



## University District Public Development Authority Board of Directors' Meeting Agenda

Tuesday, January 8, 2019 – 1:00pm-2:05pm

Whitworth University, UD Branch, 534 E Spokane Falls Blvd, downstairs conference room

- 1:00 Welcome, call to order and administrative actions – Leaver**
  - MOTION – Consent Agenda
    - December 4, 2018 draft UDPDA board meeting minutes
    - UDPDA financials as of November 30, 2018
      - Warrant #1014, November 2, 2018 - \$26,124.01 to UDDA for CAI contract reimbursement and admin fees
      - Warrant #1015, November 14, 2018 - \$8,300 to UDDA for UDRA management
- 1:05 University District Strategic Master Plan Update and Sub Area Planning Presentation – Gilberts**
  - PROPOSED MOTION – “Provisional approval for the CEO and Development Committee to finalize the 2018 University District Strategic Master Plan update” (with an optional board preview at the February 13 Development Committee meeting)
- 1:45 Ongoing City Negotiations/Topics – Leaver/Gilberts**
  - UW Spokane Center property
  - MOTION – “Approval of the letter to the City Council regarding connectivity between the University District Gateway Bridge and Martin Luther King Jr. Way”
  - MOTION – “Approve UDPDA participation as a Coalition Partner in an EPA (Brownfields) Coalition Assessment Grant application led by the City and targeted to sites within the University District”
- 2:00 Financial Management and Procurement – Gilberts**
- 2:05 Adjourn – Leaver**

### Upcoming 2019 Meetings:

- **Feb 13 UD Development Committee re UDSMP update and Subarea Planning** – 3:30pm-5:00pm, UD Office
- **March 5** –2:00pm-4:30pm, *V du V Tasting Room*
- **May 7** –2:00pm-4:30pm, *Providence*
- **June 4** –2:00pm-4:30pm, *Avista*
- **Sept 3** –2:00pm-4:30pm, *WSU Health Sciences Spokane, SAC 5<sup>th</sup> floor*
- **Oct 8** – board retreat, 1:00pm-4:30pm, *Gonzaga, Hemmingson 314*
- **Nov 5** – annual meeting, 2:00pm-4:30pm, *TBD*
- **Dec 3** – 2:00pm-4:30pm, and holiday social 4:30pm-6:00pm, *SIRTI, 4<sup>th</sup> floor*



## University District Public Development Authority (UDPDA)

### Board of Directors' Meeting Minutes - DRAFT

Tuesday, December 4, 2018 – 2:15pm-2:24pm

WSU Health Sciences Spokane/EWU Campus, EWU Center Building, 3<sup>rd</sup> floor studio

**Board Members Present:** Bill Bouten, Catherine Brazil, Dr. Mary Cullinan, Daryll DeWald, Ezra Eckhardt, Lou Gust, Latisha Hill, Taudd Hume (non-voting), Christine Johnson, Cindy Leaver, Brian McClatchey (Stuckart proxy), Mariah McKay, Todd Mielke, Chuck Murphy (Gonzaga proxy), David O'Brien, Kim Pearman-Gillman, Brandon Rapez-Betty, Beck Taylor, Kim Zentz

**Board Members Absent:** Mayor David Condon (non-voting), Elaine Couture, Teresa Dugger, Dr. Thayne McCulloh (see proxy), Mark Richard, President Ben Stuckart (see proxy), Frank Velazquez

**Other Participants and Invited Guests Present:** Andrew Worlock (City), Susan Ashe (incoming 2019 board member), Sharon Fairchild (Providence), Sara Sexton-Johnson (EWU proxy), Heather Trautman (City)

**Staff Present:** Lars Gilberts, Alden Jones

#### Call to Order:

Chair Hill called the meeting to order at 2:15pm, thanked EWU for hosting and welcomed Sharon Fairchild with Providence. Hill asked the board to review the November 6 UDPDA board meeting minutes and the UDPDA financials as of October 31, 2018. **MOTION to approve minutes and financials** (Zentz); seconded (Eckhardt) and passed unanimously.

Summary of 2018 warrants through October 31, 2018:

- 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 reimbursement
- 1013, HUB International, \$1,075, 10/12/18, for D&O insurance

Gilberts presented the 2019 UDPDA budget and noted other than anticipated net revenue from transfer/management of UW Spokane Center, 2019 budget is similar to 2018. Hill asked the board for **MOTION to approve 2019 UDPDA Budget** (Cullinan); seconded (Gust) and passed unanimously.

#### UDDA Development Committee Report to the UDPDA Board

##### UW Spokane Center Site

At the May 1, 2018 UDPDA meeting, the UDPDA board authorized the CEO "to enter into negotiations and explore all options up to but excluding a full and final commitment on City-owned properties, with counsel from the UDDA Development Committee (DC) and Executive Committee (EC)." At this point, a draft Purchase & Sale Agreement (PSA) for the UW Spokane Center has been signed (but not yet approved by City Council) and due diligence has commenced led by Hume (with review by the DC).



Pearman-Gillman noted that, once the deal is closed (likely February/March 2019), the property transfer/lease agreement provides an estimated \$67K annual gross revenue to the UDPDA in lieu of the City's prior \$40K annual commitment (paid quarterly). Concern was expressed regarding the potential loss of City revenue if due diligence takes longer than anticipated or if the deal is not consummated. The group suggested staff discuss options with the City on this topic.

Mielke reported that the other local PDAs, the Mayor, and the County are talking about streamlining TIF funding mechanisms and Interlocal Agreements across the PDAs to make them more uniform. The UDPDA could consider joining this conversation and request lifting the \$650K annual cap as well as negotiating a better administrative rate.

Hill asked for a **MOTION stating the UDPDA board supports the provisional approval of the purchase of the UW Spokane Center provided due diligence is acceptable** (Pearman-Gillman), seconded (Taylor), abstained (Brazil), and passed unanimously.

#### **UDSMP Update and Sub Area Planning**

The Community Attributes, Inc. (CAI) continues to submit deliverables on time and staff and the Development Committee are reviewing and providing feedback. CAI work is expected to conclude in December and findings will be presented to the board at the January 8 meeting.

*Note: Departing UDPDA board members, representatives and the 2018 UDPDA board chair were recognized at the close of the UDDA board meeting.*

Chair Hill adjourned the meeting at 2:35pm.

\_\_\_\_\_  
Ben Stuckart, board secretary

\_\_\_\_\_  
Date

## UDPDA US BANK -5313

## Balance Sheet

As of November 30, 2018

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	<u>Nov 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10115 · UDPDA Checking USB	501.97
<b>Total Checking/Savings</b>	501.97
<b>Accounts Receivable</b>	
12100 · Accounts Receivable	17,564.80
<b>Total Accounts Receivable</b>	17,564.80
<b>Total Current Assets</b>	18,066.77
<b>TOTAL ASSETS</b>	<b>18,066.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20200 · Accounts Payable	17,564.80
<b>Total Accounts Payable</b>	17,564.80
<b>Total Current Liabilities</b>	17,564.80
<b>Total Liabilities</b>	17,564.80
<b>Equity</b>	
32000 · Unrestricted Net Assets	1,164.40
Net Income	-662.43
<b>Total Equity</b>	501.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,066.77</b>

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**UDPDA US BANK -5313**  
**Profit & Loss Budget Performance**  
**November 2018**

	Nov 18	Budget	Jan - Nov 18	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>43100 · INTEREST &amp; INVESTMENTS</b>					
43110 · Interest-Savings, Short-term CD	0.02		0.89		
<b>Total 43100 · INTEREST &amp; INVESTMENTS</b>	0.02		0.89		
<b>46200 · CONTRACT INCOME</b>					
46210 · UDRA Proceeds	17,564.80	0.00	103,931.69	26,250.00	35,000.00
<b>Total 46200 · CONTRACT INCOME</b>	17,564.80	0.00	103,931.69	26,250.00	35,000.00
<b>49000 · PRIOR YEAR CARRYOVER</b>	0.00	0.00	0.00	750.00	750.00
<b>Total Income</b>	17,564.82	0.00	103,932.58	27,000.00	35,750.00
<b>Expense</b>					
<b>60200 · PERSONAL SVCS CONTRACTS</b>					
60202 · Acctg Admin Financial Services	69.32	0.00	24,969.32	24,900.00	33,200.00
60203 · Contract Mgmt Organiz Services	17,564.80		77,681.69		
<b>Total 60200 · PERSONAL SVCS CONTRACTS</b>	17,634.12	0.00	102,651.01	24,900.00	33,200.00
<b>60300 · OTHER CONTRACTUAL SVCS</b>					
60324 · Insurance D&O	0.00	0.00	1,075.00	0.00	1,052.00
60325 · Insurance Other	0.00	0.00	809.00	836.00	836.00
60329 · Licenses and Permits	0.00	0.00	0.00	0.00	250.00
60335 · Audit svcs, bank fees	15.00	0.00	60.00	0.00	200.00
<b>Total 60300 · OTHER CONTRACTUAL SVCS</b>	15.00	0.00	1,944.00	836.00	2,338.00
<b>60500 · SUPPLIES &amp; MATERIALS</b>					
60564 · Office Supplies	0.00	0.00	0.00	100.00	200.00
<b>Total 60500 · SUPPLIES &amp; MATERIALS</b>	0.00	0.00	0.00	100.00	200.00
<b>Total Expense</b>	17,649.12	0.00	104,595.01	25,836.00	35,738.00
<b>Net Ordinary Income</b>	-84.30	0.00	-662.43	1,164.00	12.00
<b>Net Income</b>	-84.30	0.00	-662.43	1,164.00	12.00



*draft*

December 19, 2018

David Condon, Mayor  
Ben Stuckart, President, City Council  
City of Spokane  
808 W. Spokane Falls Blvd  
Spokane, WA 99201

### **RE: Connectivity and University District Gateway Bridge**

On behalf of the University District Public Development Authority (UDPDA) Board of Directors, I wish to convey our greatest appreciation and highest praises on the completion of the University District Gateway Bridge and Martin Luther King Jr. Way (MLK). After years of envisioning, designing and construction, the City of Spokane should be extremely proud of these two already iconic and symbiotic infrastructure projects.

Connectivity for pedestrians and bikes in the University District is vital and we applaud the seamless pathway from MLK to the bridge for pedestrian and ADA use (crossing at N Pine Street). However, currently, cyclists heading east on MLK are likely to miss the shared sidewalk access at N Pine Street and instead end up backtracking at N. Sherman Avenue to the bridge landing.



Without some remedy it seems likely users may forge their own paths across the landscaped median, creating unsafe conditions and damaging public property. We encourage the City to consider a Zebra crossing mid-way between N Pine Street and N Sherman Street (as indicated by an 'x'), directional signage to cyclists at N Pine Street to cross over to the shared use sidewalk, or some other intervention.

Kind regards,

A handwritten signature in black ink, appearing to read 'Lars Gilberts'.

Lars Gilberts - CEO  
University District Public Development Authority



# EPA Brownfields Assessment Grants— Assessment Coalitions

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfield sites. A brownfield site is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. EPA's Brownfields Program provides financial and technical assistance for brownfield revitalization, including grants for environmental assessment, cleanup, and job training.

## What are EPA Brownfields Assessment Grants?

Assessment grants provide funding for a grant recipient to:

- Inventory Sites: *Compile a listing*
- Characterize Sites: *Identify past uses*
- Assess Sites: *Determine existing contamination*
- Conduct Planning for Cleanup and Redevelopment: *Scope and plan process*
- Conduct Community Involvement: *Inform and engage community*

## What are Assessment Coalitions?

An Assessment Coalition is comprised of three or more eligible entities. The lead coalition member submits a Community-wide Assessment Grant proposal on behalf of itself and the other members. The coalition may request up to **\$600,000** to work on a **minimum** of **five** hazardous substance and/or petroleum sites.

## Who is Eligible to Apply as a Coalition for an Assessment Grant?

Eligible entities, including those with existing brownfields assessment grants, are: state, local and tribal governments, with the exception of certain Indian tribes in Alaska; general purpose units of local government, land clearance authorities, or other quasi-governmental entities; regional councils; redevelopment agencies; government entities created by state legislatures; 501(c)(3) nonprofit organizations; and qualified community development entity as defined in section 45D(C) (1).

- **Coalition** members are **not** eligible to apply for an individual Community-wide or Site-specific Assessment Grant **in the year they apply as part of a coalition.**
- Some **properties** are **ineligible** for funding unless EPA makes a site-specific funding determination.

## Why Should an Entity Form an Assessment Coalition?

- Increases access to assessment resources for communities that might have limited resources to administer a brownfield grant.
- Helps a state or county to focus assessment dollars on geographical areas with the greatest need over a given time. The larger pool of funding allows the coalition to shift geographic focus to new areas as revitalization needs are identified.

## Assessment Coalitions – The Basics

- The grant recipient (lead coalition member) **must** administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members.
- Assessment Coalition Grants are **community-wide**.
- Assessment Coalitions **must** assess a minimum of five sites regardless of funding request (e.g., less than or up to \$600,000).
- Assessment Coalitions may request hazardous substance *and/or* petroleum funding as long as the request is not over \$600,000.
- A **Memorandum of Agreement** (MOA) documenting the coalition's site selection process must be in place prior to the expenditure of any funds that have been awarded to the lead coalition. It is up to the coalition to agree internally about the distribution of funds and the mechanisms for implementing the assessment work.



Revitalized Kassenberg House, Moorehead, MN



- Assessment Coalitions can cross regional boundaries, but will be managed out of the EPA Region where the grant recipient is located.
- An eligible city entity and a redevelopment authority from the same locality can be coalition members provided the entities are separate legal entities under state and local law.
- No more than \$200,000 can be expended on a site.
- For Assessment Coalitions involving state entities:
  - *Only **one** eligible state entity can apply as the lead coalition member (e.g., state environmental agency, state economic development agency) or be part of a coalition. An eligible state entity **cannot** be a member of two or more Assessment Coalitions.*
  - *If an eligible state entity is part of a coalition that receives an Assessment Grant, no additional Assessment Grants can be awarded to state entities from the grant recipient's state.*

### What are Some Examples of How Assessment Coalitions Work?

#### Example #1

A state agency applies for EPA Brownfields Grant funding together with several smaller communities as members of a coalition. The state assumes the role of “recipient” (i.e., the entity that would administer the grant, is accountable to EPA for proper expenditure of the funds, and acts as point of contact for other coalition members). These entities have formed a coalition to target numerous sites that have become blighted and/or under-utilized along an historic highway running through the communities.

#### Example #2

A coalition of metro municipalities, such as one large city and several surrounding cities/towns, could apply for \$600,000. In a given year, one coalition member's site assessment needs may be relatively minimal compared to another member's, or the ability to assess a targeted site may be complicated by legal access issues. Priorities can

Brownfields Assessment Grants do not provide resources to conduct cleanup or building demolition activities. Cleanup assistance is available under EPA's Multipurpose, Cleanup, and Revolving Loan Fund (RLF) Grants. Information on EPA's Brownfields Grants, please visit [www.epa.gov/brownfields](http://www.epa.gov/brownfields).

be set each year to conduct assessments on the properties that have the most immediate need.

### How Do I Apply as a Coalition for an Assessment Grant?

A single, eligible entity applies as a coalition for a Community-wide Assessment Grant on behalf of itself and other eligible entities. A proposal submitted by a coalition **must** include:

- Applicant information (e.g., describe all jurisdictions covered under the proposal, and provide their general populations).
- Applicable mandatory attachments (e.g., coalition applicants for Assessment Grants must document how all coalition members are eligible entities; and all coalition members must submit a letter to the potential grant recipient in which they agree to be part of the coalition).
- Responses to evaluation criteria.

### How Long is the Performance Period for an Assessment Coalition Grant?

The period of performance is three years.



The Consumer Energy Headquarters Property in Jackson County, Michigan, before revitalization (above) and after (below).

