

# AGENDA

## Northeast Public Development Authority

11/8/2019

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:

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1:00 pm to 1:05 pm	<b>Welcome &amp; Introductions</b>
1:05 pm to 1:10 pm	<b>Approval of Minutes from October 11, 2019</b>
1:10 pm to 2:00 pm	<b>NEPDA Executive Director Update—David Guthrie</b> <ul style="list-style-type: none"><li>• NEPDA independence</li><li>• Revenue allocation process</li><li>• New Interlocal Operating Agreement</li><li>• Insurance</li><li>• Procurement policy</li><li>• Farestart – workforce training</li><li>• Industrial Street Standards</li><li>• Alcobra Metals</li><li>• Francis Avenue – pending projects</li><li>• Market Street corridor - outreach</li><li>• 2020 Top 10 (draft)</li></ul>
2:00 pm to 2:30 pm	<b>Project Updates</b> <ul style="list-style-type: none"><li>• Haven &amp; Wellesley</li><li>• Esmeralda Commerce Park</li><li>• Makerspace</li></ul>
2:30 pm	<b>Notable items</b> <b>Around the Room</b> <b>Closing</b>

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NOTES: Next Meeting – **TBD or** December 13, 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**

10/11/2019

Location: City of Spokane, **Tribal Conference Room Lobby first floor**  
808 W Spokane Falls Blvd, Spokane, WA 99201

Attendees: Northeast Public Development Authority Board of Directors

### Attendance:

Board members present: Anthony Carollo (Chair), Craig Riley (Secretary-Treasurer), Cheryl Stewart, Scott Simmons,

Board members absent: Nichole Hydzik (Vice Chair), Laura McAloon, Mike Fagan

Board Staff members present: David Guthrie, Executive Director, Megan Clark, EMHV&), Legal Counsel

City Staff:

Guests: Ron Valencia, Spokane County

Meeting convened: 1:02 pm

### **Welcome & Introductions**

#### **Approval of Minutes from September 13, 2019**

**Minutes - motion to approve: unanimously approved**

#### **NEPDA Executive Director Update—David Guthrie**

- NEPDA independence
  - GSI Termination notice
    - Discussion: NE Community Center has office space available beginning November 1, 2019 at \$250/month rent. The GSI contract requires 90 days' notice to terminate the employment and rental agreement. The move from GSI is dependent on obtaining approval of City Council for David's benefits to be covered by Association of Washington Cities. That is expected by the end of the month.
    - Action taken: Teri Stripes will coordinate approval requirements with the City council
    - Next steps: David Guthrie to discuss a reduction in the 90-day GSI termination notice requirement, and potential free rent at the NE Community Center. The goal is to relocate the NEPDA office without paying duplicate rent.
  - Accounting, Payroll, Benefits
    - Discussion: Anastasi, Moore, Martin CPA's engagement letter was signed by NEPDA Board's Executive Director. Accounting will start date is 10/1/19; payroll start date is to be determined after negotiations with GSI.
    - Action taken: None
    - Next steps: None
- Revenue allocation process Discussion
  - Discussion: Revenue District was approved effective 1/1/2019. 75% of all incremental revenues from tax increases will be collected on behalf of NEPDA, including sales or use taxes, property taxes, utility tax increases and leasehold excise tax. Spokane County will

allocate 100% of incremental increases in County Road Tax Levy's collected from properties within the NEPDA boundaries for projects to benefit the PDA.

- Action taken: None
  - Next steps: David Guthrie will meet with Margaret Smith, Senior Management and Budget Analyst from Spokane County regarding the process to allocate funds, and then meet Michelle Hughes from City of Spokane, and then Todd Coleman of the West Plains-Airport PDA regarding experiences to date.
- Interlocal Operating Agreement
    - Discussion: Spokane County Commissioners signed an updated draft of an Interlocal Agreement covering NEPDA. City Council consideration is expected this month.
    - Action taken: none
    - Next steps: Await City Council action.
- Insurance
    - Discussion: Enduris of Washington will provide NEPDA liability and property insurance coverage for an annual premium of \$2,370.
    - Action taken: Motion to accept Enduris proposal.
    - Motion: Motion to accept Enduris of Washington proposal for insurance coverage and authorize Anthony Carollo to execute the agreement.
      - Motion by Scott Simmons, seconded by Cheryl Stewart.
    - Discussion on motion: none
    - Outcome of vote: passed unanimously
- Procurement Policy
    - Discussion: The draft policy has been provided to Megan Clark for review. Final version is expected for the next board meeting.
    - Action taken: David will review the draft with Anastasi, Moore, Martin, prior to the November board meeting
    - Next steps: none
- City of Spokane 2020-2025 Capital Plan
    - Discussion: The City's 2020-2025 Capital Plan will be approved with the upcoming budget with the exception of the Street Capital Plan which was approved separately in June or July. The plan calls for \$2.4M for improvements to Freya Street between Garland and Francis, with about \$5M unfunded. The Board discussed the possibility of shifting the funds for improvements to Wellesley Avenue, which may have more potential to generate economic growth.
    - Action taken: none
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- 2020 Top 15 (draft)
    - Discussion: David Guthrie provided with a proposal for the PDA's Top 15 for 2020 and asked for input from the board to gain consensus by the end of the year.

## Project Updates

- Haven & Wellesley
  - Discussion: David Guthrie contacted other property owners around this site, and several are willing to sell which would make up to 1.4 acres available for development. To move forward, the NEPDA will need to provide a proposal to the City regarding reimbursement of all or some of the funds expended by the City for environmental remediation, demolition and disposal costs associated with a building that burned down on the site.
  - Next steps: David Guthrie will develop ideas for a proposal.
  
- Esmerelda Commerce Park
  - Discussion: The first draft agreement for development of this site has been modified by LB Stone. Scott Simmons and David Guthrie met with LB Stone regarding proposed changes by the City. Larry Stone will provide the NEPDA with a new proposal requesting more time to build, reducing or eliminating firm building commitments, and delaying City reimbursement to LB Stone for public infrastructure improvements to be built and paid for by LB Stone. The proposal is expected to be ready for the next NEPDA Board meeting.
  
- Catalyst Kitchens
  - Discussion: Catalyst Kitchens is a consultant for Farestart, which is an organization that provides job training for careers in food service. This training includes operating restaurants, coffee shops, catering services, and providing meals to vulnerable populations, including daycare centers, schools, shelters and healthcare facilities. They state, "91% of adult graduates have jobs within 90 days of finishing the program." Catalyst Kitchens help organizations like the NEPDA incubate, launch and scale this type of business. David Guthrie will travel to Seattle to meet with Catalyst Kitchens and tour the Farestart facilities on October 30<sup>th</sup>.

**New Business:** No new business discussed.

Meeting Adjourned: 2:32 pm