



## Meeting of the PHPDA Governing Council

Tuesday, May 9, 2023 5:30 - 7:00 PM

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

**Virtual Location:** <https://zoom.us> | **Meeting ID:** 848 1704 7910

<https://us02web.zoom.us/j/84817047910?pwd=ZkIDbG1KSzk3WFYvN0lvY2pxSmRWUT09>

**Phone Option:** +1 253 215 8782

**Password:** MEMORIAL (Numeric Password for Phone: 72892904)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Bob Cook	Sue Taoka	John Kim	Christina Bernard
AyeNay Abye	Paul Feldman	Gloria Burton	Gene Yoon	Denise Stiffarm
Douglass Jackson		Martine Pierre-Louis	Michael Finch	Virgil Wade

Doris Koo called the meeting to order at 5:33 PM. A quorum was present. Virgil Wade thanked the Governing Council and commented on looking forward to future meetings at a different capacity.

### Consent Calendar Minutes

The Governing Council approved the minutes from the April 11, 2023 meeting and the April 17, 2023 special meeting. (Moved/2<sup>nd</sup> Douglass Jackson/Paul Feldman, 5 of 5 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from April 5, 2023.

### Staff Report

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

- Staff has been working on a list of activities for the Executive Director successor.

### Financial Stewardship

#### *Q1 2023 Financial Statements*

The Associate Director reported on the Q1 2023 Financial Statements.

- There will be a one-time entry at the end of the year on the balance sheet for lease accounting, so these entries will not be updated during the year
- Normal receivables and deferred from tenants with early lease payments.
- The income statement will look like it has in past years until the year-end lease accounting entries. For Tower operating, on both the income and expense side, there will be a lot of fluctuation due to the elevator project coming up sometime in the year, appearing like we are under budget for now, but will increase significantly for the elevator costs.
- On the expense side, you will see the expected grant payments. Also, there are more travel and conference costs being incurred for the first time in a long time.

The Governing Council voted to approve the Q1 2023 Financial Statements. (Moved/2<sup>nd</sup> Bob Cook/AyeNay Abe, 5 of 5 in favor)

#### *Update on 2022 Independent Audit*

The Associate Director provided an updated on the 2022 independent Audit.

- The Audit Exit meeting was successful. There are no changes, adjustments, or findings. The auditors were satisfied with the lease accounting entries.
- Auditors will be presenting at the start of the Finance Committee meeting in June.



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- The Associate Director requested the termination of the Non-Disturbance Agreement from legal counsel to be forwarded to the auditors so the footnote can be updated.
- The Associate Director will sign the Management Representation letter, with the timing of the Executive Director transition.

## Grantmaking

### 2023 New Major Grant Awards (Resolution 04-2023)

The Associate Director reported on the recommended 2023 New Major Grant Awards (Resolution 04-2023) to the Governing Council.

- The Program Committee invited twelve applications from the 2023 LOI pool. All twelve submitted full applications.
- The Review Panel consisted of Staff (John Kim, Christina Bernard, and Gene Yoon), Governing Council members (Paul Feldman, Douglass Jackson, and Gloria Burton), and Program Committee Strategic Advisor (Michael Leong). Five out of seven reviewers participated at the review meeting on May 4 and discussed the twelve applicants to distribute PHPDA's limited funding pool of \$1 million. The Panel recommended seven proposals totaling \$1,003,597.54.

The seven following organizations were recommended for 2023 New Major Grant funding:

Afghan Health Initiative	Downtown Emergency Service Center	Elizabeth Gregory Home
Neighborcare Health	Peer Washington	UTOPIA Washington
Youth Experiential Training Institute		

- The Panel and Council commented on:
  - Many applicants did not ask for the full Major Grant allowed at \$200,000
  - Renewal amounts and funding processes. In the most recent renewal round, we have increased the pool to \$2.3 million
  - New major grantees may need to adjust and understand the three-year life-cycle, to plan for FTE and programming
- Grantees will be informed of our decision on Friday, May 12. The Associate Director asked the Council to not share information about the awards until after Friday.
- The Executive Director and Governing Council thanked Michael Leong for participating and contributing his expertise.

The Governing Council voted to approve Resolution 04-2023, authorizing the Executive Director to negotiate and execute the 2023 New Major Grants contracts starting July 1, 2023. (Moved/2<sup>nd</sup>ed Douglass Jackson/Paul Feldman, 5 of 5 in favor)



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### Property & Real Estate

#### *Pacific Tower Water Pumps Replacement*

The Executive Director and Real Estate Consultant Michael Finch discussed replacing the Pacific Tower water pumps.

- Subtenants of the Tower require clear, clean water.
- The existing pumps will need to be replaced in the next three or so years anyway. An estimate to replace the pumps to handle the increase filtration is approximately \$238,000. SCIDpda has agreed to sharing the costs. PacMed and Commerce will share the costs through their lease mechanisms.
- The Governing Council asked that we inform subtenants about our activities. Michael Finch will reach out to JLL, and the Executive Director will communicate with Urban Renaissance Group.

The Governing Council voted to authorize the Executive Director to negotiate an agreement with SCIDpda, and with PacMed and Commerce to be billed under the terms of their leases, to ensure that the water runs clean, and approve the proposed upgrades and cost allocation for the Pacific Tower domestic water booster pumps and filtration system. (Moved/2<sup>nd</sup> Bob Cook/Douglass Jackson, 5 of 5 in favor)

#### *Update on Quarters Buildings*

The Executive Director and Real Estate Consultant Michael Finch updated the Governing Council on Quarters Buildings activities.

- Planning activities for community outreach, to pursue the concept of a center to support youth wellness and homeless prevention, as laid out in the Commerce program work group report.
- Ultimately the Governing Council's decision on what happens on Campus.
- The Governing Council will use Makers' decision-making tool. PHPDA must demonstrate that the community has been heard in reaching Governing Council's decision.
- Seeking an operator anchor for the youth programming in the Quarters Buildings.
- Funds have been allocated by legislation to extend the Quarters Access Agreement so Commerce can hold the Quarters Buildings for two more years; \$450,000 per year for two years, totaling \$900,000.
- The Quarters Buildings are financially different from the Tower. There is no financial leverage like tax credits for affordable housing, or capital market from subtenants in the Tower. The Quarters Buildings are not financeable in the same way as the Tower was. This project will likely require cash infusion.
- PHPDA must have a seat at influencing the Request for Proposals (RFP) process.

### Governance

#### *Update on Executive Director Transition*



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The Acting Governing Council Chair and Executive Director provided an update on the Executive Director transition. The Acting Chair, Governing Council, Consultants, and Staff thanked the Executive Director. He provided his sentiments and appreciation to the Governing Council.

- There will be a one-week gap until Virgil Wade starts on May 22.
- Outgoing Executive Director plans to continue partnering with the PHPDA from his new vantage point.
- The incoming Executive Director provided public comment on meeting with staff and being offered a list of activities.

### Adjournment

The meeting was adjourned at 7:00 PM.

Minutes approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "David W. Kw", is written over a horizontal line.

6/14/2023

(Date)

**From:** [Whitney Regan](#)  
**To:** ["Doris Koo"](#)  
**Subject:** RE: PHPDA GC Acting Chair Signature Requested  
**Date:** Wednesday, June 14, 2023 4:27:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Thank you, Doris! I will add your digital signature to the minutes.



[2022 Annual Report](#)

**Whitney Regan** (she/her) | **Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto:w.regan@phpda.org) | [www.phpda.org](http://www.phpda.org)

Pacific Hospital Preservation & Development Authority  
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144



For grant related matters, email [grants@phpda.org](mailto:grants@phpda.org).  
Join our [email list](#) for news and funding announcements.  
View PHPDA's [Privacy Policy](#) and public records requirements.

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**From:** Doris Koo <doris.w.koo@gmail.com>  
**Sent:** Wednesday, June 14, 2023 3:08 PM  
**To:** Whitney Regan <w.regan@phpda.org>  
**Subject:** Re: PHPDA GC Acting Chair Signature Requested

**CAUTION:** This email originated outside the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content. **NEVER PROVIDE CREDENTIALS** via email!

Yes please add my electronic signature. Thanks Whitney.

Sent from my iPhone

On Jun 14, 2023, at 2:42 PM, Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)> wrote:

Good Afternoon Doris,

Please see attached for the Governing Council's 5/9 meeting minutes which were approved at the meeting yesterday 6/13.

With your permission, I can add your digital signature to the minutes.

Thank you!

[<image005.jpg>](#)

[2022 Annual Report](#)

**Whitney Regan** (she/her) | **Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto:w.regan@phpda.org) | [www.phpda.org](http://www.phpda.org)

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<image003.png>

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<A1. Governing Council Minutes 5.9.2023.docx>