



University District Public Development Authority (UDPDA)

Board of Directors' Public Meeting Agenda

Tuesday, December 6, 2022 – 4:30 PM – 5:10 PM

In-Person at WSU Health Sciences Spokane, SAC Bldg, 5th Floor Conference Room
and Zoom link available by request

4:30 Welcome, Call to Order, Administrative Actions – Myhre

- **Proposed MOTION** – Consent Agenda
 - September 7, 2022, draft UDPDA board annual meeting minutes
 - UDPDA financials as of October 31, 2022
- 2023 Board and Committee meeting schedule
- UDPDA meeting before the UDDA meeting in 2023, 3:30 PM start

4:40 2023 Scorecard and Budget – Sinisterra

5:00 Development Committee Report – Murphy/Sinisterra

- 400-Block RFP Update
- 201 W Main Avenue Update
- Spokane Art School Lease in UD – 2nd and Sherman
- SCC Culinary Institute

5:10 Public Comment, Thanks to Outgoing Chair, Adjourn

2023 UDPDA Meetings (locations pending, 3:30 PM start in 2023)

- February 1
- March 1
- May 3
- June 7
- September 6 – Annual Meeting
- November 1 – invited to UDDA Retreat and Social
- December 6



University District Public Development Authority (UDPDA) Annual Meeting Minutes - DRAFT
Wednesday, September 7, 2022, from 3:37 PM – 4:39 PM, In-Person at Joya Child and Family Development and via Zoom by request

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

Board Members Absent: Commissioner Mary Kuney, Steve MacDonald

Other Invited Participants: Chuck Murphy (DC chair), Taudd Hume (legal counsel via Zoom)

Call to Order and Administrative Actions

Myhre called the meeting to order at 3:37 PM, thanked Joya for hosting, and noted they will provide a building tour at the end of the meeting.

Myhre asked for a **MOTION to approve the UDPDA financials as of July 31, 2022, and June 1, 2022, UDPDA board meeting minutes** (Beggs) and second (Bouten) and passed unanimously. Myhre noted the SAO recently performed an assessment audit of the UDPDA for 2019, 2020, and 2021. The SAO's Exit Letter is in the packet.

Nominating Committee (NC) Report

NC chair Bouten shared the Committee's recommendations for 2023 UDPDA board positions and proceeded with the following Annual Meeting votes:

MOTION to re-appoint the jointly selected board member (Katy Sheehan) to her second one-year term (Beggs) and seconded (Sinisterra) and passed unanimously with a two-thirds vote.

MOTION to approve two UDPDA board representatives (Teresa Dugger and Lindsey Myhre) to the 2023 UDPDA board (Bouten) and seconded (Sheehan) and passed unanimously with a two-thirds vote.

MOTION to approve 2023 UDPDA officers (Beggs) and seconded (Bouten) and passed unanimously with a two-thirds vote.

- Chair – Teresa Dugger
- Vice Chair – Katy Sheehan
- Secretary – Juliet Sinisterra
- Treasurer – Mary Kuney
- Past Chair – Lindsey Myhre

Development Committee (DC) Update

- DC chair Murphy reported significant progress apropos the East Sprague Avenue 400-Block property: the Riverside Avenue sidewalk and roadbed are finished, Avista's site cleanup and building demolition are complete, the City and Verizon are considering alternate cell tower locations, and



the 400-Block Catalytic Development Project Invitation to Propose will be published and sent to developers on September 12.

- Sinisterra shared that university representatives convened at her request around homelessness issues to learn and share concerns, best practices, etc.
 - Beggs described recent updates as it relates to the City's camping and sit and lie ordinances and sees a path forward thanks to constructive compromises, common ground, and local funding to support more transitional housing and a variety of support services.
 - Sinisterra cited the success of the San Antonio Haven for Hope as a holistic example of helping the "individual" and addressing the myriad issues (addiction, domestic violence, mental illness) the unhoused face.
 - Sheehan noted the need for a better bridge between those in power/making decisions and those working on the ground.
 - Beggs agreed and is encouraged by the Spokane Regional Health District's weekly convenings with providers and that groups like the Homeless Coalition and Home for Good are talking and solutions are out there.
 - Murphy has offered to arrange a tour in October of Catholic Charities (major landowner in the UDRA) for the DC and board.
- Cascadia Partners will present their Urban Market Data Research and Analysis information to the DC in November.
- The University District and AIA Spokane are developing an annual Innovative Urbanism Symposium. The first will take place in March 2023 and the topic will be housing.

Executive Session

At 4:10 PM Myhre adjourned the meeting into Executive Session citing RCW 42.30.110(1)(i) "discussion with legal counsel about legal risks of a current or proposed action."

Resume Public Session and Public Comment

Myhre adjourned back into public session at 4:39. Asking for and hearing no public comment, Myhre adjourned the meeting at 4:39 PM.

Bill Bouten, Secretary

Date



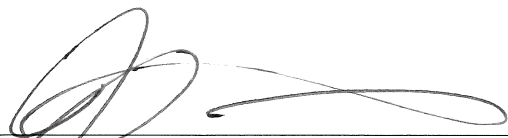
University District Public Development Authority (UDPDA) Voucher Certification – July 2022 Close

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
7/21/22	1098	Century Pacific LLP – payment against contract for services rendered	\$1,687.50
7/26/22	1099	Philadelphia Insurance Co – commercial package	\$510.00
7/25/22	e-transfer	UDDA August Services at new board-approved rate	\$14,422.72



Juliet Sinisterra, CEO

0.11.22

Date

UD Public Development Authority
Balance Sheet
As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	672,678.69
10129 · NUM MM UDPDA	35,523.56
Total Checking/Savings	<u>708,202.25</u>
Total Current Assets	708,202.25
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	<u>515,930.00</u>
TOTAL ASSETS	<u><u>1,224,132.25</u></u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	333,089.56
32001 · 201 W Main	515,930.00
Net Income	375,112.69
Total Equity	<u>1,224,132.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,224,132.25</u></u>

UD Public Development Authority
Profit & Loss Budget vs. Actual
 January through October 2022

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
3100000 · TAXES - PROP, SALES, B&O	0.00	0.00	0.00	0.0%
3300000 · INTERGOV REVENUES				
3370000 · LOCAL GRANTS ENTITLMNT OTHER				
3370001 · Local Grants Entitlements	50,000.00	50,000.00	0.00	100.0%
3371000 · Property Tax	0.00	324,732.00	-324,732.00	0.0%
3372000 · Sales Tax	902,716.83	487,098.00	415,618.83	185.3%
3370000 · LOCAL GRANTS ENTITLMNT OTHER - Other	0.00	0.00	0.00	0.0%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	952,716.83	861,830.00	90,886.83	110.5%
Total 3300000 · INTERGOV REVENUES	952,716.83	861,830.00	90,886.83	110.5%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS				
3614000 · Other Interest receipts	143.50	220.00	-76.50	65.2%
Total 3610000 · INTEREST, OTHER EARNINGS	143.50	220.00	-76.50	65.2%
3620000 · RENTS AND LEASES	35,363.27	35,000.00	363.27	101.0%
3600000 · MISC REVENUES - Other	8.96			
Total 3600000 · MISC REVENUES	35,515.73	35,220.00	295.73	100.8%
Total 3000000 · REVENUES	988,232.56	897,050.00	91,182.56	110.2%
Total Income	988,232.56	897,050.00	91,182.56	110.2%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	52,150.00	241,760.00	-189,610.00	21.6%
Total 5586000 · Planning	52,150.00	241,760.00	-189,610.00	21.6%
5587000 · Economic Development				
5587040 · Econ Dev Services	178,869.87	160,646.92	18,222.95	111.3%
Total 5587000 · Economic Development	178,869.87	160,646.92	18,222.95	111.3%
Total 5580000 · CMTY PLANNING ECON DEV	231,019.87	402,406.92	-171,387.05	57.4%
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out				
5593040 · Prop Dev Services	370,000.00	655,000.00	-285,000.00	56.5%
5593060 · Prop Dev Capital Outlay	0.00	0.00	0.00	0.0%
Total 5593000 · Prop Dev Depr Amor Xfer Out	370,000.00	655,000.00	-285,000.00	56.5%
Total 5590000 · PROPERTY DEVELOPMENT	370,000.00	655,000.00	-285,000.00	56.5%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR				
5920000 · INTEREST OTHR DBT SVC COST				
5925900 · Int Other Dbt Svc Prprty Dev	12,100.00	12,100.00	0.00	100.0%
Total 5920000 · INTEREST OTHR DBT SVC COST	12,100.00	12,100.00	0.00	100.0%
Total 5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	12,100.00	12,100.00	0.00	100.0%
Total 5000000 · EXPENDITURES	613,119.87	1,069,506.92	-456,387.05	57.3%
Total Expense	613,119.87	1,069,506.92	-456,387.05	57.3%
Net Ordinary Income	375,112.69	-172,456.92	547,569.61	-217.5%
Net Income	375,112.69	-172,456.92	547,569.61	-217.5%



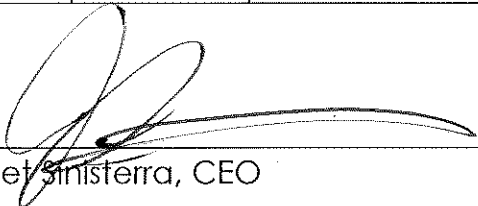
University District Public Development Authority (UDPDA) Voucher Certification – August 2022 Close

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

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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
8/19/22	1100	Century Pacific LLP – payment against contract for services rendered	\$8,325.00
8/18/22	1101	Cascadia Partners – payment against contract for services rendered	\$2,800.00
8/31/22	1102	Witherspoon Bracjich McPhee for legal services	\$465.00
8/26/22	e-transfer	UDDA Sept Services at new board-approved rate	\$14,422.72


Juliet Sinisterra, CEO

9.9.22
Date



University District Public Development Authority (UDPDA) Voucher Certification – September 2022 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
9/7/22	1103	Cascadia Partners – payment against contract for services rendered	\$8,920.00
9/20/22	1104	Cascadia Partners – payment against contract for services rendered	\$6,905.00
9/21/22	1105	Century Pacific LLP – payment against contract for services rendered	\$6,300.00
9/26/22	1106	Seve7n Design – RFP template	\$2,925.00
9/14/22	1107	UDDA reimbursement for Seve7n Design – RFP template	\$1,725.00



Juliet Sinisterra, CEO

10.6.22
Date



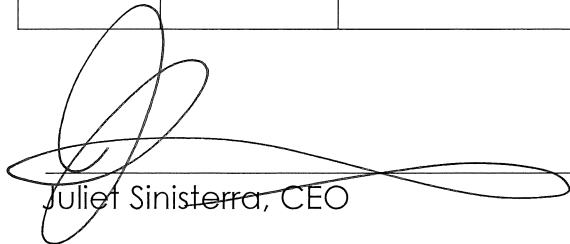
University District Public Development Authority (UDPDA) Voucher Certification – October 2022 Close

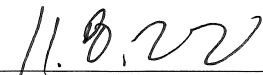
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The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:

Date	Voucher Warrant #	Description	Amount
10/6	Xfer	UDPDA UDDA Services Agreement Oct	\$14,422.72
10/20	1108	Century Pacific LLP – payment against contract for services rendered	\$1,237.50
10/20	1109	Dept of Revenue – customized data services for sales tax reconciliation	\$221.34
10/24	1110	State Auditor's Office – 2019-2021 assessment audit	\$2,670.30
10/27	Xfer	UDPDA UDDA Services Agreement Nov	\$14,422.72


Juliet Sinisterra, CEO


Date

University District - Draft 2023 Work Plan Tracking

COMMUNITY DEVELOPMENT	START	END	LEAD/NOT LEAD	CEO TIME	SUPPORT NEEDED	EST COSTS
1 Working with UDDA Board and EC complete 2028 UD Business and Development Plan.	Q1 2023	Q2 2023	Lead	20 Hours/Month		
2 Support Business Committee in identifying next steps and funding mechanisms around Parking Management, Security and District Beautification. Conduct a related Business Outreach process.	Q1 2023	Q4 2023	Co-Lead	12 Hours/Month	Limited Project Position	\$10,000
3 Support community planning efforts around innovative education opportunities within the District (SPS Community School, Spokane Environmental Learning and Cultural Center).	Q1 2023	Q4 2023	Co-Lead	4 Hours/Month	Biz Development/Market Analyst	
4 Build on community conversations around UD childcare, recreational facilities, advanced manufacturing/workforce development, and outcomes identified in GSI-led, regional Life Sciences Asset Study.	Q1 2023	Q4 2023	Not Lead	8 Hours/Month		
5 Support City and County around comprehensive public broadband infrastructure planning and development.	Q1 2023	Q4 2023	Not Lead	4 Hours/Month		
6 Build placemaking programs with community stakeholders around UD public art (building mural, utility wraps, etc.) and urban forestry. Establish program structure/costs.	Q2 2023	Q4 2023	Lead	4 Hours/Month		
7 Based on priorities established in 2028 UD Business/Development Plan, conduct comprehensive grants and foundation funding research and community investment plan. Identify needed data collection around workforce development and initiative priorities.	Q2 2023	Q4 2023	Not Lead	4 Hours/Month	Grant Research/Writing Consultant; Legal Consultant; Data Collection Consultant	\$30,000
ECONOMIC & ASSET DEVELOPMENT	START	END	LEAD/NOT LEAD	CEO TIME	SUPPORT NEEDED	EST COSTS
1 Support program and use planning development to inform feasibility study of 400-Block related to street-level and district activation, revenue returns for UD, and mobility/parking garage strategies. Evaluate next steps.	Q1 2023	Q3 2023	Co-Lead	12 Hours/Month		Century Pacific \$25,000; UD Legal \$3,000
2 Complete pre-design study for 201 West Main. Evaluate next steps.	Q1 2023	Q1 2023	Lead PM	6 Hours/Month	Consultants hired.	\$15,000
3 Conduct ecological asset/pre-design study to inform future infrastructure designs throughout the District.	Q2 2023	Q3 2023	Lead PM	4 Hours/Month		\$65,000
4 Conduct pre-design study around a UD destination food center (i.e., food pod, grocery store, folk market, food hub).	Q2 2023	Q4 2023	Lead PM	8 Hours/Month	Biz Development/Market Analyst	CERB Planning Grant \$50,000

PROPERTY & INFRASTRUCTURE DEVELOPMENT		START	END	LEAD/NOT LEAD	CEO TIME	SUPPORT NEEDED	EST COSTS
1	Support City in design of Pacific Ave, including comprehensive look at sidewalks, street trees, parking, and broadband infrastructure	Q3 2023	Q4 2023	Not Lead	6 Hours/Month		\$85,000
2	A&E for Riverside Avenue and adjacent pocket park.	Q3 2023	Q4 2023	Lead PM	12 Hours/Month	A&E Consultants	\$200,000
3	Possible Design and Construction costs post 400 Block Feasibility Study and 201 Main Feasibility.	Q3 2023	Q4 2023	Not Lead	12 Hours/Month	Project Management Support	UD Legal \$12,000. PM Costs to be incorporated in Construction Loan.
4	Support possible TI public-private partnership with Spokane Art School around shared UD Public Gallery/Event Space and Maker Spaces.	Q1 2023	Q2 2023	Lead PM	12 Hours/Month	Design Consultants & TI Costs	\$100,000
5	Conduct concept designs of shoreline restoration and increased river access along south end of Spokane River within the UD.	Q4 2023	Q2 2024	Lead PM	12 Hours/Month		\$80,000 Budget Reserve. Grant Match?
6	Wayfinding/Urban Trail. Finalize partnerships (Children of Sun, Carl Maxey, DSP, Spokane Arts and Visit SPK). Find matching grants to complete DT/UD Culture Corridor curation and design. Conduct economic data collection as needed.	Q1 2023	Q3 2023	Co-Lead	8 Hours/Month	Design Consultant; Data Collection	\$100,000 Budget Reserve. Grant Match. \$1 million State Budget request. Looking to Legislator to champion.

MARKETING & COMMUNICATIONS		START	END	LEAD/NOT LEAD	CEO TIME	SUPPORT NEEDED	EST COSTS
1	Develop District photography and graphic assets for marketing/membership campaign.	Q2 2023	Q3 2023	Lead PM	6 Hours/Month	Hire Consultants	\$23,000
2	Co-host annual Innovative Urbanism Symposium in partnership with Spokane AIA.	Q1 2023	Q1 2024	Co-Lead	8 Hours/Month	Update graphics & advertising	\$3,900. Potentially Reimbursed.
3	Launch a Social Media Campaign.	Q2 2023	Q4 2023	Lead PM	2 Hours/Month	Hire project position to support	\$10,000

UDPDA
Budget vs. Actual
Jan-Nov 2022, Estimated Dec, and 2023 PF Draft

	Jan - Nov 22	Dec Est	Jan-Nov+Dec 2022	PF Budget 2022	Delta	2022 Notes	PF Budget 2023	2023 Notes
Ordinary Income/Expense								
3000000 · REVENUES								
3300000 · INTERGOV REVENUES								
3370000 · LOCAL GRANTS ENTITLMNT OTHER								
3370001 - Local Grants Entitlements	50,000.00	0.00	50,000.00	50,000.00	0.00		50,000.00	County
3371000 - Property Tax	0.00	0.00	-	432,976.00	432,976.00		168,950.00	City est prop tax
3372000 - Sales Tax	902,716.83	156,057.00	1,058,773.83	649,464.00	-409,309.83	This number incl prop tax	710,670.00	City est sales tax
Total 3300000 · INTERGOV REVENUES	952,716.83	156,057.00	1,108,773.83	1,132,440.00	23,666.17		929,620.00	
3600000 · MISC REVENUES								
3614000 - Other Interest receipts	152.46	8.00	160.46	260.00	99.54		260.00	
3620000 - RENTS AND LEASES	35,363.27	500.00	35,863.27	42,000.00	6,136.73	201 W Main rental loss	8,000.00	201 W Main parking rental
Total 3600000 · MISC REVENUES	35,515.73	508.00	36,023.73	42,260.00	6,236.27		8,260.00	
Total Income	988,232.56	156,565.00	1,144,797.56	1,174,700.00	29,902.44	<i>Delta mostly 201 rent loss</i>	937,880.00	
Expense								
5000000 · EXPENDITURES								
5580000 · CMTY PLANNING ECON DEV								
5586000 · Planning								
5586000 - Planning Services	86,907.50	15,000.00	101,907.50	302,200.00	200,292.50	Century Pacific billing	117,337.00	Ecological Asset, 201 Feasibility
Total 5586000 · Planning	86,907.50	15,000.00	101,907.50	302,200.00	200,292.50		117,337.00	
5587000 · Economic Development								
5587040 - Econ Dev Services	180,339.87	15,122.00	195,461.87	193,300.00	-2,161.87	Legal, SAO audit, RFP template	263,642.00	\$247,992 UDDA; \$8,500 legal; \$4,650 insur; \$2,500 finance
Total 5580000 · CMTY PLANNING ECON DEV	267,247.37	30,122.00	297,369.37	495,500.00	198,130.63		380,979.00	
5590000 · PROPERTY DEVELOPMENT								
5593040 · Prop Dev Services								
5593060 - Prop Dev Capital Outlay	655,177.19	8,377.00	663,554.19	655,000.00	-8,554.19	New K&H fees, utilities, etc.	427,000.00	201 W Main K&H, utilities, plow, landscaping, etc; A&E for Pacific Ave; WF; A&E Spokane Arts School TI * Riverside Avenue/Pocket Park
Total 5590000 · PROPERTY DEVELOPMENT	655,177.19	8,377.00	663,554.19	655,000.00	-8,554.19		427,000.00	20 W Main - add for possible roof issues?
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR								
5925900 - Int Other Dbt Svc Prprty Dev	24,200.00	0.00	24,200.00	24,200.00	0.00	Sprague Bond	161,283.00	2023 bond interest and principal
Total 5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	24,200.00	0.00	24,200.00	24,200.00	0.00		161,283.00	
Total 5000000 · EXPENDITURES	946,624.56	38,499.00	985,123.56	1,174,700.00	189,576.44		969,262.00	
Net Income	41,608.00	118,066.00	159,674.00	0.00	-159,674.00		-31,382.00	