

# West Plains/Airport Area Public Development Authority

December 19, 2019

11:30 AM – 1:00 PM, scheduled time

## Minutes - Regular Meeting

### Attendance

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**WP-AA PDA Members present:** Greg Birchell, William Butler, Al French, Gerry Gemmill, Larry Krauter, Theresa Sanders

**WP-AA PDA Members absent:** Ben Stuckart

**WP-AA Staff present:** Todd Coleman; Executive Director, Sueann Herkel; Executive Assistant, Taud Hume; Legal Counsel

**WP-AA Staff absent:** None

**Staff/Guests present:** Kyle Bichich, Chris Mansfield, Alex Sylvain, Julie VanWormer

**Meeting called to order 11:35 am**

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### Welcome and Introductions:

Board Chair Larry Krauter conducted roll call of Board, quorum present. Board Chair Krauter moved to appoint Theresa Sanders as honorary chair. Motion seconded by Gerry Gemmill. Motion passed unanimously.

### Public Comment/Courtesy of the Floor:

None

### Action Item No. 1: Approval of Minutes: October Work Session Board Meeting

Board Chair Larry Krauter motioned to approve October 10, 2019 Work Session Board Meeting minutes. Board Secretary Bill Butler seconded. Motion passed unanimously.

### Action Item No. 2: Approval of Minutes: October Regular Board Meeting

Board Chair Larry Krauter motioned to approve October 17, 2019 Regular Board Meeting minutes. Board Secretary Bill Butler seconded. Motion passed unanimously.

### Action Item No. 3: Approval of Minutes: November Work Session Board Meeting

Board Secretary Bill Butler motioned to approve November 14, 2019 Work Session Board Meeting minutes. Board Member Gerry Gemmill seconded. Motion passed unanimously.

### Action Item No. 4: Approval of the October 11, 2019 – November 10, 2019 Financials

Board Member Greg Birchell made a motion to approve the October 11, 2019 – November 10, 2019 Financials. Board Secretary Bill Butler seconded. Motion passed unanimously.

### Action Item No. 5: Approval of the November 11, 2019 – December 10, 2019 Financials

Board Secretary Bill Butler made a motion to approve the November 11, 2019 – December 10, 2019 Financials. Board Member Greg Birchell seconded. Motion passed unanimously.

### Action Items No. 6: Election of Board Officers:

Election of Board Officers took place, the following nominations were taken from the floor:

For position of Chair of the Board, Bill Butler nominated Al French. Larry Krauter seconded the nomination. Nomination passed unanimously.

For position of Vice Chair of the Board, Greg Birchell nominated Bill Butler. Nomination was seconded by Larry Krauter. Nomination passed unanimously.

For position of Treasurer of the Board, Bill Butler nominated Larry Krauter. Gerry Gemmill seconded the nomination. Nomination passed unanimously.

For position of Secretary of the Board, Bill Butler nominated Greg Birchell. Gerry Gemmill seconded the nomination. Nomination passed unanimously.

**Project Updates, Presentations and Briefings:**

1. Project Updates – none discussed during this time, updates provided under Board Member Items
2. Audit by Washington State Auditor’s Office was reviewed. The accountability audit covered the period of July 17, 2017 – December 31, 2018. Audit highlights included that the PDA has established adequate processes for accurate reporting and segregation of duties despite our small size. The next scheduled audit will be conducted in 2021 and will cover fiscal years 2019 and 2020 for Accountability of Public Resources. The PDA would like to thank board members Greg Birchell and Bill Butler for attending the exit briefing provided by the Office of the Washington State Auditor.

**Other Business:**

**1. Unfinished Business**

Action item No. 02: Resolution 2019-09 Expressing Appreciation to the City of Spokane City Administrator Theresa Sanders. Resolution 2018-08 was read by Board Secretary Bill Butler. He also motioned to approve said Resolution. Board Vice Chair Al French seconded. Motion passed unanimously.

**2. New Business**

Executive Director Todd Coleman discussed RCW 84.08.210 (Confidentiality and privilege of tax information) and a suggested change to allow PDAs to access tax information provided to any County Assessor or County Treasurer or to receive the information directly from the Department of Revenue (DOR). As the law is currently written, the County holds the burden of interpreting the tax information provided to determine revenue tax revenue shares for any PDA that receives said tax.

**Board Member Items:**

1. Board Vice Chair Al French provided a briefing of his meeting with the leadership of Selkirk Pharma and the PDA. The Board discussed the project.
2. Board Treasurer Bill Butler applauded Larry Krauter’s comprehensive presentation at the West Plains Chamber of Commerce monthly meeting regarding Spokane International Airport.

At 12:40 PM, the December 19, 2019 meeting was adjourned.