

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

**MEETING OF Friday, December 12th, 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, December 12th, 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: December 12th, 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 November 14th, 2025

Public Comment

10:35 am - 10:50 am

STA Area Programming

1. Emily Poole and Carly Cortright, STA

10:50 am - 11:05 am

Tanager Nursery Presentation – 3112 E Olympic

1. Michelle Stuart, Tanager Nursery

Potential Action Item – Resolution 2025-020: A RESOLUTION of the Northeast Public Development Authority Board of Directors delegating to the Executive Director the authority to negotiate a sale or lease of real property owned by the NEPDA situated at 3112 E. Olympic Avenue, Spokane, Washington.

11:05 am - 11:50 am

2026 Work Plan and Budget Workshop

1. 2025 Retrospective
2. 2026 Strategy and goals
3. Work plan overview and discussion
4. Budget overview and discussion

Potential Action Item – Resolution 2025-021: A RESOLUTION of the Northeast Public Development Authority Board of Directors approving and adopting the NEPDA's 2026 Work Plan and Budget.

11:50 am - 12:00 pm

General Matters

1. Financials review
2. CDBG Resolution
3. CERB Grant award
4. E Hillyard OZ eligibility
5. January meeting cancellation

Potential Action Item – Resolution 2025-022: A RESOLUTION of the Northeast Public Development Authority Board of Directors expressing support for a grant request to the City of Spokane’s Community, Housing & Human Services (CHHS) Department for Community Development Block Grant (CDBG) funds to construct an affordable childcare facility as a component of a larger mixed-use project in Hillyard.

12:00 pm

Other Business, Closing

Next Meeting: February 13th, 2026, 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. 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)).

10:33 AM

11/19/25

Cash Basis

Northeast Public Development Authority

Profit & Loss YTD Comparison

October 2025

	Oct 25	Jan - Oct 25
Ordinary Income/Expense		
Income		
ArtsWA Grant-Creative District	5,000.00	5,000.00
3370000 · Local Grants, Entitlements		
3370040 · Property Taxes	0.00	266,220.77
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	0.00	6,454.73
3370400 · Leasehold Excise Tax - City	0.00	0.00
3370070 · Utility Tax Income	0.00	2,167.12
3370075 · SPIF Interest	2,986.92	28,569.55
3614000 · Money Market Interest	1,198.52	16,157.85
337001 · Miscellaneous Income		
3370254 · 2019 City Strategic Fund	0.00	625,000.00
3370125 · Grant Admin	0.00	3,193.40
3370252 · Neighborhood Dist (ARPA) Reimb	1,411.02	6,180.00
3370251 · Donation - Creative District	730.00	755.00
3370160 · Department of Ecology-OBC Reimb	0.00	0.00
3370250 · Donation-Community Improvement	0.00	25,000.00
3370060 · SPIF Rebate	0.00	0.00
3370100 · Department of Ecology-IPG Reimb	0.00	55,810.82
3370150 · Spokane County - P5001 Reimb	0.00	599,578.35
337001 · Miscellaneous Income - Other	0.00	0.00
Total 337001 · Miscellaneous Income	2,141.02	1,315,517.57
3370000 · Local Grants, Entitlements - Other	0.00	49,267.78
Total 3370000 · Local Grants, Entitlements	6,326.46	1,728,501.77
Total Income	11,326.46	1,733,501.77
Expense		
5593006 · Hillyard Facade Grant	0.00	0.00
5593117 · Esmeralda Comm Pk (Stgc Funds)	0.00	0.00
5593115 · Subarea Planning (IPG)	0.00	55,810.82
5593113 · Creative Dist (ARPA-ND)	0.00	6,000.00
5593005 · Myrtle Rd 2025 (OBC)	4,612.40	13,898.90
5593112 · 3112 E Olympic development	0.00	1,952.00
5593004 · Freya St. Re-build (P 5001)	0.00	875,000.00
5593003 · Conduit implementation - Welles	0.00	0.00
5593001 · Wellesley Ave. Re-build	0.00	0.00
5593002 · 3011 Wellesley development	133,648.90	419,884.61
5587010 · Wages	21,635.96	186,442.04
5587020 · Payroll Expenses		
WA Cares Expense	-0.03	-0.06
FICA	1,685.11	14,592.30
SUTA	135.65	971.25
PFML	0.48	1.30
L&I	107.71	323.13
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	24,918.19
5587020 · Payroll Expenses - Other	58.24	73.71
Total 5587020 · Payroll Expenses	4,252.45	40,963.82

10:33 AM

11/19/25

Cash Basis

Northeast Public Development Authority

Profit & Loss YTD Comparison

October 2025

	Oct 25	Jan - Oct 25
5587030 · Office Supplies & Software		
5587035 · Occupancy Expenses	0.00	1,351.51
Repairs & Maintenance	0.00	0.00
Office Supplies	493.53	1,053.20
Office Equipment <\$2500	0.00	0.00
Printing and Copying	356.47	356.47
5587030 · Office Supplies & Software - Other	167.97	4,130.37
Total 5587030 · Office Supplies & Software	1,017.97	6,891.55
5587040 · Legal & Professional Services		
3011- Consultants	0.00	0.00
3011-PDB Team	0.00	0.00
WA Audit expenses	0.00	0.00
Engineering	0.00	0.00
OpenTogether	0.00	0.00
Consulting	2,622.00	6,731.45
Accounting Fees	1,114.40	12,874.84
Advertising & Marketing	0.00	1,044.77
Legal Fees	4,410.50	14,272.00
Outside Contract Services	1,475.00	792.15
5587040 · Legal & Professional Services - Other	0.00	0.00
Total 5587040 · Legal & Professional Services	9,621.90	35,715.21
5587041 · Travel		
Parking	23.60	222.98
Conference, Convention, Meeting	96.14	4,190.25
Meals & Entertainment	129.24	573.22
5587041 · Travel - Other	600.30	1,468.51
Total 5587041 · Travel	849.28	6,454.96
5587043 · Insurance	0.00	4,900.00
5587044 · Communications		
Website	199.00	1,791.99
Postage, Mailing Service	22.59	214.59
Telephone, Telecommunications	239.04	2,272.60
5587044 · Communications - Other	0.00	0.00
Total 5587044 · Communications	460.63	4,279.18
5587046 · Rent & Lease	1,500.00	15,000.00
5587047 · Other Business Expenses		
Bank Fees	0.00	45.00
SPIF Management Fee	23.46	196.49
Code Enforcement	0.00	0.00
Business District Support	0.00	0.00
Donation	0.00	500.00
Community Maintenance Services	1,010.27	12,119.05
Document Recording Fee	0.00	6.00
Tax & Licenses	0.00	1,161.07
Payroll Direct Deposit Fees	31.10	253.34
Dues & Subscriptions		
Library CoStar Membership	0.00	0.00
Dues & Subscriptions - Other	0.00	3,083.63
Total Dues & Subscriptions	0.00	3,083.63
5587047 · Other Business Expenses - Other	0.00	0.00
Total 5587047 · Other Business Expenses	1,064.83	17,364.58
Total Expense	178,664.32	1,690,557.67
Net Ordinary Income	-167,337.86	42,944.10
Other Income/Expense		
Other Income	0.00	0.00

Northeast Public Development Authority
Profit & Loss YTD Comparison
October 2025

	Oct 25	Jan - Oct 25
Other Expense		
80000 · Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-167,337.86	42,944.10

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 required by the cash basis of accounting.

Northeast Public Development Authority

Balance Sheet

As of October 31, 2025

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1115000 · Money Market 0678	596,992.29
1114000 · Spokane County Investment Pool	923,707.89
1111000 · 1111000 Checking WTB 0582	107,895.66
Total Checking/Savings	1,628,595.84
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	1,628,595.84
Fixed Assets	
3011 Wellesley	147,080.00
3112 Olympic	221,437.78
Total Fixed Assets	368,517.78
Other Assets	0.00
TOTAL ASSETS	1,997,113.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	0.00
Total Accounts Payable	0.00
Credit Cards	
2002 · US Bank CC-Jesse	2,340.24
2001 · US Bank CC-Jared	442.37
Total Credit Cards	2,782.61
Other Current Liabilities	
2110 · Direct Deposit Liabilities	0.00
24000 · Payroll Liabilities	
L&I	0.00
FICA	0.00
SUTA	118.33
PFMLA	154.86
FUTA	84.00
401(k)	0.00
HSA	0.00
Med/Dental/Vision	0.00
SEP-IRA	0.00
24000 · Payroll Liabilities - Other	117.60
Total 24000 · Payroll Liabilities	474.79
Total Other Current Liabilities	474.79
Total Current Liabilities	3,257.40
Long Term Liabilities	
27200 · Other Liabilities	0.00
Total Long Term Liabilities	0.00
Total Liabilities	3,257.40

Northeast Public Development Authority
Balance Sheet
As of October 31, 2025

	Oct 31, 25
Equity	
30000 · Opening Balance Equity	0.00
32000 · Unrestricted Net Assets	1,950,912.12
Net Income	42,944.10
Total Equity	1,993,856.22
TOTAL LIABILITIES & EQUITY	1,997,113.62

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 required by the cash basis of accounting.

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2025-020**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors delegating to the Executive Director the authority to negotiate a sale or lease of real property owned by the NEPDA situated at 3112 E. Olympic Avenue, Spokane, Washington.

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’s goals and mission are to facilitate economic development within its boundaries. There are currently infrastructure and development projects ongoing in or near the NEPDA that will provide future opportunities for development,

WHEREAS, the NEPDA is permitted to own, lease, and sell real property under Ch. 35.21 RCW;

WHEREAS, the real property, Spokane County Parcel Numbers 36343.2314 and 36343.2315 (commonly known as “3112 E. Olympic Avenue”), located in the City of Spokane, County of Spokane, State of Washington, was purchased by the NEPDA in April 2025.

WHEREAS, it is the intent of the NEPDA to sell or lease the property located at 3112 E. Olympic Avenue to facilitate redevelopment of the property in furtherance of the NEPDA’s mission and goals, and in accordance with the NEPDA’s Bylaws, policies and procedures;

WHEREAS, the Board of Directors finds it necessary for the expeditious and efficient conduct of the NEPDA for negotiations regarding a prospective sale or lease of 3112 E. Olympic Avenue to be delegated to the Executive Director, with regular updates to the Board and, in the event of a sale or lease, the Board of Directors shall retain final approval of such sale or lease.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA bylaws and applicable policies, the NEPDA Board hereby delegates to its Executive Director all necessary action to negotiate the sale or lease of 3112 E. Olympic Avenue, with regular updates to the Board; in the event of a sale or lease, the Board of Directors shall retain final approval of such sale or lease.

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 12th day of December 2025.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 12th day of December 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.

SECRETARY

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2025-021**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors approving and adopting the NEPDA’s 2026 Work Plan and Budget.

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

WHEREAS, in accordance with NEPDA policies, the NEPDA Executive Director has prepared a 2026 Work Plan delineating specific and general projects, priorities, tasks, goals and aims of the NEPDA for the 2026 calendar and fiscal year, which is intended to provide the NEPDA Executive Director with Board guidance, and not intended to be an exclusive or exhaustive list of projects or tasks; and

WHEREAS, in accordance with NEPDA policies, the NEPDA Executive Director has prepared a 2026 Budget outlining the NEPDA’s anticipated or expected revenue, expenses, and cash flow for the 2026 calendar and fiscal year; and

WHEREAS, the Executive Director presented a draft 2026 Work Plan and Budget to the Board in an open public meeting, and received feedback from the Board, which was incorporated into the attached Exhibit A; and

WHEREAS, the NEPDA Board finds it desirable for the efficient and effective governance of the NEPDA’s affairs to adopt and approve the 2026 Work Plan and Budget, as set forth in Exhibit A attached hereto and incorporated by this reference, or in substantially the same form as Exhibit A, each of which may be subject to modification or amendment from time to time as determined by the Board or Executive Director, in accordance with NEPDA policies and procedures, and/or applicable law.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors hereby adopts and approves the 2026 Work Plan and Budget set forth in Exhibit A, subject to modification or amendment from time to time as determined by the Board or Executive Director, in accordance with NEPDA policies and procedures, and/or applicable law.

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 12th day of December 2025.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 12th day of December 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 January 2026.

SECRETARY

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2025-022**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors expressing support for a grant request to the City of Spokane’s Community, Housing & Human Services (CHHS) Department for Community Development Block Grant (CDBG) funds to construct an affordable childcare facility as a component of a larger mixed-use project in Hillyard.

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’s goals and mission are to facilitate economic development and additional employment opportunities within its boundaries. There is grant funding available to assist with the construction of a childcare facility as a component of a larger mixed-use development currently being planned by the NEDPA at 3011 E. Wellesley Avenue;

WHEREAS, the NEPDA has been identified as an area in need of additional childcare for families situated within the NEPDA, or for families whose primary caregivers work in the NEPDA boundaries; its current facilities are over-capacity for all age groups and lack resources to expand to meet the needs of these families;

WHEREAS, facilities within the NEPDA do not currently provide childcare opportunities to service families or caregivers in the service sector or shift work households who require care during swing shift, weekends, or other non-traditional work schedules and provides a barrier to households to find adequate employment;

WHEREAS, based on information obtained by the NEPDA, 41% of families report fluctuating work schedules that can make finding childcare arrangements more difficult, 85% report that they would be able to work more or find a better job if they had the right childcare, and 73% report the cost of childcare has replaced paying for basic needs;

WHEREAS, the grant funding available will partially fund construction of a new childcare facility as a component of a larger, mixed-use development the NEPDA currently has planned and the funding would assist with ensuring occupancy costs for the identified facility remain low to ensure the facility can continue to operate and serve these families;

WHEREAS, there is grant funding available for these purposes through the City of Spokane’s Community, Housing & Human Services (CHHS) Department;

WHEREAS, the NEPDA agrees to be bound to the Terms and Conditions of the CHHS’s Notice of Funding Opportunity for CDBG funds;

WHEREAS, the NEPDA finds it desirable for the effective and efficient prospective and potential redevelopment of Northeast Spokane for the Director of Public Finance to prepare and submit a grant application on or before January 15th, 2026.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA bylaws and applicable policies, the NEPDA Board hereby directs the Director of Public Finance to prepare and submit a grant application for an CHHS Grant, as described herein, on or before January 15th, 2026.

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 12th day of December 2025.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 12th day of December 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 _____ 2026.

SECRETARY