



University District Development Association (UDDA)

Board of Directors' Meeting Agenda

Wednesday, May 5, 2021 – 2:00 PM – 3:00 PM

Join Zoom <https://us02web.zoom.us/j/82615770503?pwd=QUZmWWFFMnM1N2lhamp1R0p1TkxhQT09>

Meeting ID: 826 1577 0503 Passcode: 809313

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Pursuant to the March 24, 2020 Proclamation by the Governor (20-28)—which amends Proclamation 20-05 relating to the Open Public Meetings Act (OPMA) and Public Records Act—the UDPDA is “prohibited from conducting any meeting subject to RCW 42.30 unless (a) the meeting is not conducted in-person and instead provides an option to attend the proceedings through at minimum, telephonic access, and may also include other electronic, internet or other means of remote access, and (b) provides the ability for all persons attending the meeting to hear each other at the same time.” To align with the UDPDA, in-person UDDA board meeting attendance is prohibited. Furthermore, per guidelines issued by the Attorney General (AG) only matters that are necessary and routine or necessary to the current public health circumstances will be addressed at this meeting. If you have public comment for the UDDA board, please submit that public comment in writing by May 4 to lgilberts@spokaneudistrict.org.

2:00 Welcome, call to order, administrative actions – Myhre

- Proposed MOTION – Consent Agenda
 - March 3, 2021 draft UDDA board meeting minutes
 - UDDA financials as of March 31, 2021

2:05 Development Committee – Murphy/Gilberts

- Parking structure
- Parking and mobility planning

2:35 2021 Planning and Activities – Myhre

- 2021 Impact Award
- Nominating Committee – approve at June 2 meeting
- Thank you to retiring board members
- In-person meetings starting in June

2:45 CEO update – Gilberts

- Marketing update
- Life Science development assessment and grant

2:50 30-Second updates

3:00 Preview June 2 meeting and adjourn – Myhre

2021 UDDA meetings (via Zoom until further notice; start/end times subject to change to account for UDPDA meeting timing)

- **June 2** – 2:00pm-4:30pm – hopefully in-person at Pacific x Pine Collective
- **Sept 1** – 2:00pm-4:30pm

- **Oct 6 retreat** – 1:00pm-5:30pm
- **Nov 3 annual meeting** – 2:00pm-4:30pm
- **Dec 1** – 2:00pm-4:30pm



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University District Development Association (UDDA) Meeting Minutes - DRAFT

Wednesday, March 3, 2021– 2:02 PM – 3:17 PM via Zoom

Board Members and/or Proxies Present: Dan Antonietti, Susan Ashe, Council President Breean Beggs, Catherine Brazil, Elaine Couture, Dr. Daryll DeWald, John Dickson (County proxy), Teresa Dugger, Lou Gust, Latisha Hill, Commissioner Mary Kunej, Dr. David May, Brian McClatchey (Council proxy), Mariah McKay, Randy Michaelis (Whitworth proxy), Lindsey Myhre, Stacia Rasmussen (GSI proxy), Val Senatore (CCS proxy), Katy Sheehan, Dr. Frank Velázquez, Paul Warfield (Mayor's proxy)

Board Members and/or Proxies Absent: Mark Baldwin (EWU proxy), Alisha Benson, Bill Bouten, Stephanie Fleisher (UW proxy), Dr. Christine Johnson, Cindy Leaver, Dr. Thayne McCulloh (see proxy), Chuck Murphy (Gonzaga proxy), Dr. David O'Brien, Brandon Rapez-Betty, Mark Richard, Eric Smith (WSU proxy), Dr. Beck Taylor, Mayor Nadine Woodward (see proxy)

Others Present: Chris Green (City), Taudd Hume (legal counsel), Sheila Collins and Jason Benway (Spokane Alliance), Sarthak Shrestha (GSI intern)

Staff Present: Lars Gilberts, Alden Jones

Call to Order and Administrative Actions

Myhre called the meeting to order at 2:02 PM and asked the board to review the draft February 3, 2021, UDDA board meeting minutes, and the UDDA financials as of January 31, 2021. **MOTION to approve the consent agenda with minutes and financials** (Couture), seconded (Velázquez), and passed unanimously.

Development Committee (DC) Update

- Gilberts (filling in for Murphy) reported that per approval by the UDPDA board, the lease has been executed with Riverside and Brown Investments, LLC for the Spokane Center property.
- He also noted recent news articles and progress around key developments in the UD.
- Gilberts shared information regarding the benefits (notably construction and sales tax revenue and more dense, transit-oriented, vibrant communities) of the Multi Family Tax Exemption (MFTE) and three locations of interest just outside the existing MFTE boundary. The light industrial/retail/residential area on the east side of the UD, including near No-Li and "The District" Way development along MLK Jr. could be ideal locations to include higher density housing. However, currently these locations are outside the MFTE boundary. The current MFTE allows for an 8- or 12-year tax exemption with the latter requiring 20% of units be reserved for residents <115% of average median income. Beggs noted the MFTE is under debate at the state level so standards and rules may change by the end of the year. Gilberts noted the absence of the exemption tends to attract lower-value and lower-density developments so the expansion of the MFTE boundary in these areas is likely to offset property tax loss by higher initial construction sales tax and increased sales tax driven by more residents. After further discussion, the board approved the **MOTION, "As the University District seeks to be the preferred live, learn, work, play destination in the Intermountain Northwest, we support the MFTE boundary including the entire UDRA"** (Ashe), seconded (Couture), passed unanimously.

Strategic Planning and 2021 Goals



Myhre reminded the group that they approved UDDA board roles and responsibilities and core values at recent meetings. From there, the EC developed a proposed Strategic Plan for the next 3-5 years. The board discussed the following (five) strategic initiatives and goals in turn and the final language appears below (the order does not denote priority). Myhre said the next step is a “scorecard” that will reflect timing and assignments based on the five initiatives. **MOTION to accept the 2021 Strategic Plan as discussed** (Beggs), seconded (McKay), and passed unanimously.

- 1. Parking and Mobility** – Increase parking supply, management, and travel mobility options to accelerate strategic development within the UD.
 - Identify parking options to support net new parking; target executing a development letter of intent by July 2022.
 - Facilitate and create a bike and pedestrian mobility plan for the UD.
 - Increase on-street parking within Sprague Phase 2 boundaries and work with the City to create an on-street parking signage and management plan within Sprague Phase 2 and the southern UD.

- 2. Financial Stability** – Develop a financial stability plan that ensures success of the UD mission and objectives and prepare for sustainability post-UDRA tax revenue.
 - Spokane Center: Develop long-term strategic plan.
 - Confirm and support implementation of final sales tax funding methodology that funds the UDPDA and develop a capital budget plan for remaining UDRA revenues.
 - Establish mid- and long-term asset management and cash flow objectives.

- 3. Placemaking** – Make the UD the preferred live, learn, work, play urban district in the Intermountain Northwest.
 - Identify and advocate for strategies that expand the Multi-Family Tax Exemption across the UDRA.
 - Promote and incubate events, earned media, and marketing that build the UD as a vibrant and opportunity-rich district. Cultural events (e.g. Terrain) and community events (e.g. farmers markets) are intended to engage regional residents and business/development-focused tours and convenings to draw new investment and construction.

- 4. Creation and Talent** – Host a vibrant and continuous cycle that attracts and generates research, innovation, graduates, skilled workers, and life-long learning.
 - Identify and support local, state, and federal policies and activities that enhance the UD as a living laboratory for energy, life sciences, and smart solutions.
 - Participate in increasing supply and affordable access to childcare in the UD.
 - Create and/or support events and platforms that facilitate greater retention of local graduates and skilled workers.

- 5. Business Growth** – Support the attraction and growth of rapidly growing business that commercialize research/IP, retain new graduates, provide more than living wage jobs, and support an active (“18 hours a day 7 days a week”) community.



- Support Comprehensive Economic Development Strategy (CEDS) development and implementation that drive regional investment in high-value, skill-driven industries.
- Identify up to three (3) additional investments that would catalyze significant new job creation, retail sales, and/or taxable real estate development (e.g. life sciences lab/commercialization space, mixed-use development, additional infrastructure, aggregate land, etc.).
- Initiate and coordinate events to welcome people back into the UD post-pandemic and Sprague Ave Phase 2b construction.

Board member McKay encouraged the group to keep focus on environmental issues (e.g. green jobs, green building, energy sustainability) especially given increasing inbound Intermountain Northwest migration due to climate change.

CEO Update

Due to time constraints, Gilberts briefly noted:

- 2021 Impact Award information is posted on the UD website and the application deadline is March 31, 2021.
- The new UD brochure (in flip-book and hard copy format) has been sent to board members, developers, and stakeholders. Reach out to staff if you would like additional copies.
- Nominating Committee work will start this spring with an update at the May board meeting.

Time was limited for 30-second updates, so some members shared updates via chat.

Myhre adjourned the meeting at 3:17 PM.

Lindsey Myhre, Chair

Date

University District Development Association

04/05/21

Balance Sheet

Accrual Basis

As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10126 · UDDA NUM Checking	232,345.63
10127 · UDDA NUM MM	61,335.52
Total Checking/Savings	<u>293,681.15</u>
Accounts Receivable	
12100 · Accounts Receivable	54,000.00
Total Accounts Receivable	<u>54,000.00</u>
Total Current Assets	<u>347,681.15</u>
TOTAL ASSETS	<u>347,681.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	
24160 · State Unemployment Payable	244.56
24161 · State Fam Med Lv EE pd by Co	218.13
24170 · Federal Unemployment	84.00
24225 · Simple IRA EE	444.76
24226 · Simple IRA ER	444.76
24227 · Accrued Vacation Leave	11,985.57
Total 24000 · Payroll Liabilities	<u>13,421.78</u>
Total Other Current Liabilities	<u>13,421.78</u>
Total Current Liabilities	<u>13,421.78</u>
Total Liabilities	13,421.78
Equity	
30001 · Reserve	61,200.00
32000 · Unrestricted Net Assets	125,757.43
Net Income	147,301.94
Total Equity	<u>334,259.37</u>
TOTAL LIABILITIES & EQUITY	<u>347,681.15</u>

University District Development Association Profit & Loss Budget Performance

March 2021

	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
43400 · Direct Public Support					
43410 · Institutional/Corp contrib	0.00	20,000.00	127,825.00	120,000.00	140,000.00
43430 · New Contributions	0.00	0.00	7.20	0.00	5,000.00
Total 43400 · Direct Public Support	0.00	20,000.00	127,832.20	120,000.00	145,000.00
46500 · Grant Income					
46510 · Grant - Restricted	30,000.00	45,000.00	35,000.00	45,000.00	45,000.00
46520 · Grant - Unrestricted	0.00	0.00	0.00	0.00	5,000.00
Total 46500 · Grant Income	30,000.00	45,000.00	35,000.00	45,000.00	50,000.00
46700 · Other Income					
47005 · UDRA Management Proceeds	12,625.00	12,625.00	37,875.00	37,875.00	151,500.00
Total 46700 · Other Income	12,625.00	12,625.00	37,875.00	37,875.00	151,500.00
Total Income	59,125.00	77,625.00	217,207.20	202,875.00	346,500.00
Expense					
60100 · Payroll Expenses					
60101 · Salaries, Wages	14,825.70	14,825.70	44,477.10	44,477.10	177,908.40
60105 · Vacation Leave Accrual	750.26	616.66	2,355.82	1,850.06	7,400.00
60110 · Payroll Taxes	1,253.08	1,286.00	4,025.53	3,858.00	15,432.00
Total 60100 · Payroll Expenses	16,829.04	16,728.36	50,858.45	50,185.16	200,740.40
60200 · Personal Services Contracts					
60202 · Financial, Prof Services	0.00	0.00	0.00	0.00	2,000.00
60203 · Management & Organization Svcs	0.00	0.00	0.00	1,500.00	3,000.00
60205 · Legal Fees	0.00	1,250.00	2,899.20	1,250.00	5,000.00
60231 · Marketing	0.00	5,000.00	0.00	15,000.00	30,000.00
60232 · Communications, Graphics, Web	0.00	0.00	1,999.99	5,000.00	5,000.00
60253 · Employee Training	0.00	200.00	0.00	200.00	200.00
Total 60200 · Personal Services Contracts	0.00	6,450.00	4,899.19	22,950.00	45,200.00
60300 · Other Contractual Services					
60303 · Cell Phone Charges	50.00	50.00	150.00	150.00	600.00
60314 · Internet IT Svcs Domain Reg	111.73	187.50	2,066.64	562.50	2,250.00
60324 · Insurance D&O	0.00	0.00	0.00	0.00	2,025.00
60325 · Insurance Other	0.00	0.00	0.00	0.00	2,250.00
60329 · Licenses and Permits	70.00	222.00	120.00	222.00	222.00
60330 · Memberships, Dues	0.00	0.00	1,575.00	1,500.00	3,275.00
60333 · Ed Events, Scholarships	0.00	0.00	200.00	0.00	45,000.00
60334 · Reg, Conferences, Sponsorships	55.00	62.50	354.50	187.50	750.00
60336 · Subscriptions, Periodicals	0.00	50.00	161.95	50.00	100.00
60353 · Postage, Mailing Services	155.25	100.00	171.40	200.00	500.00
60358 · Printing & Reproduction	0.00	0.00	852.69	500.00	1,000.00
60375 · Light Refresh Mtgs Events	0.00	0.00	0.00	0.00	750.00
60377 · Catering, Alcohol	0.00	0.00	0.00	0.00	1,750.00
60380 · Leased Buildings, Space	634.79	708.33	1,534.48	2,125.03	8,500.00
60381 · Rentals, Copier Lease	20.61	47.33	63.97	142.03	568.00
60389 · Rentals, Other Events, Park	0.00	0.00	0.00	0.00	850.00
Total 60300 · Other Contractual Services	1,097.38	1,427.66	7,250.63	5,639.06	70,390.00
60400 · Travel					
60410 · In-state Per Diem	0.00	0.00	0.00	0.00	550.00
60411 · In-state Air Fare	0.00	0.00	0.00	0.00	350.00
60412 · Private Auto Mileage	0.00	100.00	0.00	100.00	100.00
60413 · Car Rental	0.00	0.00	0.00	0.00	300.00
60416 · Other Travel - bus, etc.	60.00	60.00	110.00	120.00	350.00
60420 · Out of state Per Diem	0.00	0.00	0.00	0.00	500.00
60421 · Out of state Air Fare	0.00	0.00	0.00	0.00	500.00
Total 60400 · Travel	60.00	160.00	110.00	220.00	2,650.00
60500 · Supplies & Materials					
60501 · Food	0.00	25.00	0.00	25.00	100.00
60502 · Kitchen Supplies	0.00	0.00	0.00	25.00	150.00
60524 · Promotional Materials	0.00	300.00	0.00	300.00	750.00
60525 · Recognition and Awards	16.88	0.00	16.88	0.00	750.00
60545 · Prewritten SW (QB 365 Acrobat)	65.25	125.00	456.98	375.00	1,500.00
60564 · Office Supplies	62.30	0.00	92.21	25.00	525.00
Total 60500 · Supplies & Materials	144.43	450.00	566.07	750.00	3,775.00
60700 · Retirement & Benefits					
60705 · Retirement Employer Contrib	444.76	444.77	1,334.28	1,334.31	5,337.24
60709 · Disability Insurance	333.65	160.00	655.05	480.00	1,920.00
60710 · Health Insurance Plans	1,398.72	1,399.08	4,254.29	4,197.24	16,788.96
Total 60700 · Retirement & Benefits	2,177.13	2,003.85	6,243.62	6,011.55	24,046.20
Total Expense	20,307.98	27,219.87	69,927.96	85,755.77	346,801.60
Net Ordinary Income	38,817.02	50,405.13	147,279.24	117,119.23	-301.60
Other Income/Expense					
Other Income					

10:25 AM

04/08/21

Accrual Basis

University District Development Association Profit & Loss Budget Performance

March 2021

	<u>Mar 21</u>	<u>Budget</u>	<u>Jan - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
43200 · Interest & Investments					
43210 · Interest-Savings, Short-term CD	<u>7.82</u>	<u>9.98</u>	<u>22.70</u>	<u>30.04</u>	<u>119.86</u>
Total 43200 · Interest & Investments	<u>7.82</u>	<u>9.98</u>	<u>22.70</u>	<u>30.04</u>	<u>119.86</u>
Total Other Income	<u>7.82</u>	<u>9.98</u>	<u>22.70</u>	<u>30.04</u>	<u>119.86</u>
Net Other Income	<u>7.82</u>	<u>9.98</u>	<u>22.70</u>	<u>30.04</u>	<u>119.86</u>
Net Income	<u><u>38,824.84</u></u>	<u><u>50,415.11</u></u>	<u><u>147,301.94</u></u>	<u><u>117,149.27</u></u>	<u><u>-181.74</u></u>