



University District Development Association Executive Action Committee (EAC) Meeting Agenda

Tuesday, February 18, 2025, 11:30 AM – 12:45 PM

Via Zoom Only <https://us02web.zoom.us/j/85979578163?pwd=gWbXlfpMa3RBF3i0FgXmp6PJh1PJHn.1>

Meeting ID: 859 7957 8163 Passcode: 602201

One tap mobile +12532158782,,85979578163#,,,,*602201# US (Tacoma)

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

11:30 Welcome and Administration - Sheehan

- Public meeting reminder
- Review and approve draft January 21 EAC meeting minutes
- Review and approve draft February 5 UDDA and UDPDA board minutes
- Review and approve draft March 5 UDPDA and UDDA agendas
- 2025 Scorecard and Workplan comments, feedback, etc.

11:40 Finance Report – Murphy

- Review and approve UDDA and UDPDA financials as of January 31, 2025

11:45 U Vision 2044 Activation Updates - Sinisterra

- Univ of Idaho Urban Design Studio Division Gateway Extension – 3/31 review
- U Incubation Village – kick-off meetings
- [Next Generation Conceptual Plan 2065](#) – pros and cons, board approval
- 400-Block Mithun pre-design study regarding options and next steps

12:20 Presentation

- Kardong Bridge Panels – *Guy Michaelsen and Evan Blondell, Berger Partnership*

12:40 Public Comment - Sheehan

12:45 Next EAC is March 18, and adjourn - Sheehan

2025 UD Board Meetings (Catalyst Bldg, Room 309)

- March 5
- April 9
- May 7
- June 4 retreat (9 AM – 1 PM, Ruby River Hotel)
- September 3 annual meeting
- October 1
- December 10 holiday party and 2025 Impact Award presentation (location TBD)



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, 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.

Juliet Sinisterra, CEO (for Greg Repetti)

Date:



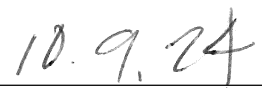
**UNIVERSITY
DISTRICT**

**University District Public Development Authority (UDPDA)
Voucher Certification – Sept 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


Date




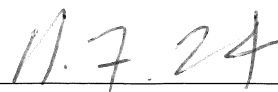
**UNIVERSITY
DISTRICT**

**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

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
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



University District Development Association (UDDA) Meeting Minutes - DRAFT

Wednesday, February 5, 2025, from 5:06 – 5:29 PM, Catalyst Bldg, Rm 309, and Via Zoom

Board Members Present: Neil Christopher Apeles, LaVerne Biel (Zoom), Lois Bollenback, Catherine Brazil, Mayor Lisa Brown, Emilie Cameron, Colleen Fuchs, Megan Hulsey, Chuck Murphy (treasurer), Lindsey Myhre (Zoom), Stacia Rasmussen (Zoom), Marvo Reguindin, Rob Sauders, Katy Sheehan (chair), Jonathan Teeters, Dennis Wagner, County Commissioner Amber Waldref (Zoom), Erin Williams-Hueter (Zoom)

Board Members Absent: Kevin Brockbank, Brooke Kiener, Greg Repetti (vice chair and secretary), John Sklut, Thomas Tellefson, Council President Betsy Wilkerson

Staff: Juliet Sinisterra (CEO), Alden Jones

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

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.

Call to Order, Welcome, and Administrative Actions

- After the joint UDPDA/UDDA session, Chair Sheehan called the UDDA business meeting to order at 5:06 PM, noted the quorum present, and welcomed new 2025 board members (Apeles, Hulse, Reguindin, and Tellefson). 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.

- Sinisterra mentioned her Gonzaga Institute for Climate, Water, and the Environment talk this evening and the Innovative Urbanism Symposium (IUS) lunch presentation by Mithun at the Steam Plant on February 26.
- Murphy provided a **2024 year-end financial summary**. Combined net income and expense resulted in a net loss of \$3,366 primarily due to non-renewal and delay of corporate contribution revenue, early termination of the Urbanova lease, and payroll-related benefits associated with paid internships and board-approved annual bonuses.
- Sheehan requested a **MOTION to approve the UDDA draft October 2, 2024, meeting minutes, and the UDDA financials as of December 31, 2024** (Brown), seconded (Murphy), and passed unanimously.
- Sheehan shared that Jeffrey Samson has accepted the UD Director of Finance and Grants Administration role, which starts on March 3.
- 30-second updates from members followed.

Sheehan adjourned the meeting at 5:29 PM.

Juliet Sinisterra, CEO (for Greg Repetti, Secretary) Date:



**University District Public Development Authority (UDPDA)
Board of Directors' Business Meeting Agenda - DRAFT
Wednesday, March 5, 2024, 3:30 – 4:50 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

- Verify quorum
- **Proposed MOTION** – Consent Agenda
 - Draft February 5, 2025, UDPDA board meeting minutes
 - UDPDA financials as of January 31, 2025

3:40 UDPDA Public Comment

(Joint discussion: UDPDA and UDDA Board Members)

3:45 Welcome and Introduce Jeffrey

3:50 EAC Updates – Repetti

- University of Idaho Urban Design Studio - Division Gateway Extension
March 31 design review, May final presentation
- Don Kardong Bridge panel design
- 400-Block EAC discussion summary
- *(Pending item)* Pacific Avenue

4:00 U Vision 2044 Activation Updates and Scorecard Highlights – Sinisterra

- **MOTION: Approve [Next Generation Conceptual Plan 2065](#)**
- 400-Block and Riverside Park next steps
- Scorecard review, comments, feedback

4:20 Presentations

- City Parking Data Collection – *Jesten Ray and Luis Garcia*
- City Code Enforcement and Cleanup Updates – *Luis Garcia*

4:50 Adjourn UDPDA Meeting

2025 Board Meetings (Catalyst Bldg, Room 309)

- April 9, May 7, Sept 2 annual meeting, Oct 1, Dec 10 holiday party and 2025 Impact Award presentation (location TBD)



University District Development Association (UDDA)

Board of Directors' Meeting Agenda - DRAFT

Wednesday, March 5, 2024, 3:45 – 5:15 PM

In-Person, Catalyst Building, Rm 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZUIlbnZNIWVWliYTJ1dz09>

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

(Joint discussion: UDPDA and UDDA Board Members)

3:45 Welcome and Introduce Jeffrey

3:50 EAC Updates – Repetti

- University of Idaho Urban Design Studio - Division Gateway Extension
March 31 design review, May final presentation
- Don Kardong Bridge panel design
- 400-Block EAC discussion summary
- *(Pending item)* Pacific Avenue

4:00 U Vision 2044 Activation Updates and Scorecard Highlights – Sinisterra

- **MOTION: Approve [Next Generation Conceptual Plan 2065](#)**
- 400-Block and Riverside Park next steps
- Scorecard review, comments, feedback

4:20 Presentations

- City Parking Data Collection – *Jesten Ray and Luis Garcia*
- City Code Enforcement and Cleanup Updates – *Luis Garcia*

4:50 Adjourn UDPDA Meeting

4:50 UDDA Meeting Starts: Welcome, Call to Order, Admin Actions – Sheehan

- **Proposed MOTION** – Consent Agenda
 - Draft February 5, 2025, UDDA board meeting minutes
 - UDDA financials as of January 31, 2025

5:00 30-Second Updates – Sheehan

5:15 Adjourn – Sheehan

2025 UD Board Meetings (Catalyst Bldg, Room 309)

- April 9, May 7, June 4 retreat (Ruby River Hotel), Sept 3 annual meeting, Oct 1, Dec 10 holiday party and 2025 Impact Award presentation

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 EAC in Jan around financing strategies. Avista agreed to extend ROFO thru June 22, 2025. Met with Verizon re revisiting relocating cell tower at roof line. Setting up meetings with Dean Allen, Scott Morris, the YWCA, and PFD.
2	3.1.1	Conduct feasibility study for U Incubation Village project. \$75,000 UD match funded via CERB.	\$150,000	Q1 2025	Q3 2025		Three smaller proposals for the Food Processing Center Feasibility Study; Folk Market Market and Needs Assessment and Worker Owned Cooperative research. Released IRFP for remaining Planning Study looking at business plan, financing, and site analysis.
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 scope of work. Will include a code audit, developer interviews, and best practices in regard to development incentives that support U Vision 2044.
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		Partnering with Downtown Spokane Partnership and Spokane Business Association to oversee University of Idaho architecture students in design project looking to extend the Division Street gateway along UD western boundary	\$1,000	Q1 2025	Q2 2025		Developed scope with U of I staff; led intro to students online and toured students through UD on Feb 7. City, DSP, and SBA supporting. Design Review March 31.
7	3.1.3	Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.	\$0	Q1 2025	Q3 2025		Arrowroot Consulting has released the survey to community partners. Focus groups to start in March.
8	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. Looking to pursue EPA Thriving Communities Grant for \$350K (money under contract) and GU Climate Sustainability Grant for \$250K (money under contract).
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 hosted public open house on Jan 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 mid-summer for the Vision Booklet.

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

UD Public Development Authority
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	346,219.14
10129 · NUM MM UDPDA	970,568.34
Total Checking/Savings	<u>1,316,787.48</u>
Total Current Assets	1,316,787.48
Fixed Assets	515,930.00
Other Assets	<u>1,168,000.00</u>
TOTAL ASSETS	<u><u>3,000,717.48</u></u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	1,343,459.47
32001 · 201 W Main	515,930.00
32002 · Boxcar Proceeds	588,000.00
32003 · Sprague Underage	580,000.00
Net Income	<u>-26,671.99</u>
Total Equity	<u>3,000,717.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,000,717.48</u></u>

NOTES:

Account 12006 Other Assets includes \$588K Boxcar proceeds and \$580K Sprague underage funds held by the City. The UDPDA anticipates refinancing the Bond this year.

See the P&L proforma for balance due on General Obligation Bond owed to the City for Sprague Ave improvements.



**UNIVERSITY
DISTRICT**

University District Public Development Authority (UDPDA) Voucher Certification – January 2025 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
1/16	ACH	Avista utility bill for 201 W Main Ave	716.70
1/17	ACH	City utilities for 201 W Main Ave	418.77
1/22	Xfer	University District Development Assoc per contract	32,065.50
1/2	1387	Travelers Insurance – public official bond renew Murphy and Sinisterra	333.00
1/3	1389	Baldwin Sign Company – Catalyst EWU wayfinding	19,800.94
1/17	1392	Arbor Pro – 201 W Main (tree issue)	488.50
1/14	1394	Kiemle Hagood Facility Services – 201 W Main	47.96
1/14	1395	Rooted Commercial Landcare – 201 W Main	231.08
1/14	1396	GoJoe Patrol – 201 W Main	498.60
1/14	1397	Kiemle Hagood – per contract – 201 W Main	250.00
1/21	1399	Century Pacific – per contract	1,237.50
1/21	1400	Haley Aldrich – per contract grant writing	5,939.75
1/22	1401	Witherspoon Brajcich McPhee	520.00
1/22	1402	Tiny's Service and Maintenance – 201 W Main	817.50
1/24	1403	Mithun – DCP per contract	9,732.08
1/28	1404	Kiemle Hagood Facility Services – 201 W Main	143.88
1/28	1405	Avista Utilities – new south sub area lighting	500.02


Juliet Sinisterra, CEO, UDPA

2.7.25
Date

UD Public Development Authority Profit & Loss Budget vs. Actual January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
3300000 · INTERGOV REVENUES				
3340000 · STATE GRANTS				
3340690 · State Grant Other State Agency	0.00	75,000.00	-75,000.00	0.0%
Total 3340000 · STATE GRANTS	0.00	75,000.00	-75,000.00	0.0%
3370000 · LOCAL GRANTS ENTITLMNT OTHER				
3370001 · Local Grants Entitlements	0.00	50,000.00	-50,000.00	0.0%
3371000 · Property Tax	0.00	205,111.00	-205,111.00	0.0%
3372000 · Sales Tax	0.00	681,545.00	-681,545.00	0.0%
3373000 · Construction Sales Tax	0.00	429,437.00	-429,437.00	0.0%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	0.00	1,366,093.00	-1,366,093.00	0.0%
Total 3300000 · INTERGOV REVENUES	0.00	1,441,093.00	-1,441,093.00	0.0%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS				
3611000 · Investment Earnings	1,134.95	12,000.00	-10,865.05	9.5%
Total 3610000 · INTEREST, OTHER EARNINGS	1,134.95	12,000.00	-10,865.05	9.5%
3620000 · RENTS AND LEASES	2,706.90	32,700.00	-29,993.10	8.3%
Total 3600000 · MISC REVENUES	3,841.85	44,700.00	-40,858.15	8.6%
Total 3000000 · REVENUES	3,841.85	1,485,793.00	-1,481,951.15	0.3%
Total Income	3,841.85	1,485,793.00	-1,481,951.15	0.3%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning	18,469.58	322,500.00	-304,030.42	5.7%
5587000 · Economic Development	6,959.77	504,686.00	-497,726.23	1.4%
Total 5580000 · CMTY PLANNING ECON DEV	25,429.35	827,186.00	-801,756.65	3.1%
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out	5,084.49	55,000.00	-49,915.51	9.2%
Total 5590000 · PROPERTY DEVELOPMENT	5,084.49	55,000.00	-49,915.51	9.2%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR				
5910000 · REDEMPTION OF DEBT	0.00	354,373.05	-354,373.05	0.0%
5920000 · INTEREST OTHR DBT SVC COST	0.00	17,919.95	-17,919.95	0.0%
Total 5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	0.00	372,293.00	-372,293.00	0.0%
Total 5000000 · EXPENDITURES	30,513.84	1,254,479.00	-1,223,965.16	2.4%
Total Expense	30,513.84	1,254,479.00	-1,223,965.16	2.4%
Net Ordinary Income	-26,671.99	231,314.00	-257,985.99	-11.5%
Net Income	-26,671.99	231,314.00	-257,985.99	-11.5%

University District Development Association
Balance Sheet
As of January 31, 2025

11:34 AM
02/04/25
Accrual Basis

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
10126 · UDDA NUM Checking	109,962.14
10127 · UDDA NUM MM	165,821.23
Total Checking/Savings	<u>275,783.37</u>
Accounts Receivable	
12100 · Accounts Receivable	75,106.25
Total Accounts Receivable	<u>75,106.25</u>
Other Current Assets	
12001 · *Undeposited Funds	-5,000.00
Total Other Current Assets	<u>-5,000.00</u>
Total Current Assets	<u>345,889.62</u>
TOTAL ASSETS	<u>345,889.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20502 · Numerica Visa	4,159.26
Total Credit Cards	<u>4,159.26</u>
Other Current Liabilities	
24000 · Payroll Liabilities	
24160 · State Unemployment Payable	-270.16
24161 · State Fam Med Lv EE pd by Co	-11.39
24162 · FSA Contrib EE	325.00
24163 · FSA Contrib ER	325.00
24170 · Federal Unemployment	82.11
24225 · Simple IRA EE	202.06
24226 · Simple IRA ER	202.06
24227 · Accrued Vacation Leave	5,810.02
24000 · Payroll Liabilities - Other	199.63
Total 24000 · Payroll Liabilities	<u>6,864.33</u>
Total Other Current Liabilities	<u>6,864.33</u>
Total Current Liabilities	<u>11,023.59</u>
Total Liabilities	11,023.59
Equity	
30000 · Opening Balance Equity	2,143.63
30001 · Reserve	78,842.62
32000 · Unrestricted Net Assets	143,158.17
Net Income	110,721.61
Total Equity	<u>334,866.03</u>
TOTAL LIABILITIES & EQUITY	<u>345,889.62</u>

University District Development Association
Profit & Loss Budget Performance
January 2025

02/04/25

Accrual Basis

	Jan 25	Budget	Jan 25	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
43210 · Interest Income	209.58	233.37	209.58	233.37	2,800.00
43400 · Direct Public Support	108,000.00	20,000.00	108,000.00	20,000.00	130,000.00
46500 · Grant Income					
46510 · Grant - Restricted	5,000.00	30,016.70	5,000.00	30,016.70	200,000.00
Total 46500 · Grant Income	5,000.00	30,016.70	5,000.00	30,016.70	200,000.00
46700 · Other Income					
47005 · UDRA Management Proceeds	32,065.50	32,065.50	32,065.50	32,065.50	384,786.00
Total 46700 · Other Income	32,065.50	32,065.50	32,065.50	32,065.50	384,786.00
Total Income	141,775.08	82,315.57	141,775.08	82,315.57	717,586.00
Expense					
60100 · Payroll Expenses					
60101 · Salaries, Wages	18,335.26	28,502.00	18,335.26	28,502.00	345,024.00
60105 · Vacation Leave Accrual	1,057.80	923.00	1,057.80	923.00	11,072.00
60110 · Payroll Taxes	1,724.81	1,800.00	1,724.81	1,800.00	21,600.00
Total 60100 · Payroll Expenses	21,117.87	31,225.00	21,117.87	31,225.00	377,696.00
60200 · Personal Services Contracts					
60202 · Financial, Prof Services	140.00	100.00	140.00	100.00	3,500.00
60203 · Management & Organization Svcs	315.00	14,583.37	315.00	14,583.37	175,000.00
60205 · Legal Fees	0.00	500.00	0.00	500.00	6,000.00
60231 · Marketing/Advertising	537.44	591.74	537.44	591.74	7,100.00
60232 · Graphic Design, Web	31.62	125.00	31.62	125.00	1,500.00
60234 · Recruiting Services	0.00	0.00	0.00	0.00	5,000.00
Total 60200 · Personal Services Contracts	1,024.06	15,900.11	1,024.06	15,900.11	198,100.00
60300 · Other Contractual Services					
60303 · Cell Phone Charges	75.00	150.00	75.00	150.00	1,800.00
60314 · Internet IT Svcs Domain Reg	830.34	275.00	830.34	275.00	3,300.00
60324 · Insurance D&O, etc.	0.00	750.00	0.00	750.00	9,000.00
60329 · Licenses and Permits	60.00	12.50	60.00	12.50	150.00
60330 · Memberships, Dues	0.00	41.74	0.00	41.74	500.00
60334 · Reg, Conferences, Sponsorships	650.00	166.74	650.00	166.74	2,000.00
60336 · Subscriptions, Periodicals	288.84	40.00	288.84	40.00	480.00
60353 · Postage, Mailing Services	0.00	33.37	0.00	33.37	400.00
60358 · Printing & Reproduction	0.00	208.37	0.00	208.37	2,500.00
60377 · Catering, Meals	0.00	541.74	0.00	541.74	6,500.00
60380 · Leased Buildings, Space	1,330.96	1,330.44	1,330.96	1,330.44	15,971.00
60381 · Rentals, Copier Lease	15.40	100.00	15.40	100.00	1,200.00
60389 · Rentals, Other Events, Park	500.00	83.37	500.00	83.37	1,000.00
Total 60300 · Other Contractual Services	3,750.54	3,733.27	3,750.54	3,733.27	44,801.00
60400 · Travel	2.05	608.59	2.05	608.59	8,900.00
60500 · Supplies & Materials					
60501 · Food	0.00	0.00	0.00	0.00	200.00
60525 · Recognition and Awards	0.00	0.00	0.00	0.00	1,000.00
60540 · Non-cap Equip Furn <\$5K	0.00	0.00	0.00	0.00	4,400.00
60545 · Prewritten SW (QB 365 Acrobat)	1,258.97	450.00	1,258.97	450.00	5,400.00
60564 · Office Supplies	0.00	0.00	0.00	0.00	1,000.00
Total 60500 · Supplies & Materials	1,258.97	450.00	1,258.97	450.00	12,000.00
60700 · Retirement & Benefits					
60702 · PFML	332.28	855.00	332.28	855.00	3,420.00
60705 · Retirement Employer Contrib	202.06	550.00	202.06	550.00	9,650.00
60707 · Life Insurance Employer Paid	0.00	0.00	0.00	0.00	1,065.00
60709 · Disability Insurance	255.70	325.00	255.70	325.00	5,650.00
60710 · Health Insurance Plans	2,784.94	1,370.00	2,784.94	1,370.00	27,496.00
60711 · FSA Employer Contrib	325.00	350.00	325.00	350.00	6,675.00
Total 60700 · Retirement & Benefits	3,899.98	3,450.00	3,899.98	3,450.00	53,956.00
Total Expense	31,053.47	55,366.97	31,053.47	55,366.97	695,453.00
Net Ordinary Income	110,721.61	26,948.60	110,721.61	26,948.60	22,133.00
Net Income	110,721.61	26,948.60	110,721.61	26,948.60	22,133.00