



## University District Public Development Authority (UDPDA) Minutes Wednesday, March 6, 2024, from 3:02 – 3:28 PM, In-Person, Catalyst Bldg and Via Zoom

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

**Board Members Absent:** none

### Call to Order, Welcome, and Administrative Actions

Dugger called the meeting to order, welcomed CP Betsy Wilkerson to her first meeting, thanked EWU for hosting, and asked for a **MOTION to approve the UDPDA financials as of January 31, 2024, and the February 7, 2024, UDPDA board meeting minutes** (Wilkerson) and seconded (Waldref) and passed unanimously.

### UD Development Updates

Sinisterra provided the following development updates:

- 400-Block Development
  - Per a ROFO with Avista Development which expires at the end of 2024, the UDPDA has agreed to either purchase 411 E Sprague and 12 N Grant for \$1.8 million or pay the difference to Avista if the property is sold to a third party.
  - Valbridge appraisal for 411 E Sprague and 12 N Grant was \$810K; all seven parcels were \$1.8 million (no cell tower) and \$1,735,000 (with Verizon cell tower). Avista is not willing to incur appraisal costs until closer to EO 2024.
  - The subcommittee met and advised Steven Wood to negotiate with Avista for all seven parcels at a fair market price. UD to incur the cost to relocate the cell tower (\$750K) at a future date, possibly on a City-owned property.
  - Per Sinisterra, although the Spokane Public Schools bond measure did not pass, they remain interested in opportunities for the property.
  - Sinisterra met with Michael Sharapata (JLL) who may have an interested private buyer.
  - Sinisterra to reconvene subcommittee to discuss alternatives going forward.
  - Discussions ensued regarding parking needs. Pre-COVID studies indicated 400+ stalls needed. Today, demand may be less (witness WSU parking surplus) but demand will increase with new buildings (eventual Lot C build-out, WSU Team Health Education Bldg).
- 201 W Main Avenue Mixed-Use Development RFP
  - Issued RFP on March 4; proposals due April 8.
  - Collins Woerman's 2023 Feasibility Study was updated and included as a link in the RFP.
  - Key RFP scope components:



- Developing and managing workforce/student housing (80-90% AMI) with a potential focus on micro-unit housing;
- Developing commercial use on two levels including a possible coworking, event, and retail space (managed by the UDDA); and
- Developing shared parking and support spaces for both housing and commercial use.
- Greene Economics Ecological Asset and Performance Standards Study Deliverables
  - Final Report and slide deck published on UD website.
  - Received final measurement tool and baseline measurements.
  - Bringing on two university interns (Whitworth and EWU) to support baseline measurement details.
  - Will work to establish a bi-annual measurement approach with universities.
- District Conceptual Plan RFQ
  - Released on January 8, seven outstanding proposals were received, and Mithun was selected.
  - Sinisterra shared a timeline that includes board presentations and a possible May 9 community co-creation forum with the Mithun team.
- Grants Management Planning Matrix
  - KH Consulting is helping identify key grants.
  - Sinisterra shared a chart showing grant applications submitted, underway, and anticipated.

Dugger asked for public comment and hearing none, reminded the group of the April 3, 2024, meeting at SRTC and adjourned the meeting at 3:28 PM.

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

Juliet Sinisterra, Secretary

April 5, 2024




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## University District Public Development Authority (UDPDA) Voucher Certification – November 2023 Close

Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here [https://www.sao.wa.gov/bars\\_cash/accounting/expenditures/voucher-certification-and-approval/](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
11/14	ACH	Avista utility bill for 201 W Main Ave	283.79
11/20	ACH	City utilities for 201 W Main Ave	367.55
11/20	Online xfer	University District Development Assoc per contract	16,600.00
11/7	1226	Greene Economics per contract	25,000.00
11/15	1227	Kiemle Hagood – 201 W Main	250.00
11/15	1228	Allied Fire and Security – 201 W Main	163.34
11/14	1229	GoJoe Patrol – 201 W Main	484.22
11/20	1230	Tiny's Service and Maintenance – 201 W Main	87.12
11/21	1231	Ardurra Group – Complete Streets grant	5,476.25
11/20	1232	Rooted Landscaping – 201 W Main	503.80
11/30	1233	KH Consulting – grant writing	750.00
11/17	1234	Flynn BEC – 201 W Main	792.43
11/24	1235	Great American Insurance	1,834.00
11/30	1237	KH Consulting – grant writing	4,100.00
11/27	1238	Tiny's Service and Maintenance – 201 W Main	87.12
11/30	1239	KH Consulting – grant writing	1,125.00



Juliet Siniferra, CEO, UDDA



Date



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## University District Public Development Authority (UDPDA) Voucher Certification – December 2023 Close

Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here [https://www.sao.wa.gov/bars\\_cash/accounting/expenditures/voucher-certification-and-approval/](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
12/13	ACH	Avista utility bill for 201 W Main Ave	538.41
12/26	ACH	City utilities for 201 W Main Ave	344.28
12/19	Online xfer	University District Development Assoc per contract	16,600.00
12/8	1236	City of Spokane – Bond interest and principal	149,183.00
12/1	1240	Valbridge Property Advisors – 400 Block	3,800.00
12/14	1241	Century Pacific LLLP – per contract	1,350.00
12/21	1242	GoJoe Patrol – 201 W Main	460.79
12/21	1243	Kiemle Hagood – 201 W Main	250.00
12/22	1244	Witherspoon Brajcich McPhee	570.00
12/20	1245	Rooted Landscaping – 201 W Main	419.65
12/26	1246	Flynn BEC – 201 W Main roof repair	2,971.34
12/29	1247	Traveler's Insurance – 2024 public official bond	350.00

  
Juliet Sinisterra, CEO, UDDA

  
Date




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## University District Public Development Authority (UDPDA) Voucher Certification – January 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/](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
1/17	ACH	Avista utility bill for 201 W Main Ave	776.46
1/18	ACH	City utilities for 201 W Main Ave	294.67
1/24	Online xfer	University District Development Assoc per contract	20,577.00
1/9	1248	Spokane FARP	35.00
1/22	1249	Spokane Public Library - CoStar	1,290.00
1/19	1250	Century Pacific LLLP – per contract	337.50
1/17	1251	GoJoe Patrol – 201 W Main	484.22
1/16	1252	Pro Mechanical Services Inc. – 201 W Main HVAC	3,220.00
1/17	1253	Kiemle Hagood – 201 W Main	250.00
1/19	1254	Rooted Landscaping – 201 W Main	681.25
1/22	1255	Pro Mechanical Services Inc. – 201 W Main HVAC	3,075.67
1/29	1256	Seve7n Design – U Village flyer	1,620.00
1/24	1257	Flynn BEC LP – 201 W Main roof repair	805.51
1/31	1258	Traveler’s Insurance – 2024 public official bond	158.00
1/29	1259	Bouten Construction – 201 W Main TI	5,912.00
1/30	1260	Valbridge Property Advisors – 201 W Main appraisal	3,500.00
1/30	1261	Witherspoon, Brajcich, McPhee – 201 W Main surplus	420.00

  
Juliet Sinisterra, CEO, UDPDA

2.8.24  
Date