

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

**MEETING OF Friday, March 13th, 2026,  
10:30 A.M. – Northeast PDA Offices**

A regular meeting of the Northeast PDA will be held at **10:30 A.M. on Friday, March 13th, 2026**, 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:** March 13th, 2026

**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 February 13<sup>th</sup>, 2026

**Public Comment**

10:35 am - 10:50 am

**City FMSIB Application – Freya St**

1. Inga Note, City of Spokane

**Potential Action Item**

10:50 am - 11:10 am

**CERB Grant – East Hillyard Repositioning Study**

1. Joe Poire, JRP Integrated Solutions

11:10 am - 11:25 am

**Parks Planning in Northeast Spokane**

1. Nick Hamad, City of Spokane

11:25 am - 11:35 am

**PDA Banking Relationship**

**Potential Action Item**

11:35 am - 11:50 am

**3011 Wellesley Development**

1. Funding updates

11:50 am - 12:00 pm

**General Matters**

1. Financials review
2. Personnel updates
3. Land disposition discussion in April
4. Marketing strategy work

12:00 pm

**Other Business, Closing**

**Next Meeting:** April 10th, 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](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)).

# MINUTES – Regular Meeting

## **NORTHEAST PUBLIC DEVELOPMENT AUTHORITY**

**Date:** December 12, 2025

**Time:** 10:30 a.m.

**Location:** NEPDA Office, 5006 N. Market St., Spokane, WA, and via Zoom

## **Attendees**

### **NEPDA Board of Directors**

Michael Cathcart, Chair  
Josh Kerns, Vice Chair  
Marlene Feist, Secretary-Treasurer  
Shelli Sonderen, Member  
Ryan Arnold, Member

**Date:** February 13, 2026

**Time:** 10:35 a.m.

**Location:** NEPDA Office, 5006 N. Market St., Spokane, WA, and via Zoom

### **Attendees**

NEPDA Board of Directors

Michael Cathcart, Chair

Josh Kerns, Vice Chair

Marlene Feist, Secretary-Treasurer

Shelli Sonderen, Member

Absent: Ryan Arnold, Member

### **Board Staff**

Jesse Bank, Executive Director

Jared Aranda, Director of Public Finance

Megan Clark, Legal Counsel

### **Guests**

Shae Blackwell, City of Spokane

Jene Ray, The Zone

## **1. Welcome and Introductions**

### **1.1 Call to Order**

The meeting was called to order at 10:35 a.m. A quorum was present.

### **1.2 Public Comment**

No public comments were offered.

### 2. Asset Disposition Policy Discussion

The Executive Director revisited discussion from the previous meeting regarding the Olympic Avenue property and broader NEPDA asset disposition practices.

Legal counsel outlined considerations related to the disposition of publicly owned property and the need for a clear evaluation process.

#### 2.1 Board Discussion

Board Members discussed creating a formal evaluation framework to guide future property disposition decisions and ensure proposals align with NEPDA's economic development mission.

#### 2.2 Direction to Staff

The Board supported pursuing redevelopment planning assistance through a City EPA-funded program to evaluate potential uses of the Olympic property. Staff will return with findings and recommendations.

### 3. Approval of Prior Meeting Minutes

A motion was made and seconded to approve the prior meeting minutes.

Vote: Unanimous approval.

### 4. Board Officer Elections

Resolution 2026-001 – Election of Board Officers

4.1 Chair – Michael Cathcart was nominated to continue serving as Chair. Vote: Unanimous approval.

4.2 Vice Chair – Josh Kerns was nominated to continue serving as Vice Chair. Vote: Unanimous approval.

4.3 Secretary-Treasurer – Marlene Feist was nominated to continue serving as Secretary-Treasurer. Vote: Unanimous approval.

Outcome: Resolution 2026-001 adopted.

### 5. Hillyard Town Square Property Discussion

The Executive Director presented an opportunity to acquire property in the center of the Market Street corridor currently functioning as a town square and community event space, including the Hillyard Heritage Museum railcar exhibit.

#### 5.1 Executive Session

The Board entered executive session pursuant to RCW 42.30.110(1)(b) to discuss potential real estate acquisition. The session lasted approximately 12 minutes. No action was taken following the session.

### 6. Wellesley Development Project Update

The Executive Director reported that NEPDA received \$2 million in federal funding facilitated by Senator Maria Cantwell's office for the 3011 Wellesley development project.

The funding significantly reduces the project's financing gap and improves feasibility.

### 7. Childcare Operator Selection – Wellesley Project

Jene Ray of The Zone presented the results of the childcare operator selection process.

#### 7.2 Recommendation

The selection committee unanimously recommended Jasmin Group LLC as the preferred childcare operator.

#### 7.3 Resolution 2026-002

Authorization to Develop Agreement with Jasmin Group. Motion made and seconded. Vote: Unanimous approval.

### 8. Financial Update

NEPDA revenues increased from approximately \$400,000 in 2022 to \$3.4 million in 2025. Total assets are currently approximately \$3 million.

### 9. Strategic Financing Tools

Staff discussed potential tax-increment-like financing strategies to support future development projects.

### 10. Project Updates

10.1 Hollister-Stier Expansion – Planning continues for a five-year development plan and retention of the Spokane facility.

10.2 Commerce Park – Infrastructure improvements continue and the first vertical project is progressing through permitting.

10.3 North Site – There is increasing interest in redevelopment opportunities at the north site; however, plans remain preliminary and there is nothing to share publicly at this time.

### 11. Upcoming Initiatives

Updates were provided on the East Hillyard corridor study and development of a marketing strategy for NEPDA programs and tools.

### 12. Future Agenda Items

Board Members requested discussion of public safety and code enforcement strategies affecting district businesses at the March meeting.

### Closing

With no further business, the meeting was adjourned.

### Next Meeting

March 13, 2026 | 10:30 a.m.–12:00 p.m.

NEPDA Office or Zoom

## Northeast Public Development Authority

## Profit &amp; Loss

02/11/26

January through December 2026

Cash Basis

	Jan - Dec 26
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3370000 · Local Grants, Entitlements	
3370040 · Property Taxes	3,564.69
3370075 · SPIF Interest	1,717.82
3614000 · Money Market Interest	957.60
337001 · Miscellaneous Income	
3370252 · Neighborhood Dist (ARPA) Reimb	3,560.44
337001 · Miscellaneous Income - Other	83,605.46
<b>Total 337001 · Miscellaneous Income</b>	<b>87,165.90</b>
<b>Total 3370000 · Local Grants, Entitlements</b>	<b>93,406.01</b>
<b>Total Income</b>	<b>93,406.01</b>
<b>Expense</b>	
5593114 · Creative District (ArtsWA)	986.49
Goodwill & Community Support	
Streetscape Maintenance	2,020.54
<b>Total Goodwill &amp; Community Support</b>	<b>2,020.54</b>
Projects & Initiatives	
5593002 · 3011 Wellesley development	4,240.47
<b>Total Projects &amp; Initiatives</b>	<b>4,240.47</b>
<b>Personnel</b>	
5587020 · Payroll Expenses	
457(b) Employer	2,581.70
FICA	453.38
SUTA	159.02
PFML	0.59
L&I	107.71
FUTA	84.00
Health Insurance	5,444.92
<b>Total 5587020 · Payroll Expenses</b>	<b>8,831.32</b>
5587010 · Salaries	28,269.21
<b>Total Personnel</b>	<b>37,100.53</b>
<b>Suspense</b>	<b>-38,552.59</b>
5593113 · Creative Dist (ARPA-ND)	1,675.17
5593112 · 3112 E Olympic development	998.27
5587030 · Office Supplies & Software	
Website	225.17
Software & Licenses	87.28
Internet Service	470.52
5587046 · Rent & Lease	3,000.00
5587035 · Office Supplies/Expenses	2,727.04
5587030 · Office Supplies & Software - Other	136.34
<b>Total 5587030 · Office Supplies &amp; Software</b>	<b>6,646.35</b>
5587040 · Professional/Personal Services	
Grant Support	11,706.75
Payroll Direct Deposit Fees	36.55
SPIF Management Fee	28.52
Consulting	740.74
Accounting Fees	1,939.00
Legal Fees	850.00
<b>Total 5587040 · Professional/Personal Services</b>	<b>15,301.56</b>

**Northeast Public Development Authority**  
**Profit & Loss**  
January through December 2026

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	<u>Jan - Dec 26</u>
<b>5587047 · Other Business Expenses</b>	
<b>5587041 · Travel</b>	
Parking	28.25
Conference, Convention, Meeting	1,850.00
Meals & Travel	932.22
<b>5587041 · Travel - Other</b>	<u>18.90</u>
<b>Total 5587041 · Travel</b>	2,829.37
<b>Dues &amp; Subscriptions</b>	<u>941.66</u>
<b>Total 5587047 · Other Business Expenses</b>	<u>3,771.03</u>
<b>Total Expense</b>	<u>34,187.82</u>
<b>Net Ordinary Income</b>	<u>59,218.19</u>
<b>Net Income</b>	<u><u>59,218.19</u></u>

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 January 31, 2026

	Jan 31, 26
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1115000 · Money Market 0678	599,979.71
1114000 · Spokane County Investment Pool	1,123,156.94
1111000 · 1111000 Checking WTB 0582	943,850.97
<b>Total Checking/Savings</b>	2,666,987.62
<b>Total Current Assets</b>	2,666,987.62
<b>Fixed Assets</b>	
3011 Wellesley	147,080.00
3112 Olympic	221,437.78
<b>Total Fixed Assets</b>	368,517.78
<b>TOTAL ASSETS</b>	<b>3,035,505.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2002 · US Bank CC-Jesse	2,017.10
2001 · US Bank CC-Jared	1,923.38
<b>Total Credit Cards</b>	3,940.48
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	
457(b) Employer	1,385.23
457(b) Employee	731.18
WA Cares	517.27
FICA	2,151.37
SUTA	241.72
PFMLA	155.28
FUTA	168.00
Med/Dental/Vision	748.32
<b>Total 24000 · Payroll Liabilities</b>	6,098.37
<b>Total Other Current Liabilities</b>	6,098.37
<b>Total Current Liabilities</b>	10,038.85
<b>Total Liabilities</b>	10,038.85
<b>Equity</b>	
32000 · Unrestricted Net Assets	2,984,158.29
Net Income	41,308.26
<b>Total Equity</b>	3,025,466.55
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,035,505.40</b>

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