

AGENDA

Northeast Public Development Authority

10/11/2019

1:00 PM to 2:30 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 September 13, 2019

1:10 pm to 2:00 pm

NEPDA Executive Director Update—David Guthrie

- NEPDA independence
 - GSI Termination notice
 - Accounting, Payroll, Benefits
 - Revenue allocation process
 - Interlocal Operating Agreement
 - Insurance
 - Procurement policy
 - City of Spokane 2020-2025 Capital Plan
 - 2020 Top 15 (draft)
-

2:00 pm to 2:30 pm

Project Updates

- Haven & Wellesley
 - Esmeralda Commerce Park
 - Catalyst Kitchens
-

2:30 pm

Notable items Around the Room Closing

NOTES: Next Meeting – **TBD or November 8, 2019, 1-2:30 PM** **Tribal Conference Room Lobby**

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

Minutes

Date: September 13, 2019

Meeting called to order at 1:00 pm

Attendance:

- Board members present: Nichole Hydzik (Vice Chair), Craig Riley, Laura McAloon, Cheryl Stewart, Scott Simmons
- Board members absent: Anthony Carollo, Mike Fagan
- Staff members present:
- Guests: Amber Waldref, The Zone Project; Nick Czapla & Ed Lucas, LB Stone Properties, Lucas McGarry, Beacon Hill; Megan Clark, Etter McMahan, Lamberson, Van Wert & Oreskovich, P.C.

Welcome & Introductions:

Minutes from July 12, 2019 approved unanimously.

NEPDA Executive Director Update:

- NEPDA letter to City Council re: Executive Director independence from GSI: Anthony Carollo signed a letter for the City Council stating that the NEPDA Board will make reasonable efforts to limit the time Executive Director is an employee of GSI. The board intends for the Executive Director to move from GSI by the end of this calendar year, but not later than March 2020. David Guthrie has found office space, which is available this Fall at the NE Community Center. David Guthrie has had discussions with the accounting firm Anastasi Moore & Martin to provide accounting services for \$200-\$250 per month, plus \$250 per quarter, plus a fee for filing annual tax statements, which is estimated at \$350. Services will include accounting, L&I taxes, payroll, employment taxes, etc. David Guthrie discussed a proposal from Association for Washington Cities to provide staff benefits. The proposal requires Council resolution to allow the NEPDA to be considered under city membership. The NEPDA application is due Nov. 8. If the NEPDA application is approved by the AWC board, NEPDA employees will be eligible for benefits on 1/1/2020.
- Revenue District – the NEPDA Revenue District has been approved by the City. Issues regarding revenue sharing resulted in Spokane County withdrawing from the Interlocal Agreement and Board, but discussions for the City-County Interlocal Agreement have begun again.
- Banking – David Guthrie has opened bank accounts for the NEPDA at Washington Trust. The accounts require signatures from the Executive Director and Board Chair. The Executive Director, Board Chair and Board Treasurer are signatory to the accounts.

- Insurance- David Guthrie has gotten a quote for insurance from Enduris of Washington for coverage limits of \$20M for general liability, auto, public official errors and omissions for \$2,370 per year. A Board resolution is required to obtain coverage through Enduris, and a Master Agreement must be signed by the Board Chair.
- Procurement policy – the draft procurement policy was provided to City legal staff for review. City feels that the board should retain legal counsel to provide this review.
- Legal counsel – Megan Clark will be interviewed by the board. See below.
- The Ranch – discussions to convey the property to the NEPDA are ongoing. Scott Simmons commented that the Board needs to develop a vision for control of the property prior to our buy-in, and that there is no urgency within the city for the transfer.
- The following agenda items were not discussed due to lack of time:
 - Alley vacation
 - Advantage Spokane
 - Stantec funding strategy
 - City of Spokane 2020-2025 Capital Plan

Project Updates:

1. LB Stone Properties: Nick Czapl and Ed Lucas provided an update on the progress of the Esmerelda project. Stone is proposing changes to the development agreement with the City regarding timing for completion of projects and project make up in terms of number of buildings and building sizes. Stone proposed changes they feel are necessary to provide flexibility in the event of unfavorable market conditions.
2. The Zone Project: Amber Waldref presented an update on the Zone Project, created to improve the lives of residents in Northeast neighborhoods. Discussion followed on how the board could partner with the project and determine next steps in the process. Amber maintains contact with David Guthrie who will work to help determine partnership opportunities.
3. Beacon Hill Update: Lucas McGarry provided an update on infrastructure construction. The developers have begun construction on the water booster station. Most long-lead materials are on-site with exception of custom manufactured 24" tee fittings. To move ahead, the developer made the decision to build system water storage as designed and hired a consultant to begin the design documents. City review of changes to pump sizes ongoing. Design review of Valley Spring Road improvements undergoing second review. A detour plan has been approved. Plans were approved for 24 lots in Phase 1A. Due to project delays, most of the planned development will now occur in 2020. Multiple Opportunity Zone fund managers have been in contact regarding funding and investment opportunities in the project.

NEPDA Legal Counsel: A committee to recommend names for legal counsel for the board recommended Megan Clark of Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C., after interviewing and reviewing proposals from other firms. Laura McAloon made a motion to retain Megan Clark of Etter McMahon as legal counsel for the board and authorize Executive Director

David Guthrie to execute and agreement. The motion was seconded by Scott Simmons and approved unanimously.

Notable Items: Cheryl Stewart noted that I-976 is on this fall's ballot, which is another car tab fee initiative. She noted that if passed, City and WSDOT budgets will be significantly affected, and funding to complete the North-South Corridor could be in jeopardy.

Meeting adjourned at: 3:19 pm

Next NEPDA Meeting is scheduled for October 11th and will be held in the City Hall Lobby in the Tribal Room at 1:00 pm