



UDDA/UDPDA Executive Advisory Committee (EAC) Agenda

Tuesday, May 19, 2026, 11:30 AM – 11:45 AM

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)

11:30 Welcome and General Administration – Bollenback

- Discuss/approve draft February 17, 2026, EAC meeting minutes
- Discuss/approve draft April 21, 2026, EAC meeting minutes
- New M&C and Office Admin Angela Dodson to start May 26

11:35 Formation of 2026 Nominating Committee (NC) – Bollenback

- For 2027, officer slate only, no new members
- Per bylaws, standing NC members are the Mayor, CP, and CEO; and the EAC selects 2-3 other NC members, no board approval needed
- Colleen, LaVerne, and Emilie volunteered
- NC to meet briefly in June or early July
- **MOTION to approve Colleen Fuchs, LaVerne Biel, and Emilie Cameron as 2026 Nominating Committee members** (in addition to standing members Mayor, CP, and CEO).

11:45 Next EAC is August 18, and adjourn - Bollenback

2026 UD Board Meetings (Catalyst Bldg, Room 309)

- June 3 retreat, 8:30 AM – 1:30 PM at Swinerton office in Scott Morris Center for Energy Innovation Bldg
- September 2 annual meeting
- October 14
- December 2 holiday party and 2026 Impact Award presentation (location TBD)



UDDA/UDPDA EAC Meeting Minutes - DRAFT

Tuesday, February 17, 2026, 11:32 AM – 12:39 PM via Zoom only

Zoom meeting recording [link](#); CEO's PowerPoint presentation [link](#)

EAC Members Present: LaVerne Biel, Lois Bollenback, Colleen Fuchs, Megan Hulseley, Steve MacDonald, Juliet Sinisterra (CEO), Jonathan Teeters, Thomas Tellefson, Dennis Wagner, Erin Williams-Hueter

EAC Members Absent: None

Others: Jon Snyder, Adam McDaniel, and Alden Jones

Call to Order, Welcome, and Administration Updates

- Bollenback called the meeting to order at 11:32 AM, and asked for a **MOTION to approve the January 20 EAC meeting minutes** (MacDonald), seconded (Williams-Hueter), and passed unanimously.
- Bollenback then asked for a **MOTION to move forward the financials as of January 31, 2026, to the UDDA and UDPDA boards** (Fuchs), seconded (Hulseley), and passed unanimously.
- The group reviewed the draft February 4, 2026, meeting minutes and the March 4 draft UDPDA and UDDA meeting agendas. Fuchs correctly noted that the February 4 UDDA minutes were not in the advance board packet; staff then sent under separate cover.
- Sinisterra reported that 76 applications were received for the **Marketing & Communications Manager position**. The interview committee (Fuchs, Agee, Reguindin, Sinisterra) will conduct interviews in April. Target hire date is early May.
- Sinisterra spoke to **letters** going out to the WA Utilities and Transportation Commission re Avista four-year rate increase; and to the City of Spokane re the Ruby River dock proposal.
- Bollenback noted that a DocuSign will go out soon for board members to sign the Confidentiality and Conflict of Interest policies.

Finance and Grants Administration

- The State Auditor's Office has concluded a **UDPDA Accountability Audit for 2022-2024**. An Exit Conference is scheduled for February 19. Sinisterra will report on the results at the March board meeting.
- In light of **FDIC-insured limits and enhanced interest rates**, staff transferred the UDPDA Numerica money market balance to the SCIP account and the UDDA Numerica money market balance to a newly opened STCU money market account.
- Sinisterra reminded the group of the long-standing **UDPDA/UDDA Administrative Services Agreement** and a new proposal/need to invoice the UDPDA for grant and contract-related work beyond the existing agreement scope.
- Sinisterra noted that **annual contribution invoices** will be going out to board member institutions this month.
- Sinisterra provided an update on 2026 **grants** to be applied for/already applied for/received. A 1099 grant and contract manager position is scheduled to get underway this month.
- **TIF Revenue Reconciliation update** – Awaiting a response to the January 12 letter sent to the city requesting clarification on the legal basis for the (overpayment) repayment request and the repayment method.

U Vision 2044 and Next Generation 2065 Conceptual Plan

- **201 W Main Avenue** – PSA buyer Millennium Northwest LLC is working with legal counsel to move into legal agreements with a site-specific LLC.



- **400-Block Updates** – Sinisterra submitted a draft MOU and RFQ for the UD Gateway Commons P3 project to Avista for review and comments. Target RFQ release date is March 2.

Presentation

- **City Parking Lot Tax Legislation** – *Jon Synder and Adam McDaniel, City of Spokane* – Jon and Adam shared details on the November 2025 citywide ordinance that adopts a parking lot tax. They spoke to an incentivized tax structure that favors efficient land use, with the revenues reinvested in the local transportation system. See [this link](#) for slides.

UDDA HR Employee Manual

Sinisterra provided a summary of key facets of the HR Employee Manual. Legal counsel and board members Tellefson and Williams-Hueter reviewed the document. Included are key employment policies for grant funders, an employee annual goal-setting template, an annual performance evaluation template, updates to leave and holiday schedules, among other changes. The manual will be presented for adoption by the UDDA board at the March meeting.

UDDA and UDPDA Fiscal Policies and Procedures Manuals

Sinisterra provided a summary of key facets of the UDDA and UDPDA Fiscal Policies and Procedures Manuals. The manuals were reviewed by board members Murphy and Hulsey. Documented are roles and responsibilities, accounting basis, internal controls, procurement processes, grant-related guidelines, audit and fraud procedures, etc. The manuals will be presented for adoption by the respective boards at the March meeting.

Bollenback asked for public comment; hearing none, she noted the next EAC meeting is April 21, reminded the group of the March 4 UDPDA and UDDA board meetings, and adjourned the meeting at 12:39 PM.

Dennis Wagner, Vice Chair and Secretary

Date _____



UDDA/UDPDA EAC Meeting Minutes - DRAFT

Tuesday, April 21, 2026, 11:32 AM – 12:30 PM via Zoom only

Zoom meeting recording [link](#); CEO's PowerPoint presentation [link](#)

EAC Members Present: LaVerne Biel, Colleen Fuchs, Juliet Sinisterra (CEO), Jonathan Teeters, Dennis Wagner

EAC Members Absent: Lois Bollenback, Megan Hulsey, Steve MacDonald, Thomas Tellefson, Erin Williams-Hueter

Others: Alden Jones

Call to Order, Welcome, and Administration Updates

- In Bollenback's absence, Wagner called the meeting to order at 11:32 AM, and without a quorum, the MOTION to approve the draft February 17 EAC meeting was delayed until the next meeting.
- The group reviewed the draft March 4, 2026, meeting minutes and the draft May 6 UDPDA and UDDA meeting agendas.
- Sinisterra noted two UDDA "appointed" board member replacements: Whitworth has selected Dale Hammond to replace Brooke Kiener, and WSU Health Science Spokane has selected Dr. Jeff Haney to replace Daryll DeWald.
- Sinisterra reported that five Marketing & Communications Manager candidates will be interviewed via Zoom on April 29. Two finalists are expected to advance to in-person interviews with Juliet thereafter. Teeters mentioned leveraging communication opportunities related to summer World Cup activities in Spokane.

Finance and Grants Administration

- Sinisterra presented a summary **Treasurer's Report** as of March 31 for both organizations, highlighting (for the UDDA) the accrued vacation leave payout, and (for the UDPDA) the 201 W Main sale proceeds to pay off the Sprague Avenue General Obligation Bond payment. Absent a quorum, the March financials will be approved at the next EAC meeting.
- Sinisterra reminded the group of the long-standing **UDPDA/UDDA Administrative Services Agreement** and the need to invoice the UDPDA for grant and contract-related work beyond the existing agreement scope. The 2026 Agreement amount was included in the 2026 budget. Bollenback and Sinisterra will sign for the UDPDA and UDDA, respectively.
- Per the board-approved UDDA Human Resources Employee Manual, the EAC is tasked with establishing the **CEO's annual performance-based bonus** percentage. Sinisterra shared some examples of nationwide nonprofit revenue bonus standards. Teeters suggested considering tiers and caps for different revenue types (property sales vs. program and grant revenue). The group agreed with this approach and to include the adopted structure in the Employee Manual. Absent a quorum, the group recommended discussing in greater detail at the August EAC meeting at which Sinisterra will present 2-3 options.

Formation of 2026 Nominating Committee (NC)

- 2027 nominations will be limited to the officer slates for both organizations. No new elected members are anticipated.
- Per the bylaws, the Mayor, Council President, and CEO are standing members of the NC. The EAC approves the CEO and 2-3 other board members to serve.



- Without a quorum, this vote will wait until the next meeting. (Note: staff looked into taking action without a meeting (e.g., EAC electronic voting), but it's not possible due to a quorum of the UDPDA board serving on the EAC, and the UDPDA prohibits action without a meeting.
- Sinisterra also asked EAC members to advise if they would like to serve in 2027.

U Vision 2044 and Next Generation 2065 Conceptual Plan

- Sinisterra shared **Scorecard** highlights.
- **201 W Main Ave** sale closed April 16. \$1.1M to SCIP account; proceeds to go toward Sprague Avenue General Obligation Bond due June 1, 2026.
- CERB approved the **U Incubation Village** revised grant scope, which provides for continued stakeholder engagement, national market assessment for three maker hubs, and local economic assessment for market demand.
- Sinisterra provided a preview of the **Joyful Cities framework** that she is developing—which builds on the Next Generation 2065 Conceptual Plan and other strategic work to date—to promote/brand and measure/scale the pioneering nature-based infrastructure work emerging in the UD that integrates urban systems, community, economy, energy, ecology, health, and culture.
- The **June retreat** will cover this topic and others (Mondragon Cooperative Model) in greater detail. Jerry Crowshoe (WSU Health Sciences Spokane, Native American Health Sciences Program Director) will facilitate the session.

Wagner asked for public comment; hearing none, he adjourned the meeting at 12:30 PM.

Dennis Wagner, Vice Chair and Secretary

Date _____