



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, March 4, 2026, 3:31-4:50 PM, Catalyst Building Room 309 and Via Zoom

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

Board Members Present: Lois Bollenback (chair), Megan Hulseley (Zoom), Steve MacDonald (*joined after the Executive Session*), Juliet Sinisterra (CEO), Dennis Wagner (Zoom), County Commissioner Amber Waldref (Zoom), and Council President Betsy Wilkerson (*joined after the Executive Session*)

Others Present: Taudd Hume (legal counsel), Alden Jones

Call to Order, Welcome, and Executive Session

Chair Bollenback called the meeting to order at 3:31 PM and announced that the UDPDA would move into an Executive Session citing RCW 42.30.110 (1) (i) to discuss “Potential litigation” meaning litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; or the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. Bollenback noted a conflict of interest had been identified for two board members (MacDonald and CP Wilkerson) who did not join the Executive Session. She also stated that members joining the Executive Session will use the Zoom link provided for this purpose. She then announced that the Executive Session was set for 20 minutes, starting at 3:33 PM and concluding at 3:53 PM. It was later announced that the time had been extended to 4:04 PM.

Resumption of Public Meeting

Bollenback adjourned the Executive Session and resumed the Public Meeting at 4:06 PM (*MacDonald and CP Wilkerson joined the meeting at this time*). Bollenback asked for a **MOTION to approve the Consent Agenda** consisting of the **February 4, 2026, draft UDPDA meeting minutes and the UDPDA financials** as of January 31, 2026 (Wilkerson), seconded (Waldref), and passed unanimously.

Finance and Grants Administration

SAO Accountability Audit

Hulseley provided a recap of the UDPDA’s Accountability Audit Exit Conference with the SAO’s office for audit years 2022, 2023, and 2024. The exit “management letter” noted the need for improved controls (per BARS 3.8.11) over electronic payments in light of the 2025 fraud incident. Hulseley complimented Sinisterra and Jones for their work on the audit.

UDPDA Fiscal Policies and Procedures Manual

Hulseley and Chuck Murphy (past UDPDA treasurer) reviewed the staff-drafted manual for errors and omissions. The manual is a “living” document and includes language addressing issues noted in the SAO audit management letter, as well as policies and procedures to clarify internal controls, mitigate fraud, safeguard funds, manage grants, and establish procurement pathways. Bollenback asked for questions and hearing none, asked for a **MOTION to adopt the UDPDA Fiscal Policies and Procedures Manual** (Wilkerson), seconded (Wagner), and passed unanimously.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Bollenback started the joint session at 4:11 PM and provided the following **EAC Highlights**:

- Letters sent out regarding Avista’s four-year rate increase, the Ruby River dock proposal, and EWU’s Urban Regional Planning program
- DocuSign for board Confidentiality and COI policies going out soon
- Annual UDDA board member contribution invoices going out soon
- The UDPDA/UDDA Administrative Services Agreement will be updated to account for work beyond basic operational administration (i.e., for more in-depth grants and contract management)
- Presentation: City Parking Lot Tax Legislation



Next Generation Plan 2065 Updates

- **201 West Main** – Property closing date is April 2, 2026. UD legal counsel reviewed the PSA Assignment and Feasibility approval, and per the PSA, the CEO approved in writing.
- **400-Block Gateway Commons** – Sinisterra reported that Avista recently shared a change in direction, and as such, the anticipated RFQ for a P3 at the Gateway Commons is on hold. Avista is now considering fast-charging Tesla stations, and remains open to a climbing gym, recreation and events center, childcare, and a park and promenade. They are in discussions with Swinerton regarding the revised scope and will take 60 days to determine the best way to move forward. UD staff provided Avista with a revised program/proforma based on their new direction.
- **Scorecard** – Sinisterra highlighted Spokane Low Income Housing and Spokane Alliance efforts to launch a local revolving housing loan fund and the potential to work with the Ballmer Group on a statewide revolving loan fund.

Presentation

- **UD Ecological Development Incentives** – Measure Meant team presented an update on their contracted work, and Sinisterra explained how it dovetails with other Next Generation Plan 2065 projects. Mark Odegard provided a project overview, interview scope, case studies, common incentives in other communities, and key features of a “scorecard” and potential incentives. See [this link](#) for more information.

Bollenback asked for, but did not hear any public comments, and adjourned the meeting at 4:50 PM.

A handwritten signature in blue ink that reads "Dennis Wagner".

Dennis Wagner, Vice Chair and Secretary



UNIVERSITY DISTRICT

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