



## University District Development Association (UDDA)

### Board of Directors' Annual Meeting Agenda

Wednesday, September 4, 2024, 3:30 – 4:45 PM

In-Person at WSU Health Sciences Spokane, SAC 501, and via Zoom

<https://us02web.zoom.us/j/86492302359?pwd=STErZDhLOzpkOhdTnZPNUdHWXRldz09>; Meeting ID: 864 9230 2359

Passcode: 583683

#### 3:30 Welcome, Call to Order, Administrative Actions – Cameron

- Welcome Brooke, Rob, John, and Stacia as full-fledged members vs proxies
- **Proposed MOTION** – Consent Agenda
  - Draft May 1, 2024, UDDA board meeting minutes
  - UDDA financials as of July 31, 2024
- 2025 meetings at Catalyst Building
- Scorecard update - *Sinisterra*
- Grants update - *Sinisterra*

#### 3:40 Nominating Committee Update and Vote on 2025 Positions – Cameron

- **Stacie Maier resigning** – position to remain unfilled
- **Proposed MOTION** to approve new UDDA board members for the first 3-year term starting January 1, 2025:
  1. Neil Christopher Apeles, Providence Sacred Heart
  2. Megan Hulseley, Craft3
  3. Marvo Reguindin, AHANA
  4. Tom Tellefson, McKinstry
- **Proposed MOTION** to approve two UDDA reps to 2025 UDPDA board:
  - Greg Repetti
  - Chuck Murphy
- **Proposed MOTION** to approve 2025 UDDA officers:
  - Chair – Katy Sheehan
  - Vice Chair/Secretary – Greg Repetti
  - Treasurer – Chuck Murphy
- **Proposed MOTION** to approve 2025 UD EAC:
  - Katy Sheehan (Chair)
  - Greg Repetti (Vice Chair, Secretary)
  - Chuck Murphy (Treasurer)
  - Dennis Wagner (small business)
  - Colleen Fuchs (UD business/property owner/community health)
  - Lois Bollenback (mobility, transportation)
  - Tom Tellefson, (UD business/property owner/construction)
  - Neil Christopher Apeles, Providence (community health and workforce)
  - Steve MacDonald (City)

#### 4:00 Mithun District Conceptual Plan Overview – *Sinisterra*

#### 4:15 Development Committee Report – *Murphy*

#### 4:25 Business Committee Report – *Wagner*

#### 4:30 30-Second Updates

#### 4:45 Adjourn – Next Meeting October 2 at Avista

### **2024 UDDA Meetings**

- October 2 hosted by Avista – Mithun DCP presentation; approve 2025 budget and work plan; vote on Impact Award recipient
- December 4 holiday reception at Spokane Art School - Impact Award presentation, Mithun DCP poster exhibit



## University District Development Association (UDDA) Minutes - DRAFT Wednesday, May 1, 2024, 3:30 – 4:51 PM, at GSI Office and Via Zoom

**Board Members Present:** LaVerne Biel, Alisha Benson, Lois Bollenback, Bill Bouten, Mayor Lisa Brown, Emilie Cameron, Daryll DeWald, Teresa Dugger (Zoom), Colleen Fuchs, Stacie Maier, Scott McQuilkin (Zoom), Chuck Murphy, Katy Sheehan, Jonathan Teeters, Dennis Wagner, Amber Waldref, Erin Williams-Hueter (Zoom)

**Board Members Absent:** Alicia Barbieri, Catherine Brazil, Kevin Brockbank, Thayne McCulloh, Shari McMahan, Lindsey Myhre, Greg Repetti, Susan Stacey, Council President (CP) Betsy Wilkerson

**Others Present:** Taudd Hume, Steve MacDonald, Stacia Rasmussen, Rob Sauders, John Sklut, Chris Wright, Juliet Sinisterra, Alden Jones

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

Vice-chair Cameron served as chair, called the meeting to order at 3:30 PM, and thanked GSI for hosting. Cameron asked for a **MOTION to approve the April 3, 2024, meeting minutes and the financials as of March 31, 2024. The motion was amended to correct mislabeling the minutes in the packet from March 6 to April 3** (Murphy) seconded (Bollenback), and passed unanimously.

Sinisterra highlighted RCW 24.03A.565 legislation prohibiting proxies on nonprofit corporations. Between March 2022 and February 2024, the UDDA held six meetings that lacked a quorum due to the new proxy law. Cameron asked for a **MOTION to approve the Resolution that ratifies the minutes from those meetings** (Maier) and seconded (Fuchs) and passed unanimously.

### UDDA Amended Bylaws

Sinisterra provided a summary of bylaw amendments:

- **Article 3.2.1 Appointed Directors** - Remove proxies: highest-ranking local representatives (from the six higher ed and ADO organizations) have the option to continue to serve, OR they are authorized to appoint a voting director *in their place*. If they choose the second option, the highest-ranking rep *will no longer be on the UDDA board*. They do, however, retain the permanent authority to appoint/replace an authorized rep and to join meetings as a guest. The highest-ranking rep will be asked to sign a form authorizing the new rep. The form is to be sent out after the meeting and changes will be effective immediately.
- **Article 3.8 Manner of Acting/3.11 Special Meetings** – Effective immediately, voting proxies are not allowed on the Board per RCW 24.03A.565 and reference to them has been removed.
- **Article 3.12.1 Advisory Committees** - Officers may establish advisory or ad hoc committees for the Corporation at any time and for any duration.
- **Article 3.12.2 Executive Committee** – Effective 2025, rename the Executive Committee to the Executive Advisory Committee to implement the strategic plan and oversee administration. Supplants BC and DC. Will be publicly noticed. Consists of officers and invited directors (officers also serve on the UDPDA board).
- **Article 3.12.3 Nominating Committee** – Effective 2025, expand sectors desired for the preponderance of elected members and include language “with a preference for those doing business in or within close proximity of the University District”.



- **Article 4.1 Officers Number and Qualification** - Elimination of Past Chair role and ability for positions to be filled by the same person.

Cameron called for a **MOTION to approve the amended bylaws with two changes: replace the phrase “will serve” with “may serve” in Section 3.3.1; and eliminate the final paragraph in Section 3.11 to clarify that a combination of live and written/mailed votes are not allowed** (Sheehan) and seconded (Bollenback) and passed unanimously with required two-thirds majority of directors present.

### **Nominating Committee (NC)**

Cameron shared that the UDDA Executive Committee selects the annual NC for UDDA board approval. The NC meets in June/July to review board applications and propose the 2025 (UDPDA and UDDA) officers, Executive Committee members, and newly elected UDDA members. Cameron asked for a **MOTION to approve the 2024 NC to include the Mayor, Council President, CEO, Teresa Dugger, Colleen Fuchs, and Dennis Wagner** (Bouten), seconded (Murphy), and passed unanimously.

### **2024 Impact Award Nominations**

Cameron reminded the group that 2024 Impact Award nominations open on May 6 (via the online instructions) and close on August 1. The Executive Committee will review applications in August-September and present their recommendations at the October 2 board meeting. The award will be presented at the December 4 holiday party.

### **Development Committee (DC) Report**

Murphy summarized the April DC meeting at which Josh Jackman, CEO, Spokane Climbing Society, presented details around a potential world-class climbing gym facility sited on the 400-Block. Murphy mentioned additional partners interested in 400-Block programming such as the Rosalie Murrey Memorial Foundation (childcare center), Spokane Sports (office space), and some life sciences start-ups. Mayor Brown encouraged staff to investigate the Dept of Commerce grant cycle for early learning facilities funding. Sinisterra is also looking into Community Minded funds. DeWald mentioned synchronicities with the nearby WSU Gleason Adaptive Technology Center.

### **Business Committee (BC) Report**

Wagner shared that Amanda Beck with the City provided an overview of the BID creation process at the April meeting and that members will work on a deeper dive into BID formation at the May session.

### **Presentation: Innovation Tech Hub**

John Sklut (Senior Advisor to the President and Liaison for External and Government Affairs, Gonzaga University) provided background information and updates on the [American Aerospace Materials Manufacturing Tech Hub](#) initiative that Gonzaga is leading alongside 50 other organizations located in the Spokane-Coeur d'Alene region. The purpose of the project is to establish the Spokane aerospace tech hub under the [Regional Technology and Innovation Hubs Program by the U.S. Economic Administration \(EDA\)](#). The consortium was successful in its Phase 1 application and awaits the outcome of its Phase 2 submittal this summer which could unlock \$75 million in federal funding. The mayor and others mentioned the benefits of the Tech Hub regardless of the outcome. With over 54



aerospace suppliers within a 20-mile radius and a robust infrastructure supported by local higher ed and government institutions, this initiative will only further leverage existing research and innovation and workforce training and development, ensuring a steady supply of skilled workers in the region. Board members encouraged leadership to consider environmental and end-of-the-line societal impacts.

Cameron reminded the group of the June 6 retreat at Empire Health Foundation with Mithun leading a District Conceptual Plan overview for board input. Cameron adjourned the meeting at 4:51 PM.

Emilie Cameron, Vice Chair

Date

University District Development Association  
**Balance Sheet**  
As of July 31, 2024

12:55 PM  
08/02/24  
Accrual Basis

	<u>Jul 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10126 · UDDA NUM Checking	116,293.99
10127 · UDDA NUM MM	164,581.11
Total Checking/Savings	<u>280,875.10</u>
Accounts Receivable	
12100 · Accounts Receivable	25,500.00
Total Accounts Receivable	<u>25,500.00</u>
Total Current Assets	<u>306,375.10</u>
<b>TOTAL ASSETS</b>	<b><u>306,375.10</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	27,697.50
Credit Cards	872.12
Other Current Liabilities	
24000 · Payroll Liabilities	
24160 · State Unemployment Payable	-291.56
24161 · State Fam Med Lv EE pd by Co	-11.39
24162 · FSA Contrib EE	307.12
24163 · FSA Contrib ER	333.32
24170 · Federal Unemployment	10.68
24225 · Simple IRA EE	413.40
24226 · Simple IRA ER	413.40
24227 · Accrued Vacation Leave	5,064.75
24000 · Payroll Liabilities - Other	193.28
Total 24000 · Payroll Liabilities	<u>6,433.00</u>
Total Other Current Liabilities	<u>6,433.00</u>
Total Current Liabilities	<u>35,002.62</u>
<b>Total Liabilities</b>	<b>35,002.62</b>
Equity	
30000 · Opening Balance Equity	2,143.63
30001 · Reserve	78,842.62
32000 · Unrestricted Net Assets	146,524.39
Net Income	43,861.84
Total Equity	<u>271,372.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>306,375.10</u></b>

**University District Development Association**  
**Profit & Loss Budget Performance**  
**July 2024**

	Jul 24	Budget	Jan - Jul 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
43400 · Direct Public Support					
43410 · Institutional/Corp contrib	20,000.00	20,000.00	129,000.00	126,000.00	146,500.00
<b>Total 43400 · Direct Public Support</b>	20,000.00	20,000.00	129,000.00	126,000.00	146,500.00
46700 · Other Income					
47005 · UDRA Management Proceeds	20,577.00	20,577.00	144,039.00	144,039.00	246,924.00
47020 · Rental Income	500.00	500.00	3,500.00	3,500.00	6,000.00
<b>Total 46700 · Other Income</b>	21,077.00	21,077.00	147,539.00	147,539.00	252,924.00
<b>Total Income</b>	41,077.00	41,077.00	274,639.00	273,539.00	399,424.00
<b>Expense</b>					
60100 · Payroll Expenses					
60101 · Salaries, Wages	19,242.16	17,462.00	127,075.12	122,234.00	209,544.00
60105 · Vacation Leave Accrual	119.26	608.00	715.53	4,269.00	7,309.00
60110 · Payroll Taxes	1,393.42	1,668.00	10,340.46	11,676.00	20,016.00
<b>Total 60100 · Payroll Expenses</b>	20,754.84	19,738.00	138,131.27	138,179.00	236,869.00
60200 · Personal Services Contracts					
60202 · Financial, Prof Services	100.00	100.00	889.00	938.00	3,500.00
60203 · Management & Organization Svcs	0.00	3,525.00	38,800.00	32,475.00	58,000.00
60205 · Legal Fees	0.00	1,900.00	7,000.00	2,500.00	3,000.00
60231 · Marketing/Advertising	231.60	1,280.00	2,811.95	4,960.00	15,600.00
60232 · Graphic Design, Web	31.62	0.00	1,271.34	1,550.00	2,550.00
60253 · Employee Training	0.00	0.00	0.00	200.00	200.00
<b>Total 60200 · Personal Services Contracts</b>	363.22	6,805.00	50,772.29	42,623.00	82,850.00
60300 · Other Contractual Services					
60303 · Cell Phone Charges	75.00	75.00	525.00	600.00	975.00
60314 · Internet IT Svcs Domain Reg	221.77	216.66	1,414.47	1,516.70	2,600.00
60324 · Insurance D&O	521.25	0.00	521.25	0.00	2,120.00
60325 · Insurance Other	1,580.00	1,680.00	1,580.00	1,680.00	1,680.00
60329 · Licenses and Permits	0.00	0.00	110.50	75.00	175.00
60330 · Memberships, Dues	0.00	0.00	0.00	2,555.00	2,555.00
60334 · Reg, Conferences, Sponsorships	61.00	50.00	1,473.24	575.00	650.00
60336 · Subscriptions, Periodicals	-388.83	12.99	464.44	285.05	350.00
60353 · Postage, Mailing Services	0.00	70.00	169.12	142.00	325.00
60358 · Printing & Reproduction	0.00	0.00	12.51	500.00	1,000.00
60377 · Catering, Meals	0.00	0.00	2,345.12	2,620.00	5,500.00
60380 · Leased Buildings, Space	1,330.96	1,336.66	9,316.72	9,356.70	16,040.00
60381 · Rentals, Copier Lease	235.00	62.50	881.27	437.50	750.00
60389 · Rentals, Other Events, Park	0.00	0.00	0.00	350.00	850.00
<b>Total 60300 · Other Contractual Services</b>	3,636.15	3,503.81	18,840.58	20,692.95	35,570.00
60400 · Travel					
60410 · In-state Per Diem	0.00	0.00	0.00	400.00	400.00
60412 · Private Auto Mileage	0.00	0.00	218.41	100.00	100.00
60416 · Other Travel - bus, etc.	19.03	0.00	247.57	150.00	300.00
60421 · Out of state Air Fare	0.00	0.00	0.00	700.00	700.00
<b>Total 60400 · Travel</b>	19.03	0.00	465.98	1,350.00	1,500.00
60500 · Supplies & Materials					
60501 · Food	0.00	0.00	54.76	97.20	150.86
60525 · Recognition and Awards	0.00	0.00	86.80	269.45	1,055.75
60545 · Prewritten SW (QB 365 Acrobat)	269.96	226.94	2,590.62	2,593.73	4,053.49
60564 · Office Supplies	94.19	0.00	708.38	835.14	1,739.90
<b>Total 60500 · Supplies &amp; Materials</b>	364.15	226.94	3,517.81	3,795.52	7,000.00
60700 · Retirement & Benefits					
60702 · PFML	293.08	125.79	876.96	251.58	503.16
60705 · Retirement Employer Contrib	413.40	414.00	2,893.80	2,898.00	4,968.00
60707 · Life Insurance Employer Paid	0.00	0.00	524.79	532.60	532.60

**University District Development Association**  
**Profit & Loss Budget Performance**  
**July 2024**

	<u>Jul 24</u>	<u>Budget</u>	<u>Jan - Jul 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
60709 · Disability Insurance	221.70	221.70	1,551.90	1,551.90	2,660.40
60710 · Health Insurance Plans	1,292.32	1,278.00	10,338.56	8,946.00	15,336.00
60711 · FSA Employer Contrib	333.32	333.32	2,333.24	2,333.24	3,999.84
<b>Total 60700 · Retirement &amp; Benefits</b>	<u>2,553.82</u>	<u>2,372.81</u>	<u>18,519.25</u>	<u>16,513.32</u>	<u>28,000.00</u>
<b>Total Expense</b>	<u>27,691.21</u>	<u>32,646.56</u>	<u>232,201.16</u>	<u>223,153.79</u>	<u>391,789.00</u>
<b>Net Ordinary Income</b>	13,385.79	8,430.44	42,437.84	50,385.21	7,635.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
43200 · Interest & Investments					
43210 · Interest-Savings, Short-term CD	208.02	150.00	1,424.00	1,050.00	1,800.00
<b>Total 43200 · Interest &amp; Investments</b>	<u>208.02</u>	<u>150.00</u>	<u>1,424.00</u>	<u>1,050.00</u>	<u>1,800.00</u>
<b>Total Other Income</b>	<u>208.02</u>	<u>150.00</u>	<u>1,424.00</u>	<u>1,050.00</u>	<u>1,800.00</u>
<b>Net Other Income</b>	<u>208.02</u>	<u>150.00</u>	<u>1,424.00</u>	<u>1,050.00</u>	<u>1,800.00</u>
<b>Net Income</b>	<u><u>13,593.81</u></u>	<u><u>8,580.44</u></u>	<u><u>43,861.84</u></u>	<u><u>51,435.21</u></u>	<u><u>9,435.00</u></u>



University District - 2024 Work Plan Tracking							
STRATEGIC PLAN	COMMUNITY DEVELOPMENT		BUDGETED	START	END	UPDATE	
1	3.1.2	Move forward with <b>400-Block</b> feasibility study around potential purchase price, financing, and programming	\$40,000	Q1 2024	Q3 2024	Avista waiting to EO year for appraisal. Released RFQ this summer for architectural pre-design and feasibility study for mixed-use development including a climbing gym, a UD Recreation Center, Spokane Sports, childcare center, Whitworth University, Evergreen Biosciences Incubation Labs and UD Coworking space. Concept design to be presented to Board at October meeting. Received two proposals. Mithun accepted. Applied for Commerce Pre-Design and Capital Planning grant for \$200K. Should hear by Sept 6. Also have \$5K additional dollars from Commerce Childcare planning grant.	
1	3.1.1	Issue RFQ to establish and create <b>U Vision 2044 Strategic Plan illustrations</b> to market and communicate the District	\$200,000	Q1 2024	Q3 2024	Board Retreat, Groundwork Forum, and Presentation to City Staff, UD DC, Avista and EDO held this summer. Public open house at the Community Building Lobby on Sept 6 for First Friday. Final design presented to Board in October. Design refinements to follow.	
	1.3.1.2.4.1	Support community partners around business incubation development in UD including Evergreen Bioscience Innovation Lab and U Incubation Village		Q1 2024	Q1 2024	Submitted for a CERB planning grant at \$75K with a proposed match of \$75K from UDPDA. Proposal selected to be presented to CERB Board on Sept 19 in Burlington, WA	
3	3.1.5	Support continued development of a future Spokane Environmental Learning and Cultural Center (SELCC) on WSU campus	\$10,000	Q1 2024	Q4 2024	Bylaws being reviewed by legal support and to be submitted this fall.	
3	1.1.2; 1.2.2	Per U Vision 2044, conduct <b>code audit</b> of City Code within the UDRA; conduct <b>developer feedback</b> processes such as focus groups; and best practices around development incentives nationwide	\$40,000	Q3 2024	Q4 2024	On hold until Q3/Q4; to be informed by District Conceptual Plan.	
4	3.4	Match to South Sub-area businesses toward feasibility of <b>BID formation</b>	\$10,000	Q1 2024	Q4 2024	Met with CP Wilkerson and presented her insights to BC. Recommendation is to put this on hold until after results of Public Safety Levy.	
5	2.2.1; 2.2.2	Match to a regional <b>Life Sciences and/or student retention</b> campaign	\$10,000	Q1 2024	Q4 2024	Met with Salah Ahmed from WSU Pharmacy School. Discussed university needs in general around student and faculty recruitment. Discussed sharing UD marketing materials next year and housing for both students and faculty.	
6	3.4.3	Match to community partners (DSP, Spokane Arts, Visit Spokane) around Spokane <b>Culture Corridor</b> development if funded	\$20,000	Q1 2024	Q4 2024	Waiting to hear about Our Town grant funding.	
ECONOMIC & ASSET DEVELOPMENT			BUDGETED	START	END	STATUS	UPDATE
1	2.4.2	Research legal processes and parameters around a <b>UD Investment Fund</b> including possible organizations to manage	\$2,000	Q1 2024	Q3 2024		To start outreach in regard to legal processes/costs in Q3/Q4
2	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	part of \$45K	Q1 2024	Q3 2024		Haley Aldrich selected for a 3-year contract. Submitted with them for the Commerce CBO Pre-Design and Planning for \$200K. Meeting with EPA Technical Assistance to submit for EPA Community Change grant around mid-Oct for nature-based infrastructure for \$20 million.
3	Overarching	Support City Economic Development Team around developing support strategies in partnership with the County around the City-County <b>PDA Interlocal Agreement</b>		Q2 2024	Q4 2024		Meeting with City monthly.
University District - 2024 Work Plan Tracking							
PROPERTY & INFRASTRUCTURE DEVELOPMENT			BUDGETED	START	END	STATUS	UPDATE
1	1.1.1	Move forward with development of <b>Riverside Ave, Riverside Pocket Park, and Grant Ave</b> complete streets including releasing A&E design RFQ to define scope and readiness for grant and loan opps (state public works loan/grant program, July 2024)	\$250,000	Q1 2024	Q4 2024		City moving forward with design and construction of Riverside Avenue, curb to curb paving. Work may require some utility work. Work to be completed in 2025. Pocket Park and Grant on hold post Mithun work. City developing Interlocal Agreement for work.
2	3.1.4; 3.1.5	RFQ for public private partnership for <b>80% AMI housing</b> Q1/Q2. If not viable, RFQ for broker services and begin surplus process. Apply for grant funding as appropriate (Commerce Housing Trust Fund, Building Electrification, Building for the Arts).	\$8,000	Q1 2024	Q3 2024		Sub-Committee questions sent back to deChase Miksis. Juliet recommending to not move forward at this time. Met with Manzanita House about lease extension past July 2025.
3	3.4.2	Work with Avista and South Sub-area businesses to install <b>lighting along alleyways</b>	\$20,000	Q1 2024	Q3 2024	Complete	Contracted with Avista to install 19 new public safety lights along alleys and near Centennial Trail (near No LI) this fall. Initial costs \$6,000 with a monthly utility fee at approximately \$500.
4	3.4.3	Work with EWU around the installation of three signs in regard to Catalyst wayfinding	\$15,000	Q1 2024	Q3 2024	Complete	Signs to be installed this fall. Final costs just over \$19,000.
5	3.2.2	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	Q1 2024	Q3 2024		Spokane River Forum and Parks looking at next steps in regard to Kayak Put-In on City property north of No Li including UD supported pre-design. SRF leadership is changing this fall and Parks plans to submit for a State RCO grant.
6	1.1.1	Support City Staff in <b>Pacific Ave</b> design as a complete street. Provide UDPDA committed design dollars to this effort.	\$85,000	Q1 2024	Q4 2024		Colin Quinn Hurst presented design concepts for Greenway connecting east to East Sprague. City under contract for design for Greenway going west. Juliet to coordinate with Kevin Picanco on Board presentations. With additional funding the City no longer needs UD design funds for complete street work. Maybe needed for street amenities.
MARKETING & COMMUNICATIONS			BUDGETED	START	END	STATUS	UPDATE
1	3.1.1	Develop District marketing materials around U Vision initiatives as needed	\$9,450	Q2 2024	Q4 2024		U Incubation Village flyer completed. Looking to develop Nature based infrastructure for Senator office outreach.
2	3.4.3	Support design of UD banner. Work with City and universities to implement.	\$2,460	Q2 2024	Q4 2024		Banner design to be presented to DC at September meeting.

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