



## University District Development Association (UDDA)

### Board of Directors' Meeting Agenda

**Wednesday, April 9, 2025, 3:55-4:55 UDPDA/UDDA Joint Discussion; 5:00 - 5:30 PM UDDA Business Meeting**

In-Person, Catalyst Building, Rm 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

### ***(Joint discussion: UDPDA and UDDA Board Members – Public Meeting)***

#### **3:55 EAC Highlights – Sheehan**

- 2026 open board positions (Myhre and Sheehan term out)
- Pacific Avenue/Sherman Greenway design presentation highlights (1.1.1 and 1.1.4)

#### **4:05 Presentation**

- 400-Block Final Presentation (3.1.2) – *Mithun Team*

#### **4:40 U Vision 2044 Activation Updates and Scorecard Highlights – Sinisterra**

- 400-Block and Riverside Gateway Park (1.1.1, 3.1.1, 3.1.2, 3.2.5) - Anticipated motion at a new UDPDA meeting on June 4 prior to UDDA Board Retreat
- Univ of Idaho Division Gateway Extension design reviews recap (3.4.3)
- Salmon Safe UD evaluation summary (1.1.6)
- 2025 Scorecard and Workplan comments, feedback, etc.

#### ***4:55 Adjourn UDPDA Meeting***

#### **5:00 UDDA Meeting Starts: Welcome, Call to Order, Admin Actions – Sheehan**

- **Proposed MOTION** – Consent Agenda
  - Draft March 5, 2025, UDDA board meeting minutes
  - UDDA financials as of February 28, 2025

#### **5:05 Finance and Grants Administration – Samson**

- UDDA Finance Report
- Finance and Grants Workplan

#### **5:15 30-Second Updates – Sheehan**

#### **5:30 Adjourn – Sheehan**

#### **2025 UD Board Meetings (Catalyst Bldg, Room 309)**

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



## UDDA/UDPDA EAC Meeting Minutes - DRAFT

Tuesday, March 18, 2025, 11:32 AM – 1:03 PM via Zoom

Zoom meeting recording [link](#); CEO's PowerPoint presentation [link](#)

**EAC Members Present:** Neil Christopher Apeles, Lois Bollenback, Chuck Murphy (treasurer), Katy Sheehan (chair), Juliet Sinisterra (CEO), Thomas Tellefson

**EAC Members Absent:** Colleen Fuchs, Steve MacDonald, Greg Repetti (vice chair/secretary), Dennis Wagner

**Presenters and Others:** Inga Note (City of Spokane), Ken Van Voorhis (SPVV), Happy Avery (Spokane River Forum), Jeffrey Samson, Alden Jones, Amanda Beck, Colin Quinn Hurst, Kevin Picanco

### Call to Order, Welcome, and Administration

- Sheehan called the meeting to order at 11:32 AM, shared an OPMA reminder, and asked for a **MOTION to approve the February 18 EAC minutes** (Murphy) and a second (Tellefson), which passed unanimously.
- The committee reviewed and made no changes to the March 5 UDPDA and UDDA draft board meeting minutes. Sinisterra noted that the suggested letter regarding DOGE impacts is on hold as more data is gathered and additional community conversations around scenario planning occur.
- The committee reviewed the **April 9 draft UDPDA and UDDA board meeting agendas** and suggested changing “Treasurer’s Report” to “Finance Report”, having Sheehan lead EAC Updates in place of Repetti as needed, and adding a UDPDA agenda item anticipating the motion at the May 7 meeting regarding purchasing the Avista 400-Block property.
- **Nominating Committee** – Sinisterra shared that the 2026 board application process (to fill two vacant seats) will be posted on the UD website by April 11. Representatives from Avista and Spokane Public Schools have expressed an interest in applying.

### Finance and Grants Report

- Samson provided a **financial report as of February 28** and the First Treasurer’s Report for 2025, including new graphics summarizing the economic status of both organizations.
- He described plans for the **2025 Finance Work Plan**, including moving to cloud-based systems and updating financial policies and procedures to reflect more efficient and scalable workflow. He also indicated that staff will continue to work with the city to refinance the General Obligation Bond.
- Sinisterra provided a **grants update** noting that the CME childcare grant survey is underway and focus groups will convene in April. Also, the CERB grant contract for the U Incubation Village project has been executed, and vendors are engaged in launching their feasibility analyses.

### U Vision 2044 Activation Updates

Sinisterra shared the following U Vision 2044 Updates:

- **Broadband** – Staff attend regular meetings, and as potential investments become more concrete, staff will be more involved.



- **400-Block** – Sinisterra noted a recent Mithun 1B contract amendment to gather supplementary construction cost data. She also meets with Verizon this afternoon. Tellefson shared that an expert he knows estimates new cell tower costs between \$250K-\$400K.
- There were no additional comments relating to Sinisterra’s **Scorecard** updates.

**Presentation: [Pacific Avenue Greenway Designs](#)**

Inga Note from the city presented on the proposed greenway designs (Howard St to the Ben Burr Trail). The potential designs reflect input from a November 2024 Open House and consist of two phases: Phase 1, Sherman St west to Howard St; and Phase 2, Sherman St east to Perry Street (the city does not yet have construction funding for this phase). Based on public feedback, the city’s consultant developed renderings showing shared-use pathways, sidewalks, bump outs, landscaping, new signals, etc. Sinisterra requested city staff circle back regarding the selection of tree species and overall maintenance plans.

**Presentation: Iron Bridge Kayak Put-in Design Study ([see slides 25-29](#))**

Ken Van Voorhis from SPVV presented renderings of the proposed kayak put-in at Iron Bridge, an area referenced in the recent Transit Oriented Development Study. The Parks Department controls the suggested parcels; the project is included in its master plan. SPVV shared the concepts with numerous community stakeholders, and they were very well received. The committee asked if unloading gear on the Centennial Trail is an issue. Van Voorhis said they would work to calm/reroute to avoid conflicts.

Due to time constraints, Sheehan asked for public comment, hearing none, she thanked the presenters and adjourned the meeting at 1:03 PM.

\_\_\_\_\_ Date \_\_\_\_\_  
Juliet Sinisterra, CEO for (absent) Greg Repetti, Secretary



## University District Development Association (UDDA) Meeting Minutes - DRAFT

**Wednesday, March 5, 2025, from 4:40 – 5:18 PM, Catalyst Bldg, Rm 309, and Via Zoom**

**Board Members Present:** Lois Bollenback, Catherine Brazil (via Zoom until 4:27 PM), Mayor Lisa Brown, Megan Hulsey, Brooke Kiener, Chuck Murphy (treasurer), Stacia Rasmussen, Marvo Reguindin, Greg Repetti (vice chair and secretary), Rob Sauders, Katy Sheehan (chair), Thomas Tellefson, Dennis Wagner, County Commissioner Amber Waldref, and Council President Betsy Wilkerson

**Board Members Absent:** Neil Christopher Apeles, LaVerne Biel, Kevin Brockbank, Emilie Cameron, Colleen Fuchs, Lindsey Myhre, John Sklut, Jonathan Teeters, and Erin Williams-Hueter

**Staff Present:** Juliet Sinisterra (CEO), Alden Jones, Jeffrey Samson

**Presenters:** Luis Garcia and Jesten Ray (City of Spokane)

[Board slide deck](#), [meeting recording](#) (begins 04:10 timecode)

### **JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members**

Sheehan welcomed Jeffrey Samson, the new Director of Finance and Grants Administration.

### **EAC Updates**

- Sinisterra noted the draft February 18 EAC minutes in the advance packet as an FYI.
- Sinisterra showed preliminary designs by Berger Partnership for the Don Kardong Bridge panels. The EAC will continue to provide feedback on the work.

### **U Vision 2044 Activation Updates and Scorecard Highlights**

- The University of Idaho Urban Design Studio project for a **Division Gateway Extension** (from I-90 to the river) is underway. UDPDA is partnering with DSP and SBA (\$1K contribution from each) and the city to support. A community charrette is scheduled for March 31 at the Catalyst Building; board members are welcome to attend. A final presentation is scheduled for May 2.
- **400-Block**—Ongoing outreach to community members (Emerald Initiative, Scott Morris, YMCA/YWCA, SPS, Spokane Parks, Quatro de Mayo, etc.) to gather feedback about proposed development. Staff will draft an amendment to the UDDA Mithun Phase 1B contract to secure an alternate construction cost estimate. Sinisterra presented a potential initial phase financing approach for Riverside Gateway Park, showing UD assets of approx \$4M and a 400-Block investment of approx \$11M and remaining amount to bond.
- **U Incubation Village Feasibility Study**—Thanks to a CERB \$75K matching grant, contracts are underway with Cascadia Partners, 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.
- **Childcare Survey**—Thanks to a grant to a Commerce grant to CME, a UD childcare survey is underway, and focus groups are scheduled for April. The team will present outcomes to the board in the fall.

### **[Presentation: City Parking Data Collection and City Code Enforcement and Cleanup Updates](#)**

Luis Garcia and Jesten Ray from the City of Spokane Code Enforcement and Parking Services departments presented findings/stats from a recent parking study. Comments from board members ensued:

- Sheehan asked about the “tipping point” to determine when paid parking is needed; Garcia said 85% occupancy.



- Murphy noted past parking studies indicated angled parking could increase capacity. Sinisterra agreed that angled parking on First Ave could alleviate high occupancy around Catalyst Building.
- Wilkerson asked about the timeline to address abandoned vehicles; Garcia indicated that if a vehicle is a “nuisance” (litter, drugs, excrement present), they partner with the police and move in a few days. If just a vehicle overstaying welcome, typically 30 days.
- Sheehan asked if the UD has more clean-up needs than other areas of the city; Garcia said no but shifts in activity in the downtown core can impact the UD.
- Brown commented on long-vacant/derelict properties in highly visible locations; Garcia mentioned the city's tools to disincentivize holding vacant parcels and that the new budget will provide additional resources to address them.

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

- After the joint UDPDA/UDDA session, Chair Sheehan called the UDDA business meeting to order at 4:40 PM, noted the quorum present, and requested a **MOTION to approve the UDDA draft February 5, 2025, meeting minutes, and the UDDA financials as of January 31, 2025** (Repetti), seconded (Bollenback), and passed unanimously.
- Sinisterra shared information regarding a proposed UD office relocation from the Ignite NW Building on the WSU Spokane campus to the Community Building at the heart of Main Avenue. WSU requires a 70-day notice period, allowing for an early May move. The current lease is \$1,330, the new lease would be approximately \$700. Sinisterra said that one-time costs for furniture and supplies can be absorbed in the 2025 budget. Sheehan asked for a **MOTION to approve a proposed move to the Community Building and authorization to execute a lease** (Repetti), seconded (Hulsey), and passed unanimously with Sheehan recusing herself from the vote due to personal financial interest in the building.
- Sheehan requested a **MOTION to approve the Next Generation Conceptual Plan 2065** (Bollenback). Sinisterra reminded the group that the Mithun plan builds on the U Vision 2044 strategic priorities, was community-informed and led, and will be used for marketing and fundraising. She noted that the EAC recommends adoption. The motion was seconded (Rasmussen) and passed unanimously.
- 30-second updates regarding DOGE impacts from members followed:
  - Murphy/Gonzaga University – large EPA grant mostly pass through to city and SNAP, but watching Dept of Education issues closely related to student financial aid; decrease in international student enrollment.
  - Waldref/County – concerns around CDC funding and numerous areas such as emergency preparedness, disease control, federal Medicaid (WA state is highly leveraged), cuts to mental health and substance abuse programs, etc.
  - Brown/City – Medicaid cuts threaten kids programs, tree canopy in underserved areas, HUD and homeless, refugee “temporary protected status” in jeopardy.
  - Rasmussen/GSI – creative economy staff are at risk, startups are impacted by SBIR NIH grants, and Evergreen Bio internships are at risk.
  - Reguindin/AHANA – deportation risks, DEI has taken hit
  - Hulsey/Craft3 – business as usual, but DEI will need more private grant makers; tariffs are a big concern for businesses
  - Wilkerson/City Council – fear and uncertainty paralyzing communities of color; kids afraid to go to school, families nervous to shop due to ICE
  - Tellefson/McKinstry – Unknowns around energy and K12 work, tariff adds more to the bottom line; bright side boon to US semiconductor companies.



- Repetti/ex-MultiCare – 18-20% hospital funding from Medicaid.
- Sheehan/Community Building – DEI and environmental programs are at risk; just looking for guidance.
- Bollenback/SRT – not directly impacted at this point, bills being paid but delays in approvals; keeping DEI but need to bifurcate/communicate differently; lack of clarity around carbon EV programs and project construction.
- Wagner/Numerica – in watch and wait mode; members pinched; ICE protocol creates an environment for fraudulent activity.
- Sauders/EWU – fear and uncertainty; real ICE concerns; Dept of Education changes will impact financial aid and enrollment.
- Kiener/Whitworth – grants specifying DEI and cultural competency are on hold; getting vague or no answers; whistleblower site a threat; trying to help students make good choices and be safe.

There was a suggestion to draft a letter to Washington's congressional delegation about DOGE economic impacts in the UD and look into what GSI, UW, and WSU are planning.

Sheehan adjourned the meeting at 5:18 PM.

Greg Repetti, Secretary  
Date:

University District Development Association  
**Balance Sheet**  
 As of February 28, 2025

11:09 AM  
 03/05/25  
 Accrual Basis

|  | <u>Feb 28, 25</u>        |
|--|--------------------------|
| <b>ASSETS</b>                            |                          |
| <b>Current Assets</b>                    |                          |
| <b>Checking/Savings</b>                  |                          |
| 10126 · UDDA NUM Checking                | 92,008.57                |
| 10127 · UDDA NUM MM                      | 166,010.77               |
| <b>Total Checking/Savings</b>            | <u>258,019.34</u>        |
| <b>Accounts Receivable</b>               |                          |
| 12100 · Accounts Receivable              | 28,566.67                |
| <b>Total Accounts Receivable</b>         | <u>28,566.67</u>         |
| <b>Total Current Assets</b>              | <u>286,586.01</u>        |
| <b>TOTAL ASSETS</b>                      | <b><u>286,586.01</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>          |                          |
| <b>Liabilities</b>                       |                          |
| <b>Current Liabilities</b>               |                          |
| <b>Accounts Payable</b>                  | 63,667.50                |
| <b>Credit Cards</b>                      | 1,011.07                 |
| <b>Other Current Liabilities</b>         |                          |
| 24000 · Payroll Liabilities              |                          |
| 24160 · State Unemployment Payable       | -220.65                  |
| 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             | 84.00                    |
| 24225 · Simple IRA EE                    | 202.06                   |
| 24226 · Simple IRA ER                    | 202.06                   |
| 24227 · Accrued Vacation Leave           | 6,323.78                 |
| 24000 · Payroll Liabilities - Other      | 199.63                   |
| <b>Total 24000 · Payroll Liabilities</b> | <u>7,429.49</u>          |
| <b>Total Other Current Liabilities</b>   | <u>7,429.49</u>          |
| <b>Total Current Liabilities</b>         | <u>72,108.06</u>         |
| <b>Total Liabilities</b>                 | 72,108.06                |
| <b>Equity</b>                            |                          |
| 30000 · Opening Balance Equity           | 2,143.63                 |
| 30001 · Reserve                          | 78,842.62                |
| 32000 · Unrestricted Net Assets          | 143,158.17               |
| Net Income                               | -9,666.47                |
| <b>Total Equity</b>                      | <u>214,477.95</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>    | <b><u>286,586.01</u></b> |

## University District Development Association

## Profit &amp; Loss Budget Performance

03/05/25

February 2025

Accrual Basis

|  | Feb 25     | Budget    | Jan - Feb 25 | YTD Budget | Annual Budget |
|--|------------|-----------|--------------|------------|---------------|
| <b>Ordinary Income/Expense</b>                   |            |           |              |            |               |
| <b>Income</b>                                    |            |           |              |            |               |
| 43210 · Interest Income                          | 189.54     | 233.33    | 399.12       | 466.70     | 2,800.00      |
| 43400 · Direct Public Support                    |            |           |              |            |               |
| 43410 · Institutional/Corp contrib               | 300.00     | 30,000.00 | 108,300.00   | 50,000.00  | 130,000.00    |
| <b>Total 43400 · Direct Public Support</b>       | 300.00     | 30,000.00 | 108,300.00   | 50,000.00  | 130,000.00    |
| 46500 · Grant Income                             |            |           |              |            |               |
| 46510 · Grant - Restricted                       | 0.00       | 33,330.00 | 5,000.00     | 63,346.70  | 200,000.00    |
| <b>Total 46500 · Grant Income</b>                | 0.00       | 33,330.00 | 5,000.00     | 63,346.70  | 200,000.00    |
| 46700 · Other Income                             |            |           |              |            |               |
| 47005 · UDRA Management Proceeds                 | 32,065.50  | 32,065.50 | 64,131.00    | 64,131.00  | 384,786.00    |
| <b>Total 46700 · Other Income</b>                | 32,065.50  | 32,065.50 | 64,131.00    | 64,131.00  | 384,786.00    |
| <b>Total Income</b>                              | 32,555.04  | 95,628.83 | 174,330.12   | 177,944.40 | 717,586.00    |
| <b>Expense</b>                                   |            |           |              |            |               |
| 60100 · Payroll Expenses                         |            |           |              |            |               |
| 60101 · Salaries, Wages                          | 18,335.26  | 28,502.00 | 36,670.52    | 57,004.00  | 345,024.00    |
| 60105 · Vacation Leave Accrual                   | 513.76     | 923.00    | 1,571.56     | 1,846.00   | 11,072.00     |
| 60110 · Payroll Taxes                            | 1,429.19   | 1,800.00  | 3,154.00     | 3,600.00   | 21,600.00     |
| <b>Total 60100 · Payroll Expenses</b>            | 20,278.21  | 31,225.00 | 41,396.08    | 62,450.00  | 377,696.00    |
| 60200 · Personal Services Contracts              |            |           |              |            |               |
| 60202 · Financial, Prof Services                 | 100.00     | 100.00    | 240.00       | 200.00     | 3,500.00      |
| 60203 · Management & Organization Svcs           | 125,922.50 | 14,583.33 | 126,237.50   | 29,166.70  | 175,000.00    |
| 60205 · Legal Fees                               | 0.00       | 500.00    | 0.00         | 1,000.00   | 6,000.00      |
| 60231 · Marketing/Advertising                    | 56.18      | 591.66    | 593.62       | 1,183.40   | 7,100.00      |
| 60232 · Graphic Design, Web                      | 1,681.62   | 125.00    | 1,713.24     | 250.00     | 1,500.00      |
| 60234 · Recruiting Services                      | 0.00       | 0.00      | 0.00         | 0.00       | 5,000.00      |
| <b>Total 60200 · Personal Services Contracts</b> | 127,760.30 | 15,899.99 | 128,784.36   | 31,800.10  | 198,100.00    |
| 60300 · Other Contractual Services               |            |           |              |            |               |
| 60303 · Cell Phone Charges                       | 75.00      | 150.00    | 150.00       | 300.00     | 1,800.00      |
| 60314 · Internet IT Svcs Domain Reg              | 178.18     | 275.00    | 1,008.52     | 550.00     | 3,300.00      |
| 60324 · Insurance D&O, etc.                      | 0.00       | 750.00    | 0.00         | 1,500.00   | 9,000.00      |
| 60329 · Licenses and Permits                     | 0.00       | 12.50     | 60.00        | 25.00      | 150.00        |
| 60330 · Memberships, Dues                        | 0.00       | 41.66     | 0.00         | 83.40      | 500.00        |
| 60334 · Reg, Conferences, Sponsorships           | 100.00     | 166.66    | 750.00       | 333.40     | 2,000.00      |
| 60336 · Subscriptions, Periodicals               | 17.77      | 40.00     | 306.61       | 80.00      | 480.00        |
| 60353 · Postage, Mailing Services                | 0.00       | 33.33     | 0.00         | 66.70      | 400.00        |
| 60358 · Printing & Reproduction                  | 0.00       | 208.33    | 0.00         | 416.70     | 2,500.00      |
| 60377 · Catering, Meals                          | 0.00       | 541.66    | 0.00         | 1,083.40   | 6,500.00      |
| 60380 · Leased Buildings, Space                  | 1,330.96   | 1,330.96  | 2,661.92     | 2,661.40   | 15,971.00     |
| 60381 · Rentals, Copier Lease                    | 35.78      | 100.00    | 51.18        | 200.00     | 1,200.00      |
| 60389 · Rentals, Other Events, Park              | 0.00       | 83.33     | 500.00       | 166.70     | 1,000.00      |
| <b>Total 60300 · Other Contractual Services</b>  | 1,737.69   | 3,733.43  | 5,488.23     | 7,466.70   | 44,801.00     |
| 60400 · Travel                                   |            |           |              |            |               |
| 60410 · In-state Per Diem                        | 0.00       | 83.33     | 0.00         | 166.70     | 1,000.00      |
| 60411 · In-state Air Fare                        | 0.00       | 0.00      | 0.00         | 0.00       | 600.00        |
| 60412 · Private Auto Mileage                     | 0.00       | 50.00     | 0.00         | 100.00     | 600.00        |
| 60416 · Other Travel - bus, etc.                 | 3.75       | 41.66     | 5.80         | 83.40      | 500.00        |
| 60420 · Out of state Per Diem                    | 0.00       | 166.66    | 0.00         | 333.40     | 2,000.00      |
| 60421 · Out of state Air Fare                    | 0.00       | 266.66    | 0.00         | 533.40     | 3,200.00      |
| 60440 · Recruitment Related                      | 0.00       | 0.00      | 0.00         | 0.00       | 1,000.00      |
| <b>Total 60400 · Travel</b>                      | 3.75       | 608.31    | 5.80         | 1,216.90   | 8,900.00      |
| 60500 · Supplies & Materials                     |            |           |              |            |               |
| 60501 · Food                                     | 0.00       | 25.00     | 0.00         | 25.00      | 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)           | 463.15     | 450.00    | 1,722.12     | 900.00     | 5,400.00      |
| 60564 · Office Supplies                          | 0.00       | 100.00    | 0.00         | 100.00     | 1,000.00      |
| <b>Total 60500 · Supplies &amp; Materials</b>    | 463.15     | 575.00    | 1,722.12     | 1,025.00   | 12,000.00     |
| 60700 · Retirement & Benefits                    |            |           |              |            |               |
| 60702 · PFML                                     | 0.00       | 0.00      | 332.28       | 855.00     | 3,420.00      |
| 60705 · Retirement Employer Contrib              | 202.06     | 550.00    | 404.12       | 1,100.00   | 9,650.00      |
| 60707 · Life Insurance Employer Paid             | 524.79     | 532.60    | 524.79       | 532.60     | 1,065.00      |
| 60709 · Disability Insurance                     | 255.70     | 325.00    | 511.40       | 650.00     | 5,650.00      |



11:11 AM

03/05/25

Accrual Basis

**University District Development Association**  
**Profit & Loss Budget Performance**  
**February 2025**

|  | <u>Feb 25</u>             | <u>Budget</u>           | <u>Jan - Feb 25</u>     | <u>YTD Budget</u>       | <u>Annual Budget</u>    |
|--|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 60710 · Health Insurance Plans                 | 1,392.47                  | 1,370.00                | 4,177.41                | 2,740.00                | 27,496.00               |
| 60711 · FSA Employer Contrib                   | 325.00                    | 325.00                  | 650.00                  | 675.00                  | 6,675.00                |
| <b>Total 60700 · Retirement &amp; Benefits</b> | <u>2,700.02</u>           | <u>3,102.60</u>         | <u>6,600.00</u>         | <u>6,552.60</u>         | <u>53,956.00</u>        |
| <b>Total Expense</b>                           | <u>152,943.12</u>         | <u>55,144.33</u>        | <u>183,996.59</u>       | <u>110,511.30</u>       | <u>695,453.00</u>       |
| <b>Net Ordinary Income</b>                     | <u>-120,388.08</u>        | <u>40,484.50</u>        | <u>-9,666.47</u>        | <u>67,433.10</u>        | <u>22,133.00</u>        |
| <b>Net Income</b>                              | <u><b>-120,388.08</b></u> | <u><b>40,484.50</b></u> | <u><b>-9,666.47</b></u> | <u><b>67,433.10</b></u> | <u><b>22,133.00</b></u> |



## UDDA (First) 2025 Finance Report

To: UDDA Board  
 Fr: Jeffrey Samson, Director of Finance & Grants Administration; and Chuck Murphy, Board Treasurer  
 Date: March 19, 2025

In 2025, the UDDA Director of Finance & Grants Administration will provide the board with two reports (including a summary Dashboard) in April and October. Here is the first report that covers January-February 2025.

### UDDA

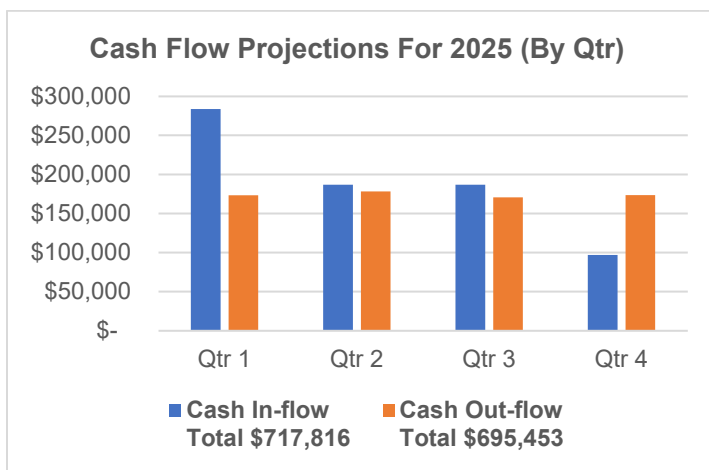
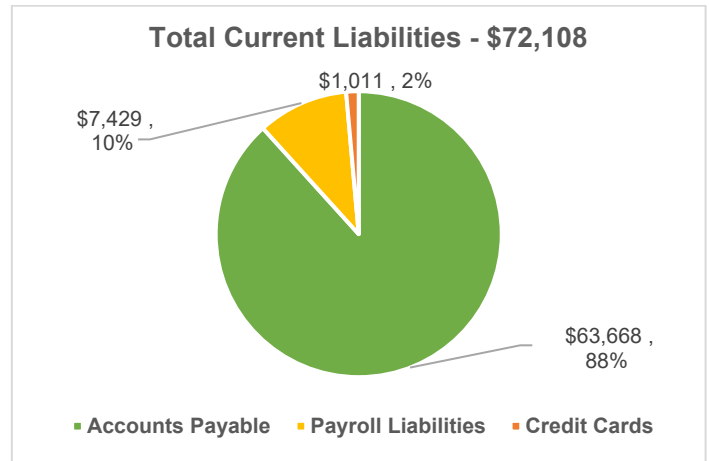
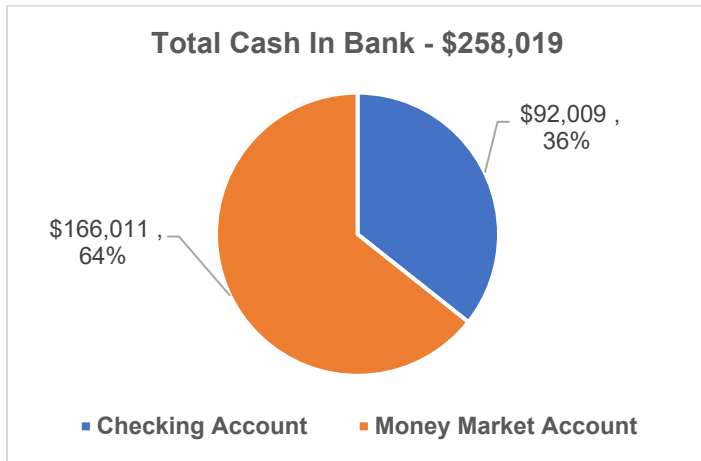
- **Total Cash in Bank** as of February 28, 2025, is \$258,019, including \$166,000 in money market account, \$92,000 in checking account, and \$28,567 in total accounts receivable.
- **Total Current Liabilities** are \$72,108, which include \$63,668 in accounts payable, \$7,429 in payroll liabilities, and \$1,000 in credit card charges.
- **Total Equity** \$214,477.95
- **Cash Flow Projections** for 2025 shown by quarter (see attached dashboard); we anticipate most of the cash from contributions and revenues will be received within the 1st quarter based on the prior year’s activities. Though it’s still early in the year, we are projecting our cash-inflow (from grants and contributions) to be \$717,816 and total cash outflow (expenses) of \$695,453 based on the approved initial budget. We will provide updates on any new revenue and grant funding.
- **Total YTD income** is \$174,330 (25% of total budget is \$717,586) – see attached dashboard breakdown.
- **Total YTD expenses** are \$183,997 (26% of the total budget is \$695,453). See the attached dashboard for a breakdown.
- **Net YTD income (loss)** is **(\$9,666)**.
- **Grant Status Update**
  - Received \$200K Commerce Community Based Organization (CBO) grant for pre-design and capital planning for 400-Block
  - Submitted Philanthropy Northwest Riparian Corridor grant application \$350K over two years

### UDDA 2025 Contract Status as of February 2025

| Customer/Vendor     | Not to Exceed Contract Amount | Remaining Balance | Alignment             |
|---------------------|-------------------------------|-------------------|-----------------------|
| UDPDA Admin Svcs    | + 32,065.50/ mo               | ongoing           | Admin and ops support |
| WSU Real Estate     | \$1,331                       | ongoing           | Office rent until May |
| Mithun and all subs | \$170,00                      | \$63,667.50       | 400-Block Phase 1B    |
| Seve7n Design       | \$4,640                       | \$1,410           | 1099 Graphic design   |

## UDDA & UDPDA Treasurer's Report – February 2025 Dashboard

### UDDA's Financial Position as of February 28, 2025

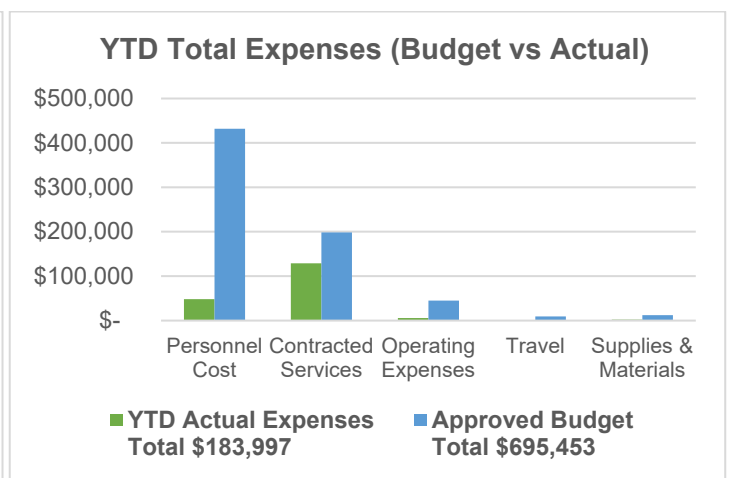
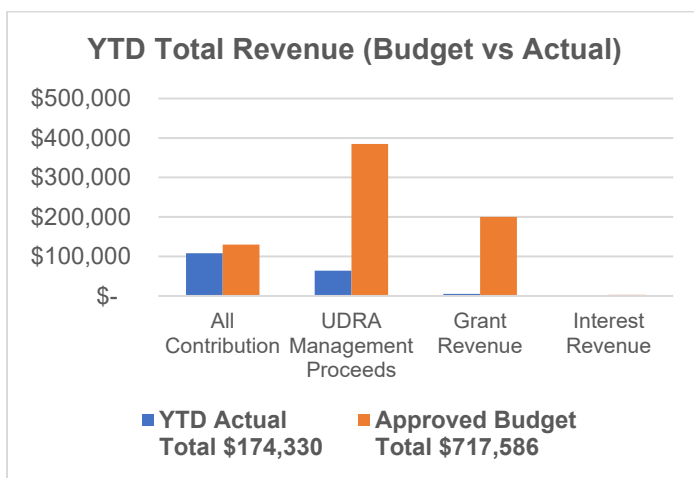


Although it's still early in the year, and we have limited data, using the approved budget as a point of reference, UDDA's Cash Flow Projection for 2025 shows that most of the cash in-flow (Grants and Contributions total \$717,816) are anticipated to be received within the 1<sup>st</sup> quarter of the year based on prior year's activities when the funds were received during the 1st quarter.

Cash out-flow (Total Expenses \$695,453) are projected to be consistent for each quarter. Expenses consist of Personnel Costs, Contract Services, Lease, Insurances, Supplies, etc.

As of February 28, 2025, UDDA has total Cash in Bank balance of \$258,019 and Total Liabilities \$72,108.

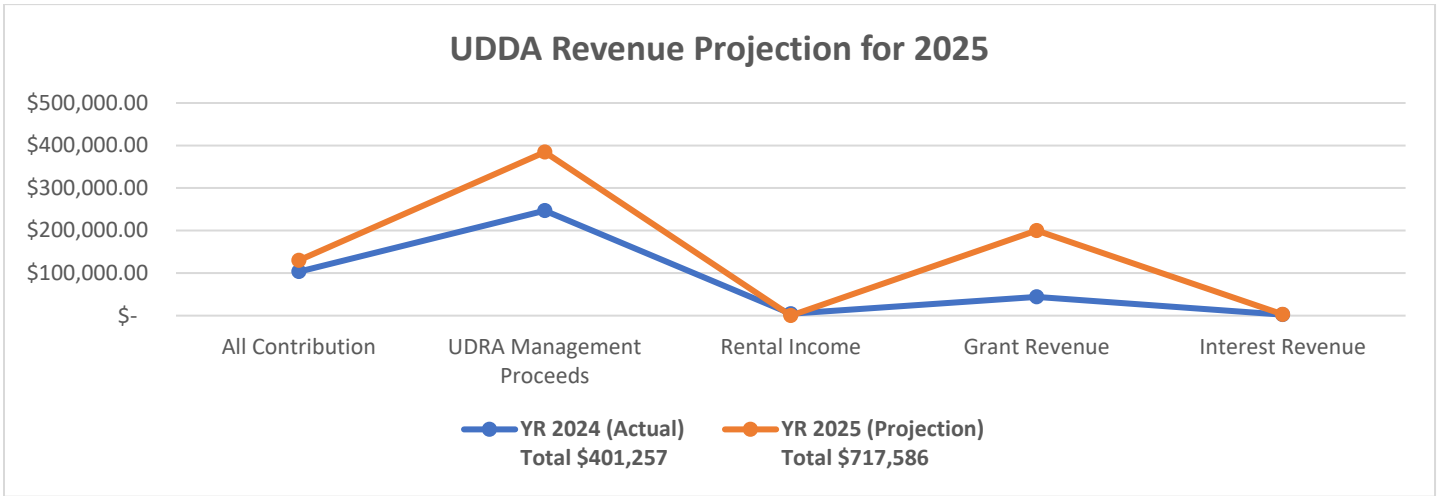
### UDDA's Financial Activities – YTD February 2025



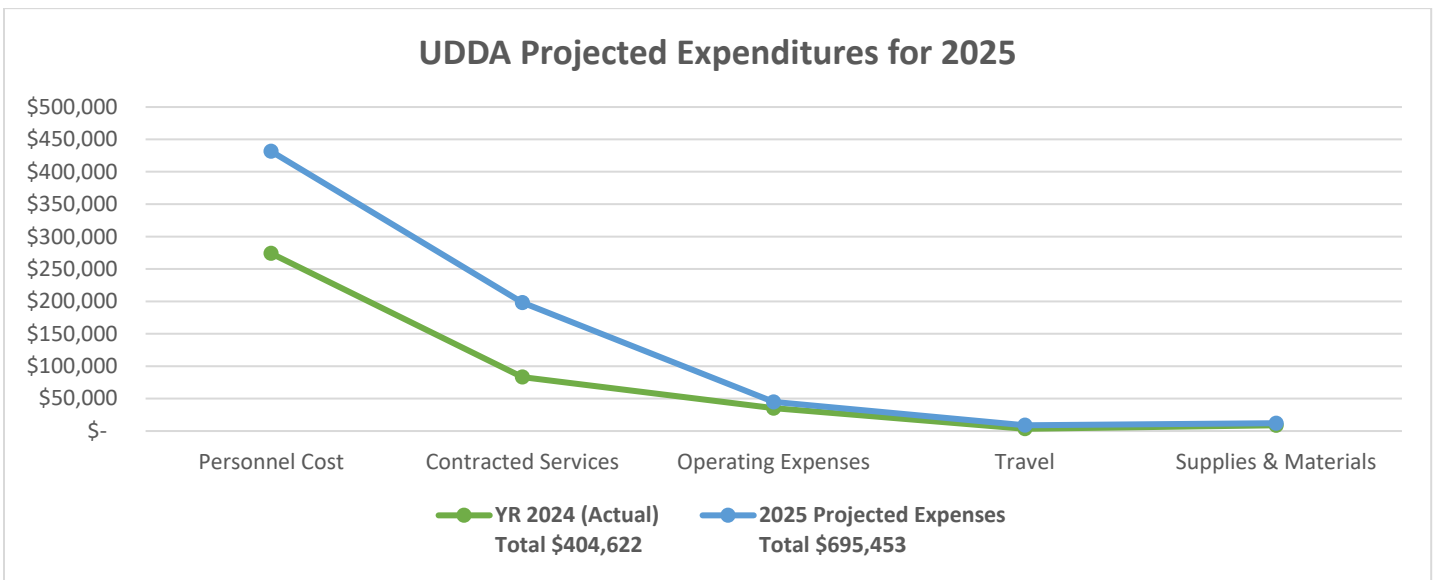
Total YTD Revenue \$174,330 consists of the \$108,300 Contributions (83% of total budget \$130,000), \$64,131 UDRA Management Proceeds (17% of total budget \$384,786), \$5,000 Grant Revenue (3% of total budget \$200,000), \$400 Interest Revenue (14% of total budget \$2,800)

Total YTD Expenses \$183,997 consist of \$47,996 Personnel Cost (11% of total budget \$431,652), \$128,784 Contracted Services (65% of total budget \$198,100), \$5,488 Operating Expenses (12% of total budget \$44,801), \$1,722 Supplies & Materials (14% of total budget \$12,000)

## UDDA & UDPDA Treasurer's Report – February 2025 Dashboard



The above graph shows 2024 Actual Revenue received (Total \$401,257) in comparison to 2025 Projected Revenue \$717,586. The 2025 Projected Revenue (orange line) consists of \$130,000 Contributions; \$384,786 UDRA Management Proceeds; \$200,000 Grant Revenue, and \$2,800 Interest Revenue.



The above graph shows 2024 Actual Expenses (Total \$404,622) in comparison to 2025 Projected Expenses \$695,453. The 2025 Projected Expenses (blue line) consist of \$431,652 Personnel Cost; \$198,100 Contracted Services; \$44,800 Operating Expenses, \$8,900 Travel, and \$12,000 Supplies and Materials.

### University District - 2025 Work Plan Tracking

| STRATEGIC PLAN | COMMUNITY DEVELOPMENT  | BUDGETED  | START   | END     | STATUS | UPDATE  | KEY DATES  |
|----------------|--|-----------|---------|---------|--------|---|------------|
| 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 | Green  | Completing due diligence. Presented to development partners. Also presented to Emerald Initiative and Spokane Public Schools. Parks and Jeanette Hauck in the next few weeks. Started meetings with Municipal Bond Counsel. Negotiating Verizon addendum to Avista lease in case of sale. | 6/22/2025  |
| 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 | Green  | Launched community market and needs assessment with D&B Creative; launched Food Processing Feasibility Study with Crossroads Resource Center; selected Cascadia Partners for U Incubation Village Business Plan and Development Feasibility Study.  | 12/31/2025 |
| 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 | Green  | Beginning code and development incentives study in summer.  |            |
| 4              | Overarching Host community partner lunches around UD Housing Development; District Energy Strategies, and Life Sciences Marketing  | \$0       | Q2 2025 | Q4 2025 | Green  | Started date planning for late June with key attendees.   |            |
| 5              | 3.1.3 Support continued development of a future Spokane Environmental Learning and Cultural Center (SELCC) on WSU campus.  | \$0       | Q1 2025 | Q4 2025 | Green  | SELCC submitting 301c3 status, reviewing grants and establishing committees. Looking to partner in larger Spokane Bioregion Consortium study.   |            |
| 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 | Green  | Developed scope with U of I staff; led online intro to students and toured them through UD on Feb 7. City, DSP, and SBA supporting. Attended design Review March 31 with City Planners, STA and SRTC. Final presentations May 2.  | 5/1/2025   |
| 7              | 3.1.3 Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.   | \$0       | Q1 2025 | Q3 2025 | Green  | Arrowroot Consulting has released the survey to community partners. Focus groups being scheduled.   | 9/30/2025  |
| 8              | 3.4 Match to South Sub-area businesses toward feasibility of BID formation.  | \$10,000  | Q1 2025 | Q4 2025 | Yellow | 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   | KEY DATES |
|------------------------------|---|----------|---------|---------|--------|--|-----------|
| 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 | Green  | Met with grant writing team. Prioritized key areas of focus: infrastructure, parks/open space, and 400-Block. Applied for EPA Thriving Communities Grant for \$350K (money under contract) and planning to apply for GU Climate Sustainability Grant for \$400K (money under contract) along with JMK Innovation Grant for \$150K. Met with City Staff and Andrew Beagle around Complete Street application. Concerns about UD providing a match and staff capacity this year. |           |
| 2                            | Overarching Database and business platform completion for demographic, environmental, and energy/water use data for District.   | \$10,000 | Q1 2025 | Q3 2025 | Green  | Received Market/ROI study from April Needham. Applying for JMK Innovation grant.   |           |
| 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 | Yellow | 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   | KEY DATES |
|---------------------------------------|--|----------|---------|---------|--------|--|-----------|
| 1                                     | 3.1.2 400-Block: Legal support for land acquisition if approved by Board. (Wood and Hume)  | \$20,000 | Q1 2025 | Q2 2025 | Green  | Including Steven and Taud in conversations and strategy. Met with Verizon on 3/18. Meeting with Avista on 4/14 regarding amended contract language between Avista and Verizon. | 6/22/2025 |
| 2                                     | 1.1.4 Sherman Street Complete Street Design for TIB grant application prep.  | \$75,000 | Q1 2025 | Q3 2025 | Yellow | See above.   | 8/1/2025  |
| 3                                     | 1.4 Riverside and Sprague Parking Pilot in partnership with City   | \$10,000 | Q3 2025 | Q4 2025 | Green  | 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 | Green  | Reached out to DSP to see about banner implementation support services. Aiden working with city and Avista re installation process.  |           |
| 5                                     | Evaluate selling 201 West Main property.   | \$0      | Q2 2025 | Q4 2025 | Green  | There is additional interest in studying the site. Looking into possible site transfer to UDDA or sale of property with development requirements.                              |           |
| 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    | Green  | 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 | Green  | Presented to EAC in March. Juliet working with City staff to include street trees along Pacific. Implement possible pilot with Quiltera/Biochar regarding tree maintenance.    |           |

| MARKETING & COMMUNICATIONS |  | BUDGETED | START   | END     | STATUS | UPDATE  | KEY DATES |
|----------------------------|--|----------|---------|---------|--------|---|-----------|
| 1                          | 3.1.1 Develop District marketing materials around U Vision District Conceptual Plan and related initiatives. | \$10,000 | Q1 2025 | Q4 2025 | Green  | Met with graphic designer. Getting copy for the materials by mid-summer for the Vision Booklet. |           |

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