



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

Wednesday, March 9, 2022 – 4:40 PM – 5:25 PM

Via Zoom <https://us02web.zoom.us/j/84966900415?pwd=YWRQdXlvcG9PSHFwbkNISUNFNlArdz09>

Meeting ID: 849 6690 0415, Passcode: 512727; Dial +1 253 215 8782 US (Tacoma); One tap mobile +12532158782,,85331945037#,,,,\*920035# US (Tacoma)

### 4:40 Welcome, Call to Order, Administrative Actions – Myhre

- Proposed MOTION – Consent Agenda
  - February 2, 2022, draft UDPDA board meeting minutes
  - UDPDA Financials as of January 31, 2022

### 4:45 Development Committee Update – Murphy/Sinisterra

- 400-Block Sprague Avenue
  - 411 E Sprague and 12 N Grant Site Cleanup Spring 2022
  - 415 E Sprague/Rohme Properties ROFO (Possible Action Item)
  - Public Private Property Development Consultant Proposal Evaluation and Selection
  - Riverside Avenue Update
- Transit Oriented Development Study – Build Out Strategies

### 5:10 2022 UDPDA Budget Review – Myhre/Sinisterra/Kuney

- Budget Notes
- Proposed MOTION – Approve 2022 UDPDA Budget

### 5:20 Public Comment

### 5:25 Adjourn – Myhre

### 2022 UDPDA Board Meetings (locations TBD)

- Jun 1, Sep 7 (annual meeting), Nov 2, Dec 7 (holiday social)



## University District Public Development Authority (UDPDA) Meeting Minutes - DRAFT Wednesday, February 2, 2022, from 4:35 PM – 4:53 PM, Via Zoom

**Board Members Present:** Council President Breean Beggs, Bill Bouten, Steve MacDonald, Lindsey Myhre, Katy Sheehan, Juliet Sinisterra

**Board Members Absent:** Commissioner Mary Kuney

### Call to Order and Administrative Actions

Myhre called the meeting to order at 4:35 PM and asked the board to review the draft December 1 and December 21, 2021, UDPDA board meeting minutes and the financials as of December 31, 2021. **MOTION to approve the consent agenda with minutes and financials** (Sheehan), seconded (Beggs), and passed unanimously.

### Development Committee (DC) Report

DC Chair Murphy provided the following updates:

- Avista Development closed on 411 E Sprague Ave and 12 N Grant Ave properties on December 23, 2021, and site clean-up begins this Spring.
- Desman's *Parking Structure Site Feasibility Study* on the above parcels is complete and their final report includes axonometric studies and two parking structure scenarios for each site.
- A ROFO is under review for 415 E Sprague Ave and Rohme properties.
- As it relates to the 400-Block of Sprague Avenue, staff released an informal Request for Proposals for "Public-Private Property Development Advisory Services" and proposals are due February 11.
- Community-Based Planning + Urban Design's final *Transit-Oriented Development (ToD) Study* for STA's Pine Street station area and the Sprague-Sherman Corridor will be presented to the DC on February 8.
- Riverside Avenue – Per Amendment No. 1 to the Interlocal Agreement—consistent with the adoption of Resolution 2021-0016 entitled, "Sprague Phase 2 and Riverside Avenue Street Projects Limited Tax General Obligation Bond, Series 2021"—Sinisterra reported that the underspent/unallocated amount from the work is \$600K. The owners of the Boxcar development have requested improvements to Riverside (currently a dirt street) before their Spring occupation/public opening. After several conversations with City staff and the Boxcar team, the UDPDA drafted a letter to the City requesting some of these residual/unallocated loan funds (approximately \$180K) be used for immediate road stabilization along Riverside, north sidewalk expedited design and development, and restriping Grant Avenue with angled parking. Sinisterra noted that other improvements and amenities such as stormwater design, utilities undergrounding, lighting, benches, open space landscaping, etc., although desirable, are not part of this request. Myhre asked for a MOTION to approve the letter to the City for UDPDA support of Riverside Avenue Improvements (Bouten), seconded by (Beggs) and passed unanimously.

### 2022 Planning and Activities

Sinisterra provided a recap of 2022 CEO Work Plan priorities as well as updates to the Work Plan "Scorecard". Sinisterra also provided a schedule for the UDRA Business Plan



update and indicated consultant(s) will be engaged to help inform the process. Additionally, “task force” groups (led by local non-profit leaders and populated with UD board members) will guide and address goals and UDRA Business Plan content around the following priorities:

- Parking and Security;
- Placemaking;
- Energy, Public Infrastructure, Mobility, and EcoDistricts;
- Small Business, Equity, and Community Wealth; and
- Life Sciences and Community Health.

Sinisterra outlined the next steps in the 2022 Planning process include: developing a budget beyond “The Bridge”, and continuing momentum with S3R3, the City, and the County around final sales tax methodology and ongoing tracking.

**Public Comment**

Asking for and hearing no public comment, Myhre reminded the group of the March 9, 2022, meeting and adjourned the meeting at 4:53 PM.

\_\_\_\_\_  
Lindsey Myhre, Board Chair

\_\_\_\_\_  
Date



UNIVERSITY  
DISTRICT

**University District Public Development Authority (UDPDA)  
Voucher Certification – December 2021 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
12/01/21	1078	Desman, Inc. for parking structure site evaluation contract	\$7,650
12/17/21	Online xfer	UDDA per Services Agreement – 2021 Dec	\$12,625

  
\_\_\_\_\_  
Juliet Sinisterra, CEO

  
\_\_\_\_\_  
Date

UD Public Development Authority  
**Balance Sheet**  
As of January 31, 2022

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	<u>Jan 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10128 · NUM Checking UDPDA	74,910.46
10129 · NUM MM UDPDA	235,411.09
<b>Total Checking/Savings</b>	<u>310,321.55</u>
<b>Total Current Assets</b>	310,321.55
<b>Fixed Assets</b>	
12005 · Fixed Asset	515,930.00
<b>Total Fixed Assets</b>	<u>515,930.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>826,251.55</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Retained Earnings	333,089.56
32001 · 201 W Main	515,930.00
Net Income	<u>-22,768.01</u>
<b>Total Equity</b>	<u>826,251.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>826,251.55</u></u></b>

**UD Public Development Authority**  
**Profit & Loss Budget vs. Actual**

January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000000 - REVENUES				
3100000 - TAXES - PROP, SALES, B&O				
3132200 - Lcl Rvitalzn Financing SalesUse	0.00	345,000.00	-345,000.00	0.0%
<b>Total 3100000 - TAXES - PROP, SALES, B&amp;O</b>	<b>0.00</b>	<b>345,000.00</b>	<b>-345,000.00</b>	<b>0.0%</b>
3300000 - INTERGOV REVENUES				
3370000 - LOCAL GRANTS ENTITLMTN OTHER	0.00	50,000.00	-50,000.00	0.0%
<b>Total 3300000 - INTERGOV REVENUES</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
3600000 - MISC REVENUES				
3620000 - RENTS AND LEASES	3,500.00	3,500.00	0.00	100.0%
3600000 - MISC REVENUES - Other	39.99	20.00	19.99	200.0%
<b>Total 3600000 - MISC REVENUES</b>	<b>3,539.99</b>	<b>3,520.00</b>	<b>19.99</b>	<b>100.6%</b>
<b>Total 3000000 - REVENUES</b>	<b>3,539.99</b>	<b>398,520.00</b>	<b>-394,980.01</b>	<b>0.9%</b>
<b>Total Income</b>	<b>3,539.99</b>	<b>398,520.00</b>	<b>-394,980.01</b>	<b>0.9%</b>
<b>Expense</b>				
5000000 - EXPENDITURES				
5580000 - CMTY PLANNING ECON DEV				
5586000 - Planning				
5586040 - Planning Services	12,600.00	0.00	12,600.00	100.0%
<b>Total 5586000 - Planning</b>	<b>12,600.00</b>	<b>0.00</b>	<b>12,600.00</b>	<b>100.0%</b>
5587000 - Economic Development				
5587040 - Econ Dev Services	13,708.00	15,625.00	-1,917.00	87.7%
<b>Total 5587000 - Economic Development</b>	<b>13,708.00</b>	<b>15,625.00</b>	<b>-1,917.00</b>	<b>87.7%</b>
<b>Total 5580000 - CMTY PLANNING ECON DEV</b>	<b>26,308.00</b>	<b>15,625.00</b>	<b>10,683.00</b>	<b>168.4%</b>
5590000 - PROPERTY DEVELOPMENT				
5593000 - Prop Dev Depr Amor Xfer Out				
5593060 - Prop Dev Capital Outlay	0.00	285,000.00	-285,000.00	0.0%
<b>Total 5593000 - Prop Dev Depr Amor Xfer Out</b>	<b>0.00</b>	<b>285,000.00</b>	<b>-285,000.00</b>	<b>0.0%</b>
<b>Total 5590000 - PROPERTY DEVELOPMENT</b>	<b>0.00</b>	<b>285,000.00</b>	<b>-285,000.00</b>	<b>0.0%</b>
<b>Total 5000000 - EXPENDITURES</b>	<b>26,308.00</b>	<b>300,625.00</b>	<b>-274,317.00</b>	<b>8.8%</b>
<b>Total Expense</b>	<b>26,308.00</b>	<b>300,625.00</b>	<b>-274,317.00</b>	<b>8.8%</b>
<b>Net Ordinary Income</b>	<b>-22,768.01</b>	<b>97,895.00</b>	<b>-120,663.01</b>	<b>-23.3%</b>
<b>Net Income</b>	<b>-22,768.01</b>	<b>97,895.00</b>	<b>-120,663.01</b>	<b>-23.3%</b>



## University District Public Development Authority (UDPDA) Voucher Certification – January 2022 Close

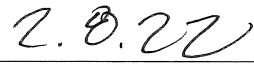
Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here

[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
1/11/22	1079	Desman, Inc for parking structure site analysis report	\$850
1/14/22	1080	Budinger for Phase II ESA for 411 E Sprague Ave	\$12,600
1/25/22	1081	HUB International for additional D&O premium	\$575

  
Juliet Sinisterra, CEO

  
Date

## UD Public Development Authority Profit & Loss Budget Overview January through December 2022

	Jan - Dec 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3000000 · REVENUES</b>	
<b>3100000 · TAXES - PROP, SALES, B&amp;O</b>	
3111000 · Property Tax	432,976.00
3132200 · Lcl Rvitalzn Financing SalesUse	649,464.00
3100000 · TAXES - PROP, SALES, B&O - Other	0.00
<b>Total 3100000 · TAXES - PROP, SALES, B&amp;O</b>	1,082,440.00
<b>3300000 · INTERGOV REVENUES</b>	
3370000 · LOCAL GRANTS ENTITLMNT OTHER	50,000.00
<b>Total 3300000 · INTERGOV REVENUES</b>	50,000.00
<b>3600000 · MISC REVENUES</b>	
3620000 · RENTS AND LEASES	42,000.00
3600000 · MISC REVENUES - Other	260.00
<b>Total 3600000 · MISC REVENUES</b>	42,260.00
<b>Total 3000000 · REVENUES</b>	1,174,700.00
<b>Total Income</b>	1,174,700.00
<b>Expense</b>	
<b>5000000 · EXPENDITURES</b>	
<b>5580000 · CMTY PLANNING ECON DEV</b>	
5586000 · Planning	
5586040 · Planning Services	302,200.00
<b>Total 5586000 · Planning</b>	302,200.00
5587000 · Economic Development	
5587040 · Econ Dev Services	193,300.00
<b>Total 5587000 · Economic Development</b>	193,300.00
<b>Total 5580000 · CMTY PLANNING ECON DEV</b>	495,500.00
<b>5590000 · PROPERTY DEVELOPMENT</b>	
5593000 · Prop Dev Depr Amor Xfer Out	
5593060 · Prop Dev Capital Outlay	655,000.00
<b>Total 5593000 · Prop Dev Depr Amor Xfer Out</b>	655,000.00
<b>Total 5590000 · PROPERTY DEVELOPMENT</b>	655,000.00
<b>5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR</b>	
5920000 · INTEREST OTHR DBT SVC COST	
5925800 · Int Othr Dbt CmtyPlan/EconDev	24,200.00
<b>Total 5920000 · INTEREST OTHR DBT SVC COST</b>	24,200.00
<b>Total 5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR</b>	24,200.00
<b>Total 5000000 · EXPENDITURES</b>	1,174,700.00
<b>Total Expense</b>	1,174,700.00
<b>Net Ordinary Income</b>	0.00
<b>Net Income</b>	0.00