

September 18, 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, Al French, Larry Krauter,

**S3R3 Board Members present online:** Paul Katovich, Scott Simmons

**S3R3 Board Members absent:** Garrett Jones**,** Betsy Wilkerson

**S3R3 Solutions Staff present:** Sueann Herkel, Executive Administrative Manager; Taudd Hume, Legal Counsel; Chris Pengra, Executive Director

**S3R3 Solutions Staff present online**: N/A

**Guests physically present:** Julia McHugh, Citizen of Palisades Neighborhood

**Guests present online:** Mark Papich, City of Spokane

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

**Welcome and Introductions:**

Roll call conducted, quorum is present.

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

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

**Action Item No. 1 Consent Agenda**

Board Chair Al French called for a motion to approve the Consent Agenda Action Item No. 1 which includes minutes for the August 8, 2024, and July 2024 Financials. Board Member Paul Katovich motioned for approval, Board Treasurer Scott Simmons seconded, motion passed unanimously.

**Action Item No. 2 Updated Procurement Policy**

Discussion ensued regarding the presented updated Procurement Policy which included revising the dollar thresholds from relevant sections of the Revised Code of Washington (RCW) to ensure alignment with current regulations. Adoption of this policy will rescind both Resolution 2018-11 and Resolution 2019-03. Board Vice Chair Larry Krauter commented he thoroughly reviewed the revised policy and supports its adoption. Board Chair Al French called for a motion to approve; Board Secretary Greg Birchell motioned for approval, Board Member Paul Katovich seconded, motion passed unanimously.

**Action Item No. 3 Interlocal Agreement with the City of Spokane for ARP Funds**

Executive Director Chris Pengra discussed the Interlocal Agreement (ILA) with the City of Spokane explaining that the ILA has been approved by the Spokane City Council and requires approval by the S3R3 Board of Directors; said approval permits him to sign the ILA and execute the document on behalf of S3R3. Board Chair Al French called for a motion to approve; Board Secretary Greg Birchell motioned for approval, Board Treasurer Scott Simmons seconded, motion passed unanimously.

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**Updates, Presentations and Briefings**

Executive Director Chris Pengra updated the Board regarding recent marketing, business development activity and operational updates to include:

* the hire of a new accountant,
* the progression of the Transportation Network Plan,
* the Research Request for Proposal,
* the expectation of a Request for Qualifications for Lead Generation and Marketing.

Board Chair Al French asked that Executive Director Chris Pengra consult with Patrick Jones of EWU for information that could lend to lead generation and marketing.

**Unfinished Business**

None

**New Business**

None

**Board Member Items**

Board Secretary and At Large Member Greg Birchell announced that, although he has thoroughly enjoyed his time with the West Plains Airport Area Public Development Authority/S3R3 Solutions, since his term ends in December of 2024, he will be stepping down. Several board members thanked him for being a valuable resource and that his service was and is deeply appreciated.

Following the announcement, Board Chair Al French asked for next month’s board meeting, the board start the process of setting an expectation of skill sets that would continue forward progress. The presumption is that all consideration would be given toward a new At Large board member by December’s meeting for a January start date.

**Executive Session**

At 8:20 AM, Board Chair Al French called for an Executive Session citing RCW 42.30.110.1G and stated that no additional action will take place after the Executive Session.

The September 18, 2024, S3R3 Board Meeting was adjourned at 7:58AM