



University District Public Development Authority (UDPDA) Minutes Wednesday, December 6, 2023, from 3:34 – 4:18 PM, In-Person at Bouten Construction and Via Zoom

Board Members Present: Steve MacDonald, Lindsey Myhre (past chair), Katy Sheehan, Juliet Sinisterra, and Amber Waldref (via Zoom and in person)

Board Members Absent: Teresa Dugger (chair), Council President Betsy Wilkerson

Call to Order, Welcome, and Administrative Actions

In Dugger's absence, past chair Myhre called the meeting to order at 3:34 PM, noted newly-elected Council President Betsy Wilkerson has joined the UDPDA board, and thanked Bouten Construction for hosting. Myhre asked for a **MOTION to approve the UDPDA financials as of October 31, 2023, and the September 6, 2023, UDPDA board annual meeting minutes** (MacDonald) and seconded (Sheehan) and passed unanimously. The group discussed 2024 meeting times and agreed to continue the current pattern of the UDPDA meeting preceding the UDDA meeting.

UD Development Updates

Sinisterra provided the following 400-Block updates and noted that the UDPDA has until the end of 2024 to purchase property from Avista Development.

- A fair market appraisal received from Valbridge Property Advisors and Steve Wood noted some inconsistencies, so Valbridge is addressing them. From there, the 400-Block sub-committee will meet and discuss the next steps.
- Meetings underway with PDAs, City staff, and County Treasurer's office around development financing opportunities. If the development type aligns with County objectives—such as public use and/or education—and (per MacDonald) if the project has grant funding, low-interest bridge financing could be available. Banking with the County may also be required.
- Ongoing meetings with Spokane Public Schools and their capital planning staff around the 400-Block. Awaiting bond outcome to direct next steps.

Sinisterra provided the following 201 W Main Avenue updates:

- Dated building systems in decline (recent HVAC, roof, front door repairs), ongoing security issues. Annual ops/maintenance/repairs approximately \$35K in 2023.
- Manzanita House lease (\$2,625/month) through July 2025.
- Republic parking lease has lower than anticipated revenue thus far.
- Following discussions over several months, the Development Committee recommends the option to list the property for sale given proceeds could be directed to a more catalytic site (e.g., 400-Block).
- The current balance sheet shows a \$515,930 property value; informal value range of \$700K - \$1.2M in 2022.
- Engaged Valbridge Property Advisors for a fair market appraisal.
- 2024 Work Plan calls for Q1/Q2 listing and RFP for broker services; Q3 revise feasibility study and issue RFQ for public/private partnership.

Hume reminded the group that per City Resolution 2019-0002, "...The Deed shall provide that the Property must be used by Buyer for purposes of economic development and will provide that sale or encumbrance of the property by Buyer must



comply with the provisions contained in RCW 35.21.747, as now existing or hereafter amended". Hume stated that this use restriction sunsets if sold to another buyer.

Hume and Sinisterra described the steps to list property including the UD Development Committee and Executive Committee reviewing the Valbridge appraisal; the board agreeing on sales price and approval to list; beginning the process around intent to surplus; notice to City and media outlets (approximately 60-90 days, etc.). Myhre asked for **MOTION to list 201 West Main Avenue subject to provisions in RCW 35.21.747** (MacDonald), seconded (Sinisterra), and passed unanimously. Sheehan proposed a friendly amendment to revise the motion to: **MOTION to prepare to list 201 West Main Avenue subject to provisions in RCW 35.21.747** (Sheehan), seconded (MacDonald), and passed unanimously.

2024 UDPDA Work Plan and Capital Budget

Sinisterra walked the board through the 2024 Capital Budget (including some comparisons to 2023 actual spending and noting this year's anticipated surplus due to City reimbursement for duplicate administrative charges in previous years). She outlined 2024 Work Plan activities and proposed expenditures in three categories: Community Development, Economic and Asset Development, and Property and Capital Development.

She also showed a table with future UDRA Funds Disbursements 2024-2028 and said that since the Sprague Avenue underage (\$588K) must go to Riverside improvements and not toward General Obligation Bond payments, the City is willing to refinance the Bond (extend the term and lower the annual payments) to avoid the 2026 \$1.2M principal balloon payment. In the table, Myhre noted the increasing contributions to the UDDA and a recent shift toward a planning model for larger future expenditures both of which draw down UDRA funds.

Sinisterra described several infrastructure and climate-related grant opportunities in the coming year and MacDonald said the City is organizing a grant-writing team to identify and monitor grants of interest to area PDAs. Sinisterra noted the UDPDA's healthy money market balance and the intent to increase that in 2024. Myhre asked for a **MOTION to approve the UDPDA 2024 Work Plan and Budget** (Sheehan), seconded (MacDonald), and passed unanimously.

U Vision 2044 Strategic Plan

As presented and approved by the UDDA Board at the Annual Retreat on November 1, 2023, Sinisterra asked for a **MOTION for the UDPDA Board to approve the U Vision 2044 Strategic Plan** (Sinisterra), seconded (Sheehan), and passed unanimously.

Myhre asked for public comment and hearing none, reminded the group of the February 7, 2024, meeting at Whitworth and adjourned the meeting at 4:18 PM.

A handwritten signature in black ink, appearing to read 'Juliet Sinisterra'.

Juliet Sinisterra, Secretary

Date 2/8/24




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University District Public Development Authority (UDPDA) Voucher Certification – July 2023 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
7/12	ACH	Philadelphia Insurance commercial package	444.00
7/14	ACH	Avista utility bill for 201 W Main Ave	122.19
7/19	ACH	City utilities for 201 W Main Ave	172.15
7/20	Online xfer	University District Development Assoc per contract	16,600.00
7/20	Online xfer	To UDPDA MM	400,000.00
7/11	1179	Witherspoon Brajcich McPhee	1,176.25
7/11	1180	Philadelphia Insurance general and professional liability	446.00
7/11	1181	OAC Services, Inc. per contract	229.00
7/13	1182	Tiny's Service and Maintenance for 201 W Main	432.00
7/18	1183	Department of Revenue – data processing fee for 2021 sales tax	191.85
7/19	1184	Rooted Commercial Landcare – 201 W Main	236.75
7/19	1185	KH property management per contract	250.00
7/27	1186	Community Minded Enterprises meeting facilitation (reissue 1173)	450.00
7/21	1187	KH Consulting per contract	1,750.00
7/18	1188	Baldwin Sign Co – revised signs on Hamilton to include UW GU Health Partnership	2,310.80


Juliet Sinisterra, CEO, UDDA


Date



UNIVERSITY
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University District Public Development Authority (UDPDA) Voucher Certification – August 2023 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
8/15	ACH	Avista utility bill for 201 W Main Ave	139.59
8/17	ACH	City utilities for 201 W Main Ave	212.78
8/24	Online xfer	University District Development Assoc per contract	16,600.00
8/10	Online xfer	To UDPDA MM	265,000.00
7/28	1190	Allied Security – 201 W Main	137.34
8/1	1191	Greene Economics per contract	25,000.00
8/2	1192	UDDA – reimburse for Grainger light bulbs	216.82
8/2	1193	Tiny's Service and Maintenance for 201 W Main	754.28
8/3	1194	Century Pacific per contract	3,961.25
8/4	1195	Go Joe Patrol – 201 W Main	218.68
8/7	1196	GSI Advantage Spokane	2,500.00
8/8	1197	Rooted Commercial Landcare – 201 W Main	825.35
8/8	1198	Kiemle Hagood per contract	250.00
8/15	1199	KH Consulting per contract	300.00
8/15	1200	Kiemle Hagood – 201 front door	465.38
8/15	1201	Allied Fire and Security	163.34
8/21	1202	City of Spokane, FARP	165.00
8/21	1203	Witherspoon Brajcich McPhee	2,355.00


Juliet Sinisterra, CEO, UDDA


Date



UNIVERSITY DISTRICT

University District Public Development Authority (UDPDA) Voucher Certification – September 2023 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
9/15	ACH	Avista utility bill for 201 W Main Ave	365.62
9/18	ACH	City utilities for 201 W Main Ave	299.97
9/22	Online xfer	University District Development Assoc per contract	16,600.00
9/6	1189	Bouten Construction – 201 W Main ceiling tiles	1,823.57
9/7	1204	Hanover Insurance – 201 W Main property insurance	2,953.48
9/12	1205	Kiemle Hagood – 201 W Main property management	250.00
9/19	1206	Century Pacific – per contract	4,162.50
9/14	1207	Go Joe Patrol – 201 W Main	534.22
9/18	1208	Tiny's Service and Maintenance for 201 W Main	654.00
9/20	1209	Rooted Commercial Landcare – 201 W Main	285.80
9/29	1210	KH Consulting – grant writing per contract	1,800.00
9/29	1211	All Star Glass – 201 W Main front door	1,649.82
9/26	1212	Ardurra Group – grant writing per contract	5,472.50

Juliet Sinisterra, CEO, UDDA

10.9.23

Date

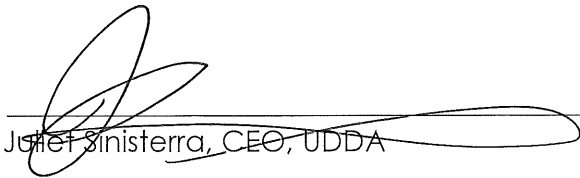


UNIVERSITY DISTRICT

University District Public Development Authority (UDPDA) Voucher Certification – October 2023 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
10/17	ACH	Avista utility bill for 201 W Main Ave	288.22
10/23	ACH	City utilities for 201 W Main Ave	363.59
10/23	Online xfer	University District Development Assoc per contract	16,600.00
10/13	1214	Flynn BEC LLP – 201 W Main roof leak fix	1,012.61
10/17	1215	Allied Fire and Security – 201 keys	34.34
10/19	1216	Century Pacific – per contract	2,925.00
10/12	1217	GoJoe Patrol – 201 W Main	468.60
10/16	1218	Kiemle Hagood – per contract	250.00
10/17	1219	Ardurra Group – Complete Streets grant	4,477.50
10/25	1220	KH Consulting – grant writing per contract	200.00
10/17	1221	Tiny's Service and Maintenance – 201 W Main	654.00
10/18	1222	Rooted Landscaping – 201 W Main	247.98
10/17	1223	Witherspoon Brajcich McPhee	1,380.00
10/24	1224	Ardurra Group – DOT SMART grant writing	16,381.25
10/24	1225	University District Dev Assoc – reimb for Oro Consulting grant writing	5,172.80 ✓


Juliet Sinisterra, CEO, UDPA

11.7.23
Date