

**REGULAR MEETING NOTICE/AGENDA OF THE
Northeast Public Development Authority**

**MEETING OF Friday, March 8th, 2024,
10:30 A.M. – Northeast Community Center**

A regular meeting of the Northeast Public Development Authority will be held at **10:30 A.M. on Friday, March 8th, 2024**, at the Northeast Community Center – 4001 North Cook Street.

The meeting will be conducted in a regular format and will be open to the public. Public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Executive Session

At any time during or after the regular agenda, the NEPDA Board may choose to adjourn into Executive Session for the purpose of discussing privileged legal matters. This portion of the meeting would be closed to the public.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA) REGULAR BOARD MEETING AGENDA

Date: March 8th, 2024

Time: 10:30 am to 12:00 pm (Pacific Time)

Location: Northeast Community Center - 4001 N Cook St., South Room (lower level), or virtual via Zoom

Join Zoom Meeting:

<https://zoom.us/j/5453150461?pwd=VWUzRTg2Y3I5dGhRcVNJS2pCeW8yZz09>

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

Discussion Items:

10:30 am - 10:35 am

Welcome and Introductions

Approval of Minutes:

Approval of meeting minutes from February 9th, 2024

Public Comment

10:35 am - 10:45 am

New Board Member Discussion & Vote

Action Item: Resolution No. 2024-002: A RESOLUTION of the Northeast Public Development Authority (the "NEPDA") Board of Directors for the appointment of new members to the NEPDA Board of Directors.

10:45 am - 11:05 am

Hillyard Subarea Plan Update

- Ryan Givens – Stantec
- Tim Thompson – City of Spokane

11:05 am - 11:15 am

Hillyard Business District ARP Funding

- Brian Scott – BDS Planning & Urban Design
- Jacqueline Robinette – BDS Planning & Urban Design

11:15 am - 11:35 am

3011 Wellesley Project

1. Title and Closing Update
2. Adjacent Parking
3. Procurement Process
4. Legislative Capital Ask

11:35 am - 11:45 am

NEPDA Staff Member Job Description & Payscale Review

Action Item: Resolution No. 2024-003: A RESOLUTION of the Northeast Public Development Authority (the "NEPDA") Board of Directors amending the NEPDA's 2024 Budget.

11:45 am - 12:00 pm

General Matters

1. Financials review
2. Revenue Calculations – New Construction Sales Tax
3. Esmerelda Commerce Park
4. Freya Reconstruction – ARPA Update
5. BSNF Site

12:00 pm

Other Business, Closing

Next Meeting: April 12th, 2024, 10:30 am - 12:00 pm

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: February 9th, 2024

Meeting Time: 10:30 am

Location: Northeast Community Center, South Room, or virtual via Zoom

Attendees

NEPDA Board of Directors

- Chair Michael Cathcart
- Vice-chair Josh Kerns
- Scott Simmons
- Marlene Feist (joined 10:40)

Not in attendance:

- Cheryl Stewart
- Angel Fiorini (resigned)

Board Staff

- Jesse Bank, Executive Director

Guests

- Shelli Sonderen, prospective board member
- Amanda Beck, City of Spokane
- Shae Blackwell, City of Spokane
- Ron Valencia, Spokane County
- Angeles Diaz Jimenez, State Auditor's Office
- Tara Alfano, State Auditor's Office
- Alisha Shaw, State Auditor's Office

Welcome and Introductions

Chair Cathcart called the meeting to order at 10:32am, and noted a quorum was not present

Public Comment

No public comments.

SAO Audit Exit Conference

1. Alisha Shaw from the State Auditor's Office introduced her colleagues and provided some background information on the purpose of the exit conference and on what would be discussed.
2. Angeles Diaz Jimenez presented the audit procedure and results, as well as closing remarks. There were no findings associated with this audit.
3. Tara Alfano discussed the publication of the audit report and provided some additional tools made available by the Auditor's Office.
4. The team asked if board members had any questions on any of the material presented and none were asked.

Approval of Minutes

1. Chair Cathcart noted that a quorum was now present and called for a motion approving the minutes of the December 8th NEPDA board meeting. A motion was made by member Simmons and seconded by Vice Chair Kerns. A vote was taken and passed unanimously.

NEPDA Staffing and Office

1. ED Bank prefaced the conversation by mentioning that a lot of this stems from some of the takeaways from the audit discussion.
2. ED reminded board members that during the discussion of the 2024 Work Plan, there was discussion of adding a staff member in the second half of the year, with a focus on finding someone who could be trained up by the ED to assist in NEPDA programming and management. Following the experience of this audit, ED recommended that the board consider changing tack to bringing on someone with an administrative skillset as well as grants management experience.
 - a. ED noted that while all records were accessible during the audit, a more rigorous approach to record-keeping needs to be instated prior to the next audit in 2026.
 - b. Furthermore, when the PDA begins spending on its federal grants, compliance will become a major administrative burden. Consequently, having someone with experience in grants administration and compliance will be critical.
 - c. Finally there is just a real and present need for someone to handle the administrative work of the PDA – currently being handled by ED – so that ED can focus on the business of the PDA rather than the administration.
 - d. Chair Cathcart asked whether we need to rethink the pay scale that was considered in the existing budget. ED said that yes, most likely we will, and he has some comparables from other organizations to go from. This will be discussed further at the March board meeting.
3. ED also pointed out that while there is sufficient work and budget to support a staff person, there is currently no place to put them – the NEPDA office is far too small. Member Simmons asked if ED had discussed with anyone at the NECC about other space, ED said he had but that the Center is completely full at the moment.
 - a. Chair Cathcart asked if there is anything available along Market St. ED said he's had his eyes open and there's nothing at the moment. His concern is that anything that is available would require some degree of tenant improvement investment, which isn't ideal as the planned office space in the building at 3011 Wellesley will require an additional investment. ED's opinion is that the PDA should find a workable interim solution and prioritize the investment in 3011.
 - b. Chair Cathcart suggested perhaps talking with Aaron Fiorini about possible space in the Masonic Building. ED said he'd follow up.
4. Member Simmons indicated he's in support of this whole conversation. He noted a lot is happening and that it's time to bring in additional staff support for ED

Board Composition

1. ED reported that member Fiorini has resigned her position on the board. ED Thanked her for her service to the organization.
2. ED introduced two prospective board candidates: Shelli Sonderen and Melanie Rose
 - a. Shelli Sonderen introduced herself and explained her interest in joining the board.
 - b. ED Introduced Melanie Rose and explained that she has a conflict with the upcoming two board meetings but is available beginning in April. He explained her experience and there was a discussion about the benefits of Avista representation on the board.
 - c. Chair Cathcart and member Simmons noted their support.

Board Officer Elections

1. Board members discussed roles and possible nominations.
2. Chair Cathcart was re-nominated as Chair and Vice-Chair Kerns as Vice-Chair. Member Feist was nominated to be Secretary/Treasurer.
3. A vote was taken and passed unanimously.

3011 Wellesley Project

1. ED provided an update on the transaction process
 - a. ED noted that Tax Title Services had issued their certification, clearing the title company to insure, and closing off any remaining legal risks with respect to title.
 - b. ED also noted that Stantec had completed their ESA Phase II on the site via the PDA's Ecology Integrated Planning Grant, and that the results are clean. This indicates no remaining contamination on the property.
 - c. Given those matters reached conclusion, ED suggested that the due diligence period be terminated, and that the PDA notify the City of its intent to close. Board members indicated support for this approach.
2. ED informed board members that the PDA is in acquisition discussions with the owner of the property immediately to the north of 3011 to be used as parking for the larger project, and that there is a tentative deal available. Discussion ensued.
3. ED Discussed the need to create the RFP for design team selection. He noted the PDA's intended strategy is to self-fund the project through the permit stage which buys time and provides visual materials for the construction capital raise.
 - a. Member Simmons agreed with this approach, noting that providing renderings and other visuals is a beneficial tool to attract investment.
 - b. ED reported that there are two groups – with a potential third – that are excited to see the request published. ED is optimistic there will be a good response and that people are broadly excited by the possibility of PDAs pursuing development given their unique economics.
 - c. Member Feist asked about the components of the intended RFP. A discussion ensued.
 - d. Member Simmons asked whether ED is proposing to seek an alternative delivery model. ED indicated that was his intent – either CM/GC or Design Build. Member Simmons noted that there are complications pursuing that approach for public works projects in the State of Washington. A discussion ensued.
4. ED provided an update on the pending legislative capital request.

Executive Director Update

1. ED reviewed the January 2024 financials
 - a. Member Simmons provided an update on the new construction sales tax proceeds calculation process. City and County work is ongoing.
2. ED let board members know that he plans to have City staff and the lead consultant present an update on the ongoing subarea plan process at the March meeting.
3. Chair Cathcart provided an update on Council's plans to allocate ARPA funding toward business district creation and improvement.
 - a. Amanda Beck noted that Council had retained a planning firm to perform some preliminary research and would be meeting with district leaders in March.
4. ED provided an update on the Esmerelda Commerce Park and the status of the development agreement. The agreement is nearly ready to turn back to LB Stone.
5. Member Simmons asked Member Feist about the status of the County ARP-funded Freya project vis-à-vis the obligation deadline for funds. Member Feist indicated the team is aware of the deadlines and the project is on schedule.

Other Business

No other business was reported.

MINUTES - Regular Meeting

Notable items, Around the Room, Closing

There were no additional comments. Chair Cathcart adjourned the meeting at 12:20pm.

NEXT MEETING

April 12th, 2024, 10:30 – 12:00 PM, Northeast Community Center (4001 N. Cook St.) or virtual via Zoom

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2024-002**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors for the appointment of new members to the NEPDA Board of Directors.

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; and

WHEREAS, Section 5 of the Interlocal Agreement allows the NEPDA Board to select at-large business representatives to serve three year staggered terms;

WHEREAS, the NEPDA Board has reviewed candidates for these positions on the Board, and hereby appoints the following individuals to the NEPDA Board:

1. [Name], [Business/Title]
2. [Name], [Business/Title]

BE IT RESOLVED, that pursuant to the authority provided in the Interlocal Agreement and NEPDA bylaws, the NEPDA has appointed the aforementioned individuals to immediately serve on the NEPDA Board of Directors;

BE IT FURTHER RESOLVED, that the officers and staff 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 Board of Directors or staff of the Northeast Public Development Authority 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 8th day of March 2024.

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 8th day of March 2024, 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 _____, 2024.

SECRETARY

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2024-003**

A **RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) Board of Directors amending the NEPDA’s 2024 Budget.

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 to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County; and

WHEREAS, the NEPDA adopted Resolution No. 2023-005, adopting the 2024 Budget; and

WHEREAS, the Executive Director has identified a need to retain an employee at a market rate for the purpose of supporting the Executive Director with administrative matters including grants administration ; and

WHEREAS, the NEPDA Board finds it desirable for the efficient and effective governance to amend the 2024 Budget to add \$ _____ for [personnel expenses] in order to fund an additional employee position for the NEPDA for the purposes stated herein.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors hereby amends the 2024 Budget to approve funding for an additional NEPDA employee at a market rate, and amends the 2024 Budget to add \$ _____ for [personnel expenses], and permits the Executive Director to advertise for this position and hire, in his discretion, a suitable candidate at a mutually-agreeable hourly rate.

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 8th day of March 2024.

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 8th day of March 2024, 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 _____, 2024.

SECRETARY



Job Description: Administrative Manager

Summary:

The Administrative Manager is responsible for organizing office operations, implementing efficient office systems, and ensuring compliance with adopted state, local and organizational policies, and procedures. They oversee records retention, contracts/vendor management, grants compliance and management, accounts payable and receivable, public notices, and other administrative procedures to support the organization's operations. The Administrative Manager reports directly to and works closely with the Executive Director (ED) to ensure all administrative functions are optimized to support organizational strategies and initiatives.

Compensation Range: \$65,000 - \$85,000 DOQ

Key Responsibilities:

1. Office Operations and Logistics

- a. Organize and oversee all office operations, procedures, and systems
- b. Schedule all meetings and oversee meeting logistics
 - i. Coordinate guest attendance, meeting locations, distribution of appropriate invites and agendas
 - ii. Manage virtual meeting technology as appropriate
 - iii. Note taking/minutes preparation as appropriate
 - iv. Create and distribute monthly NEPDA board meeting packets
- c. Publish all legal notices for public meetings and solicitations
- d. Coordinate and maintain ED schedule/calendar
- e. Update and manage the organization's website with relevant information
- f. Maintain a clean, orderly, and professional office environment

2. Accounts Payable/Receivable

- a. Coordinate with City/County officials to invoice and collect pledged revenue
- b. Manage receivable and payable accounts in concert with accountant, ensuring timely receipt and payment of obligations and agreements
 - i. Coordinate all necessary ED approvals
- c. Reconcile vendor invoices and track contract financials, amendments, and obligations
- d. Maintain banking information, including checking, savings, money market, loans, and other financial instruments.



- e. Work with accountant to prepare monthly financial statements for review by ED and board of directors

3. Compliance and Record-Keeping

- a. Design and maintain filing system procedures
- b. Import all old files into filing system and ensure new files are properly retained and categorized
- c. Ensure all records retention strategies are in compliance with state-mandated audit requirements, organizational policies, and local/state regulations.

4. Grants Compliance and Reimbursables

- a. Maintain working knowledge of compliance requirements per grant
- b. Work with ED to create and execute compliance verification program
- c. Develop and/or maintain reimbursement schedule with granting agencies
- d. Collect supplemental backup for invoices per grant contract/requirements
- e. Create and process all payment requests according to schedule

Qualifications

- Bachelor's degree in Business Administration, Management, or related field preferred
- Previous experience in office management, administrative roles, or similar positions
- Knowledge of relevant local and state regulations, compliance requirements
- Previous experience in grants compliance and management
- Excellent organizational, communication, and problem-solving skills
- Proficiency with MS Office suite and other applicable office technology required

Note: This job description is intended to convey information essential to understanding the scope of the role and the general nature of work performed. It is not exhaustive and may be revised as needed to meet the requirements of the job and the organization.

2024 NEPDA Budget

Revenue	
Property Tax	\$468,590.76
Retail Sales Tax - City	\$113,276.51
Retail Sales Tax - County	\$112,000.00
Construction Sales Tax - City	\$289,948.88
Construction Sales Tax - County	\$55,000.00
Leasehold Excise and Utility taxes	\$0.00
SCIP Interest	\$11,115.00
WA Ecology IPG	\$172,142.00
County ARP Award	\$75,000.00
Total Revenue	\$1,297,073.15

Expenses	
Office Expenses	
Office Lease	\$1,500.00
Leasehold Excise Tax	\$192.60
Software and Licenses	\$1,040.00
Office Supplies	\$250.00
Website Hosting	\$4,776.00
Total Office Expenses	\$7,758.60
Human Resources	
Salaries	\$191,667.00
Telephone Reimbursement	\$600.00
Payroll Expenses	\$21,000.00
Health Insurance	\$13,320.00
Total Human Resources	\$226,587.00
Insurance	\$3,200.00
Total Expenses	\$1,283,477.60

Professional & Personal Services	
Accounting	\$7,500.00
Marketing	\$15,000.00
Legal	\$30,000.00
Planning	\$207,142.00
Architectural	\$350,000.00
Grants Support	\$20,000.00
Bank Fees	\$200.00
Total Personal & Professional Services	\$629,842.00

Incentives & Contributions	
Esmerelda Commerce Park	\$312,500.00
Wellesley Rebuild	\$0.00
Freya Rebuild	\$75,000.00
Total Incentives & Contributions	\$387,500.00

Goodwill & Community Support	
Hillyard Business District/Community Support	\$5,000.00
Library CoStar Program	\$1,290.00
Business District Cleanup Program	\$15,000.00
Driver Feedback Sign Replacement	\$7,500.00
Total Goodwill & Community Support	\$28,790.00

Other Expenses	
Conferences, Conventions, Meetings	\$1,000.00
Parking Fees	\$1,000.00
Meals & Entertainment	\$1,000.00
Total Other Expenses	\$3,000.00

Total Revenues	\$1,297,073.15
Less Total Expenses	\$1,283,477.60
Net Income (Loss)	\$13,595.55

Beginning Cash	\$919,187.80
Net Income (Loss)	\$13,595.55
Ending Cash	\$932,783.35
2024 Approved Budget Net Income (loss)	\$59,922.55
2024 Approved Budget Ending Cash	\$979,110.35

- Notes:**
- Budget exceeds \$600k ILA revenue threshold
 - Not receiving identifiable Leasehold Excise or Utility taxes
 - Revenue estimates per City/County Finance, Treasury
 - Construction Sales Tax - City includes Jubilant Line 3, no Line 4
 - All HR expenses include ED at '24 level + eight months new employee at \$85k
 - Some office expenses may increase with new employee
 - Increased Legal holdings to accommodate needs of 3011 project
 - Planning expense is largely revenue neutral, real cost is \$35k
 - Architectural fee could change materially, or be reimbursed. TBD
 - Freya rebuild expense is 100% revenue neutral
 - Assumes ECP Bldg 1 completes in 2024
 - Cleanup pgm includes litter pick-up on Market, CoS Trail and snow rem.
 - Driver feedback sign replacement cost is a placeholder
 - Beginning Cash includes 11/23 holdings plus invoiced totals only