

## **REGULAR MEETING NOTICE/AGENDA OF THE Northeast Public Development Authority (PDA)**

**MEETING OF Friday, August 8th, 2025,  
10:30 A.M. – Northeast PDA Offices**

A regular meeting of the Northeast PDA will be held at **10:30 A.M. on Friday, August 8th, 2025**, at the Northeast PDA's offices – 5006 N Market Street – or virtually via Zoom (link in agenda).

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:** August 8th, 2025

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

**Location:** Northeast PDA Offices - 5006 N Market St., 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 July 11<sup>th</sup>, 2025

#### **Public Comment**

10:35 am - 11:00 am

### **Subarea Plan Final Presentation**

1. Tim Thompson, City of Spokane

11:00 am - 11:10 am

### **Myrtle Street Rebuild Project**

1. Project scope sign-off
2. TTH Owner's Rep scope

**Action Item: Resolution No. 2025-010: A RESOLUTION** of the Northeast Public Development Authority Board of Directors extending the professional services agreement with Turner Townsend Heery for on-call design/construction management and owner's representative services

11:10 am - 11:20 am

### **3011 Wellesley Project Updates**

1. Project planning & upcoming milestones
2. Design review
3. Jasmin Group scope

**Action Item: Resolution No. 2025-011: A RESOLUTION** of the Northeast Public Development Authority Board of Directors awarding a professional services agreement to Jasmin Group to provide childcare facility design consultation and ELF Grant support for the 3011 Wellesley Project in an amount not to exceed \$20,000.

11:20 am - 11:40 am

### New Policy Development

1. Personnel, travel, open government
2. Retirement plan discussion

**Action Item: Resolution No. 2025-012: A RESOLUTION** of the Northeast Public Development Authority Board of Directors to adopt policies regarding personnel, travel expenses, and open government to ensure compliance with existing law.

11:40 am - 11:50 am

### East Hillyard Plan Implementation

1. JRP Integrated Solutions – E Hillyard implementation

**Action Item: Resolution No. 2025-013: A RESOLUTION** of the Northeast Public Development Authority Board of Directors awarding a professional services agreement to JRP Integrated Solutions for support in pursuing and implementing a CERB Planning Grant in an amount not to exceed \$2,500.

11:50 am - 12:00 pm

### General Matters

1. Financials review
2. Job descriptions & staffing

12:00 pm

### Other Business, Closing

**Next Meeting:** September 12th, 2025, 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:** July 11<sup>th</sup>, 2025

**Meeting Time:** 10:30 am

**Location:** NEPDA Office, 5006 N. Market, or virtual via Zoom

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### Attendees

#### NEPDA Board of Directors

- Michael Cathcart, Chairman
- Josh Kearns, Vice-Chair
- Marlene Feist, Sec-Treasurer
- Ryan Arnold, Member
- Scott Simmons, Member
- Shelli Sonderen, Member
- Cheryl Stewart, Member

#### Board Staff

- Jesse Bank, Executive Director
- Jared Aranda, Administrative Manager
- Megan Clark, Legal Counsel

#### Guests

- Amanda Beck (City of Spokane)
- Steve MacDonald (City of Spokane)

### Welcome and Introductions

#### Call to Order

- Chair Cathcart called the meeting to order at 10:32 am.

#### Public Comment

- No public comments.

#### Approval of Minutes

- Member Sonderen made a motion to approve the minutes from the May meeting. Second by Member Arnold.

### Organizational Structure

- Long-term formalization of policies and procedures.
  - As the agency has grown, the need to establish, refine, and amend policy structure has increased.

- Administrative Manager, Jared Aranda, has been crafting policies to comply with federal/state law and relevant regulations, as well as to formalize current practice. Some existing policies are also being updated to reflect current practice (to be adopted in this meeting).
- Roles, responsibilities, and future staffing needs/priorities.
  - ED Bank and AM Aranda are seeking to quantify a division of labor between two upper-level roles and bringing on a lower entry-level position to take on more of the day-to-day work that is laborious and time-consuming.
  - Question from Member Arnold regarding new position. Will it be a full FTE or partial, could it potentially be shared with other PDAs?
    - Role is under development by PDA staff and will be based upon workflow capacity and current/future workload needs.
    - Member Sonderen offered assistance in developing the new role and offering feedback.
      - ED Bank estimates the role will be more charted out by the August board meeting and be available for feedback.
  - Current Manager role is envisioned to take on more financial oversight and day-to-day management among other higher-level organizational responsibilities and priorities.
  - Chair Cathcart expressed the need to go into Executive Session in the next meeting to go over staff performance reviews as both ED Bank and AM Aranda approach anniversaries in August.
- Objective
  - Create institutional continuity by creating replicable and formalized processes that can be handed over and implemented by future teams.
  - Subarea Plan is currently entering its final drafts, which will formalize zoning and land use priorities to inform future policy within the NEPDA and City of Spokane over the next 20 years.

### Policy Review

- Overview
  - The need to reinforce policy frameworks at the NEPDA have come to light to ensure audit readiness, establish robust guidelines for current and future staff, and strengthen overall organizational readiness. These policies will ensure that internal controls are in place to ensure compliance with relevant laws and regulations, prevent fraud/waste/abuse, and maintain high operational standards of the PDA to preserve trust with community partners and funders.
- Financial Management
  - The existing NEPDA Financial Management Policy makes reference to GAAP (accrual-based accounting). AM Aranda has confirmed with the State Auditor (SAO) that the NEPDA is registered as a Cash Basis entity, which is also how agency accounting is conducted.
  - Definitions:
    - Cash Basis – revenues and expenses as reported when paid or received.
    - Accrual Basis – revenues are reported when earned while expenses are reported when incurred.
  - Key Considerations
    - Pros to Cash Basis: less complex, no depreciation or complex journal entries, lower administrative burden, aligns with smaller entity needs.
    - Pros to Accrual Basis: can help even out large expenditures, depreciable assets, debt amortization, and depreciation. Ideal for larger cities that have

- fleets of vehicles, lots of office equipment, landholdings, etc. Provides a more accurate picture for larger, more complex cities.
  - Cash Basis is allowed under the BARS Manual put out by the SAO. AM Aranda proposes an amendment to the FMP to reference Cash Basis as allowed under SAO instead of accrual basis under GAAP.
  - It is advised by the Municipal Resource and Services Center (MRSC) to avoid using a debit card that is tied to public funds. The State of WA offers a credit card program through US Bank to all political subdivisions within the state (such as PDAs) which is paid for by the state and gives cashback to the user on a quarterly basis.
  - To implement such a program, the NEPDA must adopt a Credit Card Use and Credit Card User Agreement to ensure compliance to state law. See exhibits for more detail on these policies.
  - **Resolution 2025-008:** A resolution by the NEPDA to adopt amendments to its existing Financial Management Policy and adopting policies and procedures for the use of credit cards by NEPDA staff, Board Members, and contractors to ensure compliance with existing law.
    - Member Arnold motioned, Member Simmons offered to second the motion. Motion carried.
    - Member Simmons asked about updating the Board notification procedures to \$50,000 to match the amount under the procurement policy for entering into contracts.
- Federal Policies
  - Policies that guide NEPDA staff in complying with the Federal Guidance (2 CFR 200). These policies relate to equipment purchases and disposal, supply purchases and disposal, inventory, debarment and suspension checks, and nondiscrimination policies.
  - These policies largely govern activities funded by federal grants and ensure compliance with those requirements.
  - **Resolution 2025-007:** A resolution by the NEPDA to pass policies that ensure compliance with Federal Guidance per 2 CFR 200.

### PDA Financial Review

- ED Bank highlighted how the availability of data is constrained at the beginning of the month and can interfere with producing board review materials in a timely manner.
  - The Board accepted reviewing financials from two months prior to ensure data availability. For example, this meeting looks at data through May while the next meeting in August looks at data through June.
- ED Bank noted that the County Fund now reports interest income from prior month on the 1<sup>st</sup> when it used to report on the last day of the month. This causes April details to be reported May 1.
- Net income of \$105,945.72 for May and YTD is at \$3,178.42. ED Bank noted that tax receivables have not yet hit from the City for Q1-2.
- Total assets of \$1.955m, which includes the assessed property values of 3011 E. Wellesley and 3112 Olympic and excludes the strategic funds reserved for Esmeralda Commerce Pk.
- Cashflow will remain stable overall throughout the year.

### 3011 Wellesley

- Design-Build team continues to press forward with the design and programing changes of the project as discussed in the prior meeting.

## MINUTES - Regular Meeting

- More details will be brought to the board in the August meeting that will include key design and engineering elements.
- Also at the August meeting, NEPDA staff will present to the Board a proposal to bring on the Childcare provider which will help staff prepare for application to the Early Learning Fund Grant offered by WA Commerce.
  - Chair Cathcart asked about price

### **General Matters**

- Office lease renewal for the next year.
  - **Resolution No. 2025-009:** authorizing the Exec. Director to execute a 12-month renewal of the commercial lease agreement for office space at 5006 N. Market St. in Spokane.
- Subarea Plan update – draft available.
- Strategic funds associated with Esmeralda Commerce Park have been released by the city and are currently being held by the NEPDA. Contract with developer has been signed and is pending execution.

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

- AM Aranda provided update on grant status:
  - Philanthropy NW recently regained access to their funding under the EPA Thriving Communities and will announce subawards shortly.
  - Gonzaga has confirmed it is involved in the EPA Section 130 Class Action lawsuit, which is expected to resolve in late Q3.

Chair Cathcart adjourned the meeting at 12:04 PM

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### **NEXT MEETING**

Aug 8, 2025, 10:30a –12:00p, Northeast PDA Office (5006 N. Market St.) or virtual via Zoom

# Northeast Public Development Authority

## Profit & Loss YTD Comparison

### June 2025

	Jun 25	Jan - Jun 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
3370000 · Local Grants, Entitlements		
3370040 · Property Taxes	52,197.51	251,093.30
3370300 · New Construction Tax - County	0.00	30,242.00
3370200 · New Construction Tax - City	0.00	0.00
3370010 · Retail Sales Tax - County	0.00	13,904.40
3370011 · Retail Sales Tax - City	0.00	0.00
3370500 · Leasehold Excise Tax - County	3,210.98	4,397.26
3370400 · Leasehold Excise Tax - City	0.00	0.00
3370070 · Utility Tax Income	0.00	2,167.12
3370075 · SPIF Interest	2,540.99	7,856.23
3614000 · Money Market Interest	1,288.12	11,060.57
337001 · Miscellaneous Income		
3370160 · Department of Ecology-OBC Reimb	584.40	584.40
3370250 · Donation-Community Improvement	0.00	25,000.00
3370060 · SPIF Rebate	0.00	0.00
3370100 · Department of Ecology-IPG Reimb	0.00	32,414.32
3370150 · Spokane County - Freya Reimb	0.00	0.00
337001 · Miscellaneous Income - Other	625,000.00	625,000.00
<b>Total 337001 · Miscellaneous Income</b>	<b>625,584.40</b>	<b>682,998.72</b>
3370000 · Local Grants, Entitlements - Other	0.00	0.00
<b>Total 3370000 · Local Grants, Entitlements</b>	<b>684,822.00</b>	<b>1,003,719.60</b>
<b>Total Income</b>	<b>684,822.00</b>	<b>1,003,719.60</b>
<b>Expense</b>		
5593112 · 3112 E Olympic development	1,952.00	1,952.00
5593004 · Freya St. Re-build	0.00	0.00
5593003 · Conduit implementation - Welles	0.00	0.00
5593001 · Wellesley Ave. Re-build	0.00	0.00
5593002 · 3011 Wellesley development	85,868.28	224,605.78
5587010 · Wages	16,472.30	107,153.03
5587020 · Payroll Expenses		
WA Cares Expense	0.00	0.00
FICA	1,290.07	8,391.90
SUTA	82.71	538.72
PFML	0.00	-0.09
L&I	0.00	107.71
FUTA	0.00	84.00
Payroll Taxes -GSI	0.00	0.00
401(k)	0.00	0.00
401K Contributions	0.00	0.00
Life and Disability	0.00	0.00
Health Insurance	2,265.29	14,136.67
5587020 · Payroll Expenses - Other	0.00	0.00
<b>Total 5587020 · Payroll Expenses</b>	<b>3,638.07</b>	<b>23,258.91</b>
5587030 · Office Supplies & Software		
5587035 · Occupancy Expenses	343.69	993.95
Repairs & Maintenance	0.00	0.00
Office Supplies	0.00	425.55
Office Equipment <\$2500	0.00	0.00
Printing and Copying	0.00	0.00
5587030 · Office Supplies & Software - Other	2,057.97	2,670.64
<b>Total 5587030 · Office Supplies &amp; Software</b>	<b>2,401.66</b>	<b>4,090.14</b>



# Northeast Public Development Authority

## Profit & Loss YTD Comparison

### June 2025

	Jun 25	Jan - Jun 25
<b>5587040 · Legal &amp; Professional Services</b>		
3011- Consultants	0.00	0.00
3011-PDB Team	0.00	0.00
Subarea Planning	0.00	0.00
WA Audit expenses	0.00	0.00
Engineering	0.00	0.00
OpenTogether	0.00	0.00
Consulting	0.00	0.00
Accounting Fees	0.00	4,792.60
Advertising & Marketing	294.77	1,044.77
Legal Fees	850.00	7,869.00
Outside Contract Services	0.00	30,039.40
<b>5587040 · Legal &amp; Professional Services - Other</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 5587040 · Legal &amp; Professional Services</b>	<b>1,144.77</b>	<b>43,745.77</b>
<b>5587041 · Travel</b>		
Parking	45.87	140.97
Conference, Convention, Meeting	0.00	2,447.15
Meals & Entertainment	0.00	318.36
<b>5587041 · Travel - Other</b>	<b>641.61</b>	<b>849.80</b>
<b>Total 5587041 · Travel</b>	<b>687.48</b>	<b>3,756.28</b>
<b>5587043 · Insurance</b>	<b>0.00</b>	<b>0.00</b>
<b>5587044 · Communications</b>		
Website	199.00	995.99
Postage, Mailing Service	0.00	0.00
Telephone, Telecommunications	219.04	1,331.44
<b>5587044 · Communications - Other</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 5587044 · Communications</b>	<b>418.04</b>	<b>2,327.43</b>
<b>5587046 · Rent &amp; Lease</b>	<b>1,500.00</b>	<b>9,000.00</b>
<b>5587047 · Other Business Expenses</b>		
Bank Fees	0.00	25.00
SPIF Management Fee	21.10	83.46
Code Enforcement	0.00	0.00
Business District Support	0.00	0.00
Donation	0.00	500.00
Community Maintenance Services	1,515.40	8,077.97
Document Recording Fee	6.00	6.00
Tax & Licenses	0.00	161.07
Payroll Direct Deposit Fees	27.28	136.32
Dues & Subscriptions		
Library CoStar Membership	0.00	0.00
Dues & Subscriptions - Other	0.00	2,492.40
<b>Total Dues &amp; Subscriptions</b>	<b>0.00</b>	<b>2,492.40</b>
<b>5587047 · Other Business Expenses - Other</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 5587047 · Other Business Expenses</b>	<b>1,569.78</b>	<b>11,482.22</b>
<b>Total Expense</b>	<b>115,652.38</b>	<b>431,371.56</b>
<b>Net Ordinary Income</b>	<b>569,169.62</b>	<b>572,348.04</b>
<b>Other Income/Expense</b>		
Other Income	0.00	0.00
Other Expense		
80000 · Ask My Accountant	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>569,169.62</b>	<b>572,348.04</b>

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. The financial statements omit substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America.

**Northeast Public Development Authority**  
**Balance Sheet**  
As of June 30, 2025

	Jun 30, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1115000 · Money Market 0678	591,942.77
1114000 · Spokane County Investment Pool	885,922.66
1111000 · 1111000 Checking WTB	678,574.11
Total Checking/Savings	2,156,439.54
Accounts Receivable	
11000 · Accounts Receivable	0.00
Total Accounts Receivable	0.00
Other Current Assets	
2120 · Payroll Asset	0.00
Total Other Current Assets	0.00
Total Current Assets	2,156,439.54
Fixed Assets	
3011 Wellesley	147,080.00
3112 Olympic	221,437.78
Total Fixed Assets	368,517.78
Other Assets	0.00
<b>TOTAL ASSETS</b>	<b>2,524,957.32</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	0.00
Total Accounts Payable	0.00
Credit Cards	0.00
Other Current Liabilities	
2110 · Direct Deposit Liabilities	0.00
24000 · Payroll Liabilities	
L&I	0.00
FICA	0.00
SUTA	239.45
PFMLA	342.09
FUTA	84.00
401(k)	0.00
HSA	0.00
Med/Dental/Vision	748.32
SEP-IRA	0.00
24000 · Payroll Liabilities - Other	283.30
Total 24000 · Payroll Liabilities	1,697.16
Total Other Current Liabilities	1,697.16
Total Current Liabilities	1,697.16
Long Term Liabilities	
27200 · Other Liabilities	0.00
Total Long Term Liabilities	0.00
Total Liabilities	1,697.16

Northeast Public Development Authority  
Balance Sheet  
As of June 30, 2025

	Jun 30, 25
Equity	
30000 · Opening Balance Equity	0.00
32000 · Unrestricted Net Assets	1,950,912.12
Net Income	572,348.04
Total Equity	2,523,260.16
TOTAL LIABILITIES & EQUITY	2,524,957.32

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. The financial statements omit substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2025-010**

**A RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) Board of Directors extending the professional services agreement with Turner Townsend Heery for on-call Design/ Construction Management and Owner’s representative services.

**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;

**WHEREAS**, on May 10, 2024 via Resolution No. 2024-004, the NEPDA approved the retention of Turner Townsend Heery to serve as the NEPDA’s consultant to provide on-call Design/ Construction Management and Owner’s representative services to the NEPDA, and approved the Executive Director to enter into a professional services agreement with Turner Townsend Heery;

**WHEREAS**, on December 17, 2024 the NEPDA was awarded a grant in the amount of \$700,000 through the Washington State Department of Ecology’s Overburdened Communities program (OBC) to partially re-pave Myrtle Street in East Hillyard;

**WHEREAS**, the NEPDA Board desires to retain Turner Townsend Heery to provide further professional services and extend the professional services agreement for the Myrtle Street Re-Paving Project through December 31<sup>st</sup>, 2025, for an amount not to exceed \$44,000, the entirety of which is to be reimbursed via OBC;

**BE IT RESOLVED**, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors authorizes the Executive Director to extend the existing professional services agreement with Turner Townsend Heery to provide Design/ Construction Management and Owner’s representative services for the Myrtle Street Re-Paving Project through December 2025, for an amount not to exceed \$44,000;

**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 August, 2025.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY**

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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 August 2025, 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 \_\_\_\_\_, 2025.

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SECRETARY

**APPENDIX “A”**

**Work Order #[ 3 ]  
To  
Project Management Services Agreement**

**Work Order Effective Date: August 5, 2025**

This Work Order #3 is attached to and forms part of the Project Management Services Agreement, dated as of **May 23**, 2024, by and between **NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA)** (“Client”) and **TURNER & TOWNSEND HEERY, LLC (“HEERY”)** (as it may be amended, the “Agreement”). Capitalized terms used in this Work Order without definition that are defined in the Agreement shall have the meanings set forth therein.

This Work Order shall be governed by and construed in accordance with the laws described in the Agreement unless amended for this Work Order below.

- ☒ This Work Order shall be governed by and construed in accordance with the laws of the State of Washington without regard to conflicts of laws principles.

1. **Project Description.** For purposes of this Work Order, the Project shall be as described below, which shall be the Project for purposes of this Work Order:

Pre-construction for the Myrtle Road Project

2. **Target Completion Date and Schedule.** The target completion date for the Project overall is still to be defined, although this work order is through December 31, 2025 which is expected to be the duration of assembling the project subconsultants and beginning preliminary design work.

3. **Specific Duties.** In providing the Services, HEERY shall have the duties as defined in **Exhibit 1** – Scope of Services attached hereto with respect to the Project.

4. **Project Management Services Fees.** As compensation for the performance of the Services in connection with the Project, Client shall make the reimbursements provided for in Section 7 below and shall pay to HEERY a fee as set forth in **Exhibit 2** – Compensation for Services attached hereto. The project management fee shall be equitably adjusted if the Services extend beyond the scheduled completion date of the Project, or if the originally contemplated scope of Services is materially increased.

5. **Variable Services and Fees.** Client and HEERY may agree that HEERY will provide additional variable services and resources and will compensate HEERY based on actual hours spent by HEERY personnel on such services utilizing the hourly rate schedule below:

<b>Title</b>	<b>2025 Rate per Hour</b>
Project Executive	\$260.00
Project Manager	\$145.60
Financial Controls	\$140.40
Sr Coordinator	\$120.00

6. **Sales and Use Taxes.** Client will pay any sales, use, gross receipts, value-added or other consumption based taxes with respect to any goods and services provided to Client by HEERY or any subcontractor or any goods or services procured by HEERY as Client’s agent or for the benefit of Client. Client shall retain the right to contest any such taxes assessed against Client.

7. Reimbursable Items. Client shall reimburse HEERY for all costs, expenses and charges of HEERY in connection with the Services, as approved by Client individually or as included in an approved reimbursable budget, and will include the following expenses: reproduction of drawings; messenger service; conference calling service charges; overnight delivery; local travel (mileage) to the Project jobsite, consultant offices or other Project related travel, long distance travel, lodging and meals when pre-approved by Client; subcontractor fees and expenses without mark-up; parking; sales and use taxes and, if applicable, value added taxes paid on behalf of Client; freight and shipping costs paid on behalf of Client; and any specific non-recurring charges directly attributable to the Project and approved by Client.

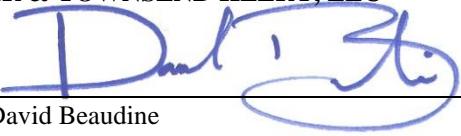
8. Timing. All sums due to HEERY from Client under this Work Order shall be paid within thirty (30) days following receipt of an invoice from HEERY. Client's obligation to pay or reimburse HEERY as provided in this Work Order shall survive the expiration or termination hereof. All payments to HEERY hereunder shall be made in the amounts then due and without set-off. If HEERY is responsible for payment of Construction Professionals on Client's behalf, HEERY shall not be liable for making payments late or failing to make payments to Construction Professionals (i) if so directed by Client, (ii) if Client fails to provide sufficient funds to pay Construction Professionals, or (iii) if Client is in default of its payment obligations under this Agreement, and Client shall indemnify, defend and hold harmless HEERY against any and all Claims that HEERY may incur as a result thereof.

**IN WITNESS WHEREOF**, the Parties have executed this Work Order effective as of the date first above written.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
Name: Jesse Bank  
Title: Executive Director

**TURNER & TOWNSEND HEERY, LLC**

By:  \_\_\_\_\_  
Name: David Beaudine  
Title: Vice President



## **EXHIBIT 1**

### **SCOPE OF SERVICES**

1. Specific Duties. In providing the Services, HEERY shall have the following duties with respect to the Project:

#### **Early Design & Startup Stage**

- (a) Assemble appropriate RFQ's and procure necessary consultants to execute project.
- (b) Oversee and coordinate applicable teams, authorities, and service organizations related to the Project.
- (c) Oversee and coordinate the Team throughout the Project in the preparation of the Project program and the design from schematic through working drawing stages. Review the design schematic periodically and give input as required to coordinate and achieve the Project goals.
- (d) Assist in Development of Project time schedules for the design stage and coordinate the activities of the Client business unit representative, Project manager and design team.
- (e) Receive and analyze Construction Professional proposals, make award recommendation including conducting pre-award conferences and negotiate and prepare construction contracts per Client's direction.
- (f) Obtain client approvals on changes to Project parameters
- (g) Define, monitor and update project budget

## EXHIBIT 2

### COMPENSATION FOR SERVICES

#### HOURLY RATE FEE BASIS

1. Project Management Services Fees. As compensation for the performance of Services as defined in this Work Order, Client shall make the reimbursements provided for below and shall pay to HEERY a fee based on an hourly basis for the whole hours expended on the Project assignment with a not to exceed amount of \$43,480 based upon breakdown of staff and hours below.
2. Hourly Rate Schedule. Client will compensate HEERY based on actual hours spent by HEERY personnel on such Services utilizing the hourly rate schedule below:

Title	'25 Rate per Hour
Project Executive	\$260.00
Project Manager	\$145.60
Financial Controls	\$140.40
Sr Coordinator	\$120.00

3. Progress Payments. HEERY will invoice Client on a monthly basis, in a format that is agreeable to Client, based on progress of the Services per the actual hours for all HEERY personnel working on this Project. HEERY will track specific hours expended per month as well as total hours and cost based on those hours multiplied by the applicable hourly rate.

Name	Title	Rate	2025	Mth	2025												Hours	Cost
					1	2	3	4	5	6	7	8	9	10	11	12		
				Hrs/mth	168	160	168	176	168	168	176	168	176	184	144	160		
David Beaudine	Exec	\$	260.00									20	20	20	10	10	80	\$ 20,800.00
David Mendez	PM	\$	145.60									24	24	24	24	24	120	\$ 17,472.00
Roxann Robinson	Financial Controls	\$	140.40										8	4	4	4	20	\$ 2,808.00
Andie Rutledge	Sr Coordinator	\$	120.00									4	4	4	4	4	20	\$ 2,400.00
ODC																	0	\$ -
																		Total: \$ 43,480.00
																		GRAND TOTAL: \$ 43,480.00

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2025-011**

**A RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) Board of Directors awarding a professional services agreement to Jasmin Group to provide childcare design consultation and Early Learning Facilities (ELF) Grant support for the 3011 Wellesley Project (the “Project”) in an amount not to exceed \$20,000.

**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;

**WHEREAS**, the NEPDA needs specialized services to guide the Project team with respect to the design of the childcare component, and specialized grant preparation support to the NEPDA in its pursuit of ELF Grant funding, and Jasmin Group is qualified to provide such services;

**WHEREAS**, the NEPDA expects Jasmin Group will perform the Scope of Services set forth in the attached Exhibit A, in an amount not to exceed \$20,000.

**BE IT RESOLVED**, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors authorizes the Executive Director to enter into the agreement with Jasmin Group in the same or substantially similar form as attached hereto and incorporated by this reference as Exhibit A.

**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 August 2025.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY**

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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 August 2025, 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 \_\_\_\_\_, 2025.

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SECRETARY


## Scope of Work - Jasmin Group

**Project:** Northeast PDA Childcare Center Development

**Leads:** Elaina Sicilia - [coo@jasmingroupllc.com](mailto:coo@jasmingroupllc.com) & Luc Jasmin III - [luc.jasmin@gmail.com](mailto:luc.jasmin@gmail.com)

**Est Timeline:** Meeting ELF Grant deadline 10/31/25, Groundbreaking in Spring 2026

**Launch of Center:** TBD, based on construction, est capacity 100 children

**Initial Floor Plan from NEPDA:**  24062 NEPDA Design Update 7-15-25.pdf

### Phase 1: Aug 2025 - Feb 2026 | Planning / Pre-Design

Est Timeline	Total Phase One Propose Cost:				\$19,300
Complete	Initial Consultation: Free 30-min call				
	SOW Revision + Siteplan Review				
	Kick-off Meeting & Contract Signing				
Financial Pre-Planning:					
Aug	Draft Cost-Model, Budget				\$1500
Aug-Sept	Highlight funding streams and liaisioning with orgs / sponsors.				\$300
Late Aug-Oct	Working with NEPDA Grantwriter to Complete & Submit - <b>DOC Early Learning Facilities Grant</b> (No Max Request Amount)				\$1,500
	Webinar: 8/27	Grant Period: 9/01-10/31	Grantees announced: Feb-Mar 2026	Max Request: None	
Aug-Sept	Gov Budget Request deadline: Mid-Late September 2025				\$1,500
Sept-Dec	State Sponsor Requests deadline: Mid-December 2025				\$1,500
Oct-	Congressional Budget Request deadline:				\$1,500
Project Planning / Pre-Design					
Aug-Sept Ongoing	2 year project plan with timeline and milestones + Feasibility Study <ul style="list-style-type: none"><li>Finalize initial plan for ELF grant</li><li>Ongoing revisions</li></ul>				\$2000
Aug-Oct Ongoing	Floor plan and outline of the child care site meeting DCYF licensing compliance - work with NEPDA to finalize current floor plan <ul style="list-style-type: none"><li>Finalize initial floorplan for ELF grant</li><li>Ongoing revisions</li></ul>				\$5000
Aug-Oct Ongoing	Liaison with contractors to collect bids for construction <ul style="list-style-type: none"><li>Confirmed bids / bid agreements required for the ELF grant</li></ul>				\$2000

Ongoing	<b>Liaison with local, state, and federal law-makers</b>	<b>\$1,500</b>
	<b>Final business plan for a new child care center</b> <ul style="list-style-type: none"> <li>Required for project plan and budget for ELF grant</li> </ul>	<b>\$500</b>
	<b>Administrative Contingency</b>	<b>\$500</b>

## **Tasks & Activities (non-exhaustive)**

### **1. Data Analysis**

- Analyze:
  - Community childcare need
  - Desired services (wraparound, hours, access)
  - Demographic breakdown (zip code focus)
- Use data from census, local orgs, DCYF, etc.

### **2. Funding Request & Grant Applications:**

- Working with NEPDA Grantwriter to complete the ELF grant application and all required documentation
- Liaisoning between State, Regional, and Congressional contacts to submit Budget Requests.

### **3. Plan Development**

- Create:
  - Two-year action plan (timeline TBD on construction and NEPDA needs)
  - Business plan and cost model
  - Fundraising plan

### **4. Facility Design & Feasibility**

- Conduct feasibility study with architect
- Develop WAC/DCYF-compliant floor plan with NEPDA
- Coordinate with DCYF and local government to prep for application in Spring 2026
- Collect construction bids and plan timeline (needs bids for ELF application)
- Submit facility plan and feasibility report

**Required for the ELF Grant:**

Scope of Work: Explain specifically the work to be done

- Describe the current state and the end state of the project.
- How the project will be completed.
- Do not assume that reviewers know the specific details about the project or what is being proposed.
- Please focus on the scope of work for this project only and not the organization.

**Provide dates for the following items:**

- Feasibility, market study, or needs analysis
- Review of LEED, WSSP or ESDS requirements from the Program Guidelines
- Review of Prevailing Wage requirements from the Program Guidelines
- Review of the Executive Order 21-02 process from the Program Guidelines (If awarded, the designated program manager will assist with the process.)
- If funds in addition the grant are needed in order to complete the proposed project, by what date will those funds be documented and committed to the project. (25% matching funds area a goal and not a requirement)
- Date site control (lease or deed) was or will be achieved.
- Projected date of finalized construction and equipment budgets for the proposed project
- Projected date for zoning and/or permitting completed for the site.
- Bids and/or binding agreements with contractors
- Projected start date for the early learning facility project
- Projected date of licensure for intended ECEAP slots or projected date for completing all requirements to accept new intended WCCC slots
- Projected completion date of the project
- Projected first date of operation of the early learning facility once the project is complete
- Date DCYF of licensor was notified of the project
- Date or anticipated date of DCYF licensing

**Project readiness and feasibility**

Projects must be "shovel ready" to be eligible for scoring for renovation and construction projects.

"Shovel Ready" includes the following:

- Bids or estimates are obtained and uploaded to the application
- Zoning (as applicable) is approved with date (or anticipated date) of approval in the application
- Long term Commercial or Residential leases (if leased) are in place and uploaded to the application
- Leased property has written approval for modifications to the property and documentation uploaded to the application



- All leases must demonstrate a rental term of a ten-year commitment starting from the anticipated date of project completion opening and the application may not be scored if this requirement is not met
- Project feasibility has been completed and the site can be licensed as an early learning facility (for construction project) and documentation of coordination with DCYF has been uploaded to the application
- All project funds other than the grant, as applicable, have been secured and documented and uploaded to the application
- Project will be completed within the designated timeframe and documented on the application

## To be Covered by Dept. of Commerce, Early Learning Facilities Grant

### Phase 2: Begins in February / March 2026 Scope of Work

#### Child Care Facility Launch & Implementation – Curriculum, Operations, & Community Engagement

	Category	Estimated Cost
	<b>Ongoing Floor Plan &amp; Building Development:</b> Meeting with contractors, feasibility checks, floor plan revisions, compliance checks, liaisoning with City, DCYF, and Safety Officials.	\$14,000
	<b>DCYF Licensing Application Management:</b> Completion of all licensing documents and applications, submission, ongoing communication, inspections, tracking until finalized	\$10,000
<b>Community Engagement &amp; Feedback</b>		
	<b>NEPDA Childcare Steering Committee &amp; Parent Engagement</b> <ul style="list-style-type: none"> <li>● Outreach and List of confirmed Community Partners <ul style="list-style-type: none"> <li>○ Marketing &amp; Outreach - Digital &amp; In-Person</li> </ul> </li> <li>● Facilitate virtual community engagement sessions</li> <li>● Structure: Virtual community feedback sessions. <ul style="list-style-type: none"> <li>○ Support framing the design with community input</li> <li>○ Support developing and distributing the Needs Assessment</li> </ul> </li> <li>● Advisory meetings, parent sessions, stakeholder outreach, followup and documentation</li> </ul>	<b>\$19,000</b>
	<b>Community Needs Assessment Management</b> <ul style="list-style-type: none"> <li>● Complete and Distribute Child Care Needs Assessment <ul style="list-style-type: none"> <li>○ Includes online form and flyer creation, digital and physical distribution</li> <li>○ Analyze and complete Final Report of feedback / survey responses to support development and buildout of center</li> </ul> </li> <li>● Includes marketing and outreach</li> <li>● Complete and Distribute Parent Needs Assessment to parent group developed through ELF grant</li> </ul>	<b>\$4000</b>
	<b>Branding &amp; Marketing Plan</b> Working with NEPDA to create a Branding & Marketing Packet including the following (non-exhaustive): Branding Image, Messaging, Marketing Plan, Digital Marketing and Online Presence Development, etc	<b>\$2000</b>
	<b>Website:</b> Development, enrollment linkage, domain & updates	<b>\$5,000</b>

	<b>Workforce Planning:</b> Staff PD, onboarding tools, regulatory compliance	\$11,000
	<b>Staff &amp; Director Recruitment:</b> Job descriptions, Job posts, interviews, onboarding	\$10,000
	<b>Supply Budget &amp; Inventory Lists:</b> Curriculum planning tools, food, printed supplies (all for planning - not for physical space)	\$5,000
	<b>Documentation &amp; Reporting:</b> Monthly/quarterly reports, templates, check-ins	\$5,000
	<b>Project Management:</b> Time, planning, facilitation, and wraparound ops	\$15,000

## **Tasks & Activities**

### **1. Required Reporting**

- Submit monthly progress reports using COMMERCE's template
- Participate in monthly check-ins with COMMERCE Contract Manager
- Submit: Mid-year report (by Jan 15) / End-of-year report (by June 30)
- Attend at least three COMMERCE-hosted Learning Community meetings

### **2. Steering Committee Development & Coordination**

- Identify potential Community Partners for the Steering Committee
  - Ensure the following voices are included in the advisory group:
    - 4 community org leaders ( extended hours and services)
    - 2 multicultural organizations (curriculum, program, services, and food alignment)
- Confirm committed members
- Develop meeting timeline, structure, and communication system
- Host approx 8 meetings with the Steering Committee throughout the contract
- Track attendance and manage shared documentation (agendas, sign-ins, and notes)
- Use group to refine launch plans and gather critical feedback

### **3. Community Engagement & Needs Assessment**

- Draft and distribute a Community Needs Assessment / Survey
  - Include childcare preferences, operational needs, age groups
  - Provide digital, paper, and translated versions
- Involve advisory group in survey design
- Summarize and report responses

#### **4. Community Engagement & Parent Voice**

- Establish a Parent/Guardian Committee to provide program feedback
  - Develop & distribute a Parent Needs / Feedback Survey
- Host 2 feedback sessions
- Develop and submit a report with recommendations for improvements

#### **5. Marketing**

- Develop a branding & communication package for the future center
- Finalize and activate social media pages
- Develop and implement a weekly content calendar
- Build a social media strategy (launch, hiring, enrollment, awareness)
- Design and distribute:
  - Flyers
  - Brochures
  - Parent packets
- Create targeted marketing campaigns for Phase 2 (public programs)
- Finalize child care website and integrate with enrollment system

#### **6. Website Development**

- Domain purchase, email set up
- Website Design and Launch
- Including enrollment and Steering committee sign up links

#### **7. Curriculum & Program Development**

- Develop culturally inclusive curriculum for:
  - Infant, Toddler, Waddler, Preschool, and K-5 age groups
- Include key domains: cognitive, social-emotional, physical, and language
- Integrate multicultural activities (e.g., books, music, games, food)
- Define learning goals per age group
- Estimate supply/tool budget and procurement list

#### **8. Staff & Director Workforce Development**

- Confirm center management via MOU
- Create and document:
  - Job descriptions
  - Staff training & onboarding process
  - Curriculum implementation training
  - Ongoing professional development system
- Recruit, interview, and onboard staff
- Train on regulatory compliance and software platforms (e.g., Brightwheel, MERIT)



**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2025-012**

**A RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) to adopt policies regarding personnel, travel expenses, and open government to ensure compliance with existing law.

**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;

**WHEREAS**, the NEPDA has a need, as a quasi-governmental entity, to review and amend its policies and procedures from time to time, and to adopt new policies, to govern its employees, personnel management, travel expenses, and to ensure compliance with existing laws and regulations;

**WHEREAS**, the NEPDA will update its policies and procedures from time to time at the discretion of the NEPDA Board of Directors, and to create policies to comply with existing or new law;

**WHEREAS**, the NEPDA Board finds it desirable for the efficient and effective governance of the NEPDA’s affairs to adopt the Personnel Policies, copies of which is attached hereto and incorporated herein by reference as “**Exhibit A**,” adopt the Travel Policy, a copy of which are attached hereto and incorporated herein by reference as “**Exhibit B**,” and adopt the Open Government Policies, copies of which are attached hereto and incorporated herein by reference as “**Exhibit C**.”

**BE IT RESOLVED**, that pursuant to the authority provided in the NEPDA’s bylaws, the Board of Directors hereby adopts the Personnel Policies attached as “**Exhibit A**,” the Travel Policy attached as “**Exhibit B**,” and the Open Government Policies attached as “**Exhibit C**.”

**BE IT FURTHER RESOLVED**, that the officers and executive director 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 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 August 2025.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY**

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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 August 2025, 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 August 2025.

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SECRETARY



## **Exhibit A: DRAFT Personnel Policies**

PO Box 7323, Spokane, WA 99207



## Salary Increase Policy & Pay Grade Ranges

**Effective Date:** January 1, 2025

**COLA Approved by the NEPDA Board of Directors  
Merit-Based Increase and Pay Grade Pending Board Approval**

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### 1. Purpose

This policy outlines the guidelines and criteria for administering annual merit-based salary increases for NEPDA employees. It ensures consistency, fairness, and alignment with performance expectations and budgetary constraints.

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### 2. Scope

This policy applies to all regular employees of NEPDA who are eligible for merit-based increases under the organization's salary schedule.

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### 3. Policy Statement

#### Annual Merit Increases

Merit-based salary increases are awarded annually if applicable and are tied to an employee's performance evaluation. Upon Board approval, these increases take effect on the employee's **anniversary date of hire** and, if approved, will be **retroactively applied (back paid)** if processing is delayed.

All merit increases are:

- Reviewed and recommended by the **Executive Director or their designee**, and
- **Subject to final approval by the NEPDA Board of Directors.**

The following performance-based merit increase scale shall apply:

<b>Performance Rating</b>	<b>Suggested Merit Increase</b>
<b>Exceptional Performance</b>	3% (in addition to COLA)
<b>Standard Performance</b>	2%
<b>Needs Improvement</b>	1%
<b>Unsatisfactory Performance</b>	0%

**Notes:**

- "Exceptional Performance" reflects consistent contributions significantly above expectations, supported by clear and documented results.
- "Standard Performance" represents fully satisfactory and reliable performance across job responsibilities.
- "Needs Improvement" reflects partially unmet expectations (meeting a majority, but not all expectations) with performance improvement required. Additional supporting documentation is required to demonstrate insufficient performance and goals or steps the employee will take to reach full performance.
- "Unsatisfactory Performance" results in no merit increase and may trigger further performance review or corrective action due to nonperformance (not meeting a majority of expectations.) COLA may also be reduced or withheld for nonperformance, with Executive Director recommendation to the Board. Additional documentation is required to clearly demonstrate areas of nonperformance, and a formal performance improvement plan is required to address nonperformance.

## **Evaluation and Documentation Requirements**

- Annual performance reviews are required for all eligible staff and will be completed **within 90 days of the employee's anniversary date.**
- All performance reviews must include:
  - A summary of performance over the previous year
  - A rating using the above performance scale
  - Supporting documentation, particularly for ratings above or below "Standard"

- **Documentation Requirements by Rating:**
  - **Exceptional:** Must cite specific projects, results, or achievements.
  - **Needs Improvement or Unsatisfactory:** Must clearly outline unmet expectations and areas for growth or correction. A Performance Improvement Plan (PIP) is required for "Unsatisfactory" ratings.

## Mid-Year Reviews

A supervisor may request an **off-cycle performance review** if there are urgent concerns about conduct or performance. Mid-year reviews may be initiated in cases where:

- Public or staff wellbeing is at risk
- NEPDA faces significant legal or financial exposure
- Significant harm to NEPDA's operations, partners, or reputation is probable
- Employee exhibits threatening, incendiary, or unethical behavior
- Excessive tardiness, job abandonment, or dereliction of duty
- For any other reason deemed necessary by the supervisor with approval by the Executive Director

**Urgent reviews must be approved by the Executive Director** and may result in immediate disciplinary action or temporary reassignment pending the outcome. Executive Director reserves the right to terminate employees with or without **cause**, which is defined in the **Corrective Action Policy** in accordance with state law.

## Role of Supervisors and the Executive Director

- Supervisor and/or designee is responsible for conducting timely evaluations and maintaining documentation. Due to the smaller size of the agency, the role of supervisor may be carried by more than one staff member and/or may report directly to the Executive Director.
- The Executive Director ensures consistency, provides oversight, and submits final recommendations to the NEPDA Board.
- Supervisors must work with designated administrative support to process approved salary changes.

## Final Authority and Appeals

- Merit increases are not guaranteed and are subject to **Board approval** and **budget availability**.
- Employees may request clarification or submit concerns in writing to the Executive Director.
- Disputes will be reviewed in accordance with NEPDA's personnel grievance procedures, where a neutral third party may be involved.

## 4. Cost-of-Living Adjustments (COLA)

The Northeast Public Development Authority (NEPDA) recognizes the importance of maintaining competitive and equitable compensation for its staff. To that end, the NEPDA has established a **Cost-of-Living Adjustment (COLA)** policy designed to preserve the purchasing power of employee salaries over time in alignment with regional inflation trends.

In addition to merit increases, COLA may be awarded annually.

- COLA is **subject to approval by the NEPDA Board** during the annual budget process.
- If approved, COLA will be implemented **effective January 1** of the calendar year.
- Any delays in COLA implementation will be **retroactively applied (back paid)** to January 1.

The NEPDA has chosen to adopt a default target COLA of 3% annually, subject to yearly review and approval during the board's annual budget process. This rate is supported by long-term inflation data. As economic conditions may change, this rate may be adjusted with board approval to align with the CPI-U index if it significantly exceeds historical averages.

### Rationale for 3% COLA Rate

Historical CPI Data: According to the U.S. Bureau of Labor Statistics, the 20-year average annual increase in the Consumer Price Index for All Urban Consumers (CPI-U) in the Western Region—the region that includes Spokane, WA—has been approximately 3.00% from 2006 to 2025. This figure reflects the general cost of goods and services in urban areas similar to Spokane and provides a reliable benchmark for COLA adjustments.

Alignment with Industry Standards: Public and nonprofit sector employers across Washington State and the Western U.S. commonly use COLA based on CPI trends. NEPDA's 3% target is consistent with these standards and enhances its ability to recruit and retain qualified personnel.

Flexibility and Accountability: While 3% serves as a target, the NEPDA board retains discretion to adjust the COLA during the budget process based on available funding, changes in CPI, and organizational priorities. COLA increases, when approved, are implemented on January 1 of each year and may be retroactively applied if necessary.

## 5. NEPDA Salary Schedule (2025) – 4 Pay Grades

Pay Grade	Example Titles	Annual Salary Range	Notes
<b>Grade 4</b>	Executive Director	<b>\$130,000 – \$180,000</b>	Top-level leadership; board-facing; strategic vision and oversight
<b>Grade 3</b>	Department Head/Director	<b>\$90,000 – \$130,000</b>	Senior leader responsible for strategy implementation, compliance
<b>Grade 2</b>	Program Manager, Office Administrator	<b>\$60,000 – \$90,000</b>	Program or operational oversight; may supervise staff
<b>Grade 1</b>	Program Coordinator, Assistant	<b>\$40,000 – \$60,000</b>	Entry-level support and coordination

## Justification for NEPDA Pay Grade Structure

The Northeast Public Development Authority (NEPDA) has adopted a structured compensation framework to ensure clarity, consistency, and equity across job roles while remaining competitive within the public and nonprofit sectors. The pay grade system establishes clear expectations for responsibilities and advancement, supports budget transparency, and ensures compliance with Washington State employment laws and federal grant restrictions.

The pay grades are based on role complexity, scope of responsibility, decision-making authority, and market comparability. These rates will be periodically reviewed and adjusted as market conditions change over time.

### ***Grade 4 – Executive Director / CEO***

- **Annual Salary Range:** \$130,000 – \$180,000
- **Justification:**
  - Represents the **highest level of organizational leadership**, responsible for overall strategy, governance, and financial sustainability.
  - Serves as the **primary liaison to the Board of Directors** and key external stakeholders.
  - Oversees all operations, funding, compliance, and long-term planning.
  - The salary range is **benchmarked against comparable executive positions** in regional public development authorities.

### ***Grade 3 – Department Head / Director***

- **Example Roles:** Strategy Implementation, Revenue Development and Management, Policy Compliance, etc.
- **Annual Salary Range:** \$90,000 – \$130,000
- **Justification:**
  - Provides **high-level leadership and technical expertise** in grants, compliance, revenue development, and interagency policy.
  - Oversees mission-critical functions such as **strategy implementation, grant management, fundraising, reporting, and contract compliance**.
  - Requires a deep understanding of federal and state funding regulations and complex program oversight.
  - Compensation is aligned with senior leadership roles in public agencies and nonprofit organizations with comparable funding portfolios.

### ***Grade 2 – Mid-Level Managerial***

- **Example Roles:** Project or Program Manager, Office Administrator, etc.
- **Annual Salary Range:** \$60,000 – \$90,000
- **Justification:**
  - Manages day-to-day **program management or internal operations**.
  - May be responsible for supervising staff, vendor coordination, project execution, or financial tracking.
  - Ensures program effectiveness, logistical coordination, and compliance with established procedures.

- Works directly to support the strategic and operational objectives of the organization in coordination with senior management.
- This range reflects current wage benchmarks for **mid-level public and nonprofit roles** in administration and project/program management.

### ***Grade 1 – Entry-Level Coordination***

- **Example Roles:** Program Coordinator, Grant/Planning/Office Assistant, etc.
- **Annual Salary Range:** \$40,000 – \$60,000
- **Justification:**
  - Performs **entry-level or support work** in coordination, communications, and documentation.
  - May assist with reporting, scheduling, public engagement, and logistical tasks.
  - Requires limited prior experience and functions under the supervision of program managers or directors.
  - This grade ensures compliance with Washington State minimum wage standards, while remaining competitive for **early-career** professionals in government and nonprofit work.

### **Summary**

This pay grade system:

- Aligns salaries with **job responsibilities and labor market standards**.
- Provides a **transparent and equitable** foundation for compensation decisions.
- Supports compliance with **state and federal grant requirements**, including applicable salary caps.
- Establishes a framework for future staff growth and **internal career development**.

All compensation decisions, including COLA and merit increases, are **subject to Executive Director review and Board approval** in the annual budget process.

## **6. Administration and Compliance**

This policy will be administered by the Executive Director or their designee and reviewed periodically for compliance with applicable laws, funding source requirements, and organizational objectives. Final decisions on merit increases and COLA amounts rest with the NEPDA Board.



## **Related Policies or Guidelines**

- Annual Review Form/Guide
- Performance Improvement Plan (PIP) Protocol
- Corrective Action Policy (which includes Employee Appeals Process)

PO Box 7323, Spokane, WA 99207



**Annual Performance Review**  
**Effective Date: June 2, 2025 (Internal Use)**

**NEPDA Employee Performance Evaluation**

*For Use in Determining Annual Merit Increases.*

All records must be retained in accordance with relevant records retention laws. The Americans with Disabilities Act (ADA) prohibits employers from keeping medical information in an employee's personnel record.

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**Employee Information**

- **Employee Name:** \_\_\_\_\_
- **Job Title:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Supervisor:** \_\_\_\_\_
- **Evaluation Period:** From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Date of Evaluation:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Section 1: Performance Categories**

Rate each category using the following scale:

**E = Exceptional | S = Satisfactory | N = Needs Improvement | U = Unsatisfactory**

## Performance Category

## E S N U Comments

1. Job Knowledge and Skills
  2. Quality of Work
  3. Productivity and Timeliness
  4. Initiative and Problem Solving
  5. Communication and Collaboration
  6. Dependability and Accountability
  7. Adherence to Policies, Procedures, and Job Description
  8. Professionalism and Attitude
  9. Community/Stakeholder Engagement (as applicable)
- 

### Section 2: Overall Performance Summary

Note that any performance-related increase is a **recommendation** that is subject to Board approval in accordance with internal policy. The suggested merit increase is independent of the annual Cost of Living Adjustment, which is also contingent upon Board approval. The amounts presented are meant as a guide but may be adjusted according to agency needs, Executive Director discretion, and Board approval.

☐ **Exceptional (3% suggested merit increase)**

Consistently exceeds majority of job expectations. Contributions have a significant and positive impact. *Must include supporting documentation demonstrating how performance exceeds expectations in a majority of areas listed (at least 5).*

☐ **Standard (2% merit increase)**

Fully meets expectations in all key areas. Reliable and consistent performance.

☐ **Needs Improvement (1% merit increase)**

Partially meets expectations. Improvement is needed in specific areas. The employee overall meets the majority of performance measures (5 or more) but is not meeting expectations in some key areas. Further training may be required. *Must include supporting documentation demonstrating where performance does not meet expectations and what improvement(s) would bring performance up to expectations.*

☐ **Unsatisfactory (0% merit increase)**

Performance consistently fails to meet expectations. Immediate improvement is required. A performance improvement plan must be created in coordination with the employee and supervisor that specifically addresses shortcomings. Further disciplinary actions must be documented with a clear objective of bringing performance to meeting expectations. *Must include supporting documentation demonstrating unsatisfactory performance in a majority of areas and a performance improvement plan (PIP).*

**Overall Rating Selected:** \_\_\_\_\_

**Supporting Comments (required):**

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**Section 3: Goals and Development**

List any goals or development areas for the next evaluation period. Goals should be related to personal or organizational performance and may include opportunities for growth or desired areas of professional development:

- ---

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- ---

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- ---

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**Section 4: Accomplishments and Recognition**

List any areas of strength the employee has shown in the evaluation period that demonstrate professional growth or contributed to organizational success.

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

### Signatures

- **Supervisor Signature (as applicable):** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Employee Acknowledgment:** I have received and reviewed this evaluation. My signature does not necessarily indicate agreement.
- **Employee Signature:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Executive Director Approval:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PO Box 7323, Spokane, WA 99207



## NEPDA Paid Time Off (PTO) Policy

**Effective Date:** March 28, 2025 (Internal Use)

**Last Updated:** June 18, 2025

### 1. Overview

The Northeast Public Development Authority (NEPDA) is committed to supporting the well-being, flexibility, and personal needs of its employees through a comprehensive Paid Time Off (PTO) policy. This policy outlines employee entitlements related to vacation time, sick leave, paid holidays, family and medical leave, and remote work, in alignment with Washington State and federal law.

NEPDA accounts for PTO, vacation, and sick leave on a **cash basis** per the Washington State Auditor's Office BARS Manual for Cash Basis Entities. While employee leave balances are tracked internally, no liabilities are recorded until such time as payment is made (e.g., upon separation). This policy may be updated as required by changes to state law or accounting standards.

### 2. Vacation Time

#### New Hire Vacation Bonus

- New full-time employees are granted a **one-time frontloaded vacation allotment of an amount to be determined upon hire.**

## Ongoing Vacation Accrual

- After the initial bonus period, employees accrue vacation at a rate of **xx hours per pay period** as determined upon hire.
- **Carryover:** Employees may carry over unused vacation time.
- **Separation:** Accrued, unused vacation time will be **paid out upon separation**.

## 3. Sick Leave

### Washington State Compliance

NEPDA's sick leave policy complies with the **Washington State Paid Sick Leave Law (RCW 49.46.200 – 210)**. Additionally, NEPDA allows under this policy any unused sick time to be carried over to the next year and **excess sick leave to be paid out** at separation in the amount that had been accrued up to the last accrual date before separation.

### Accrual and Usage

All PTO usage and balances will be tracked and reviewed in accordance with internal accounting procedures, ensuring that only actual payments are recorded for accounting purposes under the cash basis framework.

NEPDA accounts for leave benefits on a **cash basis**. As such, compensated absences are expensed when paid and not accrued as liabilities, in accordance with the Washington State BARS Manual for Cash Basis entities.

- Employees accrue **XX hours per pay period** (as determined upon hire at no less than the state required minimum)
- Sick leave may be used for:
  - Illness or preventive care (self or family)
  - Mental health needs
  - Public health closures
  - Safe leave (related to domestic violence, sexual assault, stalking, per RCW 49.76)
- Employees may use accrued sick leave **after XX days of employment**, as determined upon hire.

## Carryover

- Any unused sick time will automatically be carried over each calendar year.

## 4. Holidays

### Observed Holidays

NEPDA observes the following paid holidays, including **Spokane County observed legal holidays** and additional days for staff wellness:

- New Year's Day (Jan 1)
- Martin Luther King Jr. Day (Third Mon of Jan)
- Presidents Day (Third Mon of Feb)
- Memorial Day (Last Mon of May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (First Mon of Sep)
- Veterans Day (Second Mon of Nov)
- Thanksgiving Day (Last Thu of Nov)
- Day After Thanksgiving (Last Fri of Nov)
- **Christmas Eve (Dec 24)**
- Christmas Day (Dec 25)
- **New Year's Eve (Dec 31)**

**Note:** Bolded holidays are NEPDA additions to Spokane County's calendar.

### Holiday Flexibility

- The **week between Christmas and New Year's** may be granted as a paid office closure based on operational needs.
- When a holiday falls on a **Tuesday** or **Thursday**, an office closure may be declared by the Executive Director, according to operational needs.
- An office closure does not require an employee to use accrued PTO.



## 5. Family and Medical Leave

NEPDA complies with all state and federal leave laws.

### Family and Medical Leave Act (FMLA)

Eligible employees may take up to **12 weeks of unpaid, job-protected leave** per 12-month period under the **federal FMLA**, for:

- Personal or family serious health condition
- Birth, adoption, or foster placement of a child
- Military caregiver or exigency leave

Eligibility:

- 12 months of service
- 1,250 hours worked in the past 12 months

Employees may use accrued paid leave concurrently with FMLA.

### Washington Paid Family and Medical Leave (PFML)

NEPDA complies with Washington's PFML program (administered by ESD), which provides **paid leave for:**

- Medical leave (employee's own serious health condition)
- Family leave (bonding with a child, caring for a family member, etc.)

Employees may be eligible after **820 hours worked in the previous 12 months**.

### July 27, 2025 PFML Update

Effective July 27, 2025:

- **PFML may now be used concurrently with employer-provided paid leave**, unless the employee opts to use leave types **separately**.
- Employee must notify NEPDA prior to utilizing PFML leave as to whether the employee opts to utilize PFML benefits concurrent or consecutive to FMLA leave.
- Employees must notify NEPDA if they are applying for PFML through the state portal.

More details are available at: [paidleave.wa.gov](http://paidleave.wa.gov)

## 6. Remote Work Policy

NEPDA supports flexible and remote work arrangements where and when feasible.

- Employees may work remotely on a full or partial basis in alignment with **organizational needs and operational capacity**.
- **Remote work arrangements must be approved by the Executive Director** to ensure business continuity and service delivery.
- Remote work may be used for:
  - Efficiency and flexibility
  - Accommodation of personal needs or life events
  - Continuity during inclement weather or office closures

Employees working remotely are expected to maintain full productivity and availability during core business hours.

## 7. Office Closures

The **Executive Director** may authorize a full or partial office closure including but not limited to:

- Weather emergencies (per National Weather Service guidelines)
- Public health or safety threats
- Utility failures or disaster events
- Organizational needs or observances

Advance notice will be provided when possible. Employees will be paid for time (without need to use PTO) during closures or allowed to work remotely as appropriate.

## 8. Requesting Time Off

### Vacation or Personal Time

- All PTO requests must be submitted to the Executive Director.

- Requests of 2 weeks (80 hrs) submitted with **at least 2 weeks' notice** prior to the first day requested off will be **automatically approved**, provided they do not unduly impact operations.
- Short-notice requests will be reviewed on a best-efforts basis.

### **Sick or Health-Related Leave**

- Health-related time off will be approved if within available leave balances.
- If no accrued time remains, the employee must coordinate with the Executive Director and benefits administrator (AWC) to determine eligibility for unpaid leave, PFML, short or long-term disability, or other accommodations.
- Extended or recurring medical absences may require documentation or a doctor's note after **three consecutive days**, in accordance with applicable law.

## **9. Policy Oversight**

This policy is maintained by the NEPDA Executive Director and may be amended at any time. Revisions will be communicated in writing to all staff.

PO Box 7323, Spokane, WA 99207



## NEPDA Corrective Action Policy and Performance Improvement Plan (PIP)

Effective Date: Aug 8, 2025

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### I. Purpose

The purpose of this policy is to ensure fair, consistent, and lawful resolution of employee performance and conduct issues. NEPDA is committed to maintaining a workplace that supports professional growth while upholding accountability, equity, and employee rights under all applicable laws and regulations, including the Americans with Disabilities Act (ADA), Washington Law Against Discrimination (WLAD), and relevant health and labor protections.

---

### II. Policy Statement

Corrective action at NEPDA is designed to:

- Support employees in meeting expectations through clear communication and structured improvement;
- Address performance or behavioral concerns in a respectful and equitable manner;
- Ensure that all actions are rooted in *policy, job description requirements, and cause*;
- Avoid unfair or inconsistent treatment of any employee, including those in protected classes;
- Provide a meaningful avenue for appeal and review.

Corrective action must never discriminate or be based on health status, disability, race, gender, age, or other protected categories. All actions must be consistent with NEPDA policies, values, and applicable federal and state employment laws.

Any review for disciplinary action should consider if the misconduct was *willful* rather than *unintentional*, if management provided clear expectations and/or warnings, and that any action taken is *reasonable according to state employment law*. The conduct must be clearly connected to the job or the interests of the NEPDA. Disciplinary action must adhere to **internal policy** and **progressive disciplinary processes** as applicable.

This policy is intended to provide clear guidelines in line with relevant law and industry best practice. **It does not create any contract of employment or alter the at-will employment relationship.** While at-will terminations that do not clearly establish **cause** are allowed by law, they may risk liabilities to the NEPDA associated with unemployment and/or EEOC claims. For this reason, it is the standard of the NEPDA to clearly document and communicate disciplinary procedures to the employee (as outlined below).

### III. Definitions

- **Corrective Action:** A structured response to employee performance or behavior that does not meet established expectations.
- **Performance Improvement Plan (PIP):** A formal document outlining performance deficiencies and a structured pathway to improvement.
- **Cause:** Refers to justifiable reason for corrective action, demonstrated by:
  - **Knowledge:** The employee had clear expectations and understood them. Any adverse actions made by the employee were clearly documented and communicated to the employee.
  - **Culpability:** The issue is the result of the employee's behavior, decision-making, or willful negligence. Contributing factors should be considered.
  - **Control:** The employee had the ability to act differently within the scope of their job considering adequate training and competence for their role.

---

### IV. Procedure

#### A. Steps in the Corrective Action Process

##### 1. Informal Discussion

- Managers are encouraged to address concerns early through coaching and verbal conversations.
- Discussions should be documented with date and general summary.
- A courtesy informal warning may be used at supervisor discretion prior to initiating a Corrective Action Process.

## **2. Written Warning**

- Issued when informal efforts do not result in improvement or when the performance issue is more serious.
- Should include reference to relevant NEPDA policy or job expectation.
- The employee will be asked to acknowledge receipt (not necessarily agreement).
- Additional training or accommodations may be considered to demonstrate a good faith effort made by NEPDA staff to facilitate improvement.

## **3. Performance Improvement Plan (PIP)**

- A formal plan implemented for ongoing or serious performance issues.
- Includes defined expectations, benchmarks, timelines, and resources or support offered.
- PIP should be concise with clear and documented areas that require improvement and a process for improvement that is appropriate given the employee's role, expectations, knowledge, and abilities.
- See **Appendix A: PIP Template**.

## **4. Final Written Warning or Suspension**

- Used when improvement does not occur during a PIP period or when a significant policy violation occurs.

## **5. Termination**

- Termination may occur at any time within the discretion of the supervisor with Executive Director approval. Termination need not be for cause, and can be for any reason, including prior performance issues. Note that post-employment costs associated with at-will terminations that do not prove cause should be considered but are not required.

- The NEPDA should maintain reasonable documentation of the termination as applicable. Examples may include dates/times conduct occurred, statements by relevant parties, record preservation (i.g. emails, bank records), any legal records such as police reports, audits, SAO investigations, etc.
- When determining whether an employee should be terminated prior to corrective action steps, the supervisor and/or Executive Director are advised to consider whether the employee engaged in “a willful or wanton disregard of the rights, title, and interests of the employer or a deliberate violation or disregard of standards of behavior which the employer has the right to expect of an employee” (RCW 50.20.066)

## **B. Considerations Before Taking Corrective Action**

- The supervisor should ensure that:
  - Expectations have been clearly communicated;
  - Job-related policies or duties have been violated;
  - The employee was aware of expectations;
  - The employee had the ability to meet those expectations;
  - No discriminatory or inequitable treatment is involved;
  - Any relevant health, disability, or leave-related accommodations have been explored.
- Consultation with legal counsel is **required** before issuing a PIP, suspension, or termination. The Executive Director may at his or her discretion relieve an employee of duties pending the outcome of any investigation or legal counsel.

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## **V. Accommodations and Nondiscrimination**

No corrective action may be based on issues stemming directly from:

- A known or suspected disability;
- A documented health condition;
- Leave taken under FMLA, WA Paid Family & Medical Leave (PFML), or similar laws;

- A protected status under federal or state law.

Supervisors must consider whether reasonable accommodations are applicable under the ADA or WLAD prior to issuing discipline. All records must be retained in accordance with relevant records retention laws. The Americans with Disabilities Act (ADA) prohibits employers from keeping medical information in an employee's personnel record.

---

## VI. Appeal Process

Employees have the right to appeal any formal corrective action (including PIPs and terminations). Appeals must be submitted in writing within **10 business days** of receiving the action. Appeals will be reviewed by a **neutral third party**, such as:

- A designated NEPDA representative outside the employee's reporting line;
- An external HR consultant or legal advisor, if necessary.

The reviewer will issue a written response within **15 business days**, including a determination and any recommended remedies. If more time is required pending an investigation outside the control of NEPDA, an updated timeframe will be communicated within the 15-day response period.

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## VII. Documentation and Confidentiality

All corrective action, including informal steps, must be documented and maintained in a secure personnel file. Confidentiality must be strictly observed in all stages of the process.

---

## VIII. Retaliation Prohibited

NEPDA strictly prohibits retaliation against any employee for:

- Filing a complaint;
  - Participating in an investigation or appeal;
  - Requesting an accommodation;
  - Exercising any employment right under law or policy.
- 

## Appendix A: Performance Improvement Plan (PIP) Template



**Employee Name:**

**Job Title:**

**Supervisor Name:**

**Date Issued:**

**PIP Duration:** (e.g., 60 days)

**Next Review Date:**

---

**1. Performance Issues Identified**

*Specify clearly which policy, job duty, or standard is not being met, including examples.*

---

**2. Expectations for Improvement**

*List clear, measurable, and achievable expectations aligned with job description or policy.*

---

**3. Support and Resources Offered**

*Include training, mentorship, coaching, schedule accommodations, etc.*

---

**4. Timeline and Milestones**

**Goal Target Date Measurement**

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**5. Review Schedule**

*Dates for regular check-ins (e.g., bi-weekly meetings).*

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**6. Consequences for Non-Improvement**

*Clarify what may occur if expectations are not met (e.g., final warning, termination).*

---

**Signatures (for receipt acknowledgment, not agreement):**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## **Exhibit B: DRAFT Travel Policies**

PO Box 7323, Spokane, WA 99207



## TRAVEL POLICY

Effective date: June 05, 2025

### Purpose

To ensure that all travel undertaken for official NEPDA business is conducted in a cost-effective, transparent, and lawful manner. This policy outlines allowable travel expenses and approval procedures in accordance with applicable **federal regulations (2 CFR § 200.474)**, **Washington State law (RCW 42.24)**, and industry standards.

---

### Policy Overview

NEPDA will reimburse travel expenses for employees, board members, and approved contractors only when such travel is pre-approved, aligns with the NEPDA Board-approved budget, and supports the mission and operations of NEPDA.

All travel costs must:

- Be **reasonable and necessary**
  - Receive **prior written approval** from the Executive Director or their designee
  - Comply with **GSA per diem limits**, with distinctions based upon funding source
- 

### Reimbursement Standards

#### Lodging and Airfare

- Reimbursable up to 120% of GSA published per diem rates for lodging and commercial airfare for the travel destination.

- Travelers are encouraged to obtain the lowest reasonable cost consistent with business needs.

### **Mileage**

- If required to travel using a personal vehicle (anything in addition to standard commute distance), mileage is reimbursable at the GSA rate.
- A detailed report (such as an Excel spreadsheet) must be provided describing the event purpose and mileage incurred (trackable by an online maps service or by speedometer.)
- Requests must be submitted within 45 days of incurring the mileage.

### **Meals and Incidental Expenses (M&IE)**

- Reimbursed up to 120% of GSA published per diem rates, using the published rate for travel location.
- Partial-day travel is reimbursed in accordance with GSA meal breakdown rules.
- Itemized receipts are not required if within per diem limits for M&IE.
- Per diem must only be claimed for meals not offered by either the hotel or conference, unless otherwise pre-approved.

### **Federal Funding Clause**

- When **travel is funded with federal grants or contracts, all expenses must strictly comply with GSA rates** without any percentage increase.
- This is in accordance with **2 CFR § 200.474**.

### **Rate Averaging**

- Average daily costs may be used to meet lodging and airfare limits, provided **total reimbursements do not exceed the applicable daily cap on average**.
- This is permissible for **non-federally funded travel only**.

---

### **Pre-Travel Approval Requirements**

- Travelers must submit a written travel request with estimated costs to the Executive Director or designee.
- Travel not included in the **board-approved annual budget** must receive additional written justification and approval in accordance with the Financial Management

Policy.

---

## Documentation and Reimbursement

- **Receipts** must be submitted within **30 calendar days** of return. Itemized receipts are not required for M&EI purchases made within per diem limits.
  - All other travel expenses (such as airfare, lodging, registrations) or ANY expenses exceeding **\$75 per transaction** require itemized receipts.
  - Claims must be supported by a detailed **expense report** showing the business purpose of travel.
    - An *expense report* is defined under this policy as a list of transactions, preferably on a spreadsheet, that tracks and categorizes all transactions in a clear and logical manner.
- 

## Credit Card Use (if applicable)

If NEPDA issues a credit card for travel purposes, the following applies:

- Cardholders must comply with **RCW 42.24.115**, which includes approval procedures, monthly reconciliations, and personal liability for unauthorized charges.
  - Must comply with internal Credit Card Use Policy and any applicable supplements.
- 

## Legal and Oversight Compliance

This policy complies with:

- **RCW 42.24.090** – Governing reimbursements of necessary travel expenses for municipal officers and employees.
- **RCW 42.24.115** – Governing the use of credit cards by municipal corporations (if applicable).
- **2 CFR § 200.474** – Federal guidelines for allowable travel costs.

All travel expenditures are subject to audit by the **NEPDA Board** and the **Washington State Auditor's Office (SAO)**.

---

## Policy Review and Updates

This policy shall be reviewed **annually** by NEPDA staff and legal counsel and revised as necessary to reflect updated federal, state, and internal requirements.

PO Box 7323, Spokane, WA 99207



### NEPDA Pre-Travel Authorization Form

This form must be submitted and approved prior to any travel. All travel must comply with **NEPDA's Travel Policy**. The amounts listed on the pre-travel form must be accurate estimates that provide a reasonable expectation of anticipated expenses incurred on covered travel.

#### Traveler Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Travel Details

Purpose of Travel: \_\_\_\_\_

Destination (City, State): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Is this travel included in the board-approved budget? ☐ Yes ☐ No

#### Estimated Expenses

Transportation (Airfare, Mileage, etc.): \$\_\_\_\_\_

Lodging: \$\_\_\_\_\_

Meals & Incidentals (M&IE): \$\_\_\_\_\_

Registration Fees: \$\_\_\_\_\_

Other (specify): \$\_\_\_\_\_

Total Estimated Cost: \$\_\_\_\_\_



### **Funding Source**

Funding Source: \_\_\_\_\_

Is this travel federally funded? ☐ Yes ☐ No

### **Approvals**

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Conditions of Approval: \_\_\_\_\_

## **Exhibit C: DRAFT Open Government Policies**

PO Box 7323, Spokane, WA 99207



## Open Public Meetings Act (OPMA) Compliance Policy

**Effective Date:** Working Draft, pending board adoption

**Approved by:** NEPDA Board of Directors

### 1. Purpose

The purpose of this policy is to ensure that the Northeast Public Development Authority (NEPDA) complies with the Washington State Open Public Meetings Act (RCW 42.30), thereby promoting transparency, public access, and accountability in all decision-making processes conducted by the NEPDA Board and its committees.

### 2. Applicability

This policy applies to:

- All meetings of the NEPDA Board of Directors
- Any NEPDA committees, subcommittees, or workgroups where a quorum is present, or where official business is discussed or acted upon
- All in-person, telephonic, or electronic meetings

### 3. Definitions

- **Governing Body:** The NEPDA Board of Directors and any subgroups or committees thereof with delegated authority.
- **Meeting:** Any situation in which a quorum of the governing body discusses or takes action on NEPDA business, whether formal or informal, and regardless of location or platform.
- **Action:** Includes discussions, deliberations, evaluations, receipt of public testimony, and final actions such as motions, proposals, resolutions, and policy decisions.

## **4. Meeting Requirements**

### ***A. Regular Meetings***

- NEPDA regular meetings are scheduled by Board resolution and filed annually with the Spokane County Auditor.
- Meeting agendas are posted at least 24 hours in advance on the NEPDA landing page of the City of Spokane website and made available at the designated public posting location.
- The Board Clerk (Executive Director or designee) ensures timely distribution of agendas and supporting materials to Board members and the public.

### ***B. Special Meetings***

- May be called by the Executive Director, Board Chair or a majority of the Board.
- Must be publicly noticed at least 24 hours in advance, including the date, time, place, and meeting purpose.
- Notice must be posted on the website, emailed to media outlets who have requested notice, and available upon request at the principal office.

### ***C. Emergency Meetings***

- May be held without 24-hour notice when immediate action is necessary to avoid physical damage, loss of life, or substantial property loss.
- Actions taken must be limited to addressing the emergency.

## **5. Public Access**

- All meetings are open to the public, except those lawfully held in executive session.
- Meetings held remotely (e.g., via Zoom or Teams) must include a publicly accessible link or dial-in number.
- NEPDA will provide reasonable accommodations to persons with disabilities upon request, in compliance with RCW 42.30.139 and the Americans with Disabilities Act (ADA).

## **6. Executive Sessions**

The NEPDA Board may enter executive session only for purposes allowed under RCW 42.30.110, including:

- Personnel matters
- Real estate acquisition or sale
- Legal consultation on litigation or legal risks
- Proprietary or confidential financial or commercial information

The presiding officer must publicly announce:

- The legal basis for the executive session
- The general topic
- Its anticipated duration

No decisions or actions may be made in executive session.

## **7. Meeting Minutes**

- Minutes shall be taken at all regular and special meetings and include date, time, location, attendees, a summary of discussion, actions taken, and vote results.
- Minutes are subject to Board approval and will be made publicly available on the website.

## **8. Training Requirements**

In accordance with RCW 42.30.205:

- All NEPDA Board members and any staff involved in governance shall complete OPMA training within 90 days of assuming office and every four years thereafter.
- NEPDA staff will maintain confirmation of training completion.

## **9. Violations**

- Actions which have been determined to be in violation of OPMA are null and void (RCW 42.30.060).
- Board members may be subject to civil penalties for knowing violations, including fines of \$500 for a first violation and \$1,000 for subsequent violations (RCW 42.30.120).
- NEPDA may also be liable for plaintiff's attorney fees if found in violation.

## 10. Recordkeeping

- All notices, agendas, meeting materials, recordings (if any), and minutes shall be retained per the **Washington State Archives Local Government Records Retention Schedule** and in compliance with the **Public Records Act (RCW 42.56)**.

## 11. Policy Review

This policy shall be reviewed and updated no less than once every two years or upon any legislative changes to RCW 42.30.

**Adopted by the NEPDA Board of Directors on:** [Insert Date]

**Signed:**

[Board Chair Name], NEPDA Board Chair

Date: \_\_\_\_\_



# RECORDS RETENTION AND MANAGEMENT POLICY

**Effective Date:** May 27, 2025

**Last Updated:** Aug 04, 2025

**Approved by:** Internal use; board approval may be required following legal review.

## 1. Purpose

This Records Retention and Management Policy establishes standards and procedures for managing NEPDA's public records in accordance with:

- **Washington State Public Records Act (RCW 42.56)**
- **Records Retention Schedules and requirements under RCW 40.14**
- **Relevant federal laws and grant regulations**, including 2 CFR § 200.334 for federally funded records

This policy ensures transparency, compliance, accountability, and preservation of the agency's legal and historical record.

## 2. Authority and Applicability

This policy applies to all **staff, contractors, board members, and partners** who generate or manage records on behalf of NEPDA.

NEPDA is a **local government entity** and must comply with the **Washington State Archives Local Government Common Records Retention Schedule (CORE)** and any program-specific schedules.

All employees are responsible for ensuring that records are:

- Created and maintained properly
- Retained for the appropriate duration
- Accessible under the Public Records Act
- Securely disposed of or archived

### 3. Definitions

- **Public Record:** Any document, regardless of format, created or received in connection with the conduct of NEPDA's business (RCW 42.56.010).
- **Records Retention Schedule:** A legal timetable that governs how long a record must be kept.
- **Transitory Record:** Temporary records not needed for operational, legal, or historical purposes (e.g., drafts, duplicates, unsolicited spam, calendar invite).

### 4. Retention Schedules

NEPDA follows the latest versions of the following **Washington State Archives schedules**:

- **CORE Schedule (Common Records Retention Schedule for Local Government Agencies)**
- **Public Development Authorities (PDAs) Schedule**
- **Financial and Grant Records Schedule**
- **Public Records Act Compliance Guidance**

A current version is maintained at: <https://www.sos.wa.gov/archives/recordsmanagement>

### Key Record Categories and Retention Periods

Record Type	Minimum Retention	Source(s)
<b>Board meeting minutes &amp; agendas</b>	Permanent	RCW 40.14.060, CORE
<b>Resolutions &amp; ordinances</b>	Permanent	RCW 40.14.060
<b>Contracts &amp; agreements</b>	6 years after expiration	RCW 40.14.060; 2 CFR § 200.334
<b>Financial records (budgets, audits)</b>	6 years	RCW 40.14.060; IRS; 2 CFR § 200
<b>Payroll &amp; HR records</b>	6 years after separation	RCW 49.48.010; 29 CFR 516



<b>Federal grant records</b>	6 years from final expenditure report submission	2 CFR § 200.334
<b>Public records requests</b>	2 years after request fulfilled or closed	RCW 42.56.100
<b>General correspondence</b>	2 years (non-transitory)	CORE
<b>Emails</b>	Based on content (same as above)	RCW 40.14

⚠ **NOTE:** Retention is based on the **content of the record**, not its format (paper, digital, email, etc.).

## 5. Public Records Requests

All records are subject to disclosure under the **Public Records Act (RCW 42.56)** unless exempt. NEPDA will maintain and respond to requests in accordance with the **Agency's Public Records Request Policy** and retain request logs for **at least 2 years** after closure.

## 6. Electronic Records and Email

All digital files, including emails and cloud-based documents (e.g., Google Drive, Office 365), are considered **official records** if they relate to NEPDA business.

### Email Retention:

Best Practices:

- Emails should be categorized and retained based on content.
- Transitory emails (e.g., scheduling, duplicate copies, unsolicited advertising, spam, etc) may be deleted when no longer needed.
- Staff must avoid using personal email accounts for NEPDA business.

Transitory and Non-Records:

- Definition: Transitory records and non-records are materials that do not document the organization, functions, policies, decisions, procedures, operations, or other activities of the NEPDA and therefore do not meet the definition of a “public record” under RCW 40.14.010. These may include, but are not limited to:
  - Unsolicited spam or junk emails with no connection to agency business.
  - Duplicate copies retained only for convenience or reference.

- Drafts or working materials that do not document significant steps in decision-making.
- Personal communications that do not involve agency business.
- Disposition: Transitory records and non-records may be deleted or disposed of immediately when they are no longer needed for reference. Staff are responsible for ensuring that only materials which meet the definition of public records are retained according to applicable approved retention schedules.
  - Example: Examples include unsolicited advertising emails, spam, general listserv announcements not related to agency business, and routine notifications that do not require further action.

NEPDA uses Microsoft One Drive and Outlook to maintain compliance.

## 7. Destruction of Records

Records must not be destroyed unless:

- Their **retention period has expired**, and
- They are **not subject to litigation, audit, or public disclosure request**

Approved methods of destruction:

- Shredding for physical documents
- Permanent deletion from electronic systems
- Destruction logs must be maintained

**Records requiring permanent retention must never be destroyed.**

## 8. Archival and Historical Records

Records with long-term or historical value (e.g., founding documents, major project files, milestone reports) may be transferred to the **Washington State Archives** upon approval.

## 9. Federal Grant Record Requirements

When NEPDA receives federal funding, it must comply with **2 CFR § 200.334**:

- Retain financial and performance records for **6 years** from the date of the final expenditure report or as otherwise specified in the grant terms.
- If litigation, audit, or claims are ongoing, records must be retained until resolution.

## 10. Records Coordinator Role

The Executive Director or designee will serve as NEPDA's **Records Officer**, responsible for:

- Ensuring use of current retention schedules
- Overseeing secure destruction
- Coordinating with the Washington State Archives
- Maintaining staff awareness and training

## 11. Policy Review

This policy will be reviewed annually and updated as needed to remain in compliance with state and federal law. Substantive changes will be approved by the Executive Director or the Board.

## 12. Consultants and Vendors

Any consultant, contractor, or vendor engaged by NEPDA who generates or maintains records on behalf of the Authority shall be subject to the same records retention, disclosure, and destruction requirements as NEPDA staff, in accordance with applicable Washington State and federal laws.

### **Responsibilities include:**

- Maintaining records in accordance with NEPDA's adopted retention schedules, including those established by RCW 40.14 and the Washington State Archives.
- Providing NEPDA with access to all project-related records upon request.
- Complying with public disclosure requirements under the **Washington Public Records Act (RCW 42.56)** for any records held on behalf of NEPDA.
- Not destroying or deleting any records created or received in the performance of contracted services without written authorization from NEPDA.

- Retaining all records created in connection with federally funded work for a minimum of **six (6) years** after final payment or submission of the final expenditure report, in accordance with **2 CFR § 200.334**.

NEPDA reserves the right to audit or inspect contractor records related to services rendered, and all such records shall be transferred to NEPDA upon request or contract termination, as applicable.

## **Appendix: Key Legal References**

- RCW 40.14 – Preservation and Destruction of Public Records
- RCW 42.56 – Public Records Act
- WAC 434-615 – Local Government Records Management
- 2 CFR § 200.334 – Retention Requirements for Records
- IRS Publication 583 – Federal Tax Record Retention



## **PUBLIC RECORDS REQUEST POLICY**

Effective date: May 27, 2025

### **Authority and Purpose**

It is the policy of the Northeast Public Development Authority (referred to in this document as NEPDA) to release records of NEPDA in compliance with the Public Records Act ("Act"), Chapter 42.56 RCW, and any other applicable provisions of federal or state law. Records will be released to provide full access to information concerning the conduct of NEPDA. The records will be released for the desirability of the efficient administration of government, protect public records from damage or disorganization and to prevent excessive interference with other essential functions of NEPDA (RCW 52.56.100).

The purpose of this policy is to establish the procedures that NEPDA will follow to respond to requests made for records under the Act. This policy provides information to persons wishing to request access to public records of NEPDA and establishes processes for both requesters and NEPDA staff.

### **Agency Information, Contact Information, Public Records Officer**

NEPDA is a legal entity organized under RCW 35.21.730-.757 to undertake, assist with and otherwise facilitate benefit projects within NEPDA boundaries.

NEPDA is located on the first floor of the Yukon Building, 5006 N. Market Street, Spokane, WA 99217 and maintains the hours of 9:00 AM – 5:00 PM Monday through Friday except for agency-recognized holidays and the availability of limited staff. Information is also available at the website [northeastpda.com](http://northeastpda.com).

Public records may be requested at PO Box 7323, Spokane, WA 99207 or by visiting [northeastpda.com](http://northeastpda.com) and completing the "contact us" section  
<https://northeastpda.com/contact/>

The public records officer will oversee compliance with the Act and will aid requesters. The duty of public records officer is assigned to the Executive Director, or as otherwise designated. The

public records officer will ensure records are properly retained according to the Act and available upon request.

Public records are available for inspection and copying during the normal business hours of 9:00 AM – 5:00 PM Monday through Friday except for holidays and dependent on staff availability. Records may be inspected at the NEPDA office. NEPDA will maintain its records in a reasonably organized manner consistent with available resources and relevant regulations. The public records officer or a designee may take any steps deemed necessary to protect and preserve records from damage, alteration, or disorganization.

A requester shall not alter, disorganize, damage, take or remove records from the NEPDA office. In the event of such unauthorized action, NEPDA reserves the right to recover from all persons responsible, all costs of record recovery, including direct costs as well as all claims for consequential loss or damage, in addition to prosecution under the law.

### **Making a Request for Public Records**

Any person wishing to inspect or copy public records of NEPDA can make the request in writing, digitally, or in person at the office, at which point the public records officer will provide an authorized Public Records Request Form that can be submitted to the agency. A requester may mail, transmit, or physically bring the request to the address previously mentioned. However, since NEPDA maintains a small staff, it is recommended to contact in advance to ensure that the office is open and can accommodate the request.

A question or request for information is not a request for a record. NEPDA will have no responsibility to respond to or process any public records request not made using the Public Records Request Form and not sent directly to the Record's Custodian via the listed mailing address or the contact portal listed on the NEPDA website.

If the requester wishes to have copies of the records made instead of simply inspecting them (for which there is no fee), he or she should so indicate and make arrangements to pay for copies of the records via check or exact cash to the listed charges as stated in RCW 42.56.120 and are as follows:

- Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
- Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;
- Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
- Ten cents per gigabyte for the transmission of public records in an electronic format; and
- The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requester, and the actual postage or delivery charge.

## **Procedure**

NEPDA is charged by statute with adopting rules which provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requesters, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

Within five (5) business days of receipt of the request, the public records officer will:

- Make the records available for inspection or copying in whole or in part; or
- If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requester; or
- Provide a reasonable estimate of when records will be available; if not furnished in whole; or
- If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such clarification may be requested and provided by

telephone. The public records officer may revise the estimate of when the records will be available;

or

- Deny the request, in whole or part.

If the requested records contain information that may affect the rights of others, and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given to make it possible for those other persons to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

Some records are exempt from disclosure, in whole or in part. If NEPDA believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of the basis of which the record, or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester the basis of which portions of the record are being redacted.

Subject to other demands, NEPDA shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requester shall indicate which documents he or she wishes the agency to copy.

The requester must claim or review the assembled records within thirty (30) days of notification to him/her that the records are available for inspection or copying. NEPDA will notify the requester of this requirement and inform the requester that he/she should contact NEPDA to make arrangements to claim or review the records.



If the requester or a representative of the requester fails to claim or review the records within the thirty (30) day period or make other arrangements, NEPDA may close the request and re-file the assembled records.

When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying if necessary. Additionally, when the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that NEPDA has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

When the requester either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requester that the request is closed. Additionally, if the requester does not respond within thirty days to a request for clarification, the public records officer will close the request and indicate to the requester that the request is closed.

If, after NEPDA has informed the requester that it has provided all available records, NEPDA becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requester of the additional documents and provide them on an expedited basis.

## **Exemptions**

The Public Records Act provides that several types of documents are exempt from public inspection and copying. In addition, documents are exempt from

disclosure if any “other statute” exempts or prohibits disclosure. Requesters should be aware of those exemptions, outside the Public Records Act, that restrict the availability of some documents held by NEPDA for inspection and copying. There may be other statutes that restrict or limit the disclosure to the public. These exemptions are listed, reviewed, and approved separately. NEPDA is prohibited by statute from disclosing lists of individuals for commercial purposes.

### **Review of Denials of Public Records**

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request. NEPDA staff will immediately consider the petition and either affirm or reverse the denial within five (5) business days following NEPDA’s receipt of the petition, or within such other time as NEPDA and the requester mutually agree to.

A person may obtain court review of denial of a public records request pursuant to RCW 42.56.550 at the conclusion of five (5) business days after the initial denial regardless of any internal administrative appeal.

The staff of NEPDA maintains the right to execute small, unremarkable changes to this policy.

PO Box 7323, Spokane, WA 99207



# Accessibility Addendum to NEPDA Public Records Request Policy

**Effective Date:** June 20, 2025

**Applies to:** All public records requests submitted to the Northeast Public Development Authority (NEPDA)

## 1. Policy Statement

NEPDA is committed to providing full and equal access to public records in compliance with the **Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964**, including requirements related to **Limited English Proficiency (LEP)**.

NEPDA ensures that individuals with disabilities, language access needs, or other communication challenges can request and receive public records in a manner that is **effective, respectful, and without discrimination**.

## 2. ADA and Communication Accessibility

Upon request, NEPDA will provide reasonable accommodations for individuals with disabilities to facilitate equal access to public records.

## Reasonable accommodations may include:

- Large print or high-contrast versions of printed records
- Screen reader–friendly electronic formats (e.g., accessible tagged PDFs, text files)
- Audio recordings of documents
- Braille transcriptions (when feasible)
- In-person assistance by appointment
- Communication via relay services, speech-to-text, or other assistive technologies

To request an accommodation, please notify NEPDA at least **three (3) business days in advance**, where possible. Please note that NEPDA observes all federal and state holidays. With limited staff, there may also be delays around winter and summer holiday periods. Requests can be made in person, by phone, by mail, or through the online contact form.

## 3. Language Access (LEP Compliance)

NEPDA does not meet the federal 5% Safe Harbor threshold for mandatory translation of documents. However, to advance equitable access:

- Oral interpretation services in languages other than English may be arranged upon request at no cost to the requester.
- Written translation of essential documents or request forms may be provided on a case-by-case basis, depending on need.
- Bilingual staff or contracted language access providers may assist with records requests.

To request language assistance, contact NEPDA in your preferred language through the contact methods listed below.

## 4. Contact for Accessibility and Records Requests

### NEPDA Records Custodian / Public Records Officer



Yukon Building – 5006 N. Market Street, Spokane, WA 99217



Mail: PO Box 7323, Spokane, WA 99207

 <https://northeastpda.com/contact>

 Phone: 971.319.2742

If visiting in person, please call ahead to confirm office hours and staff availability.

## Multilingual Language Access Statement

### **ENGLISH (for reference):**

If you need help in your language to request public records or other services, NEPDA will provide free language assistance. Please call, visit our office, or use our website to request help in your language.

### **MH MARSHALLESE:**

Elukkun aṃ kwojj aikuj jibwe ilo kajin aṃ non kadri public records ak melele ko jen NEPDA, jen NEPDA ej maroñ in bwebwenato ippaṃ ilo kajin aṃ ak wōr jipaṇ kōnono. Jouj im källōk, keememej jen jikin aṃ kōjparok, ak bok call kin jermal eo ilo website eo an NEPDA.

### **RU RUSSIAN:**

Если вам нужна помощь на вашем языке для запроса публичных записей или других услуг, NEPDA предоставит бесплатную языковую помощь. Позвоните, посетите наш офис или воспользуйтесь нашим сайтом, чтобы получить помощь на вашем языке.

### **ES SPANISH:**

Si necesita ayuda en su idioma para solicitar registros públicos u otros servicios, NEPDA le proporcionará asistencia lingüística gratuita. Llame, visite nuestra oficina o utilice nuestro sitio web para solicitar ayuda en su idioma.

## **VN VIETNAMESE:**

Nếu bạn cần trợ giúp bằng ngôn ngữ của mình để yêu cầu hồ sơ công hoặc các dịch vụ khác, NEPDA sẽ cung cấp hỗ trợ ngôn ngữ miễn phí. Vui lòng gọi điện, đến văn phòng của chúng tôi hoặc truy cập trang web của chúng tôi để yêu cầu hỗ trợ bằng ngôn ngữ của bạn.

## **SA ARABIC (العربية):**

المساعدة اللغوية مجاناً. NEPDA إذا كنت بحاجة إلى مساعدة بلغتك لطلب السجلات العامة أو الخدمات الأخرى، ستوفر لك. يرجى الاتصال أو زيارة مكتبنا أو استخدام موقعنا الإلكتروني لطلب المساعدة بلغتك.

## **FR FRENCH:**

Si vous avez besoin d'aide dans votre langue pour demander des documents publics ou d'autres services, NEPDA vous fournira une assistance linguistique gratuite. Veuillez appeler, visiter notre bureau ou utiliser notre site web pour demander de l'aide dans votre langue.

## **BR PORTUGUESE (BR):**

Se você precisar de ajuda no seu idioma para solicitar registros públicos ou outros serviços, a NEPDA fornecerá assistência linguística gratuita. Ligue, visite nosso escritório ou utilize nosso site para solicitar ajuda no seu idioma.

## **UA UKRAINIAN:**

Якщо вам потрібна допомога вашою мовою для отримання публічних записів або інших послуг, NEPDA надасть безкоштовну мовну допомогу. Будь ласка, зателефонуйте, завітайте до нашого офісу або скористайтесь нашим вебсайтом, щоб отримати допомогу вашою мовою.

## **5. Non-Discrimination and Grievances**

NEPDA does not discriminate based on disability, language, or national origin. Any person who believes they have been denied access or faced discrimination in the public records process may file a grievance or complaint with NEPDA's Executive Director or designated ADA Coordinator.

PO Box 7323, Spokane, WA 99207



## Employee Privacy Addendum to NEPDA Public Records Request Policy

### NEPDA Public Records Act — 2025 Policy Addendum

Effective July 27, 2025

In addition to existing public records policies, the following updates reflect new state requirements:

#### 1. Expanded Privacy Protections: Workplace Investigation Records

Under **HB 1934**, NEPDA must now **redact** the identifying information of complainants, witnesses, and accused (other than elected officials) in records of harassment, discrimination, or related workplace investigations. This includes:

- Names, job titles, images, email addresses, phone numbers
- Voice alterations required on audio recordings (or use of transcripts if voice masking is infeasible) [MRSC+8MRSC+8Ogletree+8Ogletree](#)

#### 2. Enhanced Employee Privacy: Survivor's Exemption

NEPDA will honor the **Survivor's Exemption** under RCW 42.56.250(1)(i), allowing redaction of personal data for employees at continuing risk due to domestic violence, stalking, etc.

Protected data include:

- Name, birthdate, work email/phone, job title, work schedule/location, bargaining unit, or similar info [Washington State Legislature](#)
- Implementation steps include accepting a sworn statement or ACP enrollment documentation, verifying eligibility, and tracking requests in a secure manner [Washington State Legislature](#)

#### 3. Procedural Updates

- **Redaction Standards:** All redactions must cite specific statutes and minimally withhold only protected elements (RCW 42.56.210) [Washington State Legislature+6MRSC+6MRSC+6](#)
- **Review Rights:** Expand internal appeal procedures to allow requestors to contest denial or redaction decisions per RCW 42.56.520(4) [MRSC](#)
- **Training:** Ensure the Public Records Officer and board members complete retraining on PRA updates—especially relating to these exemptions—within 90 days of policy adoption [MRSC+3MRSC+3Washington State Legislature+3](#)



PO Box 7323, Spokane, WA 99207



## Public Records Request Form

### Northeast Public Development Authority (NEPDA)

Yukon Building – 5006 N. Market Street, Spokane, WA 99217

Mailing: PO Box 7323, Spokane, WA 99207

Website: <https://northeastpda.com>

Phone: 971.319.2742 | Email: "Contact us" section of website

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### Requester's Contact Information

Field	Response
Full Name	
Mailing Address	
City, State, ZIP	
Phone Number	
Email Address	
Preferred Contact Method	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail

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### Record Request Details

Please describe the records you are requesting as clearly and specifically as possible. Include subject matter, timeframes, keywords, document titles, etc. A question or request for general information **is not** a public records request under RCW 42.56.

### Description of Requested Records:

- ☐ I am requesting to **inspect** records on site (free of charge)
- ☐ I am requesting **copies** of records

Preferred format (if copies are requested):

- ☐ Printed Paper
- ☐ Electronic (PDF or other format)
- ☐ USB or other storage device (agency will provide device and charge actual cost)

Additional Details:

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### **Fees and Charges (per RCW 42.56.120)**

- ☐ I acknowledge that NEPDA may charge the following:
- \$0.15 per printed page
  - \$0.10 per page scanned
  - \$0.05 per 4 electronic attachments
  - \$0.10 per gigabyte for digital transmission
  - Actual cost of storage devices, containers, and postage
- ☐ I agree to pay any applicable costs and will provide payment by ☐ Check ☐ Exact Cash
- ☐ I request a cost estimate before processing

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### **ADA and LEP Accessibility Statement**

NEPDA is committed to providing meaningful access to public records for all individuals. If you require accommodations under the **Americans with Disabilities Act (ADA)**, or if you have **Limited English Proficiency (LEP)** and require language assistance, NEPDA will provide reasonable accommodations and translation services free of charge.

- ☐ I require an accommodation or translation. Please describe:

Additional Details:

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## Submission Instructions

You may submit this form by:

- **Mail:** PO Box 7323, Spokane, WA 99207
  - **In person:** NEPDA Office, Yukon Building, 5006 N. Market St., Spokane, WA 99217
  - **Online:** [northeastpda.com/contact](http://northeastpda.com/contact)
  - **Note:** Please call ahead to ensure office availability due to limited staffing.
- 

## Acknowledgment

By signing below, I certify that the information provided is accurate to the best of my knowledge. I understand that NEPDA has five (5) business days to respond in accordance with RCW 42.56.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## FOR NEPDA USE ONLY

Field	Details
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Date Received

Request Number

Initial Response Due By

Response Action Taken ☐ Provided ☐ Estimate ☐ Clarification Requested ☐ Denied

Notes

Field	Details
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Public Records Officer	
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Date Closed	
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**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2025-013**

**A RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) Board of Directors awarding a professional services agreement to JRP Integrated Solutions for support in pursuing and implementating a Community Economic Revitalization Board (CERB) Planning Grant in an amount not to exceed \$2,500.

**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;

**WHEREAS**, the NEPDA needs specialized services to pursue and implement a CERB Planning Grant focused on revitalization of the East Hillyard industrial area, and JRP Integrated Solutions is qualified to provide such services;

**WHEREAS**, the NEPDA expects JRP Integrated Solutions will perform the Scope of Services set forth in the attached Exhibit A, in an amount not to exceed \$2,500.

**BE IT RESOLVED**, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors authorizes the Executive Director to enter into the agreement with JRP Integrated Solutions in the same or substantially similar form as attached hereto and incorporated by this reference as Exhibit A.

**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 August 2025.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY**

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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 August 2025, 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 \_\_\_\_\_, 2025.

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SECRETARY

# Scope of Work

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## Hillyard NEPDA Revitalization & CERB Application Support

Date: August 5, 2025

### 1. Project Overview

JRP Integrated Solutions is pleased to provide this Scope of Work (SOW) to move the economic development implementation process forward for the Northeast Public Development Authority (NEPDA). This document is a refined SOW for the NEPDA board packet (August 8, 2025) and CERB application (due September 28, 2025).

This effort will translate existing planning studies into actionable projects that stimulate industrial development within the NEPDA. A strategy focused on public-private partnerships and leverage of public assets to incite private investment is a core vision of this work.

The Scope of Work on this project closely aligns itself with grant requirements for a CERB feasibility study. While it is the objective to obtain a CERB feasibility study grant, the scope of work is designed around the priorities of the NEPDA and does not change with the outcome of a grant award.

Action items for this scope of work are derived from the Hillyard Subarea Plan draft v2 and meetings with Jesse Bank, executive director, NEPDA.

Throughout the Hillyard Subarea Plan, zoning, land use, and project costs are represented. The implementation section (Chapter 9) provides high level suggestions of items that need implementation, without providing a road map for moving forward. JRP will develop these tools with NEPDA so they are customized to the industrial area of NEPDA. For implementation, we need analytical and evaluation tools to work with the private sector.

### 2. Objectives

- Secure \$50,000 in CERB grant funding (with a \$12,500 NE PDA match) to advance priority projects.
- Develop implementation tools—including pro-forma financial models—that align zoning and infrastructure with market reality.



- Catalyze historic downtown improvements (façades, business hub, Business Improvement District) and industrial freight-ready arterials.
- Engage private-sector developers and coordinate local, state, and federal funding mechanisms (TIF, NMTC, road bonds, freight mobility grants).

### **3. Scope of Work & Deliverables**

#### **Phase 1: Pre-Award (July – September 2025)**

- Develop CERB Board Feasibility Study Application
- Complete and submit CERB application by September 28, 2025.
- Present application to CERB Board; respond to any follow-up requests.

#### **Phase 2: Post-Award Startup (November 2025 – January 2026)**

- Kick-off meeting and contract finalization upon award notification (anticipated November 2025).
- Complete contract requirements for CERB Study

### **4. Schedule**

The project schedule aligns with key board meetings and CERB deadlines. A detailed Gantt chart will be finalized during the kick-off meeting.

- August 5 2025 – Draft Scope of Work complete for agenda review
- August 8 2025 –Present Scope of Work to Board
- September 28 2025 – CERB application submission deadline
- November 2025 – Anticipated CERB award and contract execution
- Q1 2026 –Layout of long term strategies
  - Q4 2026- evaluation of results contract

### **5. Budget & Funding**

- CERB Grant Application Preparation: \$2500.00
- CERB Grant: \$50,000 (pending award).
- Local Match (NE PDA): \$12,500 (resolution required).
- CERB Grant Contract Value: \$62,500.

### **6. Roles & Responsibilities**

NEPDA Board: Provide strategic direction, approve deliverables, and secure matching funds.

JRP: Execute the tasks outlined herein and report progress at regular intervals.

City of Spokane & Partners: Coordinate technical input, permitting, and funding alignment.

## **7. Assumptions**

- Project works with or without CERB funding. Award is confirmed by November 2025.
- NEPDA match funds for CERB study are available upon contract execution if awarded.
- Stakeholder and partner agencies provide timely data and feedback.
- All work products will be delivered electronically in editable formats.