



## UDDA/UDPDA EAC Meeting Minutes

Tuesday, September 16, 2025, 11:34 AM – 1:04 PM via Zoom only

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

**EAC Members Present:** Lois Bollenback (chaired meeting in Sheehan's absence), Steve MacDonald, Chuck Murphy, Juliet Sinisterra (CEO), Thomas Tellefson, and Dennis Wagner

**EAC Members Absent:** Colleen Fuchs, Greg Repetti, and Katy Sheehan

**Others:** Amanda Beck, Jeffrey Samson, and Alden Jones

### Call to Order, Welcome, and Administration Updates

- Bollenback presided as chair (in Sheehan's absence) and called the meeting to order at 11:34 AM, and when a quorum was present, asked for a **MOTION to approve the May 20 and August 19 draft EAC meeting minutes** (Murphy), seconded (MacDonald), and passed unanimously.
- Bollenback asked for but heard no changes to either the September 3, 2025, draft UDPDA and UDDA annual meeting minutes or the October 1 draft UDPDA and UDDA meeting agendas. In future, Sinisterra will shift more agenda topics to the joint UDPDA/UDDA discussion session.
- Sinisterra mentioned a request from Spokane Public Schools for a UD support letter for the upcoming park levy and school bond. Members were in favor of this request.
- Bollenback mentioned previous conversations regarding 2025 Impact Award nominations and asked for a **MOTION to approve the (EAC's) recommendation to the board for a joint 2025 Impact Award to Thayne McCulloh and Ana Mari Cauce for their role in developing the UW/GU Health Partnership** (MacDonald), seconded (Murphy), and passed unanimously.
- Sinisterra mentioned that she has been invited by the Clean Energy Transition Institute and the 2050 Institute to participate in/attend SCALE 2030.
- Sinisterra noted that work on the **Employee Manual** is progressing, and that the document includes a proposed CEO performance evaluation process, as well as annual staff goal setting and evaluation forms. In addition to labor counsel, Tellefson and Williams-Heuter will assist in reviewing the document. The EAC will review it again in January, and the board is expected to approve it in February 2026.

### Finance and Grants Administration

- Samson presented the UDDA and UDPDA **financials as of July 31, 2025**.
- Sinisterra described a recent email **spoofing/phishing/cyber fraud incident**—consisting of a request to change a vendor bank account—which resulted in \$5,785 being sent from the UDPDA to a compromised bank account. Numerica sent an ACH Dispute Form to the bank in question, but received a denial of the return funds. As a result, the UDPDA implemented a new Vendor Change Form, filed a report with the SAO, and is working with IT provider Executech to mitigate future spoofing/phishing attempts.
- Sinisterra reported on a meeting with the Mayor and city staff about the city's recent notification that **construction sales tax revenue is included in sales tax numbers** (not in addition to it) and that **historical sales tax projections (TIF revenue) and payments to the UDPDA—in comparison to now reconciled data (2020-2023) from the Department of Revenue (DoR)**—have been overestimated/overpaid. Given the potential impact of this discovery (specifically, difficulty acquiring financing), Sinisterra presented a spreadsheet showing what was paid to the UDPDA, the new DoR numbers, and what the UDPDA may owe the city. She also referred to a board presentation by Gavin Cooley in March 2018, which led to the board's decision to remove the cap and extend the cliff. In the future, Sinisterra has



requested maintaining the previous (city) administration's calculations based on terms established in the Interlocal Agreement (OPR 2015-1056), clarifying the future data collection method and calculations, requiring a 12-month notice before any data collection method change, and looking to re-establish the previous TIF disbursement schedule before the 2020 Interlocal Agreement legislative changes (e.g., return to complete .0084%, sunset TIF cliff sooner in 2035, and reinstate the cap adjusted for inflation at \$979K for both sales and property tax).

#### **U Vision 2044 and Next Generation 2065 Conceptual Plan**

- **400-Block Updates**

Sinisterra showed the proposed schedule and capital stack for the Riverside Gateway Park and partial site control (three parcels) of the 400-Block. However, given the update above, Sinisterra said plans are on hold until the UDPDA's past and future TIF revenue is better understood. She said Avista can extend the PSA closing, but interest will continue to accrue.

- **201 W Main Avenue**

Sinisterra indicated that conversations are ongoing with Millennium NW about a PSA for the 201 W Main property and that an independent appraisal will be scheduled soon.

#### **2026 Work Plan and Budget Preview and Discussion**

- Sinisterra highlighted 2026 Work Plan projects that will include Riverside Gateway Park design and construction, 400-Block development, living infrastructure A&E for Sherman St/Main Ave/Cowley/Superior Streets, U Incubation Village pre-design study, First Ave angled parking pilot, banner implementation along Hamilton, web/communications/marketing investments, and housing revolving loan fund. She also showed the draft 2026 budgets for both organizations. Murphy asked staff to submit budgets to the EAC for review before approval.

#### **Presentation**

- Per their UDPDA contract, the Measure Meant team presented on [ecologically informed development incentives](#). Measure Meant asked for feedback, and Murphy encouraged the team to draw on recommendations from past studies.

Bollenback asked for public comment, hearing none, she reminded the group of the October 1 UDPDA and UDDA board meetings, as well as the December 9 EAC meeting. She adjourned the meeting at 1:04 PM.

A handwritten signature in black ink, appearing to read 'Juliet Sinisterra', is located below the meeting summary.

Juliet Sinisterra, CEO for Greg Repetti, Secretary

Date 12-9-25