



University District Public Development Authority (UDPDA)

Board of Directors' Meeting Agenda

Wednesday, May 10, 2023 – 3:30 PM – 4:00 PM

Avista HQ, 1411 E Mission Ave, 5th floor conference room and *Zoom link on request*

3:30 Welcome, Call to Order, Administrative Actions – Dugger

- **Proposed MOTION** – Consent Agenda
 - March 1 and April 13, 2023, draft UDPDA board meeting minutes
 - UDPDA financials and voucher certification as of March 31, 2023
- **Q1 Treasurer's Report – Myhre**
- **Preview Nominating Committee**

3:40 400-Block Update – Sinisterra

3:45 201 W Main Update – Sinisterra

3:50 Contract Update and Proposed Motion: Approve additional \$10,000 for Ecological Asset and Performance Study (\$65,000 approved in 2023 budget) - *Sinisterra*

3:55 Public Comment and Adjourn

2023 UDPDA Meetings (3:30 PM start in 2023)

- June 7 – GSI
- September 6 Annual Meeting - Providence
- December 13 – Bouten Construction



University District Public Development Authority (UDPDA) Minutes - DRAFT
Wednesday, March 1, 2023, from 3:30 PM – 3:48 PM, In-Person at Catalyst Building, 521 E Sprague Ave, and via Zoom

Board Members Present: Teresa Dugger, Steve MacDonald, Lindsey Myhre, Katy Sheehan, Juliet Sinisterra, and Amber Waldref

Board Member Absent: Council President Breean Beggs

Invited Guest: Steven Wood (Century Pacific)

Call to Order, Welcome, and Administrative Actions

Dugger called the meeting to order at 3:30 PM and thanked EWU for hosting. Dugger then asked for a **MOTION to approve the UDPDA financials as of January 31, 2023, and the February 1, 2023, UDPDA board meeting minutes** (Myhre) and seconded (Waldref) and passed unanimously. Dugger noted that a quarterly treasurer's report starts May 3.

400-Block Development Update

Sinisterra showed the 400-Block Development milestones to date. Consultant Steven Wood presented a revised approach to the Agreement to Negotiate Exclusively (ANE) with a two-part concept phase, with the first phase being a written program only. A revised draft of the ANE will go back to the Emerald Initiative team later this week.

Dugger reminded the group that the next meeting is May 3 and adjourned the meeting at 3:48 PM.

Juliet Sinisterra, Secretary

Date




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University District Public Development Authority (UDPDA) Voucher Certification – January 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/, 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
1/4	ACH	City of Spokane utilities 201 W Main Ave	\$129.23
1/4	ACH	Avista utility bill for 201 W Main Ave through Dec 22	\$490.71
1/6	1122	Century Pacific per contract	\$1,012.50
1/5	1123	Traveler's Insurance – public official bond for Juliet Sinisterra	\$175.00
1/5	1124	Traveler's Insurance – public official bond for Teresa Dugger	\$175.00
1/18	1125	Allied Security – reconnect security system and begin monitoring Dec-Feb 2023	\$132.49
1/23	1126	Century Pacific per contract	\$2,475.00
1/13	1127	Kiemle Hagood for 201 W Main property management fees Jan	\$250.00
1/23	1128	Seve7n Design – Cultural Corridor marketing piece	\$1,830.00
1/13	1129	Kiemle Hagood – lock box for 201 W Main Ave	\$48.89
1/18	1130	Collins Woerman – per contract	\$7,500.00
1/25	Xfer	University District Development Assoc	\$16,600.00
1/23	1131	Witherspoon Brajcich McPhee legal fees through Dec 2022	\$1,638.00
1/27	1133	Cascadia Partners per contract	\$7,825.00


Juliet Sinisterra, CEO, UDDA


Date



University District Public Development Authority (UDPDA) Minutes - DRAFT Thursday, April 13, 2023, from 9:30 AM – 9:45 AM via Zoom

Board Members Present: Teresa Dugger, Steve MacDonald, Katy Sheehan, Juliet Sinisterra, and Amber Waldref

Board Members Absent: Council President Breean Beggs, Lindsey Myhre

Invited Guest: Steven Wood (Century Pacific), Taudd Hume (legal counsel), Alden Jones (UD staff)

Call to Order and Welcome

Dugger called the meeting to order at 9:30 AM with a quorum present.

400-Block Development Update

Sinisterra reminded the board of the 400-Block Development chronology:

- Invitation to Proposed released – September 12, 2022
- Received one proposal from Emerald Initiative team – October 24, 2022
- Proposal evaluated by 400-Block Subcommittee – November 1, 2022
- Negotiations led by Steven Wood with Emerald commenced – November onward
- Draft Agreement to Negotiate Exclusively (ANE) developed in concert with legal counsel and shared with UDPDA board – February 1 and March 1, 2023, meetings
- Final discussion and request to approve ANE - today

Dugger asked for any questions re the ANE. MacDonald asked if the agreement terms have remained the same since the March 1 meeting. Wood said yes and affirmed that the Emerald team agreed to our terms (in place in the ANE) and will have 120 days to prepare a development concept. Wood also confirmed that confidentiality concerns have been addressed. Hume added that the ANE does not bind or expose the UDPDA to any financial risk.

Hearing no other questions or concerns, Dugger proposed the following **MOTION:** **“The UDPDA board moves to approve the Agreement to Negotiate Exclusively (ANE) with the Emerald Initiative team,”** seconded (MacDonald), and passed unanimously.

Dugger then asked for comment on the proposed letter to Tom Cody (owner/ developer of Boxcar) addressing the completion of Riverside Avenue. Sheehan inquired about the next step if we don't move forward with Emerald Team after the 120 days. As owners of the 400-Block, Sinisterra noted that Avista would be on point for Riverside upgrades. Sinisterra shared as well that the Boxcar property was sold to the developer at a favorable price; that the UDPDA contributed \$300K in public improvements to the Boxcar project; and that there have been open communications around the UDPDA's limitations and rationale not to invest



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additional funds until the status of the 400-Block Development is known. Hume noted that the developer is aware that proper due diligence may not have been done prior to purchase. Dugger asked the group to send any final comments or questions regarding the letter to Sinisterra by noon today.

Asking for public comment and hearing none, Dugger adjourned the meeting at 9:45 AM.

Juliet Sinisterra, Secretary

Date

UD Public Development Authority
Balance Sheet
As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	581,902.12
10129 · NUM MM UDPDA	35,538.27
Total Checking/Savings	<u>617,440.39</u>
Total Current Assets	617,440.39
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	<u>515,930.00</u>
TOTAL ASSETS	<u><u>1,133,370.39</u></u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	510,724.24
32001 · 201 W Main	515,930.00
Net Income	106,716.15
Total Equity	<u>1,133,370.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,133,370.39</u></u>

UD Public Development Authority Profit & Loss Budget vs. Actual

January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
3300000 · INTERGOV REVENUES				
3370000 · LOCAL GRANTS ENTITLMNT OTHER				
3370001 · Local Grants Entitlements	50,000.00	50,000.00	0.00	100.0%
3371000 · Property Tax	156,777.26	168,950.00	-12,172.74	92.8%
3372000 · Sales Tax	0.00	177,667.50	-177,667.50	0.0%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	<u>206,777.26</u>	<u>396,617.50</u>	<u>-189,840.24</u>	<u>52.1%</u>
Total 3300000 · INTERGOV REVENUES	206,777.26	396,617.50	-189,840.24	52.1%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS	8.77	37.50	-28.73	23.4%
3620000 · RENTS AND LEASES	3,500.00	800.00	2,700.00	437.5%
Total 3600000 · MISC REVENUES	<u>3,508.77</u>	<u>837.50</u>	<u>2,671.27</u>	<u>419.0%</u>
Total 3000000 · REVENUES	<u>210,286.03</u>	<u>397,455.00</u>	<u>-187,168.97</u>	<u>52.9%</u>
Total Income	210,286.03	397,455.00	-187,168.97	52.9%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	38,573.75	57,357.00	-18,783.25	67.3%
Total 5586000 · Planning	38,573.75	57,357.00	-18,783.25	67.3%
5587000 · Economic Development				
5587040 · Econ Dev Services	60,746.42	77,104.00	-16,357.58	78.8%
Total 5587000 · Economic Development	<u>60,746.42</u>	<u>77,104.00</u>	<u>-16,357.58</u>	<u>78.8%</u>
Total 5580000 · CMTY PLANNING ECON DEV	99,320.17	134,461.00	-35,140.83	73.9%
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out				
5593040 · Prop Dev Services	4,249.71	5,000.06	-750.35	85.0%
5593060 · Prop Dev Capital Outlay	0.00	0.00	0.00	0.0%
Total 5593000 · Prop Dev Depr Amor Xfer Out	<u>4,249.71</u>	<u>5,000.06</u>	<u>-750.35</u>	<u>85.0%</u>
Total 5590000 · PROPERTY DEVELOPMENT	4,249.71	5,000.06	-750.35	85.0%
5800000 · OTHER DECR IN FUND RSRCS	0.00	0.00	0.00	0.0%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	0.00	0.00	0.00	0.0%
Total 5000000 · EXPENDITURES	<u>103,569.88</u>	<u>139,461.06</u>	<u>-35,891.18</u>	<u>74.3%</u>
Total Expense	103,569.88	139,461.06	-35,891.18	74.3%
Net Ordinary Income	<u>106,716.15</u>	<u>257,993.94</u>	<u>-151,277.79</u>	<u>41.4%</u>
Net Income	<u><u>106,716.15</u></u>	<u><u>257,993.94</u></u>	<u><u>-151,277.79</u></u>	<u><u>41.4%</u></u>



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

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Date	Voucher Warrant #	Description	Amount
2/16	ACH	City of Spokane utilities 201 W Main Ave	\$172.18
2/17	ACH	Avista utility bill for 201 W Main Ave	\$382.27
2/13	1134	Kiemle Hagood for 201 W Main property management fees Feb	\$250.00
2/21	1135	Allied Security for 201 W Main Ave	\$163.34
2/14	1136	Century Pacific per contract	\$4,500.00
2/13	1137	Tiny's Maintenance Services for 201 W Main Ave clean up	\$112.27
2/22	1138	Spokane FARP program registration	\$35.00
2/21	1140	Witherspoon Brajcich McPhee legal fees through Jan 2023	\$1,545.00
2/24	1141	Spokane Worker's Cooperative per contract	\$5,000.00
2/8	Xfer	University District Development Assoc	\$16,600.00
2/9		Numerica Visa Card annual fee	\$35.00


Juliet Sinisterra, CEO, UDDA

3.14.23
Date

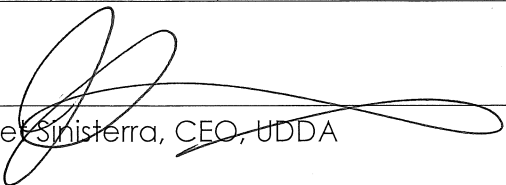



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**University District Public Development Authority (UDPDA)
Voucher Certification – March 2023 Close**

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/, 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
3/21	ACH	City of Spokane utilities 201 W Main Ave	\$172.18
3/21	ACH	Avista utility bill for 201 W Main Ave	\$166.78
3/13	ACH	HUB for 201 W Main Commercial Liability insurance for vacant building	\$2,297.25
3/24	Online xfer	University District Development Assoc per contract	\$16,600.00
3/16	1139	Cascadia Partners per contract	\$5,898.75
3/15	1142	CollinsWoerman per contract	\$2,000.00
3/21	1143	Kiemle Hagood for 201 W Main property management fees Feb	\$250.00
3/23	1144	Century Pacific per contract	\$3,375.00
3/20	1145	Tiny's Maintenance Services for 201 W Main Ave clean up	\$174.40
	1146	VOID: HUB paid online	0
3/16	1147	UDDA – reimburse for MRSC Roster annual fee charged to UDDA credit card	\$135.00
3/28	1148	Witherspoon Brajcich McPhee legal fees through Jan 2023	\$2,934.00


Juliet Sinisterra, CEO, UDDA


Date

UDPDA Q1 January-March 2023

- Net income ended \$151,000 unfavorable to budget.
- Total revenue ended \$190,000 unfavorable to budget.
 - This variance will reduce when City pays Q1 sales tax receivable in April.
 - The County's annual \$50,000 payment was received as well as the City's 2022 (late) property tax payment.
- Total expense ended \$36,000 under budget.
 - Planning services and economic development line items comprise this variance due to slower than anticipated vendor invoicing.
 - 2022 contracts (such as Century Pacific, Cascadia Partners, etc.) are being paid down and 2023 contracts underway (*see table below*).
 - We have engaged KH Consulting (not to exceed \$15K contract) as budgeted to research and facilitate grant opportunities.
 - Also, an IRFP for a District Ecological Asset and Performance Standards Study was released March 17 with proposals due April 17. Contract not to exceed \$75K (\$65K was approved as budgeted; \$10K more pending approval).
 - 201 W Main (vacant) property expenses continue (utilities, security, property management, insurance) and would increase if property is leased (*see table below*).
- In April/May, we will move a portion of funds to the SCIP account.
- Staff re-reviewed, itemized in detail, and corrected the City's April 2022 "reconciliation" payment which could return \$265,000 to the UDPDA per the ILA Amendment language. City staff reviewing.
- City staff indicated that the Sprague reconciliation is complete but have not yet indicated exact underage.
- A draft memo from Juliet and Teresa to Teri Stripes and Steve MacDonald requesting the proposed MOU with 1% administrative fee be rescinded was shared with the UDPDA board on April 13 and sent thereafter.
- City sent a Restated Interlocal Agreement (ILA) in response.
- Although Cash Basis, staff has entered estimated sales tax revenues (at reduced percentage growth rate), property tax revenues, and partial expenses through 2035 should accrual forecasting be helpful.
- Main Property Update
 - Parking lot lease contract moving forward with Republic.
 - Board to consider other options (sell, lease, and/or develop) based on CEO and DC recommendations.

201 W Main Q1 Revenue and Expenses

	Q1 Budget	Q1 Actual	Net Income
Reef parking lease income	-	-	-
K&H property management	750.00	750.00	(750.00)
Tiny's Maintenance	525.00	286.67	(1,036.67)
City of Spokane utilities	525.00	473.56	(1,510.23)
Avista utilities	600.00	1,039.76	(2,549.99)
Security related	300.00	379.72	(2,929.71)
Landscaping, plowing	1,050.00	-	(2,929.71)
General liability insurance	574.25	2,459.00	(5,388.71)
Property insurance	1,600.00	-	(5,388.71)
Umbrella policy	1,162.50	-	(5,388.71)
Misc repairs	600.00	1,320.00	(6,708.71)

UDPDA 2023 Contract Summary

Name	Contract Amount	Remaining Balance	Alignment
<i>Emerald Initiative et al</i>	+\$1,000 ANE nonrefundable deposit		400-Block Development ANE
<i>Reef/Republic Parking</i>	+\$2K est per mo		201 W Main Ave parking lot lease
UDDA Admin Services	\$16,600 per mo	NA	Administrative and operations support
Witherspoon legal	ongoing	NA	
Kiemle & Hagood	\$250 per mo	NA	201 W Main property management
Spokane Worker's Coop	\$5,000	0	
Century Pacific	\$85,000	\$32,000	400-Block Development
Cascadia Partners	\$49,800	\$3,634	Urban Components Analysis
OAC	\$4,122	\$378	201 W Main prop development study
Collins Woerman	\$9,500	0	201 W Main prop development study
KH Consulting	\$15,000	\$11,550	Grant research and writing
Seve7n Design	\$10,000	\$7,090	Ongoing graphic design support
Utopia Design Development	\$3,240	0	201 W Main prop development study
Greater Spokane Inc	\$10,000	0	Cushman Wakefield Life Sciences Study contribution
Greene Economics	\$75,000	\$75,000	Ecological Asset and Performance Standards Study