

**Tri County Economic Development District  
TEDD/RTPO Board of Directors  
Hybrid Meeting  
Wednesday, September 25th, 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 Dean, Ferry County	Jack Smith, City of Colville
Robert Rosencrantz, Pend Oreille County	Debra Hansen, WSU Stevens County Extension
Dough Kyle, Coville Chamber of Commerce	Christine Whitney, Colville Confederated Tribes
Tara Leininger, Mayor Metaline Falls	Dan Fagerlie, Ferry County PUD
Sharon Shipley, Town of Ione	Jessica Garza, Port of Pend Oreille
Deana Zakar, Kinross Kettle River Operations	Greg McCunn, City of Chewelah
Abby Gribi, City of Newport	Alex Grider, WorkSource Colville
Dave Rick, Pend Oreille County PUD	Teri Chang, WSDOT
Greg McCunn, Mayor City of Chewelah	Rod Van Alyne, Rural Resources
Jan Hoogstad, Avista	Madi Campbell, Kalispel Tribe
Josh White, USFS Colville National Forest	

**GUESTS**

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Rachelie Bradley, SCJ Alliance	Alanna Mesecher, EWU
Andrew Engell	Jimena Ramos, EWU
Kellan Burans, EWU	Mark Pond, Spokane Public Library
Patrick Jones, EWU	

**TEDD STAFF**

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Jeff Koffel, Executive Director	Doug Hook, Assistant Finance Manager
Frank Metlow, Deputy Exec Director/Planning Director	Jim Cupples, Business Support Contractor
Brandon Hansen, Regional Economic Dev. Specialist	Verna Johnson, Office Assistant
Carrie Paetsch, Finance Manager	

- **Consent Agenda**

- Approval of Agenda
- Approval of August 28, 2024 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – August 2024

**August 2024**

**General Fund** – Claims Payable: Voucher Numbers: - 110038-110043-110070-110215-110222-110445-110599-110605-110606, in the amount of \$119,735.59, AND Benefits in the amount of \$12,006.99, AND Payroll in the amount of \$35,076.25, for a monthly total of \$166,818.83.

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

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

*Abby Gribi made a motion to approve the Consent Agenda. Jessica Garza seconded the motion. The motion carried.*

- **Presentation** – Dr. Patrick Jones from Northeast Washington Trends  
– Mark Pond, business research librarian for the Spokane Public Library

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

- September is a busy month with several conferences and travel going on. Bob Stevens will be out on medical leave until the end of September. Brandon Hanson will also be leaving TEDD this month, so we will be looking for a new Regional Economic Development Specialist come mid-September.
- We had a fire suppression issue, our alarms were going off for two days, fire company never called, but the monitoring company called to inform us of the alarms going off. It was just a packing leak in the fire suppression manifold, and it has been fixed.
- TEDD hosted a class called "Lean one-on-one" by Impact Washington. Impact Washington is the latest iteration of make it in Washington or grow it in Washington. The workshop was a great success with over 20 participants from both Stevens and Pend Oreille Counties.
- Bob Stevens has been doing a lot of work with Mark Pond, from the Spokane Libraries. The initial goal was how to get a good accurate list of all the businesses. There are other sites to get this information, but not as good as you can get through the Library of Spokane. The background information is good for our grant writers. Dr. Jones and his staff have been doing an excellent job of curating that data needed to write grants.

#### **Staff Reports**

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

- Rachele Bradley from SCJ Alliance gave a quick update on the safety action plan. She is planning to have a technical transportation meeting on September 10. All the preliminary findings and comments back will be incorporated into changes moving forward for the September presentation. Will continue engagement in October and there will also be a survey online as well as in person outreach at a few of the city locations that we have identified the most projects in. On track for adoption in January.
- Transportation Projects need to be submitted to the RTPO and State of Washington Website. The City of Lone, Colville, Marcus, Ferry County and WSDOT, all need to go back and submit to the RTPO so they can be put on both the Regional and State TIP. Approving the Regional Tip at the October Board Meeting.
- We have another call for projects for the Transportation Alternative Program. All the applications are due on September 16th. Emails were sent out to everyone on the TAC and the Board about this program.
- An announcement was sent out regarding the applications for the consolidated grants program. Applications are due in the system by September 17<sup>th</sup>. We will be submitting a grant project for here.
- EV working group met and went over the last EV strategy one last time to make sure it was ready to go to the TAC for recommendation and then the board for approval.
- We are almost finished with all the pre con work for our Central Stevens County Project. We had to do right of way with the railroad, wait for franchise agreements with WSDOT and Avista. About ready to start construction on both the fiber and the wireless side of that project.
- Community Connect has been pushed back again, now we are being told it will be the end of September, October before we know the results from our Community Connect application.
- Submitted 3 grants recently for TA grants. Two of them are for Ferry County. A total of \$90k worth of technical assistance for broadband planning, which will be used to prepare for the funding announcements coming up for BEAD. Starting the broadband planning work with NoaNet.

- **Business Support Contractor – Jim Cupples**

- Jim spent a lot of time working with Pend Oreille County. Worked with the Utility District and submitted a grant for technical assistance for the BEAD project areas. Waiting to see exactly where they are and what is allowed on the plan. The amount of money is yet to be determined because all the entities asked for more than the State Legislature had budgeted. It should be somewhere above \$20k and that will be put toward the BEAD areas.
- The Pend Oreille County Broadband Action Team meeting will be held next week for anyone that would like to attend I can get the invite sent out.
- Jim has been helping Jeff Koffel and Bob Stevens on the Friends of the Republic Library. They have a grant and capital campaign that they are putting together for an impressive library. As part of TEDD, we are looking at some USDA funding which would contribute to the second floor of the building. Thinking that space is

something for childcare, which would be helpful for economic development wise for employment. TEDD will be looking for funding for that.

- **Assistant Finance Manager – Doug Hook**

- No significant changes were made to our loan fund or the financial side this month.
- The loan committee did approve a new \$300k loan in Stevens County, its linked to real estate so it will close probably in the next month.
- 2021 Audit is complete and in for review.

- **Regional Economic Development Specialist – Brandon Hansen**

- Brandon Hansen has recently accepted a new position at New Health. Been working on making sure we have all the right information for the grant programs and what metrics need to be get passing those along now. Signing Frank up for a lot of email lists, and just making sure that the handoff goes smoothly for everyone.
- ADO bet practices conference will be coming up this fall.
- Lease dues for the incubators here in Colville will be coming up soon. Most of them will be renewing their leases, except for the fire department. Many businesses/organizations have already expressed interest in opening space.
- There has been a lot of illegal dumping in the dumpsters at the incubator and even broken windows, so we had an estimate to construct a fence. The estimate came in at about \$25k, Jeff is working on the budget for that. When we get ready to do this, we will go out to bid.
- Done a lot of work with integrant to apply for grants. The second round has a few more requirements but we should be applying for that to continue our services with integrant.

- **Old Business - None**

- **New Business –**

- **SCJ Alliance Title VI Presentation – Resolution 2024-003**

- Rachelle Bradley, project manager for SCJ Alliance based out of Spokane, was selected to do the Title VI plan for the region. This is part of the Civil Rights Act of 1964 and is essentially the policy guidance and plan guidance for the new RTPO region to ensure that there is no discriminatory acts or nature, especially as it comes to creating plans and working on administration. This is a compliance document that has all the chapters that are required by both funding agencies to that that region can get funds. WSDOT did provide us with a grant to do this, we received the plan back and have a resolution today to adopt the Title VI plan.

*Debra Hansen made a motion to approve Resolution 2024-003 Title VI Plan, Dan Fagerlie second the motion. The motion carried.*

- **Regional Transportation Program Funding – Resolution 2024-002**

- The funding has not increased to account for additional responsibilities required of RTPO's and the current funding levels are inadequate for many Washington RTPO's to fully participate with local and state partners as envisioned by the Legislature.

*Robert Rosencrantz made the motion to adopt Resolution 2024-002 Regional Transportation Program Funding, Dough Kyle second the motion, the motion carried.*

- **Regional Transportation Electrification Strategy – Resolution 2024-004**

- The Northeast Washington Regional Transportation Planning Organization Technical Advisory Committee carefully reviewed and examined the proposed 2024 Regional Transportation Electrification Strategy, according to WSDOT's guideline and standards. The TAC now recommends that the Board approve and adopt the proposed 2024 Regional Transportation Electrification Strategy.

*We will provide more input from Commissioner Rosencrantz, present it at the next Board meeting for review, and look for a recommendation at that time.  
No 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 2:59 p.m.
- The next TEDD Board meeting was verified for October 23, 2024, at 1:00 p.m.

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

Mr. Robert Dean  
Mr. Robert Dean (Sep 30, 2024 10:28 PDT)  
Robert Dean, TEDD Board Chairman

ATTEST:

  
Robert Rosencrantz, TEDD Board Secretary