



Meeting of the PHPDA Governing Council

Tuesday, April 9, 2024 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: 883 3040 4908
<https://us02web.zoom.us/j/88330404908?pwd=WU5lcHZFNjRDQkVOUWtIWjNsdXFtUT09>

Phone Option: +1 253 215 8782

Password: EARTH (Numeric Password for Phone: 485030)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Nicholas Ramirez	AyeNay Abye	Virgil Wade	Gene Yoon
Douglass Jackson	Bob Cook		Denise Stiffarm	Michael Finch
Martine Pierre-Louis	Paul Feldman			
Sue Taoka (arrived 5:35 PM)				

Doris Koo called the meeting to order at 5:33 PM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes from the March 12, 2024 meeting. (Moved/2nd Douglass Jackson/Martine Pierre-Louis, 6 of 6 in favor)

Program Committee Activities

The Council Vice Chair / Program Committee Chair updated the Council on Program Committee activities.

- A Governing Council member will be facilitating review panels. Prior review panel facilitators will share and debrief best practices with upcoming facilitators.

Finance & Operations

December 2023 Year End Financial Statements (before and after GASB 87 entries)

The Treasurer reviewed the Year End 2023 Financial Statements before and after GASB 87 entries.

- Two sets of December financial statements: one breaks down lease revenue with implied interest. He discussed the reserve plan, the upcoming audit, and GASB 87.
- The Council discussed rather than creating two sets of financial statements, consider a “thirteenth month,” at the end of December 31.

The Governing Council voted to approve the Year End 2023 Financial Statements. (Moved/2nd Bob Cook/Doris Koo, 7 of 7 in favor)

Professional Services Contract – Albina Strategic Consulting (Res. 04-2024)

The Executive Director discussed Resolution 04-2024 Professional Services Contract with Albina Strategic Consulting.

- The Executive Committee engaged with five facilitators and recommended Albina Strategic Consulting for retreat facilitation. Amounts over \$10,000 require Governing Council’s approval and the proposed contract is set not to exceed \$12,500.

The Governing Council voted to approve Resolution 04-2024 Albina Strategic Consulting Professional Services Contract, authorizing the Executive Director to engage Albina Strategic Consulting for the



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Services and to execute a consultant agreement on behalf of the PHPDA. (Moved/2nd Doris Koo/Paul Feldman, 7 of 7 in favor)

RFQ Process Regarding Quarters Buildings and Appointment of Review Panel

The Council Chair and Executive Director discussed the Request for Qualifications (RFQ) process regarding the Quarters Buildings and discussed the appointment of a review panel.

- Access agreement has been signed. First year payment has been received by the Department of Commerce. Services contract was on the table to appropriate \$75k to the PHPDA to issue an RFP for a qualified provider or team of providers to take on designing, renovating, and raising capital dollars for the Quarters Buildings.
- Once a provider is selected, PHPDA can activate the service contract for reimbursement.
- Staff will track the time on RFQ activities so that we may submit for reimbursement.
- The Executive Committee drafted a summary and a proposed schedule to follow.
- The Council discussed real estate and legal process aspects of the schedule. A public hearing is required with a thirty-day notice period.
- PHPDA will need to be prepared to answer questions and will likely call on our communications, legal, and real estate consultants for support.
- The Chair will send the draft RFQ to the appointed review panel and supporting consultants.
- The Chair requested to start an appraisal process from the Real Estate Consultant.

The Governing Council voted to appoint Sue Taoka, AyeNay Abye, Martine Pierre-Louis, and Doris Koo to the Quarters Buildings RFQ review panel. (Moved/2nd Doris Koo/Paul Feldman, 7 of 7 in favor)

Adjournment

The meeting was adjourned at 7:01 PM.

Minutes Approved: 

5/15/2024
(Date)

From: [Doris Koo](#)
To: [Gene Yoon](#)
Subject: RE: PHPDA: Chair Signatures Request
Date: Wednesday, May 15, 2024 9:19:35 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.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!

Yes please use my digital signature for the documents below. Thanks Gene. You have a good day too.

Doris

From: Gene Yoon [mailto:gene@phpda.org]
Sent: Wednesday, May 15, 2024 8:38 AM
To: Doris Koo <doris.w.koo@gmail.com>
Subject: PHPDA: Chair Signatures Request

Good Morning Doris,

Please let me know if we have permission to use your digital signatures for:

- April 2024 GC minutes
- Resolution 05-2024 (Renewal Grants)
- Resolution 06-2024 (New Major Grants 2024)

Thank you for chairing the GC meeting yesterday. Hope you get to enjoy the gorgeous weather we've been having!

Gene



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

206.309.6202 | g.yoon@phpda.org | [2023 Annual Report](#)

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



For grant related matters, email grants@phpda.org.

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