



## **University District Public Development Authority (UDPDA)**

### **Board of Directors' Meeting Agenda**

**Wednesday, January 7, 2026, 3:30 – 5:00 PM**

Catalyst Building, Room 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZULLbzNlWWliYTJ1dz09>

Meeting ID: 867 5038 7107; Passcode: 941652; Phone: +1 253 205 0468 US

#### **3:30 Welcome, Call to Order, Administrative Actions – Bollenback**

- Welcome new UDPDA members and officers
- **Proposed MOTION – Consent Agenda Approvals**
  - Draft October 1, October 29, and December 4, 2025, UDPDA board meeting minutes
  - UDPDA financials as of November 30, 2025, including voucher certifications

*(Joint discussion: UDPDA and UDDA Board Members – Public Meeting)*

#### **3:35 Welcome and December EAC Highlights – Bollenback**

- Welcome new board members and officers
- Staffing updates
- Health Equity Circle

#### **3:40 Finance and Grants Administration**

- UDPDA and City TIF Disbursements Update – *Sinisterra*
- 2026 Work Plan and UDPDA Budget - *Sinisterra*
- Future Organization Budget Scenarios and Prioritization – *Sinisterra*
- **Proposed MOTION: The UDPDA Board approves the 2026 Work Plan and UDPDA Budget**

#### **4:25 Next Generation Plan 2065 Updates – *Sinisterra***

- 201 West Main
- Kardong Bridge
- 400-Block Proforma Presentation - *David Allen, Trestle Development*

#### **5:00 Public Comment and Adjourn UDPDA Meeting – Bollenback**

#### **2026 UDPDA Board Meetings (3:30 PM at Catalyst Building, Room 309)**

- February 4
- March 4
- May 6
- Sept 2 annual meeting
- Oct 14
- Dec 2 – holiday event and Impact Award presentation



## University District Public Development Authority (UDPDA) Meeting Minutes **DRAFT**

**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
- Daryll 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 Boutsen 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.

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Juliet Sinisterra for Greg Repetti, Secretary



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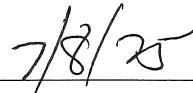
## University District Public Development Authority (UDPDA)

### 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/](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



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## 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/](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



## University District Public Development Authority (UDPDA) Special Meeting Minutes DRAFT

**Wednesday, October 29, 2025, 1:30-2:04 PM, Via Zoom only**

Board [slide deck link](#)

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

**Board Members Absent:** Chuck Murphy

**Others Present:** Taudd Hume (UDPDA legal counsel), Lois Bollenback, Catherine Brazil, Pat Castaneda, Ryan Arnold, Jeffrey Samson, Alden Jones

### Call to Order, Welcome

Chair Sheehan called the meeting to order at 1:31 PM and provided a summary of the agenda.

### 201 West Main Avenue Declaration of Surplus Property

Sinisterra shared a 201 West Main Avenue timeline, the property's legal description, and the Statutory Warranty Deed restrictions. She noted that before a potential property sale, timely public notices and legal steps must be taken with the City per statute. She informed the board that Taudd Hume is working closely with the city attorney on those steps and on an Amendment to the Covenants to clarify the definition of "economic development" in the deed restrictions to reflect that it may "include but not be limited to" housing but exclude surface parking. There was also the recommendation that the covenants automatically terminate so that neither the City nor the UDPDA remains connected to the property thereafter.

Sinisterra mentioned current leases affecting the property, as well as the Valbridge and CBRE property appraisals, and that the potential buyer accepted the former. She reminded the board that they approved moving forward with surplusing the property at the October 1 meeting and that a December 4 special meeting is scheduled to approve the plan to sell the property. Wilkerson indicated December 15 is the City Council's last 2025 meeting.

Sheehan asked for public comment but heard none. Before adjourning the public session, Sheehan read the following: "The board will adjourn into Executive Session per RCW 42.30.110, 1 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public."

Sheehan resumed the public meeting at 2:03 PM and, pursuant to RCW 39.33, asked for a **MOTION to approve the surplus of the 201 West Main Avenue property and its potential sale** (Repetti), seconded by Wilkerson, and passed unanimously.

Sheehan then stated that a letter and board resolution would be sent to City staff and Council Members notifying them of the board's approval to surplus the property. She reminded the group of the December 4 special meeting to approve the sale of the property and that a Purchase and Sale Agreement (PSA) would be executed with a potential buyer thereafter. She also said that proceeds from the sale would be used to pay off the Sprague Avenue general obligation bond.

Sheehan asked for additional public comment and hearing none, adjourned the meeting at 2:04 PM.

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Greg Repetti, Secretary



## University District Public Development Authority (UDPDA) Special Meeting Minutes DRAFT

**Thursday, December 4, 2025, 8:03 AM – 8:22 AM, Via Zoom only**

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

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

**Board Members Absent:** Chuck Murphy

**Others Present:** Taudd Hume (legal counsel), Lois Bollenback, Megan Hulsey, Eric Peterson, Jeffrey Samson, Alden Jones

### Call to Order, Welcome

Chair Sheehan called the meeting to order at 8:03 AM, confirmed a quorum, reminded the group of OPMA rules, and provided a summary of the agenda.

### 201 West Main Avenue Property Timeline and Declaration of Intent to Sell

Sheehan shared the legal description of the 201 West Main Avenue property, the Statutory Warranty Deed restrictions, and a recap of the surplus/sale process timeline. She noted that since the board approved the property's surplus at the October 29 meeting, Taudd Hume has been working with the city attorney and MacDonald on draft language for an Amendment of Covenants (draft included in the board packet) and kept the prospective buyer informed. The draft Covenants will be reviewed by the City of Spokane Urban Experience Committee on December 8 and placed on the City Council's legislative agenda in January (vs December due to holiday recess).

Additionally, Hume provided a copy of the final Purchase and Sale Agreement (PSA) reflecting a private sale to buyer Millennium Northwest LLC for \$1.1M (PSA also in the packet), which includes a provision allowing either party to terminate the PSA if the city-approved Covenants are not acceptable.

Sheehan asked the board to share any concerns or questions regarding the draft Covenant language and the PSA, including the proposed sales price. The board had no concerns, so she did not adjourn the meeting into an executive session to consider a minimum purchase price. Sheehan also asked for public comment and heard none.

Pursuant to RCW 39.33, the UDPDA may dispose of surplus property, transfer, lease, or use other methods of disposal of such property for public benefit. As such, Sheehan asked for the following motions:

1. **MOTION** (MacDonald) to approve the Amendment of Covenants for the Property allowing for housing development, seconded by Sinisterra, and passed unanimously.
2. **MOTION** (Waldref) to approve the terms of the PSA with Millennium Northwest LLC for the sale of the Property, seconded by Repetti/MacDonald, and passed unanimously.
3. Note: The subsequent motion, "The board approves using the proceeds from the sale to pay off the Sprague Avenue General Obligation Bond with the City," was amended by Sinisterra to: **MOTION** (MacDonald as amended by Juliet) to approve using the proceeds from the sale to go towards paying off the Sprague Avenue General Obligation Bond with the City of Spokane, seconded by Waldref, and passed unanimously.

- Note: Sinisterra requested a change to the first motion (since there is a broader economic development use than "housing development"), and after a brief discussion around parliamentary protocol, Sheehan asked for a **MOTION** (MacDonald) to rescind the approval of the first motion to amend the presented motion to read "the board approves the Amendment of Covenants for the Property as included in the board packet," seconded by Sinisterra, and passed unanimously.



Sinisterra confirmed she will attend the Urban Experience Committee on December 8. There was no additional public comment, and Sheehan adjourned the meeting at 8:22 AM.

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Juliet Sinisterra for Greg Repetti, Secretary

# UDPDA Balance Sheet

University District Public Development Authority

As of November 30, 2025

| DISTRIBUTION ACCOUNT                    | TOTAL                 |
|---|-----------------------|
| <b>Assets</b>                           |                       |
| Current Assets                          |                       |
| Bank Accounts                           |                       |
| 10128 NUM Checking UDPDA                | 54,464.94             |
| 10129 NUM MM UDPDA                      | 381,867.79            |
| 10130 Spokane County Investment Pool    | 302,361.43            |
| <b>Total for Bank Accounts</b>          | <b>\$738,694.16</b>   |
| Accounts Receivable                     |                       |
| Other Current Assets                    | \$0.00                |
| <b>Total for Current Assets</b>         | <b>\$738,694.16</b>   |
| Fixed Assets                            |                       |
| 12005 Fixed Asset                       | 515,930.00            |
| <b>Total for Fixed Assets</b>           | <b>\$515,930.00</b>   |
| Other Assets                            |                       |
| 12006 Other Asset                       | 864,375.17            |
| <b>Total for Other Assets</b>           | <b>\$864,375.17</b>   |
| <b>Total for Assets</b>                 | <b>\$2,118,999.33</b> |
| <b>Liabilities and Equity</b>           |                       |
| Liabilities                             |                       |
| Current Liabilities                     | \$0.00                |
| Long-term Liabilities                   |                       |
| <b>Total for Liabilities</b>            | <b>\$0.00</b>         |
| Equity                                  |                       |
| 32000 Retained Earnings                 | 1,345,146.97          |
| Net Income                              | -606,452.81           |
| 30000 Opening Balance Equity            | 0.00                  |
| 32001 201 W Main                        | 515,930.00            |
| 32002 Boxcar Proceeds                   | 592,183.17            |
| 32003 Sprague Underage                  | 272,192.00            |
| <b>Total for Equity</b>                 | <b>\$2,118,999.33</b> |
| <b>Total for Liabilities and Equity</b> | <b>\$2,118,999.33</b> |

## University District Public Development Authority

Budget vs. Actuals: FY\_2025 - FY25 P&amp;L

January - November, 2025

|  | JAN 2025   |        | FEB 2025    |        | MAR 2025    |        | APR 2025   |        | MAY 2025    |        | JUN 2025    |        | JUL 2025     |        | AUG 2025     |        | SEP 2025   |        | OCT 2025   |        | NOV 2025   |        | TOTAL      |        |              |              |              |  |                |  |
|--|------------|--------|-------------|--------|-------------|--------|------------|--------|-------------|--------|-------------|--------|--------------|--------|--------------|--------|------------|--------|------------|--------|------------|--------|------------|--------|--------------|--------------|--------------|--|----------------|--|
|  | ACTUAL     | BUDGET | ACTUAL      | BUDGET | ACTUAL      | BUDGET | ACTUAL     | BUDGET | ACTUAL      | BUDGET | ACTUAL      | BUDGET | ACTUAL       | BUDGET | ACTUAL       | BUDGET | ACTUAL     | BUDGET | ACTUAL     | BUDGET | ACTUAL     | BUDGET | ACTUAL     | BUDGET | ACTUAL       | BUDGET       |              |  |                |  |
| Income                                     |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        |              |              |              |  |                |  |
| 3000000 REVENUES                           |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 3300000 INTERGOV REVENUES                  |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 3340000 STATE GRANTS                       |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 3340690 State Grant Other State Agncy      | 0.00       |        | 0.00        |        | 9,504.80    |        | 75,000.00  |        | 2,475.00    |        | 0.00        |        | 0.00         |        | 9,463.16     |        | 0.00       |        | 11,087.50  |        | 0.00       |        | 0.00       |        | 14,603.09    |              |              |  |                |  |
| Total 3340000 STATE GRANTS                 | 0.00       |        | 0.00        |        | 9,504.80    |        | 75,000.00  |        | 2,475.00    |        | 0.00        |        | 0.00         |        | 9,463.16     |        | 0.00       |        | 11,087.50  |        | 0.00       |        | 0.00       |        | 14,603.09    |              |              |  |                |  |
| 3370000 LOCAL GRANTS ENTITLMNT OTHER       |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$47,133.55  | \$75,000.00  |              |  |                |  |
| 3370001 Local Grants Entitlements          | 50,000.00  |        | 50,000.00   |        | 0.00        |        | 2,000.00   |        | 0.00        |        | 0.00        |        | 0.00         |        | 0.00         |        | 0.00       |        | 0.00       |        | 0.00       |        | 0.00       |        | \$0.00       | \$0.00       |              |  |                |  |
| 3371000 Property Tax                       | 0.00       |        | 0.00        |        | 0.00        |        | 0.00       |        | 171,828.00  |        | 170,386.25  |        | 0.00         |        | 0.00         |        | 0.00       |        | 0.00       |        | 0.00       |        | 0.00       |        | \$0.00       | \$0.00       |              |  |                |  |
| 3372000 Sales Tax                          | 0.00       |        | 0.00        |        | 0.00        |        | 0.00       |        | 350,000.00  |        | 0.00        |        | 0.00         |        | 0.00         |        | 0.00       |        | 0.00       |        | 0.00       |        | 0.00       |        | \$344,268.38 | \$511,158.75 |              |  |                |  |
| 3373000 Construction Sales Tax             | 0.00       |        | 0.00        |        | 0.00        |        | 0.00       |        | 0.00        |        | 0.00        |        | 0.00         |        | 0.00         |        | 0.00       |        | 0.00       |        | 0.00       |        | 0.00       |        | \$350,000.00 |              |              |  |                |  |
| Total 3370000 LOCAL GRANTS ENTITLMNT OTHER | 50,000.00  |        | 50,000.00   |        | 0.00        |        | 2,000.00   |        | 171,828.00  |        | 520,386.25  |        | 0.00         |        | 0.00         |        | 0.00       |        | 170,386.25 |        | 0.00       |        | 0.00       |        | 170,386.25   |              |              |  |                |  |
| Total 3300000 INTERGOV REVENUES            | 50,000.00  |        | 50,000.00   |        | 0.00        |        | 11,504.80  |        | 75,000.00   |        | 174,303.00  |        | 520,386.25   |        | 0.00         |        | 0.00       |        | 9,463.16   |        | 170,386.25 |        | 11,087.50  |        | 0.00         |              |              |  |                |  |
| 3600000 MISC REVENUES                      |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 3610000 INTEREST, OTHER EARNINGS           |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 3611000 Investment Earnings                | 1,134.95   |        | 1,000.00    |        | 1,109.38    |        | 1,000.00   |        | 1,229.64    |        | 1,000.00    |        | 1,189.43     |        | 1,000.00     |        | 1,232.26   |        | 1,000.00   |        | 1,194.45   |        | 1,000.00   |        | 1,235.78     |              | 1,000.00     |  |                |  |
| Total 3610000 INTEREST, OTHER EARNINGS     | 1,134.95   |        | 1,000.00    |        | 1,109.38    |        | 1,000.00   |        | 1,229.64    |        | 1,000.00    |        | 1,189.43     |        | 1,000.00     |        | 1,232.26   |        | 1,000.00   |        | 1,194.45   |        | 1,000.00   |        | 1,235.78     |              | 1,000.00     |  |                |  |
| 3620000 RENTS AND LEASES                   | 2,706.90   |        | 2,725.00    |        | 4,187.63    |        | 2,725.00   |        | 2,686.08    |        | 2,725.00    |        | 4,930.13     |        | 2,725.00     |        | 2,625.00   |        | 2,725.00   |        | 3,061.46   |        | 2,725.00   |        | 3,982.93     |              | 2,725.00     |  |                |  |
| Total 3600000 MISC REVENUES                | 3,841.85   |        | 3,725.00    |        | 5,297.01    |        | 3,725.00   |        | 3,915.72    |        | 3,725.00    |        | 6,119.56     |        | 3,725.00     |        | 3,857.26   |        | 3,725.00   |        | 4,255.91   |        | 3,725.00   |        | 5,218.71     |              | 3,725.00     |  |                |  |
| Total 3000000 REVENUES                     | 3,841.85   |        | 53,725.00   |        | 55,297.01   |        | 3,725.00   |        | 15,420.52   |        | 78,725.00   |        | 180,422.56   |        | 524,111.25   |        | 3,857.26   |        | 3,725.00   |        | 4,255.91   |        | 3,725.00   |        | 14,681.87    |              | 174,111.25   |  | 15,052.95      |  |
| Total Income                               | \$3,841.85 |        | \$53,725.00 |        | \$55,297.01 |        | \$3,725.00 |        | \$15,420.52 |        | \$78,725.00 |        | \$180,422.56 |        | \$524,111.25 |        | \$3,857.26 |        | \$3,725.00 |        | \$4,255.91 |        | \$3,725.00 |        | \$14,681.87  |              | \$174,111.25 |  | \$15,052.95    |  |
| GROSS PROFIT                               | \$3,841.85 |        | \$53,725.00 |        | \$55,297.01 |        | \$3,725.00 |        | \$15,420.52 |        | \$78,725.00 |        | \$180,422.56 |        | \$524,111.25 |        | \$3,857.26 |        | \$3,725.00 |        | \$4,255.91 |        | \$3,725.00 |        | \$174,111.25 |              | \$15,052.95  |  | \$1,027,133.75 |  |
| Expenses                                   |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 5000000 EXPENDITURES                       |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 5580000 CMTY PLANNING ECON DEV             |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 5586000 Planning                           |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 5586040 Planning Services                  | 17,232.08  |        | 21,875.00   |        | 10,500.00   |        | 26,875.00  |        | 1,050.00    |        | 26,875.00   |        | 5,620.00     |        | 26,875.00    |        | 9,570.00   |        | 26,875.00  |        | 16,904.60  |        | 26,875.00  |        | 43,613.32    |              | 26,875.00    |  | 7,285.00       |  |
| Total 5586000 Planning                     | 17,232.08  |        | 21,875.00   |        | 10,500.00   |        | 26,875.00  |        | 1,050.00    |        | 26,875.00   |        | 5,620.00     |        | 26,875.00    |        | 9,570.00   |        | 26,875.00  |        | 16,904.60  |        | 26,875.00  |        | 43,613.32    |              | 26,875.00    |  | 7,285.00       |  |
| 5587000 Economic Development               |            |        |             |        |             |        |            |        |             |        |             |        |              |        |              |        |            |        |            |        |            |        |            |        | \$0.00       | \$0.00       |              |  |                |  |
| 5587040 Econ Dev Services                  | 40,262.77  |        | 44,557.24   |        | 36,647.73   |        | 42,057.16  |        | 34,720.73   |        | 64,557.16   |        | 37,511.89    |        | 42,057.16    |        | 51,163.20  |        | 42,057.16  |        | 52,560.72  |        | 42,057.16  |        | 43,987.10    |              | 42,057.16    |  | 53,344.29      |  |
| Total 5587000 Economic Development         | 40,262.77  |        | 44,557.24   |        | 36,647.73   |        | 42,057.16  |        | 34,720.73   |        | 64,557.16   |        | 37,511.89    |        | 42,057.16    |        | 51,163.20  |        | 42,057.16  |        | 52,560.72  |        | 42,057.16  |        | 43,987.10    |              | 42,057.16    |  | 53,344.29      |  |
| Total 5580000 CMTY PLANNING ECON DEV       | 57,494.85  |        | 66,432.24   |        | 47,147.73   |        | 68,932.16  |        | 35,770.73   |        | 91,432.16   |        | 43,131.89    |        | 68,932.16    |        | 60,733.20  | </     |            |        |            |        |            |        |              |              |              |  |                |  |



## 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/](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



Date

## University District - 2026 Work Plan Tracking

| STRATEGIC PLAN             |                            | COMMUNITY DEVELOPMENT  | BUDGETED             | START   | END     | STATUS | UPDATE  | KEY DATES |
|----------------------------|----------------------------|--|----------------------|---------|---------|--------|---|-----------|
| 1                          | 3.1.2                      | 400-Block in partnership with Avista Development   | \$20,000             | Q1 2026 | Q4 2026 |        | Work plan to include release of P3 RFQ in partnership with Avista, working with New Market Tax Credits consultant, applying for grants and working with financing teams.  |           |
| 2                          | 2.4.1, 3.1.1               | U Incubation Village Pre-Design Study Completion and Community Partner Roundtables   | \$55,705 (carryover) | Q1 2026 | Q4 2026 |        | Follow up from Feasibility Study. To include ongoing partner engagement, development proforma, and capital stack analysis.  |           |
| 3                          | 1.1.1, 1.1.2               | District Living Infrastructure Framework and Development Guidelines Phase II   | \$40,000             | Q1 2026 | Q2 2026 |        | Builds on Phase I establishing district output map and plant research. Phase II to detail out plant species lists and soil specifications along with ongoing maintenance plan of nature based infrastructure throughout District. |           |
| 4                          | 1.1.2, 1.1.4, 1.1.5, 1.1.7 | Nature-Based Infrastructure and Complete Street Pre-Design ( Superior/Springfield)   | \$75,000 (carryover) | Q2 2026 | Q4 2026 |        | Pre-design costs to support future Transpiration Improvement Board Complete Streets grant; support Parks and Spokane River Forum Kayak Put-In.  |           |
| 5                          | 1.1.2                      | UD Ecological Development Tool: Feasibility Testing for Software Development   | \$15,000             | Q1 2026 | Q3 2026 |        | Working with IntelliTect to develop baseline conceptual model to test software development feasibility. Potential UDDA revenue source in future.  |           |
| 6                          | 2.4.1, 3.1.9               | Host community partners discussion around possible people's choice grocer (retail food bank model) along Division Street   | \$500                | Q3 2026 | Q3 2026 |        | Bring together DSP, City Staff, Spokane Regional Health, and other food security groups to discuss developing healthy food alternative near 7-11 along Division.  |           |
| 7                          | 1.4                        | Conduct parking layout study for South Sub-Area in legislated blocks   | \$15,000             | Q2 2026 | Q3 2026 |        |   |           |
| 8                          | 3.1.4                      | Supporting work of SLIC and Spokane Alliance where needed around development of regional Housing Production Fund   | \$0                  | Q1 2026 | Q4 2026 |        | Work builds on UD June Housing Workshop Forum. Match funding for economic impact study in partnership with other PDAs and BIDs.   |           |
| ECONOMIC DEVELOPMENT       |                            |  | BUDGETED             | START   | END     | STATUS | UPDATE  | KEY DATES |
| 1                          | Overarching                | Grant writer for State, Federal, and local grants in alignment with U Vision 2044 Strategies and develop database around district metrics and data for grant writing access. | \$30,000             | Q1 2026 | Q4 2026 |        | Priority grants identified: State Parks Water and Conservation Fund (Riverside Gateway Park); TIB Complete Streets Construction Grant; Commerce Grants for District Thermal Energy; State Childcare Construction Grants.          |           |
| 3                          | 3.4                        | Banner implementation along Hamilton   | \$15,000             | Q2 2026 | Q4 2026 |        | Expand banners implemented along MLK Way  |           |
| 4                          | 1.4                        | First Avenue Parking Angled Parking Pilot  | \$10,000             | Q3 2026 | Q4 2026 |        | Work with City Parking staff to implement   |           |
| 5                          | 1.1.1, 1.1.2               | Pacific Avenue Ongoing Maintenance of Nature-Based Infrastructure (6 months)   | \$8,000              | Q3 2026 | Q4 2026 |        | UD Living Infrastructure Framework to inform.   |           |
| MARKETING & COMMUNICATIONS |                            |  | BUDGETED             | START   | END     | STATUS | UPDATE  |           |
| 1                          | 1.1.8, 2.2.2, 2.5.2, 3.1   | Outreach Materials; 4 cutsheets and vision document  | \$15,750             | Q2 2026 | Q4 2026 |        | 400-Block cutsheet for legislative ask and outreach; Revolving Housing Loan Fund cutsheet; updated U Village and Housing Fund sheet   |           |
| 2                          | 1.1.8, 2.2.2, 2.5.2, 3.1   | Juliet to develop a TED Talk; Speaking Support and Graphics  | \$12,000             | Q1 2026 | Q3 2026 |        | To promote UD Vision and district strategic nature-based infrastructure development. Work with TED Talk consultant.   |           |
| 3                          | 3.1.1                      | Website Development: Photography and Illustrations   | \$25,000             | Q3 2026 | Q4 2026 |        | Cost to coordinate, stage, and take active district and campus photos, an iStock subscription, and supporting illustrations in preparation for the new website in 2027.   |           |

| UDPDA 2025   | Approved Budget    | Year End Est       | UDPDA 2026  | 2026 PF                        | No Grants          |
|--|--------------------|--------------------|---|--------------------------------|--------------------|
| <b>REVENUE</b>   | <b>\$1,485,693</b> | <b>\$778,898</b>   | <b>REVENUE</b>  |                                | <b>\$2,371,243</b> |
| County and <b>Division Gateway Partners</b>                                    | \$50,000           | \$52,000           | County  | \$50,000                       |                    |
| City Estimated Property Tax  | <b>\$205,011</b>   | \$289,296          | City Estimated Property Tax   | \$292,191                      |                    |
| City Estimated Sales Tax   | <b>\$681,545</b>   | \$344,268          | City Estimated Sales Tax  | \$381,255                      |                    |
| City Est Construct Sales Tax   | <b>\$79,437</b>    | \$0                | 201 West Main Property Sale, Pending  | \$1,100,000                    |                    |
| City Est Construct Sales Tax Catch up (2020-2024)                              | <b>\$350,000</b>   | \$0                |   |                                |                    |
| CERB Grant   | \$75,000           | \$47,134           | CERB Grant (2025-26)  | \$27,866                       |                    |
| County Bridge Loan   | \$0                |                    |   |                                |                    |
| UPDA Money Market to Purchase 411/12 N Grant Transfer                          | \$0                |                    |   |                                |                    |
| Interest   | \$12,000           | \$13,500           | Interest (lower overall balance)  | \$4,000                        |                    |
| 201 W Main Lease (Manzanita House and Parking Estimate)                        | \$32,700           | \$32,700           | 201 W Main Lease (Manzanita House, parking lot lease) partial Jan; vacate Jan 4     | \$400                          |                    |
| Carryover  | \$0                | \$0                | Carryover/Reserves  | \$515,531                      |                    |
| <b>EXPENSE</b>   | <b>\$1,346,879</b> | <b>\$1,195,472</b> | <b>EXPENSE</b>  |                                | <b>\$1,914,261</b> |
| Community Planning   | <b>\$409,900</b>   | <b>\$256,678</b>   | Community Planning (Architectural and Engineering)                                  |                                | <b>\$227,505</b>   |
| U Village Matching Grant - Feasibility Study (2.4)                             | \$75,000           |                    | <b>U Village Matching Grant - Feasibility Study (2.4) Remaining</b>                 | <b>\$55,705</b>                |                    |
| Cascadia Contract - Business Plan  | \$23,767           |                    | UD South Sub Area Parking Layout Plan   | \$15,000                       |                    |
| Ken Meter Contract   | \$42,511           |                    | Urban Ecological Development Tool Concept Development                               | \$15,000                       |                    |
| D&B Creative Contract  | \$28,500           |                    |   |                                |                    |
| The Grain Shed   | \$0                |                    |   |                                |                    |
| Living Infrastructure Framework Phase I  | \$92,400           | \$92,400           | Living Infrastructure Framework Phase I Remaining and Phase II                      | \$40,000                       |                    |
| <b>400 Block Feasibility Study</b>   | \$0                | <b>\$15,000</b>    | <b>400 Block Feasibility Remaining</b>  | <b>\$13,800</b>                |                    |
| <b>Division Gateway - Univ of Idaho</b>  | \$0                | <b>\$5,000</b>     |   |                                |                    |
| Iron Bridge Kayak Put In Design Match (3.2.2)                                  | \$22,500           | \$22,500           |   |                                |                    |
| District Econ Dev Incentive Study & Code Audit (1.1.2/1.2.2)                   | \$40,000           | \$27,000           | <b>District Econ Dev Incentive Study &amp; Code Audit (1.1.2/1.2.2) Remaining</b>   | <b>\$13,000</b>                |                    |
| Data Management - Grant Support and UD Eco Asset Tool Development              | \$10,000           | \$0                |   |                                |                    |
| Sherman Street Complete Street Design (20%) (1.1.1 / 1.1.4)                    | \$75,000           | \$0                | <b>Nature Based/Complete Street Infra A&amp;E Pre-Design (Superior/Springfield)</b> | <b>\$75,000</b>                |                    |
| Riverside/Sprague Parking Pilot (1.4)  | \$10,000           | \$0                |   |                                |                    |
| Pacific Avenue A&E (City Construction Support): 2024 Carryover (1.1.1)         | \$85,000           | \$0                |   |                                |                    |
| Economic Development   | <b>\$509,686</b>   | <b>\$501,851</b>   | Economic Development  |                                | <b>\$463,165</b>   |
| <b>UDDA Service Contract</b>   | <b>\$384,786</b>   | <b>\$384,786</b>   | <b>UDDA Service Contract</b>  | <b>\$345,305</b>               |                    |
| Legal/Ops: insur, public official bond, audit, etc.                            | \$15,000           | <b>\$17,450</b>    | Legal/Ops:non-400 Block legal, insur, audit   | \$20,000                       |                    |
| Graphic Design - U Vision Booklet, Flyer; Banner printing                      | \$10,000           | <b>\$12,000</b>    | Graphic Design  | \$6,480                        |                    |
| Economic Report - CoStar; Advantage Spokane                                    | \$4,200            | \$1,300            | Economic Report - CoStar  | \$1,300                        |                    |
| Grant Writing - TIB Complete Streets; District Energy, Construction (CLT); Art | \$65,000           | \$56,000           | Grant Writing - State Rec; Childcare; Our Town; District Thermal                    | \$30,000                       |                    |
| Avista public street lighting annual subscription                              | \$5,700            | <b>\$6,950</b>     | Avista public street lighting annual subscription                                   | \$7,080                        |                    |
| 400 Block: Wood 2024 Carryover   | \$15,000           | \$12,000           | 400 Block New Market Tax Credit Consultant  | \$20,000                       |                    |
| Banner Implementation: MLK Way: Banners (3.4)                                  | \$10,000           | <b>\$11,365</b>    | Banner Implementation: Hamilton (3.4)   | \$15,000                       |                    |
|  |                    |                    | First Avenue Angled Parking Pilot   | \$10,000                       |                    |
|  |                    |                    | Pacific Avenue Tree and NBI Maintenance (ongoing)                                   | \$8,000                        |                    |
| Capital Expenditures including A&E Design/Property Development                 | <b>\$55,000</b>    | <b>\$64,650</b>    | Capital Expenditures incl A&E Design/Property Dev - PDA Owned Property              |                                | <b>\$8,000</b>     |
| 201 W Main Building Maintenance Costs  | \$35,000           | <b>\$49,650</b>    | 201 West Main Building Maintenance Costs (January and February)                     | \$4,000                        |                    |
| 201 W Main and Pacific Ave Legal: Purchase and Sale Agreement                  | \$20,000           | \$15,000           | 201 Legal: Property Sale  | \$4,000                        |                    |
| Sprague Avenue Debt Servicing  | <b>\$372,293</b>   | <b>\$372,293</b>   | Sprague Avenue Debt Payoff  |                                | <b>\$1,215,591</b> |
|  | <b>Net Income</b>  | <b>\$138,814</b>   |   | <b>Net Income (To SCIP/MM)</b> | <b>\$456,982</b>   |
|  | Money Market/SCIP  | \$932,105          |   | UDDA Money Market/SCIP         | \$167,050          |
|  | <b>Net Funds</b>   | <b>\$515,531</b>   |   | <b>TOTAL Funds</b>             | <b>\$624,032</b>   |

RED: Overages above approved budget

BLUE: Indicates budget approved previously