

# North East Spokane

## Public Development Authority

April 13, 2018

1:00 PM – 3:00 PM

### Minutes – Approved

#### Attendance

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**NEPDA Members present:** Nicole Hydzik, Craig Riley, Cheryl Stewart, Laura McAloon

**Staff present:** Melissa Owen, Anna Everano, Charlie Wolff

**Consultants and Guests present:** none

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#### Meeting called to order

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#### Discussion Items:

**Approval of March 9, 2018 Meeting Minutes** – Board noted minor grammatical correction to the Board’s motion to approve PDA Strategic Funding (bottom of page one, March 9 minutes). A motion to approve the March 9, 2018 minutes as amended made by Craig Riley, M/S by Laura McAloon – all in favor with no objections or abstentions.

**Approval of NEPDA 2018-2019 Top 10 Priorities** – PDA members would like additional content created for each 2018-2019 priority in order to provide greater clarity of each item. For instance the STA transit needs priority might state “Identify and communicate transit needs with STA.” PDA members would also like to see several action steps under each priority item and incorporated them into their multi-year work plan. Staff will add this discussion item to the May agenda for further review and consideration in order that the PDA take formal action to adopt their 2018-2019 priority list.

**NEPDA Executive Director skillsets, job description/advertisement, timeline, compensation package, etc.** – Board members generally agreed that a reduction in the base salary is needed in order to ensure staff funding for the first two-to-three years based on current funding levels. PDA members would like to consider contracting with an executive recruiting consultant for an interim position as an alternative hiring option. Staff will connect with staffing companies to identify costs associated with utilizing a staffing consultant. Board members suggested some minor edits of the position advertisement and hiring timeline.

Additional information is needed by the board in order to understand their potential budget as it relates to hiring an employee. Information desired includes, but is not limited to: financial impacts of a potential partnership with Spokane County and operating expenses for a small non-profit.

NEPDA employee hire agenda item will carry over to the May meeting. Staff will also provide example interview questions and costs estimates associated with a fiscal partnership with NECCA/Northeast Community Center where NECCA/Northeast Community Center would provide employee payroll, benefits provision, and housing roles.

**NEPDA Board** – no new information, action is pending expansion discussions with Spokane County.

**FMSIB funding opportunity** – more information will be provided at the next meeting. The first round of decisions should be made by the end of April with those projects moving into the second phase of consideration presenting before the FMSIB Board in mid-May.

**EPA Community Wide Assessment** – Grant proceeds and timeline is winding down – final assessment underway.

**Notable Items:**

- Electric Fence Ordinance Text Amendment – expanding the use of electric fences into LI zone.
- Review of recent predevelopment conferences – Board would like regular updates to include more information about each predevelopment (locations possibly shown on a map), permits pulled in the last year, etc.

**Meeting adjourned** at 2:44 pm

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**Action Items:**

- N/A – described above under each agenda item.
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**Other/Ongoing Agenda items:**

- Financing for NEPDA Operations – request for 2018
  - YARD Funding/Financing; PBIA, LID, LIFT Next Steps (ongoing)
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