

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, January 22, 2025**

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	Jack Smith, City of Colville
Robert Dean, Ferry County	Dan Fagerlie, Ferry County PUD
Dough Kyle, Colville Chamber of Commerce	Christine Whitney, Colville Confederated Tribes
Greg Young, Stevens County	Greg McCunn, City of Chewelah
Shari DePaulo, Town of Marcus	Dave Rick, Pend Oreille County PUD
Debra Hansen, WSU Stevens County Extension	Abby Gribi, City of Newport
Jan Hoogstad, Avista	Rosemary Shaw, Colville Together
Madi Campbell, Kalispel Tribe	Bryan Raines, Rural Resources
Cecilia Evans, Spokane Tribe	Leslie Valz, Stevens County Treasurer
Jessica Garza, Port of Pend Oreille	Michelle McCullum, Avista

GUESTS

TEDD STAFF

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

2. Consent Agenda

- Approval of Agenda
- Approval of December 4th, 2024 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – December 2024

December 2024

General Fund – Claims Payable: Voucher Numbers: -112965, 112971, 113181, 113191, 113422, 113423, 113416, 113421, 113407, 113554, 113555 in the amount of \$626,124.78 AND Benefits in the amount of \$10,300.28, AND Payroll in the amount of \$31,107.25 for a monthly total of \$667,532.31.

TEDD Loan Fund – Claims Payable: Voucher Number: 113425 in the amount of \$225.00 AND Electronic Funds Transfer IRP Loan #22 Payment in the amount of \$7810.80 for a monthly total of \$8035.80.

TC EDC Loan Fund – Claims Payable: Voucher Number 113426 in the amount of \$225.00 AND Electronic Funds Transfer – December 2024 RMAP Payment in the amount of \$2,290.80 for a monthly total of \$2515.80.

Dan Fagerlie made a motion to approve the Consent Agenda. Jack Smith seconded the motion. The motion carried.

3. Presentation –

- *Veterans Quilt Drawing – Ethan Loftus from Colville, WA was the recipient of the Veterans Quilt. Next drawing will be held in February 2025.*

4. Executive Director's Report – Jeff Koffel

- *Three interviews were conducted recently for the Regional Economic Development Specialist and one more applicant to interview. Hoping to get through the selection process and have the candidate start beginning of January.*
- *Stevens and Ferry County will be applying for a total of \$260 million worth of grants for broadband projects. Those are due at the end of January.*
- *We had a new contractor look at the bathroom upgrades. Also have some upgrades on lighting over at the incubator. One of the tenants has secured their tubes through OEO and they are scheduling with Flowner to have those installed.*

5. Staff Reports

Deputy Executive Director/Planning Director—Frank Metlow

- *Held a special TAC meeting in November to do consolidated grants rankings. Will be asking the Board for approval of the ranking recommendations.*
- *Our consultants at SCJ Alliance are finalizing the draft for the Regional Safety Action Plan. Hoping to have a draft and presentation at the January 22, 2025 board meeting.*
- *WSDOT will be sending out emails requesting freight data.*
- *Preparing 15 grant applications, 12 for Stevens County and 3 for Ferry County.*
- *Through the environmental on the Central Stevens County Project. Starting the Avista poles and aerial deployment should be this winter.*
- *Submitted a grant to build an incubator for a feasibility study.*

Business Support Contractor – Jim Cupples

- *Doing a lot of work to prepare for BEAD, which means all the areas in Tri-Counties could be connected and this is in partnership with federal funds that goes through the State.*
- *Jim has been taking a close look at the maps that the State gave, we do this in partnership with the County GIS teams and overlaying data like from Avista. Jeff and Jim have contacted Ferry and Stevens County's GIS shops and they are cooperative. Nick Reid in Pend Oreille has been working on it and already has energy information.*
- *Working on letters of credit on the financing side which is mandatory for us to take part in to receive grants.*

Finance Manger – Carrie Paetsch

- *Continuing setting up with Springbrook. Grant portion and employee portion are both done. Working on payroll now and will have some training coming up.*
- *Planning on going live for all the January processes.*

Assistant Finance Manager – Doug Hook

- *Main focus has been working with the transition to Springbrook & finishing the transition to Portfol.*

Regional Marketing & Tourism Developer – Shelly Stevens

- *Our first ad as part of the Seattle Airport Spotlight Advertising Program is live in Concourse D and will remain through the month of December.*
- *We applied for and selected to take part in the Spotlight AD Program for Q2 of 2025. Our ad will focus on summer activities in Northeast Washington.*
- *In November, Kinross invited TEDD to a tour of the K2 Mine, near Curlew in Ferry County.*
- *TEDD was selected, for the second year in a row, as the overall winner in the "Strengthening the Built and Natural Environment" Category.*
- *Our various Facebook pages all had a lot of interactions.*
- *Shelly shared a video presentation of the Kinross Mine Tour*

Regional Business Specialist – Bob Stevens

- *The business interactions for October were 24; in November we had 16 interactions.*

- We have workshops planned for December. Four Google workshops, 2 will be in Ferry County and 2 will be in Stevens County. More workshops are planned for January through March 2025.
- TEDD has seven active loans in process. One in Ferry County, one Grant County, one in Okanogan County and 4 in Stevens County.
- One loan was approved in October for \$310K but it was declined by the business owner because they felt we could not meet all their objectives. 2 other loans that require significant guidance.
- The loan application process has been updated in Portfol. Also, the loan servicing software is being finalized for transmission. We are preparing for the January 31st report. Will run GMS for the month of January to make sure all reports line up and if there are any problems we can still process and recover.

6. Old Business – None

7. New Business –

- **2021 Audit Corrective Action Plan**

Debra Hansen made a motion to accept the report as presented, Shari DePaulo seconded the motion. The motion carried.

- **Incubator Tenant Type Discussion and Guidance**

- **Resolution 2024-005 – 2025 Board of Directors Meeting Calendar**

Abby Gribi made a motion to approve the meeting calendar, Robert Rosencrantz seconded the motion. The motion carried.

- **Resolution 2024-006 – 2025 General Fund Budget**

Dough Kyle made the motion to approve the 2025 General Fund Budget, Abby Gribi second the motion. Motion carried.

- **Resolution 2024-007 – 2025 Loan Fund Budget**

Dough Kyle made the motion to approve the 2025 Loan Fund Budget, Abby Gribi second the motion. Motion carried.

- **Approve 2025-2027 Consolidated Grants Project Rankings**

Robert Rosencrantz made the motion to approve the Consolidated Grants Rankings, Abby Gribi second the motion, the motion passed.

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 February 26, 2025, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant

ATTEST:



Robert Dean, TEDD Board Chairman



Robert Rosencrantz (Jan 23, 2025 13:29 PST)

Robert Rosencrantz, TEDD Board Secretary