



University District Public Development Authority (UDPDA) Annual Meeting Minutes

Wednesday, September 3, 2025, 3:35-5:15 PM, Catalyst Building Room 309 and Via Zoom

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

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

Board Members Absent: Steve MacDonald

Call to Order, Welcome, and Administrative Actions

Chair Sheehan called the meeting to order at 3:35 PM (with both a quorum and 2/3 majority present) and asked for a **MOTION to approve the May 7 and June 4, 2025, UDPDA meeting minutes and the UDPDA financials** as of June 30, 2025 (Murphy), seconded (Waldref), and passed unanimously.

Nominating Committee (NC) Update and Board Vote on 2026 Positions

Sheehan shared the following Nominating Committee (*Brown, Wilkerson, Fuchs, Sheehan, Sinisterra*) recommendations and asked for a **MOTION to approve the 2026 UD EAC** (Wilkerson), seconded (Murphy), and passed unanimously:

- Lois Bollenback (proposed Chair)
- Dennis Wager (proposed Vice Chair, Secretary)
- Megan Hulsey (proposed Treasurer)
- Colleen Fuchs (UD business/property owner/community health)
- Steve MacDonald (City staff)
- Tom Tellefson, (UD business/property owner/construction)
- Erin Williams Heuter (community health and workforce)
- Jonathan Teeters (non-profit, community health)
- LaVerne Biel (small business)

She then asked for a **MOTION to approve 2026 UDPDA officers** (Wilkerson), seconded (Waldref), and passed unanimously:

- Chair – Lois Bollenback
- Vice Chair/Secretary – Dennis Wagner
- Treasurer – Megan Hulsey

She then asked for a **MOTION to approve the Jointly-Selected Director** Lois Bollenback—per the UDPDA bylaws, the CP, County Commissioner, and City Senior Staffer unanimously approved before meeting—for form (Wilkerson), seconded (Waldref), and passed unanimously.

Sheehan then asked for a **MOTION to approve the two UDDA reps to the 2026 UDPDA board** (contingent on UDDA approval) (Murphy), seconded (Wilkerson), and passed unanimously:

- Megan Hulsey
- Dennis Wager

UDPDA and City Tax Revenue Disbursements Update

Sinisterra reported that city staff are re-evaluating how tax increment financing (TIF) disbursements for the three PDAs are calculated to better align with the Department of Revenue's historical data. Until that is resolved, the budgeted estimated construction sales tax payments to the UDPDA for 2020-2024 (\$350K) and 2025 (\$79,437) are on hold. Additionally, as of Q2, the city will make quarterly sales tax payments based on estimated amounts for 2024 versus 2025. The UDPDA may need to return overestimated funds from past years. Sinisterra meets with city staff on September 11 to better understand future tax revenue disbursements. The EAC will discuss outcomes at its Sept 16 meeting.



400-Block Financing Update

Sinisterra described 400-Block activity over the summer, including meetings with legislative and development partners, engaging Northwest Municipal Advisors and Kutak Rock to help secure financing, and launching a feasibility study (possible program edits, revenue and operating cost projections, etc.). She shared several interrelated project components and recommended next steps after consulting with the EAC. The latter advocated proceeding with a \$1.6 million loan from the Spokane County Treasurer (at approximately 4.5% interest for five years, with an annual estimated payment of \$357,946) to facilitate the purchase of two 400-block parcels from Avista Development. The EAC also recommended looking to resolve the June 2026 \$1.2 million city SIP balloon loan payment by utilizing the Boxcar site sale proceeds and the Sprague Ave underage. They also suggested the possibility of incorporating Riverside Gateway Park into the city's Parks/SPS Bond.

Given the TIF revenue update above and funding uncertainty, the Board approved the following motion with an amendment making it contingent on appropriate levels of city TIF funding: **MOTION to authorize the UDPDA to execute a Purchase and Sale Agreement (PSA) with Avista Development, Inc., to acquire two properties in the 400-Block: 12 N Grant and 411 E Sprague Avenue for approximately \$2,068,437 (purchase price including closing costs and accrued interest). Additionally, the Board approves the purchase financing plan [pending a satisfactory resolution around City TIF funding], which consists of approximately \$420,000 from the UDPDA Numerica bank account and a \$1.6 million loan from the Spokane County Treasurer.** The MOTION by (Waldref) was seconded (Wilkerson) and passed unanimously.

201 West Main Proposed Purchase and Sale

Sinisterra relayed that Millennium NW is now under contract with the owners of the Cruz Boots property (209 W Main Ave), and, as such, is interested in buying the UDPDA-owned adjacent 201 W Main Avenue property (possibly offering the UDPDA a TBD equity position) to build approximately 140 units of market-rate housing. Sinisterra noted that the most recent appraisal, conducted by Valbridge in 2023, valued the property at \$1 million. After discussion, Sheehan asked for the following **MOTION** (with the group's suggestion to strike the last sentence): **The Board authorizes the UDPDA to enter into a Purchase and Sale Agreement for the 201 West Main property with Millennium NW to be informed by both an independent appraisal and legal counsel. ~~Final terms of sale to be approved by the Board at a future date.~~** The MOTION by (Wilkerson) was seconded (Waldref) and passed unanimously.

2025 Budget Reallocation Update – Sinisterra

Sinisterra reported on the city's planned improvements along Pacific Avenue Greenway and their preference for the UDPDA to finance/maintain nature-based infrastructure along the Greenway. As such, the UDPDA plans to engage Biohabitats to provide a framework for Pacific Ave (and district-wide) landscape specifications (tree and plant species, soil type, and irrigation/drainage requirements, etc.). Sinisterra asked the board to approve reallocating unspent funds to move ahead with this work. **Sheehan asked for a MOTION** to approve the reallocation of \$92,400 in 2025 unspent budgeted funds for a sole-source contract with Biohabitats (Waldref), seconded (Murphy), and passed unanimously.

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

EAC Highlights

- The group paused to honor the memory of Mari Clack (inaugural Impact Award recipient) and her profound legacy of non-profit leadership, giving, mentoring, relationship building, and improving the lives of underserved women in Spokane.



- Sheehan and the group congratulated Lindsey Myhre on her new top role at STCU and Karl Otterstrom's CEO role at STA.
- Sheehan reminded the group that they will vote on the 2025 Impact Award on October 1.
- Sinisterra provided a brief recap of the UDDA-hosted June Housing Workshop.

Presentation: U Incubation Village Updates (*d&b Creative and Crossroads Resource Center teams*)

Both teams provided summary final reports on their work. Questions regarding funding, location, competition/differentiation from other arts groups, and governance surfaced. Sinisterra noted that the UD may own the land and buildings, but the community would lead and manage. Cascadia Partners' scope of work will help inform funding and location. For more information, see these presentations: d&b Creative [U Incubation Village Market Needs and Assessment Final Report](#) and Crossroads [Grain or Produce Processing for Spokane UD](#).

Sheehan asked for additional public comment and, hearing none, reminded the group of the October 1 board meeting and adjourned the session at 5:15 PM.

A handwritten signature in black ink, appearing to read 'Juliet Sinisterra'.

Juliet Sinisterra for Greg Repetti, Secretary




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University District Public Development Authority (UDPDA) Voucher Certification – April 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
4/3	AHC	Intuit (refunded)	.26
4/4	ACH	WA Dept of Revenue – biz lic renewal	186.16
4/8	ACH	GoJoe Patrol – 201 W Main	642.50
4/8	ACH	Century Pacific per contract	1,237.50
4/9	ACH	D&B Creative – CERB	3,900.00
4/14	ACH	Intuit monthly fee	54.00
4/14	ACH	Tiny's Service Maintenance – 201 W Main	707.85
4/14	ACH	Cascadia Partners – CERB grant	1,720.00
4/16	ACH	Flynn BEC LP – 201 W Main (roof repair)	4,223.75
4/17	ACH	City utilities for 201 W Main Ave	369.71
4/18	ACH	Avista utility bill – 201 W Main Ave	522.64
4/30	ACH	Numerica monthly ACH processing fee	30.00
4/21	Xfer	University District Development Assoc per contract	32,065.50
4/11	1422	Rooted Commercial Landcare – 201 W Main (winter services)	259.56
4/22	1423	Valdivian Group – eco tool concept design for grant	1,750.00


Jeffrey Samson, Director of Finance & Grants Administration

5/7/2025
Date



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University District Public Development Authority (UDPDA) Voucher Certification – May 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
5/13	1425	Rooted Commercial Landcare – 201 W Main (winter services)	304.25
5/23	1426	City of Spokane – general obligation bond and interest	172,787.00
5/29	1427	Traveler's Insurance – public official bond for Samson	145.00
5/6	Xfer	Reimburse Money Market for payment to Witherspoon	2,188.73
5/27	Xfer	University District Development Assoc per contract	32,065.50
5/2	ACH	Avista utility bill – south sub area lighting	589.73
5/8	ACH	Allied Fire and Security – 201 W Main	200.66
5/8	ACH	Kiemle Hagood – 201 W Main	250.00
5/8	ACH	GoJoe Patrol – 201 W Main	625.00
5/8	ACH	Century Pacific per contract	787.50
5/8	ACH	Haley Aldrich grant writing per contract	16,686.47
5/13	ACH	Intuit fee	54.00
5/15	ACH	Tiny's Service and Maintenance – 201 W Main	707.85
5/15	ACH	D&B Creative – CERB	3,900.00
5/15	ACH	Century Pacific per contract	5,670.00
5/19	ACH	Avista utility bill – 201 W Main	337.52
5/21	ACH	City utilities for 201 W Main	330.76
5/22	ACH	Flynn BCP roof repair – 201 W Main	571.68
5/22	ACH	Witherspoon Brajcich McPhee	805.00
5/31	ACH	Numerica monthly ACH processing fee	30.00


Jeffrey Samson, Director of Finance & Grants Administration

6/10/2025
Date



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/, 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