



## University District Public Development Authority (UDPDA) Minutes Tuesday, December 6, 2022, from 4:30 PM – 4:46 PM, In-Person at WSU Health Sciences Spokane, SAC 5<sup>th</sup> Floor Conference Room and via Zoom

**Board Members Present:** Steve MacDonald, Lindsey Myhre, Katy Sheehan, Juliet Sinisterra

**Board Members Absent:** Breean Beggs, Bill Bouten, Commissioner Mary Kuney,

### Call to Order and Administrative Actions

Myhre called the meeting to order at 4:30 PM and thanked the WSU Health Sciences Spokane team for hosting. Myhre asked for a **MOTION to approve the UDPDA financials as of October 31, 2022, and September 7, 2022, UDPDA board meeting minutes** (MacDonald), and second (Sheehan), and passed unanimously. Myhre noted that the UDPDA meeting will precede the UDDA meeting in 2023.

### 2022 Scorecard

Sinisterra referred to the 2022 Scorecard wrap-up highlighting a few 2022 accomplishments such as completing the TOD Study, convening the five Task Forces, initiating the Urban Market Analysis Study, releasing the 400-Block RFP, commencing feasibility work for the 201 W Main Ave property, moving offices and securing tenant, etc.

### 2023 Proposed Budget

Sinisterra reviewed the 2023 UDPDA Proposed Budget in the advance materials. She noted that the Department of Revenue (DOR) is still working on the sales tax reconciliation and that data is needed to finalize the budget. On the expense side, Sinisterra noted the Economic Development line item and the UDPDA/UDDA Services Agreement monthly contribution. That amount fluctuates to accommodate a zero-based UDDA budget. The Property Development line item includes 201 W Main Ave operating and potential TI costs. Myhre said the UDPDA hopes to fund the SCIP account quarterly if possible. She also stated that budget items could be reallocated, or the budget could be amended by vote should new priorities arise. Myhre asked for **MOTION to approve 2023 Proposed UDPDA Budget** (MacDonald), seconded (Sheehan), and passed unanimously.

### 2023 Scorecard

Sinisterra reviewed the draft 2023 Work Plan Scorecard in the advance packet. She described proposed tasks in four key areas: Community Development, Economic and Asset Development, Property and Infrastructure Development, and Marketing and Communications.

### Development Committee (DC) Update

- **400-Block:** Sinisterra reported that one proposal (representing a diverse and highly experienced team) was received for the 400-Block



opportunity, and that once the DOR data is in, the UDPDA will be in a more informed position to respond to the proposal's terms. She also noted that SCC Culinary Institute has expressed interest in being considered during feasibility planning.

- **Spokane Art School:** This group plans to lease 503 E 2<sup>nd</sup> Ave in March 2023. They are interested in a possible public/private partnership around TI for a public gallery/event space.
- **Hoopfest:** Organizers reached out about the possibility of a recreation center in the UD to include indoor and outdoor basketball courts.
- **201 W Main Ave:** Space is vacant with Kiemle Hagood handling property management. Poised to execute a one-year parking rental contract with Reef Parking, estimated \$2K/month income.

Myhre asked for any public comment, and hearing none she adjourned the meeting at 4:46 PM.

A handwritten signature in blue ink that reads 'Lindsey Myhre'.

Lindsey Myhre (in secretary's absence)

02/08/2023

Date



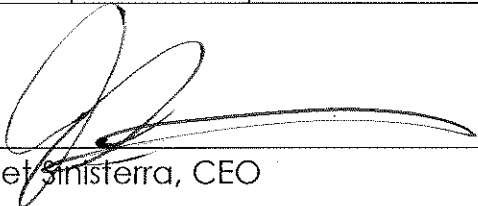
**University District Public Development Authority (UDPDA)  
Voucher Certification – August 2022 Close**

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
8/19/22	1100	Century Pacific LLP – payment against contract for services rendered	\$8,325.00
8/18/22	1101	Cascadia Partners – payment against contract for services rendered	\$2,800.00
8/31/22	1102	Witherspoon Bracjich McPhee for legal services	\$465.00
8/26/22	e-transfer	UDDA Sept Services at new board-approved rate	\$14,422.72

  
Juliet Sinisterra, CEO

9.9.22  
Date



## University District Public Development Authority (UDPDA) Voucher Certification – September 2022 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
9/7/22	1103	Cascadia Partners – payment against contract for services rendered	\$8,920.00
9/20/22	1104	Cascadia Partners – payment against contract for services rendered	\$6,905.00
9/21/22	1105	Century Pacific LLP – payment against contract for services rendered	\$6,300.00
9/26/22	1106	Seve7n Design – RFP template	\$2,925.00
9/14/22	1107	UDDA reimbursement for Seve7n Design – RFP template	\$1,725.00

  
Juliet Sinisterra, CEO

10.6.22  
Date



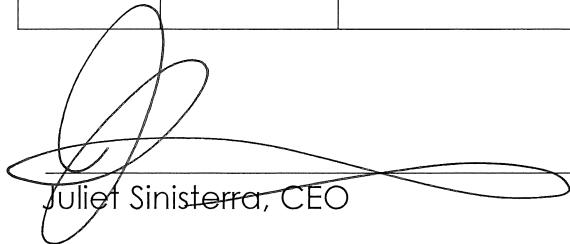
## University District Public Development Authority (UDPDA) Voucher Certification – October 2022 Close

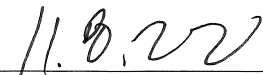
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Date	Voucher Warrant #	Description	Amount
10/6	Xfer	UDPDA UDDA Services Agreement Oct	\$14,422.72
10/20	1108	Century Pacific LLP – payment against contract for services rendered	\$1,237.50
10/20	1109	Dept of Revenue – customized data services for sales tax reconciliation	\$221.34
10/24	1110	State Auditor's Office – 2019-2021 assessment audit	\$2,670.30
10/27	Xfer	UDPDA UDDA Services Agreement <del>Nov</del>	\$14,422.72

  
Juliet Sinisterra, CEO

  
Date