

June 8, 2023 Board Meeting 7:30 – 9:00 AM

*This meeting will be held online only.*

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

*Join Zoom Meeting*

<https://us06web.zoom.us/j/89719290485?pwd=MGlna1BNbE5oSTh0TW0rZENvRXo3Zz09>

*Meeting ID: 897 1929 0485*

*Passcode: 541870*

*If you would like to join by telephone only, please call 1-253-215-8782 then enter: 897 1929 0485*

*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 May 11, 2023 Board Meeting
  - Approval of Minutes for the May 30, 2023 Special Meeting
  - Approval of Financials for May of 2023
- Action Item No 2: ARPA Funds

### Project Updates, Presentations and Briefings.

- Revenue Sharing
- GFC Discussion

### Other Business

- Unfinished Business
  - Process for Executive Director Interviews
- 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: 06082023-01**

**Board Meeting Date: June 8, 2023**

**Subject: Consent Agenda**

- 1) Approval of May 11, 2023 Board Meeting Minutes**
- 2) Approval of May 30, 2023 Special Meeting**
- 3) May 2023 Financials**

**Background:**

May 11, 2023 minutes for the regularly scheduled Board Meeting.  
May 30, 2023 minutes for the Special Meeting.

Financials for May 2023

**Recommendation:**

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

**Submitted By:**

Rick Romero, Executive Director

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

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

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

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

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

**May 11, 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, Johnnie Perkins

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

**S3R3 Solutions Members absent:** None

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

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

**Guests physically present:** Mark Brewster, Terry Horne, Julia McHugh

**Guests present via teleconference:** David Craig, Marcia Davis, Paul Fendt, Brogan Griffin, Sloan Stinson

**Meeting called to order 7:32 AM**

### **Welcome and Introductions:**

Board Chair Breean Beggs requested a roll call, quorum present. He also acknowledged attendees in the room as well as via Zoom.

### **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 the stormwater project stopped for a variety of reasons. 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 consideration be made with regard to the Palisades Neighborhood because of what happened in her neighborhood, West Terrace. Mark Brewster commented that he lives approximately 300 yards from the paleo channel that could possibly be affected if the current stormwater plan goes into effect.

### **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 April 10, 2023 Board Meeting, and financials for April of 2023. Board Vice Chair Al French motioned for approval for the minutes, Board Secretary Scott Simmons seconded, motion passed unanimously. Board Secretary Scott Simmons motioned for approval for the financials, Board Member Johnnie Perkins seconded, motion passed unanimously.

### **Action Item No. 2 – Authorize Extension of Contract with Big Sky Public Relations for Marketing, Social Media and SEO Services**

S3R3 currently has a contract with Big Sky Public Relations for Marketing, Social Media and SEO Services. The recommendation is to extend the contract which would allow for a continued refreshing of the S3R3 Solutions website and social media posts for a period of six months. The dollar amount of the extension is \$11,250, time extension is six months. Current value of the contract is \$54,014.40, the additional dollars would bring the value to \$35,264.40. Board Member Greg Birchell commented that amount is reasonable for the services being provided. Board Chair Breean Beggs called for a motion, Board Member Greg Birchell motioned for approval and Board Member Johnnie Perkins seconded, motion passed unanimously.

### **Project Updates, Presentations**

Project Manager Karen Corkins updated the board regarding the GIS Map which will be used internally to track development.

Interim Executive Director Rick Romero reviewed the meetings held between S3R3 staff (to include our contracted accountant) the City and County and reported that the methodology for figuring sales tax on new construction is being

honed. Project Manager Karen Corkins questioned whether we should be considering public works construction. After some discussion, it was decided yes, it should be considered specifically because it is consistent with our current Interlocal Agreement. In response, S3R3 will report public works construction that began in 2023. Concerning sales tax and utility tax, those are being configured and paid to S3R3 without issue.

The Integrate/Advance/Build Relationships discussion revolved around the West Plains (to include S3R3) adapt a broader perspective regarding infrastructure. Infrastructure done well produces property that can be sold which leads to, among other benefits, job creation.

GFCs (General Facilities Charges) were discussed regarding a joint plan for the development of the West Plains. Board Chair Breean Beggs (also President of the Spokane City Council) remarked that if GFCs were not collected, the City would be faced with the challenge of paying for projects. Board Vice Chair Al French (also Spokane County Commissioner) stated that the City and County need to joint plan for the development of the West Plains. He continued to explain that it is time to lay the foundation for 10, 20 and 30 years out that will benefit the West Plains, the City of Spokane and Spokane County.

Stormwater was discussed and it was decided that the right direction was not to pursue a centralized utility to be managed by S3R3. Board Vice Chair Al French specifically mentioned that although we started down the path, information became available that made it more and more apparent that S3R3 developing a stormwater plan is not a financially sound path. He further stated that S3R3 change course to redirected ARPA (American Rescue Plan Act) funds to solutions for sewer and water. Board Chair Breean Beggs noted that the board was nodding in approval to discontinue the Stormwater contract.

Board Chair Breean Beggs introduced David Craig of Korn Ferry, the firm hired to recruit S3R3's new Executive Director. David explained the process of conducting a comprehensive search and is reporting that with the help of three board members and S3R3 staff, the list has been narrowed. The current thought is to virtually interview four candidates, narrow it down and then have a two-day in person interview with the finalists, possibly June 8<sup>th</sup> and 9<sup>th</sup>. The in-person interviews would include tours of the PDA and informal gatherings with members of the public.

**Unfinished Business**

None

**Other Business**

None

**New Business**

None

**Board Member Items**

None

The May 11, 2023 Board Meeting was adjourned at 8:57 AM.

## May 30, 2023 Special Board Meeting

7:00 – 9:00 AM

# Minutes – Board Meeting (held via teleconference only)

### Attendance

**S3R3 Solutions Members present via teleconference:** Breean Beggs, Greg Birchell, Al French, Larry Krauter, Johnnie Perkins, Scott Simmons

**S3R3 Solutions Members absent:** None

**S3R3 Solutions Staff present via teleconference:** Karen Corkins, Project Manager; Sueann Herkel, Executive Assistant; Taudd Hume, Attorney, Rick Romero, Interim Executive Director

**Guests present via teleconference:** David Craig, Brogan Griffin, Julia McHugh

### Meeting called to order 7:13 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 wanted to join the meeting to hear the quality of questions being asked of the candidates.

Board Chair Breean Beggs requested an Executive Session be called to discuss the performance of a public official (RCW 42.30.110(1)(g)). Forty five minutes was allocated for the Executive Session and was scheduled to end at 8:00 AM.

At 8:00 AM, the Executive Session was extended to 8:15 AM.

At 8:15 AM, the Executive Session was extended to 8:20 AM.

At 8:20 AM, the Executive Session was extended to 8:45 AM.

The May 30, 2023 Special Board Meeting was resumed and adjourned at 8:45 AM.

# West Plains Airport Area PDA

## Balance Sheet Detail

As of May 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>ASSETS</b>									
<b>1111000 BUSINESS CHECKING (6532)</b>									
									71,146.46
									71,146.46
05/01/2023	Expense		River Park Square	Parking for PM to attend Leadership Summit	Travel:Travel Parking		\$8.50	-8.50	71,137.96
05/01/2023	Expense			Promotional items for upcoming conference	Legal & Professional Services:Advertising & Marketing	\$1,111.45	-1,111.45	70,026.51	
05/01/2023	Tax Payment		<b>WA Labor &amp; Industries</b>	Tax Payment for Period: 01/01/2023-03/31/2023	Employer Payroll Taxes Payable	\$224.64	-224.64	69,801.87	
05/02/2023	Expense		<b>WA DOR</b>	Leasehold Excise Tax to the State of Washington - DOR - QTR1 - 2023	3172003 Leasehold Excise Tax From Amazon	\$26,879.88	-26,879.88	42,921.99	
05/02/2023	Expense		Washington State Dept of L & I	QTR 1 - L&I	Economic Development - Benefits:Payroll Taxes:L&I		\$218.39	-218.39	42,703.60
05/03/2023	Expense		Team Logic IT	Monthly fee with IT contractor - TeamLogic	Legal & Professional Services:IT Services	\$602.45	-602.45	42,101.15	
05/03/2023	Expense		Amplifying Women's Voices	Conference for PM attendance	5587048 Conferences/Association Meetings	\$18.07	-18.07	42,083.08	
05/04/2023	Expense		Yokes Fresh Market	Food for lunch meeting with accountant	5587049 Business Meals	\$86.45	-86.45	41,996.63	
05/05/2023	Expense		Intuit	Accounting and software support - May 2023	-Split-	\$125.35	-125.35	41,871.28	
05/05/2023	Expense		Washington DRS	PERS and DCP for S3R3 employees for 2nd pay period of April 2023	-Split-	\$1,834.61	-1,834.61	40,036.67	
05/05/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 04/16/2023-04/30/2023	Direct Deposit Payable	\$2,520.10	-2,520.10	37,516.57	
05/05/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 04/16/2023-04/30/2023	Direct Deposit Payable	\$1,055.11	-1,055.11	36,461.46	
05/05/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 04/16/2023-04/30/2023	Direct Deposit Payable	\$2,357.21	-2,357.21	34,104.25	
05/05/2023	Expense		Adobe	Monthly fee for Adobe software	5587030 Office Supplies & Software	\$21.79	-21.79	34,082.46	
05/06/2023	Expense		Storepoint, Inc	Monthly fee for Big Sky subcontractor - assistance with analytics	Legal & Professional Services:Advertising & Marketing	\$39.00	-39.00	34,043.46	
05/06/2023	Expense		STCU	Fee for subcontractor of Big Sky who is based in Canada	Other Business Expenses:Bank Charges & Fees	\$0.78	-0.78	34,042.68	
05/08/2023	Expense		Spokane County Assessor	Subdivision Guarantee for Welland Mitigation Bank	Job Supplies:Welland Mitigation	\$327.00	-327.00	33,715.68	
05/08/2023	Expense		Parametrix	Payment for on-call contract - GIS mapping	Legal & Professional Services:Consultant, PW and Vendor Rosters	\$1,400.00	-1,400.00	32,315.68	
05/09/2023	Deposit		City of Spokane*	Utility Tax from the City of Spokane through 4.30.2023	3370030 Local Grants, Entitlements and Other Payments:New Construction	\$4,207.55	4,207.55	36,523.23	
05/10/2023	Expense		Zayo	Internet connection for May 2023	Communications:Internet	\$362.87	-362.87	36,160.36	
05/10/2023	Tax Payment		IRS	Tax Payment for Period: 05/03/2023-05/05/2023	Employer Payroll Taxes Payable	\$1,944.05	-1,944.05	34,216.31	
05/10/2023	Expense		Jan-Pro Northwest	Monthly cleaning fee - Jan-Pro Northwest	Other Business Expenses:Other Miscellaneous Service Cost	\$339.00	-339.00	33,877.31	
05/10/2023	Expense		WalMart	Office supplies to include copier paper - May 2023	5587030 Office Supplies & Software	\$61.23	-61.23	33,816.08	
05/10/2023	Expense		Spokane Airport	Lease for office space - May 2023	5587046 Rent & Lease	\$1,360.00	-1,360.00	32,456.08	
05/10/2023	Expense		Witherspoon Brajcich McPhee, PLLC	General legal fees - WBM - March 2023	Legal & Professional Services:Legal Expense	\$1,290.00	-1,290.00	31,166.08	
05/10/2023	Expense		Witherspoon Brajcich McPhee, PLLC	Legal fees for wetland mitigation bank - WBM - March 2023	Job Supplies:Wetland Mitigation	\$4,012.50	-4,012.50	27,153.58	
05/11/2023	Expense		AWC Employee Benefit Trust	Health care for PM - May 2023	5587021 Economic Development - Benefits:Employees Health Benefits	\$1,436.42	-1,436.42	25,717.16	
05/11/2023	Expense		Anastasi Moore & Martin	Accounting services for April 2023	Legal & Professional Services:Accounting Services	\$1,299.00	-1,299.00	24,418.16	
05/12/2023	Expense		City of Spokane	Trash disposal - April 2023	5587042 Utilities	\$107.39	-107.39	24,310.77	
05/13/2023	Expense		Denny's	Food for May board meeting	5587049 Business Meals	\$111.87	-111.87	24,198.90	
05/15/2023	Deposit		S3R3 Solutions	Deposit - reimbursement from Amazon for plumbing issue at the air cargo warehouse	5587501 Amazon Expenses:Amazon Maintenance Expenses	\$292.94	292.94	24,491.84	
05/16/2023	Expense		Storepoint, Inc	Mid month charge for website support	Legal & Professional Services:Advertising & Marketing	\$39.00	-39.00	24,452.84	
05/16/2023	Expense		BOMA	BOMA luncheon with the Mayor - attendance for PM	5587048 Conferences/Association Meetings	\$49.87	-49.87	24,402.97	
05/16/2023	Expense		STCU	Fee for dealing with Canadian based business working with Big Sky PR	Other Business Expenses:Bank Charges & Fees	\$0.78	-0.78	24,402.19	
05/16/2023	Expense		BOMA	BOMS luncheon with the Mayor - attendance for ED	5587048 Conferences/Association Meetings	\$49.87	-49.87	24,352.32	
05/18/2023	Check	1530	Karen Corkins	Reimbursement to PM for mileage for website renewal	-Split-	\$293.25	-293.25	24,059.07	
05/19/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 05/01/2023-05/15/2023	Direct Deposit Payable	\$2,535.02	-2,535.02	21,524.05	
05/19/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 05/01/2023-05/15/2023	Direct Deposit Payable	\$2,075.19	-2,075.19	19,448.86	
05/19/2023	Expense		Washington DRS	PERS and DCP for first pay period of May 2023	-Split-	\$1,834.61	-1,834.61	17,614.25	
05/19/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 05/01/2023-05/15/2023	Direct Deposit Payable	\$1,070.05	-1,070.05	16,544.20	
05/19/2023	Expense		Spokane Convention Center Parking	Parking for PM to attend BOMA luncheon	Travel:Travel Parking	\$10.00	-10.00	16,534.20	
05/20/2023	Expense		WalMart	Office supplies to include paper and water	5587030 Office Supplies & Software	\$59.36	-59.36	16,474.84	
05/20/2023	Expense		Verizon	Cell phone for ED - Apr 5 - May 4, 2023	Communications:Phone Expense	\$101.23	-101.23	16,373.61	
05/22/2023	Expense		WalMart		5587030 Office Supplies & Software	\$45.63	-45.63	16,327.98	
05/22/2023	Transfer				1111001 Business Savings (0374)	\$75,000.00		75,000.00	91,327.98
05/22/2023	Expense		T-O Engineers	Engineering work for Welland Mitigation Bank - February - April 2023	Job Supplies:Wetland Mitigation	\$660.00	-660.00	90,667.98	
05/24/2023	Tax Payment		IRS	Tax Payment for Period: 05/17/2023-05/19/2023	Employer Payroll Taxes Payable	\$1,848.17	-1,848.17	88,819.81	
<b>Total for 1111000 BUSINESS CHECKING (6532)</b>									<b>\$17,673.35</b>
<b>1111001 Business Savings (0374)</b>									
									243,188.20
05/22/2023	Transfer				1111000 BUSINESS CHECKING (6532)	\$75,000.00	-75,000.00	168,188.20	
<b>Total for 1111001 Business Savings (0374)</b>									<b>\$ -</b>
<b>1114000 Spokane County Investment Pool</b>									
									1,932,203.16
<b>Total for 1114000 Spokane County Investment Pool</b>									
<b>36981100 Money Market 2519</b>									
									56,713.94
05/04/2023	Deposit		Wheatland Bank	Weekly interest posted to Wheatland Money Marketing account	3614000 Interest Earned	\$4.35	4.35	56,718.29	
05/11/2023	Deposit		Wheatland Bank	Weekly interest for Money Market at Wheatland Bank	3614000 Interest Earned	\$4.35	4.35	56,722.64	
05/18/2023	Deposit		Wheatland Bank	Weekly interest for Money Market at Wheatland Bank	3614000 Interest Earned	\$4.35	4.35	56,726.99	
05/25/2023	Deposit		Wheatland Bank	Weekly interest for Money Market at Wheatland Bank	3614000 Interest Earned	\$4.35	4.35	56,731.34	
<b>Total for 36981100 Money Market 2519</b>									<b>\$17.49</b>
<b>5587011 Savings</b>									
									206,933.66
05/01/2023	Deposit		Amazon	Base rent and leasehold excise tax - May 2023	-Split-	\$82,837.94	82,837.94	289,771.62	

# West Plains Airport Area PDA

## Balance Sheet Detail

As of May 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
05/01/2023	Transfer				5587012 Checking 6077		\$13,000.00	-13,000.00	276,771.62
05/01/2023	Expense		Wheatland Bank	Interest and principal payment - month of May 2023 - Air Cargo Warehouse	-Split-	\$52,559.66	-52,559.66		224,211.96
<b>Total for 5587011 Savings</b>								<b>\$12,278.28</b>	
5587012 Checking 6077									
Beginning Balance									
									23,419.07
05/01/2023	Transfer				5587011 Savings	\$13,000.00		13,000.00	36,419.07
05/01/2023	Expense		Allegro Escrow	Payment for wetland mitigation - May 2023	Job Supplies:Wetland Mitigation		\$7,830.82	-7,830.82	28,588.25
05/03/2023	Expense		Wheatland Bank	Monthly fee to use online bill pay - Wheatland	Other Business Expenses:Bank Charges & Fees		\$9.95	-9.95	28,578.30
05/16/2023	Expense		Spokane Airport	Lane lease and excise tax for Air Cargo Warehouse	-Split-		\$3,840.08	-3,840.08	24,738.22
<b>Total for 5587012 Checking 6077</b>								<b>\$1,318.15</b>	

# West Plains Airport Area PDA

## Balance Sheet Detail

As of May 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE	
3111000										
<b>Beginning Balance</b>									99.10	
<b>Total for 3111000</b>										
Payroll Corrections										
Beginning Balance									-0.06	
05/05/2023	Payroll Check	DD	Karen M. Corkins	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.07	
05/05/2023	Payroll Check	DD	Sueann K. Herkel	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.08	
05/19/2023	Payroll Check	DD	Sueann K. Herkel	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.09	
05/19/2023	Payroll Check	DD	Karen M. Corkins	Payroll Correction	Direct Deposit Payable		\$0.01	-0.01	-0.10	
<b>Total for Payroll Corrections</b>									<b>\$ -0.04</b>	
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									-39,241.52	
<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>\$ -38,711.86</b>	<b>\$18,669,877.89</b>	
<b>LIABILITIES AND EQUITY</b>										
Liabilities										
3172002 Leasehold Excise Land										
Beginning Balance										8,302.24
05/01/2023	Deposit		Amazon	Leasehold excise tax - land	5587011 Savings		\$436.96	436.96	8,739.20	
<b>Total for 3172002 Leasehold Excise Land</b>									<b>\$436.96</b>	
3172003 Leasehold Excise Tax From Amazon										
Beginning Balance										35,839.76
05/01/2023	Deposit		Amazon	Leasehold excise tax from Amazon	5587011 Savings		\$8,959.96	8,959.96	44,799.72	
05/02/2023	Expense		WA DOR	Leasehold Excise Tax to the State of Washington - DOR - QTR1 - 2023	1111000 BUSINESS CHECKING (6532)	\$26,879.88		-26,879.88	17,919.84	
<b>Total for 3172003 Leasehold Excise Tax From Amazon</b>									<b>\$ -17,919.92</b>	
Direct Deposit Payable										
05/05/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 04/16/2023-04/30/2023	-Split-		\$2,357.21	2,357.21	2,357.21	
05/05/2023	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,055.11		-1,055.11	1,302.10	
05/05/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 04/16/2023-04/30/2023	-Split-		\$1,055.11	1,055.11	2,357.21	
05/05/2023	Payroll Check	DD	Karen M. Corkins	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,520.10		-2,520.10	-162.89	
05/05/2023	Payroll Check	DD	Rick L. Romero	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,357.21		-2,357.21	-2,520.10	
05/05/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 04/16/2023-04/30/2023	-Split-		\$2,520.10	2,520.10	0.00	
05/19/2023	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,070.05		-1,070.05	-1,070.05	
05/19/2023	Payroll Check	DD	Rick L. Romero	Pay Period: 05/01/2023-05/15/2023	-Split-		\$2,075.19	2,075.19	1,005.14	
05/19/2023	Payroll Check	DD	Karen M. Corkins	Pay Period: 05/01/2023-05/15/2023	-Split-		\$2,535.02	2,535.02	3,540.16	
05/19/2023	Payroll Check	DD	Karen M. Corkins	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,535.02		-2,535.02	1,005.14	
05/19/2023	Payroll Check	DD	Rick L. Romero	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$2,075.19		-2,075.19	-1,070.05	
05/19/2023	Payroll Check	DD	Sueann K. Herkel	Pay Period: 05/01/2023-05/15/2023	-Split-		\$1,070.05	1,070.05	0.00	
<b>Total for Direct Deposit Payable</b>									<b>\$0.00</b>	
Employee Payroll Taxes Payable										
Beginning Balance										87.05
05/05/2023	Payroll Check	DD	Karen M. Corkins	PFML Employee	Direct Deposit Payable		\$4.55	4.55	91.60	
05/05/2023	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.83	2.83	94.43	
05/19/2023	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.83	2.83	97.26	
05/19/2023	Payroll Check	DD	Karen M. Corkins	PFML Employee	Direct Deposit Payable		\$4.55	4.55	101.81	
<b>Total for Employee Payroll Taxes Payable</b>									<b>\$14.78</b>	



# West Plains Airport Area PDA

## Balance Sheet Detail

As of May 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>Employer Payroll Taxes Payable</b>									
Beginning Balance									
05/01/2023	Tax Payment		<b>WA Labor &amp; Industries</b>	WA Workers Compensation	1111000 BUSINESS CHECKING (6532)	\$224.64		-224.64	345.42
05/05/2023	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$5.47	5.47	120.78
05/05/2023	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$37.44	37.44	126.25
05/05/2023	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.02	6.02	163.69
05/05/2023	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/943/944)	Direct Deposit Payable		\$504.90	504.90	674.61
05/05/2023	Payroll Check	DD	Karen M. Corkins	Federal Taxes (941/943/944)	Direct Deposit Payable		\$848.36	848.36	1,522.97
05/05/2023	Payroll Check	DD	Karen M. Corkins	WA SUI Employer	Direct Deposit Payable		\$8.05	8.05	1,531.02
05/05/2023	Payroll Check	DD	Karen M. Corkins	WA Workers Compensation	Direct Deposit Payable		\$37.44	37.44	1,568.46
05/05/2023	Payroll Check	DD	Karen M. Corkins	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	1,568.46
05/05/2023	Payroll Check	DD	Karen M. Corkins	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.86	8.86	1,577.32
05/05/2023	Payroll Check	DD	Rick L. Romero	Federal Taxes (941/943/944)	Direct Deposit Payable		\$590.79	590.79	2,168.11
05/05/2023	Payroll Check	DD	Rick L. Romero	WA SUI Employer	Direct Deposit Payable		\$6.30	6.30	2,174.41
05/05/2023	Payroll Check	DD	Rick L. Romero	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	2,174.41
05/05/2023	Payroll Check	DD	Rick L. Romero	Federal Unemployment (940)	Direct Deposit Payable		\$6.33	6.33	2,180.74
05/05/2023	Payroll Check	DD	Rick L. Romero	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.93	6.93	2,187.67
05/05/2023	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,187.67
05/10/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1111000 BUSINESS CHECKING (6532)	\$1,944.05		-1,944.05	243.62
05/19/2023	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/943/944)	Direct Deposit Payable		\$504.86	504.86	748.48
05/19/2023	Payroll Check	DD	Karen M. Corkins	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$8.86	8.86	757.34
05/19/2023	Payroll Check	DD	Karen M. Corkins	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	757.34
05/19/2023	Payroll Check	DD	Rick L. Romero	Federal Taxes (941/943/944)	Direct Deposit Payable		\$494.95	494.95	1,252.29
05/19/2023	Payroll Check	DD	Karen M. Corkins	WA SUI Employer	Direct Deposit Payable		\$8.05	8.05	1,260.34
05/19/2023	Payroll Check	DD	Karen M. Corkins	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	1,260.34
05/19/2023	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.02	6.02	1,266.36
05/19/2023	Payroll Check	DD	Sueann K. Herkel	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	1,266.36
05/19/2023	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	1,266.36
05/19/2023	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$5.47	5.47	1,271.83
05/19/2023	Payroll Check	DD	Karen M. Corkins	Federal Taxes (941/943/944)	Direct Deposit Payable		\$848.36	848.36	2,120.19
05/19/2023	Payroll Check	DD	Rick L. Romero	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$6.04	6.04	2,126.23
05/19/2023	Payroll Check	DD	Rick L. Romero	Federal Unemployment (940)	Direct Deposit Payable	\$0.00		0.00	2,126.23
05/19/2023	Payroll Check	DD	Rick L. Romero	WA Workers Compensation	Direct Deposit Payable	\$0.00		0.00	2,126.23
05/19/2023	Payroll Check	DD	Rick L. Romero	WA SUI Employer	Direct Deposit Payable		\$5.49	5.49	2,131.72
05/24/2023	Tax Payment		IRS	Federal Taxes (941/943/944)	1111000 BUSINESS CHECKING (6532)	\$1,848.17		-1,848.17	283.55
<b>Total for Employer Payroll Taxes Payable</b>								<b>\$ -61.87</b>	
<b>Payroll Liabilities</b>									
5587004 401(a)									
Beginning Balance									
05/05/2023	Payroll Check	DD	Sueann K. Herkel	DCP Pretax HSA	Direct Deposit Payable		\$800.00	800.00	1,547.67
05/05/2023	Payroll Check	DD	Karen M. Corkins	DCP Pretax HSA	Direct Deposit Payable		\$50.00	50.00	2,397.67
05/05/2023	Expense		Washington DRS	DCP for 2nd pay period of April 2023	1111000 BUSINESS CHECKING (6532)	\$850.00		-850.00	1,547.67
05/19/2023	Payroll Check	DD	Karen M. Corkins	DCP Pretax HSA	Direct Deposit Payable		\$50.00	50.00	1,597.67
05/19/2023	Expense		Washington DRS	DCP for 1st pay period of May 2023	1111000 BUSINESS CHECKING (6532)	\$850.00		-850.00	747.67
05/19/2023	Payroll Check	DD	Sueann K. Herkel	DCP Pretax HSA	Direct Deposit Payable		\$800.00	800.00	1,547.67
<b>Total for 5587004 401(a)</b>								<b>\$0.00</b>	
<b>Medical</b>									
Beginning Balance									
05/05/2023	Payroll Check	DD	Karen M. Corkins	Medical	Direct Deposit Payable		\$123.91	123.91	8,126.19
05/05/2023	Payroll Check	DD	Karen M. Corkins	Medical - Company Contribution	Direct Deposit Payable		\$690.11	690.11	8,250.10
05/19/2023	Payroll Check	DD	Karen M. Corkins	Medical - Company Contribution	Direct Deposit Payable		\$690.11	690.11	9,630.32
05/19/2023	Payroll Check	DD	Karen M. Corkins	Medical	Direct Deposit Payable		\$123.91	123.91	9,754.23
<b>Total for Medical</b>								<b>\$1,628.04</b>	
<b>Total for Payroll Liabilities</b>								<b>\$1,628.04</b>	
<b>PERS Payable</b>									
Beginning Balance									
05/05/2023	Payroll Check	DD	Karen M. Corkins	PERS	Direct Deposit Payable		\$222.60	222.60	9,092.61
05/05/2023	Payroll Check	DD	Karen M. Corkins	PERS - Company Contribution	Direct Deposit Payable		\$363.65	363.65	9,456.26
05/05/2023	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$254.51	254.51	9,710.77
05/05/2023	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$151.26	151.26	9,862.03
05/19/2023	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$254.51	254.51	10,116.54
05/19/2023	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$151.26	151.26	10,267.80
05/19/2023	Payroll Check	DD	Karen M. Corkins	PERS - Company Contribution	Direct Deposit Payable		\$363.65	363.65	10,631.45
05/19/2023	Payroll Check	DD	Karen M. Corkins	PERS	Direct Deposit Payable		\$222.60	222.60	10,854.05
<b>Total for PERS Payable</b>								<b>\$1,984.04</b>	
5812500 Amazon									
5812501 Wheatland Loan									
Beginning Balance									
05/01/2023	Expense		Wheatland Bank	Principal paid on Wheatland loan for Air Cargo	5587011 Savings	\$38,146.96		-38,146.96	4,612,063.20
<b>Total for 5812501 Wheatland Loan</b>								<b>\$ -38,146.96</b>	
<b>Total for 5812500 Amazon</b>								<b>\$ -38,146.96</b>	
<b>Allegro Escrow Loan</b>									
Beginning Balance									
<b>Total for Allegro Escrow Loan</b>									1,456,000.00
<b>OPEB</b>									
Beginning Balance									
<b>Total for OPEB</b>									20,337.00
<b>Pension Payable</b>									
Beginning Balance									
<b>Total for Pension Payable</b>									49,712.00
<b>Total Liabilities</b>								<b>\$ -52,064.95</b>	<b>\$9,148,185.69</b>

# West Plains Airport Area PDA

## Balance Sheet Detail

As of May 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
Equity									
	Opening Balance Equity								
	Beginning Balance								8,541,328.85
	<b>Total for Opening Balance Equity</b>								
	Retained Earnings							\$3,445,289.35	\$3,445,289.35
	Net Income							\$534,283.10	\$534,283.10
	<b>Total Equity</b>							<b>\$3,979,483.45</b>	<b>\$12,526,812.36</b>
	<b>Total Liabilities and Equity</b>							<b>\$3,827,418.50</b>	<b>\$18,669,977.89</b>

**Action Item No: 06082023-02**

**Board Meeting Date: June 8, 2023**

**Subject: ARPA Funds**

**Background:**

At the end of 2022, Spokane County awarded S3R3 Solutions \$2,000,000 in ARPA (American Rescue Plan Act) Funds for a stormwater project. In April of 2023, the Board discussed and decided to suspend the stormwater project and authorized the S3R3 staff to discuss with Spokane County the possibility of reallocating awarded funds to a different project. After discussion, it was determined the awarded funds could be utilized for a water and/or sewer project. To comply with a County deadline, the contract with Spokane County was signed in late May. Although the project in the signed contract is for a water project, County staff has informed S3R3 staff the project designation can be adjusted to a sewer project if the S3R3 Board so designates.

**Recommendation:**

Recommendation is for the S3R3 Solutions Board to keep the contract with Spokane County as is.

**Submitted By:**

Rick Romero, Executive Director

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

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

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

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

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

**S3R3 Solutions**  
**Bank Balances as of June 6, 2023**  
**Reconciled**

Bank	Type of Account	Balance	
STCU	Checking	\$ 179,199.19	This account is primarily used for the daily operational expenses of S3R3.
STCU	Savings	\$ 168,216.10	This account is used for unexpected or planned expenses outside of the expected daily operating expenses.
		<b>\$ 347,415.29</b>	<b>Total funds in STCU</b>

Bank	Type of Account	Balance	
Wheatland Bank	Money Market	\$ 56,735.69	This account holds residual from savings and checking. Once the balance reaches over \$240K, those funds can and should be transferred to our SCIP account for a greater return.
	Savings	\$ 241,499.76	This account covers the lease payment, ground lease and sales tax for the Air Cargo Warehouse.
	Checking	\$ 29,727.74	This account is used to cover operations and management of the Air Cargo Warehouse
		<b>\$ 327,963.19</b>	<b>Total funds in Wheatland Bank</b>

SCP - County	Investment Account	\$ 2,084,897.24	This is our investment account with Spokane County. We receive our revenue sharing dollars in this account.
		<b>\$ 2,084,897.24</b>	<b>Total funds in SCIP</b>

**Total Dollars on Deposit** **\$ 2,760,275.72**

Funds In Reserve	SCIP	\$600K	Funds held for Catlin Dix property deal
	SCIP	\$250K	Funds held for operational expenses