



University District Public Development Authority (UDPDA)
Board of Directors' Business Meeting Agenda
Wednesday, February 5, 2024, 3:30 – 5:00 PM

In-Person at Catalyst Building, Room 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZUllbzNIWWliYTJ1dz09>

Meeting ID: 867 5038 7107 Passcode: 941652 Dial +1 253 215 8782 US

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

- **Welcome to 2025 board and officers**
- **Verify quorum and review Meeting Decorum Rules**
- **New board meeting structure**
- **Draft January 21 EAC minutes as FYI**
- **Proposed MOTION – Consent Agenda**
 - Draft October 2, 2024, UDPDA board meeting minutes
 - UDPDA financials as of December 31, 2024
- **2024 financial summary – Murphy**

3:40 UDPDA Public Comment

(Joint discussion: UDPDA and UDDA Board Members)

3:45 U Vision 2044 Activation Updates and Scorecard Highlights – Sinisterra

- U Incubation Village Planning Study – CERB contracts
- 201 West Main – renewed developer interest
- Commerce CME UD Childcare Study – survey underway
- University of Idaho Urban Design Studio - Division Gateway Extension project with DSP and SBA partners
- 400-Block ROFO extension, Verizon cell tower

4:05 Presentations

- Next Generation Conceptual Plan 2065 and Next Steps – Sinisterra
- Mithun 400-Block Phase 1B completion – Mithun team

4:50 400-Block Next Steps and Q&A

5:00 Adjourn UDPDA Meeting

2025 Board Meetings (Catalyst Bldg, Room 309)

- March 5, April 9, May 7, Sept 2 annual meeting, Oct 15, Dec 10 holiday party and 2025 Impact Award presentation



University District Public Development Authority Meeting Rules – Public Decorum

University District Public Development Authority (UDPDA) meetings adhere to the following rules of decorum by the public. These rules will be observed during UDPDA board meetings, including open forums, public comment periods 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 an open forum more often than once per month. In addition, please silence cell phones 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, initiatives, or referenda in a pending election. 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 forums and a broad array of public comments and varied points of view, no person shall be permitted to speak at an 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 consent agenda items, amendments to legislative agenda items, or procedural, parliamentary, or administrative matters of the UDPDA Board.
- For legislative or hearing items that may affect an identifiable individual, association, or group, the following procedure may be implemented:
 1. Following an assessment by the Chair of factors such as complexity of the issue(s), the apparent number of people indicating a desire to testify, representation by designated spokespersons, etc., the Chair

shall, in the absence of objection by the majority of the UDPDA Board present, impose the following procedural time limitations for taking public testimony regarding legislative matters:

- a. There shall be up to fifteen (15) minutes for staff, board, or commission presentation of background information, if any.
 - b. The designated representative of the proponents of the issue shall speak first and may include within his or her presentation the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. Up to thirty (30) minutes shall be granted for the proponent's presentation. If there be more than one designated representative, they shall allocate the 30 minutes between or among themselves.
 - c. Three minutes shall be granted for any other person not associated with the designated representative who wishes to speak on behalf of the proponent's position.
 - d. The designated representative, if any, of the opponents of the issue shall speak following the presentation of the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. The designated representative(s) of the opponents shall have the same time allotted as provided for the proponents.
 - e. Three minutes shall be granted for any other person not associated with the designated representative who wishes to speak on behalf of the opponents' position.
 - f. Up to ten minutes of rebuttal time shall be granted to the designated representative for each side, the proponents speaking first and the opponents speaking second.
2. In the event the party or parties representing one side of an issue has a designated representative and the other side does not, the Chair shall publicly ask the unrepresented side if they wish to designate one or more persons to utilize the time allotted for the designated representative. If no such designation is made, each person wishing to speak on behalf of the unrepresented side shall be granted three minutes to present his/her position, and no additional compensating time shall be allowed due to the fact that the side has no designated representative.
 3. In the event there appear to be more than two groups wishing to advocate their distinct positions on a specific issue, the Chair may grant the same procedural and time allowances to each group or group, as stated previously.
- The time taken for staff or UDPDA Board member questions and responses thereto shall be in addition to the time allotted for any individual or designated representative's testimony.



UDDA/UDPDA Executive Action Committee (EAC) Meeting Minutes - DRAFT

Tuesday, January 21, 2025, 11:30 AM – 1 PM via Zoom, [recording link here](#)

Committee Members Present: Lois Bollenback, Colleen Fuchs, Chuck Murphy (treasurer), Greg Repetti (vice chair/secretary), Katy Sheehan (chair), Juliet Sinisterra (CEO), Thomas Tellefson, and Dennis Wagner

Committee Members Absent: Neil Christopher Apeles, Steve MacDonald

Presenters and Others: Mithun and EcoNorthwest team members, Jeffrey Samson, Steven Wood, Taudd Hume, Mark Gustafson, Alden Jones, Amanda Beck

Call to Order, Welcome, and Administration

- Sheehan called the meeting to order at 11:33 AM and welcomed new board/EAC members. She reminded the group that EAC meetings will likely have a quorum of UDPDA board members and, therefore, will follow OPMA rules and procedures.
- Sheehan welcomed Jeffrey Samson, the new UD Director of Finance and Grants Administration, who will be starting on March 3, 2025.
- Sinisterra provided other administrative updates:
 - EPA Community Change grant was submitted on November 9, and staff is working with Haley Aldrich's grant writing team on 2025 priorities.
 - The UD employee manual was reviewed by our labor attorney for errors and omissions. The next step is to include greater detail about staff evaluations, key performance indicators, and compensation.
 - The 2025 Scorecard was presented, and Murphy suggested adding a key date column.
 - 2025 board meeting agendas will feature a new "sandwich" consisting of a joint/overlapping UDPDA/UDDA discussion/presentation session. Staff will send out one board calendar invite but will call attention to the fluctuating start time of the joint session.
 - Vice chair Repetti was selected to present the EAC report during upcoming board meetings.

Finance Report

Murphy showed the year-end financials for the UDDA and UDPDA, describing proforma vs actual discrepancies. In general, there were no surprises, and both accounts have more than adequate reserves. Tellefson asked about investment strategies. UDPDA can participate in SCIP, but the interest rate is lower than the Numerica money market. Samson will be tasked to research further once onboard.

U Vision 2044 Activation Updates

Sinisterra shared the following U Vision 2044 Updates:

- Mithun's [Next Generation Conceptual Plan 2065](#) is complete and Sinisterra will present to the board in February. She is also talking to the City about the possibility of a formal adoption process of the Plan.
- Staff is working on contracts related to the **U Incubation Village Feasibility Study**.
- The UD, DSP, and SBA are partnering with faculty and staff from the University of Idaho Urban Design Studio on a **Division Gateway Extension** project.
- The UD and various stakeholders are providing input to Community Minded Enterprises on a **childcare survey** to be released in early February as part of the Department of Commerce grant.



- The **400-Block** ROFO deadline has been extended to June 22, 2025. Staff continues discussions with Verizon around the relocation of the cell tower. Considerations are also underway for Riverside Park, which would potentially involve closing Riverside between Sherman and Grant. Mithun and EcoNW team presentations to follow.

Presentations

- As a refresher and by way of introduction to the 400-Block presentation, Sinisterra highlighted details from the Cascadia Partners' Urban Components R&D Study (2022-2023) relating to two development scenarios ("business as usual" and an "amenitized alternative").
- Mithun and EcoNW teams provided an in-depth presentation on [400-Block Sprague Avenue Phase 1B Concept Design Progress](#), including the preferred concept program, façade development, cost analysis, and financial feasibility analysis. Comments from the board included:
 - Drop off space for daycare.
 - Outdoor covered space.
 - Connection to the other side of the south landing of Gateway Bridge.

Sheehan asked for public comment; hearing none, she thanked Mithun and EcoNW and adjourned the meeting at 1:03 PM.

Greg Repetti, Secretary

Date _____



University District Public Development Authority (UDPDA) Meeting Minutes - DRAFT

Wednesday, October 2, 2024, from 3:02 – 5:05 PM, Catalyst Building, Room 309, and Via Zoom

Board Members Present: Teresa Dugger (Zoom), Steve MacDonald (Zoom), Chuck Murphy, Katy Sheehan (served as chair), Juliet Sinisterra, County Commissioner Amber Waldref, Council President Betsy Wilkerson

Board Members Absent: none

Presenters: Mithun District Conceptual Plan team – Sandra Girgis and Steve Baumgartner (in person), Debra Guenther and Erin Ishizaki (via Zoom); Mithun 400-Block Architectural Services team (all via Zoom) – Craig Curtis, Eric Adman, Alex Ayala, and Drew Kleman and Peter Kayner with Press Architecture.

Call to Order, Welcome, and Administrative Actions

- Vice-chair Sheehan served as chair and called the meeting to order, thanked EWU for hosting, and asked for a **MOTION to approve the UDPDA draft September 4, 2024, annual meeting minutes and the UDPDA financials as of August 31, 2024**, (Murphy), seconded (Sinisterra), and passed unanimously.
- Muphy gave the second Treasurer's Report noting no significant changes from the previous report: income is trailing due to the City's revised sales and property tax estimates, and expenses are higher due to early payments to consultants and 201 W Main costs. Sinisterra is working with City staff on refinancing the general obligation bond to avoid a \$1M+ balloon payment in 2026. Sinisterra is also working with regional PDAs and the City on SOPs regarding the computation of construction sales tax since 2020.
- Sinisterra shared that the three regional PDAs are working with the City and County to create SOPs to assemble and validate building permit data to calculate construction sales tax distributions for each PDA going forward as well as a catch-up payment from 2020-2022.
- Sinisterra presented a grants status chart noting grants applied for, received, and pending. Because the Commerce CBO grant can only go to a nonprofit and because the UDPDA awarded the 400-Block architecture services (Phase 1A) contract to Mithun, Sheehan asked for a **MOTION to approve the Resolution to transfer a portion (Phase 1B) of the Mithun 400-Block contract to the UDDA** (MacDonald), seconded (Murphy), and passed unanimously.
- Sheehan noted that all 2025 UDPDA meetings will be held at the Catalyst Building.
- Sheehan thanked Teresa Dugger (whose term ends at the end of 2024) for her years of service and board leadership.

2025 Proposed Work Plan and Budget

Sinisterra reminded the board of the Guiding Principles for our work:

1. Create district prosperity by investing in collaborative, healthy, vibrant, diverse, and equitable initiatives.
2. Act as stewards regarding public investments ("but for us").
3. Support learning at the individual, organizational, and community levels.
4. Increase access and opportunity for structurally disadvantaged populations.
5. Cultivate systems that support interdependence between all living systems including people, the environment, and community health.



6. Create a globally recognized district.

She walked the board through the 2025 Work Plan and Budget which focus on the following three priorities:

- supporting catalytic investments and development (400-Block and U Incubation Village);
- district beautification and marketing; and
- investing in infrastructure, open space, parking, and public safety.

Sinisterra presented two budget options (A and B) depending on grant outcomes. She also shared a future org chart (anticipated grant funding would allow for three new UDDA positions) and a 2025 Work Plan tracking sheet.

Sinisterra asked for approval of Budget A as the \$20M EPA grant result (accounted for in Budget B) will not be known until spring 2025. Sheehan suggested the board revisit Budget B in May. Sheehan asked for a **MOTION to approve the 2025 work plan and budget** (Wilkerson) and seconded (MacDonald) and passed unanimously.

Development Committee (DC) Updates

The DC held its last meeting on September 10, listening to and discussing Mithun's pre-design options for the 400-Block. The DC also learned that the UDDA received a \$200K Commerce CBO grant for 400-Block pre-design (Phase 1B), as well as a \$75K CERB grant for a U Incubation Village planning and feasibility study.

Mithun 400-Block Development and Architectural Design Concept

The Mithun team (via Zoom) presented [pre-design options for the 400-Block](#) including a recap of the UD Vision, site overview, small/medium/large massing options, design strategy and goals, materials approach, spatial approach and program areas for up to six levels, 80 parking stalls, perspective and axon renderings, illustrations of analogous recreation and office lab facilities, and a park along Riverside. Before the next presentation to the board in February, UD/Mithun Phase 1B work will include determining construction costs and potential lease rates/efficiencies, programming alternatives and time chart, and conversations with equity partners such as Avista, McKinstry, and other parcel owners.

Nature-Based Infrastructure Overview

Before the Mithun DCP presentation, Sinisterra reminded the group of the importance and relevance of nature-based infrastructure in urban environments and the need to not just maintain but also improve the health of local ecosystem soils, the water cycle, biodiversity and concomitantly reduce erosion, contamination, heat dome effects, etc. She cited research on planetary boundaries and how urban development can contribute to cooler urban environments that also help to protect the water cycle and ecosystem services. Following are links she recommended:

[Johan Rockstrom Ted Talk](#)

[Johan Rockstrom The Great Simplification](#)



Mithun District Conceptual Plan (DCP) Presentation

The Mithun team presented their [final DCP report](#) which is grounded in the U Vision 2044 Strategic Plan, the UD's Core Values, and informed by past studies and plans most notably the Biomimicry work and Ecological Asset Study. Mithun reviewed their overall process, project phases, and key milestones. They distilled feedback from numerous public engagements and board/committee meetings into a draft Next Gen 2064 Conceptual Plan with three main goals:

- Pioneer urban systems in energy, infra, and mobility.
- Create a thriving, prosperous district for all.
- Celebrate and honor this place.

They explained their nature-inspired conceptual framework with UD strategy palettes for nature-based solutions and racial-social equity. They showed several illustrations of project ideas and an implementation roadmap with near-, mid-, and long-term actions, and policy and program opportunities. They stressed the importance of the river and a network of neighborhood hubs, streets, and amenities that contribute to a healthy, equitable, regenerative, and resilient district.

Sheehan asked for comments and the possible lid over 1-90 to create a connection to Liberty Park and East Central, Sharp Avenue swales, the link from the district to downtown, and the south landing's "five smartest blocks for human health" were brought up. The group also complimented the Mithun team on their outstanding work.

Sheehan asked for additional public comment and hearing none, reminded the group of the holiday gathering and adjourned the meeting at 5:05 PM.

Juliet Sinisterra, Secretary

Date:



UNIVERSITY DISTRICT

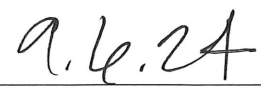
University District Public Development Authority (UDPDA) Voucher Certification – August 2024 Close

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
8/16	ACH	Avista utility bill for 201 W Main Ave	482.81
8/19	ACH	City utilities for 201 W Main Ave	371.02
8/26	Xfer	University District Development Assoc per contract	20,577.00
8/7	1327	Hannover Insurance – Business owners with umbrella	3,512.22
8/14	1328	Allied Fire and Security – 201 W Main	174.79
8/12	1329	Kiemle Hagood – 201 W Main	250.00
8/12	1330	Rooted Commercial Landcare – 201 W Main	372.92
8/16	1331	Tiny's Maintenance – 201 W Main	763.00
8/27	1333	Mithun – per contract	18,252.11
8/29	1334	Allied Fire and Security – 201 W Main	63.22
8/30	1335	Witherspoon Brajcich McPhee	812.50



Juliet Sinisterra, CEO, UDDA



Date

UD Public Development Authority

Balance Sheet

As of December 31, 2024

01/07/25

Cash Basis

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	624,026.08
10129 · NUM MM UDPDA	719,433.39
Total Checking/Savings	<u>1,343,459.47</u>
Total Current Assets	1,343,459.47
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	515,930.00
Other Assets	
12006 · Other Asset	1,168,000.00
Total Other Assets	<u>1,168,000.00</u>
TOTAL ASSETS	<u>3,027,389.47</u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	1,381,811.94
32001 · 201 W Main	515,930.00
32002 · Boxcar Proceeds	588,000.00
32003 · Sprague Underage	580,000.00
Net Income	-38,352.47
Total Equity	<u>3,027,389.47</u>
TOTAL LIABILITIES & EQUITY	<u>3,027,389.47</u>

NOTES:

Account 12006 Other Assets includes \$588K Boxcar proceeds and \$580K Sprague underage funds held by the City.

In addition to the 2024 board-approved budgeted contractual obligations, as of the end of May, the UDPDA has a \$1,760,671 balance due on the General Obligation Bond owed to the City for Sprague Avenue improvements.

The UDPDA anticipates refinancing the Bond in 2025.

UD Public Development Authority
Profit & Loss Budget vs. Actual
 January through December 2024

	Jan - Dec 24	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	202,981.00	278,852.00	-75,871.00	72.8%
3372000 · Sales Tax	689,761.52	745,632.00	-55,870.48	92.5%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	942,742.52	1,074,484.00	-131,741.48	87.7%
Total 3300000 · INTERGOV REVENUES	942,742.52	1,074,484.00	-131,741.48	87.7%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS	14,310.49	4,000.00	10,310.49	357.8%
3620000 · RENTS AND LEASES	38,632.15	30,000.00	8,632.15	128.8%
Total 3600000 · MISC REVENUES	52,942.64	34,000.00	18,942.64	155.7%
Total 3000000 · REVENUES	995,685.16	1,108,484.00	-112,798.84	89.8%
Total Income	995,685.16	1,108,484.00	-112,798.84	89.8%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV	622,341.67	614,824.00	7,517.67	101.2%
5590000 · PROPERTY DEVELOPMENT	63,845.02	25,000.00	38,845.02	255.4%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	347,850.94	734,470.00	-386,619.06	47.4%
Total 5000000 · EXPENDITURES	1,034,037.63	1,374,294.00	-340,256.37	75.2%
Total Expense	1,034,037.63	1,374,294.00	-340,256.37	75.2%
Net Ordinary Income	-38,352.47	-265,810.00	227,457.53	14.4%
Net Income	-38,352.47	-265,810.00	227,457.53	14.4%




**UNIVERSITY
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University District Public Development Authority (UDPDA) Voucher Certification – August 2024 Close

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Date	Voucher Warrant #	Description	Amount
9/13	ACH	Avista utility bill for 201 W Main Ave	368.88
9/18	ACH	City utilities for 201 W Main Ave	404.28
9/23	Xfer	University District Development Assoc per contract	20,577.00
9/11	1336	Spokane FARP	165.00
9/13	1337	GoJoe Patrol – 201 W Main	515.36
9/20	1338	KH Consulting	1,040.00
9/17	1339	Haley Aldrich – grant writing	12,413.25
9/11	1340	Urbanova	2,665.00
9/20	1341	Spokane River Forum – kayak put in match	7,500.00
9/20	1342	Rooted Commercial Landcare – 201 W Main	309.70
9/24	1343	Kiemle Hagood – 201 W Main	250.00
9/23	1344	Mithun per contract 400 Block	13,270.00
9/25	1345	Tiny's Maintenance – 201 W Main	708.00
9/23	1346	Mithun per contract DCP	12,219.36
9/27	1348	Pro Mechanical – 201 W Main	283.40


Juliet Sinisterra, CEO, UDDA

10.9.24
Date




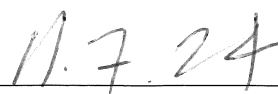
**UNIVERSITY
DISTRICT**

**University District Public Development Authority (UDPDA)
Voucher Certification – October 2024 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
10/18	ACH	Avista utility bill for 201 W Main Ave	300.60
10/18	ACH	City utilities for 201 W Main Ave	381.02
10/23	Xfer	University District Development Assoc per contract	20,577.00
10/1	1347	GoJoe Patrol – 201 W Main	615.22
10/3	1349	Witherspoon Brajcich McPhee	1,430.00
10/18	1350	Seven7n Design	1,775.00
10/09	1351	Hanover Insurance Group	87.08
10/15	1352	Kiemle Hagood – 201 W Main	250.00
10/16	1353	GoJoe Patrol – 201 W Main	548.60
10/22	1354	Spokane FARP	165.00
10/21	1355	Century Pacific per contract	225.00
10/18	1356	Rooted Commercial Landcare – 201 W Main	298.80
10/16	1357	Mithun per contract 400-Block	26,730.00
10/15	1358	Pro Mechanical – 201 W Main	309.35
10/22	1359	Action Drain and Plumbing – 201 W Main	152.00
10/21	1360	Mithun per contract - DCP	45,419.01
10/29	1361	Tiny's Maintenance – 201 W Main	708.50
10/28	1362	Avista Utilities – pole excavation and install (this voids #1320 on July 11 for \$6,000)	6,080.00


Juliet Sinisterra, CEO, UDPDA


Date



University District Public Development Authority (UDPDA) Voucher Certification – November 2024 Close

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Date	Voucher Warrant #	Description	Amount
11/15	ACH	Avista utility bill for 201 W Main Ave	281.21
11/20	ACH	City utilities for 201 W Main Ave	374.59
11/20	Xfer	University District Development Assoc per contract	20,577.00
11/25	1363	Oregon State University – per contract, permaculture	5,000.00
11/12	1364	Witherspoon Brajcich McPhee	1,316.25
11/13	1365	Haley Aldrich – grant writing	17,574.50
11/13	1366	Kiemle Hagood – 201 W Main	250.00
11/19	1367	Century Pacific – per contract	225.00
11/14	1369	Allied Security – 201 W Main	174.79
11/13	1371	GoJoe Patrol – 201 W Main	598.60
11/13	1372	Rooted Commercial Landcare – 201 W Main	331.50
11/25	1374	Spokane Public Library – CoStar	1,235.80
11/22	1375	Mithun DCP	37,443.01

Juliet Sinisterra, CEO, UDDA

12-6-24 _____
Date



University District Public Development Authority (UDPDA) Voucher Certification – December 2024 Close

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Date	Voucher Warrant #	Description	Amount
12/16	ACH	Avista utility bill for 201 W Main Ave	539.36
12/18	ACH	City utilities for 201 W Main Ave	382.17
12/19	Xfer	University District Development Assoc per contract	20,577.00
12/5	1370	City of Spokane general obligation bond payment	172,787.00
12/5	1376	Great American – D&O insurance	1,889.00
12/4	1377	Tiny's Service – 201 W Main (reissue 1373)	763.000
12/6	1378	Haley Aldrich – per contract grant writing	8,932.50
12/11	1379	Kiemle Hagood – per contract – 201 W Main	250.00
12/10	1380	Rooted Commercial Landcare – 201 W Main	192.60
12/12	1381	GoJoe Patrol – 201 W Main	490.29
12/19	1382	Century Pacific – per contract	1,125.00
12/27	1383	HUB Insurance – public official bond Sheehan	175.00
12/23	1384	Tiny's Service and Maintenance – 201 W Main	708.50
12/26	1385	Mithun - DCP	10,500.00
12/26	1386	Pro Mechanical Services – 201 W Main	283.40
12/30	1388	Spokane FARP – 201 W Main	35.00
12/31	1390	River City Glass – 201 W Main Ave	228.15
12/27	1391	Witherspoon Brajcich McPhee	130.00

Juliet Sinisterra, CEO, UDDA

01-10-25
Date

University District - 2025 Work Plan Tracking							
STRATEGIC PLAN	COMMUNITY DEVELOPMENT	BUDGETED	START	END	STATUS	UPDATE	
1	3.1.2	400-Block: Review feasibility and pre-design study and pursue financing for purchase if approved. Money budgeted for negotiation support. Budget includes Legal costs as well.	\$162,500	Q1 2025	Q2 2025		Mithun presented to site partner on December 17 and will present to EAC in January around financing strategies. Avista agreed to extend ROFO through June 22, 2025. Met with Verizon, they are revisiting potential to relocate cell tower at roof line.
2	3.1.1	Conduct feasibility study for U Incubation Village project. \$75,000 funded via CERB.	\$150,000	Q1 2025	Q3 2025		Gathering three smaller proposals for the Food Processing Center Feasibility Study; Folk Market Market and Needs Assessment and Worker Owned Cooperative research. Submitted workplan and preliminary consultants to CERB on 1/16.
3	1.1.2; 1.2.2	Per U Vision 2044, conduct code audit of City Code within the UDRA; conduct developer feedback processes such as focus groups and best practices around development incentives nationwide.	\$40,000	Q2 2025	Q4 2025		Researching best way to structure RFQ. Looking to expand Cascadia contract on their Innovation District best practices to include financing.
4	Overarching	Host community partner lunches around UD Housing Development; District Energy Strategies, and Life Sciences Marketing	\$0	Q2 2025	Q4 2025		Looking to host this spring.
5	3.1.5	Support continued development of a future Spokane Environmental Learning and Cultural Center (SELCC) on WSU campus.	\$0	Q1 2025	Q4 2025		SELCC submitting for 501c3 status, reviewing grants and establishing committees.
6	3.1.3	Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.	\$0	Q1 2025	Q3 2025		Monthly meetings with sub-committee started. Survey to be distributed in early February.
7	3.4	Match to South Sub-area businesses toward feasibility of BID formation.	\$10,000	Q1 2025	Q4 2025		Met with Gavin Cooley from SBA in regard to study. He is going back to his Board to see about a match.
ECONOMIC & ASSET DEVELOPMENT		BUDGETED	START	END	STATUS	UPDATE	
1	Overarching	Grant writer for State, Federal, and local grants in alignment with U Vision 2044 Strategies and develop database around district metrics and data for grant writing access. Pursue State TIB in August 2025.	\$65,000	Q1 2025	Q4 2025		Met with grant writing team. Prioritized key areas of focus: infrastructure, parks/open space and 400 Block.
2	Overarching	Database and business platform completion for demographic, environmental, and energy/water use data for District.	\$10,000	Q1 2025	Q3 2025		Met with Urbanova and meeting with Biohabitats. Looking to establish small scope.
3	Overarching	Support the City Economic Development Team around developing support strategies in partnership with the County around the City-County PDA Interlocal Agreement.	\$0	Q1 2025	Q4 2025		Waiting to hear from City staff on next steps. GFC waiver was eliminated.
University District - 2025 Work Plan Tracking							
PROPERTY & INFRASTRUCTURE DEVELOPMENT	BUDGETED	START	END	STATUS	UPDATE		
1	3.1.2	400-Block: Legal support for land acquisition if approved by Board. (Wood and Hume)	\$20,000	Q1 2025	Q2 2025		Including Steven and Taudd in conversations and strategy.
2	1.1.4	Sherman Street Complete Street Design for TIB grant application prep.	\$75,000	Q1 2025	Q3 2025		Grant team to meet with Andrew Beagle from TIB prior to release of grant.
3	1.4	Riverside and Sprague Parking Pilot in partnership with City	\$10,000	Q3 2025	Q4 2025		Studying with Mithun and City staff potential to develop pocket park and Riverside as park in 2025.
4	3.4	Banner implementation along MLK Way.	\$10,000	Q2 2025	Q4 2025		Not started
5		Evaluate selling 201 West Main property.	\$0	Q2 2025	Q4 2025		Looking to extend RFP released from last year. There is additional interest in studying the site.
6	3.2.2	Iron Bridge Kayak Put In (Phase II) match for design and implementation of kayak put-in north of NoLi in partnership with Spokane River Forum, Trout Unlimited, State Parks, and the Centennial Trail.	\$22,500	Q3 2025	2026		Moving Forward with Spokane River Forum as lead
7	1.1.1	Support City Staff in Pacific Ave design as a complete street. Provide UDPDA committed construction dollars to this effort.	\$85,000	Q3 2025	Q3 2025		City hosting public open house on January 23 at Uptic Studios in the South UD
MARKETING & COMMUNICATIONS	BUDGETED	START	END	STATUS	UPDATE		
1	3.1.1	Develop District marketing materials around U Vision District Conceptual Plan and related initiatives.	\$10,000	Q1 2025	Q4 2025		Met with graphic designer. Getting copy for the materials by the EO of Feb for the Vision Booklet

Notes: Orange: Focus Area; Blue: Dependent on Others