



Western Alliance for Economic Development  
Monthly Meeting Agenda  
April 23, 2026  
1pm – 2pm  
Greenleaf City Hall  
20523 Whittier Dr., Greenleaf, Idaho 83626

**Chair: Kate Dahl. Vice Chair: David Moore. Secretary: Lee Belt  
Executive Director: Debbie Davis**

Attendees: Kevin Arkoosh – Sen. Risch’s Office  
Lee Belt – City of Greenleaf  
Jules Belyea\* – Idaho Dept. of Commerce  
Kate Dahl – Valley Regional Transit  
Debbie Davis – Melba Chamber  
Tobin Dixon\* – Small Business Administration  
Rachel Granrath\* – Kimley-Horn – Spokane Office  
Maureen Gresham\* – Kimley-Horn – Boise Office  
Max Harris – Sen. Risch’s Office  
David Moore\* – Zion’s Bank

\* via videoconference

1. Welcome and Call to Order – Kate Dahl, Chair

Kate Dahl called the meeting to order at approximately 1:00p.

2. Amendment and/or Approval of Agenda

Action Item:

- Approval of Minutes – April 02, 2026 Monthly Meeting

David Moore moved to approve the agenda. Jules Belyea seconded. The motion was approved by voice vote.

The Board paused to review the minutes. David Moore moved to approve as submitted. Jules Belyea seconded. The motion was approved by voice vote.

***Western Alliance for Economic Development***  
20523 Whittier Drive, Greenleaf, ID 83626  
[www.WesternAllianceed.org](http://www.WesternAllianceed.org)  
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3. Financial Report

Action Item:

- Approve Current Financial Report

It was noted this is the same financials as presented at the 02 Apr meeting.

David Moore asked the following questions:

- How are retained earnings derived? – Deferred to the Greenleaf City Treasurer
- Memberships – Will these funds come in? Can this grow? – Clarified funds yet outstanding from Gem County
- Payroll expenses – What does this include?
- Cellphone expense – Clarified year to date, for one phone
- Fuel – Clarified that this is mileage
- Reimbursement – Clarified that this was for Idaho Housing Summit
- Reserves – Deferred to the Greenleaf City Treasurer

David Moore moved to approve the financial report. Jules Belyea seconded. The motion was approved by voice vote.

4. Director's Report – Debbie Davis

Please see written report for detail. Highlights included the following business contacts:

- Zak's
- H&S Concrete
- TV Gunworks

Discussion followed, including need to have Facebook and NextDoor pages.

5. Idaho Department of Commerce Update – Jules Belyea, Rural Services Specialist

Jules highlighted:



- May 13-14 Idaho Success Summit
- Mid-May (after Success Summit) Rural ED Pro Grant opens

6. Old Business:

Action Item:

- EDD#3 Consultant Update (NEW!)

Discussion:

- Rebranding Update (DBA, Website, Business Cards)
- Insurance and By-laws Update

Kate Dahl noted that Valley Regional Transit has experience with Kimley-Horn, and that Kimley-Horn has the expertise to do this project.

Rachel Granrath described the Kimley-Horn proposal. Please see written proposal for detail.

Discussion followed, including outreach support to the Counties, identification of champions, identification of grants and optional application assistance in phase 3, and the limitations of funding and schedule for the project. It was also clarified that Kimley-Horn will establish framework for CEDS but not creation of the actual CEDS.

Discussion continued, including Kimley-Horn references.

Discussion of desired outcomes followed.

Boise Kimley-Horn team member Maureen Gresham joined the meeting. She brings experience with previous EDD#3 agency SAGE Community resources and EDD#2 Clearwater. Maureen expressed familiarity with EDD agency function and Community Development needs which EDD agencies fill.

Discussion followed regarding communication, project tracking, contacts, and potential support from the tourism industry.

By consent, the action item for contract consideration was moved forward to the next meeting.

7. New Business:

Discussion::

- Canyon County Funding Request
- Funding Requests – Cities
- ED Pro Grant Application

***Western Alliance for Economic Development***

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#### 8. Round-Table Announcements

Kevin Arkoosh – The Senate is working to fund Dept. of Homeland Security, and funding for FISA.

Tobin Dixon – Small Business Awards Banquet 06 May at BSU; Loan program guarantee for Grocery Supply, Ag producers, and Manufacturers opens 01 May.

David Moore – Commercial & consumer confidence remains high locally. Caldwell Urban Renewal sees economic activity. Good Ag and business activity.

David Moore moved to enter executive session to discuss personnel. Kate Dahl seconded. The motion was approved by voice vote.

The board entered executive session at approximately 2:01p.

The board meeting was called back to order at approximately 2:22p.

David Moore moved to accept the Kimley-Horn contract. Lee Belt seconded. The motion was approved by voice vote. Kate Dahl will ask for references and updated schedule.

Discussion followed regarding Kimley-Horn communication, with request for a written report at WAED meetings and videoconference discussion as needed.

It was noted that re-branding to Rural Economic Partners will occur going forward after this meeting.

#### 9. Meeting adjourned. Next meeting May 28, 2026 (4<sup>th</sup> Thursday of each month)

David Moore moved to adjourn. Kate Dahl seconded. The motion was approved by voice vote and the meeting adjourned at approximately 2:28p.

Respectfully submitted,

Lee C. Belt  
WAED Secretary  
Greenleaf City Clerk



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**SPECIAL ACCOMMODATION:** Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

Materials are available in Spanish upon request.  
Los materiales están disponibles en español a pedido.



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Action Item:
  - Approve Current Financial Report
4. Director’s Report – Debbie Davis
5. Idaho Department of Commerce Update – Jules Belyea, Rural Services Specialist
6. Old Business:  
Action Item:
  - EDD3 Consultant Update (NEW!)Discussion:
  - Rebranding Update (DBA, Website, Business Cards)
  - Insurance and By-laws Update
7. New Business:  
Discussion::
  - Canyon County Funding Request
  - Funding Requests – Cities
  - ED Pro Grant Application
8. Round-Table Announcements
9. Meeting adjourned. Next meeting May 28, 2026 (4<sup>th</sup> Thursday of each month)

**20523 Whittier Drive, Greenleaf, ID 83626**  
**[www.WesternAllianceed.org](http://www.WesternAllianceed.org)**

**City of Greenleaf**  
**Trial Balance**  
 As of March 31, 2026

	Mar 31, 26	
	Debit	Credit
D.L. Evans Checking:WAED Project--DL Evans	53,378.42	
Accounts Rec.--WAED	2,500.00	
Accounts Payable	0.00	
Payroll Liabilities		25.64
Payroll Liabilities:FICA and Federal Withholdings		0.00
Retained Earnings		24,552.88
Pass Through Income:WAED Grant Income		15,000.00
Pass Through Income:Memberships--WAED		10,841.25
Pass Through Income:Grant & Membership EDD #3		20,000.00
Payroll:Wages	10,360.00	
Payroll:Payroll Expenses	792.54	
Payroll:Payroll Expenses:Benefits-PERSI	239.20	
Payroll:Payroll Expenses:Payroll Liab. Other	0.00	
Payroll:Reim.-Cell & Utility Reim	0.00	
WAED--Expenses:Cell Phone --WAED	232.38	
WAED--Expenses:Fuel--WAED	252.56	
WAED--Expenses:Meals/ Meetings--WAED	178.52	
WAED--Expenses:Office Supplies- WAED	133.24	
WAED--Expenses:Professional Membership & Dues	623.38	
WAED--Expenses:Training --WAED	959.00	
WAED--Expenses:Travel-- WAED	359.34	
WAED--Expenses:Website Exp- WAED	411.19	
TOTAL	<u>70,419.77</u>	<u>70,419.77</u>

NOTES

Accounts Receivable 2026-03-31

Gem County Chamber 2,500.00

Restricted funds for EDD #3 20,000.00

City of Greenleaf  
**Profit & Loss by Class**  
October 2025 through March 2026

Western Alliance Project

Income	
Pass Through Income	
WAED Grant Income	15,000.00
Memberships--WAED	10,841.25
Grant & Membership EDD #3	20,000.00
Total Pass Through Income	<u>45,841.25</u>
Total Income	<u>45,841.25</u>
Gross Profit	45,841.25
Expense	
Payroll	
Wages	10,360.00
Payroll Expenses	
Benefits-PERSI	239.20
Payroll Liab. Other	0.00
Payroll Expenses - Other	792.54
Total Payroll Expenses	<u>1,031.74</u>
Total Payroll	11,391.74
WAED--Expenses	
Cell Phone --WAED	232.38
Fuel--WAED	252.56
Meals/ Meetings--WAED	178.52
Office Supplies- WAED	133.24
Professional Membership & Dues	623.38
Training --WAED	959.00
Travel-- WAED	359.34
Website Exp- WAED	411.19
Total WAED--Expenses	<u>3,149.61</u>
Total Expense	<u>14,541.35</u>
Net Income	<u>31,299.90</u>

**City of Greenleaf**  
**Profit & Loss Budget vs. Actual**  
October 2025 through March 2026

	Western Alliance Project			
	Oct '25 - Mar 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Pass Through Income				
WAED Grant Income	15,000.00	30,000.00	-15,000.00	50.0%
Memberships--WAED	10,841.25	20,000.00	-9,158.75	54.21%
Grant Admin Fees--WAED	0.00	12,000.00	-12,000.00	0.0%
Fundraising/ Scholarships--WAED	0.00	500.00	-500.00	0.0%
Grant & Membership EDD #3	20,000.00	60,000.00	-40,000.00	33.33%
Total Pass Through Income	45,841.25	122,500.00	-76,658.75	37.42%
Invest Pool Trans- Cash Carry	0.00			
<b>Total Income</b>	<b>45,841.25</b>	<b>122,500.00</b>	<b>-76,658.75</b>	<b>37.42%</b>
<b>Gross Profit</b>	<b>45,841.25</b>	<b>122,500.00</b>	<b>-76,658.75</b>	<b>37.42%</b>
<b>Expense</b>				
Payroll				
Wages	10,360.00	55,000.00	-44,640.00	18.84%
Payroll Expenses				
Benefits-PERSI	239.20	4,085.00	-3,845.80	5.86%
Payroll Liab. Other	0.00	9,900.00	-9,900.00	0.0%
Payroll Expenses - Other	792.54			
Total Payroll Expenses	1,031.74	13,985.00	-12,953.26	7.38%
<b>Total Payroll</b>	<b>11,391.74</b>	<b>68,985.00</b>	<b>-57,593.26</b>	<b>16.51%</b>
WAED--Expenses				
Bank & Service Charges	0.00	260.00	-260.00	0.0%
Cell Phone --WAED	232.38	1,400.00	-1,167.62	16.6%
Fuel--WAED	252.56	7,000.00	-6,747.44	3.61%
Grant Admin Exp.--WAED	0.00	12,000.00	-12,000.00	0.0%
Insurance Corp- WAED	0.00	1,500.00	-1,500.00	0.0%
Marketing--WAED	0.00	3,000.00	-3,000.00	0.0%
Meals/ Meetings--WAED	178.52	3,000.00	-2,821.48	5.95%
Office Supplies- WAED	133.24	2,000.00	-1,866.76	6.66%
Professional Membership & Dues	623.38	1,400.00	-776.62	44.53%
Training --WAED	959.00	6,000.00	-5,041.00	15.98%
Travel-- WAED	359.34	6,000.00	-5,640.66	5.99%
Website Exp- WAED	411.19	1,000.00	-588.81	41.12%
Reserves--WAED	0.00	8,955.00	-8,955.00	0.0%
Total WAED--Expenses	3,149.61	53,515.00	-50,365.39	5.89%
<b>Total Expense</b>	<b>14,541.35</b>	<b>122,500.00</b>	<b>-107,958.65</b>	<b>11.87%</b>
<b>Net Income</b>	<b>31,299.90</b>	<b>0.00</b>	<b>31,299.90</b>	<b>100.0%</b>

City of Greenleaf

4/21/2026 12:28 PM

Register: D.L. Evans Checking: WAED Project--DL Evans

From 10/01/2025 through 04/21/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/10/2025	35872	David L Lincoln	-split-	Pay Period 09/...	269.40	X		24,371.06
10/10/2025	35873	Debbie A. Davis	-split-	Pay Period 09/...	332.46	X		24,038.60
10/14/2025	EFT	United States Treasury	-split-	82-0314498 pa...	216.28	X		23,822.32
10/24/2025	35904	David L Lincoln	-split-	Pay Period 10/...	269.40	X		23,552.92
10/24/2025	35905	Debbie A. Davis	-split-	Pay Period 10/...	332.46	X		23,220.46
10/28/2025	EFT	United States Treasury	-split-	82-0314498 pa...	216.28	X		23,004.18
10/30/2025	35917	VISA - LINCOLN	Accounts Payable	acct ending 1268	188.28	X		22,815.90
10/30/2025	35918	Verizon	Accounts Payable	Inv 612610576...	38.72	X		22,777.18
11/06/2025	35937	Caldwell Chamber of...	Accounts Payable	Inv 17759 WA...	215.00	X		22,562.18
11/07/2025	35945	David L Lincoln	-split-	Pay Period 10/...	269.40	X		22,292.78
11/07/2025	35946	Debbie A. Davis	-split-	Pay Period 10/...	332.46	X		21,960.32
11/12/2025	EFT	United States Treasury	-split-	82-0314498 pa...	216.28	X		21,744.04
11/20/2025		Idaho Power	Accounts Rec.--WAED	FY26 WAED		X	1,500.00	23,244.04
11/21/2025	35969	David L Lincoln	-split-	Pay Period 11/...	269.40	X		22,974.64
11/21/2025	35970	Debbie A. Davis	-split-	Pay Period 11/...	332.46	X		22,642.18
11/25/2025	EFT	United States Treasury	-split-	82-0314498 pa...	216.28	X		22,425.90
11/25/2025	35978	Verizon	Accounts Payable	Inv 612859901...	38.74	X		22,387.16
11/28/2025		City of Greenleaf--W...	Accounts Rec.--WAED	CoG membersh...		X	3,000.00	25,387.16
12/04/2025		Idaho Dept of Comm...	Accounts Rec.--WAED	auto deposit pa...		X	7,500.00	32,887.16
12/05/2025		Zions Bank	Accounts Rec.--WAED	online pymt M...		X	241.25	33,128.41
12/05/2025	36005	David L Lincoln	-split-	Pay Period 11/...	269.40	X		32,859.01
12/05/2025	36006	Debbie A. Davis	-split-	Pay Period 11/...	332.46	X		32,526.55
12/09/2025	EFT	United States Treasury	-split-	82-0314498 pa...	216.28	X		32,310.27
12/09/2025	36018	Lincoln D.	Accounts Payable	IEDA Confere...	694.92	X		31,615.35
12/19/2025	36038	David L Lincoln	-split-	Pay Period 11/...	269.40	X		31,345.95
12/19/2025	36039	Debbie A. Davis	-split-	Pay Period 11/...	332.46	X		31,013.49
12/22/2025	EFT	United States Treasury	-split-	82-0314498 pa...	216.28	X		30,797.21
12/30/2025	36058	Verizon	Accounts Payable	Inv 613111364...	38.73	X		30,758.48
12/30/2025	36059	VISA - LINCOLN	Accounts Payable	acct ending 1268	110.32	X		30,648.16
01/02/2026	36066	David L Lincoln	-split-	Pay Period 12/...	269.40	X		30,378.76
01/02/2026	36067	Debbie A. Davis	-split-	Pay Period 12/...	332.46	X		30,046.30
01/05/2026		Intermountain Gas	Accounts Rec.--WAED	WAED wrks c...		X	1,000.00	31,046.30
01/07/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	216.28	X		30,830.02
01/16/2026	36098	David L Lincoln	-split-	Pay Period 12/...	269.40	X		30,560.62
01/16/2026	36099	Debbie A. Davis	-split-	Pay Period 12/...	332.46	X		30,228.16
01/20/2026		Wilder	Accounts Rec.--WAED	WAED check ...		X	2,300.00	32,528.16
01/21/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	216.28	X		32,311.88
01/26/2026	36116	Gem County Chambe...	Accounts Payable	Membership du...	100.00	X		32,211.88
01/26/2026	36117	Verizon	Accounts Payable	Inv 613362483...	38.73	X		32,173.15
01/30/2026	36128	VISA - LINCOLN	Accounts Payable	acct ending 1268	464.52	X		31,708.63

City of Greenleaf

4/21/2026 12:28 PM

Register: D.L. Evans Checking:WAED Project--DL Evans

From 10/01/2025 through 04/21/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/30/2026	36125	David L Lincoln	-split-	Pay Period 01/...	269.40	X		31,439.23
01/30/2026	36126	Debbie A. Davis	-split-	Pay Period 01/...	332.46	X		31,106.77
02/03/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	216.28	X		30,890.49
02/13/2026	36166	David L Lincoln	-split-	Pay Period 01/...	269.40	X		30,621.09
02/13/2026	36167	Debbie A. Davis	-split-	Pay Period 01/...	332.46	X		30,288.63
02/17/2026		VRT- Valley Region...	Accounts Rec.--WAED	WAED wrks c...		X	300.00	30,588.63
02/18/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	216.28	X		30,372.35
02/19/2026		Canyon County - Cust	Accounts Rec.--WAED	canyon county ...		X	20,000.00	50,372.35
02/24/2026	36176	Verizon	Accounts Payable	Inv 613612702...	38.73	*		50,333.62
02/27/2026	36185	VISA - LINCOLN	Accounts Payable	acct ending 1268	310.00	*		50,023.62
02/27/2026	36178	David L Lincoln	-split-	Pay Period 02/...	269.40	*		49,754.22
02/27/2026	36179	Debbie A. Davis	-split-	Pay Period 02/...	332.46	*		49,421.76
03/03/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	216.28	*		49,205.48
03/03/2026	36205	Davis, Debbie	Accounts Payable	WAED reimbu...	209.50	*		48,995.98
03/11/2026		Idaho Dept of Comm...	Accounts Rec.--WAED	Dept of Comm...		*	7,500.00	56,495.98
03/13/2026	36225	Debbie A. Davis	-split-	Pay Period 02/...	851.70	*		55,644.28
03/17/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	153.00	*		55,491.28
03/18/2026	EFT	PERSI - payroll liabi...	-split-	C266 Bi-weekl...	191.40	*		55,299.88
03/26/2026	36237	Verizon	Accounts Payable	Inv 613865057...	38.73			55,261.15
03/27/2026	EFT	PERSI - payroll liabi...	-split-	C266 Bi-weekl...	191.40	*		55,069.75
03/27/2026	36240	Debbie A. Davis	-split-	Pay Period 03/...	851.70			54,218.05
03/30/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	153.00	*		54,065.05
03/31/2026	36252	VISA - LINCOLN	Accounts Payable	acct ending 1268	351.63			53,713.42
03/31/2026	36253	Davis, Debbie	Accounts Payable	WAED reimbu...	335.00			53,378.42
04/10/2026	36273	Debbie A. Davis	-split-	Pay Period 03/...	851.70			52,526.72
04/14/2026	EFT	United States Treasury	-split-	82-0314498 Pa...	153.00			52,373.72
04/14/2026	EFT	PERSI - payroll liabi...	-split-	C266 Bi-weekl...	191.40			52,182.32

WAED Executive Directors Report  
Debbie Davis  
4/2/26 – 4-22-26

### **Events, Meetings & Training:**

Since our meeting on 4/2/26 my time has not been spent at events, meetings or trainings but rather on the pressing and necessary administrative duties.

### **Connections & Discussions:**

Most of my outreach and discussions for April have focused on Region 3 and the update/refresh of WAED. I received 3 business referrals from Lee for the City of Greenleaf. 1. Zak's Mobile Oil Change. His need was how to get more connected and promote his business. I recommended plugging into local Chambers of Commerce in the areas he wants to build his business...networking! 2. H&S Company (Concrete sawing & removal, drilling, excavation). I spoke with Shauni Hustad and she expressed a need to hire laborers. I provided her with a resource sheet and contact information for the local office of the Idaho Department of Labor. I have an awesome contact now with the Caldwell office. They have meetings on Wednesdays where I can go in and present/introduce our organization so we can be plugged into services they offer....connections! 3. Greg Bonde with Treasure Valley Gunworks LLC. I called and left a voice mail.

### **Office Time:**

On 4/15/26 we received approval from the Idaho Secretary of State for our DBA (Rural Economic Partners of Southwest Idaho). I will begin work on the website and business cards.

The phone has been updated with a voicemail greeting.

We now have Directors & Officers E&O insurance. Old premium was \$1424 and new policy will be \$698...same coverage with A+ rated company.

The application for FY2027 funding from Canyon County is due 4/30/26. It is complete and I am waiting for a few letters of support that I have requested.

### **To Do List:**

- I will not be able to attend the Rural Success Summit in May
- Review and update by-laws for Board review and approval
- Build our contacts and membership tracking spreadsheet
- Update membership form – have online option?
- Update Website
- Order business cards
- Begin outreach to cities/counties – (deliverables with tracking)
- Funding requests to cities/counties
- Upcoming ED Pro Grant Renewal

# Kimley»»Horn

April 15, 2026

Kate Dahl, Principal Planner, Valley Regional Transit  
[kdahl@ridevrt.org](mailto:kdahl@ridevrt.org)  
Representing: Western Alliance for Economic Development  
(P) 208.258.2715

Re: Letter Agreement for Professional Services for planning support and framework for establishing an Economic Development District - Western Alliance for Economic Development

Dear Ms. Dahl:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") submits this Letter Agreement ("Agreement") to Economic Development District Region 3 ("Client") for planning support and framework for establishing an Economic Development District ("Project").

## Project Understanding

Southwest Idaho lacks an active regional economic development organization to serve the participating counties of Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington in Idaho. Economic Development District Region III (EDDR3) is proposed to fill this gap. The project will focus on organizing the nonprofit association, establishing a foundational business plan, and preparing a framework for future economic development activities, including the pursuit of a Comprehensive Economic Development Strategy (CEDs).

**Project Goal:** Establish EDDR3 as a functioning, sustainable regional economic development association that fills the gap in the participating counties, with stakeholder buy-in, operational capacity, and a roadmap for funding and CEDs development.

## Scope of Services

Kimley-Horn will provide the services specifically set forth below.

### PHASE 1: ORGANIZATIONAL FOUNDATION & NONPROFIT STRUCTURING

Establish the legal and operational foundation as a nonprofit regional development association, through the following tasks:

#### 1.1 Nonprofit Organization Setup

- A. Confirm legal requirements and incorporate the District as a nonprofit entity in Idaho.
- B. Facilitate the committee to develop bylaws, governance structure, and board framework (up to two meetings).
- C. Facilitate identification of roles and responsibilities for initial leadership and staff.
- D. Identify staffing and administrative needs for Year 1.

- E. Prepare an informational sheet to engage stakeholders in participating in the formation of the group.
  1. Utilize a phased approach to establish the initial board of directors, beginning with a more centralized group of local members, followed by broader representation to ensure participation from each area and county.

## 1.2 Initial Stakeholder Outreach

- A. Evaluate the stakeholder list to confirm representation from each county. Establish an initial point of contact in each area to help identify appropriate participants and local champions for engagement.
- B. Identify key stakeholders across all ten counties, including economic development professionals, chambers of commerce, city and county leadership, COMPASS, and relevant industry groups.
  1. Assess areas with the least engagement and determine where additional outreach is needed. Begin with on-the-ground contacts to support grassroots engagement.
  2. Develop and refine a stakeholder list that includes potential initial board members, economic development contacts, and other key regional partners.
- C. Facilitate and conduct initial interviews or meetings (up to 15) with a key partner from the initial board with stakeholders to understand local priorities, capacity, and interest in both regional collaboration and local initiatives.

## 1.3 Update the Business Plan

- A. Update proposed programs, services, and initial operational plan.
- B. Work with the group to update budget framework for the first 1–2 years.
- C. Update the fee membership structure
- D. Update the staffing plan

## 1.4 Communication & Engagement Strategy

- A. Develop a stakeholder engagement plan for continued collaboration and buy-in.

### Deliverables:

- Updated business plan and operational framework outline
- Stakeholder contact and engagement summary
- Founding Board established
- Non-profit paperwork filed with IRS, in coordination with the Board of Directors
- Bylaws adopted, in coordination with the Board of Directors

## PHASE 2: FUNDING STRATEGY & PATHWAY TO DEVELOP CEDS

Identify potential funding sources to support operations and future development of a Comprehensive Economic Development Strategy (CEDS).

### 2.1 Funding Opportunities Assessment

- A. Research federal, state, and private funding options to support the District and a CEDS plan.

- B. Identify potential grant opportunities (e.g., Department of Energy, EDA, USDA, state economic development programs).

## 2.2 Strategic Funding Plan

- A. Identify and prioritize potential funding sources and develop an application timeline.
- B. Define roles for grant writing, submission, and reporting.

## 2.3 CEDS Planning Framework

- A. Utilizing the 2020 SWOT analysis as a framework, confirm or revise strengths, weaknesses, opportunities and threats
- B. Define mission, vision, short- and long-term goals based on input from previous meetings and stakeholder interviews.
- C. Develop a preliminary plan for CEDS development, including scope, stakeholders, and schedule.
- D. Identify gaps in data, regional priorities, and potential project pipelines to be included in CEDS.
- E. Update and revise the draft CEDS scope of work as needed.

### Deliverables:

- Strategic funding plan for the District operations and CEDS
- Preliminary CEDS framework for stakeholder review

## PHASE 3: ROADMAP & IMPLEMENTATION SUPPORT (OPTIONAL & IF BUDGET ALLOWS)

Provide the District with actionable steps to operationalize the organization and begin programmatic work, outlined in the following tasks:

### 3.1 Implementation Roadmap

- a. Define short-term and long-term milestones for operations, programs, and stakeholder engagement.

### 3.2 Stakeholder Coordination & Partnership Development

- a. Facilitate up to one meeting with participating counties and economic organizations to finalize commitments.
- b. Establish advisory committees or working groups to support ongoing efforts.

### 3.3 Documentation & Knowledge Transfer

- a. Compile all organizational, business, and operational materials into a reference package.
- b. Provide recommendations for ongoing governance, funding, and partnership strategies.

### Deliverables:

- Implementation Roadmap
- Stakeholder and advisory committee coordination plan

- Comprehensive organizational package (business plan, bylaws, operational framework, funding strategy)

## Information Provided By Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

## Schedule

Kimley-Horn will perform the services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

## Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-3 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task Number & Name	Fee	Type
1 <i>Organizational Foundation &amp; Nonprofit Structuring</i>	\$11,500	Lump Sum
2 <i>Funding Strategy &amp; CEDS Pathway</i>	\$5,500	Lump Sum
3 <i>Roadmap &amp; Implementation Support (As Budget Allows)</i>	\$3,000	Lump Sum
Total	<b>\$20,000</b>	

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

## Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to Economic Development District Region III.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in a PDF. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

\_\_\_\_ Please email all invoices to \_\_\_\_\_

\_\_\_\_ Please copy \_\_\_\_\_

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on this project. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Signed:

Printed Name: Rachel Granrath, AICP

Title: Project Manager

KIMLEY-HORN AND ASSOCIATES, INC.



Signed:

Printed Name: Brandon McDougald

Title: Vice President

Western Alliance for Economic Development

SIGNED: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Client's Federal Tax ID: \_\_\_\_\_

Client's Business License No.: \_\_\_\_\_

Client's Street Address: \_\_\_\_\_

\_\_\_\_\_

Attachment – Request for Information

Attachment – Standard Provisions

### Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

#### Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner	<input type="checkbox"/>	Agent for Owner	<input type="checkbox"/>	Unrelated to Owner

#### Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

#### Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

#### Project Funding Identification – List Funding Sources for the Project


Attach additional sheets if there are more than 4 parcels or more than 4 owners

**KIMLEY-HORN AND ASSOCIATES, INC.**  
**STANDARD PROVISIONS**

1. Kimley-Horn's Scope of Services and Additional Services. Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including in-house reproduction, postage, supplies, digital data storage and security, and local mileage. Other direct expenses will be billed at 1.15 times cost.
2. Client's Responsibilities. In addition to other responsibilities herein or imposed by law, the Client shall:
  - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
  - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the Project and all standards of development, design, or construction.
  - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the Project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
  - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its Services.
  - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
  - f. Furnish approvals and permits from governmental authorities having jurisdiction over the Project and approvals and consents from other parties as may be necessary.
  - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
  - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's Services or any defect or noncompliance in any aspect of the Project.
3. Period of Services. Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the Services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
4. Method of Payment. Client shall pay Kimley-Horn as follows:
  - a. Invoices will be submitted periodically for Services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may,

- after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
- b. The Client will remit all payments electronically to:
    - Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
    - Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
    - Account Number: 2073089159554
    - ABA#: 121000248
  - c. The Client will send the Project number, invoice number and other remittance information by e-mail to [payments@kimley-horn.com](mailto:payments@kimley-horn.com) at the time of payment.
  - d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
  - e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
  - f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.
  - g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
5. Use of Deliverables. All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the Services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this Project or on any other project. Any modifications by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.
6. Intellectual Property. Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no rights in the Intellectual Property to Client, unless otherwise agreed to in

writing. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's Services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the Terms of Service set forth at <https://www.khtsinc.com/terms-of-Service/> which terms are incorporated herein by reference.

7. **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
8. **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
9. **Standard of Care.** The standard of care applicable to Kimley-Horn's Services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
10. **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. An increase to this limitation of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.
11. **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

12. Professional Liability Insurance. Kimley-Horn will maintain a professional liability insurance policy for the Services provided by Kimley-Horn during the course of this Agreement.
13. Construction Costs. Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
14. Certifications. All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.
15. Dispute Resolution. All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
16. Hazardous Substances and Conditions. Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's Services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its Services until the hazardous substance or condition is eliminated.
17. Construction Phase Services.
  - a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
  - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
  - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-

Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.

18. No Third-Party Beneficiaries; Assignment and Subcontracting. This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.
19. Confidentiality. The Client consents to the use and dissemination by Kimley-Horn of photographs of the Project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its Services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.
20. Miscellaneous Provisions. This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



# Canyon County FY2027 Funding Request Application

## APPLICATION DUE BY APRIL 30, 2026

Organization Name: Western Alliance for Economic Development dba Rural Economic Partners of Southwest Idaho

Address: 20523 N. Whittier Dr., Greenleaf, ID 83626

Email: (temporary email during transition) debbiedavis270@gmail.com

Website: (currently under reconstruction) www.westernallianceed.org

Contact Name: Debbie Davis Title: Executive Director

Contact Address: 20523 N. Whittier Dr., Greenleaf, ID 83626

Contact Phone: 208-615-6083

Email: (temporary email during transition) debbiedavis270@gmail.com

**DRAFT**

Requested funding amount: \$20,000

Documents to be included with application, if not applicable please provide statement of why:

- Proposed FY2027 budget
- 3-year budget-to-actual history
- Letters of commitment from any other funding sources
- Letters of support
- IRS determination letter for 501(c)(3) status and documentation that your organization is incorporated as an Idaho non-profit corporation

Send completed application and attachments to:  
Canyon County – Attn: BOCC – 1115 Albany St. Caldwell, ID 83605  
OR email to [BOCC@canyoncounty.id.gov](mailto:BOCC@canyoncounty.id.gov)

**DRAFT**

**PLEASE NOTE: ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED FOR A MEETING  
WITH THE BOARD**

FY2027 CANYON COUNTY FUNDING REQUEST APPLICATION

*Please answer the following questions; if additional space is required please attach additional pages as necessary.*

1. Provide a detailed description of how the funding will be utilized:

The requested funding will support the continued revitalization of the Western Alliance for Economic Development which is currently being rebranded as Rural Economic Partners of Southwest Idaho with a primary focus on advancing the reinstatement of the Region 3 Economic Development District (EDD).

The current goal is for a significant portion of these funds to be used to engage a qualified consultant to assist with the formation and implementation of the EDD. The scale and complexity of reestablishing a multi-county EDD requires dedicated technical expertise and capacity beyond day-to day operations of the Executive Director. The consultant would assist us in performing the following:

- Establishing the legal and organizational structure of the district
- Developing governance documents and operational frameworks
- Leading coordination outreach and engagement across the ten-county region
- Supporting alignment among regional stakeholders

The position of Executive Director for Rural Economic Partners will be transitioning from part time to full time in order to fill the growing needs of rural communities. The funds received from Canyon County will be critical as a contribution toward the required match for the Idaho Department of Commerce Rural Economic Development Professional (ED Pro) grant.

Overall, this investment will accelerate the reestablishment of a coordinated regional economic development structure while strengthening the organizations capacity to serve rural communities.

2. How does the program/organization benefit the citizens of Canyon County?

Rural Economic Partners directly benefits the citizens of Canyon County by providing localized, relationship driven economic development services tailored to the unique needs of its rural communities.

Through a “boots on the ground” approach, the organization maintains regular, personal outreach with city leaders, small businesses and community stakeholders. This consistent presence ensures that rural communities (often operating under different constraints than urban areas) have access to guidance, resources, and connections that are relevant to their specific circumstances.

Many smaller communities in Canyon County face challenges related to infrastructure, workforce access, and limited administrative capacity. These challenges do not always align with traditional, large scale economic development models. We work to bridge that gap by serving as a direct resource connector...helping communities navigate state programs, identify funding opportunities, and support business retention, expansion, and recruitment in a way that is practical and achievable at the local level.

3. Does your program/organization charge any fees for public or citizen use? If yes, please explain.

We are a membership based organization that relies heavily on stakeholder funding partners. Membership is not required for assistance and/or support from our organization. There is no direct charge for any of our services.

4. How is the program/organization available to the citizens of Canyon County?

Rural Economic Partners ensures accessibility to the citizens of Canyon County through direct, personal engagement and increasing visibility across multiple communication channels. We prioritize regular, in-person visits and ongoing check-ins with city staff, local leaders and small businesses in rural communities. This personalized approach ensures that communities are aware of available resources and have a trusted, familiar point of contact for economic development support.

In addition, the organization is actively enhancing its accessibility through the revitalization of its website and implementation of a coordinated social media presence. These efforts will provide broader awareness, improved communication, and easier access to information and services for residents and businesses throughout Canyon County.

5. What are the regular hours of operation?

Business is conducted during normal business hours throughout the work week, Monday-Friday, 8am – 5pm...however, we are always available for after hour visits or phone conversations when the need .

6. How is the program/organization publicized?

Rural Economic Partners is primarily publicized through strong relationships with the staff and leadership of the rural cities we serve. Much of our visibility comes through direct referrals, as city officials frequently connect local businesses and community members with our organization when economic development needs arise. This has been especially evident through ongoing collaboration with the City of Greenleaf.

In addition to these trusted, relationship based referrals, we are actively expanding our outreach efforts by revitalizing our website and working towards a social media presence.

7. Total hours per year the program/organization is available to the public

The organization is available year round to the public...Monday thru Friday, 8am to 5pm and closed on major holidays. Again...we are always happy to meet with anyone after hours or on weekends as the need arises.

8. Number of citizens served each year?

Most of our direct interaction is with city staff, local leaders, and small businesses but the impact of that work reaches the broader community. As we are working on revitalizing our organization under new leadership, our goals are to track and measure the key performance indicators and work to measure our impact in the communities we serve.

9. How would our contribution reduce or eliminate costs to the County taxpayer?

By serving as a centralized resource for rural communities, Rural Economic Partners of Southwest Idaho helps city staff and local businesses navigate economic development opportunities, connect with state and regional programs, and address challenges before they require direct county involvement. This proactive, on the ground approach helps reduce the demand on county staff and resources.

**DRAFT**

Additionally, efforts to reinstate the Region 3 Economic Development District will position the region to access federal and state funding opportunities that can support infrastructure, business development, and community projects...bringing outside dollars into Canyon County rather than relying solely on local taxpayer funding.

Overall, the County's investment leverages a broader network of resources and expertise, helping deliver efficient, cost effective economic development services while reducing the long term financial burden on county taxpayers.

It is hereby mutually agreed and understood that if awarded the use of these funds will be for the purposes stated in this document only.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date



# CITY OF GREENLEAF

20523 North Whittier Drive  
Greenleaf, Idaho 83626  
[www.greenleaf-idaho.us](http://www.greenleaf-idaho.us)

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Western Alliance for Economic Development  
Attention: Debbie Davis, Executive Director  
20523 Whittier Drive  
Greenleaf, ID 83626

RE: FISCAL YEAR 2027 LETTER OF SUPPORT

22 April 2026

Greetings!

As of the date of this letter, the City is at the beginning of Fiscal Year 2027 (FY-2027) budgeting process. City Staff's initial starting-point budget for presentation at the May or June 2026 Council Meeting\* will include **\$3,000.00 direct financial support** to the Western Alliance for Economic Development (Western Alliance) for FY-2027 (Oct 2026- Sep 2027).

City staff also anticipates providing **in-kind support**, including serving as fiscal agent for the Western Alliance through the upcoming fiscal year, to fulfill Idaho Department of Commerce Economic Development Professional (ED Pro) grant requirements. The City estimates a minimum of 16 staff hours per month at aggregate estimated value of \$40.00/hour, plus \$30.00 monthly photocopier / materials cost.

FY-2027 support, including estimated in-kind, is projected as follows:

Western Alliance FY-2026 Membership Pledge:	\$ 3,000.00
In-kind Staff Support (\$40/hr x 16hrs = \$560 x 12mo):	\$ 7,680.00
In-kind Materials (\$30/mo x 12mo):	\$ 360.00
<b><u>Total Direct and In-Kind Support:</u></b>	<b><u>\$11,040.00</u></b>

Additional staff support will be provided, as determined necessary. It is worth note that the typical City government annual membership pledge to the Western Alliance is \$1.00 per resident at latest 10-year census. The 2020 census identified the City of Greenleaf with a population of 812.

This commitment to the Western Alliance reflects the City's recognition of employment and product / service availability benefits to City residents from access to a professional providing *economic development services* to assist business start-ups, business retention, and business relocation both inside the City Limits and regionally in the Western Alliance service area.

The City also supports the Western Alliance's efforts to re-establish an Economic Development District for Idaho Region #3 to bring *community development services* and access to Federal Economic Development Agency (EDA) funding to our region.

Respectfully submitted,

  
Lee C. Belt, Greenleaf City Clerk

\* City Staff relies heavily on the AIC Budgeting Manual. The FY-2027 manual is expected to release in early May, thus City Staff's draft budget may not be solid until Council's June meeting.