

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Wednesday, March 22, 2023**

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	Debra Hansen - WSU Stevens County Extension
Greg Young - Stevens County	Bryan Raines – Rural Resources
Dan Fagerlie – Ferry County PUD	Doug Kyle - Colville Chamber of Commerce
Matt Schanz – NE Tri County Health District	Rodney Smoldon – USFS, Colville National Forest
James Best – Spokane Tribe of Indians	Abby Gribi - City of Newport
Cecilia Evans - Spokane Tribe of Indians	Eric Blackburn – WorkSource Colville
Dave Rick – Pend Oreille PUD	Rosemary Shaw – Colville Together
Connie Mahugh – Rural Resources	Rod Van Alyne – Workforce Development Colville

GUESTS

TEDD STAFF

Jeff Koffel, Executive Director	Carrie Paetsch, Finance Manager
Frank Metlow, Planning Director	Brandon Hansen, Economic Development Specialist
Shelly Stevens, Marketing & Tourism Developer	Debbie Roberts, Office Assistant
Christine Schrick, Loan Officer	

2. Consent Agenda

- Approval of Agenda
- Approval of January 25, 2023 and February 22, 2023 Meeting Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – February 2023

February 2023

General Fund – Claims Payable: Voucher Numbers: 96510-96519; 96711-96714 in the amount of **\$7,955.79** AND Benefits in the amount of **\$10,589.26** AND Payroll in the amount of **\$30,488.33** AND Inter-Fund Transfer-IS: Voucher Number 96975 in the amount of **\$515.45** for a monthly total of **\$49,548.83**

TEDD Loan Fund – Electronic Funds Transfer – February 2023 IRP #5 Payment in the amount of **\$42,450.00** for a monthly total of **\$42,450.00**.

TC EDC Loan Fund – Electronic Funds Transfer – February 2023 RMAP Payment in the amount of **\$2,290.80** for a monthly total of **\$2,290.80**.

Doug Kyle made a motion to approve the Consent Agenda. Abby Gribi seconded the motion. The motion carried.

3. Presentation – None

4. Executive Director’s Report – Jeff Koffel

- We have a sewer problem in the back. When the bathroom or kitchen sink in the TEDD Space are used the drain in the fire sprinkler riser room starts to back up.
- The new fire sprinkler monitoring system was installed, and we are waiting on final sign-off from L&I. A sprinkler head will be installed in the old server room when the system is back flushed probably in June.
- Reorganized the copy room, moved WSU and TEDD plotters to the back making work areas more useful.

- Department of Commerce sent letters to the counties, asking them to designate their ADO. Stevens county redesignated TEDD. Ferry County will be meeting Monday to address.
- Jeff and Shelly spent three days in Olympia advocating on behalf of the State of Washington Tourism for Substitute House Bill 1258.

5. Staff Reports

Planning Director – Frank Metlow (update by Jeff)

- We received the \$320k Safe Streets and Roads for All grant to do a safety plan for our region. Meeting with our grant manager next week, they've provided the draft contract that we will proceed from, and then we'll get an RFP out. TAC will be very involved in this whole process.
- Our UPWP is updated every year. The updates we receive are put together and sent to WSDOT, then they will come here to meet in person with us. The final will be presented to the TEDD Board for approval by May or June.
- Frank is tracking all of the Transportation Alternative Projects (TAP) that are out there. The current ones in the works are: Colville to Kettle Falls Trail project, Republic Sidewalk project, Lone Sidewalk Design project, and the Newport Sidewalk project.
- Frank is planning on starting up an Electrical Vehicle Planning team, looking at a kickoff meeting in April.
- STIP updates are due April 20th.
- The Washington State Broadband Office Grant Number 2 was pushed to April. We are continuing to work with NOANET on the larger Stevens County plan. On Monday, Frank, Jeff, and two engineers from NOANET drove Hwy 25 from Rice down to Two Rivers to look at that as a potential leg for another loop to link in with the Tribe and Lincoln County.

Finance Manager – Carrie Paetsch

- Carrie noted that she attended a couple of training programs this month that were very helpful with the BARS accounting, and annual report. In the process of setting up QuickBooks. Membership Dues letters were sent out last week.

Loan Officer – Christine Schrick

- Christine reported that one loan, from Ferry County in the amount of \$55k, was approved at the March Loan Committee meeting. Working on one loan application from Pend Oreille county. Preparing Annual Audits to be mailed out for loan clients.

Jeff noted that in January he updated the TEDD Board that the North Central Washington Economic Development District asked us to expand the Revolving Loan program into Okanogan, Chelan, and Douglas Counties. Unfortunately their director had a death in the family and we have not been able to finish the coordination. Jeff is scheduled to go back over in April to present to their board. That will take us from 10 counties to 13 counties.

Regional Marketing & Tourism – Shelly Stevens

- Shelly updated on the Rural Tourism Support Program and the action teams formed as a result of that program. One of the action teams is Guides and Outfitters. The first free Guides and Outfitters Training Workshop Series starts with an Information Session on Thursday, March 30th at TEDD. Our first full-day Guides and Outfitters Training Workshop will be held Saturday, April 29th at TEDD. This event is free, but registration is required.
- Last month TEDD partnered with the Colville National Forest and attended the Spokane Great Outdoors and Bike Expo. We participated in the Kids Adventure Passport program, where kids had their picture taken with TEDD-Y bear, and collected stamps on their passports. According to the organizers there were four hundred kids that participated and fifty-five hundred people came through.

- Last weekend Shelly was at the Colville Home and Garden show with the TEDD booth and this weekend she will have the booth set up, and attend the Chewelah Home and Garden show.
- TEDD is the Northeast Washington liaison for Washington Filmworks, the state film agency. They have received some funding to offer incentives to production companies to operate in rural counties. One of the things Shelly does is take pictures of potential locations and upload them to their database. If anyone has a place of interest let Shelly know.
- Valerie Lamont and Judy Lockner made and donated another quilt for TEDD to raffle off to area veterans. People can enter online on the TEDD website. Quilt drawing will be at the May 24th TEDD Board meeting.
- Shelly noted that the monthly NEWSTART meeting is next Tuesday, and also provided a digital update on the TEDD website, as well as the NE Washington Trails, and the NE Washington It's Real Life sites.
- TEDD has partnered with the Forest Service and the next outreach event will be July 8th at The Spokatopia at Camp Sekani Park on the Spokane River.

Regional Economic Development Specialist – Brandon Hansen

- Brandon reported that the Hospitality & Lodging Grants from Washington State Department of Commerce opened on March 14th. Another grant program in the state is the Disaster Relief Grants. For information and to apply for either grant, go to Commercegrants.com.
- Brandon continues doing TEDD in the Library, and visiting some of the new businesses, inquiring about what they need. He has seen an uptick in people contacting TEDD to start a business, or seeking business help and attributes that in part to TEDD Board members referencing TEDD.
- TEDD has partnered with the Stevens County Libraries Digital Navigator Program. This is a great resource for TEDD to refer businesses to that need technical assistance with their website, or social media.
- The Young Professionals Group is meeting tonight at 5pm.

6. Old Business - None

7. New Business

- Resolution 2023-001 – Authorization Approvals in the Absence of the Executive Director
Dan Fagerlie motioned to approve Resolution 2023-001 – Authorization Approvals in the Absence of The Executive Director. Debra Hansen seconded the motion. The motion carried.

8. Updates from Board Members and Guests

Members and guests gave updates of individual interests.

9. Adjournment

As there was no further business the meeting was adjourned at 2:13 pm.

The next TEDD Board meeting was verified for April 26, 2023 at 1:00 p.m.

Respectfully Submitted: Debbie Roberts, Office Assistant

ATTEST:



Robert Rosencrantz, TEDD Board Chairman



Greg Young, TEDD Board Secretary