

## University District Public Development Authority (UDPDA)

### Board of Directors Meeting Minutes

**Tuesday, September 6, 2016 - 2:07-3:13pm**

McKinstry Station, 850 E. Spokane Falls Blvd., Roundhouse Rooms 1 & 2

**Board Members Present in Person:** Barry Baker, Mayor David Condon, Dr. Mary Cullinan, Kent Hull, Taudd Hume, Tom Johnson, Mike Livingston, Mariah McKay (via phone), Todd Mielke, Karl Otterstrom, Kim Pearman-Gillman, Mark Richard (via phone), Council President Ben Stuckart, Dr. Beck Taylor, Steve Trabun, and Kim Zentz

**Board Members Absent:** Catherine Brazil, Chancellor Lisa Brown, Bruce Butterworth, Dr. Christine Johnson, Dr. Thayne McCulloh

**Other Participants:** Bob Eggart (WSU-Spokane), Andrew Worlock (City)

**Staff:** Mark Robert Mansfield (via phone), Alden Jones

#### Call to Order:

Otterstrom called the meeting to order at 2:07pm, welcomed the board and proceeded with administrative items.

#### Administration

- a) Otterstrom asked the Board to review the July 14 board meeting minutes. **MOTION to approve the minutes as presented** (Zentz); seconded (Livingston) and passed unanimously.
- b) Otterstrom asked the Board to review the August 2 board meeting minutes. **MOTION to approve the minutes as presented** (Cullinan); seconded (T. Johnson) and passed unanimously.
- c) Otterstrom asked the Board to review the financials as of June 30, 2016. **MOTION to approve the financials as presented** (Pearman-Gillman); seconded (Stuckart) and passed unanimously
- d) Otterstrom asked the Board to review the financials as of July 31, 2016. **MOTION to approve the financials as presented** (Stuckart); seconded (Livingston) and passed unanimously

#### Business Plan/City Asset Transfer Update

A background summary of past activities leading up to an anticipated City Asset Transfer were shared by Otterstrom, Pearman-Gillman, Mansfield and others. In April of this year, the City finalized a city asset transfer policy that requires the UDPDA to submit a business plan outlining: the nature of activities proposed, reason and justification to support the activities, evidence of compliance with RCWs and conditions of the local revenue source, a return on investment (ROI) analysis, and performance measures to evaluate long term viability.

The UDPDA submitted a draft business plan to the City for preliminary review which sets forth objectives, standards and decision-making procedures consistent with city and state protocols. The draft also was read and commented on by the mayor's office and planning staff.

Different potential approaches to administer and transfer assets were discussed extensively by the board with the overall goal of empowering the PDA. As various options are proposed and reviewed going forward, the group raised these topics, among others, for further consideration and clarification:

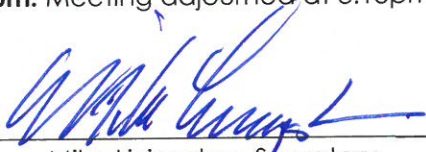
- Conflict of interest and open public meetings standards;

- The degree of diligence needed to select worthy projects and resources, including time, financial, and human resources required to be available for all requests;
- The relative bandwidth of a busy volunteer board for proper due process in relation to the pledged responsiveness of the (current) council led procedure;
- The type of metrics used for the ROI analysis and identifying the basis of the "traditional infrastructure" provided in order to rationalize the enhanced benefit of the application of the UDRA funds (inherent to a ROI assumption);
- Possible liability and legal issues;
- Where funds will be held, and city and state expectations regarding accounting, reporting, fiscal management;
- Which ordinances define the terms of "public improvements" and refer to the costs and expenses related to the development of infrastructure;
- Approval process for UDRA funds; and
- Tracking of sales tax in city boundaries.

The robust discussions highlighted the need for further dialogue with the City to clarify the options and mechanisms needed in order to proceed. Conversations around the table also raised the need to better define the role that the UDPDA plays in relation to the existing role the City has in investing in and administering urban improvements and infrastructure.

The Executive Committee will take up these issues at a future meeting and will work toward a sound strategy to position the UDPDA for positive impact and sustainable growth.

**Adjourn:** Meeting adjourned at 3:13pm.

  
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Mike Livingston, Secretary

  
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Date