



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

Wednesday, November 3, 2021 – 3:00 PM – 4:00 PM

Join Zoom <https://us02web.zoom.us/j/84951976548?pwd=WnppMIU5U000V3V2a21wZkJTQzVRUT09>

Meeting ID: 849 5197 6548; Passcode: 491640

One tap mobile +12532158782,,84951976548#,,,,*491640# US (Tacoma)

Dial by your location +1 253 215 8782 US (Tacoma)

- 3:00 Welcome, call to order, reminder re rules of decorum – Myhre**
 - Welcome, Steve MacDonald, Community and Economic Development Director, City of Spokane
- 3:01 Administrative Actions and Updates – Myhre**
 - UDDA CEO Update
 - 2022 Board Meeting Schedule
 - Proposed MOTION – Consent Agenda
 - September 1, 2021, draft UDPDA board annual meeting minutes
 - Financials as of September 30, 2021, and voucher certification info August-September:

Date	Voucher Warrant #	Description	Amount
8/18	1072	Travelers' Insurance – public official bond, Juliet Sinisterra	\$100
8/23	Online xfer	UDDA per Services Agreement – Aug 2021	\$12,625
9/3	MM online xfer	Numerica deposit account correction – Aug rent from MM to checking account	\$3,500
9/24	Online xfer	UDDA per Services Agreement – Sept 2021	\$12,625

- UDRA Revenue Disbursement - *Sinisterra*
 - Tax methodology via City (retail and construction sales tax)
 - Collaborative PDA conversations and standardized PDA processes
- 3:15 Development Committee Report – Bouten/Sinisterra/Murphy (invited)**
 - ToD and Desman Updates
 - Proposed MOTION: UDRA Funds for Phase II ESA for 411 Sprague Ave not to exceed \$20,000
 - Proposed MOTION: UDRA Funds for Public/Private Development Support not to exceed \$40,000
- 3:55 Public Comment – Myhre**
- 4:00 December 1 Meeting Reminder and Adjourn – Myhre**

2021 UDPDA meeting (start/end time may be adjusted to account for UDDA meeting timing)

- **Dec 1** – 2:00pm-4:30pm followed by holiday social, Bouten Construction

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.

2022

University District Meeting Calendar

Board | EC | DC | Holidays

January						
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April						
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December						
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University District Public Development Authority (UDPDA) Annual Meeting Minutes-DRAFT

Wednesday, September 1, 2021 – 3:12 PM – 4:06 PM Via Zoom

Board Members Present: Council President Breean Beggs, Bill Bouten, Commissioner Mary Kuney, Lindsey Myhre, Katy Sheehan, Juliet Sinisterra

Board Members Absent: None (as Paul Warfield stepped down but his replacement is unconfirmed)

Others Present by Invitation During Executive Session: Chuck Murphy (chair, DC), Taudd Hume (legal counsel), Alden Jones

Call to Order and Administrative Actions

Myhre called the annual meeting to order at 3:12 PM and welcomed Juliet Sinisterra, the new interim CEO (and thus a standing UDPDA board member). Myhre also thanked and acknowledged Paul Warfield (who recently stepped down from his City position) for his commitment and service to the UDPDA board. She then asked the board to review the draft June 2, 2021, UDPDA board meeting minutes, and the UDPDA financials and voucher certificate as of July 31, 2021, and asked for a **MOTION to approve the consent agenda with minutes and financials** (Kuney), seconded (Bouten), and passed unanimously.

UD Nominating Committee Update

- Myhre shared that Paul Warfield's replacement likely will attend November 3 meeting.
- Myhre noted the two-thirds majority required for electing new board members was in place and so asked for a **MOTION to approve proposed 2022 UDDA board representatives Bouten and Myhre to the UDPDA board** (Sheehan), seconded (Beggs), and passed unanimously with nominees Bouten and Myhre recusing themselves from the vote.
- Myhre asked for **MOTON to approve proposed 2022 board officers:** Myhre – Chair, Kuney – Treasurer, Bouten – Secretary, and TBD – Vice-Chair until the new UDDA CEO is hired. Moved by (Beggs), seconded (Kuney), and passed unanimously.

Development Committee (DC) Report

DC chair Murphy reminded the board that at the June 2 UDPDA board meeting, they approved moving forward with Real Property Acquisition Agreements (RPAA) for 411 E Sprague (green/blue) and 430 E Sprague (yellow).



Murphy noted that the 411 RPAA was executed between the UDPDA and ADC and that—after several offers and counteroffers—a Purchase and Sale Agreement (PSA) is being prepared/negotiated between the property owners and UDC by Jones Lang LaSalle. Sinisterra mentioned that ADC has requested a memo from the UDPDA board accepting the purchase price, permission to move forward with the PSA and JLL's representation, due diligence guidelines, and CEO authorization to approve costs associated with due diligence.



Although the 430 RPAA was executed, further progress by JLL on a PSA is on hold until approximately September 17 when a legal matter is resolved between the owner and a party who made a previous offer.

Murphy also reminded the group that the UDPDA board approved up to \$50K for planning and design services to evaluate the feasibility and potential of two proposed parking structure sites. Several vendors from the MRSC roster were invited to submit proposals. Desman—who did a parking study for the UDPDA in the South UD in 2020—was selected.

Apropos 411 and 430 E Sprague—not to mention the presence of Boxcar, Catalyst, and the Scott Morris Center—and the unique urban design/planning opportunities all of these properties present, the DC strongly recommended that staff engage an expert to initiate a transit-oriented development study of Spokane Transit Authority's Pine Street Station area and the Sprague-Sherman Corridor. The conceptual study will engage an advisory committee on an integrated land use and a high-level development strategy for these areas. Staff invited several firms to submit proposals for this work and will report out at the next board meeting.

Executive Session

At 3:23 PM, Myhre adjourned the public meeting and commenced an Executive Session to discuss matters related to considering *“the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price”* per RCW 42.30.110(1)(b).

Public Session

Myhre reconvened the public session at 3:57 PM. As it relates to the memo requested by ADC regarding 411 E Sprague mentioned above, Bouten noted it would help if due diligence covered a broad hazardous materials abatement study (including asbestos). With that change, Myhre asked for a **MOTION to approve the draft memo to ADC** pending legal counsel's administrative review to confirm its alignment with agreements in place (Beggs), seconded (Bouten), and passed unanimously.

Myhre asked for public comment and hearing none adjourned the meeting at 4:06 PM.

Lindsey Myhre, Chair _

Date



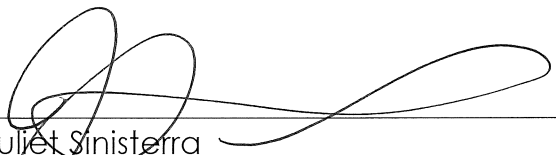
University District Public Development Authority (UDPDA) Voucher Certification – July 2021 Close

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
7/27	1071	Philadelphia Insurance Co – commercial package	\$510
7/28	Online xfer	UDDA per Services Agreement – July 2021	\$12,625


Juliet Sinisterra
Interim CEO

8.15.21
Date

UD Public Development Authority
Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	86,021.01
10129 · NUM MM UDPDA	235,252.47
Total Checking/Savings	<u>321,273.48</u>
Total Current Assets	321,273.48
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	<u>515,930.00</u>
TOTAL ASSETS	<u>837,203.48</u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	62,703.65
32001 · 201 W Main	515,930.00
Net Income	258,569.83
Total Equity	<u>837,203.48</u>
TOTAL LIABILITIES & EQUITY	<u>837,203.48</u>

UD Public Development Authority
Profit & Loss Budget vs. Actual

January through September 2021

	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 - REVENUES				
3100000 - TAXES - PROP, SALES, B&O	317,809.15			
3300000 - INTERGOV REVENUES				
3370000 - LOCAL GRANTS ENTITLMNT OTHER	50,000.00	550,000.00	-500,000.00	9.1%
Total 3300000 - INTERGOV REVENUES	50,000.00	550,000.00	-500,000.00	9.1%
3600000 - MISC REVENUES				
3620000 - RENTS AND LEASES	41,392.99	50,681.25	-9,288.26	81.7%
3600000 - MISC REVENUES - Other	319.59			
Total 3600000 - MISC REVENUES	41,712.58	50,681.25	-8,968.67	82.3%
Total 3000000 - REVENUES	409,521.73	600,681.25	-191,159.52	68.2%
Total Income	409,521.73	600,681.25	-191,159.52	68.2%
Expense				
5000000 - EXPENDITURES				
5580000 - CMTY PLANNING ECON DEV				
5586000 - Planning				
5586040 - Planning Services	0.00	15,000.00	-15,000.00	0.0%
5586060 - Planning Capital Outlays	31,273.90			
Total 5586000 - Planning	31,273.90	15,000.00	16,273.90	208.5%
5587000 - Economic Development				
5587040 - Econ Dev Services	119,678.00	98,650.00	21,028.00	121.3%
5587060 - Econ Dev Capital Outlays	0.00	10,000.00	-10,000.00	0.0%
Total 5587000 - Economic Development	119,678.00	108,650.00	11,028.00	110.2%
Total 5580000 - CMTY PLANNING ECON DEV	150,951.90	123,650.00	27,301.90	122.1%
Total 5000000 - EXPENDITURES	150,951.90	123,650.00	27,301.90	122.1%
Total Expense	150,951.90	123,650.00	27,301.90	122.1%
Net Ordinary Income	258,569.83	477,031.25	-218,461.42	54.2%
Net Income	258,569.83	477,031.25	-218,461.42	54.2%



University District Public Development Authority (UDPDA) Voucher Certification – Aug 2021 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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Juliet Sinisterra
Interim CEO

9.7.21
Date



UNIVERSITY
DISTRICT

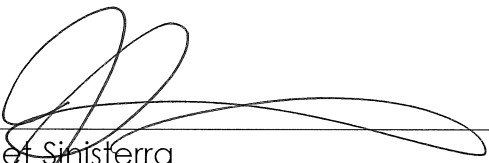
**University District Public Development Authority (UDPDA)
Voucher Certification – Sept 2021 Close**

Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here

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9/24	Online xfer	UDDA per Services Agreement – Sept 2021	\$12,625



Juliet Sinisferra
Interim CEO

10.5.21
Date