Docusign Envelope ID: CB6482A7-4662-887C-82D1-B0065F89D58D

PHPDA Special Governing Council Meeting Minutes

Tuesday, September 15, 2026
5:30 PM – 7:00 PM

Location: PHPDA, 1200 12th Ave S., Seattle, WA 98144 Quarters 2
Virtual Location: https://us02web.zoom.us/j/85811768816?pwd=H3a2u20uOdCA9z0x8rZbgd5wwJBg48.1
Phone Option: +1 253-205-0468
Password: 594940
Meeting ID: 858 1176 8816

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo		Nicole Porcello	Christina Bernard
Nancy Sugg	Bob Cook		Denise Stiffarm	Michael Finch (left at 6:27pm)
Diane Pietrowski	Martine Pierre-Louis		Whitney Regan	Mallory Fitzgerald
Blishda Lacet	Nicholas Ramirez		Akanksha Jayanthi (arrived at 6pm)	
Nancy Long				

Call to Order

Douglass Jackson called the meeting to order at 5:31 p.m. A quorum was present. There were no public comments.

Meeting Minutes

Douglass Jackson asked for a motion to approve the meeting minutes from the September 8, 2026 Governing Council Meeting.

Bob Cook moved. Doris Koo seconded. 9 of 9 were in favor.

Property Management & Real Estate

Quarters Update

Removal of air conditioning equipment

- The Acting Executive Director explained that there has been an increase in security issues around the Quarters buildings the last several months. Due to this, there has been damage to multiple AC units for Quarters 2, Quarters 6/7 and Quarters 10. She explained that she and the Property Manager looked into getting the AC fixed in Quarters 2 and determined it did not make sense to repair at this time.
- The Property Manager received a quote for the removal of the exterior equipment and to cap the AC units from outside. The Acting Executive Director explained that this was discussed at the last Finance Committee meeting, and the question was raised on whether it needs to be done due to renovations that may be done soon.
- After checking with the Property Manager, it was determined that the work should be done due to further risk of damage to the remaining parts of the system, as well as possible refrigerant leaks
- The cost for this work is just under $10,000 plus tax, so it would be slightly over $10,000 with tax, requiring GC approval.

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- The Governing Council discussed this, and there was a question about whether there are other units sitting in other Quarters buildings that need to be removed and capped as well. The Acting Executive Director will check with the Property Manager about the other units and whether they might also need to be removed and capped.

Douglass Jackson asked for a motion to approve the Acting Executive Director moving forward with the Property Manager to work on the removal and cap of the AC units for the three Quarters buildings.

Blishda Lacet moved. Nancy Sugg seconded. 9 of 9 were in favor.

Additional Security

- In addition to the AC units damage, the Acting Executive Director shared that there have been some break-ins in the Quarters buildings in the last several months, and on one occasion vendor equipment was stolen.
- Due to these situations, the Property Manager recommended adding an additional full time, overnight shift security guard for just the Quarters buildings. Currently, the overnight person is responsible for patrolling both the Tower and the Quarters areas. She provided two quotes for the cost of a security guard at this shift, one for 5 days a week during the workweek and one for 7 days a week.
- There was discussion among the Governing Council about the logistics of adding this second security guard. They agreed it would be prudent to choose the 7 days a week option for added security.
- The Acting Executive Director said that she shares the same concerns and agrees with the recommendation of the Property Manager. She explained that if they voted to approve this, it would be for the remainder of 2026. Once the Quarters buildings are under construction and renovation, the construction company would handle security for that area. If there are still security concerns going into 2027, the added security could be factored into the budget for the year.
- The Governing Council discussed the possibility of additional security alarms and/or cameras. The Acting Executive said this could be an option, particularly for Quarters 10.
- Denise Stiffarm suggested that it would be best to receive the Property Manager's direct opinion as part of the discussion regarding the alarm for Quarters 10.

Douglass Jackson asked for a motion to authorize the Acting Executive Director to move forward with the Property Manager to provide an additional security person for the overnight shift 7 days a week for the remainder of 2026, and to work with the Property Manager regarding additional security technology. Diane Pietrowski moved. Nancy Long seconded. 9 of 9 were in favor.

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Lease term sheet

- Michael Finch led the discussion about lease term sheet for the Quarters building project with SCIDpda. He explained to the Governing Council that the Finance Committee asked him after their last meeting to clean up a final term sheet and send it to SCIDpda. He shared that last week, they responded and generally accepted the final term sheet, but flagged the landscaping as an ongoing concern and added a sentence to the Property Operating expenses portion.
- Denise Stiffarm provided some context for the Governing Council to understand the overall terms of the 99-year lease that the Finance Committee had already discussed at their last meeting. She explained that PHPDA is contributing a certain amount to exterior repairs, which is already ongoing, and explained the other funding that will come from the Commerce grant and likely King County. Beyond that, she said it is intended to be a net ground lease, aside from the landscaping and landmark trees issue that is to be determined.
- The Governing Council discussed the questions and concerns regarding the landmarked trees. This included where they are located on the property lines, the maintenance, liability concerns, and how this all might work in the lease agreement.
- Michael Finch and Denise Stiffarm explained that there will be other check-ins along the process of negotiating the lease, and that what they are voting on is a non-binding term sheet. They wanted to make sure the financial terms sit right with the Governing Council before moving forward. There was some discussion regarding the financial risks. The Governing Council discussed moving forward with the PHPDA mission in mind.
- The Governing Council Chair, Michael Finch, and Denise Stiffarm emphasized that this is just the high-level motion to move forward with the lease and there will be continued conversation with the Governing Council while negotiating the specific terms. Michael Finch recommended they accept and move forward with SCIDpda's modified version.

Douglass Jackson asked for a motion to direct the Acting Executive Director to sign the term sheet and for the team to move forward with drafting a lease with SCIDpda for the Quarters buildings. Martine Pierre-Louis moved. Nancy Sugg seconded. 8 of 9 were in favor, 1 member abstained, Nancy Long.

Strategic Transformation

Christina Hulet, the Strategic Transformation Consultant, led another discussion about where they are in the transformation process. She started by explaining where they left off in August, with the questions left to answer regarding how often they will issue grants and how long grants will run. She hoped that with the discussion, they would be able to vote on a grant model and what they want the focus to be for the first cycle. She reminded them that the Program Committee met and put together the updated financial projections and drafted some propositions for the grant models.

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Grant Model

- Christina Hulet presented the two grant models drafted by the Program Committee side by side to demonstrate their differences. These were two-year versus three-year models, with both including a cost-of-living adjustment increase throughout each year of the grant.
- There was discussion among the Governing Council about the purpose of the two- and three-year models. One Governing Council member explained that they believed a three-year model would allow more time to learn from the first round of grants and make adjustments in future cycles.
- There was a discussion about the benefit of the cohorts, with the general understanding that the cohorts would be beneficial for both PHPDA as an organization as well as the grantees. There was discussion regarding how many grantees should be in each cohort.
- Christina explained that the Program Committee had also discussed the responsive/reserve fund and suggested that it could start in 2028 and be separated from the cohorts. There were a few considerations of what it could fund:
    - Evaluation and learning
    - Workforce development
    - Braided & Partnership funding
    - Emerging community needs
- The Program Committee hoped they could plan to set aside some funds to come back to discussion on this program later, rather than voting on a decision now.
- For the primary grant program, the number and size of individual grants will be determined as we finalize details for the first cycle and the 2027 budget.
- The Governing Council discussed the elements of each model and possible amendments and additions—for example, including research and evaluation in the model, and a suggestion to amend the COLA adjustments at the end of each year to use the relevant data for each year. Several Governing Council members discussed the benefits of the three-year model. There was also some discussion about how long this grant model might run for and what they could do afterward.
- Christina Hulet noted that many Governing Council members seemed to agree with a three-year grant cycle, with some adjustments to the proposal based on total funding and COLA adjustments. She crafted a new draft proposal for the Governing Council with some of their discussed additions included.

The final proposal was: The Governing Council adopts a grant model of a new cohort every three years, with 6-year grants, a first-cycle commitment of up to $3 million for new grants with an annual cost-of-living adjustment. Number and amount per grant to be determined.

Doris Koo made a motion to adopt the model as presented. Bob Cook seconded. 8 of 9 were in favor. Diane Pietrowski opposed.

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2027 Focus Area

- The Program Committee Chair suggested that they save the conversation regarding the focus area for 2027 for a future meeting since they were out of time.
- The Acting Executive Director said that the Communications consultants would be meeting with the Executive Committee soon to talk about the Communications plan.
- She will start to work on the budget with updated projections of what the agreed-upon model could look like and suggested that both the Program Committee and Finance Committee look at those at their October meetings.

Adjournment

The meeting adjourned at 7:13 pm.

Minutes Approved: Signed by: Douglass Jackson 029AF0B61B324C4... 10/16/2026 (Date