

**Tri County Economic Development District
TEDD/RTPO Board of Directors
Hybrid Meeting
Wednesday, March 25, 2026**

1. Call to Order & Introductions

Tri County Economic Development District (TEDD) Chair, Robert Rosencrantz 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	Sonya Hoffman, Colville Tribe
Robert Dean, Ferry County	Rosemary Shaw, Colville Together
Jessica Garza, Port of Pend Oreille	Scott Aslakson, Colville Chamber
Jack Smith, City of Colville	Wendy Goff, Colville Chamber
Mick Yarroll, Stevens PUD	Dave Rick, Pend Oreille County PUD
Luke Decker, Colville National Forest	Jesse Garrett, City of Kettle Falls
Barney Brockwell, Workforce Development	Leslie Valz, Stevens County Treasurer
Adenea Sellars, Director of Emergency Dept.	Deana Zakar, Kinross
Debra Hansen, WSU Stevens County Ext.	Michelle McCollum, Avista

GUESTS

Steve Bruchman, Congressman Baumgartner's Office	Tom Cox, Congressman Baumgartner's Office
Rachelle Bradley, SCJ Alliance	Adenea Sellars, Director of Emergency Dept
Edward Lambert, SCJ Alliance	Nate Hawkins, WaFD Bank

TEDD STAFF

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

2. Consent Agenda

- Approval of Agenda
- Approval of February 25, 2026, Minutes
- Approval of General Fund & Loan Fund Expenditures & Transfers – February 2026

February 2026

General Fund – Claims Payable: Voucher Numbers: - 123211-123216; 123346-123348; 123349-123354; 123519-123530; 123641-123642; 123643-123646 in the amount of \$48,895.78; AND Benefits in the amount of \$10,497.37; AND Payroll in the amount of \$38,188.80; AND Electronic Funds Transfer – Employee Benefits- Delta/Hartford/Premera, in the amount of \$3,099.09 for a monthly total of \$100,681.04.

TEDD Loan Fund – Claims Payable Voucher Number: 123531 in the amount of \$390.95; AND Electronic Funds Transfer February 2025 IRP #5 Payment in the amount of \$42,221.78 for a monthly total of \$42,612.73.

TC EDC Loan Fund – Electronic Funds Transfer: January 2026 RMAP Payment in the amount of \$2,290.80 for a monthly total of \$2,290.80.

Robert Dean made a motion to approve the Consent Agenda; Greg Young seconded the motion. The motion passed.

3. Presentation – Rosemary Shaw, Executive Director of Colville Together

- *Colville Together's activities, accomplishments, and plans for 2026.*

- *Volunteer Engagement: fifty-seven volunteers in 2025 contributed over \$25k in volunteer time.*
- *4 new businesses were opened in 2025 which created 17 jobs; and 1 business relocated in the district.*

4. Staff Reports

Deputy Executive Director/Planning Director -- Frank Metlow

- Coordinated Public Transportation & Human Services Plan (CPT-HSP) public engagement meetings scheduled for March.
- Transportation Alternatives Program call for projects expected in August.
- Transit Consolidated Grant call for projects in July.
- Transportation Improvement Plan updates will begin in August.
- DNG is currently signing up wireless customers, Fiber signups expected in May/June
- Waiting on Federal BEAD award announcements.
- Comprehensive Economic Development Strategy (CEDS) update underway.

Assistant Finance Manager – Doug Hook

- 41 current loans; new loan of \$350,000 approved in Stevens County.
- Recent USDA IRP 5 loan of \$1,000,000 paid off: funds available for future loans.
- Transition to Springbrook financial system underway.

Regional Marketing & Tourism Developer – Shelly Stevens

- Recently attended the Great Outdoors and Bike Expo and it was a great success.
- Will be attending the Vancouver, BC Outdoor Adventure show this upcoming weekend.
- New Wonderfully Wild tear-off regional maps were created to provide users with an overview of NE Washington. The map also provides a QR code to direct users to the tourism website.
- Presentation to the Washington State Outdoor Recreation Caucus.
- Shelly met with representatives from Lake Roosevelt Adventures and State of Washington Tourism to discuss houseboat rentals on Lake Roosevelt and what promotional opportunities there might be.
- Met with the team from Treatment and the Pend Oreille County Commissioners to begin the Z Canyon promotion project. Currently finalizing the scope of work with Treatment, and plan on filming in June.
- Strong social media growth and engagement on various Facebook pages.

Economic Developer – Ryan Burkey

- Continuing business outreach and surveys across the region.
- Ferry County “TEDD in the Library” sessions are increasing in participation.
- Planning workshops for Ferry and Stevens counties.
- Business surveys in Stevens and Ferry counties are ongoing.
- Continuing to monitor unemployment data, however, January’s numbers are still pending.

5. Executive Director’s Report – Jeff Koffel

- 2022 audit is nearly complete, findings similar to prior year. Exit briefing is expected within the next few weeks.
- Current audit cost is approximately \$45K, which was included in last year’s budget. 2023 audit filing has already been submitted and is in process.
- Transition to Springbrook accounting software progressing.
- TEDD was Awarded \$10,000 WSMA grant to support small business workshops in Stevens & Ferry County.
- TEDD will be applying for WEDFA funding to continue supporting the Ferry County workshop series.
- Jeff provided an update on the pending acquisition of Ben Franklin RLF.
- The new Business Support & Lending Specialist began employment in early February. Within her first 3 weeks, she brought forward her first loan, and it was approved by the loan committee.
- The RFP for the remodel of the Business Center office space closes this week. Three contractors conducted walkthroughs and two proposals have been received so far. Bids were within budget and project timelines estimate a 6–8-week construction period beginning mid-March and completion early summer.
- The VSOs will relocate into three of the renovated office spaces.

- The Food Truck Project remains in progress. TEDD is awaiting a finalized scope of work and invoice from SCJ Alliance before proceeding further.
- TEDD business incubator remains fully occupied. Grant applications have been submitted to support an incubator feasibility study and potential expansion opportunities.

Old Business –

- RFP for remodel of old business center closing; three vendors completed walkthroughs.
- Food Truck Project and incubator grant applications progressing.
- Audit update: final report expected shortly; findings similar to last year, internal controls and accounting transition to Springbrook.

New Business – None

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 2:44p.m.
- The next TEDD Board meeting was verified for April 22, 2026, at 1:00 p.m.

Respectfully Submitted: Verna Johnson, Office Assistant



Robert Rosencrantz, TEDD Board Chairman

ATTEST:



Greg Young, TEDD Board Secretary