



University District Development Association (UDDA)

Board of Directors' Meeting Agenda

Wednesday, October 2, 2024, 4:50 – 5:30 PM

In-Person at Catalyst Building, Room 309 and via Zoom

<https://us02web.zoom.us/j/86492302359?pwd=STErZDIhL0ZpK0hDTnZPN UdHWXRldz09>; Meeting ID: 864 9230 2359; Passcode: 583683

4:50 Welcome, Call to Order, Administrative Actions – Cameron

- **Proposed MOTION** – Consent Agenda
 - Draft September 4, 2024, UDDA board meeting minutes
 - UDDA financials as of August 31, 2024
- Treasurer's Report - *Murphy*
- Grants update; **Proposed MOTION** – Per UDPDA Board Resolution, approve transfer of Mithun 400-Block contract (Phase 1B) to UDDA per Commerce CBO grant funding - *Sinisterra*
- Board feedback survey, November 2024 – *Sinisterra*
- Workplan scorecard update – *Sinisterra*
- 2025 meeting calendar
- **Proposed MOTION** – Review and approve 2024 Impact Award recipient; December 4 presentation at holiday party
- Recognize outgoing members Bouten and Dugger – *Sinisterra*
- Recognize committee chairs Murphy and Wagner – *Sinisterra*

5:10 2025 Proposed UDDA Work Plan and Budget – *Sinisterra*

- Review and discuss
- **Proposed MOTION** – Approve 2025 UDDA Work Plan and Budget A (if awarded EPA grant, amended budget to be presented to Board in early 2025)

5:20 Committee Reports

- **Development Committee** – *Murphy*
- **Business Committee** – *Wagner*

5:30 Adjourn

Reminder:

- December 4 holiday reception at Spokane Art School - Impact Award presentation, Mithun DCP poster exhibit



University District Development Association (UDDA) Annual Meeting Minutes DRAFT

Wednesday, September 4, 2024, from 3:37 – 4:43 PM, WSU Health Science Spokane, SAC Building and Via Zoom

Board Members Present: LaVerne Biel, Lois Bollenback, Catherine Brazil (Zoom), Emilie Cameron (served as chair), Daryll DeWald, Colleen Fuchs, Brooke Kiener (Zoom), Chuck Murphy, Lindsey Myhre, Stacia Rasmussen, Rob Sauders, Katy Sheehan, John Sklut (Zoom), Jonathan Teeters, Dennis Wagner, County Commissioner Amber Waldref, Council President Betsy Wilkerson (Zoom), Erin Williams-Hueter

Board Members Absent: Bill Bouten, Keven Brockbank, Mayor Lisa Brown, Teresa Dugger, and Greg Repetti

Others in Attendance: Juliet Sinisterra, Alden Jones

Call to Order, Welcome, and Administrative Actions

- Vice-chair Cameron served as chair and called the meeting to order, thanked WSU for hosting, and asked for a **MOTION to approve the UDDA draft May 1, 2024, meeting minutes and the UDDA financials as of July 31, 2024**, (Bollenback), seconded (Wagner), and passed unanimously.
- Cameron noted that all **2025 UDDA meetings will be held at the Catalyst Building**.
- Sinisterra shared a **scorecard update** and a **grants status chart** noting grants applied for, received, and pending. Myhre asked if grants align with the U Vision 2044 strategic plan. Sinisterra said yes and also with the approved 2024 budget.

UD Nominating Committee Update and Board Vote on 2025 UDDA Positions

Noting the required 2/3 majority of members present, Cameron reviewed the Nominating Committee's recommendations and called for the following motions:

- **MOTION to approve four new UDDA board members:** Neil Christopher Apeles, Providence Sacred Heart; Megan Hulsey, Craft3; Marvo Reguindin, AHANA; and Tom Tellefson, McKinstry (Fuchs), seconded (Williams-Hueter), and passed unanimously.
- **MOTION to approve two UDDA representatives to the UDPDA board:** Greg Repetti and Chuck Murphy (Fuchs), seconded (Teeters), and passed unanimously.
- **MOTION to approve 2025 officers:** Chair-Sheehan, Vice Chair/Secretary-Repetti, and Treasurer-Murphy (Teeters), seconded (Williams-Hueter), and passed unanimously.
- **MOTION to approve 2025 Executive Advisory Committee:** Chair-Sheehan, Vice Chair/Secretary-Repetti, Treasurer-Murphy, 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 (community health and workforce), and Steve MacDonald (city) (Williams-Hueter), seconded (Biel), and passed unanimously.

Mithun District Conceptual Plan (DCP) Overview

Sinisterra shared several slides summarizing work to date by Mithun on the DCP. Grounded in the U Vision 2044 Strategic Plan, she showed how Mithun synthesized feedback/key takeaways from the Development Committee, City staff, and attendees at the June 6 Groundwork Forum into several illustrated boards organized around nature-based, equity and belonging strategies palettes and eight project ideas and options with examples/precedents:



1. Rewild and recharge the river (green blue infrastructure, habitat, and public realm)
2. Revive with an urban coulee system for the scablands (urban spillways and water conveyance infrastructure)
3. Restore Liberty trailhead and forest (connect neighborhoods, promote clean air and refuge)
4. Establish a life science commons (mixed-use campus within a park-like realm)
5. Generate a cycle of life hub (pioneering urban energy systems)
6. Heal the division (reconnecting through place and culture)
7. Grow a multi-cultural maker district (prioritize BIPOC, local, and small orgs)
8. Connect at the heart of Sherman (public realm, infill, parking, and energy)

The Mithun team will be in Spokane on September 6 for a morning conversation with House of Charities residents and staff and an evening Open House at the Community Building during First Friday. Final presentation to the UDPDA board on October 2.

Development Committee Updates

- Mithun was selected for the **400-Block Architectural Services** Phase One (pre-design) scope which includes site feasibility and initial financial analysis (\$45K) to include a world-class climbing gym, childcare facilities, Spokane Sports office, Whitworth MBA classroom, modified Evergreen Bioscience wet lab and incubation space, and parking. Mithun will present initial concepts to the Development Committee on September 10 and to the board on October 2. The UDDA applied for a Commerce CBO grant, and if successful, sets up the possibility of a future construction loan from Commerce. Per MacDonald, new market tax credits up to 20% also could apply to the project.
- Per the 2024 budget which includes a \$22,500 match for a proposed Iron Bridge **kayak put-in** north of No-Li Brewhouse, the UDPDA has entered into MOA with Spokane River Forum (SRF) for site analysis work. SRF will oversee and manage all project activities and hire a vendor for 30% design, including a topographical survey and an ESA for future permitting.

Business Committee Updates

- Wagner reported on public safety lighting efforts: Avista will install 12 new lights in the south sub-area and seven along Centennial Trail by No-Li.
- Working with the City to extend the boundary in the RFP for Downtown clean-up services to include Sherman. Sinisterra said Catholic Charities may apply. Biel mentioned Dignified Workforce as an excellent resource.
- Urbanova presented on Spokane Connected Communities – an effort to cut energy costs and emissions by installing smart meters.

30-second updates ensued and then Cameron reminded the group of the October 2 meeting and adjourned the session at 4:43 PM.

Emilie Cameron, Vice Chair

Date: September 7, 2024

University District Development Association
Balance Sheet
 As of August 31, 2024

12:58 PM
 09/04/24
 Accrual Basis

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10126 · UDDA NUM Checking	110,490.23
10127 · UDDA NUM MM	164,789.39
Total Checking/Savings	<u>275,279.62</u>
Total Current Assets	<u>275,279.62</u>
TOTAL ASSETS	<u>275,279.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20200 · Accounts Payable	3,335.00
Total Accounts Payable	3,335.00
Credit Cards	
20502 · Numerica Visa	1,916.62
Total Credit Cards	1,916.62
Other Current Liabilities	
24000 · Payroll Liabilities	
24160 · State Unemployment Payable	-271.27
24161 · State Fam Med Lv EE pd by Co	-11.39
24162 · FSA Contrib EE	640.44
24163 · FSA Contrib ER	333.32
24170 · Federal Unemployment	17.25
24225 · Simple IRA EE	413.40
24226 · Simple IRA ER	413.40
24227 · Accrued Vacation Leave	4,674.09
24000 · Payroll Liabilities - Other	199.63
Total 24000 · Payroll Liabilities	<u>6,408.87</u>
Total Other Current Liabilities	<u>6,408.87</u>
Total Current Liabilities	<u>11,660.49</u>
Total Liabilities	11,660.49
Equity	
30000 · Opening Balance Equity	2,143.63
30001 · Reserve	78,842.62
32000 · Unrestricted Net Assets	146,524.39
Net Income	36,108.49
Total Equity	<u>263,619.13</u>
TOTAL LIABILITIES & EQUITY	<u>275,279.62</u>

University District Development Association Profit & Loss Budget Performance

August 2024

	Aug 24	Budget	Jan - Aug 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
43400 · Direct Public Support	0.00	0.00	103,500.00	126,000.00	146,500.00
46700 · Other Income					
47005 · UDRA Management Proceeds	20,577.00	20,577.00	164,616.00	164,616.00	246,924.00
47020 · Rental Income	500.00	500.00	4,000.00	4,000.00	6,000.00
Total 46700 · Other Income	21,077.00	21,077.00	168,616.00	168,616.00	252,924.00
Total Income	21,077.00	21,077.00	272,116.00	294,616.00	399,424.00
Expense					
60100 · Payroll Expenses					
60101 · Salaries, Wages	18,557.16	17,462.00	145,632.28	139,696.00	209,544.00
60105 · Vacation Leave Accrual	-390.66	608.00	324.87	4,877.00	7,309.00
60110 · Payroll Taxes	1,420.99	1,668.00	11,761.45	13,344.00	20,016.00
60100 · Payroll Expenses - Other	0.00		0.16		
Total 60100 · Payroll Expenses	19,587.49	19,738.00	157,718.76	157,917.00	236,869.00
60200 · Personal Services Contracts					
60202 · Financial, Prof Services	100.00	125.00	989.00	1,063.00	3,500.00
60203 · Management & Organization Svcs	0.00	3,525.00	14,437.50	36,000.00	58,000.00
60205 · Legal Fees	0.00	100.00	7,000.00	2,600.00	3,000.00
60231 · Marketing/Advertising	129.72	280.00	2,941.67	5,240.00	15,600.00
60232 · Graphic Design, Web	31.62	0.00	1,302.96	1,550.00	2,550.00
60253 · Employee Training	0.00	0.00	0.00	200.00	200.00
Total 60200 · Personal Services Contracts	261.34	4,030.00	26,671.13	46,653.00	82,850.00
60300 · Other Contractual Services					
60303 · Cell Phone Charges	75.00	75.00	600.00	675.00	975.00
60314 · Internet IT Svcs Domain Reg	172.35	216.66	1,613.76	1,733.36	2,600.00
60324 · Insurance D&O	1,563.75	2,120.00	2,085.00	2,120.00	2,120.00
60325 · Insurance Other	0.00	0.00	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	1,900.00	2,555.00	2,555.00
60334 · Reg, Conferences, Sponsorships	673.18	0.00	2,146.42	575.00	650.00
60336 · Subscriptions, Periodicals	17.77	12.99	482.21	298.04	350.00
60353 · Postage, Mailing Services	4.85	0.00	173.97	142.00	325.00
60358 · Printing & Reproduction	12.51	0.00	25.02	500.00	1,000.00
60377 · Catering, Meals	151.05	0.00	2,496.17	2,620.00	5,500.00
60380 · Leased Buildings, Space	1,330.96	1,336.66	10,647.68	10,693.36	16,040.00
60381 · Rentals, Copier Lease	122.51	62.50	1,003.78	500.00	750.00
60389 · Rentals, Other Events, Park	499.46	500.00	499.46	850.00	850.00
Total 60300 · Other Contractual Services	4,623.39	4,323.81	25,363.97	25,016.76	35,570.00
60400 · Travel	0.00	75.00	465.98	1,425.00	1,500.00
60500 · Supplies & Materials	834.85	802.82	6,306.64	4,598.34	7,000.00
60700 · Retirement & Benefits					
60702 · PFML	0.00	0.00	876.96	251.58	503.16
60705 · Retirement Employer Contrib	413.40	414.00	3,307.20	3,312.00	4,968.00
60706 · Retirement Employee Contrib	0.00	0.00	0.00	0.00	0.00
60707 · Life Insurance Employer Paid	0.00	0.00	524.79	532.60	532.60
60709 · Disability Insurance	221.70	221.70	1,773.60	1,773.60	2,660.40
60710 · Health Insurance Plans	1,292.32	1,278.00	11,630.88	10,224.00	15,336.00
60711 · FSA Employer Contrib	333.32	333.32	2,666.56	2,666.56	3,999.84
60712 · FSA Employee Contrib	333.32	0.00	333.32	0.00	0.00
Total 60700 · Retirement & Benefits	2,594.06	2,247.02	21,113.31	18,760.34	28,000.00
Total Expense	27,901.13	31,216.65	237,639.79	254,370.44	391,789.00
Net Ordinary Income	-6,824.13	-10,139.65	34,476.21	40,245.56	7,635.00
Other Income/Expense					
Other Income					
43200 · Interest & Investments	208.28	150.00	1,632.28	1,200.00	1,800.00
Total Other Income	208.28	150.00	1,632.28	1,200.00	1,800.00
Net Other Income	208.28	150.00	1,632.28	1,200.00	1,800.00
Net Income	-6,615.85	-9,989.65	36,108.49	41,445.56	9,435.00



University District 2024 Second Treasurer’s Report - DRAFT

To: UDDA and UDPDA Boards
 Fr: Chuck Murphy, Treasurer
 Date: October 2, 2024

In 2024, the UDDA/UDPDA Treasurer will provide two reports to the board in April and October. Herewith is the October report that covers March-August 2024.

UDDA

- **Ending checking balance** as of 8/31/24 \$113,662.70; vs as of 2/29/24 \$118,130.65
- **Ending money market balance** as of 8/31/24 \$164,789.39; vs as of 2/29/24 \$163,556.99
- **Net YTD income** ended **(\$5,337.07)** unfavorable to YTD budget.
- **Total YTD income** ended **(\$22,500)** unfavorable to budget due to writing off contributions from Providence, GeoEngineers, and STA (\$25,500 total).
- **Total YTD expenses** ended \$16,730.65 favorable budget due primarily to account 60203 Management & Org Services and 1099 contract payables.
- YTD income totaled \$272,116 while YTD expenses totaled \$237,639.79 with the inclusion of interest income, the net income totals \$36,108.49.
- YTD total assets are \$275,279.62, liabilities total \$11,660.49, and equity \$263,619.13.
- **Grant Status** update
 - Applied for Commerce Community Based Organization \$200K grant for pre-design and capital planning for 400-Block;
 - Waiting to hear about Spokane Culture Corridor: Our Town Grant \$100K with partners DSP, Spokane Arts, and Visit Spokane
 - Received Commerce Childcare Grant \$65K (\$5K to capital planning) with partners Community Minded Enterprises and Spokane Workforce Council

UDDA 2024 Contract Status as of August 31, 2024

Customer/Vendor	Not to Exceed Contract Amount	Remaining Balance	Alignment
UDPDA Admin Svcs	+ \$20,577/ mo	ongoing	Admin and ops support
Urbanova	+\$500/mo	ongoing	UD office sublease
WSU Real Estate	\$1,331	ongoing	Office rental
Michael Shuman (2023+)	\$10,000	0	Investment fund development
Lawrence Cebula (2023+)	\$10,000	\$5,000	UD Historical Research/Docmtn
Kora Todd	\$15,000	0	1099 wayfinding; parking strat

Sarah Severson	\$9,000	\$7,335	1099 U Incubation Village coord
Seve7n Design	\$2,460	\$1,410	1099 Graphic design
Toby Harzlich (2023+)	\$9,600	\$2,400	1099 CEO coaching

UDPDA

- **Ending checking balance** as of 8/31/24 \$268,368.14; vs as of 2/29/24 \$363,484.44
- **Ending money market balance** as of 8/31/24 \$1,015,067.08; vs as of 2/29/24 \$705,122.90
- **YTD Net income (cash basis) ended (\$104,376.72)** which is **(\$116,036.40)** unfavorable to budget. This is due primarily to revised estimated sales and property tax for 2024 and 201 W Main repairs and seasonal maintenance.
- **YTD income ended (\$15,066.30)** unfavorable budget due to revised sales and property tax estimates. Note, however, that rental income and interest earnings have surpassed budget expectations.
- **YTD expenses ended (\$100,970.10)** unfavorable budget due primarily to earlier than anticipated contractor payments and 201 W Main repairs and seasonal maintenance.
- YTD income totaled \$430,416.39 while YTD expenses totaled \$534,793.10.
- YTD total assets are \$2,961,365.22.
- Staff is waiting to hear from the City regarding refinancing the General Obligation Bond to avoid balloon payment in 2026.
- The three regional PDAs are working with the City and County on Standard Operating Procedures (SOP) to calculate Construction Sales Tax going forward (as well as a catch-up payment since the interlocal agreements were signed in 2020). The SOP will establish a formal process for assembling, validating, and utilizing building permit data to calculate and pay construction sales tax to the PDAs on a quarterly amortized basis.
- **Grant Status** update
 - U Incubation Village \$75K CERB grant submitted in July and Juliet presents to CERB board September 19.

201 W Main Property Update

- YTD 201 W Main income, cash basis, totaled \$25,591.44 while YTD expenses totaled \$50,539.19, resulting in a YTD net loss of **(\$24,947.75)**.
- As a result of increased operating costs associated with the 201 West Main property, 2024 expenses are now forecasted to exceed budgeted levels by an estimated \$30,000.



UDPDA Contract Status as of August 31, 2024

Customer/Vendor	Contract Amount	Remaining Balance	Alignment
Manzanita House	\$2,625	ongoing	201 W Main Ave two-year lease
Reef/Republic Parking	+\$1K/mo est	ongoing	Negligible revenues (under \$100/mo)
UDDA Admin Services	\$20,577/mo	ongoing	Admin and ops support
Kiemle & Hagood	\$250/mo	ongoing	201 W Main property management
Century Pacific (2022+)	\$85,000	\$19,388.75	400-Block Development
KH Consulting	\$15,000	\$6,580.00	Grant research and writing
Greene Economics (2023+)	\$75,000	0	Eco Asset Study
Collins Woerman	\$8,000	0	201 W Main Feasibility Study update
Collins Woerman	\$2,000	0	400-Block graphics
Seve7n Design	\$12,000	\$5,640.00	U Incubation Village flyer, district banner, U Vision marketing piece
Ardurra (2023+)	\$24,890	0	Grant writing
Mithun	\$200,000	\$115,313.46	District Conceptual Plan
Haley Aldrich	\$60,000	\$60,000.00	Grant writing
Urbanova	\$10,000	\$2,675.00	Data warehouse/digital dashboard



NEWS RELEASE

For Immediate Release - Updated

COMMUNITY-MINDED ENTERPRISES, UNIVERSITY DISTRICT, AND SPOKANE WORKFORCE COUNCIL RECEIVE DEPARTMENT OF COMMERCE CHILD CARE PARTNERSHIP GRANT

SPOKANE, Wash., September 24, 2024—Community-Minded Enterprises (CME)—in partnership with the University District Development Association (UDDA) and Spokane Workforce Council (SWC)—has been awarded a Department of Commerce (Commerce) Child Care Partnership Grant for \$65,000. The grant will allow the partners to support community-driven childcare solutions by fostering partnerships and conducting planning activities that help address the shortage of childcare in the University District.

“Community-Minded Enterprises is dedicated to creating childcare opportunities in Spokane’s University District by uniting local voices to design a responsive, affordable, and sustainable childcare model,” says Suzanne Suyama, Program Director, CME. “We can’t wait to get this critical work underway with the community.”

CME staff will attend Commerce-hosted early learning meetings and, in partnership with the UDDA and SWE, form a community coalition/steering committee that will help guide a Community Needs Assessment and Feasibility Study to inform a childcare funding model. The grant scope will cover data collection (via focus groups, marketing surveys, QR codes, and social media posts), data analysis and case study research, and reporting. Outreach efforts will include students, staff, and faculty representatives from the six higher education institutions in the District; as well as other community stakeholders.

“We are grateful to Community-Minded Enterprises for their leadership in securing this needs assessment for future UD childcare,” says Juliet Sinisterra, UD CEO. “Accessible, affordable, and quality healthcare is central in building a strong local economy.”

“Spokane Workforce Council recognizes that childcare is a critical piece of building a healthy and thriving workforce. We are proud to partner with the UDDA and CME to explore expanded access to childcare in one of our community’s workforce hubs,” says Jessica Clayton, Division Executive of Programs and Development at Spokane Workforce Council.

The final deliverable will be a childcare cost model to determine a feasible tuition fee structure for the area and a budget based on the number of slots for Working Connections Child Care, ECEAP, and private pay slots.

“Access to affordable, quality childcare, when and where needed, is essential for parents and local economies across the state to thrive,” says Commerce Director Mike Fong. “We are eager to partner with the University District, Spokane Workforce Council, and Community-Minded Enterprises as they lay the groundwork for providing childcare options that strengthen workers, businesses, and the community.”

###

About Community-Minded Enterprises (CME): CME transforms communities in Washington State while advancing diversity and inclusion of marginalized populations so that all people have an opportunity for equitable health, education, and safety. At our core, we are a community-focused organization and we value family life and flexibility. These values are at the foundation of our outreach efforts and the work environment we provide for our dedicated staff. Find out more at <https://community-minded.org/about-us/>.

CME Contact: Madi Allen, Communications Coordinator, CME; Tel (509) 666-4183, madia@community-minded.org

About Spokane Workforce Council (SWC): SWC elevates local workforce efforts with critical insights, researched guidance, innovative funding, and strategic partnerships to cultivate a flourishing Spokane. Over the past two years, SWC focused on childcare as a critical stabilizing factor in the local labor market and has partnered with CME and the early learning community to provide direct childcare tuition assistance and grow the childcare workforce. Find out more at www.spokaneworkforce.org.

SWC Contact: Jessica Clayton, Division Executive of Programs and Development, Spokane Workforce Council; Tel (509) 960 6262, jclayton@spokaneworkforce.org

About the University District (UD): The University District is a place where business and education grow together to create a collaborative, healthy, and prosperous region. The University District uses its unique connectivity to create shared community wellness, equity, environmental health, and vibrancy by developing the infrastructure and programming that enable a globally recognized hub of education, innovation, research, and health care. Find out more at www.spokaneudistrict.org.

UD Contact: Juliet Sinisterra, CEO, University District; Tel: (509) 255-8093, info@spokaneudistrict.org

University District - 2024 Work Plan Tracking							
STRATEGIC PLAN	COMMUNITY DEVELOPMENT		BUDGETED	START	END	UPDATE	
1	3.1.2	Move forward with 400-Block feasibility study around potential purchase price, financing, and programming	\$40,000	Q1 2024	Q3 2024	Avista waiting until EO year for appraisal. Mithun presented initial development concepts to DC. Will present to UDPDA in October. Still waiting to hear from Commerce. Received \$200,000 Commerce CBO Grant for Pre-Design.	
1	3.1.1	Issue RFQ to establish and create U Vision 2044 Strategic Plan illustrations 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. Successful public open house at the Community Building lobby for First Friday and a House of Charity/Havens Focus Group on Sept 6. Final design presented to Board in October. Design refinements to follow.	
2	2.32; 2.41	Support community partners around business incubation development in UD including Evergreen Bioscience Innovation Lab and U Incubation Village		Q1 2024	Q3 2024	Received CERB planning grant \$75K with a proposed match of \$75K from UDPDA. Proposal 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 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	Q3 2024	Q4 2024	Proposed to Carryover to 2025 budget	
4	3.4	Match to South Sub-area businesses toward feasibility of BID formation	\$10,000	Q1 2024	Q4 2024	Proposed to Carryover to 2025 budget	
5	2.2.1; 2.2.2	Match to a regional Life Sciences and/or student retention 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 as well as housing needs for students and faculty. Met with Michael Lindberg of Pacific Partners and discussed his work in developing the Missoula Innovation Center	
6	3.4.3	Match to community partners (DSP, Spokane Arts, Visit Spokane) around Spokane Culture Corridor 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 UD Investment Fund including possible organizations to manage	\$2,000	Q1 2024	Q3 2024		Proposed to Carryover to 2025 work plan. No budget.
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. Together submitted Commerce CBO Pre-Design and Planning grant app for \$200K. Meeting with EPA Technical Assistance to submit for EPA Community Change grant mid-Oct for nature-based infrastructure for \$20M. Developing partners including Statutory and Collaborating. Plan to submit in early Oct.
3	Overarching	Support City Economic Development Team around developing support strategies in partnership with the County around the City-County PDA Interlocal Agreement		Q2 2024	Q4 2024		Meeting with City monthly. City working on re-finance of Sprague Loan. PDAs working with City and County on SOP to collect construction sales tax.
University District - 2024 Work Plan Tracking							
PROPERTY & INFRASTRUCTURE DEVELOPMENT			BUDGETED	START	END	STATUS	UPDATE
1	1.1.1	Move forward with development of Riverside Ave, Riverside Pocket Park, and Grant Ave 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		Mithun is recommending that Riverside be closed off, this could put a hold on this work next year. City supports this if no properties landlocked. Riverside Avenue engineering on hold until pre-design study complete for 400 Block.
2	3.1.4; 3.1.5	RFQ for public private partnership for 80% AMI housing 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 recs not moving forward at this time. Met with Manzanita House about lease extension past July 2025. Possibly looking to sell in 2025.
3	3.4.2	Work with Avista and South Sub-area businesses to install lighting along alleyways	\$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-U) this fall. One-time groundwork cost \$6K with approx \$500/mo utility fee.
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 kayak put-in north of NoLi in partnership with Spokane River Forum, Trout Unlimited, State Parks, and the Centennial Trail	\$22,500	Q1 2024	Q3 2024		MOA in place between UD and Spokane River Forum. SRF leadership is changing this fall and Parks plans to submit for a State RCO grant. Including additional design dollars in 2025 budget.
6	1.1.1	Support City Staff in Pacific Ave 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 E 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. Graphic designer working on EPA flyer.
2	3.4.3	Support design of UD banner. Work with City and universities to implement.	\$2,460	Q2 2024	Q4 2024		Banner design presented to DC at Sept meeting. Presenting to EC and Board. Plan to implement pilot along MLK Way in 2025.

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

January						
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UD Meetings and Holidays	
Jan 01	New Year's Day
Jan 20	M L King Day
Jan 21	EAC
Feb 5	UDPDA/UDDA Board
Feb 17	Presidents' Day
Feb 18	EAC
March 5	UDPDA/UDDA Board
March 18	EAC
April 2	UDPDA/UDDA Board
April 15	EAC
May 7	UDPDA/UDDA Board
May 20	EAC
May 26	Memorial Day
June 4	Board Retreat
Jun 19	Juneteenth
Jul 04	Independence Day
Aug 19	EAC
Sept 01	Labor Day
Sept 3	UDPDA/UDDA Annual Mtg
Sept 16	EAC
Oct 15	UDPDA/UDDA Board
Nov 11	Veterans Day
Nov 27-28	Thanksgiving
Dec 3	Holiday Party
Dec 25	Christmas
	Board at Catalyst Rm 309
	EAC via Zoom



Scott Morris – Career Innovator/Collaborator

Who Candidate Serves

- During Scott's 35+ year career with Avista Corp, he served not only his fellow employees, colleagues, and customers, but also numerous Spokane non-profit boards and community organizations.
- Spokane as a whole has been a beneficiary of his passion and skill, however, the UD would not be experiencing its current momentum without Scott's dogged commitment to supporting the place and the organization.
- Scott's long-term commitment to Spokane's universities and colleges has been extensive and varied, ranging from serving as a trustee for Gonzaga University to developing vocational education programs with Community Colleges of Spokane.

Nature of Service – Examples

Community Catalyst and Trailblazer

- *Catalyst and Scott Morris Center for Innovation*
 - Scott cast and maintained the vision that the University District Gateway Bridge would be a catalyst and that Avista would not just develop its adjacent land but that they would challenge themselves and others to create the 'world's five smartest blocks'.
 - His commitment to the Catalyst Building resulted in bringing multiple degree programs and more than 1,000 Eastern Washington University students to the South UD neighborhood.
 - Both Catalyst and Avista's adjoining four-story facility (now named the Scott Morris Center for Innovation)—a 40,000-square-foot companion to the Catalyst that houses a central energy plant to power both buildings—are international stand-outs in the building, manufacturing, and clean energy industries.
- Externally, Scott undertook numerous initiatives at Avista, most notably the Urbanova smart-technology project in the University District.
- Scott also played a key role in the development of two medical schools in the UD and often refers to that effort as his generation's Expo 1974 moment; confident that the UW and WSU Health Sciences Spokane will provide a powerful and lasting economic boost for the city.

Thoughtful Leader and Selfless Collaborator

- Scott is a huge supporter of the greater good. On countless occasions over several years, Scott invested in the community, making a real difference. He brought his passions and the backing of a powerful company to bear on numerous worthwhile causes.
- His role in the Avista Foundation via the Scott and Liz Morris Employee Engagement Fund provides help to Avista employees and the communities they serve across five states. This investment is a visible and lasting reminder of the generosity that Scott and his family have

long demonstrated and will serve as a fitting legacy to their commitment to the well-being of our communities.

- In addition to Avista, Gonzaga University has been blessed to have an alum and benefactor such as Scott who believes so deeply in Gonzaga's faculty, staff, students, alumni, and community. His family's generous gifts to the College of Arts and Sciences to sustain the Morris Undergraduate Research Fellowship celebrate the University's commitment to undergrad research.
- Scott is a Trustee Emeritus of GU and was Board Chair for several terms. Thanks to significant accomplishments under his leadership, Gonzaga experienced a trajectory of success.
- Scott has been a tremendous advocate for the Health Partnership between GU and UW, and he has advocated for other University programs as well.

What Sets Candidate Apart

- The South Landing of the UD is one of his key legacies. His foresight at Avista that lead to transformative investments there and along Sprague is perhaps the largest economic game-changer for Spokane.
- "But for Scott", the UDPDA would not be taking the actions on the development of the 400 Block of Riverside.
- Scott played a significant role in making Avista a more community-facing, consumer-friendly company.
- Scott picked up and ran with the goal to make Spokane a Smart City, helping launch the Urbanova initiative.
- Scott never ran Avista from his office or behind closed doors. He was always available, visible, curious, out on the streets learning new things, and helping others succeed.
- Scott never made his philanthropy about him. He realized he was the face of a major company, but he firmly believed that that didn't make him more special. He inspired others, let them lead, and celebrated when they got the credit.

University District - 2025 Work Plan Tracking

STRATEGIC PLAN		COMMUNITY DEVELOPMENT	BUDGETED	START	END	STATUS	UPDATE
1	3.1.2	400-Block: Review feasibility and pre-design study and pursue financing for purchase if approved. Money budgeted for negotiation support.	\$25,000	Q1 2025	Q2 2025		
2	3.1.1	Conduct feasibility study for U Incubation Village project. \$75,000 funded via CERB.	\$150,000	Q1 2025	Q3 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	Q1 2025	Q4 2025		
4	Overarching	Host community partner lunches around UD Housing Development; District Energy Strategies, and Life Sciences Marketing	\$0	Q1 2025	Q4 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		
6	3.1.3	Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.	\$0	Q1 2025	Q3 2025		
7	3.4	Match to South Sub-area businesses toward feasibility of BID formation .	\$10,000	Q1 2025	Q4 2025		

ECONOMIC & ASSET DEVELOPMENT

			BUDGETED	START	END	STATUS	UPDATE
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		
2	Overarching	Database and business platform completion for demographic, environmental, and energy/water use data for District.	\$10,000	Q1 2025	Q3 2025		
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		

University District - 2025 Work Plan Tracking

PROPERTY & INFRASTRUCTURE DEVELOPMENT

			BUDGETED	START	END	STATUS	UPDATE
1	3.1.2	400-Block: Legal support for land acquisition if approved by Board.	\$20,000	Q1 2025	Q2 2025		
2	1.1.4	Sherman Street Complete Street Design for TIB grant application prep.	\$75,000	Q1 2025	Q3 2025		
3	1.4	Riverside and Sprague Parking Pilot in partnership with City	\$10,000	Q3 2025	Q4 2025		
4	3.4	Banner implementation along MLK Way.	\$10,000	Q2 2025	Q4 2025		
5		Evaluate selling 201 West Main property.	\$0	Q2 2025	Q4 2025		
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		
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		

MARKETING & COMMUNICATIONS

1	3.1.1	Develop District marketing materials around U Vision District Conceptual Plan and related initiatives.	\$10,000	Q1 2025	Q4 2025		
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Notes: Orange: Focus Area; Blue: Dependent on Others

UDDA 2024			UDDA 2025			Budget A	Budget B
	2024 Budgeted	2024 Actual (est.)				2025	2025
REVENUE	\$404,462	\$366,462	REVENUE			\$695,453	\$1,068,853
All Contributions (incl Zentz)	\$146,500	\$103,500	Contrib (assumes \$20K Prov, MultiC)			\$130,000	\$130,000
UDRA Management Proceeds	\$246,924	\$246,924	UDRA Management Proceeds			\$384,786	\$328,771
Rental Income (Urbanova)	\$6,000	\$6,000	Rental Income (Urbanova)			\$0	\$0
Commerce Childcare Grant	\$0	\$5,000	Grant Income: Commerce CBO Grant			\$200,000	\$200,000
			Grant Income: EPA Community Change			\$0	\$427,215
Interest	\$1,800	\$1,800	Interest			\$2,800	\$5,000
Estimated Carryover	\$3,238	\$3,238	Estimated Carryover			-\$22,133	-\$22,133
EXPENSE	\$391,789	\$388,595	EXPENSE			\$695,453	\$1,068,853
Payroll Expenses	\$236,869	\$241,869	Payroll Expenses			\$377,696	\$636,896
Personal Services Contracts	\$82,850	\$47,150	Personal Services Contracts			\$198,100	\$253,200
Financial Services	\$3,500	\$3,500	Financial Services (Tax return/Flores)			\$3,500	\$3,500
Management & Org Svcs	\$58,000	\$25,000	Management & Org Svcs			\$180,000	\$184,500
1099 Support	\$36,000	\$25,000	1099 Support (CEO Leadership Support)			\$0	\$4,500
Retreat Speaker	\$0	\$0	Retreat Facilitation			\$2,500	\$10,000
South Sub Area BID Feasibility Study (ma	\$10,000	\$0	South Sub Area BID Feasibility Study (match)			\$10,000	\$2,500
SELCC Match - Org Dev (match)	\$10,000	\$0	Recruitment Firm			\$5,000	\$5,000
INTENT Board Contribution	\$2,000	\$0	400 Block Pre-Design and Financial Feasibility Study			\$162,500	\$162,500
Legal Fees	\$3,000	\$9,000	Legal Fees			\$6,000	\$9,000
Marketing/Advertising	\$15,600	\$7,100	Marketing/Advertising			\$7,100	\$7,100
Enewsletter/Social Marketing	\$3,600	\$3,600	Enewsletter/Social Marketing			\$3,600	
Event Marketing/Sponsorships	\$2,000	\$3,500	Event Marketing/Sponsorships			\$3,500	
Student Retention Campaign Support	\$5,000	\$0	IUS Sponsorship				
Life Sciences Marketing Materials Support	\$5,000	\$0	Graphic Design, Web			\$1,500	\$46,500
Graphic Design, Web	\$2,550	\$2,550	Website Design and Programming			\$0	\$30,000
Graphic Images Subscription			Website Photography			\$0	\$15,000
Holiday Card			Holiday Card			\$1,500	\$1,500
Employee Training	\$200	\$0	Employee Training			\$0	\$2,600
MRSC Training	\$200		Essential Facilitation Online				
Other Contractual Services	\$35,570	\$38,145	Other Contractual Services			\$44,801	\$57,380
Phone	\$975	\$975	Phone			\$1,800	\$3,600
Internet	\$2,600	\$2,600	Internet			\$3,300	\$4,600
Insurance	\$3,800	\$3,800	Insurance (incl cyber and crime)			\$9,000	\$9,000
Licenses and Permits	\$175	\$175	Licenses and Permits			\$150	\$150
Membership, Dues	\$2,555	\$2,550	Membership, Dues			\$500	\$500
Sponsorships/Event Fees	\$650	\$2,550	<i>Evergreen Bioscience</i>				
ACES Registration/APA(Bellevue)/DSP			Event fees and registrations			\$2,000	\$3,000
Subscriptions, Periodicals	\$350	\$480	<i>Conference/DSP Table</i>				
Postage, Mailing	\$325	\$325	Subscriptions, Periodicals			\$480	\$480
Printing and Reproduction	\$1,000	\$1,000	<i>Range, Black Lens, Spokesman, JOB</i>				
Catering, Alcohol	\$5,500	\$5,500	Postage, Mailing			\$400	\$650
Leased Buildings, Space	\$16,040	\$16,040	Printing and Reproduction			\$2,500	\$5,000
Rentals, Copier, Lease	\$750	\$1,300	Catering, Alcohol - retreat, holiday, lunches			\$6,500	\$7,500
Rentals, Staff Parking	\$850	\$850	Leased Buildings, Space			\$15,971	\$20,000
Travel	\$1,500	\$5,000	Rentals, Copier, Lease			\$1,200	\$1,400
In State Per Diem	\$500		Rentals, Staff Parking			\$1,000	\$1,500
In State Airfare	\$300		Travel			\$8,900	\$10,500
Private Auto Mileage	\$300		In State Per Diem			\$1,000	
Other Travel, Bus, etc	\$350		In State Airfare			\$600	
Out of State Per Diem	\$1,000		Private Auto Mileage			\$600	
Out of State Airfare	\$1,200		Other Travel, Bus, etc			\$500	
			Out of State Per Diem			\$2,000	
			Out of State Airfare			\$3,200	
			Recruitment/relocation			\$1,000	
Supplies and Materials	\$7,000	\$7,000	Supplies and Materials (+New Employee Workstations)			\$12,000	\$18,000
Retirement and Benefits	\$28,000	\$30,781	Retirement and Benefits			\$53,956	\$92,877
Net Income	\$12,673	-\$22,133				\$0	\$0