



University District Public Development Authority (UDPDA)

Board of Directors' Annual Meeting Agenda

Wednesday, September 6, 2023 – 3:30 – 3:55 PM

Providence Sacred Heart Medical Center, Mother Joseph Conference Room, L3

and via Zoom <https://us02web.zoom.us/j/87906049379?pwd=Q0JsSFMyUUlXZU1vT1hnWE04SDFRZz09>

Meeting ID: 879 0604 9379; Passcode: 787680

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

3:30 Welcome, Call to Order, Administrative Actions – Dugger

- **Welcome Lori Kinnear**
- **Proposed MOTION** – Consent Agenda
 - Draft June 7 UDPDA board meeting minutes
 - UDPDA financials as of July 31, 2023, and Q2 Treasurer's Report

3:35 Nominating Committee Update and Board Vote on 2024 Positions

- **Proposed MOTION** to approve two UDDA representatives to the 2024 UDPDA board *contingent upon UDDA approval*:
 - Teresa Dugger
 - Chuck Murphy
- **Proposed MOTION** to reappoint Sheehan to another one-year term
- **Proposed MOTION** to approve 2024 UDPDA officers *contingent upon UDDA approval of Dugger and Murphy*:
 - Chair – Teresa Dugger
 - Vice Chair – Katy Sheehan
 - Secretary – Juliet Sinisterra
 - Treasurer – Chuck Murphy

3:45 UD Development Updates – Murphy/Sinisterra

3:55 Adjourn – Next UDPDA Meeting December 13

2023 UDPDA Meetings

- November 1 *UDDA* Retreat and Reception – Gonzaga Hemmingson
- December 13 – Bouten Construction



University District Public Development Authority (UDPDA) Minutes - DRAFT Wednesday, June 7, 2023, from 3:35 – 4:00 PM, In-Person at GSI and Via Zoom

Board Members Present: Council President Breean Beggs, Teresa Dugger, Steve MacDonald, Lindsey Myhre, Katy Sheehan, Juliet Sinisterra, and Amber Waldref (via Zoom)

Board Members Absent: none

Call to Order, Welcome, and Administrative Actions

Dugger called the meeting to order at 3:35 PM and thanked GSI for hosting. Dugger reminded the group of the Public Decorum Guidelines and then asked for a **MOTION to approve the UDPDA financials as of April 30, 2023, and the May 10, 2023, UDPDA board meeting minutes** (Beggs) and seconded (Sheehan) and passed unanimously.

Nominating Committee (NC) Approval

In addition to the standing members of the Nominating Committee—the mayor and council president—the Executive Committee recommends Sinisterra, Dugger, and Wagner to serve in 2023. Beggs asked to include Chris Wright as well. Dugger asked for a **MOTION to approve these six members for the 2023 Nominating Committee** (Beggs) and seconded (Sheehan) and passed unanimously.

WA State Public Works Board Grant and Proposed Motion

Thanks to work underway with KH Consulting, the UDPDA has learned of a Washington State Public Works Board \$1M grant opportunity (25% grant, 75% low-interest loan) that could help fund Riverside Avenue roadwork and park stormwater design. Successful grantees can then apply for a follow-on \$9M construction loan. The initial grant eligibility requirements state applicants need a Greenhouse Gas policy in place. The City of Spokane's Municipal Codes (SMC) 15.05.020 and 15.05.060 address this need. Dugger asked if there would be costs associated with the Codes for the UDPDA. Sinisterra said no. Sheehan wondered if alignment with the Codes is enough. MacDonald suggested modifying the **MOTION to “For the purposes of the WA State Public Works Board grant opportunity, the UDPDA is in alignment with the City of Spokane’s adopted policy numbers 15.05.020 and 15.05.060”** (Beggs) and seconded (Myhre) and passed unanimously. Sinisterra noted that the Greene Economics Ecological Asset Study scope also will help inform the application.

Dugger asked for public comment and Alicia Barbieri asked if the UDPDA owned any buildings over 20K SF. Dugger responded no. Hearing no further comments, Dugger reminded the group that the next (“annual”) meeting is September 6 at Providence and she adjourned the meeting at 4:00 PM.

Juliet Sinisterra, Secretary

Date



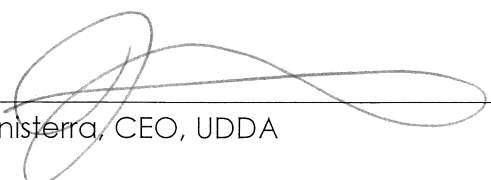
UNIVERSITY
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University District Public Development Authority (UDPDA) Voucher Certification – April 2023 Close

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
4/19	ACH	City of Spokane utilities 201 W Main Ave	\$172.18
4/19	ACH	Avista utility bill for 201 W Main Ave	\$220.39
4/24	Online xfer	University District Development Assoc per contract	\$16,600.00
4/3	1149	KH Consulting per contract	\$1,000.00
4/5	1150	Bouten Construction – 201 exterior light repair	\$1,320.00
4/11	1151	Allied Fire and Security – 201 labor	\$43.60
4/17	1152	Seve7n Design per contract	\$2,910.00
4/17	1153	Century Pacific LLLP per contract	\$1,575.00
4/12	1154	K&H per contract	\$250.00
4/27	1155	KH Consulting per contract	\$2,450.00
4/18	1156	OAC per contract	\$3,744.00
	1157	Void	
4/26	1158	Utopia Design Development LLC 201 concepts	\$3,240.00
4/20	1159	GSI for Life Science Asset Study contribution	\$10,000.00
4/24	1160	Tiny's Maintenance Services for 201 clean up	\$174.40
4/25	1161	Traveler's Insurance public official bond for Myhre	\$143.00
4/28	1162	Tiny's Maintenance Services for 201 clean up	\$163.50
4/28	1163	Witherspoon Brajcich McPhee legal fees	\$1,590.00

Financial Information


Juliet Sinisterra, CEO, UDDA

5.4.23
Date

UD Public Development Authority
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	444,248.64
10129 · NUM MM UDPDA	435,832.55
Total Checking/Savings	<u>880,081.19</u>
Total Current Assets	880,081.19
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	<u>515,930.00</u>
TOTAL ASSETS	<u><u>1,396,011.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-4,575.00
Total Accounts Payable	<u>-4,575.00</u>
Total Current Liabilities	<u>-4,575.00</u>
Total Liabilities	-4,575.00
Equity	
32000 · Retained Earnings	510,724.24
32001 · 201 W Main	515,930.00
Net Income	373,931.95
Total Equity	<u>1,400,586.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,396,011.19</u></u>

UD Public Development Authority
Profit & Loss Budget vs. Actual
 January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
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	156,777.26	168,950.00	-12,172.74	92.8%
3372000 · Sales Tax	406,114.00	355,335.00	50,779.00	114.3%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	612,891.26	574,285.00	38,606.26	106.7%
Total 3300000 · INTERGOV REVENUES	612,891.26	574,285.00	38,606.26	106.7%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS				
3611000 · Investment Earnings	303.05	87.50	215.55	346.3%
Total 3610000 · INTEREST, OTHER EARNINGS	303.05	87.50	215.55	346.3%
3620000 · RENTS AND LEASES	3,500.00	4,000.00	-500.00	87.5%
3690000 · OTHER	1,000.00			
Total 3600000 · MISC REVENUES	4,803.05	4,087.50	715.55	117.5%
Total 3000000 · REVENUES	617,694.31	578,372.50	39,321.81	106.8%
Total Income	617,694.31	578,372.50	39,321.81	106.8%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	52,228.00	517,357.00	-465,129.00	10.1%
Total 5586000 · Planning	52,228.00	517,357.00	-465,129.00	10.1%
5587000 · Economic Development				
5587040 · Econ Dev Services	160,025.57	168,504.00	-8,478.43	95.0%
Total 5587000 · Economic Development	160,025.57	168,504.00	-8,478.43	95.0%
Total 5580000 · CMTY PLANNING ECON DEV	212,253.57	685,861.00	-473,607.43	30.9%
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out				
5593040 · Prop Dev Services	14,787.19	11,666.70	3,120.49	126.7%
5593060 · Prop Dev Capital Outlay	0.00	0.00	0.00	0.0%
Total 5593000 · Prop Dev Depr Amor Xfer Out	14,787.19	11,666.70	3,120.49	126.7%
Total 5590000 · PROPERTY DEVELOPMENT	14,787.19	11,666.70	3,120.49	126.7%
5800000 · OTHER DECR IN FUND RSRCs	0.00	0.00	0.00	0.0%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR				
5910000 · REDEMPTION OF DEBT	0.00	0.00	0.00	0.0%
5920000 · INTEREST OTHR DBT SVC COST	12,100.00	12,100.00	0.00	100.0%
5940000 · CAPITAL EXPEND/EXPENSES				
5945800 · Cap Exp CmtyPlan/EconDev	4,621.60			
Total 5940000 · CAPITAL EXPEND/EXPENSES	4,621.60			
Total 5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	16,721.60	12,100.00	4,621.60	138.2%
Total 5000000 · EXPENDITURES	243,762.36	709,627.70	-465,865.34	34.4%
Total Expense	243,762.36	709,627.70	-465,865.34	34.4%
Net Ordinary Income	373,931.95	-131,255.20	505,187.15	-284.9%

3:21 PM
08/03/23
Cash Basis

UD Public Development Authority
Profit & Loss Budget vs. Actual
January through July 2023

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>373,931.95</u>	<u>-131,255.20</u>	<u>505,187.15</u>	<u>-284.9%</u>





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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 Siniserra, CEO, UDPA


Date

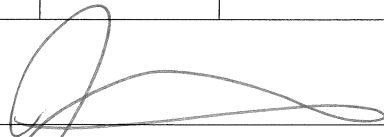


UNIVERSITY DISTRICT

University District Public Development Authority (UDPDA) Voucher Certification – June 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
6/1	ACH	HUB NW insurance for 201 W Main umbrella vacant building	4,645.55
6/14	ACH	Avista utility bill for 201 W Main Ave	121.93
6/20	ACH	City utilities for 201 W Main Ave	172.81
6/23	Online xfer	University District Development Assoc per contract	16,600.00
6/12	1176	Seve7n Design for contracted work	5,235.00
6/21	1177	Tiny's Service and Maintenance for 201 W Main	405.48
6/15	1178	Kiemle Hagood property management	250.000


Juliet Sinisterra, CEO, UDDA

7.11.23
Date




UNIVERSITY DISTRICT

University District Public Development Authority (UDPDA) Voucher Certification – May 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
5/1	ACH	HUB Northwest insurance for 201 W Main	6,402.69
5/17	ACH	Avista utility bill for 201 W Main Ave	187.559
5/18	ACH	City utilities for 201 W Main Ave	172.15
5/22	Online xfer	University District Development Assoc per contract	16,600.00
5/4	1164	Fresh Plate Catering for childcare meeting	265.000
5/10	1165	Seve7n Design for contracted work	1,665.00
5/11	1166	Allied Fire & Security monitoring	163.340
5/9	1167	Kiemle Hagood property management	250.000
5/15	1168	Century Pacific for contracted work	1,237.50
5/22	1169	City of Spokane general obligation bond interest	12,100.00
5/16	1170	Tiny's Maintenance for 201 W Main Ave	174.40
5/19	1171	Cascadia Partners for contracted work	3,628.75
5/25	1172	Community Minded Enterprises for childcare meeting facilitation	3,350.00
5/23	1174	Witherspoon Brajcich McPhee legal fees	742.50
5/23	1175	Baldwin Sign Company to revise two UD wayfinding signs to include UW-GU Health Partnership	2,310.80


Juliet Sinisterra, CEO, UDDA



Date



University District 2023 Q2 Treasurer’s Report

To: UDDA and UDPDA Boards
Fr: Lindsey Myhre, Treasurer, UDDA and UDPDA Boards
Date: August 15, 2023

In 2023, the UDDA and UDPDA Treasurer shall provide a quarterly report to the board. The Q1 report will be shared at the May 10 board meeting; Q2 at the September 6 meeting; Q3 at the November 1 meeting; and Q4 at the February 2024 meeting.

UDDA Q2 April - June 2023

- Net ordinary income for the quarter ended \$7,279 unfavorable to budget.
- Total revenue for the quarter ended \$10,515 over budget.
 - Delta consists of two annual contribution invoiced.
- Total expenses for the quarter ended \$17,795 over budget.
 - Delta predominantly Management and Organization Services account (engaging Larry Cebula for UD historical documentation) and Conference Registration (CEO Leadership Training: Nature's Genius for Social Innovation per EC approval on 5/16/23).
- Note: We will receive \$45K ARPA grant which will cover Cebula's work. We also anticipate being at least \$13K underspent overall due to not ordering office furniture and scaling back photography work.

UDDA 2023 Contract Activity for Q2

Name	Contract Amount	Remaining Balance	Alignment
UDPDA Admin Services	+ \$16,600 per mo	NA	Administrative and operations support
Urbanova	+\$500 per mo	NA	UD office lease
WSU Real Estate	\$1,306	NA	UD office lease
Witherspoon legal	ongoing	NA	
Corner Booth Media	\$2,000	\$1,000	District photography
Seve7n Design	\$8,400	\$6,250	Ongoing graphic design support
Sherpa	\$110 per mo	NA	E-newsletter host
Cyndi Donahue	\$10,000	\$6,657	Social media, event support
Michael Shuman	\$10,000	\$6,000	Investment fund development
Spokane Worker's Coop	\$10,000	\$2,000	Small business survey and support
Lawrence Cebula	\$10,000	\$5,000	UD Historical Research and Documentation
Oro Consulting LLC	\$3,907	\$3,907	Grant writing assistance

UDPDA Q2 April - June 2023

- Net income for the quarter ended \$270,555 favorable to budget.
- Total revenue for the quarter ended \$40,663 favorable to budget.
 - This variance due to slightly increased sales tax estimate.
- Total expenses for the quarter ended \$229,892 under budget.
 - Planning Services comprise this variance due to slower than anticipated vendor invoicing and project timing.
 - 2022 contracts (such as Century Pacific, Cascadia Partners, etc.) are being paid down and 2023 contracts underway (see table below).
 - Greene Economics engaged for \$75K contract.
- Main Property Update
 - Manzanita House Legal Group to lease the facility for 24 months (including 12 parking stalls during business hours). UDPDA to cover 25% of costs of \$3,500 gross rent.
 - Parking lot lease moving forward with Republic for nights and weekends only. Some income reduction due to lease use.
- Department of Revenue 2021 sales tax data reconciliation ready end of July.
- Sprague reconciliation still pending. CEO to meet with staff in July regarding the delay and \$300K in anticipated Innovation Funds.
- Proposed City MOU with 1% administrative fee tabled for now.
- Staff re-reviewed, itemized in detail, and corrected the City's April 2022 "reconciliation" payment which returns \$265,000 to the UDPDA (per the ILA Amendment language). City Council to approve in July and those will be deposited in money market account.

Q2 Revenue and Expenses for 201 W Main

	Q2 Budget	Q2 Actual	Net Income
Reef parking lease income	-	-	-
K&H property management	750.00	750.00	-
Tiny's Maintenance	525.00	917.38	(392.38)
City of Spokane utilities	525.00	517.11	8
Avista utilities	600.00	529.87	70
Security related	300.00	206.94	93
Landscaping, plowing	1,050.00	-	1,050
General liability insurance	0	0	0
Property insurance (credit to follow in Q3 for occupied vs vacant rate)	1,600.00	6,402.69	(4,802.69)
Umbrella policy (credit to follow in Q3 for occupied vs vacant rate)	1,162.50	4,645.55	(3,483.05)
Misc repairs	0	-	-



UDPDA 2023 Contract Activity for Q2

Name	Contract Amount	Remaining Balance	Alignment
Manzanita House	\$2,625	Pending	201 W Main Ave two year lease
Reef/Republic Parking	+\$1K est per mo	Pending	201 W Main Ave parking lot lease
UDDA Admin Services	\$16,600 per mo	NA	Administrative and operations support
Witherspoon legal	ongoing	NA	
Kiemle & Hagood	\$250 per mo	NA	201 W Main property management
Century Pacific	\$85,000	\$36,962	400-Block Development
Cascadia Partners	\$49,800	\$5	Urban Components Analysis
OAC	\$4,122	\$378	201 W Main prop development study
KH Consulting	\$15,000	\$8,200	Grant research and writing
Seve7n Design	\$10,000	\$190	Ongoing graphic design support
Greene Economics	\$75,000	\$75,000	Ecological Asset and Performance Standards Study