



**University District Public Development Authority  
Board of Directors' Meeting Agenda**

**Tuesday, November 6, 2018 – 2:00pm-2:30pm**

**WSU Health Sciences Spokane/EWU Campus – SAC Building, 5<sup>th</sup> floor conference room**

**2:00 Call to order, welcome and administration – Hill**

Thank you Daryll and WSU

Welcome new proxy Amy McCoy, Provost (Acting), CCS

**MOTION – Consent Agenda**

- September 4, 2018 draft UDPDA board meeting minutes
- UDPDA financials as of August 31 and September 30, 2018
  - Warrant #1010 VOID
  - Warrant #1011, Sept 12, 2018 - \$16,600 payable to UDDA for Jan-June 2018 services per Service Agreement
- 2019 proposed board meeting schedule; location hosting invitation

**2:10 Governance Work Group – Hill**

- Discuss governance needs for UDPDA
- MOTION to establish UDPDA Governance Work Group with Dr. Beck Taylor and Cindy Leaver as co-chairs and volunteer members: Hume, Stuckart, Condon, Eckhardt and Gilberts.

**2:20 Development and Planning Update – Gilberts**

- UW Visitor Center – Purchase and Sale Agreement, lease extension

MOTION: The UDPDA board supports the extension of the University of Washington lease and authorizes the UDDA and the CEO to negotiate and represent the best interests of the UDPDA and its stakeholders.

- Strategic Master Plan Update and Sub Area Planning

**2:30 Adjourn – Hill**

**Upcoming Meetings:**

- **December 4, 2018** – UD Board meeting at WSUHSS/EWU campus, EWU Center, 3<sup>rd</sup> floor, 2:00pm-4:30pm, and holiday social from 4:30pm-6:00pm



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**Administration – Hill**

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- UW Spokane Site – Purchase and Sale Agreement
- Strategic Master Plan Update and Sub Area Planning

**2:30 Adjourn – Hill**

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## University District Public Development Authority (UDPDA)

### Board of Directors' Meeting Minutes - DRAFT

Tuesday, September 4, 2018 – 2:03pm-2:43pm

Greater Spokane Inc., 801 W Riverside Ave, Spokane – first floor conference room

**Board Members Present:** Bill Bouten, Catherine Brazil, Mayor David Condon (non-voting), Dr. Mary Cullinan, Dr. Daryll DeWald, Teresa Dugger, Ezra Eckhardt, Lou Gust, Taudd Hume (non-voting), Latisha Hill, Cindy Leaver, Mariah McKay, Chuck Murphy (Gonzaga proxy), Kim Pearman-Gillman, Larry Probus (Whitworth proxy), Brandon Ropez-Betty, Council President Ben Stuckart, Frank Velazquez

**Board Members Absent:** Elaine Couture, Dr. Christine Johnson, Dr. Thayne McCulloh (see proxy Murphy above), Todd Mielke, David O'Brien, Mark Richard, Beck Taylor (see proxy Probus above), Kim Zentz

**Other Participants and Invited Guests Present:** Chris Green (City), Brian McClatchey (City), Chris Wherrity (MultiCare Health System), Charlie Wolff (City), Andrew Worlock (City)

**Staff Present:** Lars Gilberts, Alden Jones

#### Call to Order:

Chair Hill called the meeting to order at 2:03pm, thanked GSI for hosting and welcomed Gonzaga's new proxy Charles "Chuck" Murphy (GU's Chief Strategy Officer) who will replace Mary Joan Hahn. Hill then asked the board to review the June 5 UDPDA board meeting minutes and the UDPDA financials as of June 30 and July 31, 2018. **MOTION to approve minutes and financials** (Bouten); seconded (Velazquez) and passed unanimously.

#### Nominating Committee Report

Approval of new board members and officers typically occurs at the November annual meeting. In order to provide ample retreat planning time and participation and improved leadership continuity for those transitioning off the Executive Committee, the Nominating Committee asked the board to consider suspending that schedule to vote on new/renewing members and 2019 officers at this meeting. Hearing no opposition, Hill called for the following **MOTION: "The UDPDA board moves to approve the Nominating Committee's recommendation to waive the customary November annual meeting voting schedule to confirm 2019 new/renewing members and officers at this September 4 meeting"** (Cullinan); seconded (Gust) and passed unanimously.

Pearman-Gillman then recapped board status as of the end of 2018: one director is up for a second three-year term (McKay); three directors' have completed their predecessor's terms, and now are eligible to serve their first three-year term (Bouten, Dugger, Hill); Pearman-Gillman and Zentz term-out leaving two open positions. The Nominating Committee did not see or solicit new applicants, but instead reviewed applications from the past two years. The Committee proposes that Susan Ashe (HSSA) and Dan Antonietti (Payne West) fill the two open positions.

Hearing no objection during discussions, Hill called for the following **MOTION: "The UDPDA board moves to approve the Nominating Committee's recommendation to**



confirm McKay for a second three-year term; returning members Dugger, Bouten and Hill for their first three-year term; and two new members Ashe and Antonietti for their first three-year term” (Velazquez); seconded (Brazil) and passed unanimously.

Pearman-Gillman then reported on the Nominating Committee’s recommendation for 2019 officers and noted that current Vice-Chair Gust graciously declined continuing as an officer due to limited availability. Hearing no objections during discussions, Hill called for the following **MOTION: “The UDPDA board moves to approve the Nominating Committee’s recommended officer slate for 2019: Chair – Cindy Leaver, Vice Chair – Bill Bouten, Secretary – Dr. David O’Brien, Treasurer – Ezra Eckhardt, Past Chair – Latisha Hill, Ex-officio/non-voting – Council President Ben Stuckart”** (Velazquez) and seconded (McKay) and passed unanimously.

### UDDA Development Committee Report

Co-chair Pearman-Gillman and Gilberts provided the following updates:

- *University District Gateway Bridge* – revised completion date pending due to complications with design, sourcing and fabrication of materials.
- *Sherman Plaza* – will likely open same time as Bridge, which would be advantageous.
- *Letters of Intent*
  - Grant – PDA stepped back from this property due to active developer involvement.
  - Sherman – PDA is not currently pursuing the land but will remain engaged as it relates to programming, assuring highest/best use of plaza, and making it bike/ped/green space friendly. Mutual understanding that proceeds from sale intended for Sprague project. Board members were encouraged to attend the Development Committee, which is actively engaging on this issue.
  - UW Spokane Center – property officially surplus by the City; now in disposition/financial impact analysis phase with PDA counter offer in City’s hands.
- *Strategic Master Plan Update* – CAI will be in Spokane Sept 11-12 to conduct charrettes and a Community Open House. An online public survey will be available for feedback as well.
- *Wayfinding* – City is working closely with contractor Merje to align wayfinding to state, federal and municipal standards. UD Gateway Bridge and District will be pilot area for first phase implementation.
- *Sprague* – Complications encountered as project advances; total costs may be closer to \$12M vs \$8M; timeline and scope may stretch to accommodate needed revisions.



Chair Hill adjourned the meeting at 2:43pm.

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Ben Stuckart, board secretary

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Date

**Balance Sheet**

As of August 31, 2018

	<u>Aug 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10115 · UDPDA Checking USB	17,841.10
<b>Total Checking/Savings</b>	17,841.10
<b>Accounts Receivable</b>	
12100 · Accounts Receivable	49,340.12 
<b>Total Accounts Receivable</b>	49,340.12
<b>Total Current Assets</b>	67,181.22
<b>TOTAL ASSETS</b>	<b>67,181.22</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20200 · Accounts Payable	16,600.00 
<b>Total Accounts Payable</b>	16,600.00
<b>Total Current Liabilities</b>	16,600.00
<b>Total Liabilities</b>	16,600.00
<b>Equity</b>	
32000 · Unrestricted Net Assets	1,164.40
Net Income	49,416.82
<b>Total Equity</b>	50,581.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>67,181.22</b>

11:48 AM

09/13/18

Accrual Basis

UDPDA US BANK -5313

Profit & Loss Detail

August 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>43100 · INTEREST &amp; INVESTMENTS</b>									
<b>43110 · Interest-Savings, Short-term CD</b>									
Deposit	08/31/2018			Interest			10115 · UDPDA...	0.38	0.38
Total 43110 · Interest-Savings, Short-term CD								0.38	0.38
Total 43100 · INTEREST & INVESTMENTS								0.38	0.38
Total Income								0.38	0.38
<b>Expense</b>									
<b>60200 · PERSONAL SVCS CONTRACTS</b>									
<b>60203 · Management, Organiz Services</b>									
Bill	08/01/2018	58	University District De...	2018 Q1 Q2			20200 · Accoun...	16,600.00	16,600.00
Total 60203 · Management, Organiz Services								16,600.00	16,600.00
Total 60200 · PERSONAL SVCS CONTRACTS								16,600.00	16,600.00
<b>60300 · OTHER CONTRACTUAL SVCS</b>									
<b>60325 · Insurance Other</b>									
Check	08/03/2018	1009	Philadelphia Insuranc...				10115 · UDPDA...	669.00	669.00
Total 60325 · Insurance Other								669.00	669.00
Total 60300 · OTHER CONTRACTUAL SVCS								669.00	669.00
Total Expense								17,269.00	17,269.00
Net Ordinary Income								-17,268.62	-17,268.62
<b>Net Income</b>								<b>-17,268.62</b>	<b>-17,268.62</b>

2:59 PM

10/10/18

Accrual Basis

UDPDA US BANK -5313

Balance Sheet

As of September 30, 2018

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	<u>Sep 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10115 · UDPDA Checking USB	1,226.25
<b>Total Checking/Savings</b>	1,226.25
<b>Accounts Receivable</b>	
12100 · Accounts Receivable	92,083.00
<b>Total Accounts Receivable</b>	92,083.00
<b>Total Current Assets</b>	93,309.25
<b>TOTAL ASSETS</b>	<b>93,309.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20200 · Accounts Payable	42,292.88
<b>Total Accounts Payable</b>	42,292.88
<b>Total Current Liabilities</b>	42,292.88
<b>Total Liabilities</b>	42,292.88
<b>Equity</b>	
32000 · Unrestricted Net Assets	1,164.40
Net Income	49,851.97
<b>Total Equity</b>	51,016.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>93,309.25</b>

**UDPDA US BANK -5313**  
**Profit & Loss Budget Performance**  
**September 2018**

	Sep 18	Budget	Jan - Sep 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
43100 · INTEREST & INVESTMENTS					
43110 · Interest-Savings, Short-term CD	0.15		0.85		
<b>Total 43100 · INTEREST &amp; INVESTMENTS</b>	<b>0.15</b>		<b>0.85</b>		
46200 · CONTRACT INCOME					
46210 · UDRA Proceeds	42,742.88	8,750.00	109,583.00	26,250.00	35,000.00
<b>Total 46200 · CONTRACT INCOME</b>	<b>42,742.88</b>	<b>8,750.00</b>	<b>109,583.00</b>	<b>26,250.00</b>	<b>35,000.00</b>
49000 · PRIOR YEAR CARRYOVER	0.00	0.00	0.00	750.00	750.00
<b>Total Income</b>	<b>42,743.03</b>	<b>8,750.00</b>	<b>109,583.85</b>	<b>27,000.00</b>	<b>35,750.00</b>
<b>Expense</b>					
60200 · PERSONAL SVCS CONTRACTS					
60202 · Accounting, Financial Services	0.00	8,300.00	0.00	24,900.00	33,200.00
60203 · Management, Organiz Services	42,292.88		58,892.88		
<b>Total 60200 · PERSONAL SVCS CONTRACTS</b>	<b>42,292.88</b>	<b>8,300.00</b>	<b>58,892.88</b>	<b>24,900.00</b>	<b>33,200.00</b>
60300 · OTHER CONTRACTUAL SVCS					
60324 · Insurance D&O	0.00	0.00	0.00	0.00	1,052.00
60325 · Insurance Other	0.00	0.00	809.00	836.00	836.00
60329 · Licenses and Permits	0.00	0.00	0.00	0.00	250.00
60335 · Audit svcs, bank fees	15.00	0.00	30.00	0.00	200.00
<b>Total 60300 · OTHER CONTRACTUAL SVCS</b>	<b>15.00</b>	<b>0.00</b>	<b>839.00</b>	<b>836.00</b>	<b>2,338.00</b>
60500 · SUPPLIES & MATERIALS					
60564 · Office Supplies	0.00	0.00	0.00	100.00	200.00
<b>Total 60500 · SUPPLIES &amp; MATERIALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>200.00</b>
<b>Total Expense</b>	<b>42,307.88</b>	<b>8,300.00</b>	<b>59,731.88</b>	<b>25,836.00</b>	<b>35,738.00</b>
<b>Net Ordinary Income</b>	<b>435.15</b>	<b>450.00</b>	<b>49,851.97</b>	<b>1,164.00</b>	<b>12.00</b>
<b>Net Income</b>	<b>435.15</b>	<b>450.00</b>	<b>49,851.97</b>	<b>1,164.00</b>	<b>12.00</b>





## **DRAFT 2019 University District Board and Committee Meeting Dates**

Board meetings 2:00pm-4:30pm

EC meetings 7:30am-9:30am

DC meetings 3:30pm-5:00pm

- **Jan 8 board meeting**
- Jan 16 DC
- Jan 22 EC
- Feb 13 DC
- Feb 19 EC
- **March 5 board meeting**
- March 13 DC
- March 19 EC
- April 10 DC
- April 23 EC
- **May 7 board meeting**
- May 8 DC
- May 21 EC
- **June 4 board meeting**
- June 12 DC
- June 18 EC
- *No July board or EC meeting*
- July 10 DC
- *No Aug board meeting*
- Aug 14 DC
- Aug 20 EC
- **Sept 3 board meeting**
- Sept 11 DC
- Sept 17 EC
- **Oct 8 board retreat**
- Oct 9 DC
- Oct 22 EC
- **Nov 5 board annual meeting**
- Nov 13 DC
- Nov 19 EC
- **Dec 3 board meeting and holiday social**
- Dec 11 DC
- Dec 17 EC