

AGENDA

Northeast Public Development Authority

7/12/2019

1:00 PM to 3:00 PM

Location: City of Spokane, **Tribal Conference Room Lobby first floor** (no security sign-in needed), 808 W Spokane Falls Blvd, Spokane, WA 99201

Attendees: Northeast Public Development Authority Board of Directors

Draft Discussion Items:

1:00 pm to 1:05 pm	Welcome & Introductions
1:05 pm to 1:10 pm	Approval of Minutes from June 14, 2019
1:10 pm to 2:00 pm	NEPDA Executive Director Introduction & Update - David Guthrie <ul style="list-style-type: none">• GSI contract update• Bank Accounts• Insurance Coverage• Contact Details
2:00 pm to 2:30 pm	Project Updates <ul style="list-style-type: none">• Esmeralda Commerce Park update• Beacon Hill Update• City/County Inter Local Agreement & Board Formation• Advantage Spokane• IPG Ecology Grant Update• Review November 9, 2018 "Top 10" list
2:30 pm	Notable items Around the Room Closing
NOTES:	Next Meeting – TBD or August 9, 2019, 1-3 PM Tribal Conference Room Lobby

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NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

Minutes

June 14, 2019

Meeting Minutes: Meeting called to order at 2:00 PM

Attendance:

- Board Members Present: Anthony Carollo (Chair), Josh Kerns, Cheryl Stewart, Ana Evarano (on behalf of Mike Fagan), Craig Riley, Nicole Hydzik, Scott Simmons
- Board Members Not Present: Laura McAloon
- Staff Members Present: Teri Stripes, Amanda Winchell, Brandon Blankenagel, Pam Bergin, Charlie Wolff
- Guests Present: Todd Mielke, Joe Tortorelli, Don Sherrill

Welcome & Introductions:

Minutes from the May 10, 2019 meeting approved unanimously.

NEPDA Executive Director Update

- The current draft GSI contract was passed out to the board members.
- An offer for employment was offered and accepted by David Guthrie to start on July 1, 2019.
- Discussion about the contract ensued.
- Craig Riley makes a motion to approve the GSI contract once the contract has been approved by the City of Spokane Legal department and secure insurance as needed. Motion seconded by Scott Simmons, motion passes unanimously.
- Scott Simmons makes a motion to request GSI to offer three weeks of vacation to David Guthrie as part of their employment offer. Motion seconded by Nicole Hydzik, Motion passes unanimously.
- Board members requested a copy of the GSI handbook.

Project Updates:

1. Esmerelda Commerce Park update

- The timeline is currently delayed until a few of the projects move forward.
- Have not submitted the project of City-wide significance.
- Then NEPDA development agreement has been received and their legal team is reviewing it.

2. Beacon Hill

- There are three tasks that need to be completed before they can get their building permit!
 - i. Memorandum of Understanding with DOH as the plans are being finalized on the Booster station is being drafted up.
 - ii. Developer needs to go into Spokane Regional Clean Air and have them review and approve the generator designs and update the SEPA.
 - iii. Booster station is required to meet fire flow codes and get approval by the Fire Department.

3. NEPDA Advantage Spokane contribution Support \$5,000

- Advantage Spokane is a website designed by GSI. The website is designed to provide resources to site selectors to attract companies to move to Spokane, WA.
- GSI is requesting that PDA's contribute \$5,000 towards getting the website up and running and annual maintenance fees of \$3,500. Requesting the PDA commit to 3 years.
- Cheryl Stewart moves to contribute \$5,000 towards the advantage Spokane and revisit this issue next year for maintenance purpose, motion seconded by Nicole Hydzik
- Scott makes a motion to amend the original motion to include entering into a 3 year agreement with annual reviews and options to withdraw annually seconded by Cheryl Stewart. Discussion ensued. Motion passed unanimously with the amendment.

4. City/County Inter Local Agreement & Board Formation

- Original agreement was 75% of tax revenue going to the PDA and 25% going to the originating agency.
- Current proposal by the County is that the City and County split the 25% of the originating revenue 50/50 no matter who the originating agency is.
- City has countered with if the 75% ever drops below 75% then the county/city will split. But until then the City would like to maintain the original agreement.

5. NEPDA: Business License, EIN, and UBI

- The NPDA has officially received their business license, EIN and UBI.

6. Bank Accounts

- Currently the NEPDA does not have a bank account but the board is looking to partner with a local bank that is located in the YARD.

7. IPG Ecology Grant Update

- They are working on completing the storm water assessment.
- They are working with nearby businesses to see if they are interested in establishing and buying into a regional system.
- The summary of information that the IPG gathered by speaking with nearby businesses was passed out and provided to board members.
- Discussion ensued.

Meeting Adjourned at 2:22

Next NEPDA Meeting is scheduled for July 12, 2019 and will be held in the City Hall Lobby in the Tribal Room at 1:00 pm

MEMO

To: NEPDA Board

From: Chris Green, AICP, Assistant Planner II

Date: November 9, 2018

Re: Agenda Item: Review of NEPDA Board Top Ten Goals for 2018-2019

Over the course of several meetings in early 2018, the Board began to develop a “top ten” list of high-priority projects for 2018. The November 2018 meeting agenda includes a review of this list, the most recent draft of which identified the following goals:

- Industrial street standards (YARD-specific)
- Property aggregation ideas proposed
- Funding for improvements to Wellesley Avenue secured
- Interlocal Agreement updated
- BNSF property purchased or leased
- Surplus property process completed for City Ranch site
 - Buyer or leaseholder for City Ranch site identified
- Policy regarding city participation in public infrastructure developed
- Relationships and project advocacy strengthened
- ~~NEPDA Executive Director hired~~
- Transit needs discussed with STA