

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, December 3, 2025**

1. Call to Order & Introductions

Tri County Economic Development District (TEDD) Chair, Greg Young called the meeting to order at 1:00 p.m. Introductions were conducted.

TEDD/RTPO Board Members

Greg Young, Stevens County	Christine Whitney, Colville Tribe
Robert Rosencrantz, Pend Oreille County	Bryan Raines, Rural Resources
Robert Dean, Ferry County	Shannon Rowley, WSU Stevens County Extension
Jessica Garza, Port of Pend Oreille	Jan Hoogstad, Avista
Jack Smith, City of Colville	Dave Rick, Pend Oreille County PUD
Dan Fagerlie, Ferry County PUD	Shari DePaulo, Town of Marcus
Mick Yarroll, Stevens PUD	Lindsay Baxter, Mayor of Chewelah

GUESTS

Doug Kyle	Steve Bruchman, Congressman Baumgartner's Office
Joseph Sterba	

TEDD STAFF

Jeff Koffel, Executive Director	Shelly Stevens, Regional Marketing & Tourism Developer
Frank Metlow, Deputy Exec Director/Planning Director	Ryan Burkey, Economic Developer
Scott Thompson, Loan Officer	Verna Johnson, Office Assistant
Carrie Paetsch, Finance Manager	Doug Hook, Assistant Finance Manager

2. Consent Agenda

- Approval of Agenda
- Approval of December 3, 2025 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – 13th Month 2025 & December 2025

13 MONTH 2025

General Fund—Claims Payable: Voucher Numbers: 122534-122542; 122760-122765; 123001-123003; 123004-123005; 123007 in the amount of \$438,316.69 AND Benefits in the amount of \$10,501.75 AND Payroll in the amount of \$37,685.70; AND Electronic Funds Transfer in the amount of \$3,035.04 for a monthly total of \$489,539.18.

TEDD Loan Fund—Claims Payable: Voucher Numbers: 123008-123001 in the amount of \$386.40 for a monthly total of \$386.40.

TC EDC Loan Fund—None to Report

December 2025

General Fund – Claims Payable: Voucher Numbers: - 121745-121749; 121944-121952; 121959; 122157-122161; 122150-122151; 122310-122311; 122321 in the amount of \$454,179.63 AND Benefits in the amount of \$12,299.25, AND Payroll in the amount of \$36,877.15, AND Petty Cash: Voucher Number 122312 in the amount of \$714.40 AND Intra-Fund Transfer in the amount of \$66,000.00 for a monthly total of \$570, 070.43.

TEDD Loan Fund — Claims Payable Voucher Number: 121767 in the amount of \$80,000.00; AND Inter-Fund Transfer – to General Fund in the amount of \$103,839.07; AND Electronic Funds Transfer: IRP Loan #22 Payment in the amount of \$7,810.80 for a monthly total of \$191,649.87.

TC EDC Loan Fund – Inter-Fund Transfer – To General Fund in the amount of \$17,724.68 AND Electronic Funds Transfer – December 2025 RMAP Payment in the amount of \$2,290.80; for a monthly total of \$20,015.48.

Dan Fagerlie made a motion to approve the Consent Agenda; Robert Dean seconded the motion. The motion passed.

3. Presentation – NONE

4. Staff Reports

Deputy Executive Director/Planning Director—Frank Metlow

- CTB/HSTP contracting completed with SCJ Alliance.
- Stakeholder engagement process initiated.
- Stevens County broadband equipment scheduled for December delivery.
- Environmental work completed at Bisbee Tower.
- Customer sign-ups expected March-April.

Economic Developer – Ryan Burkey

- Ryan shared that he was unable to give an accurate economic update due to the Government shutdown.
- Ongoing business advising and loan referrals.
- Ryan has been conducting workshops for the past few weeks in Colville and Republic & planning the next series of workshops for next year.
- Working on our succession plan that was requested by the Department of Commerce.
- Ryan has also been working on the Ferry County Economic Development Strategy document.
- Increased outreach planned with chambers of commerce and community groups in 2026.

Finance Manager – Carrie Paetsch

- Carrie has been focused on finalizing all end-of-year items.
- Working on getting medical benefits, since TEDD will no longer be under the County group.
- Currently in the middle of the audit, and no significant issues identified.
- Preparing to go live with Springbrook and establishing new bank accounts.

Assistant Finance Manager – Doug Hook

- Continuing to focus on end of year items and preparing for transition to Springbrook.

Regional Marketing & Tourism Developer – Shelly Stevens

- Shelly presented the 2025 year-end marketing report.

Loan Officer – Scott Thompson

- Scott recently distributed brochures that gave a brief introduction to the TEDD loan program.
- Currently there are 13 loans in process. One expected to close within the week.

5. Executive Director’s Report – Jeff Koffel

- Jeff mentioned the audit is going exceptionally well, with only a few minor corrections.
- Continuing to work on end of year projects, such as adding shelving to the storeroom.
- Recently LEBO’s replaced some fixtures in one of the incubators.
- Unit B had some heater issues that we are addressing.
- Unit F had some bathroom and lighting upgrades.

Old Business –

- Benton Franklin Council of Government’s Revolving Loan Fund

Jeff presented to the Board for consideration proceeding to spend approximately \$265,402.00 to purchase three loans from Benton Franklin Council of Governments.

Doug Kyle motion to approve, Sheri DePaula seconded the motion, motion carried.

New Business –

○ Resolution 2025-008 – 2026 Board of Directors Meeting Calendar

Dan Fagerlie made a motion to approve Resolution 2025-008; Doug Kyle seconded the motion. The motion carries.

○ Resolution 2025-009 – 2026 General Fund Budget

Robert Rosencrantz made a motion to approve Resolution 2025-009; Dan Fagerlie seconded the motion. The motion carries.

○ Resolution 2025-010 – 2026 Loan Fund Budget

Dan Fagerlie made a motion to approve Resolution 2025-010; Jack Smith seconded the motion. The motion carries

Updates from Board Members and Guests


- Members and guests gave updates of individual interests.

6. Adjournment

- As there was no further business the meeting was adjourned at 2:28p.m.
- The next TEDD Board meeting was verified for January 28, 2026, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant

ATTEST:



Greg Young, TEDD Board Chairman



Robert Dean, TEDD Board Secretary