



## University District Public Development Authority (UDPDA)

### Board of Directors' Meeting Agenda

Tuesday, September 4, 2018 – 2:00pm-2:30pm

Greater Spokane Inc. – 801 W Riverside Ave, Spokane – first floor conference room

#### 2:00 Call to order – Hill

##### Administration – Hill

MOTION – Consent Agenda

- June 5, 2018 draft UDPDA board meeting minutes
- UDPDA financials as of June 30 and July 31, 2018
  - Warrant #1009, Aug 3, 2018 - \$669 payable to Philadelphia Insurance Companies, for commercial insurance package 7/27/18-7/27/19

#### 2:05 Nominating Committee Report and Discussion – Pearman-Gillman

At this time, the board will consider and discuss the recommendations of the Nominating Committee, as well as additional nominations, relating to the proposed slate of 2019 new members and officers.

MOTION – “waive form” apropos annual meeting voting date

MOTION – new board member(s)

MOTION – 2019 board officers

#### 2:20 Development Committee Report to the UDPDA – Pearman-Gillman/Gilberts

UDRA Funds-Related Projects

- University District Gateway Bridge
- City response to letters of interest/intent and next steps
- Planning
- Wayfinding
- Sprague

#### 2:30 Adjourn – Hill

### Upcoming Meetings:

- **November 6, 2018** – UD Board Annual meeting at WSU, 2:00pm-4:30pm
- **December 4, 2018** – UD Board meeting at McKinstry, 2:00pm-4:30pm, and holiday social from 4:30pm-6:00pm



## University District Public Development Authority (UDPDA)

### Board of Directors' Meeting Minutes

Tuesday, June 5, 2018 – 2:14pm-2:38pm

Pride Prep School, 811 E Sprague Ave, Spokane WA – gym room

**Board Members Present:** Bill Bouten, Catherine Brazil, Elaine Couture, Teresa Dugger, Ezra Eckhardt, Mary Joan Hahn (via phone, Gonzaga proxy), Taud Hume (non-voting), Latisha Hill (via phone), Cindy Leaver, Mariah McKay, Brian McClatchey (Council President proxy), David O'Brien (via phone), Kim Pearman-Gillman, Larry Probus (Whitworth proxy), Brandon Rapez-Betty, Sara Sexton-Johnson (EWU proxy), Kim Zentz

**Board Members Absent:** Mayor David Condon (non-voting), Dr. Mary Cullinan (see proxy Sexton-Johnson above), Dr. Daryll DeWald (see proxy Schad above), Lou Gust, Dr. Christine Johnson, Dr. Thayne McCulloh (see proxy Hahn above), Todd Mielke, Mark Richard, Council President Ben Stuckart (see proxy McClatchey above), Beck Taylor (see proxy Probus above), Dr. Francisco Velazquez

**Other Participants and Invited Guests Present:** Andrew Worlock (City), Dawn Kinder (Mayor's office)

**Staff Present:** Lars Gilberts, Alden Jones

#### Call to Order:

Chair Hill (participating by phone) asked board treasurer Eckhardt to preside as chair. Eckhardt called the meeting to order at 2:14pm. Pride Prep principal Brenda McDonald welcomed the group to the school and Eckhardt thanked her for the special student tours and hospitality. Eckhardt then asked the board to review the May 1 UDPDA board meeting minutes and the UDPDA financials as of April 30, 2018. **MOTION to approve minutes (with page 4 correction changing \$650 to \$650K) and financials** (Couture); seconded (Bouten) and passed unanimously.

#### 2018 Board Development and Nominating Committee

At the end of 2018, two directors term-out (Pearman-Gillman and Zentz) and four directors' terms are up but they are eligible to serve an additional three-year term (Bouten, Dugger, Hill, McKay). The Nominating Committee is charged with recommending candidates for those positions, as well as the 2019 slate of officers. At their May 22<sup>nd</sup> meeting, the Executive Committee recommended—in addition to standing Nominating Committee members the Mayor and the Council President—directors DeWald, Pearman-Gillman, and Taylor be appointed to the 2018 Nominating Committee. Eckhardt called for the following **MOTION: "The UDPDA board accepts the recommendation of the Executive Committee to appoint Dr. Daryll DeWald, Kim Pearman-Gillman and Dr. Beck Taylor to the 2018 Nominating Committee"** (Rapez-Betty); seconded (Brazil) and passed unanimously.

#### UDDA Development Committee Report

Co-chair Pearman-Gillman reminded the group that on October 3, 2017, the UDPDA "authorized the executive director to explore wayfinding design and phase options utilizing up to \$50K of UDRA funds." That first phase was completed using only \$25K. The next step, implementing the first phase of the plan in time for the bridge opening, involves a second request for UDRA funds up to \$50K. Per the UDRA-Eligible Evaluation Criteria, the Development Committee rated this next implementation phase as Highly Recommended in all but the UDRA ROI category. Eckhardt called for **MOTION "The UDPDA board accepts the UDDA Development Committee's recommendation to authorize the UDDA CEO to utilize up**

to \$50K of UDRA funds to implement Phase 1 wayfinding critical to the opening of the University District Gateway Bridge” (McKay); seconded (McClatchey) and passed unanimously.

Presiding chair Eckhardt reminded the group that the next UDPDA meeting is September 4 at GSI and he then adjourned the meeting at 2:38pm.

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Ben Stuckart, board secretary

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Date

DRAFT

**Balance Sheet**

As of June 30, 2018

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	<u>Jun 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10115 · UDPDA Checking USB	1,009.46
<b>Total Checking/Savings</b>	1,009.46
<b>Accounts Receivable</b>	
12100 · Accounts Receivable	17,500.00
<b>Total Accounts Receivable</b>	17,500.00
<b>Total Current Assets</b>	18,509.46
<b>TOTAL ASSETS</b>	<b>18,509.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Unrestricted Net Assets	1,164.40
Net Income	17,345.06
<b>Total Equity</b>	18,509.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,509.46</b>

**UDPDA US BANK -5313**  
**Profit & Loss Budget Performance**

June 2018

	Jun 18	Budget	Jan - Jun 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
43100 · INTEREST & INVESTMENTS					
43110 · Interest-Savings, Short-term CD	0.02		0.06		
<b>Total 43100 · INTEREST &amp; INVESTMENTS</b>	0.02		0.06		
46200 · CONTRACT INCOME					
46210 · UDRA Proceeds	17,500.00	17,500.00	17,500.00	17,500.00	35,000.00
<b>Total 46200 · CONTRACT INCOME</b>	17,500.00	17,500.00	17,500.00	17,500.00	35,000.00
49000 · PRIOR YEAR CARRYOVER	0.00	0.00	0.00	750.00	750.00
<b>Total Income</b>	17,500.02	17,500.00	17,500.06	18,250.00	35,750.00
<b>Expense</b>					
60200 · PERSONAL SVCS CONTRACTS					
60202 · Accounting, Financial Services	0.00	16,600.00	0.00	16,600.00	33,200.00
<b>Total 60200 · PERSONAL SVCS CONTRACTS</b>	0.00	16,600.00	0.00	16,600.00	33,200.00
60300 · OTHER CONTRACTUAL SVCS					
60324 · Insurance D&O	0.00	0.00	0.00	0.00	1,052.00
60325 · Insurance Other	0.00	0.00	140.00	120.00	836.00
60329 · Licenses and Permits	0.00	0.00	0.00	0.00	250.00
60335 · Audit svcs, bank fees	0.00	0.00	15.00	0.00	200.00
<b>Total 60300 · OTHER CONTRACTUAL SVCS</b>	0.00	0.00	155.00	120.00	2,338.00
60500 · SUPPLIES & MATERIALS					
60564 · Office Supplies	0.00	0.00	0.00	0.00	200.00
<b>Total 60500 · SUPPLIES &amp; MATERIALS</b>	0.00	0.00	0.00	0.00	200.00
<b>Total Expense</b>	0.00	16,600.00	155.00	16,720.00	35,738.00
<b>Net Ordinary Income</b>	17,500.02	900.00	17,345.06	1,530.00	12.00
<b>Net Income</b>	<b>17,500.02</b>	<b>900.00</b>	<b>17,345.06</b>	<b>1,530.00</b>	<b>12.00</b>

**Balance Sheet**

As of July 31, 2018

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	<u>Jul 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10115 · UDPDA Checking USB	18,509.72
<b>Total Checking/Savings</b>	18,509.72
<b>Accounts Receivable</b>	
12100 · Accounts Receivable	83,333.00
<b>Total Accounts Receivable</b>	83,333.00
<b>Total Current Assets</b>	101,842.72
<b>TOTAL ASSETS</b>	<b><u>101,842.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Unrestricted Net Assets	1,164.40
Net Income	100,678.32
<b>Total Equity</b>	101,842.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>101,842.72</u></b>

**UDPDA US BANK -5313**  
**Profit & Loss Budget Performance**  
**July 2018**

	Jul 18	Budget	Jan - Jul 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
43100 · INTEREST & INVESTMENTS					
43110 · Interest-Savings, Short-term CD	0.26		0.32		
<b>Total 43100 · INTEREST &amp; INVESTMENTS</b>	<b>0.26</b>		<b>0.32</b>		
46200 · CONTRACT INCOME					
46210 · UDRA Proceeds	83,333.00	0.00	100,833.00	17,500.00	35,000.00
<b>Total 46200 · CONTRACT INCOME</b>	<b>83,333.00</b>	<b>0.00</b>	<b>100,833.00</b>	<b>17,500.00</b>	<b>35,000.00</b>
49000 · PRIOR YEAR CARRYOVER	0.00	0.00	0.00	750.00	750.00
<b>Total Income</b>	<b>83,333.26</b>	<b>0.00</b>	<b>100,833.32</b>	<b>18,250.00</b>	<b>35,750.00</b>
<b>Expense</b>					
60200 · PERSONAL SVCS CONTRACTS					
60202 · Accounting, Financial Services	0.00	0.00	0.00	16,600.00	33,200.00
<b>Total 60200 · PERSONAL SVCS CONTRACTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,600.00</b>	<b>33,200.00</b>
60300 · OTHER CONTRACTUAL SVCS					
60324 · Insurance D&O	0.00	0.00	0.00	0.00	1,052.00
60325 · Insurance Other	0.00	716.00	140.00	836.00	836.00
60329 · Licenses and Permits	0.00	0.00	0.00	0.00	250.00
60335 · Audit svcs, bank fees	0.00	0.00	15.00	0.00	200.00
<b>Total 60300 · OTHER CONTRACTUAL SVCS</b>	<b>0.00</b>	<b>716.00</b>	<b>155.00</b>	<b>836.00</b>	<b>2,338.00</b>
60500 · SUPPLIES & MATERIALS					
60564 · Office Supplies	0.00	100.00	0.00	100.00	200.00
<b>Total 60500 · SUPPLIES &amp; MATERIALS</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>200.00</b>
<b>Total Expense</b>	<b>0.00</b>	<b>816.00</b>	<b>155.00</b>	<b>17,536.00</b>	<b>35,738.00</b>
<b>Net Ordinary Income</b>	<b>83,333.26</b>	<b>-816.00</b>	<b>100,678.32</b>	<b>714.00</b>	<b>12.00</b>
<b>Net Income</b>	<b>83,333.26</b>	<b>-816.00</b>	<b>100,678.32</b>	<b>714.00</b>	<b>12.00</b>