

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, December 4, 2024**

1. 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
Robert Dean, Ferry County
Tara Leininger, Mayor Metaline Falls
Rod Van Alyne, Workforce Development
Luke Decker, Colville National Forest
Mark Zorica, Kalispel Tribe

Jack Smith, City of Colville
Kathryn Hoogheem, WSU Stevens County Extension
Christine Whitney, Colville Confederated Tribes
Teri Chang, WSDOT
Dave Rick, Pend Oreille County PUD

GUESTS

Michelle McCollum, Avista Utilities

TEDD STAFF

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

Doug Hook, Assistant Finance Manager
Verna Johnson, Office Assistant
Shelly Stevens, Regional Marketing & Tourism Developer

2. Consent Agenda

- Approval of Agenda
- Approval of October 23, 2024 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – October 2024 & November 2024

October 2024

General Fund – Claims Payable: Voucher Numbers: -111364-111373-111586-111600-111807-111804-11806-111982-111983-111984-111989, in the amount of \$236,028.21 AND Benefits in the amount of \$10,453.89, AND Payroll in the amount of \$32,780.02 for a monthly total of \$279,262.12.

TEDD Loan Fund – Claims Payable: Voucher Number: 11361 in the amount of \$300,000.00

TC EDC Loan Fund – Electronic Funds Transfer – October 2024 IRP #7 Loan Payment in the amount of \$29,715.00 for a monthly total of \$329,715.00.

November 2024

General Fund – Claims Payable: Voucher Numbers: - 112308-112312-112462-112473-112684-112713-112714-112702-112711, in the amount of \$186,599.06, AND Benefits in the amount of \$10,381.35, AND Payroll in the amount of \$31,448.50, for a monthly total of \$228,428.91.

TEDD Loan Fund – Claims Payable: \$0.00

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

Robert Rosencrantz made a motion to approve the Consent Agenda. Jack Smith seconded the motion. The motion carried.

3. Presentation –

- Wonderfully Wild Video's – Shelly Stevens

4. Executive Director's Report – Jeff Koffel

- *The contract for building renovations did expire, going back out to bid again for the bathroom renovations. Spoke with the USDA and they extended that grant for TEDD.*
- *Bob Stevens and I are just finishing up reviewing the job description for Regional Economic Developer Specialist, we will get that posted next week.*
- *Shelly Stevens submitted some photos to the National Association of Development Organizations and won an award for Sustaining the built in National Environment.*
- *TEDD signed the work orders with Paramount, who is the subcontractor of NoaNet.*
- *Jeff will be scheduling a budget review meeting after the 13th of November, where he will go through in detail with anyone who wants to budget review for next year. We will approve the budget at the December board meeting. Jeff spoke with all three counties, and they have approved our budget request.*
- *Finished our 2021 audit, the auditor will be scheduling an exit conference, and I will send out a link to any board members that would be interested in attending. We received one finding, which was submitting the audit late. The audit cost was \$56k, which was up 30% from the previous audit.*

5. Staff Reports

Deputy Executive Director/Planning Director—Frank Metlow

- *We received one project for our call for projects on the Transportation Alternative Program. It was presented to WASOT; however, it was not eligible under the funding. Will roll the funds over to next year for projects.*
- *TEDD will be issuing an award letter to the City of Republic for the funds requested for their project.*
- *WASOT is reviewing applications we received for the Consolidated grants program. They will contact applicants if there are any issues or recommendations. Final applications will be due to WASOT on November 19th. Frank will send out all the ranking criteria for the TAC members and applicants to review. There will be a special TAC meeting on November 21 to have those rankings ready for the Board meeting in December. Award letters will be out for applicants who receive funding for their projects by May 2025.*
- *We received the Regional Safety Action Plan from SCJ Alliance on September 30th. Expecting a draft safety action plan to come to the TAC and the Board for review in January.*
- *Working through contracts for construction on our Central Stevens County Project. Expect to be breaking ground in November.*
- *BEAD maps were released, and we now know our project areas in the counties. Working with NoaNet on getting the initial project design, and application requirements.*
- *Finished contracting for Stevens County and the Ferry County WSAC Technical assistant grants.*
- *Waiting to hear an announcement on the BTAP grant for Ferry County.*
- *Completed reporting for EDA, RTPO Regional Mobility, Washington State Broadband Office grant, the Safe Streets and Roads for all, ADO, L&I, & Title VI.*

Assistant Finance Manager – Doug Hook

- *Doug and Carrie will be attending a Springbrook Express conference next week. Will begin training once they return. Springbrook express will allow us to do much more of the work here.*
- *We currently have 41 loans. 7 in Ferry County; 6 in Pend Oreille County, 28 in Stevens County with a total of 4.3 million.*

Regional Marketing & Tourism Developer – Shelly Stevens

- *Our first ad as part of the Seattle Airport Spotlight Advertising Program by the Port of Seattle is live in Concourse D and will remain through December. We partnered with 49 Degrees North for our winter-themed messaging. We have applied for another spotlight ad opportunity which would be for Q1 or Q2 of 2025.*
- *The 4 new Wonderfully Wild videos are now available for viewing on the TEDD YouTube channel. Those videos were made possible through a grant from the State of Washington Tourism.*
- *We are working on the new regional visitor website, made possible with Lodging Tax Funds from Ferry, Stevens and Pend Oreille Counties. We plan to build the website to be a comprehensive and useful resource, not only for visitors to NE Washington, but for those that already live here.*

- Shelly attended the 2024 State of Washington Tourism Conference held in Vancouver, WA. She also attended the Places Conferences held in Walla Walla. This conference focused on the economic development, vitality, and resilience of small businesses on Main Street.
- Another quilt was created by Judy Lockner and Valerie Lamont and gifted to Gene Weller, U.S. Army Retired, of Republic, WA. There will be another drawing in December.
- Our various Facebook pages all received a lot of interactions. The most popular post on the NE Washington Trails page was the Mill Butte Trail on the Little Pend Oreille National Wildlife Refuge. The Horseshoe Lake was the most popular on the Visit NE Washington Facebook page.

Regional Business Specialist – Bob Stevens

- Bob prepared a graph of the increased monthly inflation costs. The average household in Washington is spending more per month compared to January 2021.
- In September the loan committee funded a loan for Stevens County for \$300k and we just got approval for another loan for Stevens County for \$83k, that will be funded in November. 3 other loans that are active and working through the process. 3 loans that need long term consulting and other 2 loans that went in the hold status.
- We plan to release a borrower portal, which is an enhanced version of what we currently have. This will allow the client to be able to see what is going on with their loan, transactions, interest and principal, payments, etc. We anticipate this to be launched in either December or January.
- We are involved with a senior support member at Portfol to help with interface and underwriting problems.
- Bob gave a presentation on the Rural Opportunity Loan Fund Portal and all the features.
- Bob presented a graph showing business interactions. August & September, we dropped down to 36 and 28 interactions. October is incomplete but at 16 interactions.
- We are currently putting together a combination of skill-up programs and workshops to support businesses.

6. Old Business - None

7. New Business – Recommendation for the Draft Regional Transportation Improvement Plan (TIP)

Robert Rosencrantz made a motion to approve the recommendation for the Draft Regional Transportation Improvement Plan; Robert Dean seconded the motion. The motion carried.

8. Updates from Board Members and Guests

- Members and guests gave updates of individual interests.

9. Adjournment

- As there was no further business the meeting was adjourned at 2:33 p.m.
- The next TEDD Board meeting was verified for January 22, 2025, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant



Robert Dean, TEDD Board Chairman

ATTEST:



Robert Rosencrantz, TEDD Board Secretary

