



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, February 4, 2026, 3:34-5:08 PM, Catalyst Building Room 309 and Via Zoom

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

Board Members Present: Lois Bollenback (chair), Megan Hulsey (Zoom), Juliet Sinisterra (CEO), Dennis Wagner (Zoom), County Commissioner Amber Waldref, and Council President Betsy Wilkerson

Board Members Absent: Steve MacDonald

Call to Order, Welcome, and Administrative Actions

Chair Bollenback called the meeting to order at 3:34 PM and asked for a **MOTION to approve the January 7, 2026, UDPDA meeting minutes and the UDPDA financials** as of December 31, 2025 (Sinisterra), seconded (Hulsey), and passed unanimously.

Finance and Grants Administration

Treasurer's Report

Hulsey's report highlighted year-end financial data, including total account balances of \$660,181, as well as other assets, accounts payable, and liabilities. The UDPDA is undergoing an SAO Accountability Audit for fiscal years 2022, 2023, and 2024. The board will be invited to the Exit Interview and receive the final report.

Grants Management Planning

Sinisterra shared a chart with 2026 grant opportunities. In January, the UDPDA received notice that it had been awarded a Department of Commerce Energy Siting and Permitting Grant for \$343K. This work will build on recommendations in the Next Generation Plan 2026 and include partners such as Avista, WSU Health Sciences Spokane, and Gonzaga University.

City TIF Revenue Update

In the context of ongoing TIF revenue repayment discussions with the city, Sinisterra reiterated the purpose of the UDPDA and provided an update on the reconciliation. With input from legal counsel, the UDPDA sent a letter to the city with follow-up questions to better understand the legal basis for the City's TIF repayment request. The group encouraged Sinisterra to provide updates on UDPDA successes to the County Board of Commissioners and the City Council.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Wagner provided the following **EAC Highlights**:

- Job posting for Marketing and Communications Manager garnered 77 applications. Staff is reviewing and will narrow down to approximately 24 candidates. Three board members have volunteered to conduct interviews in March, with May as a likely start date for the position.
- Presentation by the Biohabitats team on guidelines for resilient infrastructure design.
- Presentation by Seve7n Design & Illustration on the storytelling focus of the planned revamp (2027) of the UD website.
- Sinisterra shared Scorecard and noted that Bouten has offered to reinstall gratis windstorm-damaged UD banners along MLK Jr. Way.

Next Generation Plan 2065 Updates

- **201 West Main** - The City Council approved the Amendment of Covenants on January 26. Property sale expected to close this month. Millennium Northwest LLC intends to combine the property with the Cruz Boots parcel and build 143 units of market-rate housing.
- **400-Block** - Sinisterra is preparing an MOU for Avista Development Corporation's (ADC) review around the release of a shared RFP for the UD Gateway Commons (new moniker for the 400-Block). She mentioned different possible ownership structures that incorporate a P3 partner and feature a program focused on community health, education, and innovation, workforce and small business development, and neighborhood services (childcare, food security). A New Market Tax



Credit (NMTC) consultant will be hired to facilitate a successful application to interested CDE's in a highly competitive, national funding process. Because successful projects are usually "shovel-ready" and have a well-documented financing stack, funding would likely be 2-3 years out.

Presentations

- **Pacific Avenue Greenway Update** – Jonathan Adams provided a status update on the City's Pacific Avenue project with a focus on ped/bike safety and landscape/streetscape improvements. Construction starts early this summer. See [this link](#) for more information.
- **The Community School (TCS)** – Cindy McMahon spoke about her professional journey in pursuit of a more progressive high school teaching and learning model. She provided an overview of TCS's (soon to be located in the UD) mission and unique attributes that help prepare students for the real world. Student Emmeline Hirt shared the benefits of her TCS education. See [this link](#) for more information.
- **Innovation High School (IHS)** – Located in the UD, Sara Kennedy provided an overview of IHS's mission, values, and curriculum pathways, all with a focus on the arts. See [this link](#) for more information.

Bollenback asked for, but did not hear any public comments, and adjourned the meeting at 5:08 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 – November 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
11/24	Xfer	University District Development Assoc per contract	32,065.50
11/30	Xfer	Spokane County Investment Pool (SCIP) service fee	7.43
11/07	ACH	Rooted Landcare – 201 W Main	331.81
11/12	ACH	Kiemle Hagood – 201 W Main	250.00
11/13	ACH	Intuit service fee	54.00
11/14	ACH	Kiemle Hagood – 201 W Main	36.55
11/14	ACH	Go Joe – 201 W Main	591.87
11/17	ACH	Avista – 201 W Main	360.69
11/19	ACH	City of Spokane – 201 W Main utilities	395.76
11/20	ACH	Witherspoon Brajcich McPhee legal counsel	8,977.50
11/20	ACH	Biohabitats - per contract	28,504.56
11/21	ACH	Legacy – public notices for 201 W Main sale	360.58
11/21	ACH	Tiny’s Service and Maintenance – 201 W Main	762.30
11/30	ACH	Numerica - monthly ACH processing fee	30.00
11/19	Check 1432	Allied Fire and Security – 201 W Main Ave	200.66


Juliet Sinisterra, CEO

12/15/25
Date



**University District Public Development Authority (UDPDA)
Voucher Certification – December 2025 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
12/22	Xfer	University District Development Assoc per contract	32,065.50
12/2	Xfer	University District Development Assoc – reimb design svcs	9,010.00
12/10	Xfer	University District Development Assoc – reimb public notices	830.05
12/31	Xfer	Spokane County Investment Pool (SCIP) service fee	7.70
12/2	ACH	Kiemle Hagood – 201 W Main	250.00
12/2	ACH	Avista – south sub area lights	597.40
12/5	ACH	Go Joe – 201 W Main	563.23
12/12	ACH	Spokane River Forum (note: first payment on 12/5 refunded)	5,817.50
12/10	ACH	Rooted Landcare – 201 W Main	338.21
12/12	ACH	Kiemle Hagood – 201 W Main repair	96.01
12/15	ACH	Intuit – service fee	54.00
12/16	ACH	Avista – 201 W Main (note: includes one-time credit \$146.63)	348.62
12/17	ACH	City of Spokane utilities – 201 W Main	454.89
12/17	ACH	Witherspoon Brajcich McPhee legal counsel	4,707.50
12/17	ACH	Biohabitats - per contract	14,067.96
12/18	ACH	Tiny’s Service and Maintenance – 201 W Main	147.02
12/18	ACH	Northwest Municipal Advisors per contract	3,850.00
12/31	ACH	Numerica - monthly ACH processing fee.	30.00
12/01	Check 1434	Great American Insurance	1,945.00
12/05	Check 1435	City of Spokane – Sprague General Obligation Bond payment	199,506.00
12/05	Check 1436	Juliet Sinisterra – reimb meal with PDAs	43.97
12/10	Check 1437	Pro Mechanical Services – 201 W Main Ave HVAC service	283.66
12/29	Check 1438	Traveler’s Insurance – public official bond for Bollenback	175.00



Sinisterra, CEO

1-27-26 _____ Juliet
Date