



**BOARD MEETING AGENDA**

Wednesday, March 15, 2017  
 5:30 - 7:30 p.m.  
 Legacy House  
 803 S Lane St  
 Seattle, WA 98104

5:30	Action	1. Call to Order - Scott Yasui
5:32	Action/ Approval	2. Board Action/Approval <ul style="list-style-type: none"> <li>• Approve February 2017 Meeting Minutes Resolution</li> <li>• Accept February 2017 Expenditure Reports</li> <li>• Approve Concurrence Request</li> <li>• Approve Resolution Regarding StanCorp Financial Group, Inc.</li> <li>• Accept March 2017 Staff Reports</li> </ul>
5:45	Discussion	3. Fundraising Brainstorm—Jennifer Reyes & Monica Lauw
6:15	Discussion & Action/ Approval	4. Staff Briefing <ul style="list-style-type: none"> <li>• Approve Merit Leave &amp; PTO Policy Resolution</li> <li>• Hing Hay Park Restroom</li> <li>• Consent Agenda</li> <li>• Real Estate Update</li> <li>• Senior Services Update</li> <li>• Navigation Center</li> </ul>
6:45	Discussion	5. Board Business <ul style="list-style-type: none"> <li>• Board Retreat—Scott Yasui</li> <li>• Governance—Jared Jonson</li> <li>• Ad hoc Hotel Committee—Casey Huang</li> </ul>
7:15	Adjourn	6. Adjourn—Scott Yasui

**Upcoming Meetings and Events:**

- May 6 – CID Spring Clean
- May 10 – GiveBIG
- September 28 – Legacy House Moon Festival
- October 6 – SCIDpda Annual Fundraiser

**\*\*Executive sessions may be held:**

- to consider site selection or real estate acquisition by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- to consider the minimum price at which real estate will be offered for sale or lease public knowledge regarding such consideration would cause a likelihood of decreased price;
- to review negotiations on the performance of regarding such consideration would cause a likelihood of decreased price;
- to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased price;
- to receive and evaluate complaints/charges brought against a public officer or employee;
- to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is likely to become a party.

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is *to preserve, promote, and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.*

# **BOARD ACTION & APPROVAL**

## SCIDpda Board Meeting Minutes

February 15, 2017  
803 S Lane St  
Seattle, WA 98104

**Members Present:** Scott Yasui, Jared Jonson, Phillip Sit, Jennifer Reyes, Wayne Lau, Casey Huang, David Chang, Nelson Yong

**Staff Present:** Maiko Winkler-Chin, Vern Wood, Michael Omura, Jamie Lee, Julie Neilson, Janet Smith, Monica Lauw, Jody Fuentes, Emiko Mizuki, Arlyne Sevilla

**Guests Present:** Michele Wong, CID Coalition; Sultan Ramzanalli; Hotel Concepts; Tiernan Martin, ISRD Board; Sue Kay, CID Coalition; Abby Lawlor, UH Local 8; Ed Kim, Hotel Concepts; Faruq Ramzanalli, Hotel Concepts; Hui Tian, Studio19 Architects; Jeff Walls, Studio19 Architects; Janet Sawaya

---

### 1. Call to Order

The meeting was called to order by Jared Jonson, Vice Chair, at 5:40 p.m.

### 2. Board Action & Approval

- a. **Resolution 17-02-15-01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the January 2017 Minutes.

Moved: Wayne Lau  
Seconded: David Chang  
Board approved unanimously

- b. **January 2017 Expenditure Reports:**

Moved: Wayne Lau  
Seconded: David Chang  
Board accepted unanimously

- c. **Resolution 17-02-15-02:** We, the Seattle Chinatown International District Preservation and Development Authority ("PDA") Board, hereby authorize the PDA to extend the existing loan from Impact Capital ("Lender") until March 31, 2018. Aside from the extension of the maturity date, the terms set forth in that certain term sheet PA 2015103 issued by Lender via e-mail dated April 20, 2015 in order to finance the project development activities of the Louisa Hotel renovation will remain in force.

It is further resolved that the Board authorizes the Executive Director of the PDA, Maiko Winkler-Chin, to take all actions in the name of, and on behalf of the PDA as she shall deem necessary, appropriate, and convenient to consummate the Loan, including the execution and delivery of such agreements, documents, certificates, and instruments as in her judgment may be necessary or appropriate in connection with the Loan.

Moved: David Chang  
Seconded: Jennifer Reyes  
Board approved unanimously

- d. **Resolution 17-02-15-03:** We, the Seattle Chinatown International District Preservation and Development Authority Board, authorize that the SCIDpda move forward in the following transaction(s) where the consideration exchanged or received by the SCIDpda exceeds \$10,000, or the performance by the SCIDpda extends over a one year period:

- A \$12,500 contract award to Wetherholt & Associates for the design, documentation and production of bid documents for the roof replacement for the Bush Hotel

Moved: David Chang  
Seconded: Casey Huang  
Board approved unanimously

**e. Staff Reports:**

Jared Jonson asked SCIDpda staff about SCIDpda's office move to the plaza level of the Bush Hotel. Staff provided an update around progress, noting that IDEA Space staff have moved up to Hing Hay Coworks, that the administrative SCIDpda staff are still in the process of moving, and that construction of the new space will begin during mid-March.

Mike Omura gave an update on the DA-LI development, explaining that the individuals involved with the project will be meeting with the International Special Review District regarding retail and community impact before they present their preliminary certificate.

Monica Lauw announced she will be leaving SCIDpda at the end of March. She expressed gratitude to the board for the opportunity to work with SCIDpda.

**3. Navigation Center**

Maiko Winkler-Chin gave an overview of the City's new Navigation Center project, a 24-hour homeless shelter that will be built in Little Saigon. She discussed the project's impacts as well as its contention within the community. Residents have criticized the City's lack of early communication with the Little Saigon community regarding the shelter's location. Jared Jonson stated that the board should have a deeper discussion around its recommendations for public safety. Maiko Winkler-Chin recommended the board contemplate its public safety recommendations and consider issues such as community benefits agreements, etc.

**4. Presentation: SpringHill Suites & Residential Project—Studio19 Architects & Hotel Concepts**

Representatives from Studio19 Architects and Hotel Concepts presented their proposed SpringHill Suites and residential building development slated to be built at 616 8th Avenue S, on the intersection of S Lane St and 8<sup>th</sup> Ave S. They went over the details of the project, explaining that while they will be one of the largest buildings in the neighborhood, they will be within the neighborhood's zoning limitations. They explained that they intend for this hotel to incorporate some of the aesthetic cultural elements of the neighborhood.

The group addressed traffic flow that would stem from the project and stated they are working to ensure that cars do not clog the surrounding streets. David Chang voiced concern over traffic from the hotel interfering with business of Legacy House and the Denise Louie Education Center, as both entities have buses loading and unloading multiple times throughout the day on Lane St. The architects and developers explained that they plan to have ample amount of below ground parking, loading stalls on 8<sup>th</sup> Ave S, and valet parking. They also stated they plan to have around 20-25 employees on-site at one time with a restaurant located on the ground floor for hotel guests. Lastly, Ed Kim of Hotel Concepts stated that he intends to move his family into the residential side of the building, that he wishes to be a part of the community due to his Asian ancestry, and that he wishes to bring more development that enhances the neighborhood. Hui Tian of Studio19 Architects also stated that they wish to bring more jobs to the neighborhood and will encourage hiring from within the community.

**5. Public Comment**

There was no public comment made.

**6. Senior Services Update**

Vern Wood explained to the board that the AiPACE project is moving forward.

**a. Executive Session**

The board then went into executive session at 7:05-7:20 p.m. to consider price at which real estate will be offered for sale or lease.

- b. Resolution 17-02-15-04:** The Board of Directors of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize its Executive Director and/or its Deputy Director to negotiate terms whereby SCIDpda would transfer the operations of its Senior Services line of business to Aging In Pace Washington (AiPACE);

All agreed upon terms between SCIDpda and AiPACE will be reviewed by designated members of the Board. No negotiated terms are binding until ratified by the SCIDpda Board of Directors.

Moved: Jared Jonson  
Seconded: David Chang  
Board approved unanimously

Prior to approval of Resolution 17-02-15-04, the board agreed that it needs a smaller subcommittee regarding senior services, and concluded that Wayne Lau and possibly Michael Itti should be part of the subcommittee.

## 7. Board Business

- a. **Resolution 17-02-15-05:** We, the Seattle Chinatown International District Preservation and Development authority Board, approve that the following members of the staff and Board are authorized to sign disbursements and provide telephone authorizations to banking institutions on behalf of SCIDpda; in addition, the staff are authorized to request the opening or closure of bank accounts on behalf of SCIDpda:

Staff:

- Michael Omura
- Maiko Winkler-Chin
- Veronica Wood

Board:

- Wayne Lau
- Phillip Sit
- Scott Yasui

Moved: Jennifer Reyes

Seconded: Phillip Sit

Board approved unanimously

b. **Finance Committee**

Jared Jonson agreed to join the Finance Committee.

c. **Executive Session**

The board went into executive session at 7:26-7:31 p.m. to consider price at which real estate will be offered for sale or lease.

d. **Real Estate Committee**

Mike Omura and Maiko Winkler-Chin informed the board that Edge Developers is looking into a site in Little Saigon on 10<sup>th</sup> and Weller St that is owned by a church and the that Pacific Medical North lot is moving.

e. **Ad Hoc Hotel Committee**

Maiko Winkler-Chin asked what concerns the board had in regard to the proposed SpringHill Suites hotel and residential building, and the board agreed that major concerns are the scale of the building, signage clashing with the character of the neighborhood, pedestrian safety, and lack of storefront activation. Mike Omura agreed to draft a letter to City officials for the board to review and sign. Casey Huang recommended sending letters to the City of Seattle Department of Neighborhoods, Department of Transportation, and Department of Construction and Inspections, specifically requesting to see documentation of the City instructing the architects and developers of the project of their restraints to verify truth to claims mentioned during the presentation. The board agreed to include the International Special Review District (ISRD) board in the matter.

f. **Governance**

Scott Yasui announced that David Chang is leaving the SCIDpda Board and thanked him for his service. Maiko Winkler-Chin announced that Mark Gau has also left the board. Jared Jonson stated that regarding new board member recruitment, he is aware of two new potential board members, but that the board needs to come up with more and to especially recruit someone who has Scott's commercial real estate background.

g. **Board Retreat**

Maiko Winkler-Chin announced that the board retreat is April 15.

## 8. Adjourn

The meeting was adjourned by Scott Yasui, Board Chair, at 7:44 p.m.

**Resolution 17-03-15-01**

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the February 2017 Minutes.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

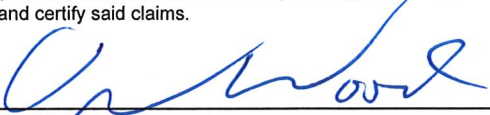
\_\_\_\_\_  
Date

Seattle Chinatown International District Preservation and Development Authority  
 409 Maynard Avenue S, Suite 200  
 Seattle, WA 98114

Expenditure Certification Memorandum

DATE: 3/6/2017  
 TO: Board of Directors  
 FROM: Vern Wood, Deputy Director  
 RE: February 2017 Expenditure Certification

I, Vern Wood, do hereby certify that the materials have been furnished, the services rendered or the labor performed herein, and that the claims represented by the vouchers listed below were just obligations of the SCIDPDA, and that I am authorized to authenticate and certify said claims.

  
 Vern Wood, Deputy Director

<b>Bush Hotel Commercial</b>						
Accounts Payable	Computer Run Checks	General Checking	1053	to	1064	\$ 16,745.33
					<b>Bush Hotel Commercial</b>	<b>\$16,745.33</b>
<b>Bush Hotel Condo</b>						
Accounts Payable	Computer Run Checks	General Checking	1451	to	1454	\$ 19,049.48
					<b>Bush Hotel Condo</b>	<b>\$19,049.48</b>
<b>Bush Hotel Fund</b>						
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			14,659.16
					<b>Bush Hotel Fund</b>	<b>\$14,659.16</b>
<b>Bush Hotel QalicB</b>						
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$ 40,069.89
					<b>Bush Hotel QalicB</b>	<b>\$40,069.89</b>
<b>Bush Hotel Residential</b>						
Accounts Payable	Computer Run Checks	General Checking	945	to	972	\$ 41,125.89
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$ 4,222.43
					<b>Bush Hotel Residential</b>	<b>\$45,348.32</b>
<b>CIDpda</b>						
Accounts Payable	Computer Run Checks	General Checking	927	to	927	\$ 2,467.84
					<b>CIDpda</b>	<b>\$ 2,467.84</b>
<b>IDVS2 Condo</b>						
Accounts Payable	Computer Run Checks	General Checking	1181	to	1185	\$ 16,398.27
					<b>IDVS2 Condo</b>	<b>\$16,398.27</b>
<b>DVA</b>						
Accounts Payable	Computer Run Checks	General Checking	2749	to	2761	\$ 58,300.09
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$ 2,772.59
					<b>DVA</b>	<b>\$61,072.68</b>
<b>IDVS1 Commercial</b>						
Accounts Payable	Computer Run Checks	General Checking	2697	to	2712	\$ 46,217.05
					<b>IDVS1 Commercial</b>	<b>\$46,217.05</b>
<b>IDVS2 Library &amp; Parking</b>						
Accounts Payable	Computer Run Checks	General Checking	609	to	615	\$ 30,305.57
					<b>IDVS2 Library &amp; Parking</b>	<b>\$ 30,305.57</b>
<b>IDVS2 Commercial</b>						
Accounts Payable	Computer Run Checks	General Checking	554	to	563	\$ 14,857.43
ACH Transfers	Cash Mgmt/Investments	Repl. Reserve	eft			\$ 6,864.03
					<b>IDVS2 Commercial</b>	<b>\$21,721.46</b>
<b>Legacy House</b>						
Accounts Payable	Computer Run Checks	General Checking	9116	to	9166	\$ 92,816.45
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$ 202,187.50
					<b>Legacy House</b>	<b>\$295,003.95</b>

**New Central Commercial**

Accounts Payable	Computer Run Checks	General Checking	197	to	211	\$	9,615.70	
							<b>New Central Commercial</b>	<b>\$9,615.70</b>

**New Central Hotel**

Accounts Payable	Computer Run Checks	General Checking	114	to	115	\$	5,304.07	
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	20,615.51	
							<b>New Central Hotel</b>	<b>\$25,919.58</b>

**New Central Residential**

Accounts Payable	Computer Run Checks	General Checking	221	to	237	\$	19,243.13	
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	350.00	
							<b>New Central Residential</b>	<b>\$19,593.13</b>

**Nutrition Services**

Accounts Payable	Computer Run Checks	General Checking	741	to	745	\$	8,029.70	
							<b>Nutrition Services</b>	<b>\$8,029.70</b>

**SCIDpda**

Accounts Payable	Computer Run Checks	General Checking	6754	to	6796	\$	141,676.12	
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	243.01	
Payroll	Automatic Withdrawal	General Checking	2/2/17 and 2/16/17			\$	217,242.49	
							<b>SCIDpda</b>	<b>\$359,161.62</b>

\$1,031,378.73

The above vouchers and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Council and signed by me in open session in authentication of their approval on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chair



### SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqallcb,bhres,childpar,cidblock,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,dva,ethbc,hinghay,ideaody,ldvs1com,ldvs2com,ldvs2con,ldvs2lp,kultura,legaads,legacy,lhfoods,lhhouse,lhmain,lhmarket,lhopera,lhwella,littsaig,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,pdaccmty,pdaded, pdamaint,pdaprop,scid AND mm/yy=02/2017-02/2017 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Notes
<b>bhcommop - General Checking</b>				
1053	keybankc - KeyBank	02/01/2017	47.83	R & M Supplies
1054	seacitli - Seattle City Light	02/01/2017	162.65	Electricity
1055	citseacl - City of Seattle	02/09/2017	368.00	Conveyance Inspection
1056	repser - Republic Services	02/09/2017	1,347.89	Garbage/Waste Removal
1057	verwir - Verizon Wireless	02/09/2017	8.20	Telecom
1058	eltsys - ELTEC Systems, LLC	02/15/2017	590.02	Elevator - Contract
1059	pdamaint - SCIDpda Maintenance Dept	02/15/2017	1,634.79	WOs
1060	wasman - Waste Management of Seattle	02/15/2017	1,607.03	Garbage/Waste Removal
1061	zeststu - Zeppelin Studio	02/15/2017	87.68	Common Area - Update 2 Panels
1062	bushcond - SCIDPDA Bush Hotel Condo Association	02/22/2017	10,555.24	Condo Billing
1063	cedgro - Cedar Grove Organics Recycling	02/22/2017	116.00	Garbage/Waste Removal
1064	ilgross - I.L. Gross Structural Engineers	02/22/2017	220.00	Professional Fees & Consulting
<b>Total bhcommop - General Checking</b>			<b>16,745.33</b>	
<b>bhcondop - General Checking</b>				
1451	seacitli - Seattle City Light	02/01/2017	2,630.63	Electricity
1452	cenlin - CenturyLink	02/09/2017	116.48	Telecom
1453	pugsou - Puget Sound Energy	02/09/2017	5,074.13	Natural Gas
1454	citseacu - City of Seattle-Combined Utilities	02/22/2017	11,228.24	Water/Sewer
<b>Total bhcondop - General Checking</b>			<b>19,049.48</b>	
<b>bhfundop - Operating Account</b>				
ACH	scidpda - SCIDpda	02/12/2017	5,790.68	Interest payment - monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	02/15/2017	8,868.48	Loan A Payment - monthly
<b>Total bhfundop - Operating Account</b>			<b>14,659.16</b>	
<b>bhqalop - General Checking</b>				
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	02/06/2017	387.45	Loan A Interest Payment 2016 Recon. Adj.
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	02/06/2017	5,522.89	Loan A Interest Payment 01/2017 Recon. Adj.
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	02/06/2017	11,342.75	Loan B Interest Payment - monthly
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	02/08/2017	10,245.06	Loan B Interest Payment - monthly
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	02/15/2017	12,571.74	Loan A Principal & Interest Payment - monthly
<b>Total bhqalop - General Checking</b>			<b>40,069.89</b>	
<b>bhresop - General Checking</b>				
945	keybankc - KeyBank	02/01/2017	182.04	R & M Supplies
946	pdamaint - SCIDpda Maintenance Dept	02/01/2017	92.50	WOs
947	prnjans - Phnook	02/01/2017	310.00	Janitorial - Contract
948	scidpda - SCIDpda	02/01/2017	4,064.00	Loan payment - monthly; paid by scid
949	seacitli - Seattle City Light	02/01/2017	73.82	Electricity
950	seacitli - Seattle City Light	02/01/2017	792.48	Electricity
951	seacitli - Seattle City Light	02/01/2017	29.83	Electricity
952	seacitli - Seattle City Light	02/01/2017	375.32	Electricity
953	seacitli - Seattle City Light	02/01/2017	389.28	Electricity
954	searub - Seattle Rubbish Removal	02/01/2017	622.28	Garbage/Waste Removal
955	shewill - Sherwin-Williams Co.	02/01/2017	307.99	R & M Supplies
956	sprague - Sprague	02/01/2017	164.40	Pest Control - BB Dog Inspections
957	hdsupp - HD Supply Facilities Maintenance, LTD	02/09/2017	101.57	R & M Supplies
958	seacitli - Seattle City Light	02/09/2017	13.68	Electricity
959	seacitli - Seattle City Light	02/09/2017	28.58	Electricity
960	seacitli - Seattle City Light	02/09/2017	22.48	Electricity
961	sprague - Sprague	02/09/2017	255.37	Pest Control - January
962	verwir - Verizon Wireless	02/09/2017	78.44	Telecom
963	busimp - Business Impact NW	02/09/2017	1,604.68	Loan Payment - monthly
964	citseacu - City of Seattle-Combined Utilities	02/15/2017	63.80	Water/Sewer
965	eltsys - ELTEC Systems, LLC	02/15/2017	2,202.86	Elevator - Contract
966	lowes - Lowe's	02/15/2017	1,686.21	R & M Supplies
967	pdamaint - SCIDpda Maintenance Dept	02/15/2017	813.35	WOs
968	scidpda - SCIDpda	02/15/2017	10,983.95	ID Billing
969	bushcond - SCIDPDA Bush Hotel Condo Association	02/22/2017	14,261.16	Condo Billing
970	finnel - Finney Neill & Co. P.S.	02/22/2017	1,177.70	Audit Fees
971	hdsupp - HD Supply Facilities Maintenance, LTD	02/22/2017	172.75	R & M Supplies
972	sprague - Sprague	02/22/2017	255.37	Pest Control - February
ACH	bushot - Bush Hotel Limited Partnership	02/17/2017	3,151.43	Replacement Reserve Payment - monthly
ACH	bushot2 - Bush Hotel Limited Partnership	02/17/2017	1,071.00	Operating Reserve Payment - monthly
<b>Total bhresop - General Checking</b>			<b>45,348.32</b>	
<b>cidpdaop - General Checking</b>				
927	keybankc - KeyBank	02/01/2017	2,467.84	Direct Fundraising Expenses
<b>Total cidpdaop - General Checking</b>			<b>2,467.84</b>	
<b>condo2op - General Checking</b>				
1181	cenlin - CenturyLink	02/01/2017	356.29	Telecom
1182	pugsou - Puget Sound Energy	02/09/2017	4,098.52	Natural Gas
1183	seacitli - Seattle City Light	02/09/2017	315.44	Electricity
1184	citseacu - City of Seattle-Combined Utilities	02/15/2017	10,853.43	Water/Sewer
1185	pdamaint - SCIDpda Maintenance Dept	02/15/2017	774.59	WOs
<b>Total condo2op - General Checking</b>			<b>16,398.27</b>	

Check#	Vendor	Check Date	Total Check	Notes
<b>dvaop - General Checking</b>				
2749	ldvs2con - IDVS2 Condo Association	02/01/2017	9,130.00	Condo Billing
2750	ldvs2lib - IDVS2 Library/Parking	02/01/2017	17,571.25	Bond Note Payment - monthly
2751	pmjans - Phnook	02/01/2017	480.00	Janitorial - Contract
2752	wavbro - Wave Broadband	02/01/2017	39.50	Telecom
2753	hdsupp - HD Supply Facilities Maintenance, LTD	02/09/2017	107.12	R & M Supplies
2754	verwir - Verizon Wireless	02/09/2017	71.52	Telecom
2755	eltsys - ELTEC Systems, LLC	02/15/2017	1,159.72	Elevator - Contract
2756	hdsupp - HD Supply Facilities Maintenance, LTD	02/15/2017	35.19	R & M Supplies
2757	lowes - Lowe's	02/15/2017	97.24	R & M Supplies
2758	pdamaint - SCIDpda Maintenance Dept	02/15/2017	529.85	WOs
2759	scidpda - SCIDpda	02/15/2017	13,457.66	ID Billing
2760	hdsupp - HD Supply Facilities Maintenance, LTD	02/22/2017	340.31	R & M Supplies
2761	ldvs2con - IDVS2 Condo Association	02/22/2017	15,280.73	Condo Billing
ACH	ldvsfh - IDVS 2 Family Housing LLC	02/17/2017	2,234.27	Replacement Reserve Payment - monthly
ACH	ldvsfh2 - IDVS 2 Family Housing LLC	02/17/2017	538.32	Operating Reserve Payment - monthly
<b>Total dvaop - General Checking</b>			<b>61,072.68</b>	
<b>ldvs1op - General Checking</b>				
2697	cenlin - CenturyLink	02/09/2017	77.94	Telecom
2698	pugsou - Puget Sound Energy	02/09/2017	2,463.34	Natural Gas
2699	repser - Republic Services	02/09/2017	1,318.00	Garbage/Waste Removal
2700	seactli - Seattle City Light	02/09/2017	17,804.96	Electricity
2701	verwir - Verizon Wireless	02/09/2017	12.75	Telecom
2702	wetass - Wetherholt and Associates, Inc.	02/09/2017	666.25	Professional Fees & Consulting
2703	cenlin - CenturyLink	02/15/2017	53.62	Telecom
2704	citseacu - City of Seattle-Combined Utilities	02/15/2017	63.80	Water/Sewer
2705	citseacu - City of Seattle-Combined Utilities	02/15/2017	8,665.90	Water/Sewer
2706	eltsys - ELTEC Systems, LLC	02/15/2017	785.46	Elevator - Contract
2707	lowes - Lowe's	02/15/2017	70.99	R & M Supplies
2708	pdamaint - SCIDpda Maintenance Dept	02/15/2017	874.35	WOs
2709	scidpda - SCIDpda	02/15/2017	7,565.05	ID Billing
2710	wasman - Waste Management of Seattle	02/15/2017	1,793.54	Garbage/Waste Removal
2711	crocon - Crown Const Remodelling Inc	02/22/2017	3,701.10	R & M Maintenance - Waterproofing
2712	usbank1 - US Bank/TFM/118377000/Patty Schrandt	02/22/2017	300.00	Bond Admin Fees - annual
<b>Total ldvs1op - General Checking</b>			<b>46,217.05</b>	
<b>ldvs2cns - General Checking</b>				
609	ldvs2con - IDVS2 Condo Association	02/01/2017	8,545.55	Condo Billing
610	usbank - US Bank/TFM/97298300/Patty Schrandt	02/01/2017	14,732.29	Bond Payment - monthly
611	verwir - Verizon Wireless	02/09/2017	37.63	Telecom
612	eltsys - ELTEC Systems, LLC	02/15/2017	531.54	Elevator - Contract
613	pdamaint - SCIDpda Maintenance Dept	02/15/2017	43.20	WOs
614	scidpda - SCIDpda	02/15/2017	5,737.02	ID Billing
615	ldvs2con - IDVS2 Condo Association	02/22/2017	678.34	Condo Billing
<b>Total ldvs2cns - General Checking</b>			<b>30,305.57</b>	
<b>ldvs2op3 - General Checking</b>				
554	cenlin - CenturyLink	02/01/2017	195.21	Telecom
555	ldvs2con - IDVS2 Condo Association	02/01/2017	1,816.10	Condo Billing
556	jpmcha - JPMorgan Chase Bank	02/01/2017	5,661.70	Loan Payment - monthly
557	cenlin - CenturyLink	02/09/2017	53.77	Telecom
558	verwir - Verizon Wireless	02/09/2017	13.66	Telecom
559	pdamaint - SCIDpda Maintenance Dept	02/15/2017	380.00	WOs
560	repser - Republic Services	02/15/2017	654.29	Garbage/Waste Removal
561	scidpda - SCIDpda	02/15/2017	477.01	ID Billing
562	wasman - Waste Management of Seattle	02/15/2017	2,140.19	Garbage/Waste Removal
563	ldvs2con - IDVS2 Condo Association	02/22/2017	3,465.50	Condo Billing
<b>Total ldvs2op3 - General Checking</b>			<b>14,857.43</b>	
<b>ldvs2re3 - Replacement Reserve</b>				
ACH	ldvs2com - IDVS 2 Commercial	02/24/2017	6,864.03	Transfer to General Checking for Controls Upgrade
<b>Total ldvs2re3 - Replacement Reserve</b>			<b>6,864.03</b>	
<b>legacyop - General Checking</b>				
9080	lpfscorp - IPFS Corporation	02/06/2017	(4,759.84)	Insurance (reversed and reissued due to lost check)
9116	90001769 - Mak	02/01/2017	670.21	Tenant Refund
9117	citpro - City Produce Company	02/01/2017	1,310.89	Program - Food Cost
9118	depsoc - DSHS	02/01/2017	1,601.97	Refund DSHS Overpayment
9119	dinhea - Ding	02/01/2017	184.87	Staff Appreciation
9120	keilor - Keiro Northwest	02/01/2017	6,130.00	Program - Delivery & Transportation
9121	keybank - KeyBank	02/01/2017	698.38	R & M/Program - Supplies/Marketing Expense
9122	kinori - King's Oriental Foods, Inc	02/01/2017	342.00	Program - Food Cost
9123	leaage - LeadingAge Washington	02/01/2017	289.99	Membership Dues - monthly
9124	neopos2 - Neopost USA, Inc	02/01/2017	171.89	Postage
9125	netser - Network Services Company	02/01/2017	23.19	Program - Supplies
9126	petqua - Petschl's Quality Meats Inc	02/01/2017	231.75	Program - Food Cost
9127	pmjans - Phnook	02/01/2017	585.00	Janitorial - Contract
9128	shewil - Sherwin-Williams Co.	02/01/2017	180.70	R & M Supplies
9129	sprfar - Springbrook Farms	02/01/2017	183.90	Program - Food Cost
9130	syssea - SYSCO Seattle Inc	02/01/2017	548.09	Program - Food Cost & Supplies
9131	wasden - Delta Dental of Washington	02/01/2017	1,396.05	Payroll Benefits - Dental
9132	wavbro - Wave Broadband	02/01/2017	105.56	Telecom
9133	dinhea - Ding	02/01/2017	166.85	Program - Supplies

Check#	Vendor	Check Date	Total Check	Notes
9134	fooser - Food Services of America	02/01/2017	1,610.81	Program - Food Cost
9135	grohea - Group Health Options Inc. Premium	02/01/2017	15,781.32	Payroll Benefits - Medical
9136	hartfo - The Hartford	02/01/2017	489.21	Payroll Benefits - Life
9137	citpro - City Produce Company	02/09/2017	334.42	Program - Food Cost
9138	lpfscorp - IPFS Corporation	02/09/2017	9,757.67	Insurance Installment Payment
9139	kincou - King County Finance	02/09/2017	1,410.50	Program - Delivery & Transportation
9140	leaage - LeadingAge Washington	02/09/2017	490.54	Group Retrospective Rating Program - monthly
9141	netser - Network Services Company	02/09/2017	737.73	Program - Supplies
9142	petqua - Petsch's Quality Meats Inc	02/09/2017	216.30	Program - Food Cost
9143	sprague - Sprague	02/09/2017	125.38	Pest Control
9144	sprfar - Springbrook Farms	02/09/2017	183.90	Program - Food Cost
9145	verwir - Verizon Wireless	02/09/2017	212.12	Telecom
9146	bobjoh - Bob Johnson's Pharmacy	02/15/2017	86.43	Program - Supplies
9147	byrhea - Byram Healthcare Centers	02/15/2017	26.93	Program - Supplies
9148	cscser - CSC Service Works, Inc.	02/15/2017	100.74	Program - Supplies
9149	elelig - Electric Lightwave	02/15/2017	669.18	Telecom
9150	huamin - Huang	02/15/2017	159.47	Staff Appreciation
9151	ldvs1co - IDVS 1 Commercial	02/15/2017	33,232.67	Rent
9152	infreh - Infinity Rehab	02/15/2017	1,372.70	Program - Temp Staff
9153	kinori - King's Oriental Foods, Inc	02/15/2017	357.75	Program - Food Cost
9154	leaage - LeadingAge Washington	02/15/2017	15.00	Licenses/permits
9155	merpar - Merchants Parking Assoc.	02/15/2017	1,044.00	Program - Delivery & Transportation
9156	pdamaint - SCIDpda Maintenance Dept	02/15/2017	4,620.75	WOs
9157	rthood - R&T Hood and Duct Services, Inc	02/15/2017	135.38	Fire Systems/Sprinkler - Service Calls
9158	sprfar - Springbrook Farms	02/15/2017	183.90	Program - Food Cost
9159	thesea - The Seattle Times	02/15/2017	85.80	Dues & Subscriptions
9160	wasman - Waste Management of Seattle	02/15/2017	1,067.85	Garbage/Waste Removal
9161	eltsys - ELTEC Systems, LLC	02/22/2017	4,713.07	Elevator - Contract
9162	fooser - Food Services of America	02/22/2017	1,778.24	Program - Food Cost
9163	nurcal - Onetrac Wireless Messaging Inc.	02/22/2017	394.56	R & M Supplies
9164	offdeph - Office Depot	02/22/2017	249.34	Office Supplies & Equipment
9165	petqua - Petsch's Quality Meats Inc	02/22/2017	218.45	Program - Food Cost
9166	yarsys - Yardl Systems, Inc.	02/22/2017	892.89	Licenses/permits
ACH	scldpda - SCIDpda	02/09/2017	50,000.00	Transfer for Payroll Expenses
ACH	leghou - Legacy House	02/17/2017	2,187.50	Replacement Reserve Payment - monthly
ACH	scldpda - SCIDpda	02/23/2017	150,000.00	Transfer for Payroll Expenses
<b>Total legacyop - General Checking</b>			<b>295,003.95</b>	
<b>nccomop2 - General Checking</b>				
197	newcentr - SCIDPDA New Central Apartments, Inc	02/01/2017	54.90	RE Taxes
198	pdamaint - SCIDpda Maintenance Dept	02/01/2017	6.30	WOs
199	seacitli - Seattle City Light	02/01/2017	799.38	Electricity
200	newcentr - SCIDPDA New Central Apartments, Inc	02/09/2017	1,925.40	Water/Sewer; paid by res
201	shewil - Sherwin-Williams Co.	02/09/2017	317.79	R & M Supplies
202	verwir - Verizon Wireless	02/09/2017	6.37	Telecom
203	bulhar - Builders' Hardware & Supply Co	02/15/2017	450.08	R & M Locks & Keys
204	citseacu - City of Seattle-Combined Utilities	02/15/2017	2,351.76	Water/Sewer
205	eltsys - ELTEC Systems, LLC	02/15/2017	474.44	Elevator - Contract
206	paciam - Pacific Lamp & Supply Company	02/15/2017	25.32	R & M Supplies
207	pdamaint - SCIDpda Maintenance Dept	02/15/2017	2,038.75	WOs
208	scldpda - SCIDpda	02/15/2017	352.39	ID Billing
209	tcms - TCMS of Seattle	02/15/2017	611.26	HVAC/Boiler Maintenance - Contract
210	wasman - Waste Management of Seattle	02/15/2017	26.20	Garbage/Waste Removal
211	zepstu - Zeppelin Studio	02/15/2017	175.36	Common Area - Update Directory Panel
<b>Total nccomop2 - General Checking</b>			<b>9,615.70</b>	
<b>nchotop - General Checking</b>				
114	lpfscorp - IPFS Corporation	02/09/2017	1,334.21	Insurance Installment Payment
115	easwes - East-West Investment Co.	02/15/2017	3,969.86	Rent - monthly
ACH	welfar - Wells Fargo	02/10/2017	19,549.92	Loan Payment - monthly
ACH	newcenth - New Central Hotel LLC	02/17/2017	1,065.59	Replacement Reserve Payment - monthly
<b>Total nchotop - General Checking</b>			<b>25,919.58</b>	
<b>ncresop - General Checking</b>				
221	cenlin - CenturyLink	02/01/2017	53.62	Telecom
222	newcentc - SCIDPDA New Central Commercial, Inc	02/01/2017	152.82	HVAC/Boiler Maintenance - Contract; paid by com
223	pmjans - Phnook	02/01/2017	380.00	Janitorial - Contract
224	seacitli - Seattle City Light	02/01/2017	5,118.60	Electricity
225	hdsupp - HD Supply Facilities Maintenance, LTD	02/09/2017	109.75	R & M Supplies
226	pugsou - Puget Sound Energy	02/09/2017	384.12	Natural Gas
227	verwir - Verizon Wireless	02/09/2017	36.07	Telecom
228	citseacu - City of Seattle-Combined Utilities	02/15/2017	2,405.59	Water/Sewer
229	citseacu - City of Seattle-Combined Utilities	02/15/2017	83.63	Water/Sewer
230	eltsys - ELTEC Systems, LLC	02/15/2017	3,098.21	Elevator - Contract
231	lowes - Lowe's	02/15/2017	174.41	R & M Supplies
232	scldpda - SCIDpda	02/15/2017	3,923.77	ID Billing
233	tcms - TCMS of Seattle	02/15/2017	662.20	HVAC/Boiler Maintenance - Contract
234	finnel - Finney Neill & Co. P.S.	02/22/2017	1,990.20	Audit Fees
235	hdsupp - HD Supply Facilities Maintenance, LTD	02/22/2017	312.95	R & M Supplies
236	paciam - Pacific Lamp & Supply Company	02/22/2017	114.37	R & M Supplies
237	sprague - Sprague	02/22/2017	242.82	Pest Control
ACH	newcentr - SCIDPDA New Central Apartments, Inc	02/17/2017	350.00	Replacement Reserve Payment - monthly
<b>Total ncresop - General Checking</b>			<b>19,593.13</b>	

Check#	Vendor	Check Date	Total Check	Notes
<b>nutriop2 - General Checking</b>				
741	grohea - Group Health Options Inc. Premium	02/01/2017	297.00	Payroll Benefits - Medical
742	kinori - King's Oriental Foods, Inc	02/01/2017	35.00	Program - Food cost
743	wasden - Delta Dental of Washington	02/01/2017	78.70	Payroll Benefits - Dental
744	bushcomm - SCIDpda Bush Hotel Commercial	02/09/2017	4,629.00	Rent
745	filcom - Filipino Community of Seattle	02/22/2017	2,990.00	Service Agreement - Other
<b>Total nutriop2 - General Checking</b>			<b>8,029.70</b>	
<b>pdaop - General Checking</b>				
6754	cenlin - CenturyLink	02/01/2017	236.75	Telecom
6755	dlnqua - Dinh	02/01/2017	8.83	Payroll Benefits - Vision
6756	idvs2lib - IDVS2 Library/Parking	02/01/2017	1,375.00	Employee Parking
6757	intpark - Interim Parking Services	02/01/2017	778.00	Employee Parking
6758	inthi - Interpret This Inc	02/01/2017	359.40	Translation Fee
6759	keybankc - KeyBank	02/01/2017	1,592.80	Travel/Marketing Expense/Office Supplies
6760	phaquy - Pham	02/01/2017	8.83	Payroll Benefits - Vision
6761	tecave - Techie Avenger Inc	02/01/2017	2,788.48	Computer Maintenance
6762	visser - Vision Service Plan	02/01/2017	122.12	Payroll Benefits -Vision
6763	wasden - Delta Dental of Washington	02/01/2017	1,156.50	Payroll Benefits - Dental
6764	wavbro - Wave Broadband	02/01/2017	81.45	Telecom
6765	wooyue - Yuen G. Woo LLC	02/01/2017	10,671.60	Note Receivable - Louisa Hotel
6766	grohea - Group Health Options Inc. Premium	02/01/2017	14,291.84	Payroll Benefits - Medical
6767	guasec - Guardian Security Systems, Inc	02/01/2017	315.65	R & M Maintenance
6768	hartfo - The Hartford	02/01/2017	528.57	Payroll Benefits - Life
6769	idvs1co - IDVS 1 Commercial	02/01/2017	375.00	Employee Parking
6770	future - Futurewise	02/07/2017	2,500.00	Professional Fees & Consulting
6771	cidpda - CIDpda 501c(3)	02/09/2017	1,132.10	Reimb. Duplicate Donation Transfer
6772	ethbus - Ethnic Business Coalition	02/09/2017	16,683.01	Program Expenses
6773	finnel - Finney Neill & Co. P.S.	02/09/2017	2,675.00	Audit Fees
6774	inthi - Interpret This Inc	02/09/2017	137.50	Translation Fee
6775	meetln - MeetingOne	02/09/2017	36.73	Telecom
6776	navben - Navia Benefit Solutions	02/09/2017	680.00	Payroll Benefits
6777	philins - Philadelphia Insurance Companies	02/09/2017	9,967.75	Insurance Installment Payment
6778	thecomm - The Commerce Bank of WA	02/09/2017	20,000.00	LOC Payment - monthly
6779	verwir - Verizon Wireless	02/09/2017	642.59	Telecom
6780	visser - Vision Service Plan	02/09/2017	32.07	Payroll Benefits -Vision
6781	voduy - Vo	02/09/2017	1,500.00	Professional Fees & Consulting
6782	bushcomm - SCIDpda Bush Hotel Commercial	02/15/2017	11,064.00	Rent
6783	moklou - Mok	02/15/2017	111.10	Staff Appreciation
6784	socmil - Social Milll	02/15/2017	1,000.00	Security Deposit Refund
6785	welfarv - Wells Fargo Vendor Financial Services	02/15/2017	497.60	Copier Lease/Maintenance
6786	wooyue - Yuen G. Woo LLC	02/15/2017	4,942.44	Note Receivable - Louisa Hotel
6787	cenlin - CenturyLink	02/22/2017	236.75	Telecom
6788	conchr - Connolly	02/22/2017	2,171.25	Professional Fees & Consulting
6789	ethbus - Ethnic Business Coalition	02/22/2017	8,333.00	Program Expenses
6790	fidcom - Fidelis Communications, Inc	02/22/2017	710.21	Telecom
6791	finnel - Finney Neill & Co. P.S.	02/22/2017	2,675.00	Audit Fees
6792	houdep - Housing Development Consortium	02/22/2017	1,500.00	Community Outreach - 9th Annual HDC Celebration
6793	milhay - Miller Hayashi Architects LLC	02/22/2017	15,266.00	Professional Fees & Consulting
6794	offdep - Office Depot	02/22/2017	127.01	Office Supplies & Equipment
6795	purpow - Purchase Power	02/22/2017	320.99	Postage
6796	tecave - Techie Avenger Inc	02/22/2017	2,043.20	Computer Maintenance
Payroll	qquest - Qquest Payroll Services	02/02/2017	107,070.27	Payroll
Payroll	qquest - Qquest Payroll Services	02/16/2017	110,172.22	Payroll
ACH	stwasec - State of WA - Secretary of State	02/23/2017	71.00	Licenses/permits
ACH	stwab&o - Department of Revenue	02/28/2017	172.01	B & O Taxes
<b>Total pdaop - General Checking</b>			<b>359,161.62</b>	
			<b>1,031,378.73</b>	

**Exhibit B**  
**Craft3 Rent Schedule**

Prepared 2/09/17

<b>Building SF</b>	<b>Craft SF</b>
28,178	6,712

<b>Scope of Improvements</b>		
Finished Office Space - \$4/sq. ft.	\$	19,400
Corridor Space - \$12/sq. ft.	\$	4,920
Unfinished Space - \$59.65/sq. ft.	\$	87,562
Shower - \$200/sq/ ft. - split costs	\$	12,000
Bike Storage - \$59.65/sq. ft. - split	\$	6,114
Interest and Additional TI Allowance	\$	20,004
<b>Total</b>	<b>\$</b>	<b>150,000</b>

2017 NNN	\$/SF/Year	\$/Month
Utilities	\$ 5.32	\$ 3,275
Insurance	\$ 1.00	\$ 612
Property Tax	\$ 0.04	\$ 24
Maintenance	\$ 2.31	\$ 318
<b>Total</b>	<b>\$ 8.67</b>	<b>\$ 4,229</b>

**Craft3 Provides \$150,000 - Discount Base Rent to \$17.75/SF with 3.0% Escalation through payout of TI allowance in year 5, thereafter, rent adjusts to normal rent rate based on 3% Escalation.**

Dates	\$/sf	BR/month	Per Year
2/17/17-7/31/17	0	\$ -	\$ -
8/1/17-7/31/18	17.75	\$ 9,928	\$ 119,138
8/1/18-7/31/19	18.28	\$ 10,226	\$ 122,712
8/1/19-7/31/20	18.83	\$ 10,533	\$ 126,394
8/1/20-7/31/21	19.40	\$ 10,849	\$ 130,185
8/1/21-7/31/22	20.20	\$ 11,299	\$ 135,582
8/1/22-7/31/23	25.50	\$ 14,263	\$ 171,156
8/1/23-7/31/24	26.27	\$ 14,691	\$ 176,291
8/1/24-7/31/25	27.05	\$ 15,132	\$ 181,579
8/1/25-7/31/26	27.86	\$ 15,586	\$ 187,027
8/1/27-1/31/27	28.70	\$ 16,053	\$ 96,319

## Resolution 17-03-15-02

### RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

We, the Board of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize that the SCIDpda move forward in the following transaction(s) where the consideration exchanged or received by the SCIDpda exceeds \$10,000, or the performance by the SCIDpda extends over a one year period:

- Craft 3:
  - 10 year lease - February 2017 - January 2027 (additional 1 ten year option)
  - 6,712 sq ft - 2nd floor Bush Comm
  - We give \$150,000 in leasehold improvements - paid by lower rent over 1st 5 years.
  - \$22/sq ft discounted to \$17.75, 3% escalation
  - NNN lease
  - See rent schedule for further details

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Resolution 17-03-15-03**

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT  
PRESERVATION AND PUBLIC DEVELOPMENT AUTHORITY**

We, the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) Board, authorize Maiko Winkler-Chin to conduct financial transactions on behalf of the Agency as it relates to the stock of StanCorp Financial Group, Inc. Maiko is authorized to sign any documents or take any action as it relates to the shares owned by SCIDpda.

We also certify there is NO CORPORATE SEAL for SCIDpda.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

# SCIDPDA MONTHLY MANAGEMENT REPORT

## March 2017

### Property Management

#### Commercial Vacancy as of 2/28/2017

Property	Total Sq Ft	Vacant	Percent Vacant	Month to Month
IDVS 1	86,039	0	0.00%	0
IDVS II	5,899	1,566	26.55%	1,439
New Central	20,589	1,451	7.04%	6,346
Bush Hotel	28,178	0	0.00%	590
Jackson	4,918	0	0	0
<b>Portfolio Total</b>	<b>145,623</b>	<b>3,017</b>	<b>2.07%</b>	<b>8,375</b>

#### Leasing Activity and Property Notes

At New Central, the real estate broker who was interested in the space previously occupied by Flow Works, backed out of the lease. We have some interest in that space.

At IDVS2com, ICHS has agreed to lease the GTT Travel Space (995 sq. ft.) beginning April 1st. Two small offices remain vacant.

We signed a lease with Craft 3 for the 2<sup>nd</sup> floor Bush Hotel space. The lease was effective 2/17/17 but we have given rent concessions while both our space and the upstairs is being renovated. Rent payments begin August 1, 2017.

#### Residential Vacancy as of 2/28/2017

	Jan. 2017	YTD	2017 Budget
<b>PDA-Owned Properties</b>			
Bush Residential	2.10%	1.55%	3.00%
Domingo Viernes Apartments	0%	0%	.50%
New Central Apartments	3.57%	1.69%	1.00%
<b>PDA-Managed Properties</b>			
Eastern Hotel	0%	.11%	2.00%
Nihonmachi Terrace	5.90%	4.95%	3.00%
NP Hotel	0%	0%	3.00%
Jackson Apartments	0%	0%	1.00%

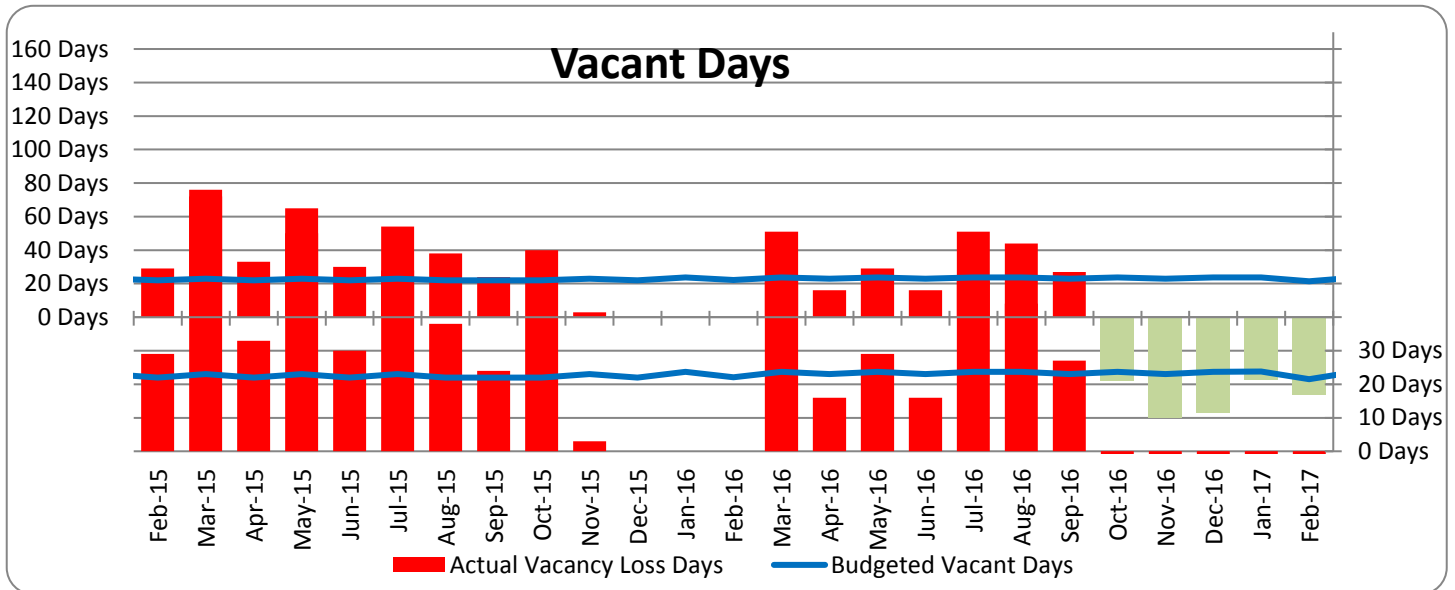


## Senior Services

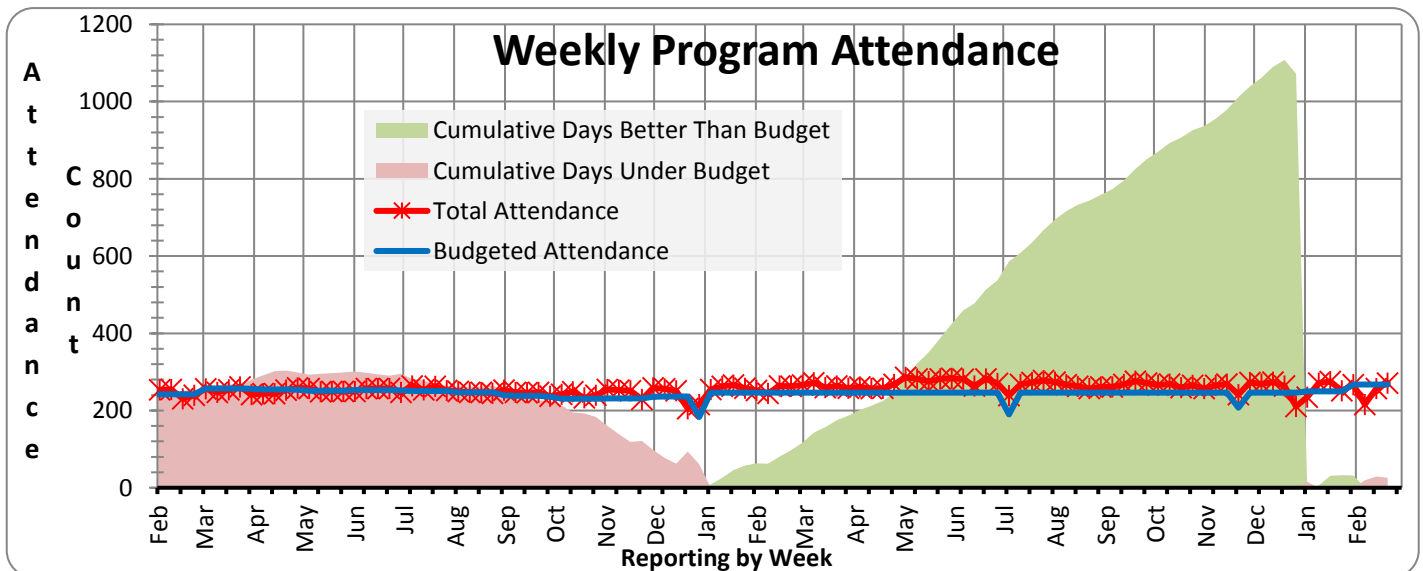
45 days were budgeted for Vacancy Loss through February 2017, with an actual vacancy loss of (-83) days making the net vacancy number less than budget through February by 128 days. The vacancy loss for January and February was actually a net negative because we have 3 rooms occupied by couples and the budget only accounted for 1 double room.

ADS is continuing to do well but weather in February caused a closure for a day earlier in the month and cold weather contributed to lower attendance. Staff made good attempts to reschedule people for ADS but attendance ended up 26 days below budget through February.

### Assisted Living



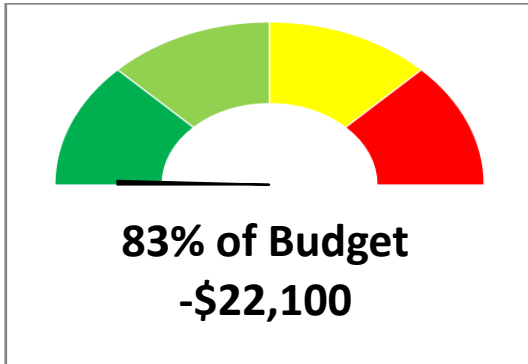
### Adult Day Program



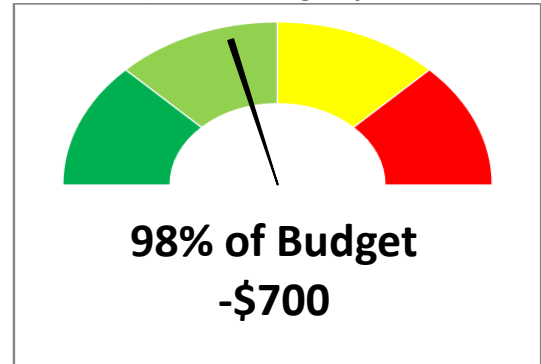
## Payroll

Payroll and Benefits Expense actual to budget through February 2017 total \$48.1K under budget. The amounts are below budget due to delayed hiring of open positions, budgeted salary increases not yet allocated and variance of budget being straight lined while actual working days are less in February.

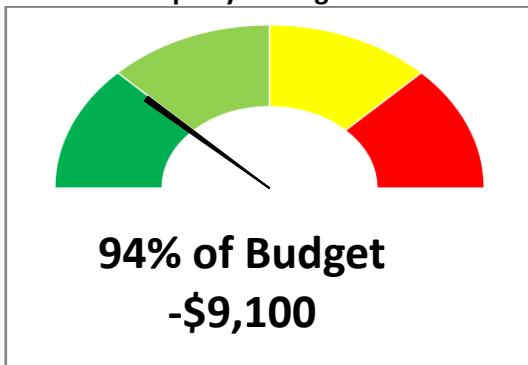
**Admin**



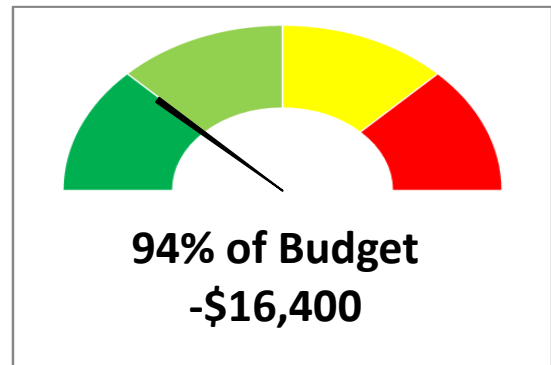
**IDEA (Includes Hing Hay Coworks)**



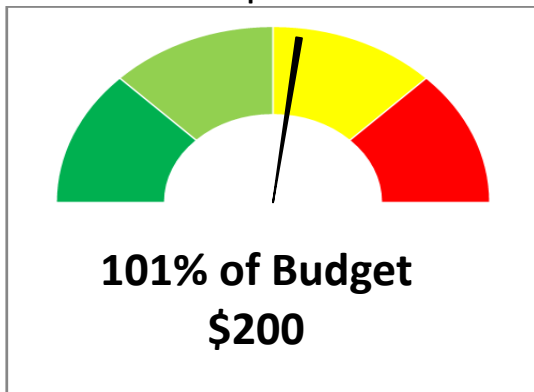
**Property Management**



**Senior Services**



**Properties**



## Hing Hay CoWorks Dashboard February 2017

Next Month  
Expectation

	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Feb Budget	Var	YTD Feb	YTD Feb Budget	Var	Mar 2017 Budget
Count of Members (End of Month)	18	15	13	19	21	22	(3)	21	22	(1)	23
# at Each Membership Level											
Day Pass - \$30	3	0	0	1	1	4	(3)	1	4	(3)	5
12 FlexHours - \$55	1	1	1	1	1	4	(3)	1	4	(3)	4
24 FlexHours - \$95	1	1	1	1	2	1	0	2	1	1	1
7 FlexDays - \$125	5	6	5	7	7	5	2	7	5	2	5
14 FlexDays - \$235	1	1	0	0	1	1	(1)	1	1	0	1
Weekend+Plus - \$195	0	0	0	0	0	0	0	0	0	0	0
Full Weekday (5 days/week) - \$345	1	0	0	0	0	1	(1)	0	1	(1)	1
Full In (7 days/week) - \$445	4	4	4	6	6	3	3	6	3	3	3
Office Suite - \$600	2	2	2	3	3	3	0	3	3	0	3
# of Events	1	2	1	1	2	N/A	N/A	3	N/A		N/A
Total # of Event Attendees	16	27	216	8	82	N/A	N/A	90	N/A		N/A
Conversions	0	0	0	0	0	N/A	N/A	0	N/A		N/A
<b>Revenues</b>											
Membership Revenue	\$3,967	\$3,448	\$2,869	\$5,430	\$6,580	\$4,290	\$1,140	\$12,010	\$9,721	\$2,289	\$4,316
Other Income	\$420	\$410	\$285	\$185	\$161	\$0	\$185	\$346	\$0	\$346	\$0
Events	(\$2,500)	\$0	\$498	\$730	\$0	\$625	\$105	\$730	\$1,250	(\$520)	\$625
Sponsorships/Grants/Donations	\$0	\$0	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Revenues</b>	<b>\$1,887</b>	<b>\$3,858</b>	<b>\$3,990</b>	<b>\$6,345</b>	<b>\$6,741</b>	<b>\$4,915</b>	<b>\$1,430</b>	<b>\$13,086</b>	<b>\$9,721</b>	<b>\$3,365</b>	<b>\$4,941</b>
<b>Avg Rev per Membership</b>	<b>\$118</b>	<b>\$234</b>	<b>\$257</b>	<b>\$397</b>	<b>\$337</b>	<b>\$240</b>	<b>\$157</b>	<b>\$385</b>	<b>\$278</b>	<b>\$107</b>	<b>\$220</b>

### Notes

#### February Recap

- \* Space Inquiries: 6 emails, 1 calls, 4 walk-ins, No outside bookings made
- \* Held CID Open House, brought in 70 attendees
- \* Held 2nd Business Resource Workshop on Tax with East West Bank (12 attendees)
- \* Lost two members; gained one office and one 10-Day
- \* Advisory Committee meeting was held

#### March Focus

- \* Continue with Business Resource Program work and prepare plans for Yelp event
- \* Train Rachtha in Nexodus
- \* Schedule smaller work group meetings for April Advisory Committee
- \* Find replacement for Digital Media Intern, who transferred to Ethnic Business Coalition
- \* Build community between HHC members
- \* Work on Member wall
- \* Work on HHC website

#### Q1 Plans

- \* Finish HHC website
- \* Execute Business Resource Workshops
- \* Assist in developing more Business Resource workshops
- \* Train Rachtha with the Nexodus Management system
- \* Work on New Membership Rates
- \* Coordinate with Jeff Liang to successfully launch his Legal Clinic
- \* Create a providers list with Events Intern for the neighborhood and HHC members
- \* Finish Member Wall

## SCIDpda Staff Reports

---

### Senior Services

Emiko Mizuki

### Assisted Living

- We had two unit turnovers in February resulting in 10 vacancy days. For 2017 we have budgeted 280 vacant days (23.33 days monthly) due to unit turnovers; we have experienced 35 days in total.
- A fire inspection was conducted in February with no citations or violations reported
- After 18 years, Dr. Joseph Ng will be retiring in March and will no longer provide podiatry services to our residents. We are working with ICHS and others to find a replacement
- Recruitment continues for our Compliance/Wellness Manager and posted on our Website. Board referrals are welcome.

### Adult Day Services

- The City/ADS annual audit is planned for August 28 & 29, 2017
- Two new ADH clients were added but one discharged due to death
- SHA has an art program associated with the redevelopment of Yesler Terrace which includes artists working on community engagement projects. They will be offering art workshops focused on identity, history and storytelling to Legacy House residents and clients beginning in March.

### Community News

- The Washington Legislature is considering options to increase assisted living fines. Under HB 1492, assisted living providers in the state of Washington could see increased civil penalties of up to \$3,000 for violations of licensing statutes or rules, and fines would be increased to up to \$10,000 for former or current providers that operate unlicensed facilities. HB 1492 has passed the House of Representatives and will now be heard in the Senate.

KOMO News featured a segment showing testimony from LeadingAge Washington Lobbyist, Emily Murphy, where she stated, "When you don't properly fund assisted living facilities, you are setting them up for failure. The first parity we should be talking about is Medicaid funding."

### Additional Information

- Our Annual fundraiser has been scheduled for Thursday, September 28 at Joyale Restaurant to coincide with this year's Moon Festival activities.

---

### Real Estate Development

Mike Omura

### Current Projects/Opportunities

**Renovation of the Louisa Hotel**—The Owners are leaning now toward a straight market type of development using only the Historical Tax Credit and not pursuing the New Market Tax Credit. This will likely mean less involvement for the PDA during the construction period but there may be opportunities for the property management.

**AiPACE at Legacy House**—AiPACE is moving forward with operating out of the Legacy House and more detailed information will be discussed in staff briefing. As far as facility upgrades are concerned there is very little that needs to be done for this transition and AiPACE will be handling the work themselves.

**PACE at Pacific Medical North Lot**—The concept master plan was presented to PHPDA. We are in the process of pulling together a developer agreement between PDA and AiPACE.

**Landmark Project—Little Saigon**—We met with the Seller and their agents and will be submitting another Purchase and Sale Agreement in the next few days.

**Inland Development—10<sup>th</sup> & Jackson**—A Final C of A was issued by ISRD for the project on 2/24/2017. They plan to start demolition and construction in March.

**Intracorp Development—Acme Poultry Site**—We are pulling together a MOU to assist Intracorp, the developer that purchased the Acme Poultry site, with historical building evaluation, community engagement and design review. We will be working with Friends of Little Saigon in this effort.

**PDA Administrative Office Move**—Out of the 5 contractors that we issued RFP's to we received one response. Currently we are Value Engineering the price proposal that was submitted since it was quite a bit more than the original estimate. We have also adjusted our scope to allow for negotiations with SPR and not have them hold our permit hostage.

### **Future Projects/Opportunities**

**Panama Hotel**—No further news.

**Bing Kung**—They are proceeding with the seismic repair to the building utilizing the 4Culture matching grant and want to discuss with us the potential of helping them with the renovation of their building.

**Edge Development**—Doing some preliminary ground work for a 23,000 sf site at 10th & Weller that is currently owned by the Taiwanese Buddhist Church. Edge Development has approached PDA to embark on a joint development for the site for affordable housing, ground level commercial and parking. FLS is supportive of this.

### **Developments on the Periphery of CID**

**Asian Plaza**—It appears that the development team has been moving forward with MUP documentation and submittal although they have not presented to the DRB since the EDG meeting. They are also meeting members of the community solicit input on the theater part of the development.

**"S" Project**—A 990,000 SF office development on 6th Ave. S and Airport Way just south of Dearborn. The project has had 2 Early Design Guidance reviews through the South East Review District. One building of the complex is located in the ISRD and will go through the ISRD process.

**Westcoast Printing site**—A 200 unit six story residential development is proposed for the old West Coast Printing site and was presented at the SE DRB on 9/27. No minutes of the EDG meeting is available at this time.

**Hotel on 8th Ave. S**—Letter issued DON, SDOT and SDCI from the Board and not aware of any response.

**DA-LI Development**— No further activities this month. This is a proposed ¼ block development located on 5th Ave and Main St. this will be a mixed use development with commercial on the street level, perhaps office space on the second level and for sale residential units above. The current proposal is for a 150 ft. height with 168 residential units, 10,000 SF of commercial space and parking for 84 vehicles. **The design team for the project briefed the ISRD about the project and some concerns expressed by the Board were for more community input for the commercial spaces, alternative massing that looked at upper level setbacks along Main St., affordability of the units even if its for sale units and looking at the potential developments to the north and ways to break up a wall of building along 5th Ave.**

---

**IDEA Space**

Jamie Lee

**Hing Hay Coworks/Business Resources**—We’ve hosted another Seattle/King County Public Health ratings workshop in Vietnamese for the Little Saigon businesses. We have also hosted a tax workshop in partnership with East West Bank for the businesses – this was also hosted in language. We will be hosting a workshop around “Growing your Business” with the Small Business Administration – and got a shout out in a press release! Things at HHC have been good – we saw the exit of one group from our permanent office and then welcomed another group quickly after.

**Public Safety**—We are having Public Safety Coordinator final interviews this week. Hope to have a decision by the end of the week. We are collecting public safety surveys as well – at this point we have over 300 submissions. I’m hoping for more – if you haven’t filled it out, please do! It has been available in the paper version in Chinese and Vietnamese and will be putting them into Survey Monkey in the next few weeks before passing the data on to a Seattle University class.

**Preservation and Sustainability**—We have hard copies of the URM pilot study – let me know if any of you would like a copy. There is a city level policy committee in April to discuss next steps. Staff are working on a few projects that will gather the sense of culture that we want to define for the work we are doing around the Cultural EcoDistrict. MaryKate is also working on a historical report on the Acme Poultry site for IntraCorp, who is purchasing that land.

**Public Space**—There is a community meeting next Wednesday, March 22 from 3-5pm at the Summit Sierra Charter School to get community feedback on the Little Saigon Little Plaza or "Plaza Nhỏ" project - a unique public space opportunity in Little Saigon at the [southwest corner of 12th and Jackson](#). This is an open house format, so feel free to stop by. The Little Saigon Crosswalks program is also in the design process. We will also have an outreach meeting for this. The Canton Alley re-paving project is in contract – but we are still waiting (and waiting) for a schedule from SDOT. We are also waiting to see when Hing Hay Park will re-open. And waiting.

May 6 – CID Spring Clean! Email Monica Ly – [monida@cidbia.org](mailto:monida@cidbia.org) – if you are interested in volunteering! I’ll come up with a board ask for the Spring Clean for the April meeting.

---

## **Development & Communication**

Monica Lauw

**Fundraising Events**—Sponsorship/auction item procurement are ongoing, and I am working to ensure that there will be a smooth transition for my replacement regarding the fundraiser and other fundraising events after I depart. This and board involvement to be discussed in greater detail during the fundraising brainstorm session at the board meeting.

**GiveBIG**—Please mark your calendars for GiveBIG on Wednesday, May 10. For anyone who is not familiar, this day is an annual one-day giving campaign hosted by the Seattle Foundation in which hundreds of Seattle/Puget Sound Region nonprofits participate. Our fundraising goal for this year’s GiveBIG is \$3,000. Any help pushing out our messaging around this day would be greatly appreciated.

**Development**—I have drafted a donation policy for SCIDpda/CIDPDA, which will need approval from the CIDPDA board as well as review from the SCIDpda board. This document is in response to our state audit in 2016 and will help us to establish a more stringent donation policy and procedure.

---

## **Executive Report**

Maiko Winkler-Chin

### **Staff briefing to cover:**

- Navigation Center

- Hing Hay Park Bathroom
- Personnel Leave Policies - this is being presented in advance of the adoption of the entire handbook due to timing issues with the policies.

**BIA Petitions** - the petitions are out to change the rate assessment for the CIDBIA. It is difficult for property owners to be able to compare the new assessments with what they have been paying because the current assessment bills both property owners and businesses, while the new assessment charges only the property owner. The biggest change is for those property owners in the outer edge - the 4th Avenue area - because they currently have a much lower assessment rate than those in the inter area.

**One Center City** - One Center City will be meeting with property owners along 4th and 5th Ave. S. on Thursday, March 16 from 6 to 8 pm. This meeting will go into details of transportation-related impacts. Also, on a side note - the First Hill Streetcars have been pulled offline indefinitely due to an issue with the electrical system and/or brakes.

**Springhill Suites Hotel** - the SCIDpda board letter was forwarded to board members of the International Special Review District. Jamie and I met with Unite Here, the hospitality workers' union, about their concerns, their unionizing efforts and community benefits agreements. I have also discussed with both the ISRD coordinator and the Department of Neighborhoods Director my concerns around the complexity of issues coming before the board, and the need for both the board and community to be clear on what the board can and cannot be asked to do

**Housing Development Consortium of Seattle King County** - thanks to Scott, Jen and Philip for attending the luncheon with staff. Unbeknownst to any of us, former SCIDpda board member Josephine Tamayo Murray received the Carla Okigwe Award at the luncheon. Recipients are chosen for their exemplary contributions to the affordable housing movement and a clear commitment to bettering the lives of those struggling and the communities in which they live. Congrats Josephine!

# STAFF BRIEFING





# BLOG

Search



February 6, 2016

## What is a Consent Agenda for a Board Meeting?

Written by Jeremy Barlow

The terms consent agenda and consent calendar are interchangeable terms. A consent agenda is a board meeting practice that groups routine business and reports into **one agenda item**. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a

few minutes to a half hour. A consent agenda moves routine items along quickly so that the board has time for discussing more important issues.

## What Kinds of Items Appear on a Consent Agenda?

The types of **items that appear on a consent agenda** are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus. The following items are typically found on a consent agenda:

- The meeting minutes
- The financials
- CEO report
- Program or committee reports
- Staff appointments
- Volunteer appointments
- Committee appointments
- Correspondence that requires no action
- Perfunctory items-formal approval of items that had much past discussion

A consent agenda can be an efficient tool to help boards make productive use of their meeting time when it's used appropriately. There are specific rules for using the consent agenda.

## How the Consent Agenda Works

The chair takes the lead role in utilizing a consent agenda. The chair prepares an agenda package that includes all of the items on the consent agenda. The package should be distributed to board members soon enough so that they have time to read through the documents prior to the meeting. This is a part of the overall board materials that are distributed pre-meeting. **Typical steps** for using a consent agenda include:

1. The chair decides which items will be placed on the consent agenda. The consent agenda can appear as part of the normal meeting agenda or it can be attached separately to the meeting agenda.
2. The chair distributes the consent agenda and associated documents in time for board members to read and review.
3. At the beginning of the meeting, the board chair asks members if any of the consent agenda items should be moved to the regular discussion items.
4. If a member requests that an item be moved, it must be moved. Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to vote against it.
5. Once the item has been moved, the chair may decide to take up the matter immediately or move it to a discussion item.
6. When there are no items to be moved or if all requested items have been moved, the chair or secretary reads out loud the remaining consent items. The chair can move to adopt the consent agenda. Hearing no objections, he can announce that the items on the consent agenda have been adopted. It's not necessary to take a vote on consent agenda items.
7. The secretary should include the full text of the resolutions, reports, and recommendations that were adopted as part of the consent agenda.

## Steps to Take When a Member Needs Clarification on a Consent Agenda Item

Make sure that all members understand the consent agenda process to help expedite the meeting. If a board member needs clarification on a consent agenda item or if he just has a question, he should ask the appropriate member prior to the meeting. It's possible that other members have the same question. This should give the member being asked time to prepare an answer and distribute it to all members prior to the meeting. Consent agenda items shouldn't be pulled from the agenda just to have a question answered.



## Steps to Take When a Member Disagrees or Suggests Discussion

If a member disagrees with the consent agenda item or wants to move it to the regular agenda, the member would request that the item be pulled from the consent agenda. The chair would ask if the members are in favor of approving the consent agenda minus the pulled item, pause for objections, and then adopt the consent agenda as noted in step #6, above.

### Sample of Consent Agenda

1. Welcome/Introductions
2. Consent Agenda
  1. **Board meeting minutes**
  2. Executive Director report
  3. Marketing committee report
  4. Approve insurance renewal
3. Old Business
4. New Business

## Misuse of Consent Agenda

Problems in using a consent agenda occur when members approve consent agendas without first reviewing documents. The result is that consent items can be hastily approved and result in a cover-up. For example, if members are not reviewing financial items, overspending or wrong spending can occur without appropriate oversight. Remember that consent agenda items are routine and non-controversial, but even routine items should be reviewed by the entire board. A diligent, well-rounded board holds each other accountable.

A consent agenda is an effective and efficient tool when used appropriately. It can save precious meeting time so the members can attend to other matters. Transparency and accountability are key parts of using a consent agenda. All board members have a responsibility for making sure that consent agenda items are distributed in enough time to

review them prior to the meeting. Each board member also has a responsibility to read and review consent agenda items and address any concerns prior to the meeting.

### WANT TO SIMPLIFY YOUR BOARD MEETING PROCESS?

Learn why 100k+ users are using BoardEffect for their board portal solution!

[LEARN MORE!](#)

### Jeremy Barlow

Jeremy is the Director of Digital Marketing at BoardEffect.



### Most Popular Posts



#### How to Become a Non Executive Director

Today's companies are focusing on growth while limiting risk in a fast-paced and ever-changing business

#### Avoiding Board Burnout: Dashboards Deliver the Antidote to TMI

In the absence of time, we err toward an abundance of information. Quoting a French...

#### Boards Covet Tech Savvy

Board diversity, of all things, might be the catalyst for an unexpected parity between nonprofit...