



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

**Wednesday, May 6, 2020 – 3:00pm-4:30pm**

**Join Zoom Meeting**

<https://zoom.us/j/836829309?pwd=UVNmWXJIM1pvKzRuSjFOYWYzczR5QT09>

**Meeting ID: 836 829 309**

**Password: 656389**

One tap mobile

+16699006833,,836829309#,,#,656389# US (San Jose)

**Dial by your location**

+1 669 900 6833 US (San Jose)

**Meeting ID: 836 829 309**

**Password: 656389**

*Pursuant to the March 24, 2020 Proclamation by the Governor (20-28)—which amends Proclamation 20-05 relating to the Open Public Meetings Act (OPMA) and Public Records Act—the UDPDA is “prohibited from conducting any meeting subject to RCW 42.30 unless (a) the meeting is not conducted in-person and instead provides an option to attend the proceedings through at minimum, telephonic access, and may also include other electronic, internet or other means of remote access, and (b) provides the ability for all persons attending the meeting to hear each other at the same time.” Therefore, in-person attendance at this UDPDA board meeting is prohibited and telephonic access info is above.*

*Furthermore, in accordance with guidelines issued by the Washington Attorney General (AG) on March 6, 2020, only matters that are necessary and routine or matters necessary to the current public health circumstances will be addressed at this meeting. In accordance with OPMA and guidance issued by the AG, no public comment will be permitted at this meeting. If you have public for the UDPDA board, please submit that public comment in writing by May 5 to [lgilberts@spokaneudistrict.org](mailto:lgilberts@spokaneudistrict.org).*

**3:00 Welcome and call to order – Gilberts**

**3:01 Administrative Actions – Gilberts**

- Proposed MOTION – Consent Agenda
  - February 12, 2020 draft UDPDA board meeting minutes
  - UDPDA financials as of March 31, 2020
  - BARS account code updates
  - Voucher Certificate information for January-March (see below)
- DESMAN parking contract

Date	Voucher Warrant #	Description	Amount
01/14/20	1051	UDDA for Admin Services Agreement Fees	\$44,900.00
01/17/20	1052	Lars Gilberts for out of pocket EPA conference travel	\$970.01
01/16/20	1053	UDDA for EPA conference travel	\$375.50
01/30/20	1054	GSI for Advantage Spokane website	\$3,500.00
02/03/20	1055	Travelers Insurance – public official bond – Gilberts	\$175.00

03/25/20	online transfer	To UDDA for Q1 2020 administrative services rendered per agreement	\$20,000
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**3:30 UDPDA Restructuring Update – Gilberts**

- Calculating 2015-2019 UDRA contribution
- Confirming 2020+ sale tax methodology
- Impact of COVID-19 on UDRA
- Resolution of cap and cliff

**3:55 UDDA Development Committee Report – Bouten/Gilberts**

- Boxcar
- UW Spokane Center redevelopment opportunities
- South Subarea parking model
- EPA sites
- Riverbend

**4:25 UDPDA 2020 Planning – Gilberts**

**4:30 Adjourn – Gilberts**

**Proposed UDPDA meetings** *(start times may be adjusted to account for UDDA meeting end times)*

- **June 3** – 2:00pm-4:30pm, *Pacific x Pine Collective*
- **Sept 2** – 2:00pm-4:30pm, *WSU SAC*
- **Nov 4 (annual meeting)** – 2:00pm-4:30pm, *Steve Gleason Institute for Neuroscience*
- **Dec 2 (includes a holiday social afterward)** – 2:00pm-4:30pm and 4:30pm-6:00pm holiday social, *Bouten Construction*



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## University District Public Development Authority (UDPDA) Meeting Minutes - DRAFT

Wednesday, February 12, 2020 – 3:15pm-4:20pm

City Hall, 808 W Spokane Falls Blvd, Spokane – Tribal Conference Room, First Floor

**Board Members Present:** Council President Breean Beggs, Bill Bouten, Lars Gilberts, Commissioner Mary Kuney, Paul Warfield

**Board Members Absent:** Dan Antonietti, Katy Sheehan

**Members of the Public Present:** Catherine Brazil, Dr. Mary Cullinan, Dr. Daryll DeWald, Ezra Eckhardt, Chris Green, Latisha Hill, Dr. Christine Johnson, Alden Jones, Brian McClatchey, Mariah McKay, Chuck Murphy, Lindsey Myhre, Dr. David O'Brien, Brandon Rapez-Betty, Stacia Rasmussen, Dr. Frank Velazquez

### Call to Order

Gilberts called the meeting to order at 3:15pm, welcomed new and continuing board members, and briefly described the structural changes to the UDPDA board.

### Administrative Actions

Gilberts asked the board to review the draft December 3, 2019, UDPDA board meeting minutes and the UDPDA financials as of December 31, 2019 (including Voucher Certifications for November and December 2019, see Attachment A). **MOTION to approve consent agenda minutes and financials** (Warfield); seconded (Kuney) and passed unanimously.

Gilberts asked the board to review the 2020 UDPDA proforma budget and noted the zero-based intent, income from UW Spokane Center, and the plan to recast the budget in June. Warfield encouraged collaborative work between the UDDA and UDPDA treasurers. Gilberts asked for **MOTION to approve the 2020 budget** (Bouten), seconded (Warfield) and passed unanimously.

### UDPDA Restructuring Update

Due to the absence of a 2/3 majority at the December 3, 2019, UDPDA board meeting, a re-vote is needed to approve the UDPDA redline bylaws. Hearing no concerns, Gilberts asked for a **MOTION to approve the UDPDA redline bylaws** (Kuney), seconded (Beggs) and passed unanimously. Another restructuring task involves the approval of UDPDA officers. The proposed slate is:

- Chair - Gilberts
- Vice-Chair - Bouten
- Secretary and Treasurer - Kuney

As Gilberts is an employee of the UDDA, not the UDPDA, the board sees his leadership role as a productive and effective bridge between the two entities. Likewise, Bouten, as UDDA vice-chair, provides additional alignment. Kuney, a CPA, has extensive experience at the County and in the State Auditor's Office. Hearing no objections to these one-year term candidates, Gilberts asked for a **MOTION to approve the UDPDA 2020 proposed officers** (Beggs), and seconded (Warfield) and passed unanimously.

### Review University District Revitalization Area (UDRA) Cap and Cliff

Gilberts recounted that the UDPDA lost nearly seven years of UDRA funding during the recent Recession. Given this setback, the UDPDA advocated for the removal of the TIF "cap" and will continue to request an extension of the "cliff" (as it stands, per ORD C35880 passed on



January 27, 2020, the City's contribution ceases after 2035), and a profit-sharing agreement like the other PDAs through the end of 2039.

In an ongoing effort to wisely deploy and preserve UDRA funds now under the UDPDA's direct control per the recent restructuring, the UDPDA has the opportunity to invest in the Spokane County Investment Pool (SCIP). Participating in this Pooling Agreement will help the UDPDA realize a competitive rate of return and have access to timely, low interest, no fee loans. Asking for comment and hearing no concerns or objections, Gilberts requested a **MOTION to approve UDPDA's participation in the Spokane County SCIP effective immediately** (Kuney), seconded (Warfield) and passed unanimously.

### **UDDA Development Committee (DC) Report**

The UDDA DC plays an important role in informing UDPDA investment strategies and options. The committee collects and processes expert advice regarding proposed UDRA and other development-related investments and presents analysis and recommendations to the UDPDA board. The DC utilizes board-authorized, standardized evaluation criteria to facilitate the recommendation process.

Ongoing conversations with City staff regarding initiating **Sherman Avenue** streetscape improvements (sidewalks, landscaping, lighting) and a traffic signal at 5<sup>th</sup> and Sherman Avenues resulted in a timely but urgent opportunity. Due to the "but-for the UDPDA" and immediate nature of this request; and because Sherman improvements have been a UDSMP and UDSMP-U priority project for several years; and since the latter intersection acts as a critical gateway and connector (via the STA medical shuttle) to the South Landing, Gateway Bridge, and UD as whole from the southside hospital complex; the DC and UDDA board recommend that the UDPDA board approve up to \$200K in UDRA funds for the design phase of both Sherman projects. Beggs requested that bike safety be a consideration in the Sherman design work. Gilberts noted that although additional community input will be sought closer to the construction phase, public feedback guided Sprague 2a streetscape and safety standards which Sherman will emulate and that improvements will benefit the TIF via increased property values.

The City Parks & Recreation Department begins **Don Kardong Bridge** rehabilitation in March 2020. The University District was invited to contribute funds to one or more of the bridge overlooks. Due to the "but-for the UDPDA" and timely nature of this project, and because these overlooks will improve safety and mobility on the most highly-trafficked part of the Centennial Trail—as well as enhance placemaking and connectivity between the six higher ed institutions and the South Subarea—the DC recommends that the UDPDA board approve up to \$70K in UDRA funds for two small Kardong Bridge overlooks.

The board discussed the need to confirm with the City the actual UDRA funds available given that the Department of Revenue's reconciliation is only through 2015. Kuney offered to do this accounting diligence and to build off of Gilberts' months of forecasting work alongside Gavin Cooley. In spite of some uncertainty, Gilberts conservatively estimates that the UDRA will collect at least \$450K in 2020. Bouten noted that the DC has a working framework that dedicates 80% of the UDRA funds balance for parking and 20% for operations and special projects such as Wayfinding, Boxcar, Kardong Bridge, Sherman, etc.



At the conclusion of these discussions, and hearing no further concerns, Gilberts asked for a **MOTION to approve up to \$70K in UDRA funds for two small overlooks on the Don Kardong Bridge contingent upon confirmation of funds available, now or in the future** (Kuney) and seconded (Beggs) and passed unanimously.

Gilberts asked for a **MOTION to approve up to \$200K in UDRA funds for the design phase of the Sherman Avenue streetscape improvements and the 5<sup>th</sup> and Sherman Avenues traffic signal contingent upon confirmation of funds available, now or in the future** (Kuney) and seconded (Bouten) and passed unanimously.

#### **UDPDA 2020 Planning**

Gilberts spoke to anticipated UDPDA 2020 deliberations and actions: parking structure, funding/financing infrastructure, cashflow management, financing projects, UDRA cliff issue, promoting housing and other critical issues, and coordination with other jurisdictions and initiatives.

The board discussed the need for the March 4 board meeting and decided to cancel it based on current information and confirmed a Special Meeting could be called with 24-hours notice if board members or the UDDA staff identified an urgent issue.

Gilberts adjourned the meeting at 4:20pm.

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Mary Kuney, Board Secretary

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Date

**Attachment A – Voucher Certifications – November and December 2019 Close  
(see following pages)**



## University District Public Development Authority Voucher Certification – November 2019 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:**

Date	Voucher / Warrant #	Description	Amount
11-22-19	1028	Hub International, D&O insurance	\$1,093.00

  
Lars Gilberts, CEO, UDDA

12/4/19  
Date



## University District Public Development Authority Voucher Certification – December 2019 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:**

Date	Voucher / Warrant #	Description	Amount
12-19-19	1029	SAO for assessment audit	\$800.80
12-31-19	Cashier's Check 3300524033	Account balance, close account	\$31,147.67

  
Lars Gilberts, CEO, UDDA

1/8/2020  
Date

UD Public Development Authority  
**Balance Sheet**  
As of March 31, 2020

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	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10128 · NUM Checking UDPDA	63,822.67
10129 · NUM MM UDPDA	-20.00
<b>Total Checking/Savings</b>	<u>63,802.67</u>
<b>Total Current Assets</b>	63,802.67
<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>579,732.67</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Retained Earnings	31,147.67
32001 · 201 W Main	515,930.00
Net Income	32,655.00
<b>Total Equity</b>	<u>579,732.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>579,732.67</u></b>



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

March 2020

	Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
3300000 · INTERGOV REVENUES				
3370000 · LOCAL GRANTS ENTITLMNT OT...	0.00	0.00	0.00	0.0%
Total 3300000 · INTERGOV REVENUES	0.00	0.00	0.00	0.0%
3600000 · MISC REVENUES				
3620000 · RENTS AND LEASES	9,000.00	5,631.25	3,368.75	159.8%
Total 3600000 · MISC REVENUES	9,000.00	5,631.25	3,368.75	159.8%
Total 3000000 · REVENUES	9,000.00	5,631.25	3,368.75	159.8%
Total Income	9,000.00	5,631.25	3,368.75	159.8%
Expense				
5000000 · EXPENDITURES				
5100000 · GENERAL GOVERNMENT				
5140000 · Financial Recording and Electn	0.00			
Total 5100000 · GENERAL GOVERNMENT	0.00			
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	0.00	0.00	0.00	0.0%
5586060 · Planning Capital Outlays	0.00	0.00	0.00	0.0%
Total 5586000 · Planning	0.00	0.00	0.00	0.0%
5587000 · Economic Development				
5587040 · Econ Dev Services	20,010.00	35,000.00	-14,990.00	57.2%
Total 5587000 · Economic Development	20,010.00	35,000.00	-14,990.00	57.2%
Total 5580000 · CMTY PLANNING ECON DEV	20,010.00	35,000.00	-14,990.00	57.2%
Total 5000000 · EXPENDITURES	20,010.00	35,000.00	-14,990.00	57.2%
Total Expense	20,010.00	35,000.00	-14,990.00	57.2%
Net Ordinary Income	-11,010.00	-29,368.75	18,358.75	37.5%
Net Income	<b>-11,010.00</b>	<b>-29,368.75</b>	<b>18,358.75</b>	<b>37.5%</b>



## University District Public Development Authority Voucher Certification – January 2020 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
01/14/20	1051	UDDA for Admin Services Agreement Fees	\$44,900.00
01/17/20	1052	Lars Gilberts for out of pocket EPA conference travel	\$970.01
01/16/20	1053	UDDA for EPA conference travel	\$375.50
01/30/20	1054	GSI for Advantage Spokane website	\$3,500.00

  
Lars Gilberts, CEO, UDDA

  
Date



UNIVERSITY DISTRICT

### University District Public Development Authority Voucher Certification – February 2020 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.

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Date	Voucher Warrant #	Description	Amount
02/03/20	1055	Travelers Insurance – public official bond – Gilberts	\$175.00

  
Lars Gilberts, CEO, UDDA

  
Date



## University District Public Development Authority Voucher Certification – March 2020 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
03/25/20	online transfer	To UDDA for Q1 2020 administrative services rendered per agreement	\$20,000

  
Lars Gilberts, CEO, UDDA

4.10.2020  
Date

# DRAFT - University District BHAG and Committee Strategy Matrix - DRAFT

	Marketing & Engagement (including Outreach)	Development	Executive
<b>Health, Education &amp; Research Complex</b>	<ul style="list-style-type: none"> <li>Support Life Science Spokane brand, tools, events, partner coordination (<i>ongoing</i>)</li> <li>Evaluate demand and help plan 1-2 targeted meetings/conventions with measurable outcomes relating to talent and/or company relocation</li> <li>Help higher ed pitch nationally recognized researchers and programs to specific media outlets</li> <li>Have a clear plan to leverage Catalyst opening and any other UD facility debut (Gleason, UW-GU Regional Health Partnership Bldg, Joya, Hope, NW Autism, etc.) and explain and magnify connections and impacts</li> </ul>	<ul style="list-style-type: none"> <li>Advise UD boards on what type of developments and investments would impact/support growth of health, ed, and research complex (<i>ongoing</i>)</li> <li><b>Cultivate ongoing relationships with developers/businesses interested in health, education, research complex concept and provide timely info</b> (<i>ongoing</i>)</li> <li>Inventory stats, infrastructure (lab space), talent and key researchers, programs, and projects underway and what's on drawing board</li> <li>Invite developers and businesses that can benefit from current development to tour health, ed, and research highlights in the UD</li> <li>Provide informed conceptual site analysis for prospective developers and businesses</li> </ul>	<ul style="list-style-type: none"> <li>Revisit lessons learned by other such complexes</li> <li>With input from DC and M&amp;E cultivate and leverage investors, developers, and researchers tied to this objective</li> <li>Explore where collaborative or programmatic funding can support the UD and health, ed, and research partners With input from DC and M&amp;E, incentivize/pursue 1-2 regional health, medical, life sci orgs and companies to relocate to UD</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>Depending on site selection outcome, help market and promote proposed parking structure location</li> <li>Promote use of mass transit to offset parking demand</li> <li>Engage and support local businesses and owners through transitions such as zoning and parking changes and new developments</li> </ul>	<ul style="list-style-type: none"> <li><b>Evaluate parking structure investment options and make recommendations to UD boards on September 2</b> <ul style="list-style-type: none"> <li>Evaluate and commit minimum \$ and/or % of UDRA funds to dedicate to parking</li> <li>Complete five-year parking demand analysis around the bridge by Aug 2020</li> <li>Develop criteria to evaluate potential sites for parking structure(s) by Aug 2020</li> </ul> </li> <li><b>Lead/advise/prepare for different deal structures:</b> <ul style="list-style-type: none"> <li>Incent fully developer-owned with shared parking and/or excess capacity</li> <li>Projects with &lt;49% UD ownership</li> <li>Wholly UDPDA owned parking facility</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Review short and long term capital and cash flow requirements and options for various projects (<i>ongoing</i>)</li> </ul>

# DRAFT - University District BHAG and Committee Strategy Matrix - DRAFT

		<ul style="list-style-type: none"> <li>• <b>Conceptualize org structure (new or existing) to manage parking in South Subarea;</b> suggested policies and interventions (technology tools, etc.) to better utilize on- and off-street assets and coordinate with citywide plans</li> <li>• By 2023, 1,500 new stalls (500 of which are shared) in South Subarea</li> </ul>	
<b>Housing</b>	<ul style="list-style-type: none"> <li>• Communicate and promote demand and opportunity to recruit private developers (<i>ongoing</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Advise UD boards on housing developments and investments that would support growth, equity, and connectivity (<i>ongoing</i>)</b> <ul style="list-style-type: none"> <li>○ Evaluate and allocate maximum \$ and/or % of funds to dedicate to support housing</li> <li>○ Inventory higher ed demand for various types of student housing</li> <li>○ Estimate housing demand for other users and price points</li> <li>○ Offer TIF support to incentivize and expedite private development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Review short and long term capital and cash flow requirements and options for various projects (<i>ongoing</i>)</li> <li>• Keep abreast of condo legislation and increase condo opportunities</li> <li>• Leverage policy to increase housing in the UD and accessible to or supportive of UD development</li> </ul>
<b>Organizational Excellence</b>	<ul style="list-style-type: none"> <li>• Co-create a clear, actionable marketing plan that defines a strategy to market the location and reach target market investors</li> <li>• Support and extend UD story to developers leveraging Advantage Spokane and Visit Spokane brands</li> <li>• Tie-in Impact Award to significant UD/partner/community event</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Support implementation of UDSMP-U vision (<i>ongoing</i>)</b> <ul style="list-style-type: none"> <li>• Unlock key sites (e.g., Midas, Costco, etc.) by working with/incenting hesitant property owners</li> <li>• Seek redevelopment partner for UW Spokane Center; pivot to active recruitment or redevelopment by 2022</li> <li>• Continue to address environmental barriers to development (e.g., contamination, etc.)</li> <li>• Beautify Sherman St and address signal at 5<sup>th</sup> Ave</li> <li>• Explore (and support if needed) creation of a BID in all or part of the southern UD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Resolve/finalize UDRA reconciliation and cash forecast and communicate to board and committees</b></li> <li>• Manage role clarity between staff and committee members</li> <li>• Recommend investment and lending strategies for both organizations (<i>ongoing</i>) <ul style="list-style-type: none"> <li>• Increase grant support</li> <li>• Set reserve standards</li> <li>• Diversify funding and craft sustainability plan</li> </ul> </li> </ul>