



University District Public Development Authority (UDPDA) Annual Meeting Minutes Wednesday, September 2, 2020 – 2:37 pm - 4:35 pm via Zoom webinar

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

Board Members Absent: None

Special/Invited Guests: Chuck Murphy and Chris Green (UDDA Development Committee co-chairs), Mark Desmond and Dean Pape (deChase Miksis, Boise)

Call to Order and Administrative Actions

Chair Gilberts called the annual meeting to order at 2:37 pm and reminded the group to follow Public Decorum Rules. Gilberts noted that there was a UDPDA quorum present at the July 8, 2020, University District Development Association (UDDA) Development Committee meeting, but no action was taken. Gilberts then asked the board to review the draft June 3, 2020, UDPDA board meeting minutes, and the UDPDA financials and voucher certifications as of July 31, 2020. **MOTION to approve the consent agenda with minutes and financials** (Warfield), seconded (Antonietti), and passed unanimously.

2021 Board and Officers

Gilberts reminded the group that per the bylaws, UDPDA permanent directors are Beggs, UDDA CEO (Gilberts), Kuney, and Warfield with jointly-selected director Sheehan. Also, per the bylaws, the UDDA annually appoints two members to serve on the UDPDA board. At the UDDA meeting, the board appointed Bouten and Myhre to the UDPDA board in 2021. The 2021 proposed officers are Chair – Myhre, Vice-Chair/Secretary – Gilberts, Treasurer – Kuney. **MOTION to approve 2021 officer slate** (Bouten), seconded (Antonietti), and passed unanimously.

University District Revitalization Area (UDRA) Finance Update

A thorough reconciliation of UDRA revenue and expenses before 2020 will result in a net payable to the UDPDA of \$1,937,769. The balance of these funds will be applied to the future Sprague 2b commitment. The board recognized Tonya Wallace's leadership in resolving this longstanding issue. **MOTION to accept the City's pre-2020 UDRA contribution reconciliation and terms** (Kuney), seconded (Bouten), and passed unanimously.

As a result of this reconciliation process and the involvement of other regional PDAs, the City and County are working together to test a proposed 2020+ sales tax methodology calculation. Likewise, work on the cap and cliff issue continues with the City Council who is drafting an ordinance change.

Gilberts provided an overview of UDRA finance projections (LIFT not included) using graphs to depict "worst", "cautions", "healthy", and "original" growth scenarios. The various trajectories helped the group visualize and quantify income over time. Under the current "worst" scenario, the cap of \$650K is enforced and there is a "cliff" of City matching only County contributions 2036-2039. Various scenarios explore various changes to the City ordinance and economic conditions. The "original" path represents what the UDPDA was negotiating for last year: a 50/50 split on sales tax with no cap through the end of 2039 and property tax stays 75/25.



These scenarios are important as they impact Sprague Avenue Phase 2b funding. To recap, in 2018, the UDPDA board approved \$4M to revitalize Sprague Avenue in two phases. With the first phase complete, and based on the projections shared by Gilberts, even with the \$1.9M applied to the project, additional funding will be needed for Phase 2b. As a result, Gilberts asked for a **MOTION to authorize the UDPDA Executive Committee to evaluate and secure a loan (likely SIP or SCIF) with the best available terms to facilitate the construction of Sprague Ave Phase 2b and exhaust the outstanding UDRA funds due to the UDPDA (accrued before 2020) to satisfy the first payments of the loan** (Kuney), seconded (Bouten), and passed unanimously.

Parking Analysis and Recommendation

Gilberts and Bouten (who serve on the UDDA Development Committee) reminded the board that today's parking presentation is the culmination of years of work by the UDPDA, UDDA, the universities, local business and property owners, developers, neighbors, etc. Parking outreach, convenings, and studies have been ongoing and at the 2020 board retreat parking was stated as a top priority. Since then, the UDDA Development Committee has led an effort to provide the UDPDA board with a fully-researched parking analysis, summary, and recommendation.

At the most recent June 3 board meeting, Casey Jones (Desman, Inc.) walked the UDPDA board through a summary of the "Shared Parking Analysis Report". He spoke to site context, assumptions for the parking analysis, existing conditions relating to land uses and parking supply, 14 proposed or active developments in the study area, future parking supply, a summary parking analysis, a dynamic model for scenario analysis, next steps, and matrices showing draft site selection and parking management evaluation criteria.

Informed by Desman's work and an internal UD parking structure white paper by staff, and given the UD's history of identifying and funding critical infrastructure that supports its chartered purpose of economic development, the Development Committee reached a consensus to support and invest in structured parking that facilitates new and ongoing development because:

- It is consistently a top priority for most stakeholders;
- Desman's 2020 Shared Parking Analysis Report identified a growing parking deficit around the UD Gateway Bridge;
- Parking garages are critical to increasing density yet are not currently financially feasible for individual projects given development costs and likely rates of return;
- 'Eliminating' the problem of parking is one of the most direct ways to spur more, bigger, faster developments and support job growth; and
- 'But for the PDA' University District parking will not be addressed, development will be slowed, and the UDRA will underperform over the next 10 years.

More specifically, the Development Committee summarized their recommendation to the UDPDA board as follows:

- Engage the City, Spokane Transit Authority, owners of off-street parking, and other relevant partners to increase efficient parking sharing and management;

- Adopt the Site/Project Evaluation Criteria developed in conjunction with the Desman Shared Parking Analysis Report;
- Reserve up to 80% of the UDRA's projected revenue through 2039 to invest in structured parking in compliance with the Site/Project Evaluation Criteria; and
- Review Site/Project Evaluation Criteria and available funds in 18 months (and annually) to confirm or adapt parking and UDRA strategies.

Sheehan asked about other priorities that surfaced during parking outreach meetings. Bouten indicated that housing and supporting the higher ed health, education, and research complex were paramount. Sheehan asked that the words "including housing" be called out as important in the mixed-use Site/Project Evaluation Criteria. Director Warfield noted that structured parking does not necessarily mean a physical structure. Gilberts concurred saying parking solutions require a suite of options (transit, City metering, shared parking, lease vs own, etc.) to adequately address the coming deficit. Beggs encouraged the group to think about convertibility, not just expandability and focusing on/investing in shared partnerships where the UDPDA is "the last dollar in". Guest Dean Pape spoke of Boise's parking projects and the importance of maximizing the turnover of stalls and vetting partners.

After these discussions, **MOTION to acknowledge and accept the Desman Shared Parking Analysis Report and its findings as preliminary guidance** (Bouten), seconded (Beggs), and passed unanimously.

The board then moved to adopt the proposed "Whereas" MOTION as presented except for Section 3 so the board can discuss evaluation criteria in greater detail at the next regular board meeting. **MOTION** (by Warfield), seconded (Antonietti), and passed unanimously: **"WHEREAS, the UDPDA board acknowledges the UDRA funds reconciliation is in progress; WHEREAS, the UDPDA board recognizes a specific UDRA parking project is yet to be identified; NOW, THEREFORE, the UDPDA board agrees as follows:**

- **Section 1: That parking is the most pressing UDRA project within the UD and that the next 18 months are critical to advance the project;**
- **Section 2. That up to 80% of current and future UDRA funds should be set aside for parking;**
- ~~**Section 3. That the proposed Site/Project Evaluation Criteria be adopted;**~~ *(defer until next meeting)*
- **Section 4: That parking mitigation strategies should be pursued; and**
- **Section 5. That UDRA executive staff has full authority to act on behalf of the UDPDA board to seek, pursue, and evaluate UDRA parking project(s).**

Project Updates

Gilberts provided the following UDRA project updates:

- Sherman/5th Avenue signal design has no funding path so will likely be postponed.
- Wayfinding signage should be in before the snow flies.
- A purchase and sale agreement (with a three-day turnaround request) was received for the UW Spokane Center and shared with the Executive Committee. Due to the unrealistic timeframe, no action was taken. However, to be responsive to future inquiries, the board directed the UDRA Development Committee and



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staff to seek a formal valuation of the UW Spokane Center property under various assumptions so they can deliberate how to best utilize the property under its charter and objectives.

After public comments, Gilberts adjourned the meeting at 4:35 pm.

Mary Z Kuney
Mary Kuney, Secretary

11-06-2020
Date



University District Public Development Authority (UDPDA) Voucher Certification – May 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
5/4/20	Online xfer	Numerica April 2020 Visa Statement - MRSC fee	\$135
5/27/20	1057	Desman, Inc. – for parking contract	\$4,900



Lars Gilberts, CEO, UDDA and UDPDA board chair

6/19/2020
Date



**University District Public Development Authority (UDPDA)
Voucher Certification – July 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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Date	Voucher Warrant #	Description	Amount
7/20/2020	1058	Travelers for public official bond for Mary Kuney	137.00
7/17/2020	1059	Philadelphia Insurance Company for UDPDA commercial package	473.00
7/8/2020	e-transfer	Transfer to UDPDA money market account to achieve balance to waive monthly fees	10.00


Lars Gilberts, CEO, UDDA and UDPDA board chair

8/4/2020
Date



University District Public Development Authority (UDPDA) Voucher Certification – June 2020 Close

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The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:

Date	Voucher Warrant #	Description	Amount
		NO WARRANT ACTIVITY IN JUNE	


Lars Gilberts, CEO, UDDA and UDPDA board chair

7/7/2020
Date