



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, February 5, 2025, from 3:32 – 5:06 PM, Catalyst Bldg, Rm 309, and Via Zoom

Board Members Present: Steve MacDonald, Chuck Murphy (treasurer), Katy Sheehan (chair), Juliet Sinisterra (CEO), and County Commissioner Amber Waldref (Zoom)

Board Members Absent: Greg Repetti (vice chair and secretary), Council President Betsy Wilkerson

Presenters: Mithun and EcoNW 400-Block Architectural Services Phase 1B team (Zoom)

Call to Order, Welcome, and Administrative Actions

- Chair Sheehan called the meeting to order at 3:32 PM, noted the quorum present, reminded the group of public decorum rules, and welcomed 2025 officers. As an FYI, she pointed out the Executive Action Committee (EAC) draft January meeting minutes. She described the new 2025 board meeting format with an overlapping, joint UDPDA/UDDA presentation/discussion session between respective business sessions to save time and avoid duplication.
- Murphy provided a **2024 year-end financial summary**. Combined net income and expense resulted in a net loss of \$38,352 primarily due to the City's revised 2024 sales and property tax estimates, ongoing 201 W Main maintenance and repairs, and unspent budgeted funds for Pacific Avenue, Riverside/Grant, and Culture Corridor projects.
- Sheehan requested a **MOTION to approve the UDPDA draft October 2, 2024, meeting minutes and the UDPDA financials as of December 31, 2024** (MacDonald), seconded (Murphy), and passed unanimously.
- Sheehan shared that Jeffrey Samson accepted the offer as the Director of Finance and Grants Administration and starts March 3.
- Sheehan asked for **public comment** and, hearing none, announced the start of the joint UDPDA/UDDA session.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

U Vision 2044 Activation Updates and Scorecard Highlights

Sinisterra provided the following updates:

1. **U Incubation Village Feasibility Study**—Thanks to a CERB \$75K matching grant, contracts are underway with Crossroads Resource Center, d&b Creative, and The Grain Shed to assess the viability of a local food processing center and worker-owned folk market and maker spaces. Additionally, an IRFP was released for a larger-scope planning study around job creation, conceptual site analysis, and nationwide case studies.
2. **201 W Main Avenue**—Although some developers have indicated that prevailing wage requirements are an impediment, renewed developer interest may result in re-releasing the previous RFQ for workforce housing. We are working with legal counsel for guidance on the next steps (surplus property, addressing deed restrictions).
3. Commerce and Community-Minded Enterprises (CME) **Childcare Study**—The survey was distributed to partner organizations; focus groups begin mid-March.
4. The University of Idaho Urban Design Studio project for a **Division Gateway Extension** is underway. UDPDA is partnering with DSP, SBA, and the city (\$1K

contribution from each) to support. A stakeholder event is planned for March, and a final presentation will be held in May.

5. Sinisterra then walked the board through **Scorecard** highlights.
6. **400-Block**—Avista extended the ROFO to June 22, 2025. Discussions about relocating the Verizon cell tower before the proposed property purchase are ongoing. Sinisterra is talking with the city about using Boxcar site/city property proceeds (approximately \$500K) and Sprague Ave underage (roughly \$600K) for Riverside Park development. Mithun and EcoNW teams will present today.

Presentation: Next Generation Conceptual Plan 2065

Before the in-depth 400-Block presentation, Sinisterra shared slides summarizing the recently completed [Mithun Next Generation Conceptual Plan 2065](#), informed by the [Just Communities Protocol](#) (centering on racial and climate justice and metrics to shape equity and resiliency outcomes). She described the extensive community engagement process and six key nature-based/node-centric takeaways from those interactions (cycle of life food hub, heal the river and reforest, multi-cultural maker district, Main Ave culture corridor and Sherman heart, innovation commons, and energy district thermal analysis). She described Spokane Public Schools' interest in the plan and a direct mail piece planned for late spring/early summer.

Comments from board members ensued:

- Murphy asked about using the triangle parcel near Superior (owned by the city) as a nature-based park. Sinisterra said she is working with the city on a Complete Streets grant for Superior for street trees and that the Parks & Recreation Department is pursuing a grant for open space.
- Mayor Brown stressed the importance of involving key partners early in specific concepts. The nodes in the plan provide an opportunity to tap the expertise and leadership of higher ed partners (WSU agriculture, UW forestry, GU civil engineering, nature-based design, and arts and culture, EWU business, etc.). Partners provide responsibility and skin in the game (research, student labor, faculty know-how, grant opportunities), vs. UD tackling alone.

Presentation: 400-Block Sprague Avenue Phase 1 Concept Design Final

The Mithun and EcoNW teams (via Zoom) presented [400-Block Sprague Avenue: Phase 1 Concept Final Presentation](#), including a recap of the conceptual site design, program areas (office and recreation buildings and parking), massing diagram, site strategy, exterior renderings, draft cost analysis/budgets with phased incremental funding, draft financial feasibility analysis, and key takeaways and findings on individual buildings and the overall development. In short, given budget assumptions and current economic realities, the recreation building (particularly the climbing gym) will be tough to pencil and unlikely to support its share of land costs or maybe development costs even with low-cost debt (bond financing), patient capital/grant funding (philanthropy), new market tax credits, and additional TIF revenue. The proposed development would need substantial subsidy to drive amenity value elsewhere in the district.

Comments from board members ensued:

- All impressed and excited about conceptual designs.



- Suggestion to attract anchor institution(s), rerack with partners with aligned interests (YMCA, WSU nutrition and exercise physiology, WSU and EWU student gym, Spokane Public Schools (SPS), Community School, etc.).
- Concern around life sciences startups' ability to pay more than \$50/sf rent when other options exist.
- Question about considering a mixed-use/residential option, but feasibility testing showed that it is more expensive.

Sinisterra said the next steps include the EAC's deeper dive and presenting to McKinstry/Dean Allen, Scott Morris, YMCA, SPS, and Spokane Public Facilities District. Murphy noted that it may not be the right time to proceed, but controlling the land is a priority.

Sheehan asked for additional public comment and, hearing none, reminded the group of the next March 5 meeting and adjourned the meeting at 5:06 PM.

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

Juliet Sinisterra, CEO (for Greg Repetti)

Date: 3-7-2025




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**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
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



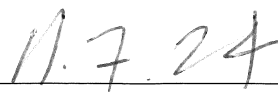
**UNIVERSITY
DISTRICT**

**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, UDDA


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

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
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