

AGENDA

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA) REGULAR BOARD MEETING

Date: January 8, 2021

Time: 10:30 AM to Noon (Pacific Time)

Location: Zoom Meeting

Topic: NEPDA Regular Board Zoom Meeting

Time: Jan 8, 2021 - 10:30 AM to Noon Pacific Time

Join Zoom Meeting

<https://us02web.zoom.us/j/81634708995?pwd=dXZNMXVzVII1WTNrTDVLTWlod0FqUT09>

Meeting ID: 816 3470 8995

Passcode: 395630

One tap mobile

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Attendees: Northeast Public Development Authority Board of Directors, Invitees and Guests

Discussion Items:

10:30 am to 10:35 am	Welcome & Introductions
10:35 am to 10:40 am	Approval of Minutes: Approval of Regular Meeting Minutes from December 11, 2020
10:40 am to 11:00 am	Public Comments: Hillyard Merchants Association: outreach and business plan update by Toby Broemmeling
11:00 am to 11:55 am	Executive Director Updates <ul style="list-style-type: none">○ U.S Dept. of Commerce, \$3.3M EDA Grant - E. Wellesley Ave. Reconstruction<ul style="list-style-type: none">○ WSDOT○ TIB & Freight Mobility○ Myrtle & Rowan Avenue Design○ WA State Dept. of Ecology Integrated Planning Grant○ U.S. EPA, City of Spokane Multi-purpose Grant○ Beacon Hill○ Esmeralda Commerce Park○ Hillyard Merchants Association – next steps○ Marcomm update○ NECC Lease renewal○ 2020 Budget review
11:50 am to 11:55 pm	Action Item No. 1: TBD
11:55 am to 12:00 pm	Notable items, Around the Room, Closing

NEXT MEETING: February 12, 2021, 10:30 AM to Noon. By Zoom, or at the Northeast Community Center, 4001 N Cook Street, Spokane, WA 99207 (south conference room, lower level).

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DISCLOSURES

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.

EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)).

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

Date: --December 11, 2020

Meeting called to order: 10:30 AM

Location: Board Members and Public attendance via Zoom.

Welcome and Introductions

Commissioner Kerns called the meeting to order, and noted that a quorum was present.

Attendees:

NEPDA Board of Directors

- Josh Kerns
- Michael Cathcart
- Scott Simmons
- Cheryl Stewart
- Cindy Wendle
- Gerry Gemmill

Not in attendance:

- Michael Cathcart, Vice-Chair
- Megan Clark, Legal Counsel

Board Staff

- David Guthrie, Executive Director

Guests

- Ron Valencia, Spokane County
- Shae Blackwell, City of Spokane
- Eric Hanson, Tilladelse

Approval of Minutes

Commissioner Kerns asked if anyone was opposed to approving the Regular Board Meeting Minutes from November 13, 2020. Hearing no objections, a motion was made by Gerry Gemmill to approve the minutes. The motion was seconded by Cheryl Stewart. The motion passed unanimously.

Public Comment:

- Eric Hansen with Tilladelse provided an update on the marketing and communication work for NEPDA/Make It Spokane, and Hillyard Merchants Association/Spokane Made websites. The Executive Director noted that all documentation required under the Greater Spokane Inc. OPENTogether (CARES Act) marketing support grant had been submitted to GSI on November 30th as required by the terms of the Agreement. Mr. Hansen noted the following:
 - Outbound calling to all NEPDA area business is complete. Only 1/3rd of the businesses would provide an email address, and or had any interest in talking. Only five (5)

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businesses, out of 300+, would fill out our business questionnaire, for a free listing on the to-be-completed website. These results were low, but not unexpected, based on prior efforts to contact areas businesses by the Executive Director, and a Whitworth intern.

- Print and marketing collateral materials are completed. 500 NEPDA/Make It Spokane pamphlets have been ordered. New Executive Director business cards have been ordered/received.
- Automated marketing implementation
 - Pre-purchase of annual agreement - completed
 - Initial CRM set-up - completed
 - Email templates, campaign workflow set-up, implement tracking for website/social/email are due by 12/30.
- Website development – The Hillyard Merchants Association site will be completed by 12/30/20. We expect refinements to the site to continue into January. The NEPDA/Make It Spokane site will be completed by January 31, 2021.

Board Updates

None

Executive Director Updates

The Executive Director provided the following updates:

- U.S Dept. of Commerce, \$3.3M EDA Grant Application “draft” submitted to City for east Wellesley Ave. reconstruction. The NEPDA prepared the application, but the City will submit the application. This is required because we are requesting funds to reconstruction a public right-of-way. The Executive Director requested a letter of support from the NEPDA Board Chair. Commissioner Kerns agreed.
- Myrtle & Rowan Avenues
 - City Council approved NEPDA Comp Plan Amendment request on 11/23/20, changing road classifications from Local Access to Major Collector
 - Myrtle & Rowan design work commenced by the City of Spokane
- WA State Dept. of Ecology, ~\$300,000 IPG Grant Application
 - Potential funding to be used for:
 - 3011 E Wellesley Ave. – Phase I & II ESA’s - Site planning
 - Hillyard Vision & Action Plan – Community outreach and planning for additional public and private investment to coincide with current NSC work and Wellesley interchange completion in 2023
 - Stantec to prepare/write grant application
 - Grant implementation RFQ/P Pending (post award)
 - City letter of support required
 - NEPDA to set up Secure Access WA/EAGL account to apply for grant.
- Hillyard Merchants Association
 - Articles of Incorporation are filed
 - Draft Bylaws prepared. The Executive Director advised that he would review the draft Bylaws with NEPDA legal counsel, who could not attend today’s meeting, and return to the board with recommendations for further discussion at a subsequent meeting.
 - IRS – Tax exemption and EIN forms submitted to the IRS
 - David Guthrie advised the board that Toby Broemmeling, former chief executive at the West Plains Chamber of Commerce, had been retained by the NEPDA to assist with the

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Hillyard Merchants Association business plan. This was approved by contract amendment with GSI. The NEPDA reallocated funding previously budgeted for print materials and intern salaries. The Executive Director reminded the board that we had originally budgeted two interns for four months. Due to delays in receiving the final contract from GSI, we could only hire one intern for two months. The Executive Director suggested that the higher costs of a consultant would be offset by higher quality work product, and the business plan would be a key document if we hope to secure grant funding for the Merchants Association in 2021 and beyond. Scott Simmons noted that the NEPDA could “prop up” the new Merchants Association initially, but it would quickly need to stand on its own. The board agreed.

- Spokane City Council (OPR 2020-0596)
 - The Executive director advised the board that the Spokane City Council had approved the NEPDA request for uncommitted 2017 Community Investment Plan funds in the amount of \$100,000, to be distributed to NEPDA for infrastructure project planning. The Executive Director thanked Scott Simmons for his work in facilitating this payment.

Board Retreat

- The Executive Director asked about scheduling a virtual board retreat in January, or whether the board preferred to wait for reduced pandemic meeting restrictions, allowing the board to meet in person. Josh Kerns said he would like to have a board retreat, subject to Covid19 meeting guidelines. Discussion ensued. It was decided that an in-person retreat was preferable. David Guthrie suggested the following topics could be discussed when the board is able to meet in person.
 - Budget
 - Grant Application Plan
 - 12 month goals, 5 year goals
 - NEPDA Strategic Plan

Action Items

Action Item No. 1: Resolution No. 2020-011. A RESOLUTION of the Northeast Public Development Authority to authorize the Executive Director to execute a contract with Stantec for purposes of writing the grant application for an Integrated Planning Grant from the Washington State Department of Ecology. The Contract amount shall not exceed \$4,800. If the IPG is awarded to the NEPDA, the Executive Director is authorized to prepare and implement a Request for Qualifications and/or Request for Proposal for the purposes of qualifying and selecting a company to perform any work authorized or determined necessary under the terms and conditions of any grant award. Any such Request for Qualifications and/or Request for Proposal shall be prepared, implemented, and determined pursuant to the NEPDA's Procurement Policy.

After discussion, a motion was made by Scott Simmons to approve. The motion was seconded by Cheryl Stewart. The motion passed unanimously.

Action Item No. 2: Resolution No. 2020-012. A RESOLUTION of the Northeast Public Development Authority Board of Directors acknowledging the NEPDA will utilize its best efforts to acquire and redevelop the real property situated at 3011 E. Wellesley Avenue, Spokane, Washington (hereinafter

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“3011 E. Wellesley”) from the City of Spokane, and approval for the Board Chair to seek a letter of support from the City of Spokane to assist in a future transfer of 3011 E. Wellesley to the NEPDA.

After discussion, a motion was made by Gerry Gemmill to approve. The motion was seconded by Cindy Wendle. The motion passed unanimously.

Notable Items, Around the Room, Closing

Josh Kerns advised that the County was expecting to receive TIB grant approval for reconstruction of Lincoln Road, between Market and Crestline Streets.

NEXT MEETING: January 8, 2021, 10:30 AM to Noon. By Zoom, or at the Northeast Community Center, 4001 N Cook Street, Spokane, WA 99207 (south conference room, lower level).

Meeting Adjourned: 11:40 PM