

North East Spokane

Public Development Authority

October 12, 2018

1:00 PM – 3:00 PM

Minutes

Attendance

NEPDA Members present: Anthony Carollo, Laura McAloon, Josh Kerns, Nicole Hydzyk, Craig Riley, Scott Simmons

Staff present: Chris Green

Consultants and Guests present: Ron Valencia (Spokane County), Pete Rayner (Beacon Hill project)

Meeting called to order

Discussion Items:

Approval of September 14, 2018 Meeting Minutes – Minutes for September 14 and October 12, 2018 will be approved at the November 9 meeting.

Chair Carollo noted that Board Member Kerns would be arriving late following the conclusion of another event.

Project Manager/Consultant Hiring – Assistant Planner Green presented an update on the hiring process for a consultant to act as part-time director/project manager for NEPDA, including a memo summarizing two alternative approaches to hiring (attached). Green explained that most of the firms with a Spokane office listed on the MRSC roster for key competencies (project management, land use planning, real estate development, etc.) were within larger engineering firms. In looking for a consultant, the NEPDA could either try to contract with a planner/project coordinator at one of these firms or put out an RFP in an effort to draw applications from firms or individuals with specific economic development expertise.

Board Member Simmons suggested that the NEPDA could combine \$83,000 in one-time funds allocated by City Council, plus \$50,000 allocated per year in 2018-2020 to fund the hiring of a full-time executive director (see attached spreadsheets). He added that the County may be able to match the \$50,000 per year in 2018-2020 as part of the proposed City-County partnership supporting the PDA, or the \$60,000 per year as provided by the County to fund the West Plains PDA Executive Director position. Under this model, the Executive Director would be hired by the NEPDA with City of Spokane HR assisting with the hiring process.

- Board Member Simmons made a motion to request *that the City finalize and post a recruitment for the Executive Director position, request matching funds of at least \$50,000 per year for three years from the Spokane County Board of Commissioners, commit to funding the position for at least two years under the funding model presented, and request the assistance of City of Spokane Human Resources staff in facilitating the hiring process.* McAloon seconded the motion. The motion passed unanimously.

Chair Carollo suggested a hiring committee to include Board Members Kerns and Riley, as well as Todd Coleman, Executive Director of West Plains PDA, and Lars Gilberts, Executive Director of University District PDA.

Board Member Josh Kerns joined the meeting at 1:50 pm.

Introduction of new Board Member Josh Kerns – Chair Carollo introduced Spokane County Commissioner Josh Kerns as the newest NEPDA Board Member. Commissioner Kerns stated that he is excited to be joining the NEPDA Board, and noted the economic development opportunities in Northeast Spokane, particularly with the North Spokane Corridor nearing completion.

Beacon Hill project – Pete Rayner provided a brief status update on the Beacon Hill project. Mr. Rayner will be meeting with Heather Trautman, Director of Neighborhood and Planning Services, during the week of October 15. A new draft of the development agreement is under review by all parties. Mr. Rayner also described that a 50,000 gallon tank must be built with the booster station for Beacon Hill, and he has proposed a bolted steel tank at a cost of approximately \$150,000. Water Department staff for the City have indicated that they prefer a welded steel tank, which costs approximately \$300,000, so this difference will also need to be worked out. Different possibilities for City contributions toward the additional cost of the water tank were discussed.

The board discussed the stipulations included in the August 10, 2018 motion to transfer strategic funds from the Rowan Avenue project to the Beacon Hill booster station. That motion included an August 31, 2018 deadline to execute a development agreement. At the September NEPDA meeting, the board extended the deadline to October 31, 2018.

- Board Member McAloon made a motion to *extend the deadline for finalizing a development agreement for Beacon Hill from October 31, 2018 to November 10, 2018 (one day after the next scheduled NEPDA meeting)*. Simmons seconded the motion. The motion passed unanimously.

Meeting adjourned at 2:28 pm

Action Items:

- CDBG 2018-2019 funding cycle applications for Rowan Avenue project.
- Finalize and post job announcement for Executive Director position.

Other/Ongoing Agenda items:

- YARD Funding/Financing; PBIA, LID, LIFT, Next Steps (ongoing)
 - Opportunity Zone Designation, final rules for investment, funds developed and projects in which to invest.
-