

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

**MEETING OF Friday, May 8th, 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, May 8th, 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: May 8, 2026

Time: 10:30 AM to 12:00 PM (Pacific Time)

Location: Northeast PDA Office – 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 – 10:40 AM

Welcome and Introductions

Approval of Minutes:

Approval of meeting minutes from March 13th, 2026

Public Comment

10:40 AM – 10:45 AM

Approval of At-Large Board Member

Action Item: Resolution 2026-004: A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors for the appointment of a new member to the NEPDA Board of Directors.

10:45 AM – 11:00 AM

Banking Relationship Discussion

11:00 AM – 11:10 AM

3011 Wellesley Project Greenlight

11:10 AM – 11:20 AM

Accounting RFP Review

11:20 AM – 11:45 AM

Marketing Strategy Presentation

1. Marit Fischer, FischerHouse Consulting

11:45 AM – 11:55 AM

Software Budget Amendment

Action Item: Resolution 2026-005: A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors amending the NEPDA’s 2026 Budget.

11:55 AM – 12:00 PM

General Matters

1. Financials
2. TIF Program Guidance
3. ECP Update
4. CERB Update

12:00 PM

Other Business, Closing

Next Meeting: June 12, 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 m_lowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)).

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

Date: March 13, 2026

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

Attendees

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

Board Staff

Jesse Bank, Executive Director
Jared Aranda, Director of Public Finance
Megan Clark, Legal Counsel

Guests/Presenters

Shae Blackwell, City of Spokane
Joe Poire, JRP Integrated Solutions, CERB Consultant
Nick Hamad, Parks
Jacob Parks, Prospective Board Member
Inga Note, City of Spokane
Amanda Beck, City of Spokane

1. Welcome and Introductions

1.1. Call to Order

The meeting was called to order at 10:32 a.m. A quorum was present.

1.2. Approval of Prior Meeting Minutes

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

Vote: Unanimous approval.

1.3 Public Comment

No public comments were offered.

2. Presentation: City FMSIB Application – Freya St.

- Inga Note, City of Spokane

- The application submitted to FMSID (Freight Mobility Strategic Investment Board) through the state of Washington was to improve Freya from Wellesley to Francis. The application submitted on March 5th focused on two 12-foot travel lanes and 2-way left turn lane with no bike lane, with the bike route being on the parallel street. 2027-2029 were requested for funding years. Short list notification will be in June. If funding is approved for 2027-2029 design work would start in late 2027. We requested \$7.5M and offered a 14% match which is \$1.2M. These funds would be a mix of NEPDA funds and City of Spokane transportation impact funds.

2.1. Board Discussion

Board members discussed Ms. Note's presentation and the FMSIB application asking about matching funds, traffic counts regarding major freight on Freya and designing traffic to deter freight traffic from continuing on past Wellesley. Amount of funds allocated for FMSIB was also discussed.

2.2. Action Item: Resolution 2026-003 Unanimously Approved: A resolution of the Northeast Public Development Authority to commit to allocate 40% of the required matching funds if the City of Spokane is awarded grant funding from the Washington State Freight Mobility Strategic Investment Board (FMSIB) to construct improvements to Freya Street between E Wellesley and Francis Ave.

3. Presentation: CERB Grant – East Hillyard Repositioning Study

- Joe Poire, JRP Integrated Solutions

- Background: CERB grant received late last year for repositioning and marketing efforts in East Hillyard.
- Overview: History of Hillyard's rail industry restructuring, decline, and relocation, infrastructure deterioration, fragmented property ownership, and social challenges were provided. Goals were discussed, and two primary approaches were researched including a Master Developer Model and a District/Multi-owner Model. Project timeline was discussed as well as desired outcomes, followed by next steps.

3.1. Board Discussion

Boundary areas and how much buy-in is needed from private landowners were discussed.

4. Presentation: Parks Planning in Northeast Spokane

- Nick Hamad, City of Spokane

- Levy funding reminder/disbursement schedule, how Parks prioritize projects, District 1 2026 project list, goals, and locations, and major projects coming to the area were discussed. Levy Program manual is available online. Summary: widespread minor

improvements are coming. Harmon Master Planning will be this spring. Minnehaha Detailed Design is coming this fall into 2027. Potential partnership at Market and Queen if desired, and park enhancements are ongoing providing steady improvements between 2026-2046.

4.1. Board Discussion

Questions were asked about updates to Loren Kondo pocket park and technology being used to regulate safety within parks facilities. Mr. Hamad mentioned there is a completed restroom design guidelines document. This document will be applied to Harmon in the spring.

5. PDA Banking Relationship

Enough capital to put to work and earn reasonable investment income. Need to maintain liquidity. Preserve growth of money and access when we need it. Proving challenging at WA trust. Numerica has attractive money market fund for public funds that offers attractive rate of return and fully liquid. Need to access credit facility when grants come in because most of these grants on a reimbursement basis. Can we tie a line of credit to execute grant agreements. Yes, Numerica can do this.

5.1 Board Discussion

NEPDA having its own line of credit was discussed. It was questioned why Numerica seems to be the current top choice. The Board approves researching other avenues.

5.2. Direction to Staff

Continue to collect formal proposals to bring back to the Board for the April meeting.

6. 3011 Wellesley Development

The ED has had positive financing conversations with the Wellesley Development. ED will start conversations about New Market tax credit process for the project. ED has had intro conversations with consultants. It is critical to bring in consultants due to complexity of financial structure. ED has identified a committed, experienced consultant who did an analysis. An initial review suggests the project is feasible showing it can generate enough credits, resulting in a portion of cash flowing back into the project. The ED will execute an agreement with said consultant as this is below the \$25,000 micro project threshold. This serves as notification to the Board.

7. General Matters

7.1 Financials Review

NEPDA is getting a new accountant. Budget is positive and steady.

7.2 Personnel Updates

NEPDA solicited a new staff member. Narrowed down to two and hope to have the new hire at the next Board meeting.

7.3. Land Disposition Discussion in April

Still putting together information to report in April.

7.4. Marketing Strategy Work

Consultant helping with marketing strategy to focus on communication and website refresh. The Board was invited to participate in any conversations/meetings with the consultant.

7.5. Board Discussion

Boardmember Arnold mentioned that the maps on the NEPDA website are different from the City websites around the Magnesium properties. ED mentioned that updates on the NEPDA website are frozen until analysis from marketing consultant.

8.0. Staff Updates

Mr. Aranda mentioned that NEPDA put in an application for a \$2.5 regional mobility grant to focus on the Myrtle project with increasing pedestrian access. NEPDA should hear back in the next few months.

Closing

With no further business, the meeting was adjourned.

Next Meeting: May 8, 2026, 10:30am – 12:00pm
NEPDA Office or Zoom

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2026-004**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors for the appointment of a new member to the NEPDA Board of Directors.

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 (“Interlocal Agreement”) to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County; and

WHEREAS, Section 5 of the Interlocal Agreement allows the NEPDA Board to select at-large business representatives to serve three year staggered terms;

WHEREAS, due to the expiration of an at-large business representative’s second term, a vacant seat exists on the NEPDA Board;

WHEREAS, the NEPDA Board has reviewed a candidate for this position on the Board, and hereby appoints the following individual to the NEPDA Board:

1. Jacob Parks, President and Partner, Profitable Ideas Exchange

BE IT RESOLVED, that pursuant to the authority provided in the Interlocal Agreement and NEPDA bylaws, the NEPDA has appointed the aforementioned individual to immediately serve on the NEPDA Board of Directors;

BE IT FURTHER RESOLVED, that the officers and staff 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 Northeast Public Development Authority 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 May, 2026.

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 8th day of May, 2026, 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

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2026-005**

A **RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) Board of Directors amending the NEPDA’s 2026 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, the NEPDA adopted Resolution No. 2025-021, adopting the 2026 Budget; and

WHEREAS, the Executive Director has identified a need to purchase additional software packages to assist staff in financial management, grants management, and other administrative functions; and

WHEREAS, the NEPDA Board finds it desirable for the efficient and effective governance to amend the 2026 Budget to add \$17,500 for software expenses.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors hereby amends the 2026 Budget to add \$17,500 for software expenses.

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 May 2026.

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 8th day of May 2026, 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

Northeast Public Development Authority
Balance Sheet
 As of March 31, 2026

	Mar 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1115000 · Money Market 0678	602,366.20
1114000 · Spokane County Investment Pool	1,135,085.37
1111000 · 1111000 Checking WTB 0582	892,434.46
Total Checking/Savings	2,629,886.03
Total Current Assets	2,629,886.03
Fixed Assets	
3011 Wellesley	147,080.00
3112 Olympic	221,437.78
Total Fixed Assets	368,517.78
TOTAL ASSETS	2,998,403.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2002 · US Bank CC-Jesse	1,874.76
2001 · US Bank CC-Jared	3,440.62
Total Credit Cards	5,315.38
Other Current Liabilities	
2110 · Direct Deposit Liabilities	125.40
24000 · Payroll Liabilities	
Medicare	146.51
Federal WH Tax	1,122.00
457(b) Employer	848.07
457(b) Employee	373.08
WA Cares	329.91
FICA	146.51
SUTA	300.55
PFMLA	459.11
FUTA	84.00
Med/Dental/Vision	748.32
Total 24000 · Payroll Liabilities	4,558.06
Total Other Current Liabilities	4,683.46
Total Current Liabilities	9,998.84
Total Liabilities	9,998.84
Equity	
32000 · Unrestricted Net Assets	2,984,158.29
Net Income	4,246.68
Total Equity	2,988,404.97
TOTAL LIABILITIES & EQUITY	2,998,403.81

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
Profit & Loss YTD Comparison
 March 2026

	Mar 26	Jan - Mar 26
Ordinary Income/Expense		
Income		
3370000 · Local Grants, Entitlements		
3370040 · Property Taxes	4,180.96	7,745.65
3370300 · New Construction Tax - County	0.00	17,295.05
3370010 · Retail Sales Tax - County	0.00	22,015.23
3370011 · Retail Sales Tax - City	0.00	81,270.32
3370070 · Utility Tax Income	0.00	2,335.14
3370075 · SPIF Interest	3,673.97	9,519.99
3614000 · Money Market Interest	1,293.12	3,374.31
337001 · Miscellaneous Income		
3370256 · ArtsWA-HCD Capital Murials	12,500.00	12,500.00
3370255 · ArtsWA-HCD Capital Wayfinding	12,500.00	12,500.00
3370125 · Grant Admin	-0.96	-50.28
3370252 · Neighborhood Dist (ARPA) HCD-TT	0.00	3,560.44
3370160 · Department of Ecology-OBC Reimb	1,369.12	1,369.12
Total 337001 · Miscellaneous Income	26,368.16	29,879.28
Total 3370000 · Local Grants, Entitlements	35,516.21	173,434.97
Total Income	35,516.21	173,434.97
Expense		
5593114 · Creative District (ArtsWA)		
5593124 · ARPA-ND Program Rev Exp	18.24	717.25
5593119 · ArtsWA-Yearly Stipend Expense	0.00	238.16
Total 5593114 · Creative District (ArtsWA)	18.24	955.41
Goodwill & Community Support		
Streetscape Maintenance	1,010.27	3,030.81
Total Goodwill & Community Support	1,010.27	3,030.81
Projects & Initiatives		
5593002 · 3011 Wellesley development	0.00	4,386.49
CERB Study		
Reimbursed Consultant Costs	15,750.00	15,750.00
Total CERB Study	15,750.00	15,750.00
5593006 · ARPA Facade Improvement Grant 1	1,050.00	1,050.00
5593005 · Myrtle Rd 2025 (OBC)	0.00	24,347.40
Total Projects & Initiatives	16,800.00	45,533.89
Personnel		
5587020 · Payroll Expenses		
457(b) Employer	832.34	5,088.42
FICA	297.87	898.54
SUTA	103.08	313.63
PFML	0.00	0.59
L&I	0.00	107.71
FUTA	0.00	84.00
Health Insurance	5,091.86	10,536.78
Total 5587020 · Payroll Expenses	6,325.15	17,029.67
5587010 · Salaries	18,846.14	56,538.42
Total Personnel	25,171.29	73,568.09
5593113 · Creative Dist (ARPA-ND)	0.00	1,675.17
5593112 · 3112 E Olympic development	0.00	998.27

1:42 PM

Northeast Public Development Authority Profit & Loss YTD Comparison

04/24/26

March 2026

Cash Basis

	Mar 26	Jan - Mar 26
5587030 · Office Supplies & Software		
Website	612.43	1,062.77
Software & Licenses	1,198.17	1,372.73
Internet Service	247.76	743.28
5587046 · Rent & Lease	1,500.00	4,500.00
5587035 · Office Supplies/Expenses	1,370.92	4,136.13
5587030 · Office Supplies & Software - Other	98.17	332.68
Total 5587030 · Office Supplies & Software	5,027.45	12,147.59
5587040 · Professional/Personal Services		
Grant Support	0.00	11,706.75
Payroll Direct Deposit Fees	23.73	71.19
SPIF Management Fee	28.83	83.22
Consulting	2,585.50	3,326.24
Accounting Fees	1,366.71	5,182.21
Advertising & Marketing	2,094.55	2,239.66
Legal Fees	850.00	2,550.00
Total 5587040 · Professional/Personal Services	6,949.32	25,159.27
5587047 · Other Business Expenses		
5587041 · Travel		
Parking	32.81	80.24
Conference, Convention, Meeting	218.00	2,068.00
Meals & Travel	2,013.76	3,010.99
5587041 · Travel - Other	0.00	18.90
Total 5587041 · Travel	2,264.57	5,178.13
Dues & Subscriptions	0.00	941.66
Total 5587047 · Other Business Expenses	2,264.57	6,119.79
Total Expense	57,241.14	169,188.29
Net Ordinary Income	-21,724.93	4,246.68
Net Income	-21,724.93	4,246.68

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.