

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

**Date:** April 8, 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

10:30 am – 10:35 am	<b>Welcome &amp; Introductions</b>
10:35 am – 10:40am	<b>Approval of Minutes:</b> Approval of Meeting Minutes from March 2022.
10:40 am	<b>Public Comments:</b> None scheduled
10:40 am – 11:10am	<b>Board Member Updates:</b> Executive Director job search update
11:10 am – 11:30 am	<b>Updates:</b> Ongoing NEPDA projects <b>Action Item: None</b>
11:30-12:00 pm	<b>Executive Session (reserved)</b> to discuss personnel and hiring decisions. RCW 42.30.110(1)(g).
12:00 pm	<b>Notable items, Around the Room, Closing</b>

**Next Meeting:** May 13, 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: March 11, 2022

Meeting Time: 10:30 A.M.

Location: Board Members and Public attendance via Zoom

**Attendees:**

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

Board Members absent – Michael Cathcart and Jordan Tampien

Staff – Megan Clark, Legal Counsel

Guests – Sueann Henkel, Steve McDonald, Collin Tracy, Ron Valencia, and Shae Blackwell.

**Welcome and Introductions:**

Chair Josh Kerns called the meeting to order at 10:36 A.M. A quorum was present.

**Approval of Minutes:**

A motion was made by Marlene Feist to approve the February 11, 2022 Minutes. The motion was seconded by Josh Kerns. The motion passed unanimously.

**Executive Director Recruiting Update:**

Scott Simmons provided an update on the Executive Director job search. Executive Director job search currently posted on Greater Spokane, Inc. (GSI), Ignite Northwest, ZipRecruiter and Indeed. Currently candidates are applying through Indeed the most, but not many from the other sites. It costs \$16.00 per day to post the job on ZipRecruiter.

Sueann Herkel suggested removing the posting from ZipRecruiter and keeping it on Indeed, which is \$14.00 per day with extra costs for enhancements of the posting. Currently there have been 84 applicants through Indeed. Two applicants have come through ZipRecruiter. General discussion of filtering through applicants, and setting up a screening panel of Board members.

Volunteers for the screening panel include Steve McDonald, Michael Cathcart, Marlene Feist, and Scott Simmons. Sueann Herkel will remain the point of contact for email communication regarding the job search.

A motion was made by Scott Simmons to establish and designate members of the screening panel for the purpose of finding potential interviewees for the Executive Director position. The motion was seconded by Cindy Chipman. The motion passed unanimously.

Sueann Henkel will send a meeting link and log in information to the interview panel from Indeed and will forward individual applicant data from other sites. Applications will be reviewed by March 23, 2022.

**Further Board Updates:**

Josh Kerns discussed that he received email communications from Teresa Sanders and will fill out an RFP for ARP dollars for water and sewer, this will be explored further.

Marlene Feist discussed the need to set up a meeting with Teresa Sanders to update the developer agreement for Esmeralda Commerce Park. The development agreement and prospective changes were discussed.

Shae Blackwell updated the Board that \$3.5 million made it into the omnibus vote which is headed for signature by the Governor. NEPDA can request some of that funding. Councilmember Cathcart's office is tracking this.

A motion was made to adjourn the meeting by Cindy Chipman, Scott Simmons seconded. Meeting adjourned at 11:08 A.M.