



University District Public Development Authority (UDPDA) Annual Meeting Minutes

Wednesday, September 4, 2024, from 3:09 – 3:33 PM, WSU Health Science Spokane, SAC Building and Via Zoom

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

Board Member Absent: Teresa Dugger

Call to Order, Welcome, and Administrative Actions

- Vice-chair Sheehan served as chair and called the meeting to order, thanked WSU for hosting, and asked for a **MOTION to approve the UDPDA draft May 1, 2024, meeting minutes and the UDPDA financials as of July 31, 2024**, (Murphy), seconded (MacDonald), and passed unanimously.
- Sheehan noted that all **2025 UDPDA meetings will be held at the Catalyst Building**.
- Sinisterra shared that the three regional PDAs are working with the City and County to create SOPs to assemble, validate, and utilize building permit data to calculate **construction sales tax distributions** for each PDA going forward as well as a catch-up payment since 2020.
- Sinisterra presented a **grants status chart** noting grants applied for, received, and pending.
- Relating to the CERB grant for \$75K for a U-Village business feasibility study, the UDPDA board approved applying for this grant in the 2024 budget. CERB application materials (submitted on July 29) required a board resolution confirming application approval. As such, Sheehan asked for a **MOTION to ratify past board actions and approve the resolution submitted in the CERB application in July** (Murphy), seconded (MacDonald), and passed unanimously.

UD Nominating Committee Update and Board Vote on 2025 UDPDA Positions

Sheehan reviewed the Nominating Committee's recommendations and asked for the following motions: **MOTION to approve the renewal of Sheehan's term by a unanimous vote of the City and County members** (Waldref) and seconded (Wilkerson) and passed unanimously. Sheehan asked for a **MOTION to approve two UDDA representatives to the board contingent upon UDDA approval:** Greg Repetti and Chuck Murphy (Wilkerson) and seconded (MacDonald) and passed unanimously with Murphy abstaining. Lastly, Sheehan asked for **MOTION to approve 2025 officers contingent upon UDDA approval:** Chair-Sheehan, Vice Chair/Secretary-Repetti, and Treasurer-Murphy (Wilkerson) and seconded (MacDonald) and passed unanimously with Murphy abstaining.

Development Updates

- **District Conceptual Plan (DCP)** – Sinisterra shared the overall project timeline and noted that the Mithun team will be in Spokane on September 6 for a morning conversation with House of Charities residents and staff and an evening Open House at the Community Building during First Friday. Final presentation to the UDPDA board on October 2.
- Mithun was selected for the **400-Block Architectural Services** Phase One (pre-design) scope which includes a site feasibility and initial financial analysis (\$45K) to include a world-class climbing gym, childcare facilities, Spokane Sports office, Whitworth MBA classroom, modified Evergreen Bioscience wet lab and



incubation space, and parking. Mithun will present initial concepts to the Development Committee on September 10 and to the board on October 2. UDDA applied for a Commerce CBO grant. If successful, tees up the possibility of a future construction loan. New market tax credits up to 20% may also apply to the project.

- Per the 2024 budget which includes a \$22,500 match for a proposed Iron Bridge **kayak put-in** north of No-Li Brewhouse, the UDPDA has entered into MOA with Spokane River Forum (SRF) to launch site analysis work. SRF will oversee and manage all project activities and hire a vendor for 30% design, including a topographical survey and ESA for future permitting.

Sheehan asked for public comment and hearing none, reminded the group of the October 2 meeting and adjourned the session at 3:33 PM.

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

Juliet Sinisterra, Secretary

Date September 7, 2024



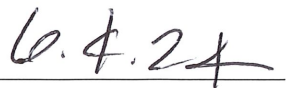
**UNIVERSITY
DISTRICT**

University District Public Development Authority (UDPDA) Voucher Certification – May 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
5/9	ACH	WA Dept of Revenue – business license	151.00
5/16	ACH	Avista utility bill for 201 W Main Ave	428.67
5/20	ACH	City utilities for 201 W Main Ave	327.24
5/21	Online xfer	University District Development Assoc per contract	20,577.00
5/9	1291	KH Consulting – per contract	1,880.00
5/8	1294	Urbanova – per contract	2,395.00
5/13	1295	Tiny's Service and Maintenance – 201 W Main	319.68
5/13	1296	Tiny's Service and Maintenance – 201 W Main	194.71
5/14	1297	GoJoe Patrol – 201 W Main	498.60
5/14	1298	Rooted Landscaping – 201 W Main	249.75
5/20	1299	City of Spokane – payment 1 of 2 General Oblig Bond	149,183.00
5/22	1300	Tiny's Service and Maintenance – 201 W Main	708.50
5/29	1303	Mithun – per contract	17,465.69
5/28	1304	Witherspoon Brajcich McPhee	2,961.75


Juliet Sinisterra, CEO, UDDA


Date



UNIVERSITY DISTRICT

University District Public Development Authority (UDPDA) Voucher Certification – June 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
6/14	ACH	Avista utility bill for 201 W Main Ave	337.60
6/20	ACH	City utilities for 201 W Main Ave	308.98
6/24	Xfer	University District Development Assoc per contract	20,577.00
6/18	1301	GoJoe – 201 W Main	481.98
6/4	1302	KH Consulting – per contract	2,320.00
6/7	1305	Kiemle Hagood – 201 W Main	250.00
6/11	1306	Tiny's Service and Maintenance – 201 W Main	708.50
6/14	1307	Century Pacific – per contract	562.50
6/10	1308	Urbanova – per contract	3,442.50
6/18	1310	Rooted Landscaping – 201 W Main	249.75
6/20	1311	Mithun – per contract	31,934.00


Juliet Sinisterra, CEO, UDDA

7.2.24
Date



**UNIVERSITY
DISTRICT**

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