

Public Development Authority

AGENDA

Tuesday, March 15, 2022 at 4:30 p.m.

ZOOM online meeting

1. Approval of September 9 (special meeting) & September 21, 2021 minutes
2. Approval of vouchers
 - None
3. Financial update
4. Approve Resolution No PDA 22-001
5. Approval of 2021 Annual Report
6. Strategic Plan update
7. Hotel project update
8. Roundtable / Board Updates
9. Adjourn
10. Next Meeting: April 19, 2022

PUBLIC DEVELOPMENT AUTHORITY (PDA) MINUTES

September 9, 2021

Those present: George Raiter, Brian Magnuson, Jim McNamara, Bob Gregory, Kurt Sacha, Holly McShane, Dave Andrew

Guest: Todd VanDomelen (Norris-Stevens)

The meeting was called to order at 9:03 a.m. by Brian Magnuson.

Review hotel property offers

Two offers were received. Board members received the offers prior to the meeting for review. Questions arose during discussion regarding the project that need to be answered before thorough consideration can be given to the offers. The 5th Avenue entrance and scope, such as a driveway or more significant street improvements, cost, maintenance, right-of-way, etc. is the larger issue that needs to be discussed with both the City of Longview and the City of Kelso. Brian will work with Kurt, Jim and Public Works.

Todd requested a copy of the geotech report for the property.

Zoom interviews will be set up with both prospective buyers to ask questions and get more details regarding access needs.

Next meeting: September 21, 2021

The meeting adjourned at 9:47 a.m.

PUBLIC DEVELOPMENT AUTHORITY (PDA) MINUTES

September 21, 2021

Those present: George Raiter, Brian Magnuson, Jim McNamara, Kurt Sacha, Holly McShane, Dave Andrew

Approval of minutes

The meeting was called to order at 4:31 p.m. by Brian Magnuson. Holly McShane moved to approve the June 22, 2021 meeting minutes. The motion was seconded by George Raiter and passed unanimously. Brian asked that Tammi redistribute the September 9, 2021 special meeting minutes be brought over to the next meeting for approval.

Approval of vouchers

Walker Insurance Agency, Invoice #7676 (\$743.29). George moved to approve the invoice. The motion was seconded by Holly McShane and passed unanimously.

Financial update

No new financial information was provided.

Hotel project update

It was mentioned that Bob had suggested requesting work on an unimproved driveway during the City of Kelso alignment project.

Roundtable / Board update

Brian Magnuson mentioned that the PFD promoted a facilitator to work on their master plan. Funding (\$1M) was secured from the Commissioners to install RV pads near Peardale, and improvements (water, electric, etc.) to a 48-acre area to accommodate RVs and horse trailers.

Next meeting: October 19, 2021

The meeting adjourned at 4:42 p.m.

RESOLUTION NO. 22-001

A Resolution adopting the Longview Public Development Authority's budget for calendar year 2022; providing for an effective date of January 1, 2022.

The Board of the Longview Public Development Authority do resolve as follows:

Section 1. That the Longview Public Development Authority budget for the current calendar year of 2022, as the same now appears on file with the Secretary of the Board, and the same is hereby, in all respects, adopted and approved.

Section 2. That the following are the separate totals for revenues anticipated for the calendar year 2022:

<u>Revenues</u>	<u>2022</u>
Intergovernmental Revenues	\$25,000.00

Section 3. That the following are the separate totals for the total dollar appropriation for the calendar year 2022:

<u>Appropriation</u>	<u>2022</u>
Supplies & Services	\$25,000.00

Section 4. That the Board Secretary be, and is hereby authorized and directed to transmit to the Washington State Auditor's Office a copy of the budget, as adopted.

Section 5. This Resolution shall be in full force and effect upon approval by the Board.

Approved by the Board this ____ day of March, 2022.

Approved by the Board President this _____ day of March, 2022.

PRESIDENT

ATTEST:

SECRETARY

APPROVED AS TO FORM:

Board Attorney

2021 Longview Public Development Authority

Annual Report to the Longview City Council

In accordance with LMC 2.71.220, the Longview Public Development Authority makes this annual report to the Longview City Council for the year 2021.

Statement of assets and liabilities:

See attached balance sheet

Income and expenditures:

See attached balance sheet

Changes in financial position during the previous year:

See attached Income Statement

Summary of significant accomplishments:

Due to COVID-19, the process of looking for a hotel developer has not progressed.

List of depositories used:

Heritage Bank, Longview, Washington

Projected operating budget for the current fiscal year:

See attached

A summary of the projects and activities to be undertaken during the current year:

The land transfer to the PDA from Cowlitz County was approved and officially recorded with the County in May 2021.

A Request for Proposals was issued in May 2021 to market the property. One response was received from Norris & Stevens. Norris & Stevens presented three offers that were received. A buyer was chosen but did not choose to move forward.

A list of authority officials and a list of officials bonded:

Board members:

Brian Magnuson, Chair

Holly McShane, Secretary

Bob Gregory

George Raiter

Dave Andrew

Executive Director: n/a

Presented this ____ Day of _____, 2022

Brian Magnuson, Chairman

Longview Public Development Authority

BALANCE SHEET

As of December 31, 2021

	2021	2020
Assets:		
Cash	\$ 645	\$ 1,012
Receivables (net)		
Due from other governments	-	-
Total assets	645	1,012
Liabilities and fund balance		
Liabilities:		
Accounts payable	-	-
Total liabilities	-	-
Fund balance:		
Unreserved	645	1,012
Total fund balance	645	1,012
Total liabilities and fund balance	\$ 645	\$ 1,012

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

For the year ended December 31, 2021

	2021	2020
Revenues:		
Intergovernmental	\$ 3,088	\$ 2,338
Miscellaneous:		
Interest earnings	-	-
Other miscellaneous	-	-
Total revenues	<u>3,088</u>	<u>2,338</u>
Expenditures:		
Current:		
Economic environment	3,455	2,338
Capital outlays	-	-
Total expenditures	<u>3,455</u>	<u>2,338</u>
Excess (deficiency) of revenues over (under) expenditures	(367)	-
Other financing sources (uses):		
Proceeds of general fixed assets	-	-
Operating transfers in	-	-
Operating transfers out	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(367)	-
Fund balance, January 1	1,012	1,012
Fund balance, December 31	<u>\$ 645</u>	<u>\$ 1,012</u>