

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting**

Wednesday, August 28, 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

<i>Robert Dean, Ferry County</i>	<i>Jack Smith, City of Colville</i>
<i>Greg Young, Stevens County</i>	<i>Debra Hansen, WSU Stevens County Extension</i>
<i>Robert Rosencrantz, Pend Oreille County</i>	<i>Christine Whitney, Colville Confederated Tribes</i>
<i>Dough Kyle, Coville Chamber of Commerce</i>	<i>Matt Schanz, NE Tri-County Health</i>
<i>Leslie Valz, Stevens County Treasurer</i>	<i>Dan Fagerlie, Ferry County PUD</i>
<i>Luke Decker, Colville National Forest</i>	<i>Jessica Garza, Port of Pend Oreille</i>
<i>Shari DePaulo, Town of Marcus</i>	<i>Greg McCunn, City of Chewelah</i>
<i>Michelle McCollum, Avista Utilities</i>	<i>Alex Grider, WorkSource Colville</i>
<i>Darrel Hawes, Stevens PUD</i>	

GUESTS

<i>Deana Zakar, Kinross Republic</i>	<i>Gabrielle Cruden, Owner/Publisher</i>
<i>Sherrye Wyatt, Washington Filmworks</i>	

TEDD STAFF

<i>Jeff Koffel, Executive Director</i>	<i>Doug Hook, Assistant Finance Manager</i>
<i>Frank Metlow, Deputy Exec Director/Planning Director</i>	<i>Jim Cupples, Business Support Contractor</i>
<i>Bob Stevens, Regional Business Specialist</i>	<i>Verna Johnson, Office Assistant</i>
<i>Brandon Hansen, Regional Economic Dev. Specialist</i>	<i>Shelly Stevens, Regional Marketing & Tourism Developer</i>

• **Consent Agenda**

- Approval of Agenda
- Approval of July 24, 2024 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – July 2024

July 2024

General Fund – Claims Payable: Voucher Numbers: - 109157-109338-109346-109352-109596-109604-109746-109747-109749-109750, in the amount of \$148,753.44 AND Benefits in the amount of \$12,293.39, AND Payroll in the amount of \$35,222.50 for a monthly total of \$196,269.33.

TEDD Loan Fund – Claims Payable: \$0.00

TC EDC Loan Fund – Electronic Funds Transfer – July 2024 RMAP Payment in the amount of \$2,290.80 for a monthly total of \$2,290.80.

Dough Kyle made a motion to approve the Modified Consent Agenda. Greg Young seconded the motion. The motion carried.

• **Presentation** – Sherrye Wyatt from Washington Filmworks

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

- *Catching up on maintenance at the TEDD office, carpets were cleaned last month and now saving up out of our capital fund for eventual replacement of the carpets.*

- *Brandon has heard back from the contractor who will be doing the bathroom upgrades as well as the kitchenette upgrade in the back of the building.*
- *Diffco, who is responsible for our freshwater backflow, is no longer doing plumbing, now looking for a new commercial plumber to replace our backflow valve. Depending on the quote we receive, there is still some old plumbing leftover from years ago that needs to be cleaned up.*
- *Last year we partnered with the University of Idaho on a National Science Foundation Grant. They did not receive it, but they have been asked by the National Science Foundation to reapply. The name of the new program is Fierce 2 Point O, and it focuses on green economies. They are interested in partnering up for our forest products industry. We are helping them put together their new application and should have that done later this fall.*
- *For the Stevens County Central project, we have our public hearings scheduled August 6, 2024, with the Stevens County Commissioners for our franchise to operate broadband in the county.*
- *We signed our pole attachment agreement with Avista. Now waiting on our \$50k bond through our insurance company, from Avista, for the pole attachments for where we go overhead with the wires. The bond is the last requirement that they have on us.*
- *Spoke with Dr. Jones from Northeast Washington Trends. The new data will be up on the Trends Website by the end of August. Dr. Jones will present at the August board meeting to show the new website.*

Staff Reports

- **Deputy Executive Director/Planning Director—Frank Metlow**

- *Continuing our public and Stakeholders outreach for our Safe Streets and Roads Safety action plan. Completed public engagement events in Chewelah and Inchelium in July. This project is on schedule and on budget and moving right along.*
- *We received plan reviews from Avista and from Inland Power. Now we will incorporate the changes that they recommended in our plan and a draft plan should go before the TAC at next month's meeting. That plan will be out at the beginning of August for everyone to review.*
- *The draft plan for Title VI will be sent out, and you will have a month to review it. The consultant SCJ Alliance will present the Title VI plan at the August board meeting.*
- *The Transportation Improvement plan for the region is updated every two years. Frank Metlow Shared the 2025 Local and Regional Tip Development Schedule for the region. August 15, Frank will start assembling the Regional Transportation Plan, which will go to WADOT for review and then will be put out for public comment on September 1. After review, it will come back to the board at the October 23rd meeting for final adoption. Once that is all done, it will get input by December then start the normal monthly State transportation improvement plan update cycle.*
- *Frank shared the Consolidated Grants Program Important dates. Grant applications due in GMS is September 17, 2024. WASDOT will then review applications and work with applicants to make any application revisions. Applications will then come back, and we will rank them, applicants will present to TAC and the Board for approval.*
- *Frank shared the Transportation Alternatives (TAP) Project checklist. There will be a call for projects sent out August 1. The application packets will be on the RTOP website for everyone to download. Applications will be due on September 16th, then applicants will come in and present their projects at a special TAC meeting held on October 16th. On October 23rd, those projects will go to the Board for adoption or modification. TAC project rankings will be done then award letters will be sent out November 1, 2024.*
- *The Stevens County Central projects are on schedule and budget. Completing the preconstruction work. There were a couple areas of concern that are going to require some additional agreements and planning.*
- *The Community Connect Grant announcements should come out in August, so we will know whether we receive that grant or not. That will complete the loop connection down Highway 25 from Rice to the Spokane Tribe Reservation border.*
- *The final project maps are going to come out in August that will define the project areas. Once we have those final project areas, we will be able to work with our consultants and get the estimates and designs ready for the BEAD Grants when they come out. We are doing this for both Stevens and Ferry Counties.*
- *We are applying for a \$300k B-TAP grant for planning work in Ferry County. That is due on August 20th.*
- *All of our July reporting was submitted on time.*

- **Assistant Finance Manager – Doug Hook**
 - *No changes were made to our Loan Portfolio this month.*

- **Marketing & Tourism – Shelly Stevens**
 - *The State of Washington Tourism brought a group of travel journalists and bloggers to Stevens and Ferry Counties on a 2-day FAM tour to experience some of what Northeast Washington has to offer visitors. We've already had content from the journalist post to social media sites featuring many of the locations visited. Found out recently that an article about the K Diamond K and Republic will be coming out in Northwest Travel and Life magazine in the main June issue of 2025. This was a direct result of the FAM tour.*
 - *The Wonderfully Wild Video Production Project officially got underway on July 11th, filming took place all over the Tri-County area for an entire week. We were fortunate to have so many businesses and locations give us access. All the footage from this project will be available to any business or organization who would like to use it for their own promotional purposes. The finished videos will be delivered in October.*
 - *Destination Marketing Organization (DMO) most recent report done in 2018, surveyed social media followers on quite a few things. They were able to assign a dollar value through a range of metrics, and how they could come up with a dollar value per follower on your social media. Basically, gives an idea of what a visitor spending would be like in the area. Shelly Stevens has a report available for anyone that would like to look.*
 - *Northeast Washington Trails page and Visit Northeast Washington social media pages both received a lot of activity last month.*

- **Regional Economic Development Specialist – Brandon Hansen**
 - *Reports are in from the previous year and now we are focusing on this upcoming year for our ADO small business services. Bob Stevens and I have been making improvements both with the customer experience and for the people coming through here and gathering more data from them so we can determine where the needs are, what services they are getting asked for the most. One of the biggest needs of clients coming in is digital services and figuring out how to do this online. One of the most asked for workshops is "Starting a Business", just because there is a lot to the process.*
 - *Utilizing a scheduling system for when clients arrive in the office. Created a survey for clients to fill out before they see either Brandon or Bob, that should inform us of what they are looking for from us.*
 - *We have really expanded our toolbox in terms of services, and what we can offer clients.*
 - *There have been some security issues at the incubator. We are currently looking at getting a quote to put up some fencing around that area.*
 - *Received the RBDG grant and having a contractor come in and do the bathroom upgrades.*
 - *Another big focus has been out grant with Labor and Industries to do social media posts and one on one counseling.*

- **Business Support Contractor – Jim Cupples**
 - *Preparing for the sites to be announced by the State Broadband Office for where they want projects to go. That goes for each of the counties, whether is Pend Oreille, Stevens, or Ferry. Hope to get word on that sometime in early August.*
 - *Recently on a call with USDA specifically about the broadband technical assistance grant, which is preparing and getting the network engineers and focusing on Ferry County and where we would build and what it would look like.*
 - *We now host the Ferry County BAT meetings, and earlier this month we had the Washington State broadband officer in charge of their digital equity program as a guest. Digital equity refers to rural citizens, veterans, and people over the age of 60. We were able to communicate that to other counties if they were interested in joining. There is State and Federal money available for that program. I will be making some effort across all three counties, discussing with the stakeholders to determine where the need for programs or assistance is needed.*
 - *We submitted corrections on behalf of anything we encountered in the maps, particularly for Pend Oreille. We found the State maps to be off around 850 locations. Also made a submission for Ferry County where they had a location that was misidentified. Waiting to hear back from the Federal Government whether they accepted those corrections or not.*

- *Moving forward with the Central Stevens County Project for both fiber and wireless. Things are moving smoothly for such a large project.*
 - *I went through a free Digital Navigation Program, which is something that North Central Washington Tech Alliance does. It is a 4-hour course with videos that familiarize wherever talking about the program, with speaking to the public when they have questions about broadband or technology. The program gives a solid foundation of what types of resources we have in Northeastern Washington for families that need assistance with online services.*
 - *Waiting to hear from the Broadband office and learn about what areas they are identifying for work to be done.*
- **Regional Business Specialist – Bob Stevens**
 - *We had approximately 60 interactions in June. 2% Chelan, 13% Ferry, 2% Lewis, 5% Okanogan, 3% Pend Oreille, 17% Spokane, 55% Stevens and 3% Whitman. Continuing to work on a graph to show the interactions. Continuing to have more exposure and more interaction.*
 - *We had 2 more loan applications this month. Still have several others we are working on, including 3 that are over \$250k that take a bit longer to process, and two others that require significant guidance. One loan unfortunately did not go through and approximately nine of the current active loans we have, six or seven of them will not make it through the process.*
 - *We are currently using the Portfol software and going through and fixing some of the glitches that we have come across. We have inquired about the additional language support to meet the Title VI requirements.*
 - *We have received some new equipment, now working with IT to get it to work with our system.*
 - *I have been focusing childcare guidance initiative, creating a guidance document that would help a perspective startup childcare provider understand the expectations and potentially be successful based on realistic financial as well as functional expectations. Currently have 2 clients that are interested in creating a childcare facility, one in Pend Oreille County and the other in Stevens County. There are now five sources of information we gather to see what grants that they may be eligible for. We have a cost start up sheet, starting a grant list of eligible le grants, and a working scenario calculator that allows the input of all information regarding a childcare facility.*
 - **Old Business - None**
 - **New Business –**
 - **Incubator Planning Project**
 - *The Business Incubator, located in Colville, Washington, has reached its capacity. It currently houses five businesses, with several others seeking openings. There is a pressing need for a larger space to adequately serve the small businesses and entrepreneurs in our tri-county region. TEDD would like to apply for a \$500k EDA-PWEAA grant to support the completion of site feasibility studies, architectural renderings, and additional planning activities for Phase II of constructing the new Business Incubator. Jeff Koffel would like the board’s approval to continue the application for the EDA-PWEAA grant.*
 - Jack Smith made a motion to approve the incubator planning project, Shari DePaulo second the motion. The motion carried.*
 - **Republic Sidewalk Project**
 - *Nick Olson, the Clerk Treasurer for the City of Republic, has requested \$75k from TEDD. This would allow them to complete the 2nd and final phase of their Golden Tiger Pathway Project. The \$75k would come out of the transportation alternative funding and go to the City of Republic to fully fund their project. TEDD is looking for a vote from the Board to approve this funding.*
 - Robert Rosencrantz made the motion to approve to allocate \$75k to the City of Republic, Debra Hansen second the motion, the motion carried.*
 - **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 August 28, 2024, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant



Robert Dean, TEDD Board Chairman

ATTEST:



Robert Rosencrantz, TEDD Board Secretary