



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, October 2, 2024, from 3:02 – 5:05 PM, Catalyst Bldg, Rm 309, and Via Zoom

Board Members Present: Teresa Dugger (Zoom), Steve MacDonald (Zoom), Chuck Murphy, Katy Sheehan (served as chair), Juliet Sinisterra, County Commissioner Amber Waldref, Council President Betsy Wilkerson

Board Members Absent: none

Presenters: Mithun District Conceptual Plan team – Sandra Girgis and Steve Baumgartner (in person), Debra Guenther and Erin Ishizaki (via Zoom); Mithun 400-Block Architectural Services team (all via Zoom) – Craig Curtis, Eric Adman, Alex Ayala, and Drew Kleman and Peter Kayner with Press Architecture.

Call to Order, Welcome, and Administrative Actions

- Vice-chair Sheehan served as chair and called the meeting to order, thanked EWU for hosting, and asked for a **MOTION to approve the UDPDA draft September 4, 2024, annual meeting minutes and the UDPDA financials as of August 31, 2024**, (Murphy), seconded (Sinisterra), and passed unanimously.
- Muphy gave the second Treasurer's Report noting no significant changes from the previous report: income is trailing due to the City's revised sales and property tax estimates, and expenses are higher due to early payments to consultants and 201 W Main costs. Sinisterra is working with City staff on refinancing the general obligation bond to avoid a \$1M+ balloon payment in 2026. Sinisterra is also working with regional PDAs and the City on SOPs regarding the computation of construction sales tax since 2020.
- Sinisterra shared that the three regional PDAs are working with the City and County to create SOPs to assemble and validate building permit data to calculate construction sales tax distributions for each PDA going forward as well as a catch-up payment from 2020-2022.
- Sinisterra presented a grants status chart noting grants applied for, received, and pending. Because the Commerce CBO grant can only go to a nonprofit and because the UDPDA awarded the 400-Block architecture services (Phase 1A) contract to Mithun, Sheehan asked for a **MOTION to approve the Resolution to transfer a portion (Phase 1B) of the Mithun 400-Block contract to the UDDA** (MacDonald), seconded (Murphy), and passed unanimously.
- Sheehan noted that all 2025 UDPDA meetings will be held at the Catalyst Building.
- Sheehan thanked Teresa Dugger (whose term ends at the end of 2024) for her years of service and board leadership.

2025 Proposed Work Plan and Budget

Sinisterra reminded the board of the Guiding Principles for our work:

1. Create district prosperity by investing in collaborative, healthy, vibrant, diverse, and equitable initiatives.
2. Act as stewards regarding public investments ("but for us").
3. Support learning at the individual, organizational, and community levels.
4. Increase access and opportunity for structurally disadvantaged populations.
5. Cultivate systems that support interdependence between all living systems including people, the environment, and community health.
6. Create a globally recognized district.



She walked the board through the 2025 Work Plan and Budget which focus on the following three priorities:

- supporting catalytic investments and development (400-Block and U Incubation Village);
- district beautification and marketing; and
- investing in infrastructure, open space, parking, and public safety.

Sinisterra presented two budget options (A and B) depending on grant outcomes. She also shared a future org chart (anticipated grant funding would allow for three new UDDA positions) and a 2025 Work Plan tracking sheet.

Sinisterra asked for approval of Budget A as the \$20M EPA grant result (accounted for in Budget B) will not be known until spring 2025. Sheehan suggested the board revisit Budget B in May. Sheehan asked for a **MOTION to approve the 2025 work plan and budget** (Wilkerson) and seconded (MacDonald) and passed unanimously.

Development Committee (DC) Updates

The DC held its last meeting on September 10, listening to and discussing Mithun's pre-design options for the 400-Block. The DC also learned that the UDDA received a \$200K Commerce CBO grant for 400-Block pre-design (Phase 1B), as well as a \$75K CERB grant for a U Incubation Village planning and feasibility study.

Mithun 400-Block Development and Architectural Design Concept

The Mithun team (via Zoom) presented [pre-design options for the 400-Block](#) including a recap of the UD Vision, site overview, small/medium/large massing options, design strategy and goals, materials approach, spatial approach and program areas for up to six levels, 80 parking stalls, perspective and axon renderings, illustrations of analogous recreation and office lab facilities, and a park along Riverside. Before the next presentation to the board in February, UD/Mithun Phase 1B work will include determining construction costs and potential lease rates/efficiencies, programming alternatives and time chart, and conversations with equity partners such as Avista, McKinstry, and other parcel owners.

Nature-Based Infrastructure Overview

Before the Mithun DCP presentation, Sinisterra reminded the group of the importance and relevance of nature-based infrastructure in urban environments and the need to not just maintain but also improve the health of local ecosystem soils, the water cycle, biodiversity and concomitantly reduce erosion, contamination, heat dome effects, etc. She cited research on planetary boundaries and how urban development can contribute to cooler urban environments that also help to protect the water cycle and ecosystem services. Following are links she recommended:

[Johan Rockstrom Ted Talk](#)

[Johan Rockstrom The Great Simplification](#)

Mithun District Conceptual Plan (DCP) Presentation

The Mithun team presented their [final DCP report](#) which is grounded in the U Vision 2044 Strategic Plan, the UD's Core Values, and informed by past studies and plans most notably the Biomimicry work and Ecological Asset Study. Mithun reviewed their overall



process, project phases, and key milestones. They distilled feedback from numerous public engagements and board/committee meetings into a draft Next Gen 2064 Conceptual Plan with three main goals:

- Pioneer urban systems in energy, infra, and mobility.
- Create a thriving, prosperous district for all.
- Celebrate and honor this place.

They explained their nature-inspired conceptual framework with UD strategy palettes for nature-based solutions and racial-social equity. They showed several illustrations of project ideas and an implementation roadmap with near-, mid-, and long-term actions, and policy and program opportunities. They stressed the importance of the river and a network of neighborhood hubs, streets, and amenities that contribute to a healthy, equitable, regenerative, and resilient district.

Sheehan asked for comments and the possible lid over 1-90 to create a connection to Liberty Park and East Central, Sharp Avenue swales, the link from the district to downtown, and the south landing's "five smartest blocks for human health" were brought up. The group also complimented the Mithun team on their outstanding work.

Sheehan asked for additional public comment and hearing none, reminded the group of the holiday gathering and adjourned the meeting at 5:05 PM.

A handwritten signature in black ink, appearing to read 'Juliet Sinisterra'.

Juliet Sinisterra, CEO Date: 2/6/2025



**UNIVERSITY
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University District Public Development Authority (UDPDA) Voucher Certification – July 2024 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/, 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
7/16	ACH	Avista utility bill for 201 W Main Ave	334.09
7/18	ACH	City utilities for 201 W Main Ave	327.22
7/26	Xfer	University District Development Assoc per contract	20,577.00
7/1	1309	KH Consulting – per contract	400.00
7/12	1312	Seve7n Design – per contract	2,640.00
7/2	1313	Witherspoon Brajcich McPhee	492.50
7/3	1314	Urbanova – per contract	1,487.50
7/16	1315	Kiemle Hagood – 201 W Main	250.00
7/16	1316	Rooted Landscaping – 201 W Main	249.75
4/16	1317	Philadelphia Insurance Companies	444.00
7/16	1318	GoJoe Patrol – 201 W Main	548.60
7/24	1319	Mithun – per contract	17,034.74
7/29	1321	City of Spokane – permit for signage	250.00
7/30	1322	Allied Fire and Security – 201 W Main	243.47
7/26	1323	Tinys Service and Maintenance – 201 W Main	654.00
7/26	1324	Pro Mechanical Services – 201 W Main	283.40
7/26	1325	Witherspoon Brajcich McPhee	975.00
7/25	1326	UDDA reimb for subscription	485.00


Juliet Sinisterra, CEO, UDDA

8.6.24
Date



UNIVERSITY DISTRICT

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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/, 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
8/16	ACH	Avista utility bill for 201 W Main Ave	482.81
8/19	ACH	City utilities for 201 W Main Ave	371.02
8/26	Xfer	University District Development Assoc per contract	20,577.00
8/7	1327	Hannover Insurance – Business owners with umbrella	3,512.22
8/14	1328	Allied Fire and Security – 201 W Main	174.79
8/12	1329	Kiemle Hagood – 201 W Main	250.00
8/12	1330	Rooted Commercial Landcare – 201 W Main	372.92
8/16	1331	Tiny's Maintenance – 201 W Main	763.00
8/27	1333	Mithun – per contract	18,252.11
8/29	1334	Allied Fire and Security – 201 W Main	63.22
8/30	1335	Witherspoon Brajcich McPhee	812.50



Juliet Sinisterra, CEO, UDDA



Date