

## Tri County Economic Development District

TEDD/RTPO Board of Directors

Hybrid Meeting

Wednesday, December 13, 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	Greg McCunn – City of Chewelah
Robert Dean – Ferry County	Matt Schanz – NE Tri County Health
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	James Best – Spokane Tribe
Doug Kyle – Colville Chamber of Commerce	Chris Loggers – City of Colville
Rosemary Shaw – Colville Together	Shari DePaulo – Town of Marcus
Char Kay - WSDOT	Dan Fagerlie - Ferry County PUD

#### GUESTS

Adenea Sellars – SC Dept of Emergency M Selkirk Sun	Travis Fletcher – Colville National Forest
--	--

#### TEDD STAFF

Jeff Koffel, Executive Director	Debbie Roberts, Office Manager
Frank Metlow, Deputy Exec Director/Planning Director	Trish Aust, Loan Officer
Carrie Paetsch, Finance Manager	Shelly Stevens, Marketing & Tourism Developer

### 2. Consent Agenda

- o Approval of Agenda
- o Approval of October 25, 2023 Meeting Minutes
- o Approval of General Fund & Loan Fund Expenditures & Transfers – October 2023 & November 2023

#### October 2023

**General Fund** – Claims Payable: Voucher Numbers: 102371-102376; 102927; 102948-102959 in the amount of **\$19,429.92** AND Benefits in the amount of **\$10,703.64** AND Payroll in the amount of **\$30,488.33** for a monthly total of **\$60,621.89**.

**TEDD Loan Fund** – Claims Payable: Voucher Number: 102377 in the amount of **\$275.00**. Electronic Funds Transfer – IRP#7 Loan Payment in the amount of **\$29,715.00** for a total of **\$29,990.00**.

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

#### November 2023

**General Fund** – Claims Payable: Voucher Numbers: 103244-103258; 103422-103426 in the amount of **\$35,943.47** AND Benefits in the amount of **\$10,701.39** AND Payroll in the amount of **\$30,488.33** for a monthly total of **\$77,133.19**.

**TEDD Loan Fund** – Claims Payable: Voucher Number: 103622 in the amount of **\$50,000.00** for a total of **\$50,000.00**.

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

*Dan Fagerlie made a motion to approve the Consent Agenda. Robert Dean seconded the motion. The motion carried.*

### 3. Presentation

- Debra Hansen, WSU Stevens County Extension presented the TEDD Ripple Map.

### 4. Executive Director's Report – Jeff Koffel

- Jeff noted that today was going to be a big budget meeting day and thanked the budget committee members, Greg Young, Doug Kyle, Rosemary Shaw, Bryan Raines, Leslie Valz, and Debra Hansen. He also thanked Debra for working on the Ripple Map project.
- Jeff discussed the current status of TEDDs support of Ferry County and noted that TEDD will be working on the Ferry County economic development strategy similar to what has been done in Stevens County.
- Pend Oreille County has been without an ADO for almost seven months. TEDD submitted an application answering their request for proposals. Those were due early December and it's in a screening process now and notification will be early January.
- Jeff updated on the Stevens County Central Broadband project.

## 5. Staff Reports

- **Deputy Executive Director / Planning Director – Frank Metlow**
  - Frank mentioned that TAC had their annual designation for the Chair and Vice Chair. Frank will remain the Chair and Abby Gribi will remain the Vice Chair. The annual meeting calendar was passed.
  - TEDD completed contracting with SCJ Alliance who will be supporting the NEW RTPO by creating a Comprehensive Safety Action Plan. Preparing a Safety Action Plan is a collaborative effort between the NEW RTPO and its jurisdictions. To better understand the region and its safety concerns, the consultant team will be collecting data on the region.
  - Frank noted that we are still waiting for the grant agreement from WSDOT to develop the NEW RTPO's Title VI of the Civil Rights Act of 1964 Plan for Ferry, Stevens, and Pend Oreille Counties.
  - The EV Working Group met today and set goals for 2024.
  - Frank reported that we were matched with an ERC Fellow and they will begin on February 1, 2024.
  - Frank gave additional details about the progress of the Stevens County Central Broadband Project.
- **Finance Manager – Carrie Paetsch**
  - Carrie noted that she is in the process of wrapping up the accounts payable and receivables as well as working through the annual audit.
- **Loan Officer – Trish Aust**
  - Trish noted that a loan was booked last month and another loan was approved this month, which will probably be booked in January.
- **Marketing & Tourism – Shelly Stevens**
  - Shelly noted that TEDD won the 2023 NADO Photo award. Jeff interjected that the photo submitted was taken by Shelly at the Seattle City Lights and the Colville National Forest ribbon-cutting ceremony to inaugurate two new overlook areas.
  - In October she attended the State of Washington Tourism Conference in Yakima and that she was asked again to be the breakout facilitator for Northeast Washington folks.
  - Shelly reported that in November we were invited by 49° North Mountain Resort and the Chewelah Mistequa Casino and Hotel to join them in a booth at Snowvana in Portland Oregon, which is the West Coast largest ski show.
  - Shelly reported that in February she will be partnering with Colville National Forest to go to the Great Outdoor Show in Spokane.
  - Shelly reported that last Saturday the final Guides and Outfitters training workshop was held at 49° North who was our host up on the mountain.
- **Economic Development Specialist – Brandon Hansen**
  - Brandon commented on the scope of the most popular workshops are trending towards providing people technical assistance on how to navigate various programs, websites, and digital information portals.
  - Brandon noted that he is still being contacted by people who think that the Working Washington grants are still active.

**6. Old Business – No Old Business**

**7. New Business**

- Appointment of TEDD Representatives to the Rural Resources Governing Board  
*Debra Hansen and Frank Metlow will continue in their respective roles to the Rural Resources Governing Board.*
- Resolution 2023-007 – 2024 Board of Directors Meeting Calendar  
*Matt Schanz motioned to approve Resolution 2023-007. Debra Hansen seconded the motion. The motion carried.*
- Resolution 2023-008 – Personnel Policy - Compressed Work Week  
*Abby Gribi motioned to approve Resolution 2023-008. Doug Kyle seconded the motion. The motion carried.*
- Jeff presented the 2024 Budget Presentation and opened the floor for general discussion.
- Resolution 2023-009 – 2024 General Fund Budget  
*Rosemary Shaw motioned to approve Resolution 2023-009. Marty Rugo seconded the motion. The motion carried.*
- Resolution 2023-010 – 2024 Loan Fund Budget  
*Abby Gribi motioned to approve Resolution 2023-010. 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 2:52 pm.

The next TEDD Board meeting was verified for January 24, 2024 at 1:00 p.m.

**Respectfully Submitted: Debbie Roberts, Office Manager**

ATTEST:

  
Robert Rosencrantz, TEDD Board Chairman

  
Greg Young, TEDD Board Secretary