

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

**MEETING OF Friday, July 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, July 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:** July 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 May 10<sup>th</sup>, 2024

**Public Comment**

10:35 am - 11:00 am

**3011 Wellesley Project**

1. PRC/Project Schedule
2. Perkins Coie Engagement
3. Bond Financing & Counsel Engagement
4. Design-Build RFP & Selection Committee

11:00 am - 11:20 am

**Procurement Policy Update Discussion**

11:20 am - 11:30 am

**BNSF Site Acquisition**

11:30 am - 11:45 am

**Grants Pursuit**

1. EPA Community Change Grant
2. NSF Innovation Engine Program

11:45 am - 12:00 pm

**General Matters**

1. Financials review
2. Office Update
3. Admin Role Hiring
4. Major Projects in District
5. Upcoming Meeting Schedule

12:00 pm

**Other Business, Closing**

**Next Meeting:** August 9th, 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:** May 10<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
- Cheryl Stewart
- Shelli Sonderen
- Melanie Rose
- Marlene Feist

#### **Board Staff**

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

#### **Guests**

- Amanda Beck, City of Spokane
- Shae Blackwell, City of Spokane

### **Welcome and Introductions**

Chair Cathcart called the meeting to order at 10:30am.

### **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 March 8<sup>th</sup> NEPDA board meeting. A motion was made by member Simmons and seconded by member Sonderen. A vote was taken and passed unanimously.

### **3011 Wellesley Owner's Rep RFQ**

1. ED Bank reminded board members that an RFQ was issued for Owner's Representative services in support of the 3011 Wellesley project. The selected group will guide the PDA through the PRC review process, clearing the way for a qualifications-based selection of the ultimate project team.
2. Three complete responses were received by teams currently working in the Spokane Market
3. ED Reviewed general remarks about all proposals and scoring criteria.

4. Chair Cathcart asked whether the board was allowed to review the qualifications and scoring in an open session. Megan Clark responded that it is best practice to review and discuss scoring in Executive Session.
5. Chair Cathcart called an Executive Session at 10:39 am to review negotiations on the performance of publicly bid contracts per RCW 42.30.110.1(d). The Executive Session duration was 30 minutes.
6. The Executive Session was adjourned at 11:09 am. ED Bank recapped the discussion that took place during Executive Session, read the final scoring of RFQ responses, and announced that the board's recommendation is to retain Turner and Townsend Heery. ED Thanked all respondents for their time and effort and made clear that he is more than happy to discuss the evaluation and scoring with any of the unsuccessful respondents.
7. Member Simmons made a motion to adopt Resolution 2024-004 awarding a Professional Services Agreement to Turner and Townsend Heery. The motion was seconded by member Sonderen. A vote was taken and the motion passed unanimously.

### **NEPDA Office Lease**

1. ED announced that he had located an available office space in the heart of the Market Street corridor that is the right size and the right price for what the organization had been seeking.
2. The proposed lease term is for one year with a clearly stipulated right to a second year, ensuring occupancy until the PDA's eventual office space in 3011 Wellesley is delivered.
3. Board members expressed support and excitement that the PDA was able to source an interim solution that will allow it to have more presence and accommodate anticipated staffing.
4. ED mentioned that there will be a not-insignificant occupancy expense, which will be discussed separately, this conversation is just seeking authorization to sign the lease.
5. A motion was made by member Sonderen to adopt Resolution 2024-005 authorizing ED to enter into a lease agreement. The motion was seconded by member Simmons. A vote was taken and the motion passed unanimously.

### **Office Occupancy Expense**

1. Pursuant to the authorization to execute the lease for 5006 N Market St., ED presented an office occupancy budget to board members covering anticipated expenses required to occupy the space and present the PDA in a professional manner.
  - a. ED did note that this budget was created with an eye to value as there will be a more substantial occupancy expense associated with the buildout of the office space in 3011 Wellesley, so the hope is to make these necessary acquisitions as efficiently as possible.
2. Member Simmons asked whether there is room in the existing budget to accommodate these costs or will this constitute a budget amendment. ED replied that this will be an amendment.
3. Board members expressed broad support for the proposed occupancy budget and praised ED for being resourceful.
4. A motion was made by member Sonderen to adopt Resolution 2024-006 authorizing the proposed budget amendment for office occupancy. The motion was seconded by member Rose. A vote was taken and passed unanimously.

### **Executive Director Update**

1. ED reviewed the April 2024 financials and noted that H1 Property Tax revenues are beginning to flow into the accounts.
  - a. A further discussion of New Construction Sales Tax calculation methodology ensued.
2. ED Announced that both infrastructure projects in East Hillyard continue to be on schedule. Freya project is running slightly ahead due to deadlines imposed by ARP program. Wellesley project may push to 2026. Discussion ensued.
3. ED provided an update on the Esmerelda Commerce Park project.

## MINUTES - Regular Meeting

4. ED recapped initial conversations with BNSF regarding the large, former railyard site in East Hillyard.
5. ED Provided an update on the Hillyard Business District cleanup project. Project is going well and is being received positively. Provider issued a proposal to weed overgrown tree wells and ED asked board for their thoughts on this additional scope. Discussion ensued. The decision was made to not go forward with the weeding scope.
6. ED Discussed upcoming procurements for small works – IT Services and Marketing/Web Design.
7. ED Announced summer internship with Gonzaga School of Business. Discussions on the positives/negatives of interns ensued.

### **Other Business**

No other business was reported

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

There were no additional comments. Chair Cathcart adjourned the meeting at 11:56 am.

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### **NEXT MEETING**

July 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**  
 June 2024

	Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3370000 · Local Grants, Entitlements	
3370100 · State - Dept. of Ecology	17,932.50
3370011 · Retail Sales Tax - City	35,421.94
3370040 · Property Taxes	44,696.51
3370050 · SCIP Interest	3,676.55
<b>Total 3370000 · Local Grants, Entitlements</b>	<b>101,727.50</b>
<b>Total Income</b>	<b>101,727.50</b>
<b>Expense</b>	
5587010 · Wages	10,000.00
5587020 · Payroll Expenses	
FICA	794.94
PFML	0.00
FUTA	0.00
Life and Disability	64.34
Health Insurance	341.54
<b>Total 5587020 · Payroll Expenses</b>	<b>1,200.82</b>
5587030 · Office Supplies & Software	122.16
5587040 · Legal & Professional Services	
Advertising & Marketing	583.29
Legal Fees	1,864.00
Outside Contract Services	17,932.50
<b>Total 5587040 · Legal &amp; Professional Services</b>	<b>20,379.79</b>
5587041 · Travel	
Meals & Entertainment	128.78
5587041 · Travel - Other	2.65
<b>Total 5587041 · Travel</b>	<b>131.43</b>
5587044 · Communications	
Telephone, Telecommunications	50.00
<b>Total 5587044 · Communications</b>	<b>50.00</b>
5587046 · Rent & Lease	4,125.00
5587047 · Other Business Expenses	
Donation	185.29
Community Maintenance Services	1,514.01
Tax & Licenses	149.93
Bank Fees	30.53
Dues & Subscriptions	10.83
<b>Total 5587047 · Other Business Expenses</b>	<b>1,890.59</b>
<b>Total Expense</b>	<b>37,899.79</b>
<b>Net Ordinary Income</b>	<b>63,827.71</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
3614000 · Interest Earned	123.55
<b>Total Other Income</b>	<b>123.55</b>
<b>Net Other Income</b>	<b>123.55</b>
<b>Net Income</b>	<b>63,951.26</b>

Northeast Public Development Authority

Profit & Loss

January through June 2024

	Jan - Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3370000 · Local Grants, Entitlements	
3370100 · State - Dept. of Ecology	56,793.63
3370011 · Retail Sales Tax - City	35,421.94
3370010 · Retail Sales Tax - County	23,705.21
3370040 · Property Taxes	248,497.81
3370050 · SCIP Interest	15,488.07
	379,906.66
<b>Total 3370000 · Local Grants, Entitlements</b>	<b>379,906.66</b>
<b>Total Income</b>	<b>379,906.66</b>
<b>Expense</b>	
5587010 · Wages	65,000.00
5587020 · Payroll Expenses	
FICA	5,167.19
PFML	0.00
FUTA	420.00
Life and Disability	386.04
Health Insurance	2,049.24
5587020 · Payroll Expenses - Other	170.77
	8,193.24
<b>Total 5587020 · Payroll Expenses</b>	<b>8,193.24</b>
5587030 · Office Supplies & Software	
Repairs & Maintenance	68.00
Office Supplies	108.99
Printing and Copying	15.04
5587030 · Office Supplies & Software - Other	536.26
	728.29
<b>Total 5587030 · Office Supplies &amp; Software</b>	<b>728.29</b>
5587040 · Legal & Professional Services	
WA Audit expenses	7,511.40
Consulting	1,500.00
Accounting Fees	4,248.40
Advertising & Marketing	1,578.29
Legal Fees	9,261.30
Outside Contract Services	56,966.89
5587040 · Legal & Professional Services - Other	850.50
	81,916.78
<b>Total 5587040 · Legal &amp; Professional Services</b>	<b>81,916.78</b>
5587041 · Travel	
Parking	51.50
Meals & Entertainment	381.34
5587041 · Travel - Other	21.39
	454.23
<b>Total 5587041 · Travel</b>	<b>454.23</b>
5587044 · Communications	
Telephone, Telecommunications	325.00
	325.00
<b>Total 5587044 · Communications</b>	<b>325.00</b>
5587046 · Rent & Lease	4,750.00
5587047 · Other Business Expenses	
Donation	185.29
Community Maintenance Services	3,381.18
Document Recording Fee	304.50
Tax & Licenses	1,549.93
Bank Fees	205.49



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

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	<u>Jan - Jun 24</u>
<b>Dues &amp; Subscriptions</b>	
Library CoStar Membership	1,290.00
Dues & Subscriptions - Other	401.63
<b>Total Dues &amp; Subscriptions</b>	<u>1,691.63</u>
<b>Total 5587047 · Other Business Expenses</b>	<u>7,318.02</u>
<b>Total Expense</b>	<u>168,685.56</u>
<b>Net Ordinary Income</b>	211,221.10
<b>Other Income/Expense</b>	
<b>Other Income</b>	
3614000 · Interest Earned	874.62
<b>Total Other Income</b>	<u>874.62</u>
<b>Net Other Income</b>	<u>874.62</u>
<b>Net Income</b>	<u><u>212,095.72</u></u>

**Northeast Public Development Authority**  
**Balance Sheet**  
As of June 30, 2024

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	<u>Jun 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1115000 · Money Market 0678	121,094.67
1114000 · Spokane County Investment Pool	890,124.52
1111000 · 1111000 Checking WTB	70,151.32
<b>Total Checking/Savings</b>	<u>1,081,370.51</u>
<b>Total Current Assets</b>	<u>1,081,370.51</u>
<b>Other Assets</b>	
Conduit implementation - Welles	50,000.00
<b>Total Other Assets</b>	<u>50,000.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,131,370.51</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	
PFMLA	230.79
24000 · Payroll Liabilities - Other	259.40
<b>Total 24000 · Payroll Liabilities</b>	<u>490.19</u>
<b>Total Other Current Liabilities</b>	<u>490.19</u>
<b>Total Current Liabilities</b>	<u>490.19</u>
<b>Total Liabilities</b>	<u>490.19</u>
<b>Equity</b>	
32000 · Unrestricted Net Assets	918,784.60
Net Income	212,095.72
<b>Total Equity</b>	<u>1,130,880.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,131,370.51</u></u>