



University District Public Development Authority (UDPDA)

Board of Directors' Meeting Agenda

Wednesday, June 3, 2020 – 2:30pm-4:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/88476018089?pwd=T3lzWlp4cklyNmo4NS94cjNsSjRSdz09>

Meeting ID: 884 7601 8089

Password: 702957

One tap mobile

+12532158782,,88476018089#,,1#,702957# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

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 June 2 to lgilberts@spokaneudistrict.org.

2:30 Welcome, call to order, review rules of decorum – Gilberts

2:35 Administrative Actions – Gilberts

- Proposed MOTION – Consent Agenda
 - May 6, 2020 draft UDPDA board meeting minutes
 - UDPDA financials as of April 30, 2020 and Voucher Certificate

Date	Voucher Warrant #	Description	Amount
4/8/20	online transfer	To UDPDA Money Market account to avoid monthly fees	\$2,500
4/21/20	1056	Alden Jones – reimburse for MRSC Annual Report webinar training series	\$125

2:40 UDRA Finance Update – Kuney/Gilberts

- Calculating 2015-2019 UDRA contribution
- Confirming 2020+ sales tax methodology
- Resolution of cap and cliff
- Preparing for budget recast in September

3:00 Parking Study Update – Gilberts/DESMAN

- Overview of DESMAN study to date – *DESMAN*
- Evaluation and next steps by Development Committee - *Gilberts*

3:20 Funding/Financing Approved Projects – Gilberts

- Projects that could be funded
 - Wayfinding
 - Boxcar
- Projects that need financing/future funding
 - Sprague Phase 2b
 - Sherman/5th signal design
 - Don Kardong Bridge

4:00 Adjourn – Gilberts

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

- **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 Board Meeting Public Decorum Rules

University District Public Development Authority (UDPDA) Board meetings adhere to the following public decorum rules. These rules will be observed during UDPDA board meetings, including open forum, public comment period on allowed agenda items, and board deliberations. These rules are derived from the City of Spokane City Council Rules.

- No clapping, cheering, booing, or public outbursts.
- Three-minute time limit for comments made during open forum and public testimony on allowed legislative agenda items.
- No person shall be permitted to speak at open forum more often than once per month. In addition, cell phones should be silenced when entering the meeting.

Further, keep the following Rules in mind:

Rule 1: Open Forum

- The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the UDPDA. No person shall be permitted to speak regarding items on the current or advance agendas. Individuals speaking during the open forum shall address their comments to the UDPDA Chair and shall not use profanity, engage in obscene speech, or make personal comments or verbal insults about any individual.
- To encourage wider participation in open forum and a broad array of public comment and varied points of view, no person shall be permitted to speak at open forum more often than once per month. However, there is no limit on the number of items on which a member of the public may testify before the UDPDA Board.

Rule 2: Public Testimony Regarding Agenda Items – Time Limits

- The UDPDA Board shall take public testimony on all matters included on its public agenda except those items listed in the next bullet. **Public testimony shall be limited to the final UDPDA Board action.** Public testimony shall be limited to three (3) minutes per speaker, unless, at his or her discretion, the UDPDA Chair determines that, because of the number of speakers signed up to testify, less time will need to be allocated per speaker in order to accommodate all of the speakers. The Chair may allow additional time if the speaker is asked to respond to questions from the UDPDA Board.
- No public testimony shall be taken on parliamentary or administrative matters of the UDPDA Board.
- The time taken for staff or UDPDA Board member questions and responses thereto shall be in addition to the time allotted for any individual testimony.



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

Wednesday, May 6, 2020 – 3:00pm-3:34pm
Via Zoom Webinar and Audio

Board Members Present: Dan Antonietti, Council President Breean Beggs, Bill Bouten, Lars Gilberts, Katy Sheehan, and Paul Warfield

Board Members Absent: Commissioner Mary Kuney

Call to Order and Administrative Actions

- Chair Gilberts called the meeting to order at 3:00pm.
- Gilberts asked the board to review the draft February 12, 2020, UDPDA board meeting minutes and the UDPDA financials as of March 31, 2020. He noted that although UDPDA treasurer/secretary Kuney was not present, she did review and approve the UDPDA financials and minutes before the meeting. **MOTION to approve the UDPDA minutes and financials** (Bouten), seconded (Antonietti), and passed unanimously.
- Gilberts noted that historical **BARS (chart of accounts) coding** will be used on the 2019 SAO Annual Report and going forward in 2020.
- Gilberts mentioned **the Desman parking contract** that will provide a current demand analysis of existing parking conditions in the South Subarea, and best practices around parking structure site selection and management. More information on this study will be provided at the June 3 board meeting with the UDDA Development Committee making a final recommendation to the UDPDA board regarding a parking structure investment at the September 2 board meeting after the budget re-forecast.

UDPDA Restructuring Update (for the record)

Due to recent COVID-19 impacts, calculations regarding the 2015-2019 UDRA contribution, confirmation of the 2020+ sales tax methodology, and resolution of the cap and cliff have been delayed. Gilberts will report out on these topics at a future meeting once adequate information is obtained.

UDDA Development Committee Report

- Despite COVID-19, there is ongoing development interest on both sides of the University District Gateway Bridge.
- The wayfinding contract is in the permitting stage with installation to follow.
- More EPA sites are coming forward for evaluation.
- The Portland-based developers of the Boxcar project (at Grant and Riverside) are committed to moving forward and have asked for expense reimbursement on a monthly basis. Gilberts will review the board's \$300K planned investment in this project and provide an update on the reimbursement request at the June 3 meeting.
- Interest in the redevelopment of the UW Spokane Center and adjacent properties remains high with the goal of one consolidated project vs 2-3 smaller ones.

Gilberts adjourned the meeting at 3:34pm.

Bill Bouten, Vice-Chair signing for Secretary

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/, 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
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/, 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

UD Public Development Authority
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	66,197.67
10129 · NUM MM UDPDA	2,490.00
Total Checking/Savings	<u>68,687.67</u>
Total Current Assets	68,687.67
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	<u>515,930.00</u>
TOTAL ASSETS	<u>584,617.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
21200 · NUM Visa CC UDPDA	135.00
Total Credit Cards	<u>135.00</u>
Total Current Liabilities	<u>135.00</u>
Total Liabilities	135.00
Equity	
32000 · Retained Earnings	31,147.67
32001 · 201 W Main	515,930.00
Net Income	37,405.00
Total Equity	<u>584,482.67</u>
TOTAL LIABILITIES & EQUITY	<u>584,617.67</u>

UD Public Development Authority
Profit & Loss Budget vs. Actual

Cash Basis

April 2020

	Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
3300000 · INTERGOV REVENUES				
3370000 · LOCAL GRANTS ENTITLMNT OTHER	0.00	50,000.00	-50,000.00	0.0%
Total 3300000 · INTERGOV REVENUES	0.00	50,000.00	-50,000.00	0.0%
3600000 · MISC REVENUES				
3620000 · RENTS AND LEASES	5,000.00	5,631.25	-631.25	88.8%
Total 3600000 · MISC REVENUES	5,000.00	5,631.25	-631.25	88.8%
Total 3000000 · REVENUES	5,000.00	55,631.25	-50,631.25	9.0%
Total Income	5,000.00	55,631.25	-50,631.25	9.0%
Expense				
5000000 · EXPENDITURES				
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	250.00	0.00	250.00	100.0%
Total 5587000 · Economic Development	250.00	0.00	250.00	100.0%
Total 5580000 · CMTY PLANNING ECON DEV	250.00	0.00	250.00	100.0%
Total 5000000 · EXPENDITURES	250.00	0.00	250.00	100.0%
Total Expense	250.00	0.00	250.00	100.0%
Net Ordinary Income	4,750.00	55,631.25	-50,881.25	8.5%
Net Income	4,750.00	55,631.25	-50,881.25	8.5%



University District Public Development Authority (UDPDA) Voucher Certification – April 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/, 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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Lars Gilberts, CEO, UDPDA

5/6/2020
Date