



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, December 1, 2021, from 3:13 PM - 3:36 PM

Bouten Construction, 627 N Napa St, Spokane, WA

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

Board Members Absent: None

Others Present: Several UDDA Board members and proxies, Amanda Beck (City), Julie Van Wormer

Call to Order and Administrative Actions

Myhre called the meeting to order at 3:13 PM and thanked Bill Bouten for hosting the meeting and holiday social. She then asked the board to review the draft November 3, 2021, UDPDA board meeting minutes and the financials as of October 31, 2021. **MOTION to approve the consent agenda with minutes and financials** (Beggs), seconded (Kuney), and passed unanimously.

In the UDDA meeting, Myhre announced that the 2021 UD Impact Award will be presented to Jim Sheehan at the Community Building Foundation's *One-Block Revolution* book launch and 20th-anniversary celebration on December 3 and she encouraged all board members to attend.

CEO Search Update

In the UDDA meeting, Myhre shared that the Selection Committee and Prothman interviewed two finalists in-person on November 16. Myhre described the outcome of that session, and the board discussed the attributes of the likely candidate. The Committee meets again on December 2 and the board expressed support for their final decision.

Development Committee (DC) Report

Myhre referred to the following updates (1-4) reported by DC Chair Chuck Murphy in the UDDA meeting, as well as (5-6 below):

1. **Sprague Avenue** – Phase 2b is complete with anticipated leftover funds.
2. **Parking Structure Site Feasibility Study** – Desman's evaluation of 411 and 430 E Sprague for parking structure feasibility concludes in mid-December in the form of a final report with axonometric studies and two scenarios for each site.
3. **Transit-Oriented Development Study** - Community-Based Planning + Urban Design's final conceptual study of an integrated land use and high-level development strategy for STA's Pine Street station area and the Sprague-Sherman Corridor will be presented to the DC this month. Gonzaga students will present their University District Mobility and Active Transportation Plan at the December DC meeting as well.
4. **411 and 430 E Sprague Update** - 430 E Sprague remains in litigation until mid-December. 411 E Sprague is in escrow and a Phase II Environmental Site Analysis (ESA) was conducted by Budinger & Associates and a final report is expected by December 13. ADC intends to close on the 411 property by early January and is researching initial demo and clean-up costs. The group praised the DC and ADC for their past and ongoing work.
5. **Riverside Avenue** – The developers of Boxcar have requested improvements to the dirt road between Grant and Sherman leading to the South Landing of the UD Gateway



Bridge before the development opens/leases in Spring 2022. Since this stretch is not in the City's capital construction plan nor could the City address before the end of 2022, the DC is pursuing alternative options such as paying for stormwater design and a first lift of asphalt with the underspent dollars from the completion of Sprague Ave (an estimate from the City is expected in January). There was discussion as to whether this area is a road for vehicular traffic or a walkway. It was noted that although the STA Medical Shuttle is utilizing Sherman for now, they do intend to use Riverside/Grant in the future. Kuney suggested a non-permanent stabilization material that mimics concrete used by the county and will send photographs.

6. **Public/Private Development Partnership Consultant** – Sinisterra shared case studies from the CCDC around their many successes in public/private development. To better understand the opportunities associated with the 400-Block of Sprague Ave, Sinisterra recommends releasing an informal RFP for expert advisory services (up to \$50K) in complex, public/private real estate structures and financial analyses. A subgroup consisting of Bouten, MacDonald, Sinisterra, as well as Dugger and Murphy from the UDDA board and DC, will meet to discuss objectives and review a draft IRFP.

2021-2022 Planning and Activities

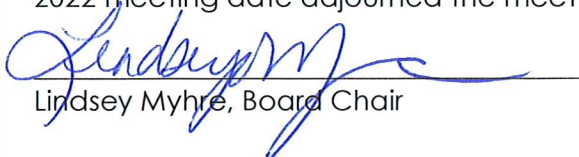
Myhre reminded the group that Sinisterra was tasked with a subset of Work Plan Goals through the end of 2021. Sinisterra provided updates on those relevant "Scorecard" tasks in the UDDA meeting. In particular, she shared that although the sales tax methodology for 2020 going forward is clarified, progress on the reconciliation before this date is stymied again by the Department of Revenue's geographic boundary reporting limitations. She continues to meet with City staff and the other local PDA leaders to resolve this longstanding issue. Hiring shared staff and using a (TBD) % rate are possibilities.

Sinisterra noted this task will carry over to the 2022 Scorecard as well as these priorities: outline details of 400-Block Development via support from a public/private development consultant; update the 2017 UDRA Business Plan and Processes leading to a comprehensive UDRA Development Strategy; build a Parking Management Strategy in partnership with DSP; and identify and prioritize capital investments.

Myhre spoke to the 2022 proforma budget and due to current staff transitions and needed strategic planning, the board is being asked to approve a 2022 Q1 Bridge Budget. Myhre noted that Q1 2022 expenses exceed the Jan-Mar 2021 period due to prior, board-approved Boxcar and 206 W Riverside reimbursements and the public/private consultant described above. A final 2022 budget and Work Plan will be presented to the board at the end of Q1. Myhre asked for a **MOTION to approve the 2022 Q1 UDPDA Bridge Budget, including up to \$50K for public/private development advisory services** (MacDonald), seconded (Sheehan), abstained (Bouten), and passed unanimously.

Public Comment

Asking for public comment and hearing none, Myhre reminded the group of the February 2, 2022 meeting date adjourned the meeting at 3:36 PM.


Lindsey Myhre, Board Chair

2/15/22
Date



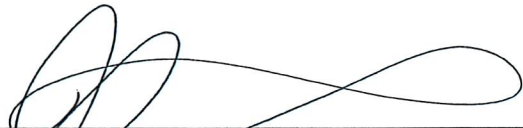
**University District Public Development Authority (UDPDA)
Voucher Certification – October 2021 Close**

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
10/26	1074	Desman – first payment on contract	\$8,500
10/26	Online xfer	UDDA per Services Agreement – Sept 2021	\$12,625
10/29	1073	Meeting of the Minds – public entity executive cohort participation	\$250



Juliet Sinisterra
Interim CEO

11.9.21.
Date