



University District Public Development Authority (UDPDA)

Board of Directors' Meeting Agenda

Wednesday, June 7, 2023 – 3:30 PM – 4:10 PM

GSI, 801 W Riverside Ave, Spokane, first floor conf room and via Zoom on request

3:30 Welcome, Call to Order, Administrative Actions – Dugger

- **Proposed MOTION** – Consent Agenda
 - May 10, 2023, draft UDPDA board meeting minutes
 - UDPDA financials and voucher certification as of April 30, 2023
- **Proposed MOTION:** Approve 2023 Nominating Committee

3:35 UDPDA Business and Development Plan Updates – Sinisterra

3:50 Washington State Public Works Board Grants Due July 7 – Sinisterra

- Grants/low-interest pre-construction loans for up to \$1 million
- Design and engineering scope for Riverside Avenue, Gateway Park, and Pacific Avenue design support for Complete Streets
- Requires Board adoption of Greenhouse Gas Policy

4:00 CERB Planning Grant Application/U Folk Market Feasibility Study – Sinisterra

- **Proposed MOTION:** To support application to State CERB Board at the end of July

4:10 Public Comment and Adjourn – Dugger

2023 UDPDA Meetings (3:30 PM start in 2023)

- September 6 Annual Meeting - Providence
- December 13 – Bouten Construction



University District Public Development Authority (UDPDA) Minutes - DRAFT

Wednesday, May 10, 2023, from 3:34 – 4:16 PM, In-Person at Avista Corp and via Teams

Board Members Present: Council President Breean Beggs, Teresa Dugger, Steve MacDonald, Lindsey Myhre, Katy Sheehan (via Teams), Juliet Sinisterra, and Amber Waldref (via Teams)

Board Members Absent: none

Call to Order, Welcome, and Administrative Actions

Dugger called the meeting to order at 3:35 PM and thanked Avista for hosting. Dugger then asked for a **MOTION to approve the UDPDA financials as of March 31, 2023, and the March 1 and April 13, 2023, UDPDA board meeting minutes** (MacDonald) and seconded (Myhre) and passed unanimously. Myhre provided a 2023 Q1 Treasurer's Report highlighting financial activity, contractual obligations, and variances vs proforma budget.

Nominating Committee (NC) Preview

Dugger alerted the group that in June the board will be asked to approve the 2023 NC (the mayor, council president, Sinisterra, Dugger, and Wagner) who will meet over the summer and prepare the 2024 UDPDA officer slate as well as make recommendations for vacant board seats, if any.

400-Block Update

Sinisterra shared that a kick-off conversation with the Emerald Initiative team took place on May 2. With the understanding that the UDPDA is willing to contribute up to \$5M for the project and noting the significant changes in construction costs since their proposal was submitted, the Emerald team plans to refine their concept and cost analysis. The DC plans to review Emerald's updated feasibility analysis at their June 13 meeting.

201 W Main Avenue Update

Sinisterra recapped the Development Committee's (DC) recent review of feasibility data to redevelop the UDPDA's 201 W Main property as a multi-story performance/ maker space with 76 workforce housing units. Given construction costs, financing challenges, deed restrictions (Hume to research use terms), and the inability to date to secure the neighboring property, the DC recommends leasing (vs selling) 201 W Main until more favorable outcomes can be achieved. At the same time, the DC suggests continuing to research more profitable building configurations and financing options like grants and equity partnerships. Sinisterra suggested that if the space is not leased by October (when the UD's Ignite building office lease expires), the UD will consider moving into the 201 W Main space.

Contract Update and Proposed Motion

Sinisterra reported that two proposals were received for the Ecological Asset and Performance Standards Study IRFP. After evaluation, Greene Economics was selected and a kick-off meeting is scheduled for May 18 and includes a feedback session with higher ed partners. Sinisterra noted that the final scope calls for \$10K more than the \$65K budgeted, but that the additional work is vital to inform the Business and Development Plan and to pave the way for applications related to large federal nature-based infrastructure grants. After a brief discussion, Dugger asked for a **MOTION**



to approve an additional \$10K for the Ecological Asset and Performance Standards Study (Myhre), seconded (MacDonald), and passed unanimously.

Dugger asked for public comment and hearing none, she reminded the group that the next meeting is June 7 at GSI and she adjourned the meeting at 4:16 PM.

Juliet Sinisterra, Secretary

Date



University District Public Development Authority (UDPDA) Voucher Certification – March 2023 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
3/21	ACH	City of Spokane utilities 201 W Main Ave	\$172.18
3/21	ACH	Avista utility bill for 201 W Main Ave	\$166.78
3/13	ACH	HUB for 201 W Main Commercial Liability insurance for vacant building	\$2,297.25
3/24	Online xfer	University District Development Assoc per contract	\$16,600.00
3/16	1139	Cascadia Partners per contract	\$5,898.75
3/15	1142	CollinsWoerman per contract	\$2,000.00
3/21	1143	Kiemle Hagood for 201 W Main property management fees Feb	\$250.00
3/23	1144	Century Pacific per contract	\$3,375.00
3/20	1145	Tiny's Maintenance Services for 201 W Main Ave clean up	\$174.40
	1146	VOID: HUB paid online	0
3/16	1147	UDDA – reimburse for MRSC Roster annual fee charged to UDDA credit card	\$135.00
3/28	1148	Witherspoon Brajcich McPhee legal fees through Jan 2023	\$2,934.00


Juliet Sinisterra, CEO, UDDA

4.6.23
Date

UD Public Development Authority
Balance Sheet
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	538,626.08
10129 · NUM MM UDPDA	35,541.20
Total Checking/Savings	574,167.28
Total Current Assets	574,167.28
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	515,930.00
TOTAL ASSETS	1,090,097.28
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	510,724.24
32001 · 201 W Main	515,930.00
Net Income	63,443.04
Total Equity	1,090,097.28
TOTAL LIABILITIES & EQUITY	1,090,097.28

1:39 PM

05/03/23

Cash Basis

UD Public Development Authority Profit & Loss Budget vs. Actual

January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000000 · REVENUES				
3300000 · INTERGOV REVENUES				
3370000 · LOCAL GRANTS ENTITLMNT OTHER				
3370001 · Local Grants Entitlements	50,000.00	50,000.00	0.00	100.0%
3371000 · Property Tax	156,777.26	168,950.00	-12,172.74	92.8%
3372000 · Sales Tax	0.00	177,667.50	-177,667.50	0.0%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	206,777.26	396,617.50	-189,840.24	52.1%
Total 3300000 · INTERGOV REVENUES	206,777.26	396,617.50	-189,840.24	52.1%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS				
3611000 · Investment Earnings	11.70	50.00	-38.30	23.4%
Total 3610000 · INTEREST, OTHER EARNINGS	11.70	50.00	-38.30	23.4%
3620000 · RENTS AND LEASES	3,500.00	1,600.00	1,900.00	218.8%
Total 3600000 · MISC REVENUES	3,511.70	1,650.00	1,861.70	212.8%
Total 3000000 · REVENUES	210,288.96	398,267.50	-187,978.54	52.8%
Total Income	210,288.96	398,267.50	-187,978.54	52.8%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	47,132.75	67,357.00	-20,224.25	70.0%
Total 5586000 · Planning	47,132.75	67,357.00	-20,224.25	70.0%
5587000 · Economic Development				
5587040 · Econ Dev Services	94,439.42	108,704.00	-14,264.58	86.9%
Total 5587000 · Economic Development	94,439.42	108,704.00	-14,264.58	86.9%
Total 5580000 · CMTY PLANNING ECON DEV	141,572.17	176,061.00	-34,488.83	80.4%
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out				
5593040 · Prop Dev Services	5,273.75	6,666.72	-1,392.97	79.1%
5593060 · Prop Dev Capital Outlay	0.00	0.00	0.00	0.0%
Total 5593000 · Prop Dev Depr Amor Xfer Out	5,273.75	6,666.72	-1,392.97	79.1%
Total 5590000 · PROPERTY DEVELOPMENT	5,273.75	6,666.72	-1,392.97	79.1%
5800000 · OTHER DECR IN FUND RSRCS	0.00	0.00	0.00	0.0%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	0.00	0.00	0.00	0.0%
Total 5000000 · EXPENDITURES	146,845.92	182,727.72	-35,881.80	80.4%
Total Expense	146,845.92	182,727.72	-35,881.80	80.4%
Net Ordinary Income	63,443.04	215,539.78	-152,096.74	29.4%
Net Income	63,443.04	215,539.78	-152,096.74	29.4%



University District Public Development Authority (UDPDA) Voucher Certification – April 2023 Close

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4/19	ACH	Avista utility bill for 201 W Main Ave	\$220.39
4/24	Online xfer	University District Development Assoc per contract	\$16,600.00
4/3	1149	KH Consulting per contract	\$1,000.00
4/5	1150	Bouten Construction – 201 exterior light repair	\$1,320.00
4/11	1151	Allied Fire and Security – 201 labor	\$43.60
4/17	1152	Seve7n Design per contract	\$2,910.00
4/17	1153	Century Pacific LLLP per contract	\$1,575.00
4/12	1154	K&H per contract	\$250.00
4/27	1155	KH Consulting per contract	\$2,450.00
4/18	1156	OAC per contract	\$3,744.00
	1157	Void	
4/26	1158	Utopia Design Development LLC 201 concepts	\$3,240.00
4/20	1159	GSI for Life Science Asset Study contribution	\$10,000.00
4/24	1160	Tiny's Maintenance Services for 201 clean up	\$174.40
4/25	1161	Traveler's Insurance public official bond for Myhre	\$143.00
4/28	1162	Tiny's Maintenance Services for 201 clean up	\$163.50
4/28	1163	Witherspoon Brajcich McPhee legal fees	\$1,590.00


Juliet Sinistera, CEO, UDDA

5.4.23
Date