



**BOARD MEETING AGENDA**

Tuesday, October 17, 2017

5:30 – 7:00 p.m.

Legacy House

803 S Lane St

Seattle, WA 98104

5:30	Action	1. Call to Order – Scott Yasui
5:35	Action/ Approval	2. Consent Agenda <ul style="list-style-type: none"> <li>• Approve September 2017 Meeting Minutes</li> <li>• Accept the September 2017 Expenditure Report</li> <li>• Accept October Concurrence Request</li> <li>• Accept September Written Reports</li> </ul>
5:45	Discussion / Action	3. Staff Briefings <ul style="list-style-type: none"> <li>• Oral reports – Maiko, Jamie</li> <li>• Loan Discussions – Vern <ul style="list-style-type: none"> <li>• Resolution – Bush Hotel Commercial</li> <li>• Resolution – IDVS2 Commercial</li> </ul> </li> <li>• Fundraiser update - Joseph</li> </ul>
6:30	Discussion	4. Board Business <ul style="list-style-type: none"> <li>• Governance Updates <ul style="list-style-type: none"> <li>• Board Updates</li> <li>• Charter Discussion</li> </ul> </li> <li>• Other Business</li> </ul>
7:00	Adjourn	5. Adjourn – Scott Yasui

**Upcoming Meetings and Events:**

November 1 – Exec Committee meeting

November 10 - Finance Committee meeting

November 21- Board Meeting – presentation by auditors

December 8th - Finance Committee Budget Presentation, 12n - 2 pm

December 11 – Board Meeting

Week of December 12 - SCIDpda Holiday Party (board welcome!)

**\*\*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 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.*

## SCIDpda Board Meeting Minutes

September 19, 2017

803 S Lane St

Seattle, WA 98104

**Members Present:** Jared Jonson, Scott Yasui, Phillip Sit, Jerilyn Young, Jennifer Reyes, David Della, Wayne Lau, Nelson Yong, Kevin Huynh (phoned in)

**Staff Present:** Maiko Winkler-Chin, Michael Omura, Veronica Wood, Joseph Guanlao, Rachtha Danh, Arlyne Sevilla, Jamie Lee, Jody Fuentes, Janet Smith

**Guests:** Riku Kogo

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### 1. Call to Order

The meeting was called to order by Scott Yasui, Board Chair, at 5:40 p.m.

### 2. Board Action & Approval

- a. **Resolution 17-9-19-01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve the August 2017 Meeting Minutes
- Accept the July and August 2017 Expenditure Report
- Approve the September Concurrence Request
- Accept September Staff Reports

Vern explained SCIDpda was selected to be the property manager for the Louisa Hotel. Maiko explained that the project is not affordable housing, but the investor wants to put income limits on the people moving in, specifically targeting 80% of AMI; the property isn't going to open until 2018.

Scott asked Mike if there was anything in his report he would like to emphasize. Mike explained there's a lot happening, and that he would provide the board with notices of ISRD meetings they could attend to keep up with incoming developments.

Scott asked about the status of the PACE project. Vern explained the PACE project is moving forward; the PDA has supplied them with information; they met with Emi, and they looked at construction and want it completed by March; they need to apply for construction review to the state in December or January; they talked to Legacy and staff management.

Maiko explained Jamie and herself wrote their staff reports a week prior to the meeting, and a lot has happened since: two new mayors; Ben Han, who was hired as part of the mayor's Task Force and worked for the Department of Neighborhoods as a liaison with community projects and public safety work in the neighborhood, resigned. David asked if the program is still intact and in the budget. Jamie explained the position is now open, but it does affect the work with the Mayor's Task Force.

Jared explained that the finance committee had discussed the success of Hing Hay Coworks and the Hing Hay Coworks Arts and Crafts Fair.

Maiko added to her staff report concerning city budget asks: she explained she had forwarded an outline of URM work to Councilmember Bagshaw; the city is going to pass the ordinance on URM at the

beginning of 2018, and there will need to be education outreach; the PDA typically asks the city for funding for garbage and clean-up; the PDA is looking for funding for a signal crosswalk at 10th and Jackson.

Moved: David Della  
Seconded: Jerilyn Young  
Board approved unanimously

- b. Resolution 17-9-19-02:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, affirm the election of David Della to the Board for an initial 3 year term through December 31, 2020.

Moved: Wayne Lau  
Seconded: Jennifer Reyes  
Board accepted unanimously

- c. Resolution 17-9-19-03:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors approves staff to work on a project on the north lot of Pacific Tower. This real estate development includes a Program of All-Inclusive Care for the Elderly (PACE), and affordable housing.

The Board authorizes this work as the project will further the purpose of the Authority, specifically:

- Preserve the residential community by allowing frail senior residents to age in place by accessing culturally appropriate services (PACE) nearby;
- Expand the residential community, especially for low income people, through the provision of affordable housing.

SCIDpda may work outside of the Chinatown International District as its Charter, the state statute authorizing cities to form public development authorities, and the City of Seattle ordinance creating public development authorities all permit the SCIDpda to function within the boundaries of the City of Seattle.

Moved: Jared Jonson  
Seconded: David Della  
Board approved unanimously

*Scott asked why the resolution is needed. Jared answered: CYA. Scott asked the CYA issue was. Maiko explained the CYA issue is that there are people who thinks SCIDpda is only allowed to work in Chinatown; now that the PDA has gone 0.25 miles outside of Chinatown, there is blowback on the PDA's involvement in the project. Scott asked the board if there were any questions, and entertained a motion.*

### 3. Staff Briefings:

#### a. 2017 SCIDpda Annual Fundraiser

Scott asked how many people we want to attend the fundraiser. Joseph explained 50 guests would attend from sponsors, and 100 more would be great. Maiko said the PDA fundraiser typically gets around 120-130 people there. David Della explained that after inviting his list of elected officials to the event, he discovered the SCIDpda fundraiser falls on the same night as the NW Asian Weekly dinner. Joseph reminded the board to buy tickets for the fundraiser and invite people to get there.

Joseph explained a few restaurant gift cards would be needed from board members for the live auction; David volunteered for Green Leaf, Jared volunteered for Phnom Penh; Scott volunteered for Maneki. Jared confirmed the Men of the PDA dinner would happen, and that he had a venue for it. Jamie said she would follow up with Karen Yoshitomi about an art piece. Joseph said he would follow up with Kevin and Nelson to confirm the Seattle Night Out package. Jenn said she had tickets for Husky Game tickets: UW vs. UCLA and UW vs. Oregon. Jared, Jerilyn, and Jenn volunteered to help with private Filipino dinner. Maiko volunteered to serve on the Men of the PDA dinner.

Joseph went through the event timeline and flow, and explained that the Raise the Paddle feature a Daniel Yan, a resident of Domingo Viernes Apartments in IDVS2, SCIDpda's last affordable housing project, who would speak on how the building is important to his life. David noted the narrative that the International District is for families, and when we think about the future we're building housing for families to continue to live, work, and play in the neighborhood; David also noted that it's important to create a cadre of ongoing givers and present a narrative that speaks to their heart.

#### **4. Board Business**

##### **a. Governance**

Maiko explained there are board members whose cycle ends in 2018 because we've changed from two four-year terms to three three-year terms (which means everyone can go for a third term), including Aileen Balahadia, Jerilyn Young -- who is filling David Chang's seat, and then she will be on her first term again -- Scott Yasui, and Jared Jonson, Jen, and Nelson; in 2019 terms will end for Casey, Kevin, Lanzi, Michael, and Phillip, and in 2020 David Della's term will end; the board will select officers for 2018, which are decided at the December meeting; if board members have recommendations on new board members, they can talk to the Chair and Vice Chair.

Maiko explained the rest of the board meeting calendar for 2017: in October the auditors will come in to do their presentation; in the December board meeting new officers are voted upon and the budget is approved -- budgets will be hashed out at the finance committee meeting on December 8th, 12pm-2pm. Maiko stated she will send out a Doodle Poll that Joseph had neglected to send out in the previous month for the re-scheduling of the December 19th board meeting.

#### **6. Adjourn**

The meeting was adjourned by Scott Yasui, Board Chair, at 6:37 PM

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

**Expenditure Certification Memorandum**

DATE: 10/9/2017  
 TO: Board of Directors  
 FROM: Vern Wood, Deputy Director  
 RE: September 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

Accounts Payable	Computer Run Checks	General Checking	1142	to	1152	\$	19,449.03
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	32,166.67
						<b>Bush Hotel Commercial</b>	<b>\$ 51,615.70</b>
Accounts Payable	Computer Run Checks	General Checking	1492	to	1498	\$	23,253.09
						<b>Bush Hotel Condo</b>	<b>\$ 23,253.09</b>
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	15,697.72
						<b>Bush Hotel Fund</b>	<b>\$ 15,697.72</b>
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	32,125.00
						<b>Bush Hotel Master Tenant</b>	<b>\$ 32,125.00</b>
Accounts Payable	Computer Run Checks	General Checking	165	to	165	\$	4,020.00
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	23,875.01
						<b>Bush Hotel QalicB</b>	<b>\$ 27,895.01</b>
Accounts Payable	Computer Run Checks	General Checking	1141	to	1166	\$	37,418.18
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	8,291.63
						<b>Bush Hotel Residential</b>	<b>\$ 45,709.81</b>
Accounts Payable	Computer Run Checks	General Checking	956	to	958	\$	465.99
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	5,044.21
						<b>CIDpda</b>	<b>\$ 5,510.20</b>
Accounts Payable	Computer Run Checks	General Checking	1241	to	1249	\$	31,906.05
						<b>IDVS2 Condo</b>	<b>\$ 31,906.05</b>
Accounts Payable	Computer Run Checks	General Checking	2871	to	2890	\$	84,375.05
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	2,772.59
						<b>DVA</b>	<b>\$ 87,147.64</b>

Accounts Payable	Computer Run Checks	General Checking	2825	to	2839	\$	69,364.56
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	20.00
ACH Transfers	Cash Mgmt/Investments	Bond Revenue	eft			\$	65,000.00
						<b>IDVS1 Commercial</b>	<b>\$ 134,384.56</b>
Accounts Payable	Computer Run Checks	General Checking	647	to	650	\$	24,693.98
ACH Transfers	Cash Mgmt/Investments	Bond Revenue	eft			\$	30,000.00
						<b>IDVS2 Library &amp; Parking</b>	<b>\$ 54,693.98</b>
Accounts Payable	Computer Run Checks	General Checking	642	to	652	\$	14,199.61
						<b>IDVS2 Commercial</b>	<b>\$ 14,199.61</b>
Accounts Payable	Computer Run Checks	General Checking	9575	to	9630	\$	103,115.13
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	2,187.50
Payroll	Automatic Withdrawal	General Checking	eft			\$	185,000.00
						<b>Legacy House</b>	<b>\$ 290,302.63</b>
						0	
Accounts Payable	Computer Run Checks	General Checking	286	to	296	\$	8,669.43
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	20,550.91
						<b>New Central Commercial</b>	<b>\$ 29,220.34</b>
Accounts Payable	Computer Run Checks	General Checking	134	to	135	\$	7,658.45
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	20,615.51
						<b>New Central Hotel</b>	<b>\$ 28,273.96</b>
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	36,099.06
						<b>New Central Master Tenant</b>	<b>\$ 36,099.06</b>
Accounts Payable	Computer Run Checks	General Checking	338	to	350	\$	11,144.21
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	20,434.82
						<b>New Central Residential</b>	<b>\$ 31,579.03</b>
Accounts Payable	Computer Run Checks	General Checking	801	to	810	\$	11,662.37
						<b>Nutrition Services</b>	<b>\$ 11,662.37</b>
Accounts Payable	Computer Run Checks	General Checking	7083	to	7121	\$	135,920.83
Payroll	Automatic Withdrawal	General Checking	9/14/17 & 9/28/17			\$	258,525.22
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	6,709.24
ACH Transfers	Cash Mgmt/Investments	Construction	105	to	105	\$	35,680.27
ACH Transfers	Cash Mgmt/Investments	Equity Account	eft			\$	550,623.81
ACH Transfers	Cash Mgmt/Investments	Letter of Credit	eft			\$	6.55
						<b>SCIDpda</b>	<b>\$ 987,465.92</b>
							<b>\$ 1,938,741.68</b>

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,bhcondop,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidblock,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,legaads,legacy,lhfoods,lhhouse,lhmarket,lhopera,lhweltn,litsalg,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,panaland,pdacmnty,pdadedev,pdamaint,pdaprop,scid AND mm/yy=09/2017-09/2017 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	
<b>bhcommop - General Checking</b>				
1142	eltsys - ELTEC Systems, LLC	09/14/2017	296.36	Elevator - Contract
1143	pdamaint - SCIDpda Maintenance Dept	09/14/2017	2,053.90	WOs
1144	repser - Republic Services	09/14/2017	1,582.83	Garbage - July
1145	repser - Republic Services	09/14/2017	1,268.63	Garbage - August
1146	wasman - Waste Management of Seattle	09/14/2017	1,882.12	Garbage
1148	bushcond - SCIDPDA Bush Hotel Condo Association	09/14/2017	9,983.66	Condo Billing
1149	hdsupp - HD Supply Facilities Maintenance, LTD	09/21/2017	216.89	R&M Supplies
1150	thepar - The Part Works, Inc.	09/21/2017	144.09	R&M Supplies
1151	cascom - Cascade Company	09/28/2017	1,887.49	Janitorial - Supplies
1152	seacitli - Seattle City Light	09/28/2017	133.06	Electricity
ACH	bushmast - SCIDpda Bush Hotel Master Tenant LLC	09/30/2017	32,166.67	Rent
<b>Total bhcommop - General Checking</b>			<b>51,615.70</b>	
<b>bhcondop - General Checking</b>				
1492	cenlin - CenturyLink	09/07/2017	117.25	Telecom
1493	mckser - McKinstry Service	09/07/2017	426.09	Fire Systems - Fire Confidence Testing
1494	seacitli - Seattle City Light	09/07/2017	2,381.98	Electricity
1495	pugsou - Puget Sound Energy	09/14/2017	1,006.34	Natural Gas
1496	citseacu - City of Seattle-Combined Utilities	09/21/2017	12,286.20	Water/Sewer
1497	ipfscorp - IPFS Corporation	09/21/2017	3,288.99	Insurance - #5 of 10
1498	tcms - TCMS of Seattle	09/21/2017	3,746.24	HVAC/Boiler Maintenance - Contract
<b>Total bhcondop - General Checking</b>			<b>23,253.09</b>	
<b>bhfundop - Operating Account</b>				
ACH	scidpda - SCIDpda	09/12/2017	6,204.30	Interest Payment - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	09/15/2017	9,493.42	Loan Payment - Monthly
<b>Total bhfundop - Operating Account</b>			<b>15,697.72</b>	
<b>bhmastop - General Checking</b>				
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	09/30/2017	32,125.00	Rent
<b>Total bhmastop - General Checking</b>			<b>32,125.00</b>	
<b>bhqalop - General Checking</b>				
165	finnei - Finney Neill & Co. P.S.	09/14/2017	4,020.00	Audit Fees
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	09/08/2017	10,976.85	Interest Payment - Monthly
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	09/15/2017	12,898.16	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>27,895.01</b>	
<b>bhresop - General Checking</b>				
1141	buihar - Builders' Hardware & Supply Co	09/07/2017	18.32	R&M - Locks & Keys
1142	busimp - Business Impact NW	09/07/2017	1,604.68	Loan Payment - Monthly
1143	pmjans - Phnook	09/07/2017	395.00	R&M - UTO
1144	seacitli - Seattle City Light	09/07/2017	778.56	Electricity
1145	seacitli - Seattle City Light	09/07/2017	14.41	Electricity
1146	seacitli - Seattle City Light	09/07/2017	208.38	Electricity
1147	seacitli - Seattle City Light	09/07/2017	140.96	Electricity
1148	sprague - Sprague	09/07/2017	256.53	Pest Control
1149	cenlin - CenturyLink	09/14/2017	40.29	Telecom
1150	eltsys - ELTEC Systems, LLC	09/14/2017	1,106.45	Elevator - Contract
1151	lowes - Lowe's	09/14/2017	937.66	R&M - Supplies
1152	pdamaint - SCIDpda Maintenance Dept	09/14/2017	2,803.50	WOs
1153	scidpda - SCIDpda	09/14/2017	13,647.30	ID Billing
1154	bushcond - SCIDPDA Bush Hotel Condo Association	09/14/2017	13,665.00	Condo Billing
1155	cenlin - CenturyLink	09/21/2017	59.01	Telecom
1156	citseacu - City of Seattle-Combined Utilities	09/21/2017	70.40	Electricity
1157	keybankc - KeyBank	09/21/2017	21.86	R&M - Supplies
1158	moklou - Mok	09/21/2017	9.93	Training
1159	searub - Seattle Rubbish Removal	09/21/2017	344.99	Garbage
1160	thepar - The Part Works, Inc.	09/21/2017	339.45	R&M - Supplies
1161	hdsupp - HD Supply Facilities Maintenance, LTD	09/28/2017	174.03	Janitorial - Supplies
1162	moco - Moco, Inc.	09/28/2017	47.29	Credit Screening Fee
1163	paclam - Pacific Lamp & Supply Company	09/28/2017	99.31	R&M - Supplies
1164	seacitli - Seattle City Light	09/28/2017	38.89	Electricity
1165	sprague - Sprague	09/28/2017	256.53	Pest Control
1166	thepar - The Part Works, Inc.	09/28/2017	339.45	R&M - Supplies
ACH	bushot2 - Bush Hotel Limited Partnership	09/11/2017	1,071.00	Operating Reserve Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	09/28/2017	4,064.00	Loan Payment - Monthly

Check#	Vendor	Check Date	Total Check	
ACH	keybank - Key Bank	09/29/2017	5.20	Bank Fees
ACH	bushot - Bush Hotel Limited Partnership	09/11/2017	3,151.43	Replacement Reserve Payment - Monthly
<b>Total bhresop - General Checking</b>			<b>45,709.81</b>	
<b>cidpdaop - General Checking</b>				
	956 scidpda - SCIDpda	09/14/2017	90.42	ID Billing
	957 keybank - KeyBank	09/21/2017	75.57	Direct Fundraising Expenses
	958 danlin - Daniel Lint	09/28/2017	300.00	Direct Fundraising Expenses
ACH	scidpda - SCIDpda	09/30/2017	5,000.00	Donation Distribution
ACH	keybank - Key Bank	09/05/2017	34.21	Bank Fees
ACH	keybank - Key Bank	09/11/2017	10.00	Bank Fees
<b>Total cidpdaop - General Checking</b>			<b>5,510.20</b>	
<b>cobocap1 - Comm Bond Revenue</b>				
ACH	idvs2lib - IDVS2 Library/Parking	09/14/2017	30,000.00	Transfer to General Checking
<b>Total cobocap1 - Comm Bond Revenue</b>			<b>30,000.00</b>	
<b>condo2op - General Checking</b>				
	1241 contec - Convergent Technologies LLC	09/07/2017	1,912.52	Fire Systems - Fire Confidence Testing
	1242 seacitli - Seattle City Light	09/07/2017	278.96	Electricity
	1243 seacitli - Seattle City Light	09/07/2017	2,237.85	Electricity
	1244 pdamaint - SCIDpda Maintenance Dept	09/14/2017	946.43	WOs
	1245 pugsou - Puget Sound Energy	09/14/2017	771.43	Natural Gas
	1246 citseacu - City of Seattle-Combined Utilities	09/21/2017	19,122.24	Water/Sewer
	1247 ipfscorp - IPFS Corporation	09/21/2017	4,290.20	Insurance - #5 of 10
	1248 tcms - TCMS of Seattle	09/21/2017	1,986.75	HVAC/Boiler Maintenance - Contract
	1249 cenlin - CenturyLink	09/28/2017	359.67	Telecom
<b>Total condo2op - General Checking</b>			<b>31,906.05</b>	
<b>dvaop - General Checking</b>				
	2871 idvs2lib - IDVS2 Library/Parking	09/01/2017	17,571.25	Loan Payment - Monthly
	2872 tunjen - Tung	09/07/2017	120.16	Tenant Retention
	2873 depcom - Dept of Commerce	09/14/2017	14,423.00	Loan Payment - Quarterly
	2874 eltsys - ELTEC Systems, LLC	09/14/2017	582.51	Elevator - Contract
	2875 pdamaint - SCIDpda Maintenance Dept	09/14/2017	1,871.00	WOs
	2876 scidpda - SCIDpda	09/14/2017	14,927.14	ID Billing
	2877 petcasof - Petty Cash - Office	09/17/2017	15.00	R&M - Supplies
	2878 hdsupp - HD Supply Facilities Maintenance, LTD	09/21/2017	191.15	Janitorial - Supplies
	2879 idvs2con - IDVS2 Condo Association	09/21/2017	18,449.45	Condo Billing
	2880 keybank - KeyBank	09/21/2017	675.71	Computer Hardware/Training/R&M Supplies
	2881 moklou - Mok	09/21/2017	6.11	Training
	2882 seacitli - Seattle City Light	09/21/2017	0.33	Electricity
	2883 sprague - Sprague	09/21/2017	307.11	Pest Control
	2884 idvs2con - IDVS2 Condo Association	09/21/2017	10,000.00	Condo Billing Prepayment
	2885 eltsys - ELTEC Systems, LLC	09/28/2017	974.72	Elevator - Service Calls
	2886 hdsupp - HD Supply Facilities Maintenance, LTD	09/28/2017	38.62	Janitorial - Supplies
	2887 moco - Moco, Inc.	09/28/2017	9.29	Credit Screening Fee
	2888 pmjans - Phnook	09/28/2017	2,160.00	Janitorial - Contract
	2889 scidpda - SCIDpda	09/28/2017	1,870.87	ID Billing - correction for 01/17 - 07/17 Accounting Fees
	2890 watsec - Watson Security	09/28/2017	181.63	R&M - Locks & Keys
ACH	idvsfh - IDVS 2 Family Housing LLC	09/11/2017	2,234.27	Replacement Reserve Payment - Monthly
ACH	idvsfh2 - IDVS 2 Family Housing LLC	09/11/2017	538.32	Operating Reserve Payment - Monthly
<b>Total dvaop - General Checking</b>			<b>87,147.64</b>	
<b>idvs1op - General Checking</b>				
	2825 denlou - Denise Louie Education Center	09/07/2017	1,000.00	Tenant Retention
	2826 seacitli - Seattle City Light	09/07/2017	14,927.33	Electricity
	2827 tcms - TCMS of Seattle	09/07/2017	10,259.94	HVAC/Boiler Maintenance - Contract - August
	2828 cenlin - CenturyLink	09/14/2017	53.94	Telecom
	2829 eltsys - ELTEC Systems, LLC	09/14/2017	394.52	Elevator - Contract
	2830 ipfscorp - IPFS Corporation	09/14/2017	3,553.97	Insurance - #5 of 10
	2831 pdamaint - SCIDpda Maintenance Dept	09/14/2017	631.25	WOs
	2832 pugsou - Puget Sound Energy	09/14/2017	2,000.69	Natural Gas
	2833 repser - Republic Services	09/14/2017	1,383.49	Garbage
	2834 scidpda - SCIDpda	09/14/2017	9,036.75	ID Billing
	2835 tcms - TCMS of Seattle	09/14/2017	10,259.94	HVAC/Boiler Maintenance - Contract - September
	2836 wasman - Waste Management of Seattle	09/14/2017	1,877.64	Garbage
	2837 citseacu - City of Seattle-Combined Utilities	09/21/2017	10,465.87	Water/Sewer
	2838 keybank - KeyBank	09/21/2017	19.23	R&M - Small Tools & Equipment
	2839 arbcom - Arbitrage Compliance Specialists, Inc.	09/28/2017	3,500.00	Bond Administration Fees
ACH	keybank - Key Bank	09/29/2017	20.00	Bank Fees
<b>Total idvs1op - General Checking</b>			<b>69,384.56</b>	

Check#	Vendor	Check Date	Total Check	
<b>idvs2cns - General Checking</b>				
647	usbank - US Bank/TFM/97298300/Patty Schrandt	09/01/2017	14,773.96	Bond Payment - Monthly
648	eltsys - ELTEC Systems, LLC	09/14/2017	266.98	Elevator - Contract
649	scidpda - SCIDpda	09/14/2017	7,365.86	ID Billing
650	idvs2con - IDVS2 Condo Association	09/21/2017	2,287.18	Condo Billing
<b>Total idvs2cns - General Checking</b>			<b>24,693.98</b>	
<b>idvs2op3 - General Checking</b>				
642	guasec - Guardian Security Systems, Inc	09/07/2017	158.54	Fire Systems/Sprinklers - Service Calls
643	sprague - Sprague	09/07/2017	234.74	Pest Control
644	guasec - Guardian Security Systems, Inc	09/14/2017	317.09	Fire Systems/Sprinklers - Service Calls
645	lowes - Lowe's	09/14/2017	156.51	R&M Supplies
646	pdamaint - SCIDpda Maintenance Dept	09/14/2017	474.00	WOs
647	repser - Republic Services	09/14/2017	873.49	Garbage
648	scidpda - SCIDpda	09/14/2017	620.06	ID Billing
649	wasman - Waste Management of Seattle	09/14/2017	2,219.33	Garbage
650	idvs2con - IDVS2 Condo Association	09/21/2017	3,464.91	Condo Billing
651	keybankc - KeyBank	09/21/2017	19.24	R&M - Small Tools & Equipment
652	jpmcha - JPMorgan Chase Bank	09/28/2017	5,661.70	Loan Payment - Monthly
<b>Total idvs2op3 - General Checking</b>			<b>14,199.61</b>	
<b>idvsreve - Revenue Account-Trust</b>				
ACH	idvs1co - IDVS 1 Commercial	09/21/2017	65,000.00	Transfer to General Checking
<b>Total idvsreve - Revenue Account-Trust</b>			<b>65,000.00</b>	
<b>legacyop - General Checking</b>				
9575	alibus - Allegiant Business Finance	09/07/2017	660.00	Program - Temporary Staffing
9576	chepro - ChemPros	09/07/2017	379.50	Program - Supplies
9577	citpro - City Produce Company	09/07/2017	307.08	Program - Food Supplies
9578	fooser - Food Services of America	09/07/2017	1,756.26	Program - Food Supplies
9579	hartfo - The Hartford	09/07/2017	564.91	Payroll Benefits - Life Insurance
9580	kaifou - of Washington Options Inc	09/07/2017	15,781.32	Payroll Benefits - Medical
9581	kinori - King's Oriental Foods, Inc	09/07/2017	418.00	Program - Food Supplies
9582	merpar - Merchants Parking Assoc.	09/07/2017	516.00	Program - Transportation
9583	petqua - Petschl's Quality Meats Inc	09/07/2017	400.05	Program - Food Supplies
9584	rellea - Relias Learning LLC	09/07/2017	743.21	Training
9585	sprfar - Springbrook Farms	09/07/2017	172.12	Program - Food Supplies
9586	syssea - SYSCO Seattle Inc	09/07/2017	704.56	Program - Food Supplies
9587	wasden - Delta Dental of Washington	09/07/2017	1,396.85	Payroll Benefits - Dental
9588	yuyihui - Yu	09/07/2017	70.00	Training
9589	3wires - 3-Wire Group Service	09/14/2017	284.06	R&M - Other - Disposal Service Call
9590	alibus - Allegiant Business Finance	09/14/2017	704.00	Program - Temporary Staffing
9591	bobjoh - Bob Johnson's Pharmacy	09/14/2017	84.56	Program - Medial Supplies
9592	chukit - Chu	09/14/2017	78.13	Program - Supplies
9593	copinw - Copiers Northwest, Inc	09/14/2017	253.52	Copier Lease/Maintenance
9594	eltsys - ELTEC Systems, LLC	09/14/2017	791.75	Elevator - Contract
9595	hdsupp - HD Supply Facilities Maintenance, LTD	09/14/2017	195.55	R&M - Supplies
9596	infreh - Infinity Rehab	09/14/2017	2,948.40	Program - Temporary Staffing
9597	ipfscorp - IPFS Corporation	09/14/2017	1,381.59	Insurance - #5 of 10
9598	leaage - LeadingAge Washington	09/14/2017	1,057.57	Dues & Subscriptions
9599	pdamaint - SCIDpda Maintenance Dept	09/14/2017	5,508.20	WOs
9600	petcasof - Petty Cash - Office	09/14/2017	222.65	Postage/Program - Supplies/Training
9601	sprfar - Springbrook Farms	09/14/2017	172.12	Program - Food Supplies
9602	steric - Stericycle, Inc.	09/14/2017	36.82	Program - Supplies
9603	wasman - Waste Management of Seattle	09/14/2017	1,148.01	Garbage
9604	yarsys - Yardi Systems, Inc.	09/14/2017	909.25	Licenses/Permits
9605	alibus - Allegiant Business Finance	09/21/2017	880.00	Program - Temporary Staffing
9606	allpau - Allarde	09/21/2017	98.98	Program - Supplies/Food Cost
9607	allstre - Allstream	09/21/2017	670.58	Telecom
9608	delage - De Lage Landen Financial Services	09/21/2017	666.01	Copier Lease/Maintenance
9609	hdsupp - HD Supply Facilities Maintenance, LTD	09/21/2017	210.04	R&M - Supplies
9610	idvs1co - IDVS 1 Commercial	09/21/2017	39,957.63	Rent
9611	keybankc - KeyBank	09/21/2017	933.79	Training/Program-Food Cost
9612	kincou - King County Finance	09/21/2017	1,306.50	Program - Transportation
9613	kinori - King's Oriental Foods, Inc	09/21/2017	357.75	Program - Food Supplies
9614	nurcal - Onetrac Wireless Messaging Inc.	09/21/2017	44.04	Program - Supplies
9615	sprfar - Springbrook Farms	09/21/2017	172.12	Program - Food Cost
9616	yarsys - Yardi Systems, Inc.	09/21/2017	921.54	Licenses/Permits
9617	citpro - City Produce Company	09/28/2017	1,140.07	Program - Food Cost
9618	cscser - CSC Service Works, Inc.	09/28/2017	100.74	Program - Supplies
9619	fooser - Food Services of America	09/28/2017	5,546.40	Program - Food Cost/Supplies

Check#	Vendor	Check Date	Total Check	
9620	greflo - Great Floors	09/28/2017	2,347.06	R&M - Maintenance/Supplies
9621	idvs1co - IDVS 1 Commercial	09/28/2017	1,649.99	Insurance
9622	kinori - King's Oriental Foods, Inc	09/28/2017	386.00	Program - Food Cost/Supplies
9623	netser - Network Services Company	09/28/2017	1,211.97	Program - Supplies
9624	petqua - Petschl's Quality Meats Inc	09/28/2017	629.70	Program - Food Cost
9625	pmjans - Phnouk	09/28/2017	620.00	R&M - UTO
9626	salpai - Sals Painting Company	09/28/2017	880.00	R&M - UTO
9627	sprague - Sprague	09/28/2017	125.95	Pest Control
9628	sprfar - Springbrook Farms	09/28/2017	172.12	Program - Food Cost
9629	syssea - SYSCO Seattle Inc	09/28/2017	2,360.11	Program - Food Cost/Supplies
9630	bobjoh - Bob Johnson's Pharmacy	09/28/2017	80.00	Program - Health/Medical
ACH	scidpda - SCIDpda	09/08/2017	115,000.00	Transfer for Payroll
ACH	scidpda - SCIDpda	09/27/2017	70,000.00	Transfer for Payroll
ACH	leghou - Legacy House	09/11/2017	2,187.50	Replacement Reserve Payment - Monthly
<b>Total legacyop - General Checking</b>			<b>290,302.63</b>	
<b>nccomop2 - General Checking</b>				
286	eltsys - ELTEC Systems, LLC	09/14/2017	238.30	Elevator - Contract
287	pdmaint - SCIDpda Maintenance Dept	09/14/2017	1,588.50	WOs
288	scidpda - SCIDpda	09/14/2017	1,035.11	ID Billing
289	tcms - TCMS of Seattle	09/14/2017	644.75	HVAC/Boiler Maintenance - Contract
290	wasman - Waste Management of Seattle	09/14/2017	55.00	Garbage
291	citseacu - City of Seattle-Combined Utilities	09/21/2017	2,728.99	Water/Sewer
292	keybank - KeyBank	09/21/2017	56.53	R&M - Supplies
293	cascom - Cascade Company	09/28/2017	412.41	Janitorial - Supplies
294	paclam - Pacific Lamp & Supply Company	09/28/2017	99.31	R&M - Supplies
295	scidpda - SCIDpda	09/28/2017	1,056.64	ID Billing - correction for 01/17 - 07/17 Accounting Fees
296	seacitli - Seattle City Light	09/28/2017	753.89	Electricity
ACH	newcenmt - New Central Hotel Master Tenant LLC	09/27/2017	958.71	Insurance - #5 of 10
ACH	newcenmt - New Central Hotel Master Tenant LLC	09/30/2017	800.53	Insurance - Earthquake - #9 of 9
ACH	newcenmt - New Central Hotel Master Tenant LLC	09/30/2017	18,791.67	Rent
<b>Total nccomop2 - General Checking</b>			<b>29,220.34</b>	
<b>nchotop - General Checking</b>				
134	easwes - East-West Investment Co.	09/14/2017	4,689.46	Ground Lease Expense
135	ipfscorp - IPFS Corporation	09/14/2017	2,968.99	Insurance - #5 of 10
ACH	welfar - Wells Fargo	09/10/2017	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	09/11/2017	1,065.59	Replacement Reserve Payment - Monthly
<b>Total nchotop - General Checking</b>			<b>28,273.96</b>	
<b>ncmaster - General Checking</b>				
ACH	newcenth - New Central Hotel LLC	09/30/2017	1,334.21	Insurance - Earthquake - #9 of 9
ACH	newcenth - New Central Hotel LLC	09/30/2017	1,597.85	Insurance - #5 of 10
ACH	newcenth - New Central Hotel LLC	09/30/2017	33,167.00	Rent
<b>Total ncmaster - General Checking</b>			<b>36,099.06</b>	
<b>ncresop - General Checking</b>				
338	tunjen - Tung	09/07/2017	46.51	Tenant Retention
339	eltsys - ELTEC Systems, LLC	09/14/2017	238.30	Elevator - Contract
340	pugsou - Puget Sound Energy	09/14/2017	169.78	Natural Gas
341	scidpda - SCIDpda	09/14/2017	4,828.25	ID Billing
342	tcms - TCMS of Seattle	09/14/2017	698.47	HVAC/Boiler Maintenance - Contract
343	citseacu - City of Seattle-Combined Utilities	09/21/2017	2,763.05	Water/Sewer
344	hdsupp - HD Supply Facilities Maintenance, LTD	09/21/2017	33.49	Janitorial - Supplies
345	moklou - Mok	09/21/2017	3.05	Training
346	hdsupp - HD Supply Facilities Maintenance, LTD	09/28/2017	107.96	Janitorial - Supplies
347	moco - Moco, Inc.	09/28/2017	9.29	Credit Screening Fee
348	scidpda - SCIDpda	09/28/2017	1,927.83	ID Billing - correction for 01/17 - 07/17 Accounting Fees
349	sprague - Sprague	09/28/2017	243.93	Pest Control
350	watsec - Watson Security	09/28/2017	74.30	R&M - Locks &Keys
ACH	newcenmt - New Central Hotel Master Tenant LLC	09/30/2017	639.14	Insurance - #5 of 10
ACH	newcenmt - New Central Hotel Master Tenant LLC	09/30/2017	15,375.00	Rent
ACH	unista - United States Treasury	09/15/2017	3,537.00	Income Taxes - Q3 tax deposit balance
ACH	newcenmt - New Central Hotel Master Tenant LLC	09/30/2017	533.68	Insurance - Earthquake - #9 of 9
ACH	newcentr - SCIDPDA New Central Apartments, Inc	09/11/2017	350.00	Replacement Reserve Payment - Monthly
<b>Total ncresop - General Checking</b>			<b>31,579.03</b>	
<b>nutriop2 - General Checking</b>				
801	hartfo - The Hartford	09/07/2017	16.03	Payroll Benefits - Life Insurance
802	kaifou - of Washington Options Inc	09/07/2017	297.00	Payroll Benefits - Medical
803	kinori - King's Oriental Foods, Inc	09/07/2017	35.00	Program - Food Supplies
804	wasden - Delta Dental of Washington	09/07/2017	78.70	Payroll Benefits - Dental

Check#	Vendor	Check Date	Total Check	
805	petcasof - Petty Cash - Office	09/14/2017	3.30	Program - Supplies
806	bushcomm - SCIDpda Bush Hotel Commercial	09/21/2017	4,555.00	Rent
807	filcom - Filipino Community of Seattle	09/21/2017	436.77	Service Agreement - Other 01/17 - 06/17 adjustment
808	keybankc - KeyBank	09/21/2017	25.31	Program - Paper and Disposables
809	merpar - Merchants Parking Assoc.	09/21/2017	545.00	Program - Transportation
810	filcom - Filipino Community of Seattle	09/28/2017	5,670.26	Service Agreement - Other
<b>Total nutriop2 - General Checking</b>			<b>11,662.37</b>	
<b>pdabhcon - Construction</b>				
105	crocon - Crown Const Remodeling Inc	09/28/2017	35,680.27	Capitalized Rehab Expenditures - office move
<b>Total pdabhcon - Construction</b>			<b>35,680.27</b>	
<b>pdabush - Equity Account</b>				
ACH	scidpda - SCIDpda	09/21/2017	550,623.81	Close Account - to consolidate reserves
<b>Total pdabush - Equity Account</b>			<b>550,623.81</b>	
<b>pdaloc - PDA Letter of Credit</b>				
ACH	scidpda - SCIDpda	09/21/2017	6.55	Close Account - to consolidate reserves
<b>Total pdaloc - PDA Letter of Credit</b>			<b>6.55</b>	
<b>pdaop - General Checking</b>				
7083	chaeli - Chan	09/07/2017	8.81	HHC/Office Supplies
7084	conchr - Connolly	09/07/2017	1,325.00	Certification Specialist Fees
7085	dansok - Sokha Danh	09/07/2017	100.00	IDEA Space/Program - Professional Fees
7086	finnei - Finney Neill & Co. P.S.	09/07/2017	2,675.00	Audit Fees
7087	hartfo - The Hartford	09/07/2017	730.31	Payroll Benefits - Life Insurance
7088	kaifou - of Washington Options Inc	09/07/2017	15,185.08	Payroll Benefits - Medical
7089	meetin - MeetingOne	09/07/2017	10.95	Telecom - Conference Calls
7090	navben - Navia Benefit Solutions	09/07/2017	51.10	Payroll Benefits
7091	phiins - Philadelphia Insurance Companies	09/07/2017	930.67	Insurance
7092	thecomm - The Commerce Bank of WA	09/07/2017	20,000.00	Line of Credit Payment
7093	wasden - Delta Dental of Washington	09/07/2017	1,274.85	Payroll Benefits - Dental
7094	idvs1co - IDVS 1 Commercial	09/14/2017	250.00	Employee Parking
7095	meetin - MeetingOne	09/14/2017	36.91	Telecom - Conference Calls
7096	net2ph - Net2Phone Inc.	09/14/2017	714.49	Telecom
7097	pitbowgf - Pitney Bowes Global Financial Services	09/14/2017	128.84	Postage
7098	visser - Vision Service Plan	09/14/2017	215.71	Payroll Benefits - Vision
7099	petcasof - Petty Cash - Office	09/17/2017	265.36	Licenses/Postage/Staff Appreciation/Office Supplies
7100	ethbus - Ethnic Business Coalition	09/18/2017	20,400.00	EBC/Program - Subcontracts
7101	allstre - Allstream	09/21/2017	721.79	Telecom
7102	bushcomm - SCIDpda Bush Hotel Commercial	09/21/2017	21,154.00	Rent
7103	cenlin - CenturyLink	09/21/2017	109.91	Telecom
7104	enfu - Enfu	09/21/2017	150.00	IDEA Space/Program Expenses
7105	idvs2lib - IDVS2 Library/Parking	09/21/2017	125.00	Employee Parking
7106	intcom - Interim Community Development Associatio	09/21/2017	8,000.00	IDEA Space/Program - Subcontracts
7107	keybankc - KeyBank	09/21/2017	2,776.58	Program Expenses/Travel/Community Outreach/Office Supplies
7108	offdep - Office Depot	09/21/2017	56.66	Office Supplies
7109	ricusa - Ricoh USA, Inc	09/21/2017	408.14	Copier Lease
7110	searub - Seattle Rubbish Removal	09/21/2017	1,002.29	Garbage
7111	wavbro - Wave Broadband	09/21/2017	81.45	Telecom
7112	bushcomm - SCIDpda Bush Hotel Commercial	09/21/2017	10,000.00	Cash Flow Loan
7113	intpark - Interim Parking Services	09/21/2017	999.00	Employee Parking
7114	cakemy - Cake House, My Favorite	09/22/2017	250.00	Childpar/Program - Supplies
7115	cascom - Cascade Company	09/28/2017	763.96	HHC/Janitorial - Supplies
7116	cenlin - CenturyLink	09/28/2017	240.03	Telecom
7117	cidbia - Chinatown ID BIA	09/28/2017	10,000.00	IDEA Space/Program - Subcontracts
7118	intcom - Interim Community Development Associatio	09/28/2017	4,889.47	IDEA Space/Program - Subcontracts
7119	nutser - SCIDpda Congregate Meal Program	09/28/2017	5,521.28	Q2 Donation Distribution - rec'vd in pdaop in error
7120	paccor - Pacific Corporate Investment CO LLC	09/28/2017	720.00	IDEA Space/Program Expenses
7121	tecave - Techie Avenger Inc	09/28/2017	3,648.19	Computer - Maintenance
ACH	scidpda - SCIDpda	09/04/2017	350.00	IDEA Space - HHC Rent
ACH	stwab&o - Department of Revenue	09/20/2017	277.31	B&O Tax
ACH	keybank - Key Bank	09/30/2017	10.00	Bank Fees
ACH	qquest - Qquest Payroll Services	09/14/2017	117,429.63	Payroll
ACH	qquest - Qquest Payroll Services	09/28/2017	141,095.59	Payroll
ACH	thecomm - The Commerce Bank of WA	09/28/2017	330.93	Interest Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	09/28/2017	5,000.00	Loan Payment - Monthly
ACH	pdamaint - SCIDpda Maintenance Dept	09/30/2017	741.00	WOs
<b>Total pdaop - General Checking</b>			<b>401,155.29</b>	
			<b>1,938,741.68</b>	



# SCIDPDA MONTHLY MANAGEMENT REPORT

## October 2017

### Property Management

#### Commercial Vacancy as of 9/30/2017

Property	Total Sq Ft	Vacant	Percent Vacant	Month to Month
IDVS 1	86,039	0	0.00%	0
IDVS II	5,899	0	0.00%	0
New Central	20,589	0	0.00%	0
Bush Hotel	28,178	0	0.00%	2094
Jackson	4,918	806	16.39%	0
<b>Portfolio Total</b>	<b>145,623</b>	<b>806</b>	<b>16.39%</b>	<b>2094</b>

#### Leasing Activity and Property Notes:

We elected not to renew a lease in the Jackson storefront. This is consistent with our strategy to work to bring on tenants that, in our view, help better promote the neighborhood. We have interested parties looking at the space and hope to have a new lease signed soon.

We have a tenant moving out of a space in November at IDVSII, It was a short term lease for a city council candidate but we have interest by another tenant so expect to get it leased quickly. We are focusing on these two vacancies as well as looking forward to the lease renewals in 2018.

#### Residential Vacancy as of 9/30/2017

	Sept 2017	YTD	2017 Budget
<b>PDA-Owned Properties</b>			
Bush Residential	1.26%	1.28%	3.00%
Domingo Viernes Apartments	0.00%	0.12%	.50%
New Central Apartments	0.00%	1.75%	1.00%
<b>PDA-Managed Properties</b>			
Eastern Hotel	0.00%	1.50%	2.00%
Nihonmachi Terrace	3.67%	5.38%	3.00%
NP Hotel	0.00%	0.26%	3.00%
Jackson Apartments	0.00%	0.75%	1.00%

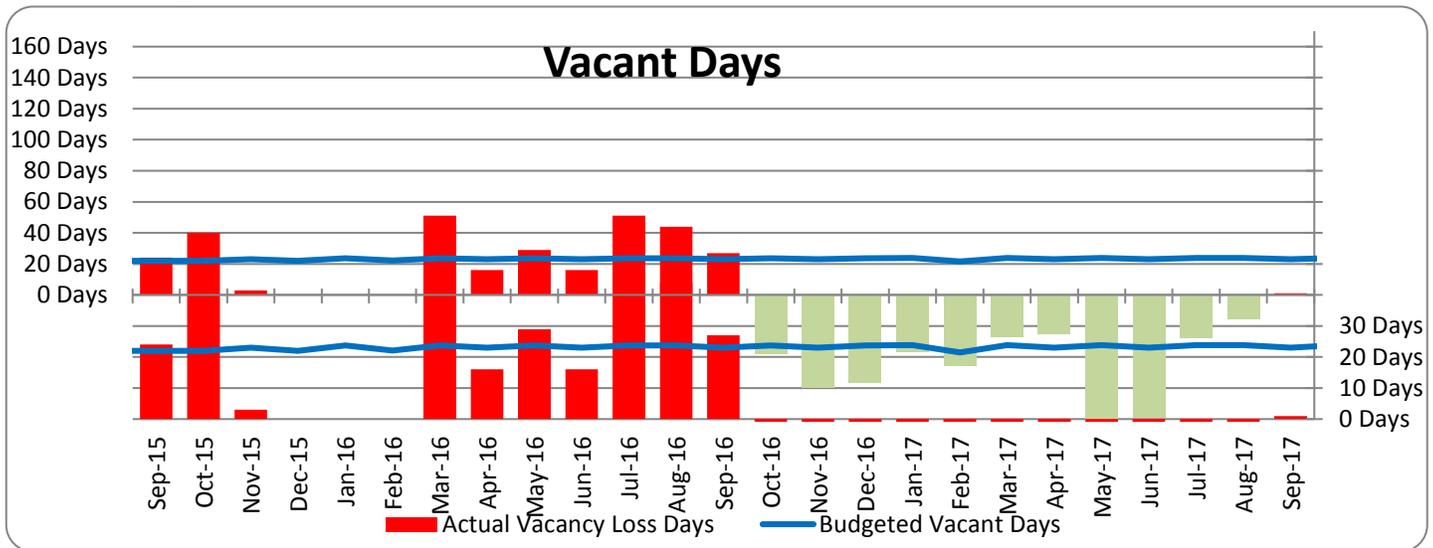
As previously reported, we have been selected to be the property manager for the Louisa Hotel rehab project. Building is slated to begin this month and is expected to be ready for occupancy in 18 months.

## Senior Services

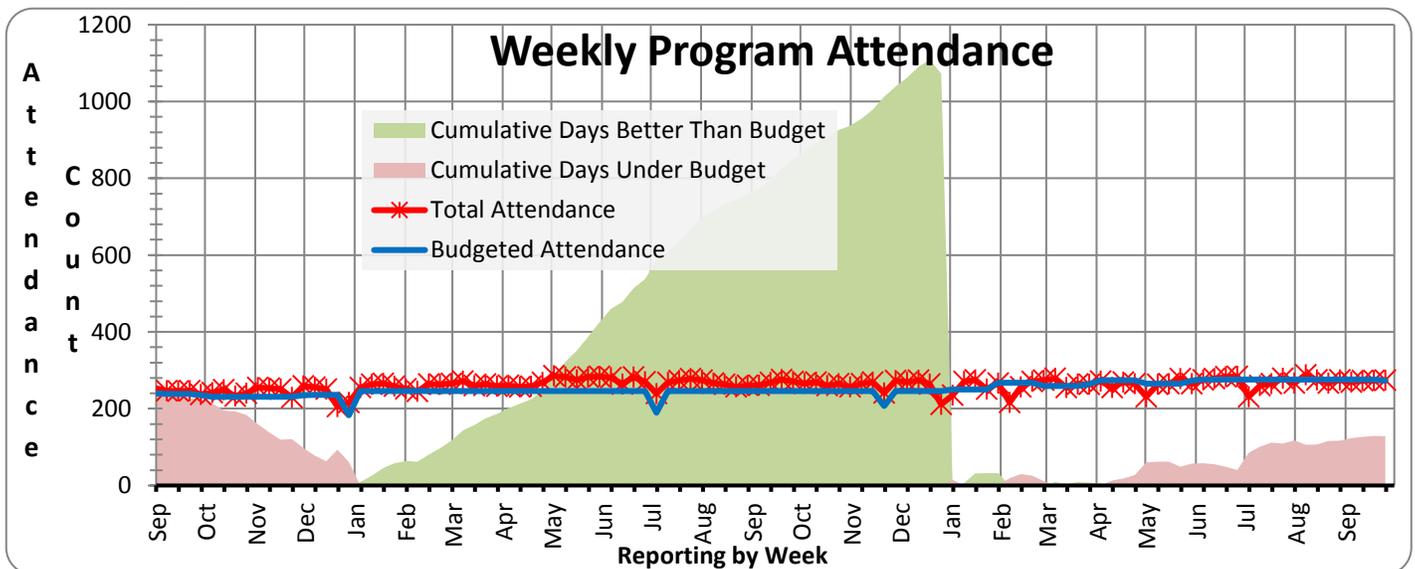
210 days were budgeted for Vacancy Loss through September 2017, with an actual vacancy loss of <345> days making the net vacancy number less than budget through September by 555 days. There have actually been 24 individuals move out of Legacy House through September, which is more than expected. The vacancy loss continues to be a net negative because of quick turn over time to bring on new residents and the 3 rooms occupied by couples.

ADS attendance numbers are not quite reaching budgeted expectations but revenue for ADS is better than budget through September. Earlier in the year, bad weather contributed to lower attendance. Attendance has also been affected by the number of people moving out of assisted living where staff has had to focus on the paperwork to move out/in residents and assessments required. This has taken focus away from getting new ADS clients. However, staff have worked to get clients into a higher acuity which results in higher revenue per client. As a result the budget attendance variance through September is a 128 days below budget but the actual revenue for ADS is positive.

## Assisted Living



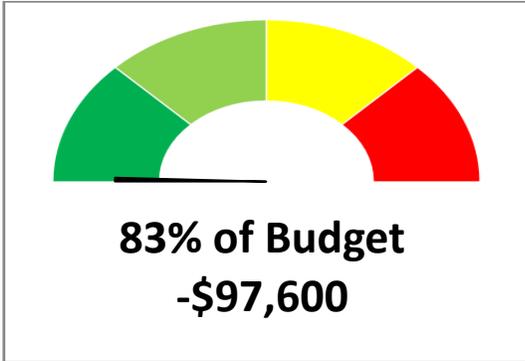
## Adult Day Program



**Payroll**

Payroll and Benefits Expense actual to budget through September 2017 total \$95.8K under budget, including Properties. The amounts are below budget due to delayed hiring of open positions and budgeted salary increases which were allocated in August. In July, we received an L&I refund for \$22K that was budgeted at \$30K.

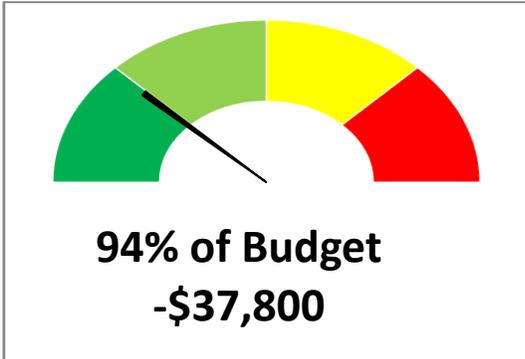
**Admin**



**IDEA (Includes Hing Hay Coworks)**



**Property Management**



**Properties**



**Senior Services**



## Hing Hay CoWorks Dashboard September 2017

Next Month  
Expectation

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Sep Budget	Var	YTD Sep	YTD Avg Budget	Var	Oct 2017 Budget
Count of Members (End of Month)	21	23	25	29	27	30	(3)	27	30	(3)	31
# at Each Membership Level *											
Day Pass - \$30	2	2	1	3	3	6	(3)	3	6	(3)	6
12 FlexHours - \$55	1	1	1	1	0	6	(6)	0	6	(6)	6
24 FlexHours - \$95	1	1	1	1	1	2	(1)	1	2	(1)	2
7 FlexDays \$125 -->> <b>10 FlexDays \$125</b>	9	10	8	13	10	7	3	10	7	3	7
14 FlexDays \$235 -->> <b>15 FlexDays \$175</b>	0	0	3	0	1	2	(1)	1	2	(1)	3
Full Wkday \$345 -->> <b>Full In Flex \$300</b>	1	1	1	1	1	1	0	1	1	0	1
Full In \$445 -->> <b>Full-In Fixed \$350</b>	4	5	7	7	8	3	5	8	3	5	3
Office Suite - \$600	3	3	3	3	3	3	0	3	3	0	3
<b>* New Rates in Bold</b>											
# of Events	0	3	1	0	0	N/A		9	N/A		N/A
Total # of Event Attendees	1	78	312	0	0	N/A		494	N/A		N/A
Conversions	8	1	0	0	0	N/A		9	N/A		N/A
<b>Revenues</b>											
Membership Revenue	\$5,242	\$6,316	\$6,307	\$6,724	\$6,455	\$5,744	\$711	\$51,579	\$49,345	\$2,234	\$5,956
Other Income	\$250	\$1,375	\$599	\$352	\$513	\$125	\$388	\$3,609	\$1,125	\$2,484	\$125
Events	\$170	\$170	\$170	\$0	\$270	\$625	(\$355)	\$1,120	\$5,625	(\$4,505)	\$625
Sponsorships/Grants/Donations	\$0	\$10,000	\$0	\$0	\$0	\$2,500	(\$2,500)	\$10,000	\$7,500	\$2,500	\$0
<b>Revenues</b>	<b>\$5,662</b>	<b>\$17,861</b>	<b>\$7,076</b>	<b>\$7,076</b>	<b>\$7,238</b>	<b>\$8,994</b>	<b>(\$1,756)</b>	<b>\$66,308</b>	<b>\$63,595</b>	<b>\$2,713</b>	<b>\$6,706</b>
<b>Avg Rev per Membership</b>	<b>\$276</b>	<b>\$812</b>	<b>\$295</b>	<b>\$262</b>	<b>\$258</b>	<b>\$305</b>	<b>(\$46)</b>	<b>\$368</b>	<b>\$329</b>	<b>\$40</b>	<b>\$220</b>

### Notes

#### September Recap

- \* Eliza Chan was on PTO in September therefore hiatus on workshops until October
- \* Social Media & Marketing Coord (Intern) started on Arts& Crafts Fair scheduled for November 25
- \* Member recruitment activity: 5 Calls, 5 Walk-ins, 3 Emails, 2 Trial Day, 1 Booking
- \* Seattle Collaborate Space Alliance sponsored the Seattle Coworking Week. HHC participated with a Chinatown Tour and free coworking day for 3 prospective members.
- \* YTD Revenues on budget - dashboard shows \$2713 favorable YTD variance because of Grant receipt timing and membership mix changes to more longer term plans.

#### October Focus

- \* Work on member wall
- \* Intern to continue organizing Nov 25 Arts & Crafts Fair - call for artists and finalize vendors
- \* Develop promotions for Arts & Crafts Fair - set up meeting with Ethnic Business Coalition re: co-promoting opportunities
- \* Document 2018-19 membership strategy and complete budget

#### Q4 Expectations

- \* Drive traffic to Arts & Crafts Fair
- \* Update coworking sites with current information
- \* Possible Holiday or New Year Promo

## **Legacy House Management Report September 2017**

### **Assisted Living**

- Three (3) unit turnovers in September resulting in 32 vacancy days, below our goal of 18 days per unit.
- Residents and staff have been receiving their flu shots in anticipation of the weather this Fall.
- We are advertising for a Certified Nursing Assistant (CNA) and/or Home Care Aid (HCA) for the weekend graveyard shifts to replace staff who have terminated their employment.

### **Adult Day Services**

- A Seattle Library Project is looking for Seniors to participate in an oral history project. 5 names were forwarded to determine their interest.
- 34 ADS clients enjoyed a field trip to the Seattle Art Museum with transportation provided by Keiro NW

### **Additional Information**

- Leading Age is working with DSHS to analyze the existing AL and ADS rate models to justify another rate increase in 2018.
- The City of Seattle CMP audit was completed with no citations or deficiencies noted.

## Resolution 17-10-17-01

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

We, the Board of the Seattle Chinatown International District Preservation and Development Authority,  
via consent agenda:

- Approve the September 2017 Meeting Minutes
- Accept the September 2017 Expenditure Report
- Approve the October Concurrence Request
- Accept September Staff Reports

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Resolution 17-10-17-\_\_\_\_\_**

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

We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize and approve a new loan between Heritage Bank and SCIDpda in the amount of \$750,000. The new loan replaces the expiring loan on IDVS2 Commercial currently with JP Morgan Chase for a term on five (5) years, with a five (5) year renewal, at an interest rate of 4.60%. Further, we authorize the Executive Director to sign loan documents with respect to the foregoing on behalf of the agency.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date