



Meeting of the PHPDA Governing Council

Tuesday, November 9, 2021 5:30 - 7:00 PM

Meeting: <https://zoom.us> **Meeting ID** 880 0410 9852

<https://us02web.zoom.us/j/88004109852?pwd=SVFhdS9YT2ZmTGp4M0owYzRGRlhJdz09>

Phone Option: 1-253-215-8782

Password: 677178

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Bob Cook	Gloria Burton	John Kim	Denise Stiffarm (Until 6:50pm)
AyeNay Abye	Ellie Menzies	Doris Koo	Christina Bernard	Michael Finch
Nancy Sugg (Arrived 5:33pm)	Virgil Wade	Susan Crane	Mallory Fitzgerald	Marc Provence (Arrived 6:34pm)
			Whitney Gerlach	Katy Saunders (Until 6:02pm)
			Gene Yoon	Julie Bassuk (Until 6:02pm)

Sue Taoka called the meeting to order at 5:32 PM. A quorum was present. Representatives from Makers were present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the October 12, 2021 Governing Council meeting (Moved/2nded by Ellie Menzies/Bob Cook, 5 of 5 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from October 6, 2021
- The Program Committee minutes from October 6, 2021

Property and Real Estate

Update on Master Plan

The Executive Director and Representatives from Makers, Katy Saunders and Julie Bassuk, discussed the Master Plan Update. They acknowledged key stakeholders that took part in the Master Plan project.

- Makers will provide training for the Decision Making Tool closer to when we plan to use it.
 - This will be separate from the Master Plan. The Tool assists with decision making, helps evaluate campus options, and clarifies issues and priorities.
- They described the objectives as assessing opportunities for future uses and providing framework for future decision making.
- Engagement was the primary focus. Makers met with different organizations within the surrounding community and on campus as well as led meetings with the Advisory Group.
- Gathered community feedback through an online survey and referenced recent community plans to draw more voices to the project.
- Makers provided key takeaways: lack of meeting/gathering spaces, gentrification and rising costs in local communities, need for outpatient mental health services (including counseling and therapy spaces), and the campus as an asset and resource.
- They expressed future uses needed to ensure compatibility across all communities on campus and around the neighborhood.
 - PHPDA will consider other potential leasers that are compatible with the learnings from the Master Plan and Tool.



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- Department of Commerce is planning to conduct a robust feasibility study of the Quarters buildings focused on residential uses.
- The Governing Council discussed synergizing the Master Plan with existing partners and groups that are potentially left out, such as LGBTQ populations.
- They also discussed community challenges, such as security issues and concentrations of human service programs around Beacon Hill and Seattle Chinatown International District.

The Governing Council voted to approve the Master Plan and Tool for Makers to finalize (Moved/2nd by Virgil Wade/AyeNay Abye, 6 of 6 in favor)

Staff Report

The Executive Director updated the Governing Council on the Staff Report.

- The Office Coordinator gave a brief summary about their meeting at Seattle Mosaic Arts studio.

Financial Stewardship

Q3 2021 Financial Statements

The Associate Director reported on the Q3 2021 Financial Statements.

- She highlighted the reimbursement from Commerce for Makers work.
- Additional purchases were made for the onboarding of a new staff member.

The Governing Council voted to approve the Q3 2021 Financial Statements (Moved/2nd by Nancy Sugg/Bob Cook, 6 of 6 in favor)

2022 Draft Budget and Reserve Plan

The Associate Director discussed the 2022 Draft Budget and Reserve Plan.

- She mentioned increases to the lease income and changes to property tax after the approval of the PacMed leases and the North Lot sale closing.
- The Associate Director and Governing Council Chair will meet to discuss the Executive Director's annual performance review and salary increase.
- PHPDA is planning for changes and new activities in 2022:
 - Partnership with Seattle University next fall.
 - Increasing Communications for new website.
 - Renewing/extending our grants software and licensing for a new grants database.
 - Planning for the in person February Strategic Planning Retreat.
 - Potential Quarters lease and brokerage costs.
- The Governing Council discussed the Reserve Plan.

Property and Real Estate

Property Management Contract (Res 11-2021)



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The Associate Director discussed the Property Management Contract (Res 11-2021).

- JLL will take over property management of the Quarters Buildings and East Garage at the end of the current PacMed lease.
- This contract renews JLL for the entire property for three years, due to their successful management of the Tower, good relationship with PHPDA and tenants/subtenants, and knowledge of the property as a whole.

The Governing Council voted to approve Resolution 11-2021 on the Property Management Contract Renewal authorizing the PHPDA Executive Director to enter into a contract with JLL (Moved/2nded by Bob Cook/Virgil Wade, 6 of 6 in favor)

North Lot Project Updates

The Executive Director and Legal Counsel updated the Governing Council on the North Lot Project.

- The Executive Director discussed the two covenants needed by SCIDpda to secure permits: No Build Covenant and Condominium Sale Prohibition Covenant.
- SCIDpda added a Side Letter Agreement to the No Build Covenant in order to drop the covenant if closing on the North Lot does not occur.

The Governing Council voted to approve the No Build Covenant (Moved/2nded by Nancy Sugg/Ellie Menzies, 6 of 6 in favor)

The Governing Council voted to approve the Condominium Sale Prohibition Covenant (Moved/2nded by Ellie Menzies/Nancy Sugg, 6 of 6 in favor)

Update on Quarters Leasing (Res 10-2021)

The Real Estate Consultant, Legal Counsel, and the Executive Director provided updates on Quarters Leasing.

- PHPDA and PacMed have finalized the short-term Quarters lease. PacMed can terminate as early as April 1, 2022.
- PHPDA received a Deferred Maintenance payment prior to signing the PacMed Quarters lease.

The Governing Council voted to approve Resolution 10-2021 on the 2021 Quarters Lease extension, authorizing the PHPDA Executive Director to execute a lease with PacMed (Moved/2nded by Bob Cook/Virgil Wade, 6 of 6 in favor)

PacMed Clinic Lease Renewal (Res 08-2021)

The Real Estate Consultant, Legal Counsel, and Executive Director reported on the PacMed Clinic Lease.

- The lease will include the ground floor, basement, and east side clinic space of the Tower.



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- PacMed signed a ten year lease with the option to terminate the basement space at any point, but they must pay the remainder of the rent if they terminate before the lease ends.

The Governing Council voted to approve Resolution 08-2021 on the 2021 PacMed Clinic Lease, authorizing the PHPDA Executive Director to execute a lease with PacMed (Moved/2nded by Ellie Menzies/Nancy Sugg, 6 of 6 in favor)

Strategic Planning

Strategic Plan Gap Tool

Marc Provence led a discussion on the Strategic Plan Gap Tool.

- Future Desired State of System Change:
 - The Council discussed changes to words, such as “mentor” in the last bullet to “collegial guidance”. They expressed approval of the framework and general verbiage.
- Future Desired State of Grantmaking:
 - The Council discussed “committed” and suggested using a word that is more definite or active.
 - They discussed power sharing as a value that can be incorporated into all categories.
- Future Desired State of Stewardship:
 - Last bullet needs to be more active and intentional, like an ongoing assessment.
- The Strategic Plan Gap Tool, the Makers Master Plan, and Decision Making Tool should be consistent and support each other.
 - PHPDA staff will provide the Gap Tool to Makers to cross check the Master Plan with the Strategic Plan Gap Tool.

Adjournment

The meeting was adjourned at 7:03 PM.

Minutes approved _____

12/20/21
(Date)