



August 8, 2024 Board Meeting 7:30 – 9:00AM
7106 W Will D. Alton Lane, Suite 103, Spokane, WA 99224
509-381-4152

*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/86861566766?pwd=cRVdmS2zMWtza9ZVqGJjnnVhll6QzP.1>

Meeting ID: 868 6156 6766

Passcode: 998578

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

Welcome and Introductions

Public Comment/Courtesy of the Floor

Action Items

- Action Item No 1: Consent Agenda
 - Approval of Minutes for the June 13, 2024 Board Meeting
 - Approval of Financials for May 2024
 - Approval of Financials for June 2024

Updates, Presentations and Briefing

- West Plains Economic Development Presentation
 - Socioeconomic snapshot of the West Plains
 - Industry Specialization in the West Plains
 - Wage and Occupation Dynamics in the West Plains
- Marketing and Business Development Activity & 2025 Strategy Discussion
- Wetland Mitigation Bank
- West Plains Transportation Study
- Other Operational Updates

Other Business

- Unfinished Business
- New Business

Board Member Items

Executive Session

Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: S3R3 Solutions is committed to providing equal access to its facilities for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email S3R3 Solutions at 509.381.4152; 7106 W Will D Alton Lane, Suite 103A, Spokane, WA, 99201; or sueann@s3r3solutions.com. Persons who are deaf or hard of hearing may contact S3R3 Solutions through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Action Item No: 08082024-01

Board Meeting Date: August 8, 2024

Subject: Consent Agenda
1) Approval of June 13, 2024 Board Meeting Minutes
2) May 2024 Financials
3) June 2024 Financials

Background:

June 13, 2024 minutes for the regularly scheduled monthly board meeting.
Financials for May and June of 2024.

Recommendation:

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

Submitted By:

Chris Pengra, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

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

Approved as modified: _____

June 13, 2024, Regular Board Meeting
7:30 – 9:00 AM
7106 W Will D Alton Lane, Suite 103A, Spokane, WA 99224

Minutes – Board Meeting

Attendance:

S3R3 Board Members physically present: Greg Birchell, Paul Katovich, Larry Krauter, Scott Simmons, Betsy Wilkerson
S3R3 Board Members present online: Garrett Jones
S3R3 Board Members absent: Al French
S3R3 Solutions Staff present: Sueann Herkel, Executive Administrative Manager; Taudd Hume, Legal Counsel; Chris Pengra, Executive Director
S3R3 Solutions Staff present online: None
Guests physically present: Julia McHugh, Citizen of Palisades Neighborhood, Craig Volosing, Citizen of Palisades Neighborhood
Guests present online: None

Meeting called to order 7:32 AM

Welcome and Introductions:

Roll call conducted, quorum is present. With the absence of Board Chair Al French, Board Vice Chair will preside over the June Board Meeting.

Public Comment/Courtesy of the Floor:

Julia McHugh voiced concerns about PFAS in the West Plains, specifically the Palisades Neighborhood.

Craig Volosing asked the S3R3 Board to consider backing projects in the West Plains that would enhance the natural environment.

Action Item No. 1 Consent Agenda

Board Vice Chair Larry Krauter called for a motion to approve the Consent Agenda Action Item No. 1 which includes minutes for the April 11, 2024, and March and April 2024 Financials. Board Treasurer Scott Simmons motioned for approval, Board Member Betsy Wilkerson seconded, motion passed unanimously.

Action Item No. 2 Budget Amendment Approval

Executive Director Chris Pengra presented amendments to the budget that are intended to:

1. Accurately reflect accounting of previously approved activities,
2. Proactively maintain accounting records in anticipation of State audit in the fall of 2024,
3. Comply with new WA accounting standards, and,
4. Account for higher than anticipated revenues or expenditures.

After the explanation, Board Vice Chair called for a motion to approve citing that Executive Director Chris Pengra needs to present and report the budget as appropriate. Board Secretary Greg Birchell motioned for approval, Board Member Paul Katovich seconded, motion passed unanimously.

Updates, Presentations and Briefings

Executive Director Chris Pengra updated the Board regarding recent and upcoming traveling schedule which hold the purpose of marketing and business development. One highlight is the sponsorship of S3R3 for the IEDC conference to be held in Spokane.

An update on the Wetland Mitigation Bank included a briefing on the public meeting for local stakeholders and that the Harris Homestead Wetland Mitigation Bank held its kickoff meeting with the Interagency Review Team in May at the Mitigation Bank site outside of Cheney, Washington. The Mitigation Banking Instrument is now under review by the Interagency Review Team.

The West Plains Transportation Network Plan is proceeding with the technical aspect of the report have been audited, revised and distributed to member of the technical group. There is a meeting set for June 24, 2024 with ESDOT and other technical stakeholders.

The position of Economic Development Coordinator has been posted with June 20, 2024 being set as the first review of applications.

Unfinished Business

None

New Business

None

Board Member Items

Board Vice Chair and Spokane Airport CEO reported on the updates involving Spokane International Airport stating the increased gate capacity and additional direct flights.

Board Treasurer Scott Simmons reported an update on Broadlinc citing new, portable towers for broadband.

Board Member and Spokane Council President Betsy Wilkerson reported that the Post Street Bridge reopened on June 5, 2024.

The June 13, 2024, S3R3 Board Meeting was adjourned at 8:29 AM.

2024 S3R3 Solutions	May-24	YTD 2024	YTD 2023	24-23 Difference
Non-Op Revenue				
Property Tax - Base Contribution	\$224,839.94	\$262,904.97	\$327,698.84	(\$64,793.87)
Sales Tax - Contribution from New Construction			\$183,361.04	(\$183,361.04)
Sales Tax - Contribution from Sales from New Business	\$10,387.93	\$85,570.80	\$182,758.00	(\$182,758.00)
Utility Tax - Contribution from New Business	\$9,389.37	\$35,214.77	\$23,450.26	\$62,120.54
Interest		\$20.25	\$11.11	\$35,203.66
Special or Extraordinary Items			\$17,272.68	(\$17,252.43)
Non-Op Revenue Total	\$244,617.24	\$383,710.79	\$734,551.93	(\$350,841.14)
Operating Revenue				
Building Lease	\$78,851.21	\$394,256.05		\$394,256.05
Amazon Reconciliation Income		\$63,316.20	\$367,205.10	
Operating Revenue Total	\$78,851.21	\$457,572.25	\$367,205.10	\$90,367.15
Total Sources	\$323,468.45	\$841,283.04	\$1,101,757.03	(\$260,473.99)

Operating Expenses				
Office Expenses				
Office Lease		\$7,162.65	\$6,800.00	\$362.65
Leasehold Excise Tax				\$0.00
Tax and License		\$362.88	\$261.10	\$101.78
Utilities (Electricity, Natural Gas, Disposal)	\$291.77	\$1,515.72	\$1,475.05	\$40.67
Office Supplies	\$283.96	\$2,786.54	\$1,589.58	\$1,196.96
Communications (Phones, internet & postage)	\$623.71	\$3,368.38	\$3,773.99	(\$405.61)
Business Meals / Meetings	\$165.67	\$1,529.18	\$1,942.68	(\$413.50)
Office Equipment		\$1,151.68	\$1,384.20	(\$232.52)
Office Expenses - Total	\$1,365.11	17,877.03	17,226.60	\$650.43
Human Resource				
Salaries	\$22,883.32	\$182,428.38	\$90,153.11	\$92,275.27
Federal Employment Taxes	\$1,736.22	\$14,641.02	\$415.42	\$14,225.60
State Employment Taxes	\$118.81	\$342.68	\$0.00	\$342.68
Health Benefits	\$5,497.87	\$22,417.25	\$13,079.24	\$9,338.01
Public Employee Retirement Systems	\$3,981.88	\$13,112.58	\$6,602.77	\$6,509.81
Human Resource Total	\$34,218.10	232,941.91	110,250.54	\$122,691.37

Capital/Infrastructure Improvements Total						
Building	\$187.83	\$939.15	\$688.81	\$250.34		
Ground Lease	\$6,806.24	\$17,015.60	\$17,014.80	\$0.80		
Capital/Infrastructure Improvements Total	\$6,994.07	17,954.75	17,703.61	\$251.14		
Professional & Personal Services						
Legal	\$552.50	\$16,103.75	\$6,920.00	\$9,183.75		
Accounting Services	\$1,058.93	\$7,100.63	\$4,441.65	\$2,658.98		
Insurance		\$3,453.32		\$3,453.32		
Advertising & Marketing	\$15,042.39	\$16,765.04	\$71,574.70	-\$54,809.66		
SCIP Management fees	\$74.37	\$337.76	\$227.74	\$110.02		
Interest	\$12,966.11	\$66,943.46	\$73,742.64	(\$6,799.18)		
IT Services	\$417.15	\$6,024.38	\$4,655.93	\$1,368.45		
Consultant, PW and Vendor Rosters		\$2,662.50	\$1,400.00	\$1,262.50		
Conferences/Association Meetings	\$1,586.78	\$7,172.45	\$2,811.53	\$4,360.92		
Dues and Subscriptions		\$2,157.63	\$563.61	\$1,594.02		
Stormwater Study			\$5,595.00	-\$5,595.00		
Cleaning / Janitorial	\$353.00	\$1,765.00	\$1,695.00	\$70.00		
Air Cargo / Conair-2022			\$3,308.92	(\$3,308.92)		
Bank Charges & Fees	\$44.31	\$93.75	\$67.53	\$26.22		
Wetlands	\$8,415.82	\$40,201.60	\$70,859.78	-\$30,658.18		
Fiber				\$0.00		
Transportation	\$2,553.15	\$8,368.37	\$3,792.75	\$4,575.62		
Professional & Personal Services Total	\$43,064.51	\$179,149.64	\$251,656.78	-\$72,507.14		
Travel						
Travel Expenses	\$2,215.40	\$13,346.31	\$433.34	\$12,912.97		
Travel Expenses Total	\$2,215.40	\$13,346.31	\$433.34			
Total Expenses	\$87,857.19	\$461,269.64	\$397,270.87			

Net Income **\$235,611.26**

380,013.40

704,486.16

(\$324,472.76)

These financials statements have not been subjected to year end audit or review and no assurance is provided on them.

2024 S3R3 Solutions		Jun-24	YTD 2024	YTD 2023	24-23 Difference
Non-Op Revenue					
Property Tax - Base Contribution	\$120,871.27	\$383,776.24	\$421,322.90		(\$37,546.66)
Sales Tax - Contribution from New Construction			\$284,675.83		(\$284,675.83)
Sales Tax - Contribution from Sales from New Business			\$182,758.00		(\$182,758.00)
Utility Tax - Contribution from New Business	\$99,572.89	\$185,143.69	\$29,377.18		\$155,766.51
Interest	\$8,044.91	\$43,134.05	\$21,477.21		\$21,656.84
Special or Extraordinary Items	\$3.93	\$24.18	\$275.31		(\$251.13)
Non-Op Revenue Total	\$228,493.00	\$612,078.16	\$939,886.43		(\$327,808.27)
Operating Revenue					
Building Lease	\$78,872.43	\$473,254.11			\$473,254.11
Amazon Reconciliation Income		\$63,316.20		\$440,646.12	
Operating Revenue Total	\$78,872.43	\$536,570.31	\$440,646.12		\$95,924.19
Total Sources	\$307,365.43	\$1,148,648.47	\$1,380,532.55		(\$231,884.08)

Operating Expenses					
Office Expenses					
Office Lease	\$1,432.53	\$8,595.18	\$8,160.00		\$435.18
Leasehold Excise Tax				\$0.00	
Tax and License		\$362.88	\$261.10		\$101.78
Utilities (Electricity, Natural Gas, Disposal)	\$459.02	\$1,974.74	\$1,856.64		\$118.10
Office Supplies	\$301.82	\$3,088.36	\$2,478.63		\$609.73
Communications (Phones, internet & postage)	\$626.16	\$3,994.54	\$4,457.36		(\$462.82)
Business Meals / Meetings	\$180.59	\$1,709.77	\$8,349.92		(\$6,640.15)
Office Equipment	\$163.43	\$1,315.11	\$1,704.65		(\$389.54)
Office Expenses - Total	\$3,163.55	21,040.58	27,268.30		(\$6,227.72)
Human Resource					
Salaries	\$22,883.33	\$205,311.71	\$106,606.62		\$98,705.09
Federal Employment Taxes	\$1,736.20	\$16,377.22	\$7,836.99		\$8,540.23
State Employment Taxes		\$342.68	\$415.42		(\$72.74)
Health Benefits	\$5,497.87	\$27,915.12	\$8,281.32		\$19,633.80
Public Employee Retirement Systems	\$2,123.60	\$15,236.18	\$7,414.46		\$7,821.72
Human Resource Total	\$32,241.00	265,182.91	130,554.81		\$134,628.10

Capital/Infrastructure Improvements Total					
Building	\$187.83	\$1,126.98	\$856.52	\$270.46	
Ground Lease	\$3,403.12	\$20,418.72	\$20,417.92	\$0.80	
Capital/Infrastructure Improvements Total	\$3,590.95	21,545.70	21,274.44	\$271.26	
Professional & Personal Services					
Legal	\$1,852.50	\$17,956.25	\$7,310.00	\$10,646.25	
Accounting Services	\$1,752.93	\$8,853.56	\$7,929.85	\$923.71	
Insurance		\$3,453.32		\$3,453.32	
Advertising & Marketing	\$1,607.94	\$18,372.98	\$95,618.69	-\$77,245.71	
SCIP Management fees	\$74.96	\$412.72	\$281.46	\$131.26	
Interest	\$14,126.61	\$81,070.07	\$88,512.57	(\$7,442.50)	
IT Services	\$1,465.72	\$7,490.10	\$5,393.38	\$2,096.72	
Consultant, PW and Vendor Rosters	\$777.50	\$3,440.00	\$3,085.00	\$355.00	
Conferences/Association Meetings	\$3,987.00	\$11,159.45		\$11,159.45	
Dues and Subscriptions		\$2,157.63	\$563.61	\$1,594.02	
Stormwater Study			\$5,595.00	-\$5,595.00	
Cleaning / Janitorial		\$1,765.00	\$2,401.00	(\$636.00)	
Air Cargo / Conair-2022			\$4,073.92	(\$4,073.92)	
Bank Charges & Fees		\$93.75	\$81.04	\$12.71	
Wetlands	\$8,782.07	\$48,983.67	\$94,038.77	-\$45,055.10	
Fiber				\$0.00	
Transportation			\$25,048.52	(\$25,048.52)	
Professional & Personal Services Total	\$34,427.23	\$205,208.50	\$339,932.81	-\$134,724.31	
Travel					
Travel Expenses	\$5,339.39	\$27,054.07	\$569.83	\$26,484.24	
Travel Expenses Total	\$5,339.39	\$27,054.07	\$569.83		
Total Expenses	\$78,762.12	\$540,031.76	\$519,600.19		

Net Income **\$228,603.31** **608,616.71** **860,932.36** **(\$252,315.65)**

These financials statements have not been subjected to year end audit or review and no assurance is provided on them.