



University District Public Development Authority (UDPDA) Board of Directors' Meeting Minutes

Tuesday, January 8, 2019 – 1:00pm-1:50pm

Whitworth UD Campus, 534 E Spokane Falls Blvd, lower level conference room

Board Members Present: Dan Antonietti, Susan Ashe, Bill Bouten, Catherine Brazil, Elaine Couture (via phone), Daryll DeWald, Teresa Dugger, Lou Gust, Latisha Hill, Taud Hume (non-voting), Cindy Leaver, Amy McCoy (CCS proxy), Mariah McKay, Chuck Murphy (Gonzaga proxy), David O'Brien, Brandon Ropez-Betty, President Ben Stuckart, Beck Taylor, Frank Velazquez

Board Members Absent: Mayor David Condon (non-voting), Dr. Mary Cullinan, Ezra Eckhardt, Christine Johnson (see proxy), Dr. Thayne McCulloh (see proxy), Todd Mielke, Mark Richard

Other Participants and Invited Guests Present: Chris Green (City)

Staff Present: Lars Gilberts, Alden Jones

Call to Order:

Chair Leaver called the meeting to order at 1:00pm, thanked Dr. Taylor and Whitworth for hosting and welcomed Dan Antonietti, Susan Ashe and Chris Green to their first official board meeting. Leaver asked the board to review the December 4 UDPDA board meeting minutes and the UDPDA financials as of November 30, 2018. **MOTION to approve minutes and financials** (Taylor); seconded (Ashe) and passed unanimously.

2018 warrants through November 31, 2018 include:

- 1008, Traveler's Insurance, \$140, 1/30/18, for public official bond
- 1009, Philadelphia Insurance Co, \$669, 8/3/18, for general liability
- 1010, VOID
- 1011, UDDA, \$16,600, 9/12/18, for UDRA management contract
- 1012, UDDA, \$33,992.88, 10/12/18, for CAI contract reimbursement
- 1013, HUB International, \$1,075, 10/12/18, for D&O insurance
- 1014, UDDA, \$26,124.01, 11/2/2018, for CAI contract reimbursement
- 1015, UDDA, \$8,300, 11/14/18, for UDRA management contract

University District Strategic Master Plan (UDSMP) Update and Sub Area Planning

Gilberts described the components of the recently submitted Community Attributes, Inc. (CAI) final draft of the University District Strategic Master Plan update. At this time, Pearman-Gillman, Worlock, Green, and staff are editing the document for Development Committee review. The board inquired about the steps leading up to the vote (including a City Council vote) to approve the UDSMP update and asked for adequate time to carefully read and discuss the document as a group and with the Development Committee. Green and Stuckart indicated that there are no firm City deadlines, but that the City would like to start Sub Area Planning in the May-June timeframe. The board, therefore, decided to waive the proposed motion giving provisional approval to the CEO and Development Committee to finalize the UDSMP update. Instead, the board requested the option to attend the February 13 Development Committee meeting (3:00pm-5:30pm) and have access to a read-only copy of the final draft document and executive summary via the secure board portal prior to the February 13 meeting.

Ongoing City Negotiations/Topics

University of Washington Spokane Center property transfer

The City Council was briefed regarding the UW Spokane Center on January 7 and they are scheduled to vote on the actual property transfer on January 14. Gilberts



encouraged board members to attend this upcoming meeting. Following up on the board's previous concern regarding a gap in funding apropos the timing of the due diligence process, the completion of the Purchase & Sale Agreement, and the proposed reversal of the City's 2019 quarterly \$10K contributions to the UDDA; Leaver mentioned that a small group of board members and Gilberts met with the Mayor and City staff on January 3 and there were assurances to look into the City's gap in support until lease income commences. During the board meeting, Stuckart reaffirmed this as well.

Letter to Mayor and City Council Regarding Connectivity

Leaver called for a **MOTION to approve the letter to the Mayor and City Council President regarding improved connectivity between the University District Gateway Bridge and Martin Luther King Jr. Way (Hill)**, seconded (Bouten) and passed unanimously. The concern expressed is the lack of direct/safe bicycle access from MLK Jr. Way (heading eastbound) to the north landing of the bridge.

EPA (Brownfields) Coalition Assessment Grant Application

The City of Spokane is leading an EPA (Brownfields) Coalition Assessment Grant application (January 31 application deadline) to address property contamination in the University District via Phase 1 and 2 environmental assessments. The proposed application partners include the UDPDA, Gonzaga University, Washington State University Health Sciences Spokane, and Empire Health Foundation. Stantec (under contract with the City) will manage the grant-writing process at no charge to the partners. The Development Committee will be consulted regarding the initial identification of critical sites. Leaver asked for a **MOTION to approve UDPDA participation as a Coalition Partner in an EPA (Brownfields) Coalition Assessment Grant application led by the City**, (McKay) and seconded (McCoy) and passed unanimously.

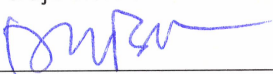
Financial Management and Procurement

Although the State Auditor's Office has provided some purchasing guidance via their semi-annual audits, Leaver and Eckhardt are reviewing the City's recently updated Purchasing Procedure Manual and Purchasing Policy to determine whether the UDPDA will align with City's financial management rules for the acquisition of services and performance of public works. Leaver will report on their assessment at the March 5 UDPDA board meeting.

UDPDA Governance

Note: An update regarding UDPDA Governance was presented in the UDDA board meeting by the Governance Work Group.

Chair Leaver adjourned the meeting at 1:50pm.



David O'Brien, MD, board secretary



Date