



University District Public Development Authority (UDPDA) Meeting Minutes

Wednesday, January 7, 2026, 3:31-4:30 PM, Catalyst Building Room 309 and Via Zoom

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

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

Call to Order, Welcome, and Administrative Actions

Chair Bollenback called the meeting to order at 3:31 PM and asked for a **MOTION to approve the October 1, October 29, and December 4, 2025, UDPDA meeting minutes and the UDPDA financials** as of November 30, 2025 (Wilkerson), seconded (MacDonald), and passed unanimously.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Bollenback welcomed new board members and officers and provided the following **EAC Highlights**:

- The Director of Finance and Grants Administration position has been eliminated due to budget constraints. Samson was provided with a severance package.
- The Health Equity Circle (HEC) team (who presented at the June 2025 board retreat and who is funded by a \$5K UDDA contract) reported that since June, 28 people have entered treatment. HEC is also sharing its data with the city. Teeters suggested the team present again in the spring.

Finance and Grants Administration

UDPDA and City TIF Disbursements Update

As reported at the October 1 board meeting, the City shared a TIF reconciliation—in light of certified 2020-2023 numbers from the Department of Revenue—that negatively impacts future UDPDA revenue, impedes the organization's ability to carry commercial debt, and jeopardizes the progress of long-planned development projects. City and UDPDA staff met on January 5 to discuss, and the next step is for the UDPDA (with input from legal counsel) to send a letter to the city with follow-up questions to better understand the legal basis for the City's TIF repayment request.

2026 Proposed Work Plan and Budget

Given the changing TIF status, Sinisterra walked the group through the proposed 2026 budget and work plan, noting key changes, including an overall 43% reduction in spending and the payoff of the \$1.2M Sprague Avenue General Obligation Bond with proceeds from the anticipated sale of 201 W Main Avenue. After some discussion, Bollenback asked for a **MOTION to approve the proposed 2026 Work Plan and Budget** (Waldref), seconded (Wilkerson), and passed unanimously.

Next Generation Plan 2065 Updates

- **201 West Main Update** - An executed PSA is in place with Millennium NW LLC, and the City Council is scheduled to review/approve the Amendment of Covenants for the property at their January 26 meeting. Millennium intends to combine the property with the Cruz Boots parcel and build 143 units of market-rate housing.
- **Kardong Bridge Panels** – Place-based, artisan-fabricated steel panels have been installed on the bridge.
- **400-Block Updates and Trestle Presentation** – Although a formal expiration of the option for two parcels was received from Avista Development (ADC)—and UDPDA remains financially responsible should the property sell for less than \$2.2M to a third party—ADC remains open to an updated agreement that would allow the release of an RFP for a new public-private partnership (P3) development. Next steps include releasing the RFP in February, hiring a New Market Tax Credit consultant, and applying for a Dept of Commerce pre-design grant based on development proforma changes researched by Trestle Development. David Allen, with Trestle Development, presented a [slide deck](#) illustrating alternative building/construction scenarios



(such as reducing square footage and adding underground parking, or adding apartments or retail) to minimize the previous pro forma's \$15M funding gap. Sinisterra noted that the RFP will ask prospective P3 partners to refine the pro forma and eliminate/add building features that pencil out.

Bollenback asked for but did not hear any public comments and adjourned the meeting at 4:30 PM.

A handwritten signature in blue ink, which appears to read "Dennis Wagner", is positioned above a horizontal line.

Dennis Wagner, Vice Chair and Secretary



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**University District Public Development Authority (UDPDA)
Voucher Certification – September 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
9/22	Xfer	University District Development Assoc per contract	32,065.50
9/12	Xfer	Transfer from Numerica MM to Spokane County Investment Pool (SCIP)	300,000.00
9/2	ACH	Avista utility bill – south sub area lighting	591.02
9/3	ACH	Kiemle Hagood – 201 W Main (Aug)	250.00
9/4	ACH	Measure Meant per contract	4,000.00
9/4	ACH	D&B Creative per contract	9,000.00
9/5	ACH	Century Pacific per contract	225.00
9/8	ACH	Go Joe – 201 W Main	583.75
9/9	ACH	Rooted Landcare – 201 W Main	499.50
9/9	ACH	Haley Aldrich per contract	3,795.45
9/10	ACH	D&B Creative per contract	900.00
9/11	ACH	Tiny’s Service and Maintenance – 201 W Main	707.85
9/11	ACH	Cascadia Partners per CERB contract	1,440.00
9/15	ACH	Intuit fee	54.00
9/17	ACH	Avista – 201 W Main	442.62
9/18	ACH	City of Spokane utilities – 201 W Main	454.00
9/23	ACH	Grid Mark Sign Co – banner install	2,348.82
9/24	ACH	Crossroads Resource Center per CERB contract	11,250.00
9/25	ACH	Witherspoon Brajcich McPhee legal counsel	1,907.50
9/30	ACH	Numerica - monthly ACH processing fee	30.00
9/9	Check 1430	Pro Mechanical – 201 W Main Ave	283.66
9/23	Check 1431	Speed Pro – banner printing	5,946.60


Jeffrey Samson, Director of Finance & Grants Administration

10/20/25
Date



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10/23	Xfer	University District Development Assoc per contract	32,065.50
10/31	Xfer	Spokane County Investment Pool (SCIP) service fee	7.66
10/2	ACH	Avista utility bill – south sub area lighting	595.67
10/6	ACH	Kiemle Hagood – 201 W Main (Oct)	250.00
10/6	ACH	Measure Meant per contract	4,000.00
10/7	ACH	Go Joe – 201 W Main	525.00
10/7	ACH	Century Pacific per contract	787.50
10/8	ACH	Rooted Landcare – 201 W Main	249.98
10/8	ACH	Grid Mark Sign Co – banner install	2,348.81
10/10	ACH	Jennifer Evans Events – per contract	8,800.00
10/14	ACH	Tiny’s Service and Maintenance – 201 W Main	707.85
10/14	ACH	Cascadia Partners per CERB contract	7127.50
10/16	ACH	The Olympian – public hearing notice	203.54
10/14	ACH	Intuit fee	54.00
10/16	ACH	Witherspoon Brajcich McPhee legal counsel	4,795.00
10/20	ACH	Avista – 201 W Main	386.74
10/20	ACH	City of Spokane – 201 W Main utilities	424.03
10/22	ACH	The Olympian – 2 nd public hearing notice	203.54
10/29	ACH	Biohabitats - per contract	7,250.00
10/29	ACH	Haley Aldrich – per contract	8,740.75
10/31	ACH	Avista – south sub area lighting	595.67
10/31	ACH	Numerica - monthly ACH processing fee	30.00
10/21	Check 1433	WA State Auditor – for fraud investigation	695.50


Jeffrey Samson, Director of Finance & Grants Administration

11-12-2025
Date

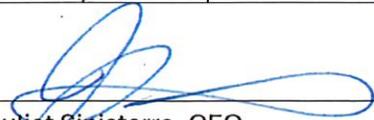


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Date	Voucher Warrant #	Description	Amount
11/24	Xfer	University District Development Assoc per contract	32,065.50
11/30	Xfer	Spokane County Investment Pool (SCIP) service fee	7.43
11/07	ACH	Rooted Landcare – 201 W Main	331.81
11/12	ACH	Kiemle Hagood – 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