



UDDA/UDPDA Executive Advisory Committee (EAC) Agenda

Tuesday, August 18, 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)

11:30 Welcome and General Administration – Bollenback

- Welcome, Angela!
- Discuss/approve draft May 19, 2026, EAC meeting minutes
- Discuss/review draft May 6, 2026, UDDA and UDPDA board meeting minutes
- Discuss/review draft Sept 2 Annual Meeting agendas
- Impact Award Preview – Recommendation to Board in October
- Health Equity Circle 2025 Contract Review- *Sinisterra*
- June Retreat Follow Up - *Sinisterra*
- Scorecard Review, Comments, etc. - *Sinisterra*

11:50 Nominating Committee (NC) Recommendations for 2027 – Sinisterra

- For 2027, officer slate only, no new members
- 2026 NC - Mayor, CP, CEO, Colleen, Emilie, and LaVerne
- Proposed UDDA/UDPDA 2027 Executive Advisory Committee (EAC)
- Proposed UDPDA Board Composition for Sept 2 Annual Meeting Vote

12:00 Finance Report

- Discuss/review financials as of June 30, 2026 - *Hulsey*
- City of Spokane TIF Disbursement Correspondence - *Sinisterra*
- 2027 Budget Planning - *Sinisterra*
- CEO Performance-Based Bonus Discussion - *Bollenback*

12:20 Marketing and Communications Update – Dodson

12:30 TEND Software Application Development

- Background and Introduction – *Sinisterra*
- Presentation - *IntelliTect Team: Clayton Gravatt and Wendy Corbin*
- Next Steps - *Sinisterra*

1:00 Public Comment, Next EAC is December 8, and Adjourn - Bollenback

2026 UD Board Meetings (Catalyst Bldg, Room 309)

- September 2 annual meeting
- October 14
- December 2 holiday party and 2026 Impact Award presentation (location TBD)



University District Development Association (UDDA) Meeting Minutes - DRAFT

Wednesday, May 6, 2026, UDPDA/UDDA Joint Session 3:45 - 5:21 PM; Business Meeting 5:21 - 5:30 PM, Catalyst Building Room 309 and Via Zoom

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

Board Members Present for Joint Session: Ryan Arnold (Zoom), Catherine Brazil (Zoom, left during joint), LaVerne Biel, Lois Bollenback (chair), Kevin Brockbank (left during joint), Mayor Lisa Brown (Zoom, left during joint), Emilie Cameron, Dale Hammond (Zoom), Megan Hulsey (Zoom), Stacia Rasmussen, Marvo Reguindin, John Sklut, Angela Swenseid (Zoom), Adam Swinyard (Zoom, left during joint), Dennis Wagner (Zoom), County Commissioner Amber Waldref (Zoom, left during joint), Council President Betsy Wilkerson (left during joint)

Board Members Present for Business Meeting: Ryan Arnold (Zoom), LaVerne Biel, Lois Bollenback (chair), Emilie Cameron, Dale Hammond (Zoom), Megan Hulsey (Zoom), Stacia Rasmussen, Marvo Reguindin, John Sklut, Angela Swenseid (Zoom), Dennis Wagner (Zoom)

Board Members Absent for Business Meeting: Karlee Agee, Catherine Brazil, Kevin Brockbank, Mayor Lisa Brown, Pat Castaneda, Colleen Fuchs, Jeff Haney, Alex Jackson, Rob Sauders, Adam Swinyard, Jonathan Teeters, Thomas Tellefson, County Commissioner Amber Waldref, Council President Betsy Wilkerson, Erin Williams Hueter

Others Present: Juliet Sinisterra (CEO), Alden Jones, Steve MacDonald (Zoom, left during joint), Amanda Beck (Zoom), Hailey James (Zoom), and presenters: Laurel Fish, Claudia Browne and Susan Sherrod (Zoom), Yeena Kee, Kelly Nguyen, Maia Kent, Kyra Shelton.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Bollenback started the joint session at 3:45 PM and welcomed new higher-ed appointed directors: Dale Hammond (Whitworth University) and Jeff Haney (WSU Health Sciences Spokane; Hailey James sitting in via Zoom for Jeff). She then provided the following **EAC Highlights**:

- **2026 Nominating Committee (NC) update** – No new board members are anticipated in 2027, so the NC will only propose a 2027 officer slate. Per the bylaws, standing NC members are the Mayor, Council President, and UD CEO. The EAC selects 3-4 other members, and Colleen Fuchs, Emilie Cameron, and LaVerne Biel have volunteered to serve.
- **Marketing & Communications Manager and Office Administrator position update** -
- **Books Management RFP update** – Staff released an RFP in early March and received four proposals. Jasmin Group was selected, and a three-year contract (to take us through the next SAO audit in 2028) is being drafted.
- **2026 Impact Award nominations** – See [this link](#) for more information about the application process (open through August 3). The EAC will review candidates at its August meeting and present a final recommendation to the Board for approval at the September annual meeting.

Next Generation Plan 2065 Updates

- **CERB Grant U Incubation Village** – Sinisterra outlined the initial and recently revised project scope approved by CERB. The revisions extend stakeholder engagement and facility planning and provide for a national market economic assessment of three maker hubs and a local economic assessment to quantify market demand.
- **Scorecard** – Sinisterra highlighted recent updates on key initiatives.

Presentations

- **Spokane Regional Housing Fund** – Laurel Fish with Spokane Alliance presented on efforts to increase workforce housing countywide and possible funding mechanisms. The UDPDA plans to contribute \$25K toward a matching fund to support a staff member. See [this link](#) for more information.
- **BID Expansion and Garbage Receptacles** – LaVerne Biel with ESBA presented on the benefits of streetside waste bins (the UDPDA plans to invest in branded receptacles) and BID expansion plans into the south UD. See [this link](#) for more information.



- **Health Equity Circle (HEC) Update** – WSU and UW-GU medical students Yeena Kee, Kelly Nguyen, Maia Kent, and Kyra Shelton presented an update on their harm reduction program outcomes. See [this link](#) for more information.
- **UD Living Infrastructure Framework and Design Guidelines** – Claudia Browne and Susan Sherrod with Biohabitats presented their work to date, outlining current conditions, landscape typologies, and planting opportunities. They and Sinisterra welcomed feedback and questions on their work. See [this link](#) for more information.

Bollenback asked for, but did not hear any public comments, and adjourned the Joint Session at 5:21 PM.

Call to Order, Welcome

Chair Bollenback called the UDDA business meeting to order at 5:24 PM and, in the absence of a quorum, postponed the UDDA Treasurer's Report and the approval of the corrected March 4, 2026, draft UDDA meeting minutes, the UDDA financials as of March 31, 2026, and a recommended correction to the UDPDA Fiscal Policy & Procedures Manual until the next meeting. Sinisterra shared information regarding the upcoming UDDA June 3 retreat agenda.

Bollenback welcomed 30-second updates from board members and adjourned the meeting at 5:30 PM.

Dennis Wagner, Vice Chair and Secretary