



**Meeting of the Finance Committee**  
 Wednesday, December 6, 2023, 9:00 – 10:30 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 885 1206 9597  
<https://us02web.zoom.us/j/88512069597?pwd=WXYyZDNubHNyS1ZCUE1oWUhhRR3NRZz09>

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

**Password:** HOLIDAY (Numeric Password for Phone: 4152667)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Bob Cook	Doris Koo	Gloria Burton	Virgil Wade	Christina Bernard
Sue Taoka	AyeNay Abye	Kara Zollner	Gene Yoon	Whitney Regan
Diane Pietrowski			Denise Stiffarm	Michael Finch
			Paul Feldman	Nicholas Ramirez

Bob Cook called the meeting to order at 9:04 a.m. A quorum was present. Nicholas Ramirez, a Governing Council nominee, introduced himself to the Committee.

**Consent Calendar Minutes**

The Finance Committee voted to approve the minutes from the November 1, 2023 meeting. (Moved/2<sup>nd</sup>ed Doris Koo/Sue Taoka, 5 of 5 in favor)

**Update on Program Committee & Grantmaking**

The Executive Director updated the Finance Committee on Program Committee and grant activities.

- Program Committee reviewed the 2024 New Major, Renewal, and Nimble Grant guidance documents and forwarded them to Governing Council for approval.
- The Associate Director and Grants Manager reviewed New Major, Renewal, and Nimble Grant quarterly reports and Nimble Grant final reports.
- Program Committee discussed changing their meeting schedule and may create a poll to get an idea of everyone’s availability.
- The Associate Director updated Program Committee on technical assistance work. She reviewed the three 2023 TA sessions and shared some possible ideas for 2024 TA sessions.
- Staff provided an update on 2022 Major Grant final reports. A few grantees submitted their reports very late or have not submitted all their final reports as of December 1.
  - Program Committee discussed creating a PHPDA operating policy that Staff can follow when grantees are uncommunicative and/or not submitting reports on time.
  - Finance Committee discussed PHPDA’s reporting requirements and whether we ask too much. Staff plan to do a review of reporting requirements next year. Also, Staff and Council plan to do a deep dive into PHPDA’s grantmaking next year.
  - A Finance Committee member asked if grantees reach out for help with reporting before the grant begins and/or throughout the grant contract period. Possibly include a note in the report documents stating grantees can reach out to Staff if they have questions or need assistance. Staff could host a TA session focused on reporting.
  - PHPDA may consider how to simplify reporting and possibly align with other funders to lessen the burden on grantees.
- The Office Coordinator reminded Committee members to sign up for 2024 Grant Review Panels. The Governing Council will likely appoint the first two panels, Letters of Intent (LOI) and Nimble Grant Cycle 1, at their meeting next week.



**Meeting of the Finance Committee**  
Wednesday, December 6, 2023, 9:00 – 10:30 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 885 1206 9597  
<https://us02web.zoom.us/j/88512069597?pwd=WXYyZDNubHNyS1ZCUE1oWUhhRR3NRZz09>

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

**Password:** HOLIDAY (Numeric Password for Phone: 4152667)

## Operating Policies

### *Annual Review of Investment-Related RCWs*

The Associate Director discussed the annual review of investment-related RCWs. No changes since last year's review.

- PHPDA is looking into opening a money market account at Umpqua Bank. It is a way to make interest off the money in our bank account. The Associate Director and Council Treasurer discussed it and may bring it to Finance Committee early next year for approval.
- The Associate Director sent Finance Committee a PHPDA investment update last week.

### *Review Salary-Related Operating Policies 01-2011 & 01-2014*

The Executive Director and Associate Director reviewed the updated Staff salary-related Operating Policies 01-2011 & 01-2014.

- The biggest change to the policies is PHPDA moving away from the salary step process to a pay grade level process.
- The HR Consultants reviewed the policies and made changes based on the new PHPDA compensation structure.
- The HR Consultants considered merit increases when reviewing PHPDA's compensation structure.
- PHPDA must adopt the updated salary-related policies before the Council votes to approve the 2024 operating budget because the 2024 Staff salaries included in the proposed budget reflect the new pay structure.

The Finance Committee voted to accept and forward the updated salary-related Operating Policies 01-2011 & 01-2014 to the Governing Council. (Moved/2<sup>nd</sup> Diane Pietrowski/Sue Taoka, 5 of 5 in favor)

## Financial Stewardship

### *October 2023 Financial Statements*

The Associate Director reviewed the October 2023 Financial Statements.

- Continue to see larger amounts of Tower operating and tenant reimbursements, primarily due to elevator and brick work.
- PHPDA received a reimbursement from SCIDpda for their portion of the Tower water pumps and filtration system upgrades.

The Finance Committee voted to accept the October 2023 Financial Statements. (Moved/2<sup>nd</sup> AyeNay Abye/Sue Taoka, 5 of 5 in favor)

### *2024 Pacific Tower Operating Budget*

The Associate Director discussed the 2024 Pacific Tower Operating Budget provided by JLL.



## Meeting of the Finance Committee

Wednesday, December 6, 2023, 9:00 – 10:30 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 885 1206 9597  
<https://us02web.zoom.us/j/88512069597?pwd=WXVyZDNubHNyS1ZCUE1oWUhhRR3NRZz09>

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

**Password:** HOLIDAY (Numeric Password for Phone: 4152667)

- She explained to the Committee why PHPDA separates the Tower and PHPDA annual operating budgets. Some Council members are employed by Washington State and cannot vote on the Tower operating budget because Washington Department of Commerce is a Tower tenant.
- The main part of the budget is designated to Commerce and PacMed's spaces and shows their allocated operating expenses.
- Second part of the budget is capital expenses and those are billed as the expenses are incurred.

The Finance Committee voted to accept and forward the 2024 Pacific Tower Operating Budget to the Governing Council. (Moved/2<sup>nd</sup> Bob Cook/Doris Koo, 5 of 5 in favor)

### *2024 PHPDA Operating Budget (Res. 08-2023)*

The Associate Director discussed Resolution 08-2023 on the 2024 PHPDA Operating Budget.

- She reviewed changes made since last month's meeting. Some consultant amounts changed, but the total amount for consultants in 2024 remains the same.
- The Executive Director discussed the consultant budgets. Staff spoke to each consultant and came up with budgets that work for PHPDA.
  - \$20,000 for HR Consultant and changed Pyramid Communications to \$40,000
- Highlighted in orange is a potential \$100,000 contract PHPDA is discussing with Commerce.
- 2024 Grant amounts were updated. The amounts are the same as those in the last draft budget (\$1.7 million for New Major, \$2.3 million for Renewal, and \$400,000 for Nimble).
- Staff salaries were updated following annual performance reviews. The Executive Director's salary will likely be updated at the Governing Council meeting before the budget is approved.
- The Associate Director updated the cost for staff benefits after receiving information from the brokers.
- A Committee member asked about the State Auditor costs. The Associate Director explained the costs and PHPDA expects a State Audit next year. The State Auditor only audits PHPDA every two years, so the costs fluctuate.
- The first year of the new Quarters Access Agreement fee of \$400,000 will be split between 2023 and 2024. \$200,000 as income in 2023 and \$200,000 as a prepaid 2024 income.

The Finance Committee voted to accept and forward Resolution 08-2023 on 2024 PHPDA Operating Budget to the Governing Council. (Moved/2<sup>nd</sup> Doris Koo/Diane Pietrowski, 5 of 5 in favor)

### *2024 Reserve Fund & Savings Goal*

The Associate Director discussed the 2024 Reserve Fund and Savings Goal.

- The only change since last month is to the 2024 Major Grant cohort line. Now it reflects the anticipated increase in New Major Grant funding next year.
- The Associate Director explained the grant related lines in the reserve plan. The Committee discussed changing the twelve months of grantmaking expenses and 2024 Major Grant cohort lines to only a one-line projection of twelve months of grantmaking expenses based on the average of 2024 and preliminary 2025 projections.



## Meeting of the Finance Committee

Wednesday, December 6, 2023, 9:00 – 10:30 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 885 1206 9597  
<https://us02web.zoom.us/j/88512069597?pwd=WXYyZDNubHNyS1ZCUE1oWUhhRR3NRZz09>

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

**Password:** HOLIDAY (Numeric Password for Phone: 4152667)

- Campus signage will likely be the only capitalized cost next year. Governing Council would approve signage costs separately when the time comes.
- The Associate Director reviewed possible campus capital expenses that could be expected in future years.
- Finance Committee discussed reevaluating the reserve fund plan sometime next year. Possibly before Governing Council does an in-depth review of PHPDA's grantmaking.

The Finance Committee voted to accept and forward the 2024 Reserve Fund and Savings Goal to the Governing Council with two changes: combine the two grantmaking lines into a one-line projection of twelve months of grantmaking expenses based on the average of 2024 and preliminary 2025 projections and to review the plan again next year. (Moved/2<sup>nd</sup>ed Sue Taoka/Diane Pietrowski, 5 of 5 in favor)

### Professional Services

#### *Professional Services Relationship with Soaring Bird Solutions (HR Consultant) (Res. 09-2023)*

The Executive Director discussed the professional services relationship with Soaring Bird Solutions, PHPDA's HR Consultant (Res. 09-2023).

- PHPDA plans to increase Soaring Bird Solutions' contract amount 2024. Per PHPDA policy, Governing Council must approve any contract amounts over \$10,000.

The Finance Committee voted to accept and forward Resolution 09-2023 Professional Services Relationship with Soaring Bird Solutions to the Governing Council. (Moved/2<sup>nd</sup>ed Bob Cook/Doris Koo, 5 of 5 in favor)

### Real Estate

#### *Beacon Pacific Village Update*

The Communications Manager updated the Committee on Beacon Pacific Village activities.

- PHPDA is working to align campus signage with SCIDpda's design plans. PHPDA would like to work with SCIDpda's signage consultants if possible.
  - PHPDA will likely go through a bidding process before hiring a signage consultant because signage falls under a public works project. Per PHPDA policy, companies must submit qualifications to consult on public works projects.
- SCIDpda is on a tighter timeline for signage than PHPDA. SCIDpda is planning to get approval from City of Seattle Landmarks in February and likely implement the new signage in Q3 or Q4 2024.
  - PHPDA and SCIDpda may meet with landmarks before the approval process in February to get guidance and feedback.
- A Committee member asked if PHPDA could be included in SCIDpda's signage planning and landmark approval process at this point.
  - PHPDA Legal Counsel looked into it but SCIDpda did not advertise or collect bids for a signage consultant so PHPDA is likely unable to join them at this point.



## Meeting of the Finance Committee

Wednesday, December 6, 2023, 9:00 – 10:30 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 885 1206 9597

<https://us02web.zoom.us/j/88512069597?pwd=WXYyZDNubHNyS1ZCUE1oWUhhRR3NRZz09>

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

**Password:** HOLIDAY (Numeric Password for Phone: 4152667)

- PHPDA is asking SCIDpda what type of design they initially asked consultants for, architectural vs. graphic. If graphic, PHPDA may not need to open an RFQ process. Staff plan to meet with PHPDA's Property Manager and Legal Counsel before opening the bidding process.
- PHPDA can let SCIDpda's signage consultants know when PHPDA's RFQ process opens so they can apply.
- Going forward, PHPDA should try to work with SCIDpda at the start of a new process, like signage, so planning may be simpler throughout.
- Staff spoke to City Landmarks about the signage approval process so PHPDA is prepared when the time comes to update and/or change our portion of the campus signage.
- SCIDpda has received about twenty applications from artists to design a mural in the Beacon Pacific Village courtyard. SCIDpda is looking for a local artist that can speak to the geographic location.

### *Update on Quarters Buildings*

The Executive Director provided an update on the Quarters Buildings.

- Department of Commerce signed the Quarters Access Agreement. The start date will be retroactive to July 1, 2023 and end on June 30, 2025. Commerce will pay a \$800,000 access fee (\$400,000 per year) for two years.
- PHPDA is discussing with Commerce how best to disperse the remaining \$100,000 in Washington State operating funds once the Quarters access fee is paid. PHPDA could receive \$75,000 for the Request for Proposals (RFP) process for a Quarters operator or provider and Commerce would keep \$25,000 as an admin fee.
  - Council members plan to work on the RFP with Staff input and help from PHPDA Legal Counsel. PHPDA will likely release an RFP in spring 2024.
- PHPDA plans to meet with a Washington State Representative to discuss possibly revising the Washington State budget proviso language so the funding can be an upfront payment for a long-term Quarters lease and/or help whomever may sign on as long-term lessee. Next Washington State legislative session begins in early January 2024.
- PHPDA plans to discuss a possible appraisal of the Quarters buildings with our Real Estate Consultant. The appraisal could help a potential lessee when they look for funding to lease the Quarters.

### **Committee Governance**

#### *Discuss Finance Committee Meeting Schedule*

The Finance Committee Chair led a discussion on the Committee's meeting schedule.

- Governing Council is considering Staff time when thinking about changes to meeting schedules next year.
- The Acting Council Chair shared suggested changes to the Council and Committee meeting schedules. Council meets in odd numbered months plus December and Committees meet in even numbered months.



## **Meeting of the Finance Committee** Wednesday, December 6, 2023, 9:00 – 10:30 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 885 1206 9597  
<https://us02web.zoom.us/j/88512069597?pwd=WXYyZDNubHNyS1ZCUE1oWUUhRR3NRZz09>

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

**Password:** HOLIDAY (Numeric Password for Phone: 4152667)

- The Committee should consider what must get approved each month at their meetings. Need to look into approval of financial statements and whether that needs to happen monthly. Staff could possibly email the statements to Finance Committee the months they are not meeting.
- Must keep in mind grantmaking. Look at when grant processes and awards must be approved by Governing Council. The Associate Director reviewed the proposed 2024 Grant schedule and shared when approvals must take place.
- Following the Council’s review of PHPDA grantmaking at their 2024 retreat, more information may come out that impacts Committee meeting schedules.
- The Associate Director plans to send the Acting Council Chair and PHPDA Legal Counsel a list of required action items that may not be able to move by a month, including all grant related items.
- For now, scheduling the Committee and Council meetings per the current schedule until the Council discusses possible schedule changes in more detail.

### **Adjournment**

The meeting adjourned at 10:36 a.m.

Minutes Approved:  2/7/2024  
(Date)

**From:** [Bob Cook](#)  
**To:** [Gene Yoon](#)  
**Subject:** Re: [Action] PHPDA FC Chair Signature Request  
**Date:** Wednesday, February 7, 2024 3:29:11 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

**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!

Please sign per your request...thanks!

---

**From:** Gene Yoon <g.yoon@phpda.org>  
**Sent:** Wednesday, February 7, 2024 2:09 PM  
**To:** Bob Cook <Bob.cook@outlook.com>  
**Subject:** [Action] PHPDA FC Chair Signature Request

Good Afternoon Bob,

Thank you for chairing the Finance Committee this morning. Please review the attached December 6, 2023 minutes which were voted as approved by FC today (Moved/2nded by Sue Taoka/Diane Pietrowski, 6 of 6 in favor).

Please email me back with your approval to use your digital signature on the minutes attached, or feel free to sign, scan, and return the minutes to me.

Thank you!



**Gene Yoon** (he/him), **Communications & Engagement Specialist**

206.309.6202 | [g.yoon@phpda.org](mailto:g.yoon@phpda.org) | [2022 Annual Report](#)

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.