



## University District Public Development Authority (UDPDA) Minutes

Wednesday, February 7, 2024, from 3:02 – 3:41 PM, In-Person at Whitworth UD and Via Zoom

**Board Members Present:** Teresa Dugger (chair), Steve MacDonald (via Zoom), Chuck Murphy (Treasurer), Katy Sheehan, Juliet Sinisterra, and Amber Waldref

**Board Members Absent:** Council President Betsy Wilkerson

### Call to Order, Welcome, and Administrative Actions

Dugger called the meeting to order and asked for a **MOTION to approve the UDPDA financials as of December 31, 2023, and the December 6, 2023, UDPDA board meeting minutes** (MacDonald) and seconded (Sheehan) and passed unanimously. Murphy provided a summary of the Q4 Treasurer's Report noting favorable net income for the year due to the recovery of some duplicative City administrative charges and early sales and property tax payments. Additionally, the City is holding for the UDPDA \$588K (Boxcar proceeds to be applied to Pacific Avenue work) and \$580K (Sprague underage to be applied to Riverside Avenue projects). Obligations at the end of 2023 include a \$1.9 million balance on the General Obligation Bond for Sprague Avenue improvements which will be refinanced in 2024 to avoid a sizeable balloon payment in 2026.

### UD Development Updates

Sinisterra provided the following development updates:

- 400-Block
  - Per ROFO which expires at the end of 2024, the UDPDA has agreed to either purchase 411 E Sprague and 12 N Grant for \$1.8 million or pay the difference to Avista if the property is sold to a third party.
  - Valbridge appraisal for 411 E Sprague and 12 N Grant was \$810K; all seven parcels were \$1.8 million (no cell tower) and \$1,735,000 (with Verizon cell tower).
  - The estimated cost to remove the cell tower is \$750K. Waldref recalled the City Council discussing this cell tower which was permitted by the property owner on 400-Block before zoning changed and the site was seen as catalytic.
  - The subcommittee met and advised Steven Wood to negotiate with Avista for all seven parcels at a fair market price. UD to incur the cost to relocate the cell tower at a future date, possibly on a City-owned property.
  - Sinisterra and Murphy noted that with current net assets, a refinanced bond, and another bond or loan, the UDPDA should have the resources to purchase the property with funds left over.
- 201 W Main Avenue
  - In December, the board approved preparing to list the property subject to provisions in RCW 35.21.747.



- Per Mike Piccolo (City legal counsel), the economic development deed restriction does not sunset with a sale.
- Rather than an estimated (February – May) timeline to surplus the property and remove the deed restriction; Sinisterra first recommended issuing an RFQ for public/private partnership around 200 units of student micro housing on the site. If this alternative proves not feasible, look to surplus/sell the property in 2024.
- The board was in favor of this due diligence approach so instead of the Work Plan's Q1/Q2 listing and RFP for broker services activity, Q1/Q2 will involve an RFQ release and feasibility study.
- District Conceptual Plan RFQ
  - Released January 8, proposals due February 12, and contract work to start in March.
  - Sinisterra asked for assistance evaluating incoming proposals and shared a sample evaluation form. Sheehan, Waldref, and Murphy volunteered.

Dugger asked for public comment and Emilie Cameron mentioned that the DSP and the UD share priorities as they relate to the BID and 201 W Main could be an opportunity for a catalytic project together.

Dugger reminded the group of the March 6, 2024, meeting at Catalyst Building and adjourned the meeting at 3:41 PM.

A handwritten signature in black ink, appearing to read 'Juliet Sinisterra'.

Juliet Sinisterra, Secretary

Date 03-11-24

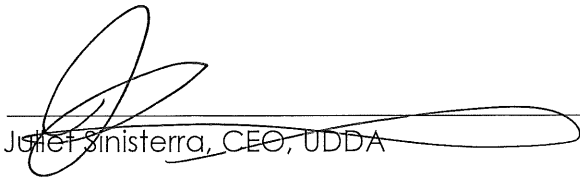


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### University District Public Development Authority (UDPDA) Voucher Certification – October 2023 Close

Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here [https://www.sao.wa.gov/bars\\_cash/accounting/expenditures/voucher-certification-and-approval/](https://www.sao.wa.gov/bars_cash/accounting/expenditures/voucher-certification-and-approval/), I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim. **The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:**

Date	Voucher Warrant #	Description	Amount
10/17	ACH	Avista utility bill for 201 W Main Ave	288.22
10/23	ACH	City utilities for 201 W Main Ave	363.59
10/23	Online xfer	University District Development Assoc per contract	16,600.00
10/13	1214	Flynn BEC LLP – 201 W Main roof leak fix	1,012.61
10/17	1215	Allied Fire and Security – 201 keys	34.34
10/19	1216	Century Pacific – per contract	2,925.00
10/12	1217	GoJoe Patrol – 201 W Main	468.60
10/16	1218	Kiemle Hagood – per contract	250.00
10/17	1219	Ardurra Group – Complete Streets grant	4,477.50
10/25	1220	KH Consulting – grant writing per contract	200.00
10/17	1221	Tiny's Service and Maintenance – 201 W Main	654.00
10/18	1222	Rooted Landscaping – 201 W Main	247.98
10/17	1223	Witherspoon Brajcich McPhee	1,380.00
10/24	1224	Ardurra Group – DOT SMART grant writing	16,381.25
10/24	1225	University District Dev Assoc – reimb for Oro Consulting grant writing	5,172.80 ✓

  
Juliet Sinisterra, CEO, UDDA

11.7.23  
Date




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Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here [https://www.sao.wa.gov/bars\\_cash/accounting/expenditures/voucher-certification-and-approval/](https://www.sao.wa.gov/bars_cash/accounting/expenditures/voucher-certification-and-approval/), I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim. **The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:**

Date	Voucher Warrant #	Description	Amount
11/14	ACH	Avista utility bill for 201 W Main Ave	283.79
11/20	ACH	City utilities for 201 W Main Ave	367.55
11/20	Online xfer	University District Development Assoc per contract	16,600.00
11/7	1226	Greene Economics per contract	25,000.00
11/15	1227	Kiemle Hagood – 201 W Main	250.00
11/15	1228	Allied Fire and Security – 201 W Main	163.34
11/14	1229	GoJoe Patrol – 201 W Main	484.22
11/20	1230	Tiny's Service and Maintenance – 201 W Main	87.12
11/21	1231	Ardurra Group – Complete Streets grant	5,476.25
11/20	1232	Rooted Landscaping – 201 W Main	503.80
11/30	1233	KH Consulting – grant writing	750.00
11/17	1234	Flynn BEC – 201 W Main	792.43
11/24	1235	Great American Insurance	1,834.00
11/30	1237	KH Consulting – grant writing	4,100.00
11/27	1238	Tiny's Service and Maintenance – 201 W Main	87.12
11/30	1239	KH Consulting – grant writing	1,125.00



Juliet Siniferra, CEO, UDDA



Date



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Date	Voucher Warrant #	Description	Amount
12/13	ACH	Avista utility bill for 201 W Main Ave	538.41
12/26	ACH	City utilities for 201 W Main Ave	344.28
12/19	Online xfer	University District Development Assoc per contract	16,600.00
12/8	1236	City of Spokane – Bond interest and principal	149,183.00
12/1	1240	Valbridge Property Advisors – 400 Block	3,800.00
12/14	1241	Century Pacific LLLP – per contract	1,350.00
12/21	1242	GoJoe Patrol – 201 W Main	460.79
12/21	1243	Kiemle Hagood – 201 W Main	250.00
12/22	1244	Witherspoon Brajcich McPhee	570.00
12/20	1245	Rooted Landscaping – 201 W Main	419.65
12/26	1246	Flynn BEC – 201 W Main roof repair	2,971.34
12/29	1247	Traveler's Insurance – 2024 public official bond	350.00

  
Juliet Sinisterra, CEO, UDDA

  
Date