



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, October 1, 2025, 3:33-4:50 PM, Catalyst Building Room 309 and Via Zoom

Board slide [deck](#), Zoom recording [link](#) (starting at timecode 15:32:54)

Board Members Present: Steve MacDonald, Chuck Murphy, Katy Sheehan (chair), Juliet Sinisterra (CEO), County Commissioner Amber Waldref (Zoom), and Council President Betsy Wilkerson (Zoom)

Board Members Absent: Greg Repetti

Call to Order, Welcome, and Administrative Actions

Chair Sheehan called the meeting to order at 3:33 PM (with both a quorum and 2/3 majority present) and asked for a **MOTION to approve the September 3, 2025, UDPDA meeting minutes and the UDPDA financials** as of July 31, 2025 (Murphy), seconded (Sinisterra), and passed unanimously.

UDPDA and City TIF Disbursements Update

Sinisterra provided a TIF historical timeline summary, tables showing the City's projected revenue and actual disbursements, and data from city staff that resulted in the UDPDA board in 2018 approving a change in sales tax percentage from .0084% to .0042%, moving the "cliff" from 2035 to 2039, and removing the \$650K cap. Subsequently, COVID hit, and the Department of Revenue (DoR) tax data became harder to secure, forcing the city to use a formula to estimate sales tax numbers.

Recently, accurate DoR numbers have become available, revealing significant annual TIF losses and the UDPDA's need to repay the city for the overestimated difference. In response, Sinisterra asked for board support on the following MOTION (Murphy) and seconded (Waldref) to address revisions to TIF revenue, ensuring that the UDPDA remains fiscally sound, maintains a stable revenue record for future lending, and adequately carries out its mission.

1. **Maintain 2024 and 2025 projected sales tax disbursements** as adopted in the UDPDA budget;
2. Restore the full **0.0084% Sales Tax TIF** allocation beginning retroactively in 2020;
3. Re-establish the **sunset date for TIF revenues in 2035**;
4. **Reinstate the revenue cap at \$979,000**, adjusted annually for inflation;
5. Negotiate appropriate and equitable **minimum payments from the City** to ensure coverage of all debt obligations and personnel costs during periods of economic crisis;
6. **Require a 12-month notice minimum** prior to the City implementing any changes to data collection methods and disbursement rates;
7. **Establish an annual repayment method** for any revenue owed to the City; and
8. Clarify that such repayments shall **not be defined as debt obligations** of the UDPDA

Discussion ensued, and the Mayor shared that the city has a \$13M deficit, partly due to sales tax projection losses inherited from previous administrations, and that it is not in a position to change PDA TIF levels or schedules.

Sinisterra indicated this would jeopardize the long-anticipated redevelopment of the 400-Block. A PSA is in place between the UDPDA and Avista Development to acquire two parcels in the block: 12 N Grant and 411 E Sprague Avenue for approximately \$2,068,437 (purchase price including closing costs and accrued interest). However, given the updated TIF status, the UDPDA may not be able to proceed with the PSA. If so, and if the parcels sell for less than \$2 million to another party, Sinisterra reminded the board that the UDPDA will be liable to Avista for the difference.

Returning to the MOTION, the board amended #5 to read "**Negotiate/Identify** appropriate and equitable minimum payments from the City *and the County* to ensure..." and the motion passed unanimously.

2026 Work Plan and Budget



Given the changing TIF status, Sinisterra canceled the proposed UDPDA 2026 budget and work plan motion and indicated that staff and the EAC would need to revisit both and report to the board at the next meeting.

201 West Main Update

At the September 3 meeting, the board authorized entering into a PSA with Millennium NW for the 201 W Main Ave property (to be reviewed by legal counsel and informed by an independent appraisal). Sinisterra noted that CBRE recently completed an appraisal, and Taudd Hume is reviewing the PSA. The next step requires board approval to surplus the property. Sheehan asked for the following

MOTION: The Board authorizes staff to move forward to surplus the 201 West Main property

(Wilkerson), seconded (Waldref), and passed unanimously. Sinisterra indicated that, alongside the surplus process, another UDPDA board meeting will be scheduled to conclude further details on the 201 W Main Ave sale.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Retiring Board Member Recognition

Sheehan and the group paused to honor and thank outgoing board members for their UD board service and leadership:

- Thayne McCulloh 2011-2025
- Darryl DeWald 2018-2025
- Chuck Murphy 2020-2025
- Lindsey Myhre 2020-2025
- Katy Sheehan 2020-2025
- Greg Repetti 2023-2025

EAC Highlights and General Updates

Bollenback/Sinisterra provided the following EAC highlights and general updates:

- EAC recommended staff draft support letter for Parks & Schools Bond/Levy sent from UDDA
- UD Staff have developed a UDDA HR Employee Manual and UDDA and UDPDA Fiscal Policies and Procedures Manuals
 - Four EAC members and legal counsel will review
 - Recommendations presented to EAC in December
 - Present to both boards for approval in February
- Staff presented details for the review process for Employee Evaluations and Performance Reviews
- Routine updates on finance and grants, U Vision 2044, and Next Gen 2065 Plans
- Presentation given on draft 2026 Work Plan and Budgets
- Measure Meant presented their scope of work and process for evaluating UD Development Incentives
- 400-Block Update
 - Working with Trestle Development on In-House Proforma and Value Engineering (\$10K scope)
 - Trestle working with Bouten on more refined construction costs
 - Looking to maximize revenue with events and possible onsite housing
 - Received draft events revenue analysis informed by Jennifer Evans Events and Visit Spokane
 - Kicking off Event Prospectus for Climbing Gym economic impact with Spokane Sports
- Sinisterra shared a photo of colorful new UD-branded banners installed along MLK Jr. Way
- Sinisterra shared the 2026 meeting calendar
- Samson asked for but did not receive any questions regarding the July 31, 2025, financials

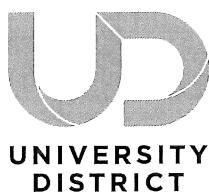
Higher Ed Partner Updates



- **Washington State University Health Sciences Spokane** – *staff not available to provide update*
- **Spokane Colleges** - Lori Hunt, Chief of Staff & Strategy, shared details regarding Spokane Colleges' new branding, swag, economic impact, and administrative departments' relocation. She also spoke to the “start here, transfer there” program with Whitworth, the Practical Nursing Program certificate, the SPEEA Grant to support SCC students’ childcare needs, the SCC Trades High School hands-on programs, the AI certificate program, and the new SFCC Fine Arts and Photography building.
- **Eastern Washington University** – Rob Sauders talked about EWU’s pivot to a “regional polytechnic” focus, emphasizing applied learning and building opportunities to prepare students for employment. EWU is aligning strategic planning, curriculum, and community engagement toward this goal.
- **Whitworth University** – *staff not available to provide an update*
- **Gonzaga University** – John Sklut, Sr Advisor to the President and Liaison for External and Government Affairs, spoke to Katia Passerini’s new role and shared *US News & World Report* cites GU as one of the nation’s “most innovative” universities. He also mentioned reapplying for [the Tech Hub](#) grant and highlighted these GU programs: [Doctor of Nurse Anesthesia Practice](#), [Woodley Institute for Civil Engagement and Humanistic Dialogue](#), [Institute for Informatics and Applied Technology](#), and [Center for Materials Research](#).
- **University of Washington** - Catherine Brazil recapped a recent visit and tour with new UW and GU presidents Robert J. Jones and Katia Passerini to the Regional Initiatives in Dental Education (RIDE) program on the newly renovated top floor of the UW/GU Health Partnership Building. She also mentioned the upcoming November 6 RIDE ribbon cutting and open house.

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

Juliet Sinisterra for Greg Repetti, Secretary



UNIVERSITY

DISTRICT

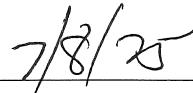
University District Public Development Authority (UDPDA)

Voucher Certification – June 2025 Close

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
6/13	1428	Rooted Commercial Landcare – 201 W Main	405.62
6/24	Xfer	University District Development Assoc per contract	32,065.50
6/2	ACH	Avista utility bill – south sub area lighting	589.73
6/4	ACH	Allied Fire and Security – 201 W Main	51.55
6/4	ACH	Tiny's Service and Maintenance – 201 W Main	119.79
6/6	ACH	GoJoe Patrol – 201 W Main	592.50
6/11	ACH	Tiny's Service and Maintenance – 201 W Main	707.85
6/11	ACH	Century Pacific per contract	3,600.00
6/11	ACH	Cascadia Partners – code audit per contract	7,985.00
6/11	ACH	Haley Aldrich - grant writing per contract	14,290.89
6/12	ACH	Cascadia Partners – CERB per contract	3,819.60
6/13	ACH	Intuit fee	54.00
6/17	ACH	Avista utility bill – 201 W Main	256.65
6/20	ACH	City utilities - 201 W Main	370.07
6/20	ACH	Witherspoon Brajcich McPhee	1,330.00
6/20	ACH	D&B Creative – CERB	5,100.00
6/25	ACH	Haley Aldrich - grant writing per contract	600.60
6/27	ACH	Kiemle Hagood – 201 W Main (May)	250.00
6/27	ACH	Kiemle Hagood – 201 W Main (June)	250.00
6/30	ACH	Numerica - monthly ACH processing fee	30.00


Jeffrey Samson, Director of Finance & Grants Administration


7/8/25

Date



UNIVERSITY
DISTRICT

University District Public Development Authority (UDPDA) Voucher Certification – July 2025 Close

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
7/14	1429	Pro Mechanical – 201 W Main	283.66
7/22	Xfer	University District Development Assoc per contract	32,065.50
7/2	ACH	Avista utility bill – south sub area lighting	589.73
7/3	ACH	Kiemle Hagood – 201 W Main (July)	250.00
7/9	ACH	Rooted Landscaping – 201 W Main	304.25
7/9	ACH	GoJoe Patrol – 201 W Main	507.50
7/9	ACH	Tiny's Service and Maintenance – 201 W Main	707.85
7/9	ACH	Cascadia Partners – CERB per contract	1,590.00
7/9	ACH	Century Pacific per contract	3,937.50
7/9	ACH	Crossroads Resource Center - CERB per contract	16,136.32
7/10	ACH	Philadelphia Insurance	444.00
7/14	ACH	Cascadia Partners – code audit	3,612.00
7/14	ACH	Intuit fee	54.00
7/17	ACH	Avista utility bill – 201 W Main	272.29
7/18	ACH	City utilities - 201 W Main	463.13
7/23	ACH	Witherspoon Brajcich McPhee	945.00
7/23	ACH	D&B Creative – CERB	4,650.00
7/30	ACH	Kiemle Hagood – 201 W Main (July repair)	48.00
7/30	ACH	Hanover Insurance	4,233.87
7/30	ACH	Crossroads Resource Center - CERB	15,125.00
7/31	ACH	Cascadia Partners – code audit	2,500.00
7/31	ACH	Numerica - monthly ACH processing fee	30.00

Jeffrey Samson, Director of Finance & Grants Administration

8-5-2025

Date