



Meeting of the PHPDA Governing Council

Tuesday, February 14, 2023 5:30 - 7:00 PM

Physical Location: Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

Meeting: <https://zoom.us> Meeting ID 885 0883 6105

<https://us02web.zoom.us/j/88508836105?pwd=QThnRyt3TndxeHQ5UWxTN0lrYTVRUT09>

Phone Option: 1-253-215-8782

Password: LOVE (Numeric Password for Phone: 692783)

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT | |
|-------------------------------|------------------|-------------|-----------------------------------|--------------------------------------|
| Virgil Wade | Bob Cook | | John Kim (until 7:03pm) | Christina Bernard |
| Doris Koo | Paul Feldman | | Whitney Regan | Mallory Fitzgerald (until 7:03pm) |
| Sue Taoka | Gloria Burton | | Denise Stiffarm (until 7:03pm) | Michael Finch (until 7:03pm) |
| AyeNay Abye (until 6:01pm) | Douglass Jackson | | Katy Saunders (until 5:59pm) | Julie Bassuk (until 5:59pm) |
| Martine Pierre-Louis | | | | |

Virgil Wade called the meeting to order at 5:32 PM. A quorum was present. There was no public comment.

The Governing Council voted to amend the agenda to add an action item after Executive Session regarding the Executive Director's 2023 salary. (Moved/2nd by Doris Koo/Paul Feldman, 9 of 9 in favor)

Consent Calendar Minutes

The Governing Council approved the minutes for the January 10, 2023 meeting. (Moved/2nd by Sue Taoka/Doug Jackson, 9 of 9 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from January 4, 2023
- The Finance & Audit Committee amended minutes from January 4, 2023

Property

Makers Master Plan & Decision-Making Tool Review

Representatives from Makers, Katy Saunders and Julie Bassuk, reviewed the Master Plan and decision-making tool matrix developed in 2021.

- The Master Plan is a development framework and tool to assist the PHPDA.
- Makers reviewed key takeaways and recommendations from the Master Plan.
- A decision-making tool was developed along with the Master Plan. The categories within the tool are feasibility, qualitative assessment, and financial assessment. Makers explained the purpose and framework of the tool. The tool includes questions and scores within each category.
 - Makers did a mockup of two possible uses on campus and went through the questions to show the Council how the scoring works. They suggested to not put too much focus on the scoring.
- Key aspects of the decision-making tool:
 - A framework to help PHPDA think about possible opportunities on campus



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- Mitigate potential issues that could arise
- It can be updated throughout the planning process
- First question under Qualitative Assessment focuses on PHPDA's mission. It addresses how the specific use relates to our mission and its possible impact on revenue
- A Council member asked how the decision-making tool captures community support, opposition or feedback. Under Qualitative Assessment there is a section titled Addresses Community Goals.
- The tool will help guide PHPDA towards next steps in decision-making processes and provide a consistent assessment to use for all possible options.

Staff Report

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

- The Associate Director reported on the 2020- 2021 State Audit. She invited all Council members to the exit meeting next week.
- She provided an update on two items that were still under review when Governing Council met last month.
 - The retroactive salaries done in summer 2021 will be an exit item.
 - PHPDA received a management letter, a step down from a finding, in response to the fraudulent email in fall 2021. The letter will not be published with the audit report. The Executive Director did write a response to the management letter.
- The Associate Director will send the accountability audit report, management letter, and PHPDA's response to the management letter to the Council next week.

Grantmaking

Report on 2023 LOI Reviews & New Major Grant Proposal Invitations

The Grants Manager discussed the Program Committee's review of fifty-five (55) Major Grant Letters of Intent for 2023.

- The Program Committee (Doug Jackson, Virgil Wade, Paul Feldman, Martine Pierre-Louis, Michael Leong, and Marguerite Ro) and PHPDA Staff (Christina Bernard and Mallory Fitzgerald) were assigned to the 2023 LOI Review Panel. Five out of eight reviewers completed reviews.
- Twelve (12) organizations were invited to submit full 2023 Major Grant proposals. Notifications have already been sent to all applicants.
 - This year Staff recorded the pre-proposal webinar before the webinar meeting. We sent the recording and application guidance to applicants before the scheduled webinar on February 9.
 - PHPDA Grants Staff are meeting with all invited organizations this week to go over the application process and answer questions. Applications are due on March 16.
 - Staff will be conducting New Major Grant tech reviews after all applications are submitted and before evaluators are assigned.
 - This year PHPDA saw more LOIs focused on substance use disorders and pre-natal/birthing services.



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- Staff will be discussing how to possibly expand the LOI review period and spread out the reviews when possible.

Property & Real Estate

Ratification of North Lot Luffing Crane Agreement

The Executive Director and PHPDA Legal Counsel discussed the ratification of the North Lot Luffing Crane Agreement.

- The luffing crane has already been built. The licensing agreement addresses the crane moving over PHPDA's new property line. The agreement protects PHPDA and Tower tenants if anything happens when the luffing crane encroaches on our property.
- SCIDpda requested the agreement be back dated to November 1, 2022 because that is when construction began.
- The agreement initially did not need Governing Council approval. Due to the agreement being back dated and other changes, PHPDA is requesting the Council ratify the agreement.
- Additionally, PHPDA wanted to make sure the insurance coverage was also back dated to November 1, 2022. SCIDpda confirmed PHPDA is on the insurance policy as of November 1.
- SCIDpda signed the license agreement requiring \$50 million insurance coverage, but the Certificate of Liability Insurance SCIDpda provided is for \$30 million.

The Governing Council voted to ratify the North Lot Luffing Crane Agreement to change the start date to November 1, 2022. (Moved/2nded by Bob Cook/Doris Koo, 8 of 8 in favor)

Update on Quarters Buildings

The Executive Director and our Real Estate Consultant provided an update on the Quarters Buildings.

- The Executive Director discussed Department of Commerce's process for the Quarters program feasibility study and the development of a program report that could include a recommended use.
 - Timing of the possible programming is challenging and there is a high demand for state funds at this year's legislative session
 - PHPDA does not have the capacity to develop and manage the potential programming being discussed.
- The Quarters community outreach is currently not keeping pace with what has been shared with Washington State legislature.
 - PHPDA plans to share suggested programming ideas with the legislature which could allow more time to conduct community outreach, continue the program feasibility study, and think more about potential programming and costs
- Possible new pathways to Quarters funding:
 - A State Representative sought a capital request from PHPDA to be completed by February 17, 2023 and sponsored by them and others. The scope of the capital project is rehabilitation of the exteriors of Quarters 3-9 for future use, including possible residential use to address the needs of youths.



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- The State Representative also offered to help request operating funds to lease Quarters 3-10 for two years.
- A Council member asked about the timing of the capital request and whether the amount of funding requested will be enough to cover the renovations. Quarters 1 and 2 are not included in the capital request. The cost for renovations could differ depending on who puts the budget together. PHPDA will consider soft costs.
- The Executive Director informed the Council of the intent to request capital funds to be sponsored by multiple legislators. PHPDA would be seeking funds to rehabilitate the exteriors of Quarters 3-9. Governing Council would need to take action in the future should capital funds be allocated by legislature.
- Governing Council supports the renewal of Commerce's Quarters Access Agreement for two more years. A State Representative will likely submit a proposal on March 3 for operating funds from Washington State which could then go to Commerce to extend the access agreement.
 - The Council may vote to ratify the approval of funds at their March meeting mattering on the outcome
 - PHPDA Executive Director, Legal Counsel, and Real Estate Consultant will review the forms before the State Representative submits them to legislature.
- The State Representative may help PHPDA find a state agency to sign a long-term Quarters lease. Also, they are helping PHPDA find a project manager to oversee the exterior renovations.
- Commerce plans to issue a Request for Proposals (RFP) this fall. The proposals are for operating funds to help cover possible services in the Quarters as well as operating funds for leasing.
 - This gives PHPDA an opportunity to have conversations with the community and think about what might work best. Also, consider the timing of the exterior renovations.

Executive Session: Personnel Matters (RCW 42.30.110(g))

The Governing Council entered into Executive Session for (15) minutes at 7:03 PM.

The Governing Council exited Executive Session at 7:18 PM.

The Governing Council voted to increase the Executive Director's salary to 5% over the 2022 salary as of the next pay period to be processed. (Moved/2nded by Doris Koo/Paul Feldman, 8 of 8 in favor)

Adjournment

The meeting was adjourned at 7:22 PM.

Minutes approved

3/27/23
(Date)