



UDDA/UDPDA Executive Advisory Committee (EAC) Agenda

Tuesday, February 17, 2026, 11:30 AM – 1:00 PM

Via Zoom Only: <https://us02web.zoom.us/j/85979578163?pwd=gWbXlfpMa3RBF3j0FgXmp6PJh1PJHn.1>

Meeting ID: 859 7957 8163 Passcode: 602201

One tap mobile +12532158782,,85979578163#,,,,*602201# US (Tacoma)

Dial by your location +1 253 215 8782 US (Tacoma)

11:30 Welcome and Administration – Bollenback

- Discuss/approve draft January 20, 2026, EAC meeting minutes
- Discuss/approve UDDA and UDPDA financials as of January 31, 2026
- Discuss only – draft UDPDA and UDDA February 4, 2026, board meeting minutes
- Discuss only – draft March 4 UDPDA and UDDA board agendas
- Confidentiality and Conflict of Interest Policies via DocuSign in February - *Sinisterra*
- Marketing & Communications Manager position update – *Sinisterra*
- Avista Rate Plan Increase – *Sinisterra*
- Ruby River Inn Dock Proposal - *Sinisterra*

11:50 Finance and Grants Administration Updates – Sinisterra

- SAO Accountability Audit update and impacts – Feb 19th Exit Conference
- UDDA Annual contribution invoicing in February

12:00 U Vision 2044 and Next Generation Plan 2065 Updates – Sinisterra

- 201 W Main Property
- 400-Block RFP Schedule

12:10 Presentation: City Parking Lot Tax Legislation – Jon Snyder, Adam McDaniel, City of Spokane

12:30 HR Employee Manual Review and Discussion - Sinisterra

12:45 Fiscal Policies & Procedures Manuals Review and Discussion – Sinisterra

1:00 Next EAC is April 21, and adjourn - Bollenback

2026 UD Board Meetings (Catalyst Bldg, Room 309)

- March 4
- May 6
- June 3 retreat (location TBD)
- September 2 annual meeting
- October 14
- December 2 holiday party and 2026 Impact Award presentation (location TBD)



UDDA/UDPDA EAC Meeting Minutes - DRAFT

Tuesday, January 20, 2026, 11:34 AM – 1:02 PM via Zoom only

Zoom meeting recording [link](#) (start at 00:01:10 timestamp); CEO's PowerPoint presentation [link](#)

EAC Members Present: LaVerne Biel, Colleen Fuchs, Juliet Sinisterra (CEO), Jonathan Teeters, Thomas Tellefson, Dennis Wagner (chaired meeting in Bollenback's absence), Erin Williams-Hueter

EAC Members Absent: Lois Bollenback, Megan Hulsey, Steve MacDonald

Others: Claudia Browne and Susan Sherrod (Biohabitats), Kristie Severn (Seve7n Design & Illustration), Taudd Hume, and Alden Jones

Call to Order, Welcome, and Administration Updates

- Wagner called the meeting to order at 11:34 AM, and asked for a **MOTION to approve the December 9 EAC meeting minutes** (Fuchs), seconded (Biel), and passed unanimously.
- Wagner referred to the year-end financials in the packet; hearing no questions, he asked for a **MOTION to approve the financials as of December 31, 2025** (Fuchs), seconded (Teeters), and passed unanimously.
- Sinisterra walked the group through the February 4 draft UDPDA and UDDA meeting agendas.

Finance and Grants Administration

- Sinisterra provided a **year-end financial status** summary for the UDDA (underspent by \$17K) and the UDPDA (overspent by \$684K cash basis due to city sales tax revenue changes).
- The State Auditor's Office has commenced a UDPDA **Accountability Audit for 2022-2024**. The auditor will provide an optional entrance and exit conference and may reach out to UDPDA board members with basic questions.
- **Grants update** – Sinisterra provided an update on six grants that the UD plans to apply for in 2026.
- **TIF Revenue Reconciliation update** – The Mayor reached out in November to discuss the TIF reconciliation, but the meeting was rescheduled to early January (without the Mayor due to schedule conflicts). Past and current board officers attended this session with city staff. The group discussed the now-certified Department of Revenue 2020-2023 sales tax numbers, which are approximately \$2.2M less than the city's historical sales tax payments to the UDPDA. After the meeting and with legal counsel's guidance, the UDPDA sent a letter to the city requesting clarification on the legal basis for the (overpayment) repayment request and the repayment method. Sinisterra will provide an update at the February board meeting, once the city responds.

U Vision 2044 and Next Generation 2065 Conceptual Plan

- **201 W Main Avenue** – Tenant Manzanita House has vacated the property. PSA buyer Millennium Northwest LLC is conducting due diligence and has closed on the Cruz property next door.
- **400-Block Updates** – Sinisterra met with ADC on January 8, and they remain supportive of the UDPDA releasing a P3 RFP in mid-February. They might consider an equity investment in land in the project. UDPDA plans to hire a New Market Tax Credit (NMTC) consultant in late February to facilitate a more competitive NMTC application. Ownership structure could be a combination of long-term land ownership via grant funds and municipal financing, a Condominiumized mixed-use structure (because NMTC can't be applied to housing), or multi-phase financing. Sinisterra shared bullet points around what NMTC investors look for and four



requirements for success. She described an updated 400-Block narrative for a “UD Gateway Commons: A Community Health, Workforce, and Neighborhood Services Anchor.” Teeters suggested reaching out to Waters Meet about impact investing related to community health.

Presentations

- **Living Infrastructure** - *Claudia Browne and Susan Sherrod, Biohabitats* – Per a contract with the UDPDA and inspired by the ecological features in the Mithun Next Generation Conceptual Plan 2026, Biohabitats is developing a framework and specific implementation guidelines for nature-based urban development in the UDRA. See [this link](#) for slides.
- **Website** – *Kristie Severn, Seven Design & Illustration* – Kristie, who has been working with the UD for several years—updating the logo, designing social media branding templates, flyers, banners, holiday cards, etc.—shared early-stage graphic/content themes for a more story-driven 2027 website renovation.

Wagner asked for public comment; hearing none, he reminded the group of the February 4 UDPDA and UDDA board meetings. He adjourned the meeting at 1:02 PM.

Dennis Wagner, Vice Chair and Secretary

Date _____



UDPDA – Financial/Treasurer’s Report

As of January 31, 2026

Accrual Basis for Internal Reporting (depicted below)

Cash Basis for SAO Reporting

	(Current Month)	(Previous Month)
CURRENT ASSETS		
Total Checking/MM/SCIP	922,493	660,181
Accounts Receivable	0	289,296
Fixed Assets		
201 W Main (CBRE updated appraisal Dec)**	620,000	620,000
Other Assets (Restricted Use)		
Boxcar Proceeds	592,183	592,183
Sprague Ave underage (includes Riverside sidewalk work)	272,192	272,192
Total Assets	2,406,868	2,433,852
LIABILITIES		
Accounts Payable – (primarily Sprague Bond \$1,215,590)	1,288,928	109,892
Other Liabilities (moved Sprague Bond to AP)	0	1,215,590
Long Term Liability – Estimated ADC RPAA 400-Block Responsibility	1,484,431	1,484,431
Total Liabilities	2,773,359	2,809,913

NOTES:

- January 2026 Proforma vs Actual net revenue was (\$1,209,372.17) due to the Sprague Avenue General Obligation Bond payable (\$1,215,590) due in 2026, which will resolve in late February-early March, thanks to Millennium NW LLC's purchase of the 201 W Main property for \$1.1M.
- Regarding Liabilities, per an RPAA with ADC, the UDPDA would be responsible for ADC’s total costs plus interest (estimated total \$2,084,431), less an estimated sale price of \$600K.
- The State Auditor’s Office anticipates concluding its UDPDA Accountability Audit for fiscal years 2022, 2023, and 2024 in February. The Exit Interview calendar invitation and the final report will be shared with the board.

Approved:



Juliet Sinisterra, CEO

Megan Hulsey, Board Treasurer

UDPDA Balance Sheet

University District Public Development Authority

As of January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10128 NUM Checking UDPDA	325,465.49
10129 NUM MM UDPDA	292,735.28
10130 Spokane County Investment Pool	304,292.61
Total for Bank Accounts	\$922,493.38
Accounts Receivable	\$0.00
Other Current Assets	\$0.00
Total for Current Assets	\$922,493.38
Fixed Assets	
12005 Fixed Asset	620,000.00
Total for Fixed Assets	\$620,000.00
Other Assets	
12006 Other Asset	864,375.17
Total for Other Assets	\$864,375.17
Total for Assets	\$2,406,868.55
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,288,928.18
Total for Accounts Payable	\$1,288,928.18
Credit Cards	\$0.00
Other Current Liabilities	
Total for Current Liabilities	\$1,288,928.18
Long-term Liabilities	
10150 City of Spo General Bond Oblig	0.00
10151 ADC 400-Block	1,484,431.00
Total for Long-term Liabilities	\$1,484,431.00
Total for Liabilities	\$2,773,359.18
Equity	
32000 Retained Earnings	841,979.14
Net Income	-1,208,413.94
30000 Opening Balance Equity	-1,484,431.00
32001 201 W Main	620,000.00
32002 Boxcar Proceeds	592,183.17
32003 Sprague Underage	272,192.00
Total for Equity	-\$366,490.63
Total for Liabilities and Equity	\$2,406,868.55

University District Public Development Authority

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January 2026

	JAN 2026		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET
Income				
3000000 REVENUES		0.00	\$0.00	\$0.00
3300000 INTERGOV REVENUES		0.00	\$0.00	\$0.00
3340000 STATE GRANTS		0.00	\$0.00	\$0.00
3340690 State Grant Other State Agency		0.00	\$0.00	\$0.00
Total 3340000 STATE GRANTS		0.00	\$0.00	\$0.00
3370000 LOCAL GRANTS ENTITLMNT OTHER		0.00	\$0.00	\$0.00
3370001 Local Grants Entitlements	50,000.00	50,000.00	\$50,000.00	\$50,000.00
3371000 Property Tax		0.00	\$0.00	\$0.00
3372000 Sales Tax		0.00	\$0.00	\$0.00
Total 3370000 LOCAL GRANTS ENTITLMNT OTHER	50,000.00	50,000.00	\$50,000.00	\$50,000.00
Total 3300000 INTERGOV REVENUES	50,000.00	50,000.00	\$50,000.00	\$50,000.00
3600000 MISC REVENUES		0.00	\$0.00	\$0.00
3610000 INTEREST, OTHER EARNINGS		0.00	\$0.00	\$0.00
3611000 Investment Earnings	1,366.53	333.37	\$1,366.53	\$333.37
Total 3610000 INTEREST, OTHER EARNINGS	1,366.53	333.37	\$1,366.53	\$333.37
3620000 RENTS AND LEASES	116.93	0.00	\$116.93	\$0.00
3690000 OTHER			\$0.00	\$0.00
3691000 Sale of Surplus		0.00	\$0.00	\$0.00
Total 3690000 OTHER		0.00	\$0.00	\$0.00
Total 3600000 MISC REVENUES	1,483.46	333.37	\$1,483.46	\$333.37
Total 3000000 REVENUES	51,483.46	50,333.37	\$51,483.46	\$50,333.37
Total Income	\$51,483.46	\$50,333.37	\$51,483.46	\$50,333.37
GROSS PROFIT	\$51,483.46	\$50,333.37	\$51,483.46	\$50,333.37
Expenses				
5000000 EXPENDITURES		0.00	\$0.00	\$0.00
5580000 CMTY PLANNING ECON DEV		0.00	\$0.00	\$0.00
5586000 Planning		0.00	\$0.00	\$0.00
5586040 Planning Services	10,000.00	18,958.75	\$10,000.00	\$18,958.75
Total 5586000 Planning	10,000.00	18,958.75	\$10,000.00	\$18,958.75
5587000 Economic Development		0.00	\$0.00	\$0.00
5587040 Econ Dev Services	30,221.37	38,597.12	\$30,221.37	\$38,597.12
Total 5587000 Economic Development	30,221.37	38,597.12	\$30,221.37	\$38,597.12
Total 5580000 CMTY PLANNING ECON DEV	40,221.37	57,555.87	\$40,221.37	\$57,555.87
5590000 PROPERTY DEVELOPMENT		0.00	\$0.00	\$0.00
5593000 Prop Dev Depr Amor Xfer Out		0.00	\$0.00	\$0.00
5593040 Prop Dev Services	4,085.05	2,000.00	\$4,085.05	\$2,000.00
Total 5593000 Prop Dev Depr Amor Xfer Out	4,085.05	2,000.00	\$4,085.05	\$2,000.00
Total 5590000 PROPERTY DEVELOPMENT	4,085.05	2,000.00	\$4,085.05	\$2,000.00
5900000 DBT EXP, CAP OUTLAYS, OTHR DECR		0.00	\$0.00	\$0.00
5910000 REDEMPTION OF DEBT	1,208,280.88	0.00	\$1,208,280.88	\$0.00

University District Public Development Authority

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January 2026

	JAN 2026		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET
5920000 INTEREST OTHR DBT SVC COST	7,310.10	0.00	\$7,310.10	\$0.00
Total 5900000 DBT EXP, CAP OUTLAYS, OTHR DECR	1,215,590.98	0.00	\$1,215,590.98	\$0.00
Total 5000000 EXPENDITURES	1,259,897.40	59,555.87	\$1,259,897.40	\$59,555.87
Unapplied Cash Bill Payment Expense		0.00	\$0.00	\$0.00
Total Expenses	\$1,259,897.40	\$59,555.87	\$1,259,897.40	\$59,555.87
NET OPERATING INCOME	\$ -1,208,413.94	\$ -9,222.50	\$ -1,208,413.94	\$ -9,222.50
NET INCOME	\$ -1,208,413.94	\$ -9,222.50	\$ -1,208,413.94	\$ -9,222.50



**University District Public Development Authority (UDPDA)
Voucher Certification – January 2026 Close – Cash Basis**

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
1/28	Xfer	University District Development Assoc per contract	28,775.41
	Xfer	Spokane County Investment Pool (SCIP) service fee	7.73
1/5	ACH	Avista – south sub area lights	604.00
1/6	ACH	Kiemle Hagood – 201 W Main	250.00
1/6	ACH	Haley Aldrich per contract	252.50
1/7	ACH	Go Joe – 201 W Main	646.42
1/13	ACH	Intuit – service fee	54.00
1/13	ACH	Rooted Landcare – 201 W Main	73.10
1/13	ACH	Cascadia per contract U Village CERB	3,100.00
1/15	ACH	City of Spokane utilities – 201 W Main	467.42
1/15	ACH	Tiny’s Service and Maintenance – 201 W Main	763.70
1/16	ACH	Avista – 201 W Main (note: includes one-time credit \$146.63)	730.74
1/20	ACH	Cascadia per contract U Village CERB	1,700.00
1/20	ACH	Biohabitats - per contract	21,615.00
1/21	ACH	Tiny’s Service and Maintenance – 201 W Main	654.00
1/22	ACH	Witherspoon Brajcich McPhee legal counsel	300.00
1/22	ACH	Spokane Sports per 400-Block contract	10,000.00
1/22	ACH	Trestle Development per 400-Block contract	10,000.00
1/28	ACH	Intuit for 2025 1099/1096 e-file via QBO	287.83
1/31	ACH	Numerica - monthly ACH processing fee	30.00


Juliet Sinisterra, CEO

2.11.26

Date



UDDA – Financial/Treasurer’s Report

As of January 31, 2026

Accrual Basis

	(Current Month)	(Previous Month)
CURRENT ASSETS		
Total Checking/Money Market	247,154	268,946
Accounts Receivable	5,000	5,000
Other Assets - QBO Tax Holding	3,943	3,235
Total Assets	256,097	277,181
LIABILITIES		
Accounts Payable	0	0
Credit Card Payable	5,471	4,278
Payroll Liabilities (<i>includes VL accrual</i>)	11,281	8,499
Total Liabilities	16,752	12,777

NOTES:

- January Proforma vs Actual net revenue was (\$25,058) due primarily to Jeffrey’s \$21K unbudgeted severance payment and legal consultation services for severance agreement. This variance will diminish if anticipated increased contributions are secured.
- On the revenue and accounts receivable side, Flores refunded a 2025 FSA account advance of \$2,865.30. Also, 2026 budgeted annual contributions (\$102K) will be invoiced in February.

Approved:



Juliet Sinisterra, CEO

Megan Hulsey, Treasurer

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Statement of Financial Position

As of January 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10126 UDDA NUM Checking	78,845.21
10127 UDDA NUM MM	168,308.97
Total Bank Accounts	\$247,154.18
Accounts Receivable	
12100 Accounts Receivable	5,000.00
12101 Other Receivable	0.00
Total Accounts Receivable	\$5,000.00
Other Current Assets	
12000 Undeposited Funds	0.00
12001 *Undeposited Funds	0.00
13100 Prepaid Insurance	0.00
QuickBooks Tax Holding Account	3,943.13
Total Other Current Assets	\$3,943.13
Total Current Assets	\$256,097.31
TOTAL ASSETS	\$256,097.31
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Credit Cards	\$5,470.52
Other Current Liabilities	
21000 Other Current Liability	0.00
21100 Direct Deposit Liabilities	0.00
24000 Payroll Liabilities	977.77
24110 Federal Income Tax Withheld	2,689.50
24125 FICA & Med Payable	0.00
24160 State Unemployment Payable	-450.18
24161 State Fam Med Lv EE pd by Co	0.00
24162 FSA Contrib EE	164.99
24163 FSA Contrib ER	189.99
24170 Federal Unemployment	126.00
24220 Industrial Insurance	718.00
24225 Simple IRA EE	0.00
24226 Simple IRA ER	893.60
24227 Accrued Vacation Leave	5,271.81
ID Income Tax	759.00
WA Cares Fund	-58.96

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Statement of Financial Position

As of January 31, 2026

	TOTAL
Total 24000 Payroll Liabilities	11,281.52
Direct Deposit Payable	0.00
FSA Contrib ER	0.00
Total Other Current Liabilities	\$11,281.52
Total Current Liabilities	\$16,752.04
Total Liabilities	\$16,752.04
Equity	
30000 Opening Balance Equity	2,143.63
30001 Reserve	78,842.62
32000 Unrestricted Net Assets	183,417.36
Net Revenue	-25,058.34
Total Equity	\$239,345.27
TOTAL LIABILITIES AND EQUITY	\$256,097.31

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January 2026

	TOTAL	
	ACTUAL	BUDGET
Revenue		
43210 Interest Income	212.73	83.37
43400 Direct Public Support		0.00
43410 Institutional/Corp contrib		0.00
Total 43400 Direct Public Support		0.00
46500 Grant Income		0.00
46510 Grant - Restricted		0.00
Total 46500 Grant Income		0.00
46700 Other Income		0.00
47005 UDRA Management Proceeds	28,775.41	28,775.41
Total 46700 Other Income	28,775.41	28,775.41
47200 Program Income		0.00
47240 Programs, Event Sponsorships		0.00
Total 47200 Program Income		0.00
Total Revenue	\$28,988.14	\$28,858.78
GROSS PROFIT	\$28,988.14	\$28,858.78
Expenditures		
60100 Payroll Expenses		0.00
60101 Salaries, Wages	40,459.36	19,300.00
60105 Vacation Leave Accrual	1,107.90	750.00
60110 Payroll Taxes	3,565.71	1,890.00
Total 60100 Payroll Expenses	45,132.97	21,940.00
60200 Personal Services Contracts		0.00
60202 Financial, Prof Services	1,172.80	100.00
60203 Management & Organization Svcs	589.14	2,025.00
60205 Legal Fees	2,685.00	250.00
60231 Marketing/Advertising	2,174.32	1,458.37
60232 Graphic Design, Web	850.85	3,533.37
Total 60200 Personal Services Contracts	7,472.11	7,366.74
60300 Other Contractual Services		0.00
60303 Cell Phone Charges	150.00	150.00
60314 Internet IT Svcs Domain Reg	133.98	425.00
60324 Insurance D&O, etc.		0.00
60325 Insurance Other	50.00	0.00
60329 Licenses and Permits	60.00	0.00
60330 Memberships, Dues		207.99
60333 Ed Events, Scholarships		0.00
60334 Reg, Conferences, Sponsorships	440.73	93.75
60336 Subscriptions, Periodicals	167.77	58.37
60353 Postage, Mailing Services		0.00
60358 Printing & Reproduction	41.39	0.00
60377 Catering, Meals	26.57	0.00

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January 2026

	TOTAL	
	ACTUAL	BUDGET
60380 Leased Buildings, Space	805.50	805.50
60381 Rentals, Copier Lease		0.00
60389 Rentals, Other Events, Park		0.00
Total 60300 Other Contractual Services	1,875.94	1,740.61
60400 Travel		0.00
60410 In-state Per Diem		0.00
60411 In-state Air Fare		0.00
60412 Private Auto Mileage		0.00
60416 Other Travel - bus, etc.	13.08	10.00
60420 Out of state Per Diem		0.00
60421 Out of state Air Fare		0.00
Total 60400 Travel	13.08	10.00
60500 Supplies & Materials		0.00
60501 Food		0.00
60525 Recognition and Awards		0.00
60540 Non-cap Equip Furn <\$5K		0.00
60545 Prewritten SW (MSFT Zoom)	71.28	100.00
60564 Office Supplies		0.00
Total 60500 Supplies & Materials	71.28	100.00
60700 Retirement & Benefits		0.00
60702 PFML	556.51	556.00
60705 Retirement Employer Contrib	446.80	445.00
60707 Life Insurance Employer Paid		0.00
60709 Disability Insurance	388.57	370.00
60710 Health Insurance Plans	571.20	571.00
60711 FSA Employer Contrib	-2,481.98	767.00
60712 FSA Employee Contrib		0.00
Total 60700 Retirement & Benefits	-518.90	2,709.00
Total Expenditures	\$54,046.48	\$33,866.35
NET OPERATING REVENUE	\$ -25,058.34	\$ -5,007.57
NET REVENUE	\$ -25,058.34	\$ -5,007.57



University District Public Development Authority (UDPDA) Meeting Minutes - DRAFT

Wednesday, February 4, 2026, 3:34-5:08 PM, Catalyst Building Room 309 and Via Zoom

Board [slide deck](#), Zoom recording [link](#)

Board Members Present: Lois Bollenback (chair), Megan Hulsey (Zoom), Juliet Sinisterra (CEO), Dennis Wagner (Zoom), County Commissioner Amber Waldref, and Council President Betsy Wilkerson

Board Members Absent: Steve MacDonald

Call to Order, Welcome, and Administrative Actions

Chair Bollenback called the meeting to order at 3:34 PM and asked for a **MOTION to approve the January 7, 2026, UDPDA meeting minutes and the UDPDA financials** as of December 31, 2025 (Sinisterra), seconded (Hulsey), and passed unanimously.

Finance and Grants Administration

Treasurer's Report

Hulsey's report highlighted year-end financial data, including total account balances of \$660,181, as well as other assets, accounts payable, and liabilities. The UDPDA is undergoing an SAO Accountability Audit for fiscal years 2022, 2023, and 2024. The board will be invited to the Exit Interview and receive the final report.

Grants Management Planning

Sinisterra shared a chart with 2026 grant opportunities. In January, the UDPDA received notice that it had been awarded a Department of Commerce Energy Siting and Permitting Grant for \$343K. This work will build on recommendations in the Next Generation Plan 2026 and include partners such as Avista, WSU Health Sciences Spokane, and Gonzaga University.

City TIF Revenue Update

In the context of ongoing TIF revenue repayment discussions with the city, Sinisterra reiterated the purpose of the UDPDA and provided an update on the reconciliation. With input from legal counsel, the UDPDA sent a letter to the city with follow-up questions to better understand the legal basis for the City's TIF repayment request. The group encouraged Sinisterra to provide updates on UDPDA successes to the County Board of Commissioners and the City Council.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Wagner provided the following **EAC Highlights**:

- Job posting for Marketing and Communications Manager garnered 77 applications. Staff is reviewing and will narrow down to approximately 24 candidates. Three board members have volunteered to conduct interviews in March, with May as a likely start date for the position.
- Presentation by the Biohabitats team on guidelines for resilient infrastructure design.
- Presentation by Seve7n Design & Illustration on the storytelling focus of the planned revamp (2027) of the UD website.
- Sinisterra shared Scorecard and noted that Bouten has offered to reinstall gratis windstorm-damaged UD banners along MLK Jr. Way.

Next Generation Plan 2065 Updates

- **201 West Main** - The City Council approved the Amendment of Covenants on January 26. Property sale expected to close this month. Millennium Northwest LLC intends to combine the property with the Cruz Boots parcel and build 143 units of market-rate housing.
- **400-Block** – Sinisterra is preparing an MOU for Avista Development Corporation's (ADC) review around the release of a shared RFP for the UD Gateway Commons (new moniker for the 400-Block). She mentioned different possible ownership structures that incorporate a P3 partner and feature a program focused on community health, education, and innovation, workforce and small



business development, and neighborhood services (childcare, food security). A New Market Tax Credit (NMTC) consultant will be hired to facilitate a successful application to interested CDE's in a highly competitive, national funding process. Because successful projects are usually "shovel-ready" and have a well-documented financing stack, funding would likely be 2-3 years out.

Presentations

- **Pacific Avenue Greenway Update** – Jonathan Adams provided a status update on the City's Pacific Avenue project with a focus on ped/bike safety and landscape/streetscape improvements. Construction starts early this summer. See [this link](#) for more information.
- **The Community School (TCS)** – Cindy McMahon spoke about her professional journey in pursuit of a more progressive high school teaching and learning model. She provided an overview of TCS's (soon to be located in the UD) mission and unique attributes that help prepare students for the real world. Student Emmeline Hirt shared the benefits of her TCS education. See [this link](#) for more information.
- **Innovation High School (IHS)** – Located in the UD, Sara Kennedy provided an overview of IHS's mission, values, and curriculum pathways, all with a focus on the arts. See [this link](#) for more information.

Bollenback asked for, but did not hear any public comments, and adjourned the meeting at 5:08 PM.

Dennis Wagner, Vice Chair and Secretary



**UNIVERSITY
DISTRICT**

**University District Public Development Authority (UDPDA)
Voucher Certification – December 2025 Close – Cash Basis**

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
12/22	Xfer	University District Development Assoc per contract	32,065.50
12/2	Xfer	University District Development Assoc – reimb design svcs	9,010.00
12/10	Xfer	University District Development Assoc – reimb public notices	830.05
12/31	Xfer	Spokane County Investment Pool (SCIP) service fee	7.70
12/2	ACH	Kiemle Hagood – 201 W Main	250.00
12/2	ACH	Avista – south sub area lights	597.40
12/5	ACH	Go Joe – 201 W Main	563.23
12/12	ACH	Spokane River Forum (note: first payment on 12/5 refunded)	5,817.50
12/10	ACH	Rooted Landcare – 201 W Main	338.21
12/12	ACH	Kiemle Hagood – 201 W Main repair	96.01
12/15	ACH	Intuit – service fee	54.00
12/16	ACH	Avista – 201 W Main (note: includes one-time credit \$146.63)	348.62
12/17	ACH	City of Spokane utilities – 201 W Main	454.89
12/17	ACH	Witherspoon Brajcich McPhee legal counsel	4,707.50
12/17	ACH	Biohabitats - per contract	14,067.96
12/18	ACH	Tiny’s Service and Maintenance – 201 W Main	147.02
12/18	ACH	Northwest Municipal Advisors per contract	3,850.00
12/31	ACH	Numerica - monthly ACH processing fee	30.00
12/01	Check 1434	Great American Insurance	1,945.00
12/05	Check 1435	City of Spokane – Sprague General Obligation Bond payment	199,506.00
12/05	Check 1436	Juliet Sinisterra – reimb meal with PDAs	43.97
12/10	Check 1437	Pro Mechanical Services – 201 W Main Ave HVAC service	283.66
12/29	Check 1438	Traveler’s Insurance – public official bond for Bollenback	175.00


Juliet Sinisterra, CEO

1.28.26
Date



University District Public Development Authority (UDPDA)

Board of Directors' Meeting Agenda - DRAFT

Wednesday, March 4, 2026, 3:30 – 5:00 PM

Catalyst Building, Room 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZUllbzNIWWliYTJ1dz09>

Meeting ID: 867 5038 7107; Passcode: 941652; Phone: +1 253 205 0468 US

3:30 Welcome, Call to Order, Administrative Actions – *Bollenback*

- **Proposed MOTION – Consent Agenda Approvals**
 - Draft February 4, 2026, UDPDA board meeting minutes
 - UDPDA financials as of January 31, 2026, including voucher certifications

3:35 Finance and Grants Administration

- Grants Administration update – *Sinisterra*
- SAO Accountability Audit 2022-2024 update – *Sinisterra*
- TIF Revenue update – *Sinisterra*
- **Presentation and MOTION: Adopt UDPDA Fiscal Policies & Procedures Manual** – *Hulsey*

(Joint discussion: UDPDA and UDDA Board Members – Public Meeting)

4:00 February EAC Highlights – *Bollenback*

4:10 Next Generation Plan 2065 Updates – *Sinisterra*

- 201 W Main
- 400-Block

4:20 Presentation: Outreach Update – *Health Equity Circle Team*

4:35 Presentation: UD Development Incentives – *Kara and Mark Odegard, MeasureMeant*

5:00 **Public Comment and Adjourn UDPDA Meeting** – *Bollenback*

2026 UDPDA Board Meetings (3:30 PM at Catalyst Building, Room 309)

- May 6
- Sept 2 annual meeting
- Oct 14
- Dec 2 holiday event and Impact Award presentation



University District Development Association (UDDA)

Board of Directors' Meeting Agenda - DRAFT

Wednesday, March 4, 2026

4:00 – 5:00 PM Joint UDDA/UDPDA; 5:05-5:30 PM UDDA Business Meeting

Catalyst Building, Room 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZUllbzNIWWliYTJ1dz09>

Meeting ID: 867 5038 7107; Passcode: 941652; Phone: +1 253 205 0468 US

(Joint discussion: UDPDA and UDDA Board Members – Public Meeting)

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- 201 W Main
- 400-Block

4:20 Presentation: Outreach Update – *Health Equity Circle Team*

4:35 Presentation: UD Development Incentives – *Kara and Mark Odegard, MeasureMeant*

5:00 *Public Comment and Adjourn UDPDA Meeting* – *Bollenback*

5:05 Call to Order, Welcome, Administrative Actions – *Bollenback*

- Proposed MOTION – Consent Agenda Approvals
 - Draft February 4, 2026, UDDA board meeting minutes
 - UDDA Financials as of January 31, 2026

5:10 Presentation and MOTION: Adopt UDDA Fiscal Policies & Procedures Manual – *Hulsey*

5:20 Presentation and MOTION: Adopt UDDA HR Employee Manual – *Tellefson*

5:30 Adjourn, next meeting May 6 – *Bollenback*

2026 UD Board Meetings (3:30 PM at Catalyst Building, Room 309)

- May 6
- June 3 board retreat, 9 AM – 1 PM, location TBD
- Sept 2 annual meeting
- Oct 14
- Dec 2 – holiday event and Impact Award presentation, location TBD



To: Avista Corporation Leadership, Washington Utilities and Transportation Commission
From: Juliet Sinisterra, CEO, Spokane University District
Date: February 2, 2026
Re: Four-Year Rate Plan Increases

On behalf of the Spokane University District, I appreciate Avista Corporation's commitment to maintaining reliable, safe, and resilient energy infrastructure amid increasing system complexity and climate-related risks.

At the same time, the University District comprises two severely distressed census tracts within a city with high poverty rates, particularly among students, renters, seniors, and service workers who are central to Spokane's economy. From the Spokane UD's perspective, energy affordability is not only a household issue, but a public health, workforce, and economic vitality concern that directly affects the district's ability to support education, innovation, and inclusive growth.

As Avista's proposed multi-year rate increases are considered, we respectfully encourage the Commission and Avista to ensure that affordability mitigation is treated as a core system outcome, alongside reliability and decarbonization. In particular, we urge continued and expanded focus on:

- Strong, automatic, and easily accessible customer assistance and bill discount programs for income-qualified households;
- Deep energy efficiency and demand-reduction investments that permanently lower bills, especially in rental and student-serving housing;
- Neighborhood- and district-scale solutions—such as shared thermal energy, building retrofits, and load management—that reduce long-term system costs and customer exposure;
- Transparent reporting that clearly links ratepayer investments to local benefits, workforce opportunities, and resilience outcomes.

The Spokane UD stands ready to serve as a living laboratory and a partner in piloting innovative, scalable approaches that improve system reliability, reduce household energy burden, and support long-term community well-being.

We appreciate the opportunity to submit these comments and look forward to continued collaboration in the service of a reliable, affordable, and equitable energy future for Spokane.

Sincerely,

Juliet Sinisterra, CEO



University District Public Development Authority (UDPDA) Public Meeting – Accountability Audit Exit Conference with SAO

Thursday, February 19, 2026, 11:00 AM – 11:30 AM

SAO Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/2254265156679?p=vxZs9fORo2aTY5u37T>

Meeting ID: 225 426 515 667 9

Passcode: g9kx26fe

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Phone conference ID: 446 797 481#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

The State Auditor’s Office team has scheduled this virtual meeting and will lead the Accountability Audit Exit Conference for the University District Public Development Authority’s fiscal years 2022, 2023, and 2024.

Alisha Shaw, Audit Manager, and Elliott Yamane, Assistant State Auditor, will lead the conversation.

The UDPDA will post a copy of the Accountability Audit Exit Report on its website after the meeting. Please contact Alden Jones with any questions ajones@spokaneudistrict.org.

updated 2/10/2026

2026 priorities: Support catalytic investments (Nature-based infrastructure and U Incubation Village), invest in parking, and district beautification and marketing.

University District - 2026 Work Plan Tracking

STRATEGIC PLAN		COMMUNITY DEVELOPMENT	BUDGETED	START	END	STATUS	UPDATE	KEY DATES
1	3.1.2	400-Block in partnership with Avista Development	\$20,000	Q1 2026	Q4 2026		Working on non-binding agreement with Avista for RFP release. Draft RFP sent to Avista on Friday 2/13 for review.	Feb RFP Release
2	2.4.1, 3.1.1	U Incubation Village Pre-Design Study Completion and Community Partner Roundtables	\$55,705 (carryover)	Q1 2026	Q4 2026		Requesting scope change via CERB Board. Waiting for approval in mid-March to move with remaining phases.	CERB grant complete at EO 2026
3	1.1.1, 1.1.2	District Living Infrastructure Framework and Development Guidelines Phase II	\$40,000	Q1 2026	Q2 2026		Biohabitats presented to EAC. Work to begin on design guidelines.	Final Board presentation in May 2026
4	1.1.2, 1.1.4, 1.1.5, 1.1.7	Nature-Based Infrastructure and Complete Street Pre-Design (Superior/Springfield)	\$75,000 (carryover)	Q2 2026	Q4 2026		Waiting on completion of District Living Infrastructure framework prior to releasing RFP for pre-design.	EO 2026
5	1.1.2	UD Ecological Development Tool: Feasibility Testing for Software Development	\$15,000	Q1 2026	Q3 2026		Working with IntelliTect to develop baseline conceptual model to test software development feasibility. Potential UDDA revenue source in future.	EO 2026
6	2.4.1, 3.1.9	Host community partners discussion around possible people's choice grocer (retail food bank model) along Division Street	\$500	Q3 2026	Q3 2026		Working to get April meeting scheduled.	
7	1.4	Conduct parking layout study for South Sub-Area in legislated blocks	\$15,000	Q2 2026	Q3 2026		Will start in Q2.	
8	3.1.4	Supporting work of SLIC and Spokane Alliance where needed around development of regional Housing Production Fund	\$0	Q1 2026	Q4 2026		Met with SLIC and Spokane Alliance staff around developing a regional \$200 million revolving housing loan fund for mixed income developments.	
ECONOMIC DEVELOPMENT			BUDGETED	START	END	STATUS	UPDATE	KEY DATES
1	Overarching	Grant writer for State, Federal, and local grants in alignment with U Vision 2044 Strategies and develop database around district metrics and data for grant writing access.	\$30,000	Q1 2026	Q4 2026		Awarded \$343,000 Dept of Commerce Energy Siting and Permitting grant. Working through contract approval process with Commerce. Work to start April 6.	Varies
3	3.4	Banner implementation along Hamilton	\$15,000	Q2 2026	Q4 2026		Will start in Q2. Working to replace 14 damaged banners in windstorm.	Fall 2026
4	1.4	First Avenue Parking Angled Parking Pilot	\$10,000	Q3 2026	Q4 2026		Will start in early Q3, after South Sub-Area layout plan complete.	Fall 2026
5	1.1.1, 1.1.2	Pacific Avenue Ongoing Maintenance of Nature-Based Infrastructure (6 months)	\$8,000	Q3 2026	Q4 2026		City Staff to present Pacific Avenue project at Feb 4 Board meeting.	Fall 2026
MARKETING & COMMUNICATIONS			BUDGETED	START	END	STATUS	UPDATE	
1	1.1.8, 2.2.2, 2.5.2, 3.1	Outreach Materials; 4 cutsheets and vision document	\$15,750	Q2 2026	Q4 2026		Funding for three outreach cutsheets. Will start in Q2.	
2	1.1.8, 2.2.2, 2.5.2, 3.1	Juliet to develop a TED Talk; Speaking Support and Graphics	\$12,000	Q1 2026	Q3 2026		Sinisterra is taking a half-day public speaking class at GU in February. Meeting with TED Talk speaker support.	Apply in Summer
3	3.1.1	Website Development: Photography and Illustrations	\$25,000	Q3 2026	Q4 2026		Waiting on new Marketing Communications Manager to lead.	Spring and Fall 2026

Notes: Black: Focus Area; Blue: Dependent on Others



Date: February 11, 2026
To: EAC
Fr: Juliet Sinisterra
Re: **UDDA HR Employee Manual Summary**

Introduction

With the UDDA and UDPDA applying for more grants and those contractual grant relationships often requiring specific employment and fiscal policies and procedures to be in place, staff have been working on updated human resources-related documents to better meet compliance requirements. Also, in an increasingly competitive labor market, a more advantageous leave-and-benefits structure and more detailed processes around goal-setting/performance evaluation/compensation adjustment are included.

Document Review and Comments

A draft of the employee manual was reviewed by Witherspoon Brajich McPhee PLLC's labor attorney, Kammi Smith, who provided critical guidance and language regarding Washington employment law. Also, two board members, Thomas Tellefson and Erin Williams-Hueter, reviewed the manual and provided valuable input and suggestions (see below).

Tellefson

- Medical Records - Mention compliance with *HIPAA* and *RCW 70.02* confidentiality requirements. Legal counsel deleted; *HIPAA* applies to healthcare providers and insurance companies.
- Unlimited Time Off – Clarify that Washington's paid sick leave law and *FMLA* statutory leave rights still apply. Consider a tiered approach. Incorporated a contiguous four-year *UPTO* milestone for full-time staff.
- Observed Holidays – Asked if UD holidays align with city, state, or federal holidays. They do except the week between Christmas and New Year's.
- Remote Work – Suggested a reimbursement clause (for cost of home internet, cell use) might be relevant. The UD does provide a cell stipend.

Williams-Hueter

- Appreciate that the ethics of the organization are reflected throughout the document: unlimited PTO, high ethical standards around conflicts of interest and gifts of gratitude, etc.
- Social Media Policy – Consider policy regarding employees' representation of the organization on their social media. Legal counsel added language.
- Domestic Violence Policy – Suggest considering a more robust domestic violence policy that may be guided by organizations like the [Domestic Violence Coalition](#). Legal counsel researching as laws change frequently.

Other Key Features

Policies included for grant funders:

- Sexual Harassment and Discrimination
- Employee Ethics (COI, Whistleblower)
- Employee Safety and Security
- Information Technology (Cybersecurity)
- Change from accrued vacation leave and PTO to the Unlimited Paid Time Off (*UPTO*) model.
- Sabbatical leave is allowed for longer-term, full-time employees.



- One-time payout for accrued vacation leave after the board approves the manual.
- Christmas to New Year's week, the office is closed.
- Employee Annual Goal Setting Template (encourage skills training and enrichment).
- Employee Annual Performance Evaluation Template (summarizes accomplishments to inform compensation adjustments). Also added annual bonus guidelines.
- CEO Annual Performance Evaluation – Performance review and compensation adjustment processes developed with EAC input. Also added performance-based bonus guidelines.



Date: February 11, 2026
To: EAC
Fr: Juliet Sinisterra
Re: **UDDA and UDPDA Fiscal Policies and Procedures Manuals**

Introduction

With the UDDA and UDPDA applying for more state and federal grants and those contractual grant relationships often requiring specific fiscal policies and procedures, staff have been working on updates to the current fiscal policy documents to better meet compliance requirements. Also, after an SAO Accountability Audit of the UDPDA in early 2026, more robust notations around purchasing, procurement, banking, and fraud were incorporated.

Document Review and Comments

Drafts of the fiscal policies and procedures manuals were reviewed by past board member and treasurer Chuck Murphy, who provided valuable input and suggestions (see below).

1. Roles and responsibilities – Noted the discrepancy between the bylaws' description of the Treasurer (has “custody of all monies and securities and keeps the books of account”) vs the reality. This may be something to address if/when we revise bylaws.
2. Fraud and Embezzlement – Recommended more detail around the fraud reporting process. Included this and a link to the SAO’s website with detailed fraud reporting steps.
3. FDIC-insured Funds – Suggested adding language around law limits and moving funds as needed. Added it’s \$250K *per depositor*, not per account (e.g., each individual checking or money market account). Also, moving UDPDA money market funds to SCIP.
4. Purchasing Levels – Noted different purchasing thresholds between the UDPDA and UDDA. This is intentional. The UDPDA requirements are more prescribed per state law.

Other Key Features

The updated manuals provide more detail around:

- Roles and responsibilities
- Internal controls and fraud prevention
 - Vendor Policy and Form
 - Internal Funds Transfer Policy and Form
 - Payment Request Form
- Basis of accounting
- Integration of QBO
- Federal grant administration
- Audits
- References to human resources policies in Employee Manual
- Risk management
- Procurement levels, process, and approval pathways for each entity