

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, October 22, 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	Charlene Kay, WSDOT
Robert Rosencrantz, Pend Oreille County	Shauna Harshman, WSDOT
Robert Dean, Ferry County	Christine Whitney, Colville Tribe
Jessica Garza, Port of Pend Oreille	Bryan Raines, Rural Resources
Jack Smith, City of Colville	Shannon Rowley, WSU Stevens County Extension
Madison Campbell, Kalispel Tribe	Leslie Valz, Stevens County Treasurer
Tara Leininger, Town of Metaline Falls	Nathan Ayala, Spokane Tribe

GUESTS

Edward Lambert, SCJ Alliance	Steven Bruchman, Congressman Baumgartner's Office
Andrew Engell, State Representative	Patrick Stickney, Office of Equity
Andrew Chin, Office of Equity	Andy Hydorn
Doug Kyle	

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
Campbell Thompson	

2. Consent Agenda

- Approval of Agenda
- Approval of October 22, 2025 Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers –October 2025
- Approval of General Fund & Loan Fund Expenditures & Transfers –November 2025

October 2025

General Fund – Claims Payable: Voucher Numbers: - 120548; 120673-120679; 120856-120857; 120864-120868; 121011-121015 in the amount of \$575,328.16 AND Benefits in the amount of \$13,995.30, AND Payroll in the amount of \$40,750.82, for a monthly total of \$575,328.16.

TEDD Loan Fund —Electronic Funds Transfer – IRP #7 Loan Payment in the amount of \$29,715.00, for a monthly total of \$29,715.00.

TC EDC Loan Fund – Electronic Funds Transfer – October 2025 RMAP Payment in the amount of \$2,290.80; for a monthly total of \$2,290.80.

November 2025

General Fund – Claims Payable: Voucher Numbers: - 120356-120360; 121530-121537; 121538; 121545-121546; 121652-121655 in the amount of \$565,003.81 AND Benefits in the amount of \$12,676.17, AND Payroll in the amount of \$40,597.97, for a monthly total of \$618,277.95.

TEDD Loan Fund —Claims Payable: Voucher Number: 121544 in the amount of \$701.00, for a monthly total of \$701.00.

TC EDC Loan Fund – Electronic Funds Transfer – November 2025 RMAP Payment in the amount of \$2,290.80; for a monthly total of \$2,290.80.

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

3. Presentation –

- Veterans Quilt Drawing – Caleb Balcom, from Kettle Falls, WA was the recipient of the drawing.
- Office of Equity – Presented by Andrew Chin and Patrick Stickney

4. Staff Reports

Deputy Executive Director/Planning Director—Frank Metlow

- CTP-HSTP Consulting contract is out and will close on the 27th.
- The contracting on our mobility funds that was received from WSDOT
- Completed Q1 of 2026 State Fiscal Year reporting.
- Frank will set up a meeting with WSDOT to discuss recent fatalities and gather crash data for safety improvements for both Stevens and Pend Oreille Counties.
- Continuing to work on the aerial for the Central Project. Still pending the wireless tower. Jeff is working with NoaNet on the Master Services Agreement.
- NTIA is reconsidering its level of public funding.
- No update on the Community Connect, I am still waiting on when the award will be released.
- Since Jim Cupples departure, Frank has taken over the Ferry County BAT.
- Currently assisting Stevens County Planning in reviewing the County Wide Planning Policy.
- Submitted the EDA annual report.

Finance Manger – Carrie Paetsch

- Continuing to work in Springbrook.
- Currently in the middle of the audit, got through the first section with no issues.
- Carrie prepared two resolutions to establish new bank accounts with KeyBank for payroll and accounts payable as part of the transition to Springbrook.

Assistant Finance Manager – Doug Hook

- Continuing to work on Springbrook.

Regional Marketing & Tourism Developer – Shelly Stevens

- Marketing and Production Grant Project is almost complete. Twelve videos were created by Treatment Creative with only 2 needing a few finishing touches. Shelly created a playlist on our YouTube Channel.
- Wonderfully Wild Northeast Washington received the Honorable Mention for Outstanding Marketing Program Award with a budget of less than \$500k. Shelly also nominated Jake Abbot of Ruby Creek Resort in the Outstanding Customer Service award, in which he did receive.
- Shelly had numerous interviews this month; The Spokesman Review, Spokane Public Radio, Washington Grown and Washington Filmworks.
- The movie “Train Dreams”, which was shot in parts of Stevens and Pend Oreille Counties, will be available to view in November.
- TEDD was included in the American Trails Business Directory.
- Bead Lake and Horseshoe Lake were the most popular posts on the various Facebook pages.

Economic Developer – Ryan Burkey

- Ryan reported the he was not able to get the most recent employment numbers due to the Government shutdown.
- Upcoming workshops for small businesses in the region will begin soon.
- Recently attended a Washington Filmworks meeting to represent Northeast Washington.

Loan Officer – Scott Thompson

- Scott recently met with six different PDO’s in Eastern Washington.
- Currently we have 15 loans applications in different phases.

- Created new brochures to hand off regarding our loan fund and what TEDD has to offer.
- TEDD currently has 43 loans with a balance of \$4,769,076.42.

5. Executive Director’s Report – Jeff Koffel

- Jeff mentioned the audit is underway and thanked all the Board members for doing the risk assessment. The onsite portion of audit was completed on Monday, and the rest is virtual. The State Auditor’s office is changing thresholds for what they are looking for, will be able to waive some portions of the accountability portions of the audit in the future.
- Due to the Holiday in November, the next Board meeting will be held December 3, 2025. That meeting will go over the upcoming calendars and the budget for 2026.
- The TEDD Budget Committee will meet on Wednesday, October 29th

Old Business –

- Benton Franklin Council of Government’s Revolving Loan Fund

New Business –

- Resolution 2025-006 – Custodian of Funds
Jack Smith made a motion to approve Resolution 2025-006, Doug Kyle seconded the motion. The motion carries.
- Resolution 2025-007 – Authorization of Accounts
Doug Kyle made a motion to approve Resolution 2025-007, 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 December 3, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant

ATTEST:



Greg Young, TEDD Board Chairman



Robert Dean, TEDD Board Secretary