



## **University District Public Development Authority (UDPDA)**

### **Board of Directors' Meeting Agenda - Draft**

**Wednesday, December 1, 2021 – 3:00 PM – 4:00 PM**

**In-person at Bouten Construction, 627 N Napa Street, Spokane, WA**

**3:00 Welcome, Call to Order, Administrative Actions – Myhre**

- Proposed MOTION – Consent Agenda
  - November 3, 2021 draft UDPDA board meeting minutes
  - UDPDA financials as of October 31, 2021
- CEO Search Update

**3:05 Development Committee Report – Murphy/Sinisterra**

- 411 E Sprague Update
- Sprague Avenue Completion
- Riverside Avenue Update
- Desman Parking Structure Site Evaluation Update
- Public/Private Partnership Update

**3:30 2022 Planning and Activities – Myhre**

- Proposed MOTION: UDPDA Q1 “Bridge” Budget Review and Approval
- 2017 UDRA Business Plan Update and Scorecard in 2022

**3:55 Public Comment**

**4:00 Preview February 2 Meeting and Adjourn for Holiday Social – Myhre**

**2022 UDPDA Board Meetings (locations TBD)**

- Feb 2
- March 9
- May 4
- June 1
- Sept 7
- Oct 5
- Nov 2
- Dec 7



## **University District Public Development Authority (UDPDA) Meeting Minutes - DRAFT** **Wednesday, November 3, 2021, from 3:05 PM – 4:02 PM Via Zoom**

**Board Members Present:** Council President Breean Beggs, Bill Bouten, Commissioner Mary Kuney, Steve MacDonald, Lindsey Myhre, Katy Sheehan, and Juliet Sinisterra

**Others Present:** Chuck Murphy (DC chair), Amanda Beck (City), Teresa Dugger (DC member), Taudd Hume (legal counsel), Alden Jones

### **Call to Order and Administrative Actions**

Myhre called the meeting to order at 3:05 PM and welcomed Steve MacDonald (City of Spokane Community & Economic Development Director) who is replacing Paul Warfield.

### **CEO Search Update**

Myhre shared that the search committee and Prothman met on October 18 to review semi-finalist candidates. They selected two finalists to interview in person with the committee only on November 16. Finalists' credentials are available to the board on request.

### **2022 Meeting Schedule and Administrative Actions**

Myhre shared the 2022 meeting schedule and then asked the board to review the draft September 1, 2021, UDPDA board meeting minutes and the financials as of September 30, 2021. **MOTION to approve the consent agenda with minutes and financials** (Bouten), seconded (Kuney), and passed unanimously.

### **CEO Report**

Sinisterra shared an in-depth list of her work-in-progress which includes: talking to UD property and business owners about forming a BID or advisory committee; supporting CEDS planning (the UD transferred its \$16,500 Commerce grant to GSI for this purpose); coordinating around Riverside Ave with Boxcar; submitting a "People, Park, Power" R. W. Johnson grant in partnership with Urbanova and Carl Maxey Center; and finalizing a \$1.7M request for ARPA funding for wayfinding and the full implementation of the Spokane Culture Corridor.

### **UDRA Sales Tax Methodology and Recommended Next Steps**

Sinisterra relayed that progress to finalize the UDRA sales tax methodology remains hampered by the Department of Revenue's reporting system limitations. She continues to meet with City staff and the other local PDA leaders to resolve this longstanding challenge. Next steps include: clarifying the Inter-Local agreement regarding the expenditure of UDRA funds; developing a shared PDA memo to the City and the County around needed Methodology requirements, processes, and reporting mechanisms; exploring shared PDA administrative support with the County; updating the 2017 UDRA Business Plan to reflect additional UDRA investment strategies such as ground leases, New Market Tax Credits, partnerships with area foundations and CDFIs, Port Authority Best Practices, etc.; and looking to engage consultants who can support strategy development to best leverage UDRA tax dollars.

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

DC Chair Murphy reported on two projects underway (with guidance from the DC):

1. **Transit-Oriented Development Study** (with Community-Based Planning + Urban Design, also engaged by the City for a similar study) - This conceptual "road map" provides a



very detailed look at urban design and an integrated land use and high-level development strategy for Spokane Transit Authority's Pine Street station area and the Sprague-Sherman Corridor.

2. **Parking Structure Site Feasibility Study** (with Desman) – This evaluation focuses on 411 and 430 E Sprague. Deliverables include the feasibility of and schematics/concept options/cost analysis for up to 400 parking stalls on either site (based on existing need only and Lot C).

### **411 and 430 E Sprague Update**

430 E Sprague remains in legal proceedings. 411 E Sprague is in escrow and an informal RFP for a Phase II Environmental Site Analysis (ESA) was sent to several vendors. Sinisterra contacted Boise CCDC to learn more about best practices for public/private parking garages. She also is researching public/private development consultants (specifically those with financial analysis and TIF expertise) should development opportunities on these parcels materialize.

### **Development Committee Proposed Motions**

The board heard/discussed but *did not act* on the following two DC-informed motions:

- *Proposed MOTION: Use UDRA funds for Phase II ESA not to exceed \$20K.* Although agreeing that the Phase II ESA work is time sensitive and should commence, the board tabled the vote thanks to clarity from Hume that the Real Property Acquisition Agreement between the UDPDA and ADC has a make-whole provision and calls for ADC to cover these up-front diligence costs.
- *Proposed MOTION: Use UDRA funds for Public/Private Development support not to exceed \$40K.* The board did not vote on this motion but instead requested to review a draft RFP for public/private consulting services at the December 1 meeting. They also suggested convening a sub-committee around this issue, possible 400 Sprague Avenue-block development, and potential Riverside improvements. MacDonald, Bouten, Murphy, and Dugger volunteered to assist.

Asking for public comment and hearing none, Myhre then reminded the group that the board will convene at Bouten Construction on December 1 for its final 2021 meeting and a holiday party. She adjourned the meeting at 4:02 PM.

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Lindsey Myhre, Chair

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Date



UNIVERSITY  
DISTRICT

**University District Public Development Authority (UDPDA)  
Voucher Certification – Sept 2021 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/](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
9/3	MM online xfer	Numerica deposit account correction – Aug rent from MM to checking	\$3,500
9/24	Online xfer	UDDA per Services Agreement – Sept 2021	\$12,625

  
Juliet Sinisferra  
Interim CEO

10.5.21  
Date

9:38 AM  
11/09/21  
Cash Basis

**UD Public Development Authority**  
**Balance Sheet**  
As of October 31, 2021

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	<u>Oct 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	87,073.83
10129 · NUM MM UDPDA	235,292.44
<b>Total Checking/Savings</b>	<u>322,366.27</u>
<b>Total Current Assets</b>	<u>322,366.27</u>
Fixed Assets	
12005 · Fixed Asset	515,930.00
<b>Total Fixed Assets</b>	<u>515,930.00</u>
<b>TOTAL ASSETS</b>	<u><u><b>838,296.27</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Retained Earnings	62,703.65
32001 · 201 W Main	515,930.00
Net Income	259,662.62
<b>Total Equity</b>	<u>838,296.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>838,296.27</b></u></u>

**UD Public Development Authority**  
**Profit & Loss Budget vs. Actual**  
 January through October 2021

	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000000 - REVENUES				
3100000 - TAXES - PROP, SALES, B&O	336,736.97	500,000.00	-163,263.03	67.3%
3300000 - INTERGOV REVENUES				
3370000 - LOCAL GRANTS ENTITLMNT OTHER	50,000.00	50,000.00	0.00	100.0%
<b>Total 3300000 - INTERGOV REVENUES</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>100.0%</b>
3600000 - MISC REVENUES				
3620000 - RENTS AND LEASES	44,892.99	56,312.50	-11,419.51	79.7%
3600000 - MISC REVENUES - Other	359.56			
<b>Total 3600000 - MISC REVENUES</b>	<b>45,252.55</b>	<b>56,312.50</b>	<b>-11,059.95</b>	<b>80.4%</b>
<b>Total 3000000 - REVENUES</b>	<b>431,989.52</b>	<b>606,312.50</b>	<b>-174,322.98</b>	<b>71.2%</b>
<b>Total Income</b>	<b>431,989.52</b>	<b>606,312.50</b>	<b>-174,322.98</b>	<b>71.2%</b>
<b>Expense</b>				
5000000 - EXPENDITURES				
5580000 - CMTY PLANNING ECON DEV				
5586000 - Planning				
5586040 - Planning Services	8,500.00	15,000.00	-6,500.00	56.7%
5586060 - Planning Capital Outlays	31,273.90			
<b>Total 5586000 - Planning</b>	<b>39,773.90</b>	<b>15,000.00</b>	<b>24,773.90</b>	<b>265.2%</b>
5587000 - Economic Development				
5587040 - Econ Dev Services	132,553.00	98,650.00	33,903.00	134.4%
5587060 - Econ Dev Capital Outlays	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5587000 - Economic Development</b>	<b>132,553.00</b>	<b>108,650.00</b>	<b>23,903.00</b>	<b>122.0%</b>
<b>Total 5580000 - CMTY PLANNING ECON DEV</b>	<b>172,326.90</b>	<b>123,650.00</b>	<b>48,676.90</b>	<b>139.4%</b>
<b>Total 5000000 - EXPENDITURES</b>	<b>172,326.90</b>	<b>123,650.00</b>	<b>48,676.90</b>	<b>139.4%</b>
<b>Total Expense</b>	<b>172,326.90</b>	<b>123,650.00</b>	<b>48,676.90</b>	<b>139.4%</b>
<b>Net Ordinary Income</b>	<b>259,662.62</b>	<b>482,662.50</b>	<b>-222,999.88</b>	<b>53.8%</b>
<b>Net Income</b>	<b>259,662.62</b>	<b>482,662.50</b>	<b>-222,999.88</b>	<b>53.8%</b>



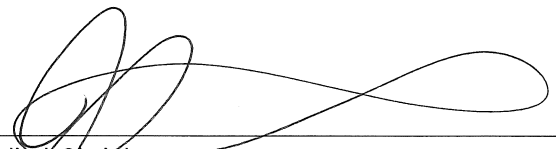
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**The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:**

Date	Voucher Warrant #	Description	Amount
10/26	1074	Desman – first payment on contract	\$8,500
10/26	Online xfer	UDDA per Services Agreement – Sept 2021	\$12,625
10/29	1073	Meeting of the Minds – public entity executive cohort participation	\$250

  
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Juliet Sinisterra  
Interim CEO

11.9.21.  
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Date