

# North East Spokane

## Public Development Authority

October 27, 2017

1:00 PM – 3:00 PM

### Minutes

#### Attendance

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**NEPDA Members present:** Laura McAloon, Scott Simmons, Cheryl Stewart, and Joe Tortorelli

**Staff present:** Melissa Owen; Ana Everano, Charlie Wolff

**Consultants and Guests present:** none

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#### Meeting called to order 1:00 pm

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#### Discussion Items:

**Approval of October 13, 2017 Meeting Notes** – Motion to approve October 13, 2017 postponed due to a lack of quorum.

**CEO Luncheon** – board members suggested that Melissa bring hard copies of The YARD master plan to the breakfast along with posters with key project material. Melissa will also bring note cards that attendees can fill out with additional questions they'd like answered if not already addressed at the breakfast. Board members requested outreach to additional attendees. Melissa will forward email invitations to this extended list of potential attendees.

Members discussed in additional detail regarding the breakfast agenda. Agenda items include NEPDA accomplishments and current projects, status of construction in the YARD, update regarding timeframe and impact of WSDOT NSC project (construction of the next two years), a request that attendees validate the list of projects identified in The YARD Development Master Plan, and a request for interested parties to apply for the open community representative position.

#### 2018-2020 Work Plan

Melissa separated out NEPDA board work plan items from those that City staff undertake during the work plan period.

Additions to the work plan included:

- School to work efforts
- Presentation in the box: 5-10 minute presentation about what the PDA, its purpose and what the development authority is doing.
- Pursuit of grant opportunities (to assist with training in particular)
- Quarterly outreach to community groups
- Development of an Annual Report (1 page/infographics)
- Website update
- Formal request of Council and the Administration re: funding of strategic projects

#### Grant Update

*EPA Community Wide Assessment* – Additional assessment of property in the Esmeralda Catalyst site.

*EPA Area-Wide Plan* – N/A project completed

**NEPDA regular meeting schedule** – Cheryl made request that the regular meeting schedule be updated to monthly on the 2<sup>nd</sup> Friday of each month. Due to a lack of quorum, Melissa will add this agenda item to the next meeting. Following formal approval of this change by the board, Melissa will submit an updated meeting schedule to the Office of the City Clerk

regarding the new meeting schedule. Melissa will cancel the 2<sup>nd</sup> meeting of in November in advance of the formal adoption of the new meeting schedule by the NEPDA Board.

**November 10 Meeting Agenda – CEO breakfast (finalize event details)**

**Closing/Around the room – None**

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**Action Items:**

- Reach out to ICM regarding stormwater
  - Clarify and forward Freya project details (2018-2023 Draft 6-Yr CIP); Reach out to communications team regarding project outreach and outreach coordination.
  - Develop and Refine Communications piece utilizing updated NEPDA accomplishments including updates to the NEPDA website.
  - Contact EWU students about connecting with the NEPDA at one of their upcoming regular meetings.
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**Agenda item requests:**

- Financing for NEPDA Operations – request for 2018
  - YARD Funding/Financing; PBIA, LID, LIFT Next Steps (ongoing)
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**Meeting Adjourned 2:45 pm**