



UDDA/UDPDA EAC Meeting Minutes

Tuesday, December 9, 2025, 11:33 AM – 1:18 PM via Zoom only

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

EAC Members Present: Lois Bollenback, Colleen Fuchs, Steve MacDonald, Greg Repetti, Katy Sheehan, Juliet Sinisterra (CEO), Thomas Tellefson, and Dennis Wagner

EAC Members Absent: Chuck Murphy

Others: Alden Jones

Call to Order, Welcome, and Administration Updates

- Sheehan called the meeting to order at 11:33 AM, and when a quorum was present, asked for a **MOTION to approve the September 16 updated draft EAC meeting minutes** (MacDonald), seconded (Tellefson), and passed unanimously. She also **moved to approve the financials as of October 31, 2025** (Bollenback), seconded by Fuchs, and passed unanimously.
- Sheehan asked for comments on the draft October 1 UDPDA and UDDA meeting minutes and the draft October 29 UDPDA special meeting minutes, but heard none. Sheehan noted that due to the timing considerations, Sinisterra will review the December 4 UDPDA special meeting minutes for the board packet.

Finance and Grants Administration

- Sinisterra shared that due to City TIF revenue estimates vs Department of Revenue adjustments (for 2020-2023), the UDDA and UDPDA 2026 Budgets and Work Plan needed to be revised (see the next section). She walked the committee through grant updates and potential revenue sources. Bollenback stressed the importance of small revenue sources. There was a brief discussion about alignment with other regional PDAs to ensure stability, and Sinisterra said she would connect with them. New Market Tax Credits were also mentioned. MacDonald encouraged this, noted the highly competitive application process, that the UD should be thinking about bringing on a consultant in early 2026, and suggested a one-year delay in pursuing a formal application.
- Additionally, the UDDA had to lay off Jeffrey Samson, Director of Finance & Grants Administration. His last day was on December 4, 2025, and he will receive a severance package and a payout of accrued vacation leave.

2026 Work Plan and Budget Preview and Discussion

- Sinisterra noted that a shift in strategy and direction is needed due to the City's TIF revenue modifications. She reminded the committee of the U Vision 2044 goals and talked about key budgetary changes for the UDPDA and UDDA.
- Sinisterra is scheduling a meeting with the Mayor and city staff (and some UD board members) to discuss recent TIF developments in greater detail and implications for the future.

U Vision 2044 and Next Generation 2065 Conceptual Plan

- **201 W Main Avenue** – The UDPDA board approved the surplus (October 29) and sale (December 4) of the property, and City Council will discuss the draft Amendment of the Covenants in early January. The board also approved the sale proceeds going toward paying off the Sprague Avenue General Obligation Bond with the City. The buyer, Millennium NW LLC, plans to combine the property with the adjacent Cruz Boots parcel and build 143 units of market-rate housing.



- **Health Equity Circle (HEC)** – Sinisterra shared the impressive HEC data collection results. The UDDA provided \$5K in funding for the program, and since June 2025, HEC has started 28 people on Buprenorphine.
- **400-Block Updates** - UDPDA received a formal expiration of the option from Avista Development (ADC). Staff presented a pro forma study to ADC, and ADC remains open to an updated agreement and to the shared release of a possible RFP in early 2026 for a P3 development.

Presentation: Pro Forma Scenario Modeling by Trestle Development

- David Allen with Trestle gave [a presentation](#), “400-Block Proforma Feasibility Study,” to the committee. Sinisterra noted that Trestle’s work will help determine if releasing a (P3) RFP for the 400-Block is feasible. Trestle will also present to the full board on January 7.

CEO Job Review and EAC Feedback

Sinisterra reminded the group that EAC (not the board) conducts the annual CEO performance evaluation process. She also spoke about bonuses, and she welcomed EAC feedback. Sheehan noted that she, Lois, and Chuck reviewed Sinisterra (included in the EAC packet), resulting in very high marks, notwithstanding some big curveballs at the end of the year. Sheehan praised Sinisterra’s patience, steadiness, leadership, and planning skills. Bollenback highlighted Sinisterra’s organization, the exceptional quality of consultant outcomes she manages, and her ability to deliver the best financial options. All agreed that Juliet brings benefit not only to the district, but also to the city at large. Leveraging partnerships was a recommended focus for the future. Sinisterra appreciated the feedback. Bollenback mentioned including definitions of 1-5 scores. She also asked if this year’s process was a “pilot” and if bonuses are addressed in her employment agreement and/or the draft employee handbook. Sinisterra said it’s a living process and that it’s not spelled out in agreement. Bollenback talked about bonuses vs merit adjustments tied to performance milestones based on revenue-producing activity, rather than a “hit or miss” or conflating with COLA. Sinisterra suggested the employee manual clarify: a merit raise based on performance, a COLA adjustment (not performance-based), and a potential bonus tied to a milestone. At this point, Sinisterra and Jones left the meeting, leaving Bollenback and Sheehan to finish their discussion and adjourn. The recording then stopped.

A handwritten signature in blue ink, appearing to read 'Juliet Sinisterra', is located above the signature line.

Juliet Sinisterra, CEO for Greg Repetti, Secretary

Date ____ 1-20-26 ____