

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA) REGULAR BOARD MEETING AGENDA

Date: September 8th, 2022

Time: 1:00 pm to 2:30 pm (Pacific Time)

Location: Virtual via Zoom Meeting

Join Zoom Meeting: <https://zoom.us/j/95518731259>

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

Discussion Items:

1:00 pm – 1:05 pm

Welcome and Introductions

1:05 pm – 1:10 pm

Approval of Minutes:

Approval of Meeting Minutes from August 12th, 2022

1:10 pm – 1:15 pm

Public Comment

1:15 pm – 1:50 pm

Executive Director Report

- **Washington Department of Ecology Grant (\$200k)**
 - ED working with Ecology to define final scope and develop formal grant agreement
 - ED Drafting RFQ for grant implementation services per NEPDA Procurement Policy
 - Goal to begin implementation Q1 2023
- **EPA Brownfields Grant (\$500k)**
 - Grant documentation in process, expected start date 10/1/2022. City and consultant are leading this effort
 - NEPDA will work with Board and stakeholder group to determine potential sites for study
 - Four-year period for grant implementation
- **Marketing Updates**
 - Pivoting marketing efforts around Hillyard Merchants' Association in support of existing, community-led effort
 - Updates to Make It Spokane website
 - Moving from monthly marketing retainer to project-by-project basis
 - SJB Interview – September issue
- **Upcoming Discussion Topics**
 - Initial 2023 work plan
 - Esmerelda Commerce Park update
 - 3011 E Wellesley tax foreclosure and redevelopment
 - City subarea planning
 - City update on sales tax allocation process
 - Potential PDA lobbying efforts/topics

1:50 pm – 2:15 pm

Board Chair Updates

- **Board Vacancies**
 - Discussions with Ellie Aaro
 - Additional nominations
- **NEPDA Boundary Expansion**
 - Proposed locations, rationale, and discussion

2:15 pm – 2:25 pm

Resolution 2022-003: A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) to recommend that the City of Spokane and Spokane County revise and reformulate the existing Geographic Boundaries of the NEPDA to further facilitate economic development and amend the Interlocal Agreement regarding Reformulation of the NEPDA

2:25 pm – 2:30 pm

Other Business, Closing

Next Meeting: October 14th, 2022, 10:30 am to Noon, Virtual via Zoom

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: August 12th, 2022

Meeting Time: 10:30 AM

Location: Board Members and Public attendance via Zoom.

Welcome and Introductions

Councilmember Cathcart called the meeting to order at 10:31 AM.

Attendees

NEPDA Board of Directors

- Councilmember Michael Cathcart
- Commissioner Josh Kerns
- Marlene Feist
- Scott Simmons
- Cindy Chipman

Not in attendance:

- Cheryl Stewart

Board Staff

- Jesse Bank, Executive Director
- Haley Day, Substitute for Megan Clark, Legal Counsel

Guests

- Ron Valencia, Spokane County
- Shae Blackwell, City of Spokane
- Steve MacDonald, City of Spokane

Approval of Minutes

Councilmember Cathcart asked if anyone was opposed to approving the minutes of both the Regular Board Meeting dated June 22nd, 2022, and the Special Board Meeting dated June 29th, 2022. Hearing no objections, a motion was made to approve the Regular Meeting minutes by Cindy Chipman and seconded by Commissioner Kerns. The motion carried unanimously. A second motion to approve the Special Meeting minutes was made by Cindy Chipman and seconded by Marlene Feist. The motion carried unanimously.

Public Comment

No public comments.

Executive Director Updates

1. General Updates:

- a. Assessing priority contacts, taking meetings, building network in district
- b. Analysis of financial position, revenues/expenses
- c. Executed office lease with Northeast Community Center
 - i. Goal is still to relocate to a more visible space, but given current options, NECC is the best current course of action

MINUTES - Regular Meeting

- d. Touring NEPDA area with Steve MacDonald, Teri Stripes, Spencer Gardner
- 2. **Presented July 2022 and H1 2022 Financials**
- 3. **Update on grant funding**
 - a. WA Ecology grant secured, working with Ecology to draft agreement
 - b. EPA Grant – Explained general parameters of grant, major players, anticipated schedule, and role of NEPDA
 - c. Discussion of potential county application for a separate EPA grant
- 4. **Marketing Update**
 - a. Taking stock of current initiatives, streamlining activities based on timing, value creation, cost
 - b. Comment from Board – Appropriate to evaluate as new ED gets up to speed, pause certain efforts at ED discretion. Further discussion to occur in coming months.
- 5. **Next few reports will focus on project updates, ED will come to October meeting with draft 2023 work plan, aim to ratify by at December 2022 meeting**

Board Chair Updates

- 1. **Discussion of northern expansion**
 - a. Informal conversations have taken place between board members
 - b. Potential near-term development activity in expansion area to the north
 - i. Possible northern expansion to Parksmith?
 - c. There is also the potential to expand to the west and south
 - i. Include Haven St. and Jubilant property?
 - d. Councilmember Cathcart wanted to begin formal conversation at board level
 - e. Discussion ensued
 - f. Comment from Commissioner Kerns – No issue on expansion from BOCC
 - g. Marlene Feist presented water service map, discussion of water and sewer provision ensued
 - i. Desire to have conversation over water provision inside UGA, discussions with Whitworth, existence of Kaiser North/South Water Districts
 - h. Discussion over specific northern boundaries – include BPA property or not?
 - i. Board directed ED to reach out to BPA to discuss potential inclusion
 - ii. Consensus was that an expansion north to Parksmith/Hawthorne, including the BPA property makes the most sense, pending BPA comment
 - i. Decision was made to wait until September board meeting to make official motion for expansion
- 2. **Discussion of vacant board seat**
 - a. Call for nominations, discussion of nomination process
 - b. Direction to ED to think of possible neighborhood business owners as potential nominees
 - c. Potential to post vacancy on NEPDA website and City/County pages
 - d. Goal to have nomination discussion at September Board meeting

Other Business

- 1. **Haley Day (EML&O) introduced herself as a substitute for Legal Counsel Megan Clark**
 - a. Highlighted that Resolution 2022-002 should include provision adding Jesse Bank as signer to all NEPDA accounts
- 2. **Scott Simmons announced that City/County finance staff have agreed upon a framework to calculate sales tax allocation for the PDAs, progress has been made on the actual calculations required, expecting payment to PDAs by end of year**
 - a. Tonya Wallace will present strategy to Board in coming months

Action Items

Resolution 2022-002. A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) to enter into an Employment Agreement with Executive Director Jesse Bank and adding Jesse Bank as a signer to all NEPDA accounts.

A motion to approve was made by Scott Simmons and was seconded by Cindy Chipman. The motion carried unanimously.

Notable items, Around the Room, Closing

There were no additional comments. Councilmember Cathcart adjourned the meeting at 11:26.

NEXT MEETING

October 14, 2022, 10:30 AM to Noon, Virtual via Zoom

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2022-003**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) to recommend that the City of Spokane and Spokane County revise and reformulate the existing Geographic Boundaries of the NEPDA to further facilitate economic development and amend the Interlocal Agreement regarding Reformation of the NEPDA.

WHEREAS, the NEPDA was originally established by City of Spokane Ordinance No. C-34813 on December 12, 2011 and reformed by the Interlocal Agreement between the City of Spokane and Spokane County through City of Spokane OPR #2019-0928 and Spokane County Resolution #19-1390 (“Interlocal Agreement”) to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County.

WHEREAS, the Interlocal Agreement currently defines the Geographic Boundaries of the NEPDA;

WHEREAS, the Interlocal Agreement permits the amendment or revision of the NEPDA’s Geographic Boundaries from time to time by the legislative bodies of the City of Spokane and Spokane County based on a written recommendation of the NEPDA Board;

WHEREAS, the NEPDA Board finds it desirable for the continued economic development and furtherance of the goals of the NEPDA and Interlocal Agreement to recommend the legislative bodies reconsider, amend, and/or revise the NEPDA’s current Geographic Boundaries;

WHEREAS, the NEPDA Board seek to recommend the legislative bodies of the City of Spokane and Spokane County amend the Geographic Boundaries to the following:

[] to the North
[] to the South
[] to the West
[] to the East;

WHEREAS, it is the determination and recommendation of the NEPDA Board that the proposed Geographic Boundaries of the NEPDA will be advantageous to the continued economic development of the NEPDA;

BE IT RESOLVED, that pursuant to the provisions of the Interlocal Agreement, the NEPDA Board directs the Board Chair and Executive Director to prepare a written recommendation that the legislative bodies of the City of Spokane and Spokane County amend the Geographic Boundaries to the following:

[] to the North
[] to the South
[] to the West
[] to the East;

because these proposed Geographic Boundaries of the NEPDA will be advantageous to the continued economic development of the NEPDA;

BE IT FURTHER RESOLVED, that the Executive Director and officers of the NEPDA are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing.

BE IT FURTHER RESOLVED, any actions of the Executive Director, Board of Directors or staff of the NEPDA prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED by an affirmative majority vote of the Board of the Northeast Public Development Authority on the _____ day of September 2022.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the _____ day of September 2022, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this _____ day of September 2022.

SECRETARY