modifies the following terms of the original contract as follows:

Duration of Agreement

Contract Expiration Date: November 11, 2023

This is the first extension which implements section three of the original contract titled "Duration of Agreement" and extends the contract until November 11, 2023. This extension of six months is required to continue our social media, marketing and SEO/SEM to include website updates.

Compensation and Method of Payment

The current value of the contract is \$54,014.40. The extension request is to increase the value of the contract by \$11,250, the amount estimated by Big Sky to maintain the aforementioned contractual agreement obligations.

_____/_____
Rick Romero Date
Interim Executive Director
West Plains Airport Area Public Development Authority
d/b/a S3R3 Solutions

_____/_____
Big Sky Public Relations Representative Date
Printed Name: _____
Position: _____