

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, June 26, 2024**

- **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

*Greg Young, Stevens County
Robert Rosencrantz, Pend Oreille County
Dough Kyle, Coville Chamber of Commerce
Cecilia Evans, Spokane Tribe
Jan Hoogstad, Avista
Dave Rick, Pend Oreille PUD
Leslie Valz, Stevens County Treasurer
Luke Decker, Colville National Forest
Rosemary Shaw, Colville Together*

*Jack Smith, City of Colville
Tara Leininger, Mayor Metaline Falls
Bryan Raines, Rural Resources
Kathryn Hoogheem, WSU Stevens County Extension
Christine Whitney, Colville Confederated Tribes
Dan Fagerlie, Ferry County PUD
Kathryn Hoogheem, WSU Stevens County Extension
Jessica Garza, Port of Pend Oreille*

GUESTS

DEANA ZAKAR, KINROSS REPUBLIC

TEDD STAFF

*Jeff Koffel, Executive Director
Frank Metlow, Deputy Exec Director/Planning Director
Bob Stevens, Regional Business Specialist
Brandon Hansen, Regional Economic Dev. Specialist*

*Doug Hook, Assistant Finance Manager
Jim Cupples, Business Support Contractor
Verna Johnson, Office Assistant*

- **Consent Agenda**

- Approval of Agenda
- Approval of June 26, 2024 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – June 2024

June 2024

General Fund – Claims Payable: Voucher Numbers: -108397-108400-108594-108602-108855-108887-108984-108990-109010, in the amount of \$57,558.84 AND Benefits in the amount of \$12,371.30 AND Payroll in the amount of \$35,242.00 for a monthly total of \$105,172.14.

TEDD Loan Fund – Claims Payable: Voucher Numbers: 108885-108886-108373, in the amount of \$804.50.

TC EDC Loan Fund – Electronic Funds Transfer – June 2024 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. Jack Smith seconded the motion. The motion carried.

- **Presentation – None**

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

- *Jeff Koffel attended the NoaNet Tech Fest in Spokane; they are rolling out the COS Portal which will help customers tell them if they have internet services already at their address or if they are in an area that's covered by a current or future grant and also allows them to take a survey. Eventually it will be an online marketplace as well as being able to sign up for an internet service provider. Last week we finished signing our interlocal agreement with the Port of Pend Oreille, they are still through NoaNet, but they are taking over their portion and just paying us the prorated lower rate.*

- TEDD Staff attended the IEDC and WEDA Conference in Spokane, the topic was Sports and Recreation as Economic Development and Seattle being selected for the World Cup in 2026.
- Jeff Koffel will be meeting with the new Regional Business Manager for Avista. Also have Frank Metlow signed up for the Avista Community Academy.
- Next month Jeff will present a funding update for the RTPO's. The Small RTPO's have decided to go around WSDOT and request a higher funding level from the Legislature in next year's session. We currently receive about \$91K a year to do the RTPO functions. The new minimum base funding that we are requesting is \$400k.
- Ferry County Extension and Ferry County Sunrise asked Jim Cupples to take over the Ferry County BAT, so he will be doing Pend Oreille Bat and assisting with Stevens County BAT as well.
- Dr. Jones from Eastern Washington University, who is doing the Trends Website, is currently about 80% complete on the research on the indicators and his team is updating the website to the newest version. The new operational trends website will be up by the end up August.

Staff Reports

- **Deputy Executive Director/Planning Director—Frank Metlow**
 - Continuing our public and Stakeholders outreach for our Safe Streets and Roads Safety action plan.
 - Interviews with our consultant for our Safety Action Plan should all be completed. If you have not had an interview, please contact Frank Metlow to have one scheduled.
 - Recently attended the Newport Rodeo and the Big Foot Festival for some public outreach. Next event to attend will be Incheleum Community days July 19th.
 - Completing the end of state fiscal year invoicing and have been given specific dates to close out the transportation alternative projects.
 - Frank will be requested of the TAC, to take \$31K of the funds we have for transportation alternative projects, to distribute to the Republic Project that has a deficit due to a match requirement to get the project fully funded.
 - Kettle Falls has completed their NEPA, and they are fully funded.
 - The Newport project is obligated, and they are going to bid the end of June.
 - Completed the draft for the EV working group and now we are reviewing and formatting. The expected draft will go to TAC at the end of July. Once the draft is completed, it will be sent to the TAC and to the Board for review.
 - Our consultant is writing the Title VI plan, should be ready by the end of July.
 - Applications are open for the Consolidated Grant Program, an email was sent out to everyone on the Board and TAC, with the details and links to everything. Applications are due by September 17 and then project packets, information, scoring criteria will be sent out to all TEDD Board and TAC members to review. Ranking presentations will be in October.
 - The central Stevens County project on the wireless side, DNG has completed environmental and starting to work. On the fiber side with Noanet, were working through the franchise agreements with WSDOT and Avista.
 - We should know if we will receive the Community Connect Grant in August, which is to finish the central project that goes from Rice down to the Reservation border.
 - Working with Integrant, set up a grant tracker that tracks all our reporting and is reviewed weekly with the consultant to ensure we are aware of any reporting requirements. Also been doing some grant opportunities, and meeting as a group to review if they are a fit for any of the projects that need completed.
- **Assistant Finance Manager – Doug Hook**
 - Continuing to work with Springbrook, transferring information and they are putting it into their system so we can begin to use it.
 - Funded 2 loans that were approved in April. 5 loans have been paid off this month. Currently our loan portfolio has 42 active loans. 7 of the loans are Ferry County, 6 loans are Pend Oreille County and 29 are Stevens County.
- **Marketing & Tourism – Presented by Jeff Koffel, (Shelly Stevens attended the FAM Tour)**
 - Selected a production company out of Spokane for the Wonderfully Wild Video Project and filming is scheduled to take place July 11th-18th. The project is scheduled to be completed in October and is funded by a grant through State of Washington Tourism.
 - The new Visit Wonderfully Wild Northeast Washington booth made its first Spokatopia appearance.

- *NEWSTART meeting featured Jeff Kish, the Executive Director for the Pacific Northwest Trail Association who led a conversation about the comprehensive plan for the PNT, how we can support the implementation of the plan and what opportunities the PNT brings to our three regional trail towns.*
 - *The Selkirk International Board meeting took place last month. General updates and discussion on efforts to change the hours at some of the borders and regulations to bring dogs back into the U.S. from Canada.*
 - *Shelly Stevens was a guest presenter at the State of Washington Tourism's May Skill shop webinar on "How and when to Rebrand in the Tourism Sector."*
 - *SWT representatives and a group of travel journalists will be visiting destinations in Stevens and Ferry Counties this week.*
 - *Northeast Washington Trails and Visit Northeast Washington social media pages both had numerous activities.*
 - *Shelly met with the new director of marketing at the Kalispel Tribe. She also attended the 50th annual celebration Pend Oreille Lyons and met with Washington Filmworks to discuss opportunities for filming.*
 - *New Rack cards are out for both Wonderfullywild.com and the trails website.*
- **Regional Economic Development Specialist – Brandon Hansen**
 - *The end of the fiscal year, so we are completing the ADO best practices report and then ensuring that we are on track for our goals for next year.*
 - *Attended the WEDA conference in Spokane. Acquired information on programs that could be helpful with our loan fund, including resources for businesses looking to purchase property and collateral help programs that will be available.*
 - *Completed the final grant report for the WSMA grant, which was the workshops we were doing. The grant allowed us to build capacity to do these workshops. Hoping to combine them with the TEDD in the Library program.*
 - *Earlier this month we sat up a table at the Rural Resources Fair. Had a large number of individuals come by and obtained information and were able to obtain contact information for follow-ups as well.*
 - *Working with the Department of Labor & Industries on the final grant program, we are about to end our first real quarter and we have hit the metrics for that. Bob Stevens completed training for L&I, so he can also now do the one-on-one with business for L&I and outreach as well.*
 - **Business Support Contractor – Jim Cupples**
 - *Attended several meetings recently, the BEAD meeting hosted by NoaNet, the statewide meeting for Digital Equity Partners, which meets every other week, and some unique meetings with Federal Agencies on behalf of the Economic Recovery Core. Touched based with many people on the Federal side of funding like the USDA, Economic Development Agency, and others.*
 - *Attended the International Economic Development Corporations Conference in Spokane on June 16th – June 18th. One topic that stood out was an entity called The Launchpad Inland Northwest Business Accelerator, based out of Spokane but are a regional effort that pertains to all our businesses in the Tri-County Area.*
 - *Completed a 2-day course on Economic Development through entrepreneurship with an emphasis on rural counties. Very informative and the biggest take away being a checklist that you go through for companies in various stages and what you have in your counties or communities for them.*
 - *Keeping an eye on various grants related to broadband, one of them is a broadband equity grant that will open in September.*
 - *Will have Lisa Heaton, the managing director for broadband equity in Washington state will be attending the Ferry County BAT meeting in July to answer any questions about digital and broadband equity.*
 - *I was asked to take over the Ferry County Urban Action Team, in that effort, I am obtaining information from the stakeholders and understanding what they need. A website was created specifically for the Ferry County Broadband Action Team to provide agendas and minutes.*
 - *Meeting with John Janey of the Pend Oreille County Public Utility District next week to discuss broadband matters and the possibility of developing a website for them also. Will also discuss the Technical Assistance Grant that was published for broadband and specifically for rural areas.*
 - *Shared information on a grant that may be beneficial to the Friends of the Ferry County Library.*
 - **Regional Business Specialist – Bob Stevens**

- In May we had 32 interactions, 78% Stevens County, 9% Ferry County, 3% Okanogan County, 3% Pend Oreille County. In June there were 31 interactions, 68% Stevens County, 16% Ferry County, 6% Okanogan County, 6% Whitman County and 3% Pend Oreille County. Preparing graphing to breakdown the percentages.
- Currently, there are 10 active loan applications in the process; 2 new loans, 2 that require significant assistance, and 2 clients require more than \$250k, which is our maximum, so they are pending alternative funding sources. 1 loan we just missed the June deadline with some inadequate information but will go to the committee in July. Another loan that will go to the committee in August and one likely to cancel due to alternative funding.
- We completed the final stages of implementation with the new loan software and completed it with underwriting. We have completed that process all the way through booking. Portfol is up and running from preapplication through booking. Next exercise with the software is to start providing additional language support.
- Attended the Community Health Events, Spokatopia and the WEDA Conference. Next month will be attending the Community Health Event in Chewelah.
- Sent out contact information for Mark Pond, from the Spokane Library, regarding any data base information requested.
- Adjusting the survey questionnaire for business owners. The survey has been averaging approximately 12-20 minutes, taking in a lot of information that is helpful for all to learn.
- Been approved for some new surface equipment by our IT group.
- TEDD has partnered with Rural Resources to create a document for anyone who wants to start a childcare business could use the guidance to better a chance of being successful in creating childcare facilities. Working with Ryan Johnson and Cheri Peterson in the process of this.

- **Old Business - None**

- **New Business - None**

- **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 2:31 p.m.
- The next TEDD Board meeting was verified for July 24, 2024, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant



Robert Dean, TEDD Board Chairman

ATTEST:



Robert Rosencrantz, TEDD Board Secretary