



## University District Public Development Authority (UDPDA)

### Board of Directors' Annual Meeting Agenda

Wednesday, September 3, 2025, 3:30 – 4:55 PM

Catalyst Building, Room 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZUllbzNIWWliYTJ1dz09>

Meeting ID: 867 5038 7107; Passcode: 941652; Phone: +1 253 205 0468 US

**3:30 Welcome, Call to Order, Administrative Actions – Sheehan**

- **Proposed MOTION – Consent Agenda Approvals**
  - Draft May 7 and June 4, 2025, UDPDA board meeting minutes
  - UDPDA financials as of June 30, 2025, including voucher certifications since April

**3:33 Nominating Committee (NC) Update and Board Vote on 2026 Positions – Sheehan**

Committee: *Brown, Wilkerson, Fuchs, Sheehan, Sinisterra*

- **Proposed MOTION to approve 2026 UD EAC:**
  - Lois Bollenback (proposed Chair)
  - Dennis Wager (proposed Vice Chair, Secretary)
  - Megan Hulsey (proposed Treasurer)
  - Colleen Fuchs (UD business/property owner/community health)
  - Steve MacDonald (City staff)
  - Tom Tellefson, (UD business/property owner/construction)
  - Erin Williams Heuter (community health and workforce)
  - Jonathan Teeters (non-profit, community health)
  - LaVerne Biel (small business)
- **Proposed MOTION to approve 2026 UDPDA officers:**
  - Chair – Lois Bollenback
  - Vice Chair/Secretary – Dennis Wagner
  - Treasurer – Megan Hulsey
- **Proposed MOTION to approve Jointly-Selected Director Lois Bollenback** (per UDPDA bylaws - CP, County Commissioner, and City Senior Staffer unanimously approved prior to meeting)
- **Proposed MOTION to approve two UDDA reps to the 2026 UDPDA board:**
  - Megan Hulsey
  - Dennis Wager

**3:43 UDPDA and City Disbursements Update – Sinisterra**

**3:45 400-Block Financing Update – Sinisterra**

- Update and discussion
- **Proposed MOTION:** The Board authorizes the UDPDA to execute a Purchase and Sale Agreement (PSA) with Avista Development, Inc., to acquire two properties in the 400-Block: 12 N Grant and 411 E Sprague Avenue for approximately \$2,068,437 (purchase price including closing costs and accrued interest). Additionally, the Board approves the purchase financing plan, which consists of approximately \$420,000 from the UDPDA Numerica bank account and a \$1.6 million loan from the Spokane County Treasurer.

**3:55 201 West Main Proposed Purchase and Sale – Sinisterra**

- Update and discussion
- **Proposed MOTION:** The Board authorizes the UDPDA to enter into a Purchase and Sale Agreement for the 201 West Main property with Millennium NW to be informed by both an independent appraisal and legal counsel. Final terms of sale to be approved by the Board at a future date.

**3:57 2025 Budget Reallocation Update – Sinisterra**

- **Proposed MOTION:** The Board approves the reallocation of \$92,400 in 2025 unspent budgeted funds for a sole-source contract with Biohabitats.

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

**4:00 EAC Highlights – Sheehan**

- Impact Award nomination, board to approve in October
- June UD Housing Workshop recap – *Sinisterra*

**4:15 Presentation: U Incubation Village Updates** (*Crossroads Resource Center and d&b Creative teams*)

**4:55 Public Comment and Adjourn UDPDA Meeting - Next UDPDA Meeting October 1, 2025**



### **2025 UD Board Events**

- Oct 1
- December 3 holiday party (no business meeting) and Impact Award presentation



## University District Public Development Authority (UDPDA) Meeting Minutes-DRAFT

**Wednesday, May 7, 2025, from 3:35 – 5:20 PM, Catalyst Bldg, Rm 309, and Via Zoom**

**Board Members Present:** Steve MacDonald, Chuck Murphy, Greg Repetti (Zoom), Katy Sheehan (chair), Juliet Sinisterra (CEO)

**Board Members Absent:** County Commissioner Amber Waldref, Council President Betsy Wilkerson

**Presenters:** Tirrell Black (City), John Somerlott (GSI), Soren Newman (Arrowleaf), Allison Platt and Alex Joyce (Cascadia Partners)

[Board slide deck](#), [recording](#) (starts at City of Spokane presentation)

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

Chair Sheehan called the meeting to order at 3:35 PM, noted the quorum present, and requested a **MOTION to approve the UDPDA draft April 9, 2025, meeting minutes and the UDPDA financials as of March 31, 2025** (Sinisterra), seconded (Murphy), and passed unanimously.

### 400-Block Sprague Avenue and Riverside Gateway Park

Sinisterra shared the following updates:

- Per a Right of First Offer (ROFO) with Avista Development Corporation (ADC), the UDPDA is considering purchasing two parcels in the 400-Block: 12 N Grant and 411 E Sprague Ave.
- There is a Purchase and Sale Agreement (PSA) attached to the Real Property Acquisition Agreement (RPAA) that the parties have already agreed to use.
- The RPAA contemplated the purchase of the two parcels 35173.1208 and .1209, and the ROFO for the remaining five parcels is not triggered until this first transaction has closed.
- The ROFO terminates the latter of either (i) 365 days from the closing of Parcels 35173.1208 and .1209, or (ii) December 23, 2024, or (iii) June 22, 2025, with a signed extension.
- The ROFO contains a base purchase price of \$1,501,673.45 plus 6% interest compounded annually from 1/1/19 to closing, and costs for property clean up plus 6%, for a **total of \$1,834,310.54** as of May 2025.
- Although open to future discussions, ADC is not interested in an equity position at this time.
- UDPDA has \$1M available. Sinisterra shared research into financing alternatives for the remaining \$834K capital stack. A municipal bond is inappropriate due to the need to show revenue to pay for the bond. Other options include a City SCIP (Spokane County Investment Pool) loan, conventional financing, and seller financing.
- Avista is working with city staff to relocate the cell tower. Note: the cell tower is not on either parcel.
- Samson is compiling operating expenses (vacated Riverside Avenue park and buildings).
- Sinisterra mentioned the UDPDA's 201 W Main Avenue property and the possibility of bonding a workforce housing development project there to help pay for part of the Riverside Avenue park.
- Sinisterra shared a proposed MOTION for the June 4 board meeting: *The Board of Directors grant the Board Chair the authority to execute, on behalf of the UDPDA, the PSA as Exhibit 3 to the RPAA executed by and between UDPDA and AVISTA on August 6, 2021; and further authorize the UDPDA CEO and staff to take all further steps in pursuit of closing on the same, under the direction of the Board Chair and Executive Advisory Committee (EAC) of the Board.*
- Murphy suggested an initial separate MOTION to document the preferred financing option for the remaining \$834K (given a lender could need proof of funding approach/authority). Sheehan suggested staff present financing options for board approval on June 4.



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***

#### **EAC Highlights**

- Repetti reported that nominations are open for the 2025 UD Impact Award and that application information is on the website
- Repetti reminded the group that the application deadline for 2026 board positions is May 28 and application information is on the website.
- Sinisterra reviewed the draft June 4 annual board retreat agenda that features presentations on homelessness and the community health ecosystem.
- Sinisterra updated the group on Life Sciences and Community Health Resiliency Planning efforts given shifting federal funding.
- **Scorecard** highlights were shared, and no questions ensued.

#### **Regional and City Updates**

- **City Comprehensive Plan** (*Tirrell Black, City staff*)
  - See this link for [the presentation](#).
  - Murphy asked about connections between the Comp Plan and the UD Next Generation Conceptual Plan 2065 (NGCP). Sinisterra noted that the UD has provided input relating to NGCP needs. Kiener asked if childcare infrastructure is included; Black said no, but there would be an overlap with workforce development.
- **GSI Legislative Update** (*John Somerlott, GSI legislative intern*)
  - Somerlott shared legislative and budget updates relating to Spokane interests. A final update, when the session adjourns, will be helpful.

#### **Presentation: UD Childcare Study Final Results** (*Soren Newman, Arrowleaf Group*)

- See this link for [the presentation](#).
- The study's objective is to collect data to help attract a private company to provide services in the UD.

#### **Presentation: District Financing Research** (*Allison Platt and Alex Joyce, Cascadia Partners*)

- See this link for [the presentation](#).
- The Cascadia team shared four site-specific case studies and the capital stack for each. Sinisterra noted that the data will inform UD's Financing Playbook for projects like the U Incubation Village, 400-Block, and 201 W Main Avenue.

Sheehan asked for additional public comment and, hearing none, reminded the group of the June 4 board meeting and adjourned the session at 5:20 PM.

Juliet Sinisterra for Greg Repetti, Secretary  
Date: May 8, 2025



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## University District Public Development Authority (UDPDA) Voucher Certification – March 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/](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
3/7	ACH	Century Pacific – per contract	112.50
3/11	ACH	Kiemle Hagood – 201 W Main	250.00
3/11	ACH	GoJoe Patrol – 201 W Main	481.25
3/12	ACH	Tiny's Service Maintenance – 201 W Main	688.40
3/13	ACH	D&B Creative – U Incubation Village contract	1,050.00
3/19	ACH	Kiemle Hagood – 201 W Main	127.53
3/20	ACH	City utilities for 201 W Main Ave	408.94
3/21	ACH	Avista utility bill – 201 W Main Ave	789.92
3/26	ACH	Witherspoon Brajcich McPhee	1,923.00
3/28	ACH	Kiemle Hagood – 201 W Main	215.82
3/31	ACH	Numerica Credit Union – monthly ACH fee	30.00
3/21	Xfer	University District Development Assoc per contract	32,065.50
3/3	1407	Regents of the Univ of Idaho – Division Gateway	3,000.00
3/11	1417	Witherspoon Brajcich McPhee	542.50
3/27	1418	River City Glass – 201 W Main (front door)	228.15
3/10	1419	Flynn BEC LP – 201 W Main (roof repair)	937.40
3/18	1420	Rooted Commercial Landcare – 201 W Main (winter services)	2,013.23
3/21	1421	Avista utility bill south sub area lights	589.73

Jeffrey Samson, Director of Finance & Grants Administration

4-7-2025

Date



## University District Public Development Authority (UDPDA) Meeting Minutes-DRAFT

**Wednesday, June 4, 2025, 9:05 – 9:12 AM, Ruby River Hotel, Shoreline Room B, and Via Zoom**

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

**Board Members Absent:** Chuck Murphy, Greg Repetti, and Council President Betsy Wilkerson

[Board slide deck](#), [recording](#)

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

Chair Sheehan called the meeting to order at 9:05 AM and noted the quorum present. Sinisterra reminded the group that the proposed actions below allow the UDPDA to move forward with the purchase and financing of two parcels on the 400-Block. Sheehan then asked for approval of the following Motions, both initiated by (MacDonald) and seconded by (Sinisterra):

*The Board of Directors grants the UDPDA Board Chair the authority to execute, on behalf of the UDPDA, the Purchase and Sale Agreement as Exhibit 3 to the Real Property Acquisition Agreement executed by and between the UDPDA and Avista Development, Inc., on August 6, 2021, for the amount of \$2,060,000 (which includes the final purchase price and escrow costs) for a closing date of August 6, 2025, related to the purchase of 12 North Grant Street ([Parcel 35173.1209](#)) and 411 East Sprague Avenue ([Parcel 35173.1208](#)); and authorizes the UDPDA CEO and staff to take all steps in pursuit of closing on the same, under the direction of the Board Chair and Executive Advisory Committee (EAC).*

*Further, the Board of Directors authorizes using \$1,060,000 of cash on hand for the purchase, has reviewed the following options to finance the remaining \$1,000,000, and authorizes the CEO to proceed with one of the Options below:*

- Option A – City of Spokane Investment Pool (SIP) loan
- Option B – Private bank loan
- Option C – Avista seller financing loan (proposed 9.5% interest)

The Motions passed unanimously. Sheehan then asked for approval of the following Motion, initiated by (MacDonald) and seconded by (Sinisterra):

*The Board of Directors authorizes the CEO to proceed with the necessary steps with the City to vacate East Riverside Avenue between South Sherman Street and North Grant Street to allow for the proposed Riverside Gateway Park.*

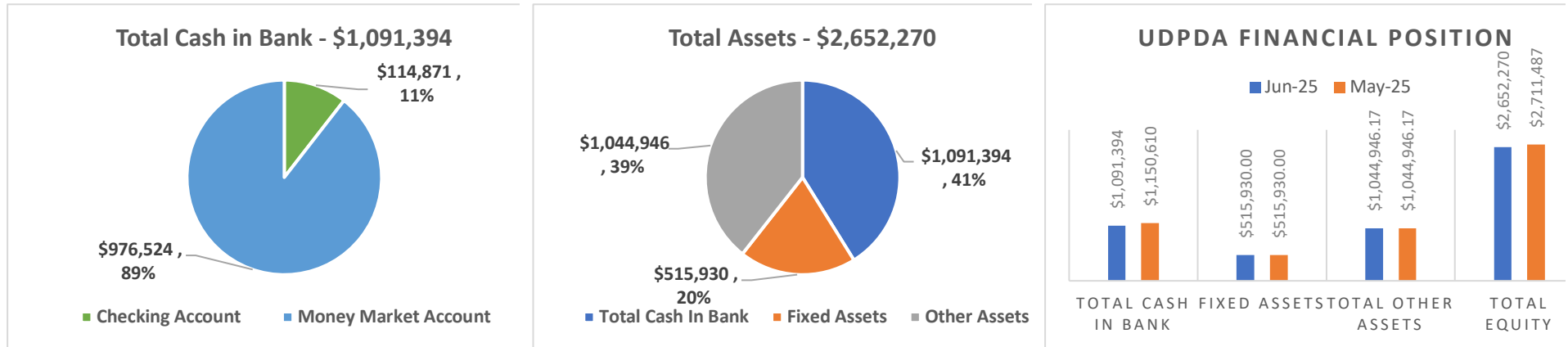
The Motion passed unanimously. Sheehan asked for public comment and, hearing none, reminded the group of the September 3 board meeting and adjourned the session at 9:12 AM.

Juliet Sinisterra for Greg Repetti, Secretary

Date: June 5, 2025

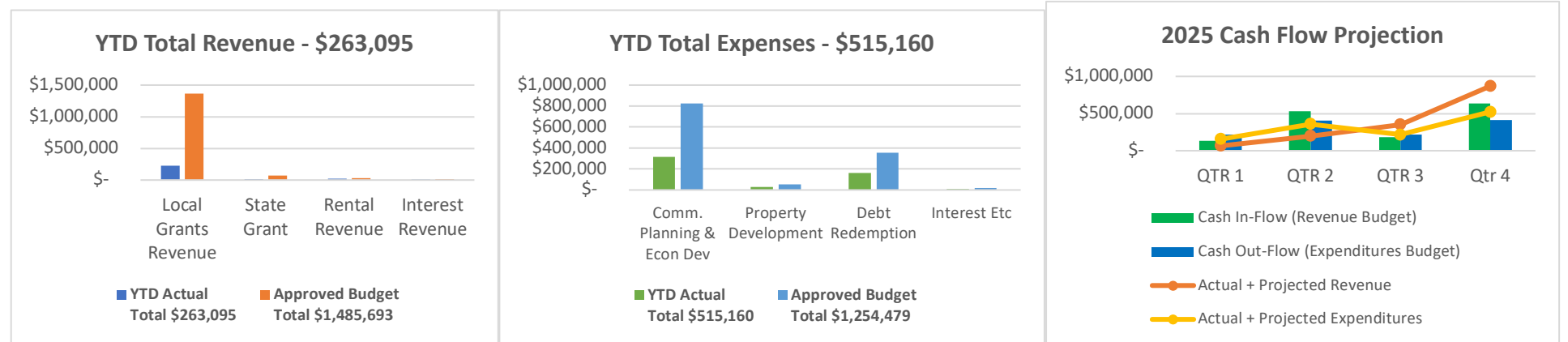
# UDDA & UDPDA Financial Report as of June 30, 2025

## UDPDA Financial Position



As of June 30, 2025 – Total Cash in Bank is \$1,091,394 includes Checking Account (\$114,871) and Money Market Account (\$976,524). Currently, UDPDA is working on financing loan of approx. \$1M to purchase the two 400-Block parcels from Avista in addition to using the Money Market funds (\$976,524) for Board authorization in September 2025. Total Assets of \$2,652,270 consist of Cash in Bank (\$1,091,394); Fixed Assets (\$515,930) and Other Assets (\$1,044,945). Total Equity is \$2,652,270 including Retained Earnings from prior years (\$1,343,459); Fund Balances for 201 W Main – (\$519,930); Boxcar Proceeds (\$592,182); Sprague Underage (\$452,763); and Net Assets of (-\$252,065).

## UDPDA's Financial Activities



Year-to-date Total Revenue is \$263,095, 18% of our total budget (\$1,485,693) includes \$50,000 from Spokane County, \$171,828 Sales Tax Revenue (Q1), Rental Income (\$20,197), and Investment Earnings (\$7,090). Based on the information we have to date; we expect budgeted levels of annual revenue to be achieved by the end of the year. Total Expenses is \$515,160 includes Community Planning & Economic Development (\$313,744); Property Development (\$28,630); Debt Redemption (\$163,333) and Interest Expenses (\$9,454). Net Assets (deficit) (\$252,065) resulting from anticipated construction tax revenue not being received during 2<sup>nd</sup> Quarter from the City. For expenditures, there are timing differences in certain expense categories that might appear to indicate an overbudget expectation, however, this should normalize with the passage of time. We are watching very closely the operating expenses of 200 West Main property given its repair history.

**University District Public Development Authority**  
**Balance Sheet**  
**As of June 30, 2025**

	Total			
	As of Jun 30, 2025 (Current Month)	As of May 31, 2025 (Previous Month)	Change	% Change
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
10128 NUM Checking UDPDA	\$ 114,871	\$ 175,281	\$ (60,411)	-34.46%
10129 NUM MM UDPDA	\$ 976,524	\$ 975,329	\$ 1,194	0.12%
Total Bank Accounts	<u>\$ 1,091,394</u>	<u>\$ 1,150,610</u>	<u>\$ (59,216)</u>	<u>-5.15%</u>
Total Other Current Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Current Assets	<u>\$ 1,091,394</u>	<u>\$ 1,150,610</u>	<u>\$ (59,216)</u>	<u>-5.15%</u>
Fixed Assets				
12005 Fixed Asset	\$ 515,930	\$ 515,930	\$ -	0.00%
Total Fixed Assets	<u>\$ 515,930</u>	<u>\$ 515,930</u>	<u>\$ -</u>	<u>0.00%</u>
Other Assets				
12006 Other Asset	\$ 1,044,946	\$ 1,044,946	\$ -	0.00%
Total Other Assets	<u>\$ 1,044,946</u>	<u>\$ 1,044,946</u>	<u>\$ -</u>	<u>0.00%</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 2,652,270</u></u>	<u><u>\$ 2,711,487</u></u>	<u><u>\$ (59,216)</u></u>	<u><u>-2.18%</u></u>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Total Current Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Equity				
30000 Opening Balance Equity	\$ -	\$ -	\$ -	
32000 Retained Earnings	\$ 1,343,459	\$ 1,343,459	\$ -	0.00%
32001 201 W Main	\$ 515,930	\$ 515,930	\$ -	0.00%
32002 Boxcar Proceeds	\$ 592,183	\$ 592,183	\$ -	0.00%
32003 Sprague Underage	\$ 452,763	\$ 452,763	\$ -	0.00%
Net Income	\$ (252,065)	\$ (192,849)	\$ (59,216)	-30.71%
Total Equity	<u>\$ 2,652,270</u>	<u>\$ 2,711,487</u>	<u>\$ (59,216)</u>	<u>-2.18%</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>\$ 2,652,270</u></u>	<u><u>\$ 2,711,487</u></u>	<u><u>\$ (59,216)</u></u>	<u><u>-2.18%</u></u>

*Cash Basis Monday, July 21, 2025 06:50 PM GMTZ*

**NOTES:**

Account 12006 Other Assets includes \$592K Boxcar proceeds and \$453K Sprague underage funds held by the City.

The UDPDA anticipates refinancing the Sprague General Obligation Bond (\$1.2M) this year.

See the P&L proforma for 2025 General Obligation Bond Payment owed to the City for Sprague Ave improvements.

**Budget Overview\_FY\_2025\_Report**  
**University District Public Development Authority**  
**January 1-December 31, 2025**

Account name	Actual Jan 2025 - Mar 2025	Budget Jan 2025 - Mar 2025	Actual Apr 2025 - Jun 2025	Budget Apr 2025 - Jun 2025	Budget Jul 2025 - Sep 2025	Budget Oct 2025 - Dec 2025	YTD - June 30, 2025 Total Actual	2025 Total Budget
Income								
3000000 REVENUES								
3300000 INTERGOV REVENUES								
3340000 STATE GRANTS								
<b>Total for 3340000 STATE GRANTS</b>	\$ -	\$ 75,000	\$ 11,980	\$ -	\$ -	\$ -	\$ 11,980	\$ 75,000
3370000 LOCAL GRANTS ENTITLMNT OTHER								
3370001 Local Grants Entitlements	\$ 52,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 50,000
3371000 Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,011	\$ -	\$ 205,011
3372000 Sales Tax	\$ -	\$ -	\$ 171,828	\$ 170,386	\$ 170,386	\$ 340,773	\$ 171,828	\$ 681,545
3373000 Construction Sales Tax	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 79,437	\$ -	\$ 429,437
<b>Total for 3370000 LOCAL GRANTS ENTITLMNT OTHER</b>	\$ 52,000	\$ 50,000	\$ 171,828	\$ 520,386	\$ 170,386	\$ 625,221	\$ 223,828	\$ 1,365,993
<b>Total for 3300000 INTERGOV REVENUES</b>	\$ 52,000	\$ 125,000	\$ 183,808	\$ 520,386	\$ 170,386	\$ 625,221	\$ 235,808	\$ 1,440,993
3600000 MISC REVENUES								
3610000 INTEREST, OTHER EARNINGS								
<b>Total for 3610000 INTEREST, OTHER EARNINGS</b>	\$ 3,474	\$ 3,000	\$ 3,616	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,090	\$ 12,000
3620000 RENTS AND LEASES	\$ 9,581	\$ 8,175	\$ 10,617	\$ 8,175	\$ 8,175	\$ 8,175	\$ 20,197	\$ 32,700
<b>Total for 3600000 MISC REVENUES</b>	\$ 13,055	\$ 11,175	\$ 14,233	\$ 11,175	\$ 11,175	\$ 11,175	\$ 27,287	\$ 44,700
<b>Total for 3000000 REVENUES</b>	\$ 65,055	\$ 136,175	\$ 198,041	\$ 531,561	\$ 181,561	\$ 636,396	\$ 263,095	\$ 1,485,693
<b>Total for Income</b>	\$ 65,055	\$ 136,175	\$ 198,041	\$ 531,561	\$ 181,561	\$ 636,396	\$ 263,095	\$ 1,485,693
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
<b>Gross Profit</b>	\$ 65,055	\$ 136,175	\$ 198,041	\$ 531,561	\$ 181,561	\$ 636,396	\$ 263,094	\$ 1,485,693
Expenses								
5000000 EXPENDITURES								
5580000 CMTY PLANNING ECON DEV								
5586000 Planning								
<b>Total for 5586000 Planning</b>	\$ 31,932	\$ 80,625	\$ 37,720	\$ 80,625	\$ 80,625	\$ 80,625	\$ 69,652	\$ 322,500
5587000 Economic Development								
<b>Total for 5587000 Economic Development</b>	\$ 108,481	\$ 126,172	\$ 135,611	\$ 126,171	\$ 126,171	\$ 126,171	\$ 244,092	\$ 504,686
<b>Total for 5580000 CMTY PLANNING ECON DEV</b>	\$ 140,413	\$ 206,797	\$ 173,330	\$ 206,796	\$ 206,796	\$ 206,796	\$ 313,744	\$ 827,186
5590000 PROPERTY DEVELOPMENT								
5593000 Prop Dev Depr Amor Xfer Out								
<b>Total for 5593000 Prop Dev Depr Amor Xfer Out</b>	\$ 14,781	\$ 8,750	\$ 13,849	\$ 28,750	\$ 8,750	\$ 8,750	\$ 28,630	\$ 55,000
<b>Total for 5590000 PROPERTY DEVELOPMENT</b>	\$ 14,781	\$ 8,750	\$ 13,849	\$ 28,750	\$ 8,750	\$ 8,750	\$ 28,630	\$ 55,000
5900000 DBT EXP, CAP OUTLAYS, OTHR DECR								
5910000 REDEMPTION OF DEBT	\$ -	\$ -	\$ 163,333	\$ 163,333	\$ -	\$ 191,040	\$ 163,333	\$ 354,373
5920000 INTEREST OTHR DBT SVC COST	\$ -	\$ -	\$ 9,454	\$ 9,454	\$ -	\$ 8,466	\$ 9,454	\$ 17,920
<b>Total for 5900000 DBT EXP, CAP OUTLAYS, OTHR DECR</b>	\$ 14,781	\$ 8,750	\$ 186,636	\$ 201,537	\$ 8,750	\$ 208,256	\$ 201,417	\$ 427,293
<b>Total for 5000000 EXPENDITURES</b>	\$ 155,194	\$ 215,547	\$ 359,966	\$ 408,333	\$ 215,546	\$ 415,052	\$ 515,160	\$ 1,254,479
<b>Total for Expenses</b>	\$ 155,194	\$ 215,547	\$ 359,966	\$ 408,333	\$ 215,546	\$ 415,052	\$ 515,160	\$ 1,254,479
<b>Net Operating Income</b>	\$ (90,139)	\$ (79,372)	\$ (161,926)	\$ 123,228	\$ (33,985)	\$ 221,343	\$ (252,066)	\$ 231,214
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Other Income</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Income</b>	\$ (90,139)	\$ (79,372)	\$ (161,926)	\$ 123,228	\$ (33,985)	\$ 221,343	\$ (252,066)	\$ 231,214




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## University District Public Development Authority (UDPDA) Voucher Certification – April 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/](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
4/3	AHC	Intuit (refunded)	.26
4/4	ACH	WA Dept of Revenue – biz lic renewal	186.16
4/8	ACH	GoJoe Patrol – 201 W Main	642.50
4/8	ACH	Century Pacific per contract	1,237.50
4/9	ACH	D&B Creative – CERB	3,900.00
4/14	ACH	Intuit monthly fee	54.00
4/14	ACH	Tiny's Service Maintenance – 201 W Main	707.85
4/14	ACH	Cascadia Partners – CERB grant	1,720.00
4/16	ACH	Flynn BEC LP – 201 W Main (roof repair)	4,223.75
4/17	ACH	City utilities for 201 W Main Ave	369.71
4/18	ACH	Avista utility bill – 201 W Main Ave	522.64
4/30	ACH	Numerica monthly ACH processing fee	30.00
4/21	Xfer	University District Development Assoc per contract	32,065.50
4/11	1422	Rooted Commercial Landcare – 201 W Main (winter services)	259.56
4/22	1423	Valdivian Group – eco tool concept design for grant	1,750.00

  
Jeffrey Samson, Director of Finance & Grants Administration

5/7/2025  
Date



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## University District Public Development Authority (UDPDA) Voucher Certification – May 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/](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
5/13	1425	Rooted Commercial Landcare – 201 W Main (winter services)	304.25
5/23	1426	City of Spokane – general obligation bond and interest	172,787.00
5/29	1427	Traveler's Insurance – public official bond for Samson	145.00
5/6	Xfer	Reimburse Money Market for payment to Witherspoon	2,188.73
5/27	Xfer	University District Development Assoc per contract	32,065.50
5/2	ACH	Avista utility bill – south sub area lighting	589.73
5/8	ACH	Allied Fire and Security – 201 W Main	200.66
5/8	ACH	Kiemle Hagood – 201 W Main	250.00
5/8	ACH	GoJoe Patrol – 201 W Main	625.00
5/8	ACH	Century Pacific per contract	787.50
5/8	ACH	Haley Aldrich grant writing per contract	16,686.47
5/13	ACH	Intuit fee	54.00
5/15	ACH	Tiny's Service and Maintenance – 201 W Main	707.85
5/15	ACH	D&B Creative – CERB	3,900.00
5/15	ACH	Century Pacific per contract	5,670.00
5/19	ACH	Avista utility bill – 201 W Main	337.52
5/21	ACH	City utilities for 201 W Main	330.76
5/22	ACH	Flynn BCP roof repair – 201 W Main	571.68
5/22	ACH	Witherspoon Brajcich McPhee	805.00
5/31	ACH	Numerica monthly ACH processing fee	30.00

  
Jeffrey Samson, Director of Finance & Grants Administration

6/10/2025  
Date



## University District Public Development Authority (UDPDA) Voucher Certification – June 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/](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
6/13	1428	Rooted Commercial Landcare – 201 W Main	405.62 ✓
6/24	Xfer	University District Development Assoc per contract	32,065.50 ✓
6/2	ACH	Avista utility bill – south sub area lighting	589.73 ✓
6/4	ACH	Allied Fire and Security – 201 W Main	51.55 ✓
6/4	ACH	Tiny's Service and Maintenance – 201 W Main	119.79 ✓
6/6	ACH	GoJoe Patrol – 201 W Main	592.50 ✓
6/11	ACH	Tiny's Service and Maintenance – 201 W Main	707.85 ✓
6/11	ACH	Century Pacific per contract	3,600.00 ✓
6/11	ACH	Cascadia Partners – code audit per contract	7,985.00 ✓
6/11	ACH	Haley Aldrich - grant writing per contract	14,290.89 ✓
6/12	ACH	Cascadia Partners – CERB per contract	3,819.60 ✓
6/13	ACH	Intuit fee	54.00 ✓
6/17	ACH	Avista utility bill – 201 W Main	256.65 ✓
6/20	ACH	City utilities - 201 W Main	370.07 ✓
6/20	ACH	Witherspoon Brajcich McPhee	1,330.00 ✓
6/20	ACH	D&B Creative – CERB	5,100.00 ✓
6/25	ACH	Haley Aldrich - grant writing per contract	600.60 ✓
6/27	ACH	Kiemle Hagood – 201 W Main (May)	250.00 ✓
6/27	ACH	Kiemle Hagood – 201 W Main (June)	250.00 ✓
6/30	ACH	Numerica - monthly ACH processing fee	30.00 ✓

  
Jeffrey Samson, Director of Finance & Grants Administration

7/8/25  
Date

updated 10/27/2025 Priorities: Support catalytic investments (400-Block and U Incubation Village) and establish a framework for development incentives; invest in infrastructure, open space, parking, and public safety; and district beautification and marketing.

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		Completing due diligence. Presented to 10 Commerce departments in Aug. Expanding feasibility study to include Competitive Climbing Gym revenue study with Spokane Sports, expanded conference/convention hosting via Visit Spokane, and private events hosting with Jennifer Evans Events. Also developing in house proforma to explore modifications to program including revisiting housing. Plan to have final operating and revenue costs for Board review in Feb 2026. Also presented to development partners and met with Griffin Swinerton around a public/private development and Sen Riccelli around an appropriation ask. If we move forward with grants in 2026 will need site control.	2/4/2026
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		D&B Creative and Crossroads Resource to present final study to Board in September. Cascadia to present initial business plan to EAC in December and Board in February.	2/4/2026
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		Cascadia's Code Audit completed and presented to City Planning Staff. City looking to modernize code in next year and this work will inform. Report posted on UD Publications page. Measure Meant (\$25,000) has begun their study to be completed by EO year.	1/20/2026
4	Overarching	Host community partner lunches around UD Housing Development; District Energy Strategies, and Life Sciences Marketing.	\$0	Q2 2025	Q4 2025	Complete	Hosted June 26 Housing Workshop. Spokane Low Income Housing Consortium offered to continue organizing this group of developers quarterly. Juliet to present to EAC in August and give Board Update in September	6/26/2025
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		Did not meet over summer. SELCC submitting 501c3 status, reviewing grants and establishing committees. Looking to partner in larger Spo Bioregion Consortium study.	Ongoing
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	Complete	Juliet shared relevant student work with STA in regard to BRT planning and re-imagining Division. Potential to work with EAC incorporate prioritized ideas into U Vision 2044.	
7	3.1.3	Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.	\$0	Q1 2025	Q3 2025	Complete	Study Complete. Shared with YMCA.	
8	3.4	Match to South Sub-area businesses toward feasibility of BID formation.	\$10,000	Q1 2025	Q4 2025	Complete	ESBA leading this as an extension. Process moving forward but no UDPDA monies required at this time.	
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		Did not receive JMK Innovation (\$75K) nor Thriving Communities grants. Incredibly competitive with more applicants than anticipated. Waiting to see if GU Community Sustainability grant for District Thermal Energy Analysis per Next Gen Plan (\$400K) moves forward (EPA funding). Applied via City for Infrastructure Planning dollars for Sherman, Main, Superior and Cowley.	
2	Overarching	Database and business platform completion for demographic, environmental, and energy/water use data for District.	\$10,000	Q1 2025	Q3 2025		Proposing funds be re-allocated since no JMK Innovation grant. Met with Fred Hutch and will tap into their data around community health to help inform.	
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		Need to follow up with Steve and Amanda on this now that Teri Stripes has left the City.	
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		Working with NW Municipal Advisors and Bond Counsel, Kutak Rock, on UDPDA financing to purchase parcels and/or invest in the Riverside Gateway Park. Close 2nd week of Sept.	6/22/2025
2	1.1.4	Sherman Street Complete Street Design for TIB grant application prep.	\$75,000	Q1 2025	Q3 2025		On hold since applied for State Public Works grant above. Requesting to re-allocate to Living Infrastructure Framework to inform/guide public open space and infrastructure projects in UD including Pacific Ave Greenway, which the City requested UD maintain, if we add nature-based infrastructure.	10/31/2025
3	1.4	Riverside and Sprague Parking Pilot in partnership with City.	\$10,000	Q3 2025	Q4 2025		On hold until financing is secured or not to move the Riverside Gateway Park.	
4	3.4	Banner implementation along MLK Way.	\$10,000	Q2 2025	Q4 2025		Approved to install per Avista. Working with DSP to install and obtain permits.	10/31/2025

update	5		Evaluate selling 201 West Main property.	\$0	Q2 2025	Q4 2025		Proposing PSA with Millennium NW for sale of the site for market rate housing.	
	6	3.2.2	Iron Bridge Kayak Put In (Phase II) match for design and implementation of <b>kayak put-in north of NoLi</b> 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. Presented with SPVV at Spokane River Forum. Conditional Use Permit being applied for this fall.	
	7	1.1.1	Support City Staff in <b>Pacific Ave design</b> as a complete street. Provide UDPDA committed construction dollars to this effort.	\$85,000	Q3 2025	Q3 2025		See note above about budget reallocation for UD Living Infrastructure Framework.	3/1/2026
			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. Slightly revised scope looking to launch key branding around a coordinated communication/outreach campaign. Launched separate scope with Desautel Hege to create overarching communications framework.	2/4/2026
	Notes: Orange: Focus Area; Blue: Dependent on Others								

University District - 2025 Work Plan Tracking

	FINANCE & GRANTS ADMINISTRATION			BUDGETED	START	END	STATUS	UPDATE	KEY DATES
1	QuickBooks Online implementation (from QuickBooks Desktop) for better integration with banking institution and real-time transaction and reporting.				Q1 2025	Q2 2025	Complete	UDDA and UDPDA QuickBooks Online fully implemented.	4/30/2025
2	UD Dashboard Reporting				Q2 2025		Complete	UDDA/UDPDA Dashboard reporting to EAC and Board started April 2025, and will continue to evolve depending on EAC/board needs.	monthly (on-going)
3	Update UD's Finance & Grants Administration Policies and Procedure Manual				Q2 2025	Q4 2025	In Progress	UD staff reviewing existing SOPs and making necessary updates in alignment with management structure and new financial system (QB Online).	9/1/2025
4	Update UD's Employee Manual				Q2 2025	Q3 2025	In Progress	Update UDDA's draft Employee Handbook and review benefits package to be competitive with similar size organizations.	9/1/2025
5	400-Block Sprague Development Project Funding - Research funding opportunities and options to finance the project				Q2 2025	Q3 2025	In Progress	Met with financial institutions that finance construction projects in the area/state and researched available funding opportunities with Dept of Commerce.	9/1/2025
6	File Form 990 for 2024 tax year for UDDA				Q2 2025	Q3 2025	In Progress	Working on 2024 transactions that need to be accrued/deferred in 2024 to comply with US GAAP. Coordinating with our CPA firm (Schoedel & Schoedel) to prepare Form 990 for the treasurer and chair to review before filing.	9/1/2025
7	Mid-year Budget Modification				Q2 2025	Q3 2025	In Progress	Reviewing 2025 budget and working with Juliet, the City, and grant writing team on any anticipated 2025 funding and budget modifications for EAC and Board review.	7/1/2025