

**Tri County Economic Development District  
TEDD/RTPO Board of Directors  
Hybrid Meeting  
Wednesday, October 23<sup>rd</sup>, 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**

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Robert Rosencrantz, Pend Oreille County	Jack Smith, City of Colville
Greg Young, Stevens County	Debra Hansen, WSU Stevens County Extension
Dough Kyle, Coville Chamber of Commerce	Christine Whitney, Colville Confederated Tribes
Bryan Raines, Rural Resources	Dan Fagerlie, Ferry County PUD
Cecilia Evans, Spokane Tribe	Leslie Valz, Stevens County Treasurer
James Best, Spokane Tribe	Shari DePaulo, Town of Marcus
Matt Schanz, NE Tri County Health	Teri Chang, WSDOT
Deana Zakar, Kinross Kettle River Operations	Dave Rick, Pend Oreille County PUD

**GUESTS**

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Rachelle Bradley, SCJ Alliance	Ryan Shay, SCJ Alliance
Michelle McCollum, Avista Utilities	John Hooks, Avista
Brandon Hansen, NEW Health	

**TEDD STAFF**

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Frank Metlow, Deputy Exec Director/Planning Director	Jim Cupples, Business Support Contractor
Carrie Paetsch, Finance Manager	Verna Johnson, Office Assistant
Bob Stevens, Regional Business Specialist	Shelly Stevens, Regional Marketing & Tourism Developer

➤ **Consent Agenda**

- Approval of Agenda
- Approval of September 25, 2024 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – September 2024

**September 2024**

**General Fund** – Claims Payable: Voucher Numbers: - 110889-111141-111144-111249-111251, in the amount of \$472,441.13, AND Benefits in the amount of \$11,665.23, AND Payroll in the amount of \$33,039.30, for a monthly total of \$517,135.66.

**TEDD Loan Fund** – Claims Payable: \$0.00

**TC EDC Loan Fund** – Electronic Funds Transfer – September 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 Consent Agenda. Dan Fagerlie seconded the motion. The motion carried.*

➤ **Presentation –**

- *Regional Safety Action Plan – Presented by Rachelle Bradley and Ryan Shay from SCJ Alliance.*
- *Veteran’s Quilt Drawing – Gene Weller of Republic was the recipient of the Veteran’s Quilt Drawing. Mr. Weller served in the Army.*

➤ **Executive Director’s Report – Frank Metlow for Jeff Koffel**

- *Jeff Koffel attended the mandatory ADO Best Practices meeting in Wenatchee.*

- Department of Commerce received additional fundings from legislature and has redistributed to the ADO's.
- We did well on the EDA peer review. Highlights from the review included strong connections with the Tribes in the area, Colville, Spokane, and Kalispell which lends to long-term connected goals for economic development. Dynamic district team which has focus on CEDS and strong history of lending program with two EDA Revolving loan grants, varied sources of income for the district and creates multiple sources of revenue as well as tenured director serving a second term and benefits of the district longevity.
- Currently reviewing the Regional Economic Development Specialist position job description and plan to post that position in early October.
- Jeff will be reaching out to the Executive Committee for any budgeting guidance they have for 2025. He will also be looking for members to attend the TEDD 2025 Budget Review meeting in late October. The 2025 budget will be presented to the Board of Directors at the December meeting for approval.
- Jim Cupples contract has changed, and he is now working with Pend Oreille Public Utility District, rather than the Port of Pend Oreille, where his focus is on Broadband. His duties at TEDD are unchanged.
- Submitted a grant for ADO grant writer assistance for TEDD and the BEAD technical assistance grants for Ferry County.

## **Staff Reports**

### **• Deputy Executive Director/Planning Director—Frank Metlow**

- EV Strategy went back for some rewrites and Commissioner Rosencrantz did an excellent job re-writing the introduction section of the strategy.
- Call for projects for the Transportation Alternative Program back in July/August. This program offers funds every 2 years to do any pedestrian type of non-motorized projects. We received no applications from the entire region. Last meeting we voted on granting \$75k to Republic for their cost overruns on their sidewalk project. The carryover funds will go back, and it will be added to the following call for projects.
- Received 5 applications from the region for the Consolidated Grants Program. WSDOT will review and meet with applicants to discuss their applications, see if there is any updates or recommended changes to finalize their applications. This review will go until October 31<sup>st</sup>. Final applications are due in the Grants Management System on November 19<sup>th</sup>. A special TAC meeting will be held on November 21<sup>st</sup> for presentations of the projects, TAC will rank the projects according to the ranking criteria, then to the Board in December to either change or accept the ranking.
- Draft report was completed and posted for public comment for the Transportation Improvement Program. It was posted in the three papers of records in the three counties and posted on the TEDD website. 30-day comment period will end October 16th, the TAC will review the draft tip and make a recommendation to the draft tip. Regional tip goes to the State in November which is how we get our regional projects onto the State Transportation Improvement Plan.
- We are about to do the last railroad crossing permit for the Central Stevens County Project. We had a project meeting recently and expect to start October/November.
- We heard back and expect an announcement in October on the Community Connect Grant. This is the project that continues and completes the project from Rice down to the Reservation line on the highway.
- Expect to hear announcements on the BTAP Grant for Ferry County in November. The Technical Assistant Grants for BEAD planning, we expect to hear that by the end of the week. We are expecting \$34,500 per county in our region for broadband planning.

### **• Business Support Contractor – Jim Cupples**

- Jim is working a couple days a month with the Utility District directly now. Working close with Sarah Holderman, Nick Reed and John Janney for the past couple months.
- Pend Oreille County put in the for the WASAC Grant.
- Currently doing a lot of prep work for BEAD on the administrative side for Pend Oreille County, finding out what we need to have prepared, and expecting to see exactly where the State chooses for areas to fund anytime before November.
- TEDD has a broadband survey portal, and we want more participation in Stevens County. We've reached out to all 12 school districts asking for them to encourage their students and student families to participate.
- Ziplify is active right now in both Republic and Curlew. Updating maps and seeing where they're being served so we can have a better handle on that.

- Presented at the Northwest Rural Investment Strategy Summit a few weeks ago.
- We have a couple of grant money coming in for Stevens County and WASAC. We will also find out if we will receive the Technical Assistance Program by the end of October.
- I have not been onboarded by the Utility Districts IT department yet, but I have been working closely in regular meetings with John Janey and his staff for broadband for the past 2 weeks.

- **Finance Manager – Carrie Paetsch**

- Audit is complete and in the final review phase.
- Carrie Paetsch and Doug Hook both attended the Finance Officers Associations Conference in Yakima. They concentrated heavily on fraud and Cusick was on every presentation they gave. There are quite a few controls that we are going to implement moving forward.
- Springbrook has all our information on finance and grant management. Spoke with Jason while at the conference and that process should be starting soon. Hoping in the next few weeks to start learning how to use the new system. We should still be able to use the County reporting system to match their reports to our report.

- **Regional Marketing & Tourism Developer – Shelly Stevens**

- Our first ad as part of the Seattle Airport Spotlight Advertising Program by the Port of Seattle is in production and will go live in Concourse D on October 1, 2024, through December. We partnered with 49 Degrees North for our winter-themed messaging.
- The September NEWSTART meeting, we welcomed Mr. Jon Snyder, the Governor’s Senior Policy Advisor for Outdoor Recreation, Economic Development and land use, as the special guest speaker. The meeting had 26 attendees representing land management, recreation, education, business, real estate and the private sector. Mr. Snyder provided a lot of information about the upcoming legislative budget cycle, EV infrastructure, short-term rentals, housing and more.
- We have the rough drafts on our Wonderfully Wild Video project. We will be able to share the video series at the October TEDD Board of Directors meeting.
- Northeast Washington Trails and Visit Northeast Washington social media pages both had numerous activities. Shelly also was able to get out and get some pictures of Frater Lake to add to our image library.

- **Regional Business Specialist – Bob Stevens**

- Our August final numbers are down some, coming in at 36 interactions, 14% Ferry County, 6% Pend Oreille, 8% Spokane, 69% Stevens and 3% Whitman County. We are at 23 interactions for September, all being in Stevens County. Our average over the past several months has been about 16 interactions.
- We currently have 42 loans. 29 of them are Stevens County, 6 for Pend Oreille County, and 7 in Ferry County. We still have funds to go between the different funding sources that are available.
- In the queue, we currently have 6 active applications. Of those 6, we just had 1 cancel, 1 was approved for \$300k in Stevens County, another one headed to the loan committee this month. 2 other loans that need significant guidance, and 1 on hold pending additional funding stack requirements.
- Bob mentioned that they are looking for additional Loan Committee members.
- With our Portfol implementation, we discovered some new glitches with the portal application and underwriting phases. They have been reportedly fixed, and we’ll have another round of testing that we’ll go through to see whether that came through.
- Bob attending a 2-day virtual training conference with Portfol in September, which demonstrates new features that are available in the software, and we’ll be going over those.
- We completed the Lean 101 basics workshop for manufacturers in the Tri County area. We had approximately 16 attendees. Bob spoke with the representative and they are going to continue and expand the lean training for any small manufacturers that might be interested in the lean training.
- The childcare guidance document is continuing to move forward. We had some great meetings with Friends of Republic Libraires as well as others taking advantage of the costing model that we’ve created.
- Had a request for economic indicators that we used to have, will have that together for the next Board Meeting.

➤ **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 2:59 p.m.
- The next TEDD Board meeting was verified for December 4, 2024, at 1:00 p.m.

**Respectfully Submitted: Verna Johnson, Office Assistant**

  
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Robert Dean, TEDD Board Chairman

ATTEST:

  
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Robert Rosencrantz, TEDD Board Secretary