



University District Development Association (UDDA)

Board of Directors' Meeting Agenda - DRAFT

Wednesday, February 4, 2026

3:55-5:05 PM Joint UDDA/UDPDA; 5:05-5:25 PM UDDA Business Meeting

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

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

3:55 January EAC Highlights – Wagner

4:00 Next Generation Plan 2065 Updates – Sinisterra

- 201 W Main Update
- 400-Block Update

4:10 Presentation: Pacific Avenue Greenway – Jonathan Adams, City of Spokane

4:25 Presentation: The Community School – Cindy McMahon, Principal

4:45 Presentation: Innovation High School – Sara Kennedy, Superintendent

5:05 Public Comment and Adjourn UDPDA Meeting – Bollenback

5:05 Call to Order, Welcome, Administrative Actions – Bollenback

- **Proposed MOTION – Consent Agenda Approvals**
 - Draft January 7, 2026, UDDA board meeting minutes
 - Treasurer's Report - Hulsey

5:10 30-Second Updates – Bollenback

5:25 Adjourn, next meeting March 4 – Bollenback

2026 UD Board Meetings (3:30 PM at Catalyst Building, Room 309)

- March 4
- May 6
- June 3 board retreat, 9 AM – 1 PM
- Sept 2 annual meeting
- Oct 14
- Dec 2 – holiday event and Impact Award presentation



University District Development Association (UDDA) Meeting Minutes - **DRAFT**

Wednesday, January 7, 2026, 3:35-4:48 PM, Catalyst Building Room 309 and Via Zoom

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

Board Members Present: Karlee Agee, Ryan Arnold (Zoom), LaVerne Biel (Zoom), Lois Bollenback (chair), Catherine Brazil (Zoom), Kevin Brockbank, Mayor Lisa Brown (Zoom), Emilie Cameron, Pat Castaneda (Zoom), Colleen Fuchs, Megan Hulsey, Alex Jackson (Zoom), Stacia Rasmussen, Marvo Reguindin, Rob Sauders, John Sklut (Zoom), Angela Swenseid, Jonathan Teeters, Thomas Tellefson, Dennis Wagner, County Commissioner Amber Waldref, and Council President Betsy Wilkerson

Board Members Absent: Brooke Kiener, Adam Swinyard, Erin Williams-Hueter

Others Present: Steve MacDonald, Juliet Sinisterra, Alden Jones, David Allen, Taudd Hume (Zoom)

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 UDPDA meeting at 4:30 PM.

END JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

Call to Order, Welcome, and Administrative Actions

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

2026 Proposed UDDA Work Plan and Budget

Sinisterra walked the group through the proposed 2026 budget and work plan, noting an overall 30% reduction in spending and staffing changes, including a new Marketing & Communications Manager, Alden's retirement, and a transition to 1099 bookkeeping. After some discussion re a planned website update, website analytics, and audience research, Bollenback asked for a **MOTION to approve the proposed 2026 Work Plan and UDDA Budget** (Waldref), seconded (Wilkerson), and passed unanimously.

Sinisterra mentioned the great turnout and success of the 2025 holiday dinner party and Impact Award presentation and thanked Alden for planning and executing the event.

Bollenback adjourned the meeting at 4:48 PM.

Dennis Wagner, Vice Chair and Secretary



UDDA – Financial/Treasurer's Report

As of December 31, 2025

Accrual Basis

	(Current Month)	(Previous Month)
CURRENT ASSETS		
Total Checking/Money Market	268,946	269,828
Accounts Receivable	5,000	5,000
Other Assets - QBO Tax Holding	3,235	4,466
Total Assets	277,181	279,294
LIABILITIES		
Accounts Payable	0	0
Credit Card Payable	4,278	2,438
Payroll Liabilities (<i>includes VL accrual</i>)	8,499	16,554
Total Liabilities	12,777	18,992

NOTES:

- The UDDA ended 2025 \$17,189 underspent vis-à-vis the pro forma vs. the actual budget.
- On the expense side, we underspent in most categories (payroll, retirement and benefits, personal services contracts, and travel).
- On the revenue side, our annual contributions were lower than anticipated, as was grant income due to some Commerce payments received in late 2024.

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Statement of Financial Position

As of December 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10126 UDDA NUM Checking	100,850.51
10127 UDDA NUM MM	168,096.24
Total Bank Accounts	\$268,946.75
Accounts Receivable	
12100 Accounts Receivable	5,000.00
12101 Other Receivable	0.00
Total Accounts Receivable	\$5,000.00
Other Current Assets	
12000 Undeposited Funds	0.00
12001 *Undeposited Funds	0.00
13100 Prepaid Insurance	0.00
QuickBooks Tax Holding Account	3,234.67
Total Other Current Assets	\$3,234.67
Total Current Assets	\$277,181.42
TOTAL ASSETS	\$277,181.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20200 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
20502 Numerica Visa	4,278.04
Total Credit Cards	\$4,278.04
Other Current Liabilities	
21000 Other Current Liability	0.00
21001 Accrued Expense	0.00

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Statement of Financial Position

As of December 31, 2025

	TOTAL
Total 21000 Other Current Liability	0.00
21100 Direct Deposit Liabilities	0.00
24000 Payroll Liabilities	977.77
24110 Federal Income Tax Withheld	2,804.26
24125 FICA & Med Payable	0.00
24160 State Unemployment Payable	-559.41
24161 State Fam Med Lv EE pd by Co	0.00
24162 FSA Contrib EE	165.00
24163 FSA Contrib ER	190.00
24170 Federal Unemployment	126.00
24220 Industrial Insurance	646.20
24225 Simple IRA EE	0.00
24226 Simple IRA ER	0.00
24227 Accrued Vacation Leave	4,163.91
ID Income Tax	45.00
WA Cares Fund	-58.96
Total 24000 Payroll Liabilities	8,499.77
Direct Deposit Payable	0.00
FSA Contrib ER	0.00
Total Other Current Liabilities	\$8,499.77
Total Current Liabilities	\$12,777.81
Total Liabilities	\$12,777.81
Equity	
30000 Opening Balance Equity	2,143.63
30001 Reserve	78,842.62
31300 Restricted Net Assets	0.00
32000 Unrestricted Net Assets	166,228.30
49000 Prior Yr Carryover	0.00
Net Revenue	17,189.06
Total Equity	\$264,403.61
TOTAL LIABILITIES AND EQUITY	\$277,181.42

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Budget vs. Actuals: FY_2025 - FY25 P&L

January - December 2025

	TOTAL	
	ACTUAL	BUDGET
Revenue		
43210 Interest Income	2,484.59	2,800.00
43400 Direct Public Support		
43410 Institutional/Corp contrib	108,400.00	130,000.00
Total 43400 Direct Public Support	108,400.00	130,000.00
46500 Grant Income		
46510 Grant - Restricted	112,354.59	184,858.00
Total 46500 Grant Income	112,354.59	184,858.00
46700 Other Income		
47005 UDRA Management Proceeds	384,786.00	384,786.00
Total 46700 Other Income	384,786.00	384,786.00
47200 Program Income		
47240 Programs, Event Sponsorships	0.00	
Total 47200 Program Income	0.00	
Total Revenue	\$608,025.18	\$702,444.00
GROSS PROFIT	\$608,025.18	\$702,444.00
Expenditures		
60100 Payroll Expenses		
60101 Salaries, Wages	323,762.03	345,024.00
60105 Vacation Leave Accrual	-588.31	11,072.00
60110 Payroll Taxes	27,400.64	21,600.00
Total 60100 Payroll Expenses	350,574.36	377,696.00
60200 Personal Services Contracts		
60202 Financial, Prof Services	3,754.46	3,500.00
60203 Management & Organization Svcs	112,054.41	175,000.00
60205 Legal Fees	505.00	6,000.00
60231 Marketing/Advertising	6,685.96	7,100.00
60232 Graphic Design, Web	5,475.00	1,500.00
60234 Recruiting Services	5,000.00	
Total 60200 Personal Services Contracts	128,474.83	198,100.00
60300 Other Contractual Services		
60303 Cell Phone Charges	2,400.00	1,800.00
60314 Internet IT Svcs Domain Reg	4,914.34	3,300.00
60324 Insurance D&O, etc.	2,928.89	9,000.00
60325 Insurance Other	1,653.00	
60329 Licenses and Permits	155.50	150.00
60330 Memberships, Dues	1,732.40	500.00
60334 Reg, Conferences, Sponsorships	2,260.00	2,000.00
60336 Subscriptions, Periodicals	849.95	480.00
60353 Postage, Mailing Services	900.35	400.00
60358 Printing & Reproduction	766.63	2,500.00
60377 Catering, Meals	6,232.75	6,500.00

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION

Budget vs. Actuals: FY_2025 - FY25 P&L

January - December 2025

	TOTAL	
	ACTUAL	BUDGET
60380 Leased Buildings, Space	10,295.02	15,971.00
60381 Rentals, Copier Lease	351.12	1,200.00
60389 Rentals, Other Events, Park	3,821.15	1,000.00
Total 60300 Other Contractual Services	39,261.10	44,801.00
60400 Travel		
60410 In-state Per Diem	179.22	1,000.00
60411 In-state Air Fare	231.36	600.00
60412 Private Auto Mileage	111.51	600.00
60416 Other Travel - bus, etc.	724.18	500.00
60420 Out of state Per Diem	363.50	2,000.00
60421 Out of state Air Fare	572.47	3,200.00
60440 Recruitment Related	1,000.00	
Total 60400 Travel	2,182.24	8,900.00
60500 Supplies & Materials		
60501 Food	218.52	200.00
60525 Recognition and Awards	1,217.12	1,000.00
60540 Non-cap Equip Furn <\$5K	6,577.31	4,400.00
60545 Prewritten SW (QB 365 Acrobat)	9,805.88	5,400.00
60564 Office Supplies	2,660.29	1,000.00
Total 60500 Supplies & Materials	20,479.12	12,000.00
60700 Retirement & Benefits		
60702 PFML	1,679.17	3,420.00
60705 Retirement Employer Contrib	8,075.67	9,650.00
60706 Retirement Employee Contrib	0.00	
60707 Life Insurance Employer Paid	524.79	1,065.00
60709 Disability Insurance	4,248.28	5,650.00
60710 Health Insurance Plans	28,168.76	27,496.00
60711 FSA Employer Contrib	7,167.80	6,675.00
Total 60700 Retirement & Benefits	49,864.47	53,956.00
Total Expenditures	\$590,836.12	\$695,453.00
NET OPERATING REVENUE	\$17,189.06	\$6,991.00
NET REVENUE	\$17,189.06	\$6,991.00

updated 1/27/2026

2026 priorities: Support catalytic investments (Nature-based infrastructure and U Incubation Village), invest in parking, and district beautification and marketing.

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	Green	Met with Avista Development in January. They support the UD releasing a P3 RFP in February as a next step.	Feb RFP Release
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	Green	Revising contracts to better support economic analysis around Maker Hubs. Follow up from Feasibility Study. To include ongoing partner engagement, development proforma, and capital stack analysis.	CERB grant complete at EO 2026
3	1.1.1, 1.1.2	District Living Infrastructure Framework and Development Guidelines Phase II	\$40,000	Q1 2026	Q2 2026	Green	Biohabitats presented to EAC.	Final Board presentation in May 2026
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	Yellow	Waiting on completion of District Living Infrastructure framework prior to releasing RFP for pre-design.	EO 2026
5	1.1.2	UD Ecological Development Tool: Feasibility Testing for Software Development	\$15,000	Q1 2026	Q3 2026	Green	Working with IntelliTect to develop baseline conceptual model to test software development feasibility. Potential UDDA revenue source in future.	EO 2026
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	Green	Working to get April meeting scheduled.	
7	1.4	Conduct parking layout study for South Sub-Area in legislated blocks	\$15,000	Q2 2026	Q3 2026	Yellow	Will start in Q2.	
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	Yellow	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	Green	Met with grant team on January 13 to kick off work.	Varies
3	3.4	Banner implementation along Hamilton	\$15,000	Q2 2026	Q4 2026	Yellow	Will start in Q2.	Fall 2026
4	1.4	First Avenue Parking Angled Parking Pilot	\$10,000	Q3 2026	Q4 2026	Yellow	Will start in early Q3, after South Sub-Area layout plan complete.	Fall 2026
5	1.1.1, 1.1.2	Pacific Avenue Ongoing Maintenance of Nature-Based Infrastructure (6 months)	\$8,000	Q3 2026	Q4 2026	Green	City Staff to present Pacific Avenue project at Feb 4 Board meeting.	Fall 2026
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	Yellow	Funding for three outreach cutsheets. Will start in Q2.	
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	Green	Sinisterra is taking a half-day public speaking class at GU in February.	Apply in Summer
3	3.1.1	Website Development: Photography and Illustrations	\$25,000	Q3 2026	Q4 2026	Yellow	Waiting on new Marketing Communications Manager to lead.	Spring and Fall 2026

Notes: Black: Focus Area; Blue: Dependent on Others