

## NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA) REGULAR BOARD MEETING AGENDA

**Date:** February 11, 2022

**Time:** 10:30 AM to 12:00 PM (Pacific Time)

**Location:** Zoom Meeting

**Join Zoom Meeting:** <https://us02web.zoom.us/j/85809958083>

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

### Discussion Items

10:00 am – 1:05 am	<b>Welcome &amp; Introductions</b>
10:05 am – 10:10 am	<b>Approval of Minutes:</b> Approval of Meeting Minutes from January 2022.
10:10 am	<b>Public Comments:</b> None scheduled
10:10 am – 10:40 am	<b>Board Member Updates:</b> Executive Director job search update
10:40 am – 11:30 am	<b>Updates:</b> LB Stone Discussion re: Esmeralda Commerce Park North of Magnesium Study (StorHaug Engineering) NEPDA finance update Regional Freight Priority Project – Wellesley Avenue <b>Action Item:</b> <b>None</b>
11:30-11:55 am	<b>Executive Session (reserved)</b> to discuss personnel and hiring decisions. RCW 42.30.110(1)(g).
12:00pm	<b>Notable items, Around the Room, Closing</b>

**Next Meeting:** March 11, 2022 | 10:30 AM to Noon | via Zoom (Or at the Northeast Community Center, 4001 North Cook Street, Spokane, WA 99207 – south conference room, lower level)

## Disclosures:

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The NEPDA 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 City of Spokane 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: January 14, 2022

Meeting Time: 1:00pm

Location: Board Members and Public attendance via Zoom

**Attendees:**

Board Members present – Josh Kerns, Michael Cathcart, Marlene Feist, Cindy Chipman, Cheryl Stewart, and Scott Simmons

Board Members absent – Jordan Tampien

Staff – Megan Clark, Legal Counsel

Guests – Ron Valencia, Shae Blackwell, Steve MacDonald, David Mitchell and Susan Kellner

**Welcome and Introductions:**

Chair Josh Kerns called the meeting to order at 1:06pm. He indicated a quorum was present.

**Approval of Minutes:**

A motion was made by Cindy Chipman to approve the November 12, 2021 and December 10, 2021 minutes. The motion was seconded by Michael Cathcart. The motion passed unanimously.

**Board Officer Elections for 2022:**

A nomination was made by Scott Simmons for Michael Cathcart to serve as the Chair. No other nominations were made. A motion was made by Scott Simmons to elect Michael Cathcart as the Chair for 2022. The motion was seconded by Josh Kerns. The motion was unanimously approved.

The meeting was turned over to newly elected Chair Michael Cathcart.

A nomination was made by Michael Cathcart for Josh Kerns to serve as the Vice Chair. No other nominations were made. A motion was made by Michael Cathcart to elect Josh Kerns as the Chair for 2022. The motion was seconded by Cheryl Stewart. The motion was unanimously approved.

A nomination was made by Cheryl Stewart for Scott Simmons to serve as the Secretary/Treasurer. No other nominations were made. A motion was made by Cheryl Stewart to elect Scott Simmons as the Secretary/Treasurer for 2022. The motion was seconded by Cindy Chipman. The motion was unanimously approved.

**Executive Director Recruiting:**

Board discussion ensued around the current status of the recruiting efforts, applicant screening and interview process. The executive director job posting was placed on NEPDA websites and LinkedIn. Sueann Herkel has offered to assist the Board through the hiring process, facilitate the receipt of applications, and scoring applicants. She and Scott Simmons have access to the email account to which applications are being directed. Discussion of establishing an interview panel or committee of Board members. Discussion between Scott Simmons and Michael Cathcart on ways the panel can be established. Steve MacDonald offered to be a part of the committee. Board Members Cindy Chipman, Michael Cathcart, Scott Simmons, Josh Kerns, and Marlene Feist all offered to take part on committee or otherwise be part of the interview process. Mr. Cathcart suggested setting aside time at the February Board meeting to discuss candidates in executive session and set up interviews thereafter.

Discussion about other platforms or avenues to pursue to get the job description and opening to the broader public or different audiences. Sueanne Herkel suggested posting additional benefits to the job, including medical benefits and potential relocation allowances if the job will be posted more broadly. Further discussion on NEPDA Executive Director benefits including benefits through AWC, PTO and accrual policy. Steve MacDonald suggested relocation allowance, or the possibility of providing such, may attract other interest. Cindy Chipman suggested looking outside of the Spokane area, and the Board Members or other NEPDA guests speak with connections to find interested individuals to apply. Ms. Chipman suggested utilizing the GSI Job Board and social media. Josh Kerns suggested posting the job with Ignite and utilizing the County job posting sites. Steve MacDonald suggested posting the job on Indeed. Discussion related to Indeed and parameters that may be utilized ensued. Mr. Cathcart agreed Indeed was a good platform. Mr. Simmons stated he had used this platform previously with mixed results. Mr. Simmons also suggested utilizing the Port District Association.

The Board discussed utilizing NEPDA finances, up to \$1,000, to post the job on various websites and platforms under the current NEPDA Financial Management Policies. Mr. Simmons and Mr. Cathcart will work with Ms. Herkel to get the job posted in other locations.

**Marketing Communications update:**

David Mitchell and Susan Kellner of Brand New Consulting provided an update to the board on marketing and communications activities for the NEPDA. Discussion of shortening the marketing video into a snippet for use on social media sites. Ms. Chipman inquired into the specific goals and audience for the videos. Mr. Mitchell commented that they are primarily for the Spokane area at this time.

**EDA Grant Update:**

Mr. Cathcart stated that he is planning to have a phone call with a representative and Matt Hoffman related to the design and objectives of the grant application. Mr. Cathcart will update further after that phone call.

**Account Signors:**

Motion was made by Marlene Feist to approve the Board Chair and Treasurer as account signors on the NEPDA bank accounts, as well as to remove David Guthrie from NEPDA bank accounts. The motion was seconded by Cindy Chipman. The motion passed unanimously.

**ECP Development Agreement**

Ms. Feist provided an update on this Agreement and stated that the Developer, LB Stone, did not reach milestones in the development agreement. There is no easy termination clause, but the agreement permits renegotiations. Teresa Sanders is now working for LB Stone and requested a revised proposal. Ms. Feist wanted to invite Ms. Sanders to the February Board meeting. There was consent and agreement as to this request.

Ms. Feist stated that the NEPDA can pursue a TIB grant. ICM group has offered to do the application in a transition period. The application is not due until August.

**Executive Session**

The Board went into an Executive Session at 2:18pm to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)).

Meeting adjourned after Executive Session at 2:33pm.