

TRI COUNTY ECONOMIC DEVELOPMENT DISTRICT

TEDD/RTPO Board Meeting Minutes

Wednesday, July 25th, 2018

○ Call to Order

Tri County Economic Development District (TEDD) Chairman, Steve Kiss, called the meeting to order at 1:00 p.m.

Introductions

TEDD/RTPO Board Members

Angie Crawford – Crawford NPO Consulting	Leslie Valz – Stevens County Treasurer
Doug Kyle – Avista Utilities	Barry Lamont – Private Sector
Dorothy Knauss – City of Chewelah	Lou Janke – City of Colville
Steve Kiss – Pend Oreille County	Greg Knight – Rural Resources
Rachel Siracuse – City of Republic	Franklin Pemberton – U.S. Forest Service
Steve Parker – Stevens County	

Guests

David North – City of Newport	John Culton – U.S. Senator Patty Murray
Maria Swinger Inskip - SCC	Bryan Raines – Employment Security Dept
Carole Richardson - Plangineering	

TEDD Staff

Jeff Koffel, Executive Director	Mallory Conner, Finance Manager
Shelly Stevens, Regional AMD	Kinsey Coots, District Planner
Cassindra Maravilla, Loan Assistant	Silas Rappe, RM / VSC
April Drennan, Ferry Co. EDS (<i>Via GoToMtg</i>)	Debbie Roberts, Office Assistant

○ Consent Agenda

- Approval of Agenda
- Approval of June 27th, 2018 Meeting Minutes
- Approval of Gen. Fund & Loan Fund & TC EDC Expenditures & Transfers June 2018

General Fund – Claims Payable: benefits; and voucher numbers 50796-50806; 51041-51053; and 51322-51325 totaling \$40,382.82 AND May 2018 Payroll totaling \$26,657.16 for a **monthly total of \$67,039.98.**

Loan Fund – Claims Payable: voucher numbers 51039-51040 in the amount of \$248.17 for a **monthly total of \$248.17.**

TC EDC Fund – Claims Payable: voucher number 51038 in the amount of \$212.17 AND an Electronic Funds Transfer – USDA/RD June 2018 RMAP payment in the amount of \$2,290.80 for a **monthly total of \$2,502.97.**

Steve Parker made a motion to approve the Consent Agenda. Dorothy Knauss seconded the motion. The motion passed unanimously.

○ Presentation

- Carole Richardson from Plangineering gave a presentation on CPT-HSTP (Coordinated Public Transit-Human Services Transportation Plan)
- Steve Kiss acknowledged and thanked Jeff Koffel, on behalf of the board and citizens in our area, for his efforts, he has enhanced and promoted a good team at TEDD to carry on. Steve acknowledged Barry Lamont for accepting the position of Interim Executive Director.

○ Executive Director Report

- Carpet in the common areas were cleaned last weekend.
- Shelly Stevens and Silas Rappe represented TEDD at Spokatopia.
- The audit is done, and needs to go thru the final review process, possible to hear about the final review at the August meeting. Although Jeff's last day is Tuesday, July 31st, he will come back to close out the audit.
- The kick off meeting with Maul Foster & Aronji went really well. They are developing their plan, which will be about a 7 month process.
- As discussed in earlier meetings the Business Center has seen a decline in use, and we've closed out the USDA grant as the equipment has aged out. WSU has procured some extra electronic classroom equipment and has reconfigured the business center as more of an electronic classroom set-up, which also provides more meeting space for board members.
- We have received a USDA grant to do some remodeling in the back where the store room is now, creating more work spaces.
- It is election season, tomorrow night there is a forum in Chewelah.

○ **Committee Reports**

NEW RTPO/TAC - Kinsey Coots

- 2019 – 2021 Consolidated Grant Cycle is coming up. This is basically what funds the Transit Agencies around the area. Kinsey explained historical problems of the Short Form vs Long Form, and that the Long Form application is preferable to the transit agencies and will be used in the future. Also, if submitting an application please refrain from ranking to reduce conflict of interest.
- The Regional Transportation Improvement Program includes transportation related infrastructure projects. Our program is developed yearly with updates as needed. Currently it is open for the 30 day public review period and is on the TEDD website. During the next Board Meeting after the review period it will be brought back for possible approval.

Regional Mobility/Veterans Services Update – Silas Rappe

- CPT-HSTP is being wrapped up. They are working on creating a centralized website for the 6 different transit agencies they work with.
- Check out the Vet quilt displayed in the lobby. Made and donated by two local quilters.

Loan Committee – Cassandra Maravilla

- They are working with a web developer on getting the loan application made available on-line at the TEDD website, and also make the website more digital and mobile friendly.

Regional Marketing & Tourism Development – Shelly Stevens

- Shelly gave an update on our social media and website analytics. TEDDs digital inventory includes: 3 websites, 4 Facebook pages, 2 Twitter accounts, 2 Instagram accounts, 1 YouTube channel, and 1 App.

○ **Action Items**

- Resolution 2018-005 – Appointing Interim Executive Director
- Resolution 2018-006 – Signatories on Advance Travel Checking Account
- Resolution 2018-007 – Signatories on General Fund Petty Cash Account
- Resolution 2018-008 – Signatories on Loan Fund Petty Cash Account
- Resolution 2018-009 – Signatories & Access To Safe Deposit Box
- Resolution 2018-010 – Signature Authority for TEDD Loan Fund

Lou Janke made a motion to approve Resolution 2018-005, 2018-006, 2018-007, 2018-008, 2018-009, and 2018-010. Dorothy Knauss seconded the motion. The motion passed unanimously. Barry Lamont abstained.

○ **New Business - NONE**

- **Old Business – NONE**
- **Updates from Members & Related Organizations**
 - Steve Parker said that the Pacific North East Economic Region is hosting a series of presentations this week in Spokane. He talked about the Columbia River System Treaty and it may have options for input coming up. Also, that the Washington State Fish and Wildlife issued a draft guidance on how to manage riparian eco systems, and he encourages locals to give comments.
 - City of Republic Council Member, Rachel Siracuse, reported that the Keen and Hesse Street paving is complete. Clerk working on a new city website. Danville border crossing has changed their hours from 8 – 8 year round.
 - Doug Kyle, Avista Representative, noted there is a planned power outage.
 - David North, City of Newport, reported that Ray has retired, new city administrator coming in.
 - U.S. Forest Service, Franklin Pemberton, said that CNF is leader in the region for forest production. Officially in high fire danger.
 - Lou Janke, City of Colville, reported the following: Beacons are up on Main Street. Public use permit process has been highly successful. City council rejected 3 bids due to high costs. Vaagens applying for planning of Phase 2, and working on construction of phase 1. Auto Zone construction is moving along.
 - John Culton, – U.S. Senator Patty Murray, reported that the Senate passed a bill to help high schoolers get into vocational training.
 - Dorothy Knauss, City of Chewelah, talked about 3 citizen groups: one to create a certified creative district in Chewelah, one for an aquatic center, and one for Chewelah valley land trust for recreation facility. There are 8 new homes going up on Chewelah golf course, two big buildings were purchased to turn into apartments and commercial property. The airport name is being changed to Chewelah Municipal Airport. Governor Inslee came to Chewelah to discuss broadband. Dorothy attended the Association of Washington Cities Annual Conference as part of the broadband presentation and workshop.
 - Greg Knight, Rural Resources, reported that they finalized the transfer of the San Poil Plaza in Republic to Rural Resources.
 - *Maria Swinger-Inskeep*, SCC Representative, said they need four more students to make the welding program possible this fall. They were awarded another year of the USDA Rural Business Development grant. They have employment opportunities and are posted online.
 - Barry Lamont formerly resigned from the board effective August 1st when he officially steps into the position of Interim Executive Director. Barry also asked for a sabbatical from the Loan Committee.
 - Steve Kiss, Pend Oreille County, reported on the following: The Lions Club Trail Blazers Down River Days is this weekend. The EDC Study for Pend Oreille County is available. Still working on border crossing issues.

Jeff Koffel closed by thanking the board for entrusting him with TEDD for the last three years, and extended his appreciation for the board's guidance and patience.

- **Adjournment**

Secretary of the Board Steve Kiss adjourned the meeting at 2:33 p.m.

**The next TEDD Board meeting is scheduled for August 22nd, 2018*

Respectfully Submitted: Debra Roberts, Office Assistant

Attest



Steve Kiss, Chairman



Steve Parker, Secretary