



UDDA/UDPDA EAC Meeting Minutes

Tuesday, February 17, 2026, 11:32 AM – 12:39 PM via Zoom only

Zoom meeting recording [link](#); CEO's PowerPoint presentation [link](#)

EAC Members Present: LaVerne Biel, Lois Bollenback, Colleen Fuchs, Megan Hulsey, Steve MacDonald, Juliet Sinisterra (CEO), Jonathan Teeters, Thomas Tellefson, Dennis Wagner, Erin Williams-Hueter

EAC Members Absent: None

Others: Jon Snyder, Adam McDaniel, and Alden Jones

Call to Order, Welcome, and Administration Updates

- Bollenback called the meeting to order at 11:32 AM, and asked for a **MOTION to approve the January 20 EAC meeting minutes** (MacDonald), seconded (Williams-Hueter), and passed unanimously.
- Bollenback then asked for a **MOTION to move forward the financials as of January 31, 2026, to the UDDA and UDPDA boards** (Fuchs), seconded (Hulsey), and passed unanimously.
- The group reviewed the draft February 4, 2026, meeting minutes and the March 4 draft UDPDA and UDDA meeting agendas. Fuchs correctly noted that the February 4 UDDA minutes were not in the advance board packet; staff then sent under separate cover.
- Sinisterra reported that 76 applications were received for the **Marketing & Communications Manager position**. The interview committee (Fuchs, Agee, Reguindin, Sinisterra) will conduct interviews in April. Target hire date is early May.
- Sinisterra spoke to **letters** going out to the WA Utilities and Transportation Commission re Avista four-year rate increase; and to the City of Spokane re the Ruby River dock proposal.
- Bollenback noted that a DocuSign will go out soon for board members to sign the Confidentiality and Conflict of Interest policies.

Finance and Grants Administration

- The State Auditor's Office has concluded a **UDPDA Accountability Audit for 2022-2024**. An Exit Conference is scheduled for February 19. Sinisterra will report on the results at the March board meeting.
- In light of **FDIC-insured limits and enhanced interest rates**, staff transferred the UDPDA Numerica money market balance to the SCIP account and the UDDA Numerica money market balance to a newly opened STCU money market account.
- Sinisterra reminded the group of the long-standing **UDPDA/UDDA Administrative Services Agreement** and a new proposal/need to invoice the UDPDA for grant and contract-related work beyond the existing agreement scope.
- Sinisterra noted that **annual contribution invoices** will be going out to board member institutions this month.
- Sinisterra provided an update on **2026 grants** to be applied for/already applied for/received. A 1099 grant and contract manager position is scheduled to get underway this month.
- **TIF Revenue Reconciliation update** – Awaiting a response to the January 12 letter sent to the city requesting clarification on the legal basis for the (overpayment) repayment request and the repayment method.

U Vision 2044 and Next Generation 2065 Conceptual Plan

- **201 W Main Avenue** – PSA buyer Millennium Northwest LLC is working with legal counsel to move into legal agreements with a site-specific LLC.



- **400-Block Updates** – Sinisterra submitted a draft MOU and RFQ for the UD Gateway Commons P3 project to Avista for review and comments. Target RFQ release date is March 2.

Presentation

- **City Parking Lot Tax Legislation** – *Jon Synder and Adam McDaniel, City of Spokane* – Jon and Adam shared details on the November 2025 citywide ordinance that adopts a parking lot tax. They spoke to an incentivized tax structure that favors efficient land use, with the revenues reinvested in the local transportation system. See [this link](#) for slides.

UDDA HR Employee Manual

Sinisterra provided a summary of key facets of the HR Employee Manual. Legal counsel and board members Tellefson and Williams-Hueter reviewed the document. Included are key employment policies for grant funders, an employee annual goal-setting template, an annual performance evaluation template, updates to leave and holiday schedules, among other changes. The manual will be presented for adoption by the UDDA board at the March meeting.

UDDA and UDPDA Fiscal Policies and Procedures Manuals

Sinisterra provided a summary of key facets of the UDDA and UDPDA Fiscal Policies and Procedures Manuals. The manuals were reviewed by board members Murphy and Hulsey. Documented are roles and responsibilities, accounting basis, internal controls, procurement processes, grant-related guidelines, audit and fraud procedures, etc. The manuals will be presented for adoption by the respective boards at the March meeting.

Bollenback asked for public comment; hearing none, she noted the next EAC meeting is April 21, reminded the group of the March 4 UDPDA and UDDA board meetings, and adjourned the meeting at 12:39 PM.

A handwritten signature in blue ink that reads "Dennis Wagner".

Dennis Wagner, Vice Chair and Secretary

Date 5/19/26