

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, June 28, 2023**

1. Call to Order & Introductions

Tri County Economic Development District (TEDD) Chair, Robert Rosencrantz, called the meeting to order at 1:02 p.m. Introductions were conducted.

TEDD/RTPO Board Members

Robert Rosencrantz – Pend Oreille County	Greg McCunn – City of Chewelah
Robert Dean – Ferry County	Bryan Raines – Rural Resources
Greg Young – Stevens County	James Best – Spokane Tribe
Leslie Valz – Stevens County Treasurer	Dave Rick – Pend Oreille PUD
Debra Hansen - WSU Stevens County Extension	Darrel Hawes – Stevens PUD
Doug Kyle – Colville Chamber of Commerce	Rosemary Shaw – Colville Together
Dan Fagerlie – Ferry County PUD	Rod Van Alyne – Workforce Development
Eric Blackburn – WorkSource Colville	

GUESTS

Riley Smith, Sen. Maria Cantwell’s Office	Dig Chrismer, Innovia
Patrick Jones, EWU	Ray Pierre, Kalispel Tribe
Tonya Schuerman, Stevens County	

TEDD STAFF

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

2. Consent Agenda

- Approval of Agenda
- Approval of May 26, 2023 Meeting Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – May 2023

MAY 2023

General Fund – Claims Payable: Voucher Numbers: 98730-98740; 98948-98951; 98952 in the amount of **\$42,316.43** AND Benefits: Voucher Number 98578 in the amount of **\$15,200.67** AND Payroll in the amount of **\$30,488.33** for a monthly total of **\$88,005.43**.

TEDD Loan Fund – Claims Payable: Voucher Numbers: 98545; 98953 in the amount of **\$177,500.00** for a monthly total of **\$177,500.00**.

TC EDC Loan Fund – Claims Payable: Voucher Number 98546 in the amount of **\$27,500.00** AND Electronic Funds Transfer – May 2023 RMAP Payment in the amount of **\$2,290.80** for a monthly total of **\$29,790.80**.

Doug Kyle made a motion to approve the Consent Agenda. Leslie Valz seconded the motion. The motion carried.

3. Presentation – Patrick Jones, PhD, Executive Director, Institute of Public Policy & Economic Analysis, Eastern Washington University

Presented a PowerPoint presentation on “Northeast Washington Trends”.

4. Executive Director’s Report – Jeff Koffel

Jeff made mention that Debra Hansen and Dan Fagerlie, were given the Western Extension Directors Award.

Jeff noted that Avista is in the process of installing the EV charging station in front of TEDD.

Optum, that services veterans, will be conducting a blood drive later in July in the TEDD parking lot.

Tomorrow we are doing interviews for a finance assistant to help Carrie with some of her backlog.

Jamie Wyrobic, the Pend Oreille EDC Executive Director, resigned last month. Frank and Jeff met with Ray Pierre, Chairman of the Pend Oreille EDC board, and offered TEDD’s assistance to help them through their transition.

Last month the Board voted to extend TEDD's ROLF into Chelan, Douglas, and Okanogan counties. Jeff has spoken to USDA and the process is going well. They need us to update the ROLF manual that we use for IRP logs.

Yesterday, Shelly and Jeff, along with Commissioners from Stevens, Ferry, and Pend Oreille counties joined the Lake Roosevelt Forum for the 2023 Upper Columbia Bus Tour. Great presentations were given on fisheries, water quality, environmental cleanup, culture, recreation and more.

5. Staff Reports

Deputy Executive Director / Planning Director – Frank Metlow

SS4A (Safe Streets for All) draft grant agreement was received on June 21st. We are reviewing and filling out our sections. After signing the agreement it will go to USDOT and then we will get a final fully executed agreement. After that we will release an RFP to get a consultant to write the Regional Safety Action Plan. Board members will be contacted by the consultant to get all of the jurisdiction's safety, transportation, and safety projects into the plan. This plan is an umbrella plan for the entire region. Everyone in the three counties will be eligible for the implementation grant funding from USDOT, which in the next three years is about \$3 billion.

EV (Electric Vehicle) Working Group – Frank mentioned that the initial kickoff meeting will be in the second week of July. Everyone who expressed interest will receive an email with.

UPWP (Unified Planning Work Program) is ready for the TEDD/RTPO board to approve, and the annual update on that is due to WSDOT June 30th.

Title VI Plan – We are waiting for the official award notification from WSDOT on the \$50k requested to contract someone to write our new Title VI plan for the RTPO.

TIP (Transportation Improvement Board) – Frank reminded everyone that the next TIP updates are due in SAW on July 20th, for those that have any projects to add. A discussion followed in regards to economic disadvantage zone preferences and designations.

Broadband – Frank discussed the status of the various pending grant applications.

EDA requested TEDD to sync our CEDS to match with the normal EDA funding, they asked us to move our 5 year CEDS rewrite to this year. We did another update to the 5 year CEDS that was previously approved, and incorporated recommended changes, and will be presenting that resolution for approval in new business.

TAP (Transportation Alternative Project) - Frank commented that updates were received at the TAC meeting today.

Finance Manager – Carrie Paetsch

Carrie reported on the progress of transitioning to QuickBooks.

Loan Officer – Christine Schrick

Jeff updated in Christine's absence, that the transition to Portfol, the new loan management software, is going well. We will maintain GMS through the end of the year.

Jeff added that an unmarked drop box was installed for loan payments along with security cameras front and back of the building, and gravity locks on the dumpsters.

Regional Marketing & Tourism – Shelly Stevens

Regional branding project: The creative team from Lookout Company, that TEDD contracted with, was here two weeks ago: a team of 3, and they were here for 4 days touring the region, getting a sense of how it would be as a visitor here. A core branding team of five people was formed and have met twice as Lookout comes up with a positioning statement, which is kind of the essence of Northeast Washington that feels right. From there the graphics and the tagline and everything gets created. Still working on that positioning statement, really exciting to see what they came up with, and looking forward to September when we should have that shiny new brand. Shelly gave a breakdown of the core team members.

We continue to work with the State of Washington Tourism looking for ideas an information in regards to stories, publications, and articles to write. Travel and Leisure magazine picked up a story about Gardner Cave in Pend Oreille county that Shelly provided images and the information for that article.

Shelly gave a digital report on the Facebook page and the Northeast Washington page.

Shelly commented about the success and excitement around the recent veteran's quilt giveaway, and made note of the next quilt to be raffled that is hanging in the TEDD conference room.

Economic Development Specialist – Brandon Hansen

Brandon reported that we are at the end of the grant cycle for ADO contracts from the state. We're reupping that for Ferry and Stevens counties, and already sent contracts for the next two year cycles. A best practices report needs to be sent.

WSMA grant reporting, for TEDD in the Library, is completed.

Brandon updated on the pursuit of housing grants.

Brandon reported on various successes and insights from the TEDD in the Library program.

Jeff interjected: A lot of people are concerned about the economy, but right now it's probably a good time to borrow money from the loan fund because our interest rates are not going up. We are still in the 4 – 10% range for business loans.

6. Old Business - None

7. New Business

Resolution 2023-004 – FFY 2023-2027 CEDS

Dan Fagerlie made a motion to approve Resolution 2023-004 – FFY 2023-2027 CEDS. Leslie Valz seconded the motion. The motion carried.

Resolution 2023-005 – SFY 2024-2025 UPWP

Dan Fagerlie made a motion to approve Resolution 2023-005 – SFY 2024-2025 UPWP. Rosemary Shaw 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 3:00 pm.

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

Respectfully Submitted: Debbie Roberts, Office Assistant

ATTEST:


Robert Rosencrantz, TEDD Board Chairman


Greg Young, TEDD Board Secretary