



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

Tuesday, April 4, 2017

2:00pm-2:15pm, McKinstry, Roundhouse Rooms 1 and 2

- 2:00pm** **Welcome** – Kim Pearman-Gillman, Vice-Chair
Administration
- MOTION regarding February 7 draft UDPDA board meeting minutes
 - MOTION regarding UDPDA financials as of January 31st and February 28, 2017
- 2:05** **UDRA Documents** – Pearman-Gillman
- Final UDRA Business Plan
 - Final Amendment No 1 to the Interlocal Agreement
- 2:15** **Adjourn**



University District Public Development Authority (UDPDA) Board of Directors' Retreat Meeting Minutes

Tuesday, February 7, 2017 – 2:03pm-2:14pm

McKinstry Station, 850 E. Spokane Falls Blvd., Roundhouse Rooms 1&2

Board Members Present: Chancellor Lisa Brown, Elaine Couture, Dr. Mary Cullinan, Lou Gust (via phone), Taud Hume (non-voting), Dr. Christine Johnson, Tom Johnson, Mariah McKay, Karl Otterstrom, Kim Pearman-Gillman, Tom Quigley, Council President Ben Stuckart, Beck Taylor, Kim Zentz

Board Members Absent: Barry Baker, Catherine Brazil, Bruce Butterworth, Mayor David Condon, Latisha Hill, Kent Hull, Dr. Thayne McCulloh, Todd Mielke, Mark Richard

Other Participants and Invited Guests Present: Bob Eggart (WSU), Andrew Worlock (City), Mary Joan Hahn (Gonzaga)

Staff Present: Alden Jones

Call to Order:

Otterstrom called the meeting to order at 2:03pm, confirmed the presence of a quorum and welcomed new board member Elaine Couture.

- a) Otterstrom then asked the Board to review the January 10, 2017 UDPDA board meeting minutes. **MOTION to approve the minutes as presented** (Zentz); seconded (Stuckart) and passed unanimously.
- b) Otterstrom asked the Board to review the UDPDA financials as of December 31, 2016. **MOTION to approve the financials as presented** (T. Johnson); seconded (Cullinan) and passed unanimously.

UDRA Business Plan

Otterstrom noted that at the December 6, 2016 board meeting, the directors approved the draft UDRA Business Plan, subject to minor edits as necessary, and authorized the chair to negotiate the final terms and execute Amendment No 1 of the Interlocal Agreement between the City of Spokane and the University District Public Development Authority. Final edits to the UDRA Business Plan and Amendment No 1 are in progress with the intention to deliver to the city this week.

Adjourn: Meeting adjourned at 2:14pm.

Tom Johnson, board secretary

Date

12:05 PM

UDPDA US BANK -5313

02/20/17

Balance Sheet

Accrual Basis

As of January 31, 2017

	<u>Jan 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
10115 · UDPDA Checking USB	9.79
Total Checking/Savings	9.79
Total Current Assets	9.79
TOTAL ASSETS	9.79
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	50.00
Net Income	-40.21
Total Equity	9.79
TOTAL LIABILITIES & EQUITY	9.79

9:44 AM

03/14/17

Accrual Basis

UDPDA US BANK -5313

Balance Sheet

As of February 28, 2017

	<u>Feb 28, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
10115 · UDPDA Checking USB	50.00
Total Checking/Savings	<u>50.00</u>
Total Current Assets	<u>50.00</u>
TOTAL ASSETS	<u>50.00</u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	50.00
Total Equity	<u>50.00</u>
TOTAL LIABILITIES & EQUITY	<u>50.00</u>

UDPDA US BANK -5313
Profit & Loss Budget Performance
January 2017

	<u>Jan 17</u>	<u>Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
43400 · DIRECT PUBLIC SUPPORT			
43430 · New Contributions	0.00	4,113.00	4,113.00
Total 43400 · DIRECT PUBLIC SUPPORT	<u>0.00</u>	<u>4,113.00</u>	<u>4,113.00</u>
46200 · CONTRACT INCOME			
46210 · UDRA Proceeds	0.00	0.00	35,000.00
Total 46200 · CONTRACT INCOME	<u>0.00</u>	<u>0.00</u>	<u>35,000.00</u>
46700 · OTHER INCOME			
47010 · UDDA Contribution	0.00	3,156.00	3,156.00
Total 46700 · OTHER INCOME	<u>0.00</u>	<u>3,156.00</u>	<u>3,156.00</u>
49000 · PRIOR YEAR CARRYOVER	0.00	-3,156.00	-3,156.00
Total Income	<u>0.00</u>	<u>4,113.00</u>	<u>39,113.00</u>
Expense			
60200 · PERSONAL SVCS CONTRACTS			
60203 · Management, Organiz Services	0.00	0.00	35,000.00
Total 60200 · PERSONAL SVCS CONTRACTS	<u>0.00</u>	<u>0.00</u>	<u>35,000.00</u>
60300 · OTHER CONTRACTUAL SVCS			
60324 · Insurance D&O	0.00	0.00	1,032.00
60325 · Insurance Other	0.00	0.00	681.00
60329 · Licenses and Permits	0.00	0.00	250.00
60335 · Audit svcs, bank fees	40.21	0.00	2,000.00
60353 · Postage, Mailing Services	0.00	0.00	50.00
60372 · Archives & Records Mgmt	0.00	0.00	100.00
Total 60300 · OTHER CONTRACTUAL SVCS	<u>40.21</u>	<u>0.00</u>	<u>4,113.00</u>
Total Expense	<u>40.21</u>	<u>0.00</u>	<u>39,113.00</u>
Net Ordinary Income	<u>-40.21</u>	<u>4,113.00</u>	<u>0.00</u>
Net Income	<u><u>-40.21</u></u>	<u><u>4,113.00</u></u>	<u><u>0.00</u></u>

UDPDA US BANK -5313
Profit & Loss Budget vs. Actual
February 2017

	<u>Feb 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
43400 · DIRECT PUBLIC SUPPORT	0.00	0.00	0.00
46200 · CONTRACT INCOME	0.00	3,190.00	-3,190.00
46700 · OTHER INCOME	0.00	0.00	0.00
49000 · PRIOR YEAR CARRYOVER	0.00	0.00	0.00
Total Income	<u>0.00</u>	<u>3,190.00</u>	<u>-3,190.00</u>
Expense			
60200 · PERSONAL SVCS CONTRACTS	0.00	3,190.00	-3,190.00
60300 · OTHER CONTRACTUAL SVCS	-40.21	0.00	-40.21
Total Expense	<u>-40.21</u>	<u>3,190.00</u>	<u>-3,230.21</u>
Net Ordinary Income	<u>40.21</u>	<u>0.00</u>	<u>40.21</u>
Net Income	<u><u>40.21</u></u>	<u><u>0.00</u></u>	<u><u>40.21</u></u>