

Tri County Economic Development District

TEDD/RTPO Board of Directors

Hybrid Meeting

Wednesday, April 24th, 2024

- **Call to Order & Introductions**

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

TEDD/RTPO Board Members

Robert Rosencrantz, Pend Oreille County
Jessica Garza, Port of Pend Oreille
Dough Kyle, Coville Chamber
Rod Van Alyne, Workforce Development
Dave Rick, Pend Oreille PUD
Sharon Shipley, Town of Lone
Leslie Valz, Stevens County Treasurer
Luke Decker, Colville National Forest
Mike Frucci, WSDOT
Abby Gribi, City of Newport

Dan Fagerlie, Ferry County PUD
Jack Smith, City of Colville
Tara Leininger, Mayor Metaline Falls
Debra Hansen, WSU Stevens County Extension
Jan Hoogstad, Avista
Christine Whitney, Colville Confederated Tribes
Cecilia Evans, Spokane Tribe
Bryan Raines, Rural Resources
Darrel Hawes, Stevens PUD

GUESTS

Andrew Engell, Deputy District Director for
Congresswoman Cathy McMorris Rodgers

Karen Hay, Valley School District

TEDD STAFF

Jeff Koffel, Executive Director
Frank Metlow, Deputy Exec Director/Planning Director
Carrie Paetsch, Finance Manager
Jim Cupples, Business Support Contractor
Bob Stevens, Regional Business Specialist

Verna Johnson, Office Assistant
Shelly Stevens, Marketing & Tourism Developer
Brandon Hansen, Regional Economic Dev. Specialist
Doug Hook, Assistant Finance Manager

- **Consent Agenda**

- Approval of Agenda
- Approval of April 24 2024 Meeting Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – April 2024

General Fund – Claims Payable: Voucher Numbers: 106808-106814-106986-106988-106996-107391-107398-107408, in the amount of \$52,093.34 AND Benefits in the amount of \$11,237.16 AND Payroll in the amount of \$33,476.34 for a monthly total of \$96,806.84.

TEDD Loan Fund – Claims Payable: Voucher Number 107413 in the amount of \$300,000.00.

TC EDC Loan Fund – Electronic Funds Transfer – April 2024 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. Dan Fagerlie seconded the motion. The motion carried.

- **Presentation**

- BEAD Overview by Jim Cupples

- **Executive Director's Report** – Jeff Koffel

- *Shelly Stevens received a grant from the Port of Seattle for billboard space for either Q3 or Q4 of this year.*
- *Signed contract with Pend Oreille County for providing our services.*
- *Ferry County Commissioners chose TEDD to take over their broadband planning, now amending our contract in ILA with NoaNet to provide those services.*
- *Received RBDG grant to upgrade LED lights throughout the building and upgrading the bathrooms. Currently looking for contractors to do the work this summer.*
- *International Economic Development Council will be coming to their summer conference in Spokane in June. GSI Great Spokane Incorporated is hosting this 4-day conference. Following that will be the WEDA Summer Conference where Jeff Koffel will be speaking about recreation and tourism at Fireside Chat.*
- *BNSF, the real estate division put in an application with Progressive for Federal funding to improve a siding and build an inspection platform.*

Staff Reports

- **Deputy Executive Director / Planning Director – Frank Metlow**
 - *Continuing our public engagement and our stakeholders for our Safe Streets and Roads safety action plan.*
 - *Set up a listening post in Republic, which went really well. Will be setting up the same post in Springdale.*
 - *Looking for community events for public engagement with our Safety Action plan.*
 - *Finished contracting a 30-day RFP. Selected SCJ Alliance as our consultant to write our Title VI plan for the RTPO. Once the draft plan is complete, it will go through TAC to review and make a recommendation to the RTP board for approval.*
 - *The annual UPWP was this month, and it went very well. Now on a biannual update basis.*
 - *Broadband, the central Stevens County Project, the fiber part of the project is going through the environmental stage. Having some vista pole issues that we are working through. Started the project management meetings on both the fiber and wireless.*
 - *Expecting June or July announcements on the community grant awards for the south Stevens County project.*
 - *Beginning the initial steps in the broadband planning for Ferry County.*
 - *Contracted with a grant management firm to help get us in software to use and help with a strategic approach for taking our projects and identifying grant opportunities.*
 - *Vast reporting month, with 13 reports due.*
- **Finance Manager – Doug Hook**
 - *Fair amount of change in the loan fund. We had a few payoffs, one more loan approved and three waiting for funding.*
- **Marketing & Tourism – Shelly Stevens**
 - *Approved to receive a Rural Tourism Marketing and Production grant for \$18k from State of Washington Tourism. TEDD will use these funds for a series of videos that will highlight the Wonderfully Wild regional brand.*
 - *TEDD was selected to participate in the Seattle Airport Spotlight Advertising Program by the Port of Seattle for either Q3 or Q4.*
 - *We have a new pop up with the logo on all 4 sides, and rack cards designed with the new branding to use at outreach events we attend across the region.*
 - *NEW Start meeting was a field trip for a tour of the new Mistequa Hotel in Chewelah.*
 - *The PNT advisory council meeting was held this month. One more meeting to be held then it will be done for a while.*

- *Shelly presented information about TEDD and the new Wonderfully Wild brand to attendees of the Newport Chamber general membership meeting. Will also be setting up a booth at the Ferry Conservation Fair on April 27.*
- *Northeast Washington Trails and Visit Northeast Washington social media pages both had a lot of activity.*
- **Regional Economic Development Specialist – Brandon Hansen**
 - *Added Bob Stevens to our team, which has expanded TEDD’s ability for small business services and outreach. In the last month we have had 50 contacts with businesses and organizations. Bob has also been doing business consulting activities with people looking to start a business.*
 - *TEDD has been handling several small business grants, including the Washington State Microenterprises Association Grant, which allows us to do workshops, the Washington State Labor and Industries Grant, that allows us to do outreach for the Department of Labor & Industries, and the Small Business Technical Assistance Program Grant, that we are currently working on onboarding.*
 - *TEDD received a grant from Washington State Department of Commerce to help in grant writing.*
 - *Invites have been sent to people in Ferry County to be part of the advisory committee for the Ferry County Economic Development Strategy.*
 - *Looking for events to get some useful information out there as well as doing some small business services as well.*
 - *In April, we did TEDD in the libraries in Suncrest and Chewelah. Also, TEDD in the Library in Ferry County that turned into a series of appointments with local businesses and the Republic Chamber of Commerce.*
 - *Rural Resources will have their Health and Wellness Fair out in the parking lot, and we will be set up for that and have informational material for guests to pick up.*
- **Regional Business Specialist – Bob Stevens**
 - *Working on information to present to TEDD to show where the source of inquiries are coming from.*
 - *Been having a weekly meeting with Portfol, going through sample loan applications and the final downloads so that we can understand what the process is, and they are customizing the software to fit our application. This will help simplify and streamline our process.*
 - *Next month, we will implement an Interaction plan, starting with a meeting with local businesses, introducing TEDD and what services we provide. Will have a tablet to be able to show a series of support presentations. A database has been created of all the different businesses in our primary counties to meet with, followed by a brief survey determining primary businesses.*
- **Business Support Contractor – Jim Cupples**
 - *There are two grant opportunities that would be relevant for our communities. The Community Facilities Grant, which can be used for healthcare facilities, public facilities, community support services, public safety services, educational services, local food systems as well as public EV charging stations. The second is the Water and Environmental grant that would be relevant for wastewater facilities and wells. Both grants are geared toward smaller communities and the deadline for both is June 30, 2024.*
 - *Over the past month, one of the primary things we have been focused on is broadband and how TEDD’s three counties are positioned for potential funding from the BEAD program.*
- **Old Business - None**
- **New Business**

- *TEDD asked the board for permission to sole source a new product called Springbrook to help with grant management. They will convert all our information to the accounting system and import it directly into the new software. Requesting a budget of \$30k.*

Dan Fagerlie made a motion to approve, Abby Gribi 2nd the motion. The motion passed.

- **Updates from Board Members and Guests**

Members and guests gave updates of individual interests.

- **Adjournment**

- As there was no further business the meeting was adjourned at 2:57 pm.
- The next TEDD Board meeting was verified for June 26, 2024 at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant



Robert Dean, TEDD Board Chairman

ATTEST:



Robert Rosencrantz, TEDD Board Secretary