

Tri County Economic Development District

**TEDD/RTPO Board of Directors
Hybrid Meeting**

Wednesday, January 24, 2024

1. Call to Order & Introductions

Tri County Economic Development District (TEDD) Chair, Robert Rosencrantz, called the meeting to order at 1:00 p.m. Introductions were conducted.

TEDD/RTPO Board Members

Robert Rosencrantz – Pend Oreille County	Dan Fagerlie - Ferry County PUD
Robert Dean – Ferry County	Jack Smith – City of Colville
Greg Young – Stevens County	Debra Hansen – WSU Stevens County Extension
Dave Rick – Pend Oreille PUD	Tara Leininger – Town of Metaline Falls
Abby Gribi – City of Newport	Christine Whitney – Colville Confederated Tribes
Doug Kyle – Colville Chamber of Commerce	Leslie Valz – Stevens County Treasurer
Rosemary Shaw – Colville Together	Josh White – Colville National Forest

GUESTS

Luke Decker – Colville National Forest	Rachelle Bradley – SCJ Alliance
Deana Zakar - Kinross	Lyndsie Halcro
Alex Grider – Employment Security Dept	Selkirk Sun

TEDD STAFF

Jeff Koffel, Executive Director	Debbie Roberts, Office Manager
Frank Metlow, Deputy Exec Director/Planning Director	Shelly Stevens, Marketing & Tourism Developer
Carrie Paetsch, Finance Manager	Brandon Hansen, Regional Economic Dev Specialist

2. Consent Agenda

- Approval of Agenda
- Approval of December 13, 2023 Meeting Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – December 2023

December 2023

General Fund – Claims Payable: Voucher Numbers: 103850; 103854-103864; 104060-104065; 104275-104279; 104271; 104428 in the amount of **\$25,545.94** AND Benefits in the amount of **\$10,697.5** AND Payroll in the amount of **\$30,488.33** AND Intra-Fund Transfer via Journal Voucher in the amount of **\$55,000.00** for a monthly total of **\$121,731.77**.

TEDD Loan Fund – Claims Payable: Voucher Number: 104429-104435 in the amount of **\$440.50** AND Electronic Funds Transfer – IRP Loan #22 Payment in the amount of **\$7,810.80** for a total of **\$8,251.30**.

TC EDC Loan Fund – Claims Payable: Voucher Numbers 104436-104442 in the amount of **\$67.78** AND Electronic Funds Transfer – December 2023 RMAP Payment in the amount of **\$2,290.80** for a monthly total of **\$2,358.58**.

Dan Fagerlie made a motion to approve the Consent Agenda. Doug Kyle seconded the motion. The motion carried.

3. Presentation

- Rachelle Bradley, SCJ Alliance presented the SS4A Regional Safety Action Plan

4. Executive Director’s Report – Jeff Koffel

- Jeff updated on the upgrades to the TEDD building and facilities.

- Jeff noted that TEDD was not selected as Pend Oreille County's ADO but will be doing more work in each of the three counties, primarily marketing and transportation.
- Jeff updated on changes in personnel. Some extra funding from the State Broadband grant will be used for outsourcing some of TEDD's workload. Also, with the extra funding from Ferry and Stevens County we will be hiring a Regional Business Specialist to beef up business outreach operations in those counties. We have a second-year accounting intern from Spokane Community College Colville, who will be working 4 days a week through March to complete the 110 hours required to fulfill his internship.

Staff Reports

- **Deputy Executive Director / Planning Director – Frank Metlow**
 - Frank gave a brief breakdown on the development of a draft EV strategy that will be presented to the TAC and TEDD board.
 - Frank commented that January is a big reporting month, working on RTPO reports, Safe Streets grant was submitted.
 - Received funding for the Title VI grant and will be releasing an RFP on February 1, 2024 for consulting services to write the Title VI Plan. That notice will run from February 1 – March 1, 2024 after which we will meet to score our responses and pick a consultant.
- **Finance Manager – Carrie Paetsch**
 - Carrie reported that she is in the middle of the audit. Three auditors will be at TEDD next week.
- **Marketing & Tourism – Shelly Stevens**

Shelly handed out the January 2024 Marketing Report and gave updates on the following:

 - The Regional Branding Project, the Guides & Outfitters training wrap-up held on December 9th at 49 Degrees North Mountain Resort.
 - Shelly reported that the Pacific Northwest National Scenic Trail Comprehensive Plan is now complete and noted advisory council members from the tri-county area.
 - Jeff and Shelly met with the marketing team for the State of Washington Tourism (SWT). SWT will be administering funds for new grant programs in 2024-2025. These programs are made possible by a \$3.5 million Economic Development Administration (EDA) block grant funds from the Washington State Department of Commerce.
 - Shelly reported the photo of the Log Flume Interpretive Trail was selected as the winner of the 2023 National Recreation Trail Photo Contest.
 - TEDD will be partnering with the Colville National Forest and attending the Spokane Great Outdoors & Bike Expo February 17th-18th.
- **Economic Development Specialist – Brandon Hansen**

Brandon provided a January 2024 Business Report and gave a brief of that report.

 - Brandon reported that he is working in the WSMA grant program and will be doing workshops in Stevens and Ferry County for business development.
 - The L&I grant is moving forward.
 - The lights and additional work, plumbing and bathrooms is through the RBDG grant, which Brandon is working through.

5. Old Business – No Old Business

6. New Business

2024 TEDD Holidays Observed – Jeff asked for board approval to work Columbus Day and take the day after Christmas off, Thursday, December 26th.

Robert Rosencrantz moved that Columbus Day be removed from the list of holidays for 2024 and that the day after Christmas be a holiday for TEDD. Debra Hansen 2nd the motion. The motion passed.

Officer Elections

Doug Kyle made a motion to elect Robert Dean as the Chairman of the board. Leslie Valz seconded the motion. The motion passed unanimously.

Jack Smith made a motion to elect Greg Young as Vice-Chairman of the board. Leslie Valz seconded the motion. The motion passed unanimously.

Debra Hansen made a motion to elect Robert Rosencrantz as the Secretary. Robert Dean seconded the motion. The motion passed unanimously.

7. Updates from Board Members and Guests

Members and guests gave updates of individual interests.

8. Adjournment

As there was no further business the meeting was adjourned at 3:03 pm.

The next TEDD Board meeting was verified for February 28, 2024 at 1:00 p.m.

Respectfully Submitted: Debbie Roberts, Office Manager

ATTEST:



Robert Dean, TEDD Board Chairman

DocuSigned by:


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Robert Rosencrantz, TEDD Board Secretary