

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

**MEETING OF Friday, April 12th, 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, April 12th, 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:** April 12th, 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 March 8<sup>th</sup>, 2024

### **Public Comment**

10:35 am - 10:50 am

## **3011 Wellesley Project**

1. Closing Update
2. RFQ Release and Process
3. Project Schedule Update
4. Capital Requests

10:50 am - 11:05 am

## **NEPDA Office and Buildout Needs**

1. Potential Temporary Office Location
2. IT Services
3. Furniture, Fixtures, and Equipment
4. Budget Impacts

11:05 am - 11:20 am

## **Marketing**

1. Website Content Updates
2. Branding Discussion

11:20 am - 11:35 am

## **Hillyard Cleanup/Beautification**

1. Status Update
2. ARPA Funds Allocation

11:35 am - 12:00 pm

### **General Matters**

1. Financials review
2. Revenue Calculations – New Construction Sales Tax
3. WSDOT Surplus Property Redevelopment
4. Policy Updates
5. Property Transactions and Business Development
6. Children of the Sun Trail Ribbon Cutting

12:00 pm

### **Other Business, Closing**

**Next Meeting:** May 10th, 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mLOWmaster@spokanecity.org](mailto:mLOWmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management 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 8<sup>th</sup>, 2024

**Meeting Time:** 10:30 am

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

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### Attendees

#### NEPDA Board of Directors

- Chair Michael Cathcart
- Vice-chair Josh Kerns
- Scott Simmons
- Marlene Feist
- Cheryl Stewart

#### Board Staff

- Jesse Bank, Executive Director
- Megan Clark, Legal Counsel

#### Guests

- Shelli Sonderen, prospective board member
- Shae Blackwell, City of Spokane
- Ron Valencia, Spokane County
- Tim Thompson, City of Spokane
- Ryan Givens, Stantec
- Brian Scott, BDS Planning
- Jacqueline Robinette, BDS Planning

### Welcome and Introductions

Chair Cathcart called the meeting to order at 10:33am. Board members and staff introduced themselves to prospective member Shelli Sonderen.

### Public Comment

No public comments.

### Approval of Minutes

1. Chair Cathcart noted that a quorum was present and called for a motion approving the minutes of the February 9<sup>th</sup> NEPDA board meeting. A motion was made by member Simmons and seconded by Vice Chair Kerns. A vote was taken and passed unanimously.

### New Board Member Discussion

1. ED Bank reminded board members that the group discussed member Fiorini's resignation and Shelli Sonderen and Melanie Rose's interest in joining the board. ED Feels that both candidates bring different but valuable skill sets and will be additive to the board.

2. Discussion ensued among board members
3. Vice-Chair Kerns made a motion to approve Resolution No. 2024-002 and add Shelli and Megan's names to the finalized version for signature. The motion was seconded by member Simmons. A vote was taken and the motion carried unanimously.
4. ED noted that, for the first time in his tenure, the NEPDA board is at full capacity.

### **Hillyard Subarea Plan Update**

1. ED Bank introduced Tim Thompson, Principal Planner from the City of Spokane, and Ryan Givens from Stantec, the project's prime consultant.
2. Mr. Givens presented an overview of the planning project. He briefly touched on the various components of a GMA-led subarea plan and discussed where the project stands with respect to those requirements. He reviewed several analysis and visioning documents. He also gave a detailed summary of the public outreach completed to date.
3. Discussion ensued. Chair Cathcart asked whether the Plan contemplates creating a new commercial district along E Wellesley and perhaps the neighborhood to the south. Mr. Givens indicated that was the plan but was wary of concerns over displacement.
  - a. ED pointed out the planned location of the new mixed-use zone on a map.
  - b. Chair Cathcart noted that we should be sure to consider transit in east Hillyard.
  - c. Secretary Feist noted the inclusion of the planned bike infrastructure is great and should provide additional mobility options within the area.
  - d. Vice-Chair Kerns asked what the next steps following plan adoption by Council would be. Mr. Thompson outlined the adoption process in more depth and discussed how and zoning changes would be made. He also highlighted that this plan culminates in a funding strategy document which itself will prescribe next steps.

### **BDS Planning Study**

1. ED introduced Brian Scott and Jacqueline Robinette from BDS Planning as the consultants tasked with a Council-driven project exploring targeted investment of ARPA funds in the city's business districts.
2. Mr. Scott introduced BDS Planning and the project scope. Ms. Robinette discussed the project, process, and outcomes.
3. Chair Cathcart pointed out that these funds could be used to extend the PDA's current areawide cleanup program – especially if it takes more than a year to create a BID.

### **3011 Wellesley Project**

1. ED provided an update on the transaction process
  - a. Resolving the title challenges with this project has been complicated, but resolution is close. Tax Title Services certification is in hand and has insulated the PDA from further challenge.
  - b. Title company is producing closing documents and sending to City Legal for review. Anticipated closing is March 15<sup>th</sup>.
2. ED let board know that the proposed deal for the parking lot site immediately to the north will not move forward. The property suffered from much of the same title complication as 3011 Wellesley, without the benefit of foreclosure, which clears most of those issues. As a result, legal counsel advised the PDA walk away from the deal.
  - a. Parking remains a challenge for this project, but ED is confident that the problem is solvable.
3. ED reminded board of the past discussion of project team procurement, where it was discussed that ED would like to procure a GC/CM or Design Build team. He underscored his reasoning for choosing this path.

- a. This direction has scheduling impacts. The project will need to go before the PRC prior to soliciting the project team, and an experienced owner's rep will need to come on board to navigate that process.
  - b. So the new proposed strategy is to issue a short RFQ for owner's rep services, go through the PRC, and then work with the owner's rep to create the solicitation materials for the larger project team. Target is PRC hearing in July. This pushes design out by 3-4 months, but ED reminded board that the carrying cost of this land is low, so delays are less costly.
  - c. A discussion of what approvals ED needs to issue this RFQ ensued.
  - d. A motion was made by member Simmons to authorize ED to prepare, issue, and receive responses to a RFQ for owner's representative services. The motion was seconded by Vice-Chair Kerns. A vote was taken and the motion passed unanimously.
4. ED provided an update on the pending legislative capital request.

### **NEPDA Staffing Plan**

1. ED shared draft job description and noted the desire to release it as soon as possible. Office challenges remain but this role needs to be filled as soon as possible. ED requested board approval to distribute. Multiple board members felt that the position itself was already approved in the 2024 budget and that it's best for the ED to determine what roles are most necessary.
2. Vice-Chair Kerns asked about the plan to distribute the job description and asked that when it is shared if ED would let him know as he can think of a few people who could be candidates.

### **Executive Director Update**

1. ED reviewed the February 2024 financials
2. ED let board members know a new draft of the Esmerelda Commerce Park Development Agreement was sent to LB Stone Properties at the beginning of the month. Word is that the project is very nearly ready to break ground.
3. Secretary Feist gave an update on the progress of the Freya water main project. Project is in design and on track to meet ARPA deadlines.
4. ED noted that he'd recently learned of conversations between the City of Spokane and BNSF about the former rail yard site, and that BNSF was open to walking away from the site at one point about ten years ago. ED asked board members if anyone recalled those conversations and expressed a desire to rekindle them. No one did but some members offered contacts at BNSF.

### **Other Business**

1. Vice-Chair Kerns congratulated ED on a successful interview with KREM News.

### **Notable items, Around the Room, Closing**

There were no additional comments. Chair Cathcart adjourned the meeting at 12:01pm.

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### **NEXT MEETING**

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

**Northeast Public Development Authority**  
**Profit & Loss**  
 March 2024

	Mar 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3370000 · Local Grants, Entitlements	
3370100 · State - Dept. of Ecology	34,499.38
3370010 · Sales Tax - County	1,110.47
3370050 · SCIP Interest	4,907.97
<b>Total 3370000 · Local Grants, Entitlements</b>	<b>40,517.82</b>
<b>Total Income</b>	<b>40,517.82</b>
<b>Expense</b>	
5587010 · Wages	10,000.00
5587020 · Payroll Expenses	
FICA	794.95
PFML	0.00
FUTA	378.00
Life and Disability	64.34
Health Insurance	341.54
<b>Total 5587020 · Payroll Expenses</b>	<b>1,578.83</b>
5587030 · Office Supplies & Software	
Printing and Copying	15.04
5587030 · Office Supplies & Software - Other	78.46
<b>Total 5587030 · Office Supplies &amp; Software</b>	<b>93.50</b>
5587040 · Legal & Professional Services	
Accounting Fees	432.00
Legal Fees	1,725.55
5587040 · Legal & Professional Services - Other	850.50
<b>Total 5587040 · Legal &amp; Professional Services</b>	<b>3,008.05</b>
5587041 · Travel	
Parking	24.00
Meals & Entertainment	17.08
<b>Total 5587041 · Travel</b>	<b>41.08</b>
5587044 · Communications	
Telephone, Telecommunications	50.00
<b>Total 5587044 · Communications</b>	<b>50.00</b>
5587046 · Rent & Lease	125.00
5587047 · Other Business Expenses	
Document Recording Fee	304.50
Bank Fees	24.81
<b>Total 5587047 · Other Business Expenses</b>	<b>329.31</b>
<b>Total Expense</b>	<b>15,225.77</b>
<b>Net Ordinary Income</b>	<b>25,292.05</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
3614000 · Interest Earned	139.82
<b>Total Other Income</b>	<b>139.82</b>
<b>Net Other Income</b>	<b>139.82</b>
<b>Net Income</b>	<b>25,431.87</b>

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them

**Northeast Public Development Authority**  
**Profit & Loss**  
 January through March 2024

	Jan - Mar 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3370000 · Local Grants, Entitlements	
3370100 · State - Dept. of Ecology	38,861.13
3370010 · Sales Tax - County	23,705.21
3370050 · SCIP Interest	7,861.07
<b>Total 3370000 · Local Grants, Entitlements</b>	<b>70,427.41</b>
<b>Total Income</b>	<b>70,427.41</b>
<b>Expense</b>	
5587010 · Wages	35,000.00
5587020 · Payroll Expenses	
FICA	2,782.33
PFML	0.00
FUTA	420.00
Life and Disability	193.02
Health Insurance	1,024.62
5587020 · Payroll Expenses - Other	170.77
<b>Total 5587020 · Payroll Expenses</b>	<b>4,590.74</b>
5587030 · Office Supplies & Software	
Office Supplies	108.99
Printing and Copying	15.04
5587030 · Office Supplies & Software - Other	246.28
<b>Total 5587030 · Office Supplies &amp; Software</b>	<b>370.31</b>
5587040 · Legal & Professional Services	
Accounting Fees	2,687.60
Advertising & Marketing	597.00
Legal Fees	4,712.55
Outside Contract Services	39,034.39
5587040 · Legal & Professional Services - Other	850.50
<b>Total 5587040 · Legal &amp; Professional Services</b>	<b>47,882.04</b>
5587041 · Travel	
Parking	39.50
Meals & Entertainment	17.08
<b>Total 5587041 · Travel</b>	<b>56.58</b>
5587044 · Communications	
Telephone, Telecommunications	175.00
<b>Total 5587044 · Communications</b>	<b>175.00</b>
5587046 · Rent & Lease	375.00
5587047 · Other Business Expenses	
Document Recording Fee	304.50
Tax & Licenses	1,400.00
Bank Fees	120.02
Dues & Subscriptions	
Library CoStar Membership	1,290.00
Dues & Subscriptions - Other	305.02
<b>Total Dues &amp; Subscriptions</b>	<b>1,595.02</b>
<b>Total 5587047 · Other Business Expenses</b>	<b>3,419.54</b>
<b>Total Expense</b>	<b>91,869.21</b>
<b>Net Ordinary Income</b>	<b>-21,441.80</b>

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**Northeast Public Development Authority**  
**Profit & Loss**  
January through March 2024

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	<u>Jan - Mar 24</u>
Other Income/Expense	
Other Income	
3614000 - Interest Earned	496.15
Total Other Income	496.15
Net Other Income	496.15
Net Income	<u><u>-20,945.65</u></u>

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**Northeast Public Development Authority**  
**Balance Sheet**  
 As of March 31, 2024

	Mar 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1115000 · Money Market 0678	120,732.93
1114000 · Spokane County Investment Pool	634,059.02
1111000 · 1111000 Checking WTB	95,231.64
<b>Total Checking/Savings</b>	850,023.59
<b>Total Current Assets</b>	850,023.59
<b>Other Assets</b>	
Conduit implementation - Welles	50,000.00
<b>Total Other Assets</b>	50,000.00
<b>TOTAL ASSETS</b>	<b>900,023.59</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	
FICA	1,639.94
SUTA	88.05
PFMLA	193.26
24000 · Payroll Liabilities - Other	210.95
<b>Total 24000 · Payroll Liabilities</b>	2,132.20
<b>Total Other Current Liabilities</b>	2,132.20
<b>Total Current Liabilities</b>	2,132.20
<b>Total Liabilities</b>	2,132.20
<b>Equity</b>	
32000 · Unrestricted Net Assets	918,837.04
Net Income	-20,945.65
<b>Total Equity</b>	897,891.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>900,023.59</b>

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