



BOARD MEETING AGENDA

Tuesday, February 20, 2018

5:30 – 7:00 p.m.

Legacy House

803 S Lane St

Seattle, WA 98104

5:30	Action	1. Call to Order – Jared Jonson
5:35	Action/ Approval (30 min.)	2. Consent Agenda <ul style="list-style-type: none"> • Approve January 2018 Meeting Minutes • Accept the January 2018 Expenditure Report • Accept February Concurrence Request • Accept February Staff Reports 3. Resolution – 2018 Meeting Schedule 4. Resolution – Rules and Regulations Amendment 5. Resolution – SHA development request
6:05	Discussion (25 min)	6. Staff Briefings <ul style="list-style-type: none"> • Board Forms - Vern • Transition Committee status - Vern • Real Estate – Mike Omura • Annual Fundraiser – Joseph and Jamie • Other Business
6:30	Discussion / Action (30 min)	7. Board Business <ul style="list-style-type: none"> • Retreat – Jared Jonson • Real Estate Committee – Casey Huang • Other Business
7:00	Adjourn	8. Adjourn – Jared Jonson

Upcoming Meetings and Events:

March 7 – Executive Committee Meeting, 12 noon; Maiko lead

March 16 – Finance Committee Meeting, 1 pm; Vern lead

March 17 – March Board Meeting, 10 AM at Hing Hay Coworks, followed by Board Retreat; Maiko lead

October 19th – 2018 SCIDpda Fall Fundraiser, Joseph lead

****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.

Consent Agenda

Resolution 18-02-20-01

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 January 2018 Meeting Minutes
- Approve the January 2018 Expenditure Report
- Approve February 2018 Concurrence Requests
- Accept February 2018 Staff Reports

Board President

Date

Board Secretary

Date

SCIDpda Board Meeting Minutes

January 16, 2018
803 S Lane St
Seattle, WA 98104

Board Present: Jared Jonson, Michael Itti, Jerilyn Young, Aileen Balahadia, David Della, Nelson Yong, Kevin Huynh, Phillip Sit, Lanzi Li (phone), Wayne Lau, Casey Huang

Staff Present: Maiko Winkler-Chin, Vern Wood, Mike Omura, Emi Mizuki, Jody Fuentes, Janet Smith, Jamie Lee, Joseph Guanlao

Guests: Riku Kogo, Mindy Au

1. Call to Order

The meeting was called to order by Jared Jonson, Board Chair, at 5:30 p.m.

Board Action and Approval

2. Consent Agenda

Jared declared the meeting packet displayed the PDA's successes in 2017, and called back to the organization's strategic plan, which the board had worked on.

Maiko explained she made changes to Mike Omura's Real Estate Development section of the staff report: any development project that had news was given an asterisk to indicate the updates on that project.

Resolution 18-01-16_01: We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve the December 2017 Meeting Minutes
- Approve the December 2017 Expenditure Report
- Approve January Concurrence Requests
- Accept January Staff Reports

Moved: Jerilyn Young

Seconded: David Della

3. 2018 Meeting Schedule

Maiko explained that the board annually confirms its meeting dates, and the organization then posts those dates for public information. Jared asked the board if they preferred Wednesday or Thursday as options to consider for re-scheduling board meeting, as it currently falls on the third Tuesday of the month. The board discussed an aversion to Friday, but there was interest in Wednesday and Thursday. Maiko suggested she send the board an online poll, since there were board meetings elsewhere.

(Resolution post-poned.)

4. Election of at-large Executive Committee Member

Maiko explained that it was discussed at the previous board meeting that Scott Yasui, who was the board president in 2017, would serve as the at-large member of the Board Executive Committee if elected.

Resolution 18-01-16-02: We, the Board of the Seattle Chinatown International District Preservation and Development Authority, elect the following board member to be the at-large member of the Board Executive Committee:

Scott Yasui

Moved: Jared Jonson

Seconded: Michael Itti

5. Ratification of Ad Hoc Transition Committee

Resolution 18-01-16-03: We, the Board of the Seattle Chinatown International District Preservation and Development Authority, ratify the establishment of an ad hoc Transition Committee to provide board oversight in matters relating to Senior Services.

Committee members are:

Jerilyn Young

Jared Jonson

Scott Yasui

Lanzi Li

Moved: David Della

Seconded: Casey Huang

6. Staff Briefings

Calendar of Events

Jamie presented the calendar of events scheduled for the year, starting off with the fall fundraiser booked for October 19. She explained that the fundraising committee had previously discussed having some sort of event with a lower price point that could be more accessible than the \$125-ticketed fall fundraiser. In the past the PDA has small events for donors and/or board emeritus: last year the PDA held an open house in the PDA's newly located office to engage the board emeritus during the summer; a cocktail hour was held at Hing Hay Coworks after it first opened; prior to Jamie's time at the PDA there was an intimate event at Momo. Jamie emphasized that 2018 is the 10th year of IDEA Space, and in 2017 IDEA Space held its first fundraising event. Jamie also brought up the Legacy Board, and Maiko explained that Jen Reyes had suggested it as a way to keep past board members engaged with the organization, as often times past board members get disengaged when their terms end. Jamie presented the rest of the PDA's calendar of events: Spring Clean on April 28, and mentioned IDEA Space's summer events, and she explained that Joseph and herself had discussed May as a good time for a smaller donor appreciation or fundraising event. Aileen asked if there was a target amount budgeted to be raised by this event; Maiko stated there was not. Jamie explained the IDEA Space fundraiser in 2017 was an example of a lower price point event. Maiko clarified the questions presented to the board: 1) does the board want a donor appreciation event, and 2) does the board want to see a fundraising event at a lower price point, and 3) are those events the same thing. Aileen recommended that an entry-level fundraiser be tied with the strata of the organization's larger fundraising strategy, taking into account the development of a \$25 donor versus the type of donor that attends the annual fundraiser. Casey remarked the 10-year anniversary of IDEA Space was a notable landmark to acknowledge. Jamie suggested staff reconvene the fundraising committee, which previously included Jen, Jared, Jerilyn, and Nelson, to help think through the smaller event and how that could feed into the larger fundraising strategy. Maiko recommended the fundraising committee think about how the 10-year anniversary is acknowledged at the annual fall fundraiser. David asked if the event would be annual events, and Maiko said she

thought the donor appreciation event should be. Jamie said Joseph will reach out to the fundraising committee to see what they want. Jamie requested the board provide support to Spring Clean by volunteering and suggesting projects.

By-Laws/Charter Revisions

Maiko explained the board requested she check in and see if the charter was limiting the PDA in the organization's ability to do work outside of the CID. She explained that Kenny Pittman at the City's Office of Intergovernmental Relations, after reading the charter, expressed it was clear in the existing charter that the PDA could work anywhere within the city limits, so long as the board passes a resolution to do so, and Maiko understood from that conversation that no additional language or amendments to the charter were necessary. Maiko presented a memo in the packet she had written regarding changes to the board bylaws: the "council" is now a "board"; the board is now a governance body; the chairman is now "president," which matches the terminology used in the PDA charter; the constituency classification is now eliminated; the minimum and maximum number of board members have been changed to match the numbers stated in the charter; it reflects improvements in technology, including the ability to have a virtual meeting so long as there is a room for the community to participate in the meeting; updates to PDA regulations have also been added. Maiko explained she would post a copy of the red-lined bylaws, and hoped to see the board approve the amended bylaws at the February board meeting. She requested that any requested changes to the bylaws be sent to her by February 5; she explained that Michael Itti requested an amendment to include language regarding re-appointment.

David asked if the board meetings are public. Maiko explained the meetings are public, and public comment could be added to the agenda.

HR Policies

Maiko explained the PDA is updating the human resources policies—the employee handbook—and that Jared and Michael have offered to provide the board oversight. Maiko extended the invitation to the other board members. Mindy Au stated she would join this oversight committee once she is elected to the board. The employee manual is from 2007. Arlyne is looking at Capitol Hill Housing's handbook as a reference. The revised HR policies will be presented to the board for approval at a forthcoming board meeting.

Other Business

David suggested doing budget asks to the mayor earlier in the future, as the mayor begins gathering information in February.

7. Board Business

Board Retreat

The board discussed topics for the upcoming board retreat schedule in March. Jared suggested there be a focus on the communications strategy, and would like to see the achievement and work of the organization be more widely communicated to supporters, detractors, and the city; he posed the question, "how do we improve how we take credit for the good work that we do" and suggested it would support the morale of staff and clarify the organization's role in the neighborhood. Lanzi suggested doing a walk-around of the neighborhood to see properties owned and managed by the PDA and hear stories from staff. Jerilyn suggested the board get to know each other more in order to see the skillsets of each board member; Jared re-phrased this suggestion as "board relationship development." David suggested there be a discussion of development pressures in the neighborhood, the strategy the PDA has of working with developers, and creating a framework for the community to feel the organization has the best interests of the community. He also suggested having a conversation about the different players in the neighborhood that are interacting in the realm of development pressures, and what relationships the organization has in the neighborhood. Jerilyn suggested an outcome of the retreat would be ascertaining what the board can do to support staff, and figuring out what staff needs from the board. Aileen suggested an outcome of the retreat is knowledge of and confidence in

the strategic plan, and suggested the board have more action items related to the strategic plan. Jared suggested icebreakers. Casey suggested there be a summary of the PDA's work in the past year or two. Jared explained that he and Maiko would draft an agenda for the retreat and send it to the board.

Transition Committee

Vern explained the assumption agreement has not yet been finalized, as there are a couple of points in the draft being resolved by the attorneys. She explained that once the Transition Committee is comfortable with the final assumption agreement, they will allow Maiko to sign the agreement without bringing it to the full board; as more documents arise, the Transition Committee will decide if the documents need to go to the full board. Maiko explained that the board had delegated the authority to the Transition Committee, and the Transition Committee will decide when Maiko can sign the documents.

Finance Committee

Wayne explained the Finance Committee was soliciting ideas from the board for any additional dashboard reports they would like to see. Maiko explained the current dashboard reports included in the meeting packet are Key Performance Indicators that summarize the status of areas important to the organization's health, and the specific items were chosen as the key indicators of health before the financial reports are done; examples she gave were the number of vacant days in Senior Services; health indicators of areas budgeted for property management; payroll; and Hing Hay Coworks, a new line of work for the PDA.

Wayne suggested adding other performance indicators, such as a quarterly revenue indicator. Mindy suggested adding definitions for the colors on the dashboard. Vern explained the middle of the indicator is zero, and if the indicator falls in the middle it indicates the area is on budget.

Maiko asked the board to think about what else is important to measure, such as the open rate of the newsletter.

Approving Financial and Accounting Policies

Wayne explained the Finance Committee had reviewed Financial and Accounting Policies and it was the committee's recommendation to accept and approve the policies. Wayne explained Teri Wong had a few suggestions, which could be incorporated at a later date. Jody explained the procedures would be reviewed every year, and Teri's suggestions could be included in next year. Michael Itti asked if there was any language in regard to working with minority or veteran owned businesses. Jody answered that language was included for women and minorities.

Resolution 18-01-16_04: We, the Seattle Chinatown International District Preservation and Development Authority Board approve the changes to the Accounting and Financial Management Policies and Procedures.

Moved: David Della

Seconded: Kevin Huynh

8. Executive Session

The board went into Executive Session at 6:45 PM, initially for 10 minutes and then extended for another 10 minutes, 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.

9. Adjourn

The meeting was adjourned by Jared Jonson, Board Chair, at 7:05 PM

Seattle Chinatown International District Preservation and Development Authority
409 Maynard Avenue S, Suite P2
Seattle, WA 98114

Expenditure Certification Memorandum

DATE: 01/30/2018
TO: Board of Directors
FROM: Vern Wood, Deputy Director
RE: January 2018 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	1196	to	1205	\$	32,711.29
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	37,878.36
						Bush Hotel Commercial	\$ 70,589.65
Accounts Payable	Computer Run Checks	General Checking	1515	to	1521	\$	27,874.78
						Bush Hotel Condo	\$ 27,874.78
Accounts Payable	Computer Run Checks	General Checking	106	to	106	\$	15,000.00
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	16,363.89
						Bush Hotel Fund	\$ 31,363.89
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	32,208.33
						Bush Hotel Master Tenant	\$ 32,208.33
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	32,960.83
						Bush Hotel QalicB	\$ 32,960.83
Accounts Payable	Computer Run Checks	General Checking	1248	to	1251	\$	658.14
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	55,431.59
Accounts Payable	Computer Run Checks	General Checking #2	102	to	126	\$	28,582.42
ACH Transfers	Cash Mgmt/Investments	General Checking #2		eft		\$	21,324.32
						Bush Hotel Residential	\$ 105,996.47
Accounts Payable	Computer Run Checks	General Checking	984	to	986	\$	977.72
						CIDpda	\$ 977.72
Accounts Payable	Computer Run Checks	General Checking	1275	to	1283	\$	26,142.19
						IDVS2 Condo	\$ 26,142.19
Accounts Payable	Computer Run Checks	General Checking	2948	to	2970	\$	67,118.28
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	2,858.49
						DVA	\$ 69,976.77
Accounts Payable	Cash Mgmt/Investments	General Checking	104	to	104	\$	-
						Hinghay	\$ -

Accounts Payable	Computer Run Checks	General Checking	2885	to	2905	\$	77,887.45
ACH Transfers	Cash Mgmt/Investments	Repl. Reserve			eft	\$	39,388.58
						IDVS1 Commercial	\$ 117,276.03
Accounts Payable	Computer Run Checks	General Checking	667	to	673	\$	29,703.61
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	1,408.06
						IDVS2 Library & Parking	\$ 31,111.67
Accounts Payable	Computer Run Checks	General Checking	691	to	703	\$	37,430.34
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	4,812.34
ACH Transfers	Cash Mgmt/Investments	Repl. Reserve			eft	\$	24,523.49
ACH Transfers	Cash Mgmt/Investments	Security Deposit			eft	\$	17,315.74
						IDVS2 Commercial	\$ 84,081.91
Accounts Payable	Computer Run Checks	General Checking	9803	to	9866	\$	122,856.92
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	270,000.00
ACH Transfers	Cash Mgmt/Investments	Repl. Reserve			eft	\$	9,712.03
						Legacy House	\$ 402,568.95
Accounts Payable	Computer Run Checks	General Checking	335	to	345	\$	25,688.70
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	20,233.88
						New Central Commercial	\$ 45,922.58
Accounts Payable	Computer Run Checks	General Checking	144	to	145	\$	5,276.19
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	20,718.48
						New Central Hotel	\$ 25,994.67
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	35,501.85
						New Central Master Tenant	\$ 35,501.85
Accounts Payable	Computer Run Checks	General Checking	392	to	406	\$	11,619.03
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	16,783.64
						New Central Residential	\$ 28,402.67
Accounts Payable	Computer Run Checks	General Checking	847	to	847	\$	2,332.59
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	17,297.11
Accounts Payable	Computer Run Checks	General Checking	101	to	113	\$	11,566.32
						Nutrition Services	\$ 31,196.02
Accounts Payable	Computer Run Checks	General Checking	7267	to	7302	\$	118,342.72
Payroll	Automatic Withdrawal	General Checking	01/04/18 & 01/18/18			\$	268,495.02
ACH Transfers	Cash Mgmt/Investments	General Checking			eft	\$	790.47
ACH Transfers	Cash Mgmt/Investments	Construction			eft	\$	5,101.16
						SCIDpda	\$ 392,729.37
						\$	1,592,876.35

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,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,ldvs1com,ldvs2com,ldvs2con,ldvs2lp,legads,legacy,lhfoods,lhhouse,lhmarket,lhopera,lhwelln,littsaig,ncentcom,ncentres,nchotel,ncmmanagr,ncmaster,nutri,panaland,pdacmmt,pdadev,pdamaint,pdaprop,scid AND mm/yy=01/2018-01/2018 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	
bhcommop - General Checking				
1196	repser - Republic Services	01/04/2018	2,113.63	Garbage/Waste Removal
1197	seacitli - Seattle City Light	01/04/2018	145.44	Electricity
1198	scidpda - SCIDpda	01/04/2018	25,000.00	Cash Flow Loan Repayment
1199	pdamaint - SCIDpda Maintenance Dept	01/11/2018	2,138.90	WOs
1200	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
1201	cedgro - Cedar Grove Organics Recycling	01/18/2018	116.00	Garbage/Waste Removal
1202	cenlin - CenturyLink	01/18/2018	48.51	Telecom
1203	eltsys - ELTEC Systems, LLC	01/18/2018	310.58	Elevator - Contract
1204	verwir - Verizon Wireless	01/18/2018	8.27	Telecom
1205	wasman - Waste Management of Seattle	01/18/2018	2,829.96	Garbage
ACH	bushmast - SCIDpda Bush Hotel Master Tenant LLC	01/25/2018	32,250.00	Rent
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	01/25/2018	5,628.36	Condo Billing
Total bhcommop - General Checking			70,589.65	
bhcondop - General Checking				
1515	cenlin - CenturyLink	01/04/2018	117.69	Acess Control Systems
1516	seacitli - Seattle City Light	01/04/2018	2,337.72	Electricity
1517	pugsou - Puget Sound Energy	01/11/2018	4,380.28	Natural Gas
1518	citseacu - City of Seattle-Combined Utilities	01/18/2018	17,606.93	Water/Sewer/Garbage
1519	ipfscorp - IPFS Corporation	01/18/2018	3,288.99	Insurance - #9 of 10
1520	cenlin - CenturyLink	01/25/2018	133.17	Telecom
1521	keybank - KeyBank	01/25/2018	10.00	Licenses/Permits
Total bhcondop - General Checking			27,874.78	
bhfundop - Operating Account				
106	scidpda - SCIDpda	01/25/2018	15,000.00	Payment on Due to/from Related Property Balance
ACH	scidpda - SCIDpda	01/12/2018	6,411.11	Loan B Interest - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	01/15/2018	9,952.78	Loan A Payment - Monthly
Total bhfundop - Operating Account			31,363.89	
bhmastop - General Checking				
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	01/25/2018	32,208.33	Rent
Total bhmastop - General Checking			32,208.33	
bhqalop - General Checking				
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	01/08/2018	11,342.75	Loan B Interest - Monthly
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	01/15/2018	13,064.21	Loan A Payment - Monthly
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	01/18/2018	8,553.87	Replacement Reserve Payment - Annually
Total bhqalop - General Checking			32,960.83	
bhresop - General Checking				
794	t0002194 - Wong	01/11/2018	-208.00	Void and re-issue from TCB Account
1009	seacitli - Seattle City Light	01/11/2018	-173.87	Void and re-issue from TCB Account
1068	seacitli - Seattle City Light	01/11/2018	-131.84	Void and re-issue from TCB Account
1241	citseacu - City of Seattle-Combined Utilities	01/11/2018	-70.40	Void and re-issue from TCB Account
1248	seacitli - Seattle City Light	01/04/2018	98.48	Electricity
1249	seacitli - Seattle City Light	01/04/2018	909.82	Electricity
1250	seacitli - Seattle City Light	01/04/2018	233.95	Electricity
1251	seacitli - Seattle City Light	01/04/2018	0.00	Void
4003457	bushot - Bush Hotel Limited Partnership	01/10/2018	55,431.59	Close KeyBank Account TCB
Total bhresop - General Checking			56,089.73	
bhresope - General Checking				
102	aldpes - Alderwood Pest Control, Inc.	01/11/2018	203.50	Pest Control
103	citseacu - City of Seattle-Combined Utilities	01/11/2018	70.40	Water/Sewer
104	lowes - Lowe's	01/11/2018	2,134.40	Supplies
105	pdamaint - SCIDpda Maintenance Dept	01/11/2018	3,003.80	WOs
106	pmjans - Phnouk	01/11/2018	445.00	UTO WOs
107	scidpda - SCIDpda	01/11/2018	12,680.92	ID Billing
108	seacitli - Seattle City Light	01/11/2018	173.87	Electricity
109	seacitli - Seattle City Light	01/11/2018	131.84	Electricity
110	seacitli - Seattle City Light	01/11/2018	104.24	Electricity

Check#	Vendor	Check Date	Total Check	
111	seacitli - Seattle City Light	01/11/2018	15.75	Electricity
112	sprague - Sprague	01/11/2018	256.53	Pest Control
113	t0002194 - Wong	01/11/2018	208.00	Move-out refund
114	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
115	busimp - Business Impact NW	01/11/2018	1,604.68	Loan Payment - Monthly
116	citseabi - City of Seattle - BIA TAX	01/18/2018	565.92	BIA Tax - Semi-annual
117	eltsys - ELTEC Systems, LLC	01/18/2018	1,159.56	Elevator - Contract
118	hdsupp - HD Supply Facilities Maintenance, LTD	01/18/2018	219.44	Supplies
119	pacsup - Pacific Supply	01/18/2018	285.38	Supplies
120	rthood - R&T Hood and Duct Services, Inc	01/18/2018	964.74	Fire Systems/Sprinkler - Service Call
121	scidpda - SCIDpda	01/18/2018	147.69	Management Fee Reconciliation
122	verwir - Verizon Wireless	01/18/2018	90.87	Telecom
123	scgele - SCG Electric, Inc.	01/19/2018	1,140.00	Capitalized Rehab Expenses - Corridor Renovations
124	keybankc - KeyBank	01/25/2018	75.00	Training & Education
125	sprague - Sprague	01/25/2018	525.89	Pest Control
126	wasthous - WA State Housing Finance Commission	01/25/2018	2,375.00	HFC Monitoring Fee - Annual
ACH	stwasec - State of WA - Secretary of State	01/03/2018	71.00	Licenses
ACH	thecomm - The Commerce Bank of WA	01/02/2018	4,064.00	Loan Payment - Monthly
ACH	bushot - Bush Hotel Limited Partnership	01/22/2018	3,245.97	Replacement Reserve Payment - Monthly
ACH	bushot2 - Bush Hotel Limited Partnership	01/23/2018	1,071.00	Operating Reserve Payment - Monthly
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	01/25/2018	8,808.35	Condo Billing
ACH	thecomm - The Commerce Bank of WA	01/29/2018	4,064.00	Loan Payment - Monthly
Total bhresope - General Checking			49,906.74	
cidpdaop - General Checking				
984	blackb - Blackbaud, Inc	01/11/2018	849.53	Computer Licenses
985	scidpda - SCIDpda	01/11/2018	39.99	ID Billing
986	keybankc - KeyBank	01/25/2018	88.20	Direct Fund Rising Expenses
Total cidpdaop - General Checking			977.72	
condo2op - General Checking				
1275	pdamaint - SCIDpda Maintenance Dept	01/11/2018	774.59	WOs
1276	pugsou - Puget Sound Energy	01/11/2018	4,022.81	Natural Gas
1277	seacitli - Seattle City Light	01/11/2018	2,447.91	Electricity
1278	seacitli - Seattle City Light	01/11/2018	256.03	Electricity
1279	citseacu - City of Seattle-Combined Utilities	01/18/2018	12,379.76	Water/Sewer/Garbage
1280	guasec - Guardian Security Systems, Inc	01/18/2018	1,238.63	Fire Systems/Sprinkler - Service Call
1281	ipfscorp - IPFS Corporation	01/18/2018	4,290.20	Insurance - #9 of 10
1282	cenlin - CenturyLink	01/25/2018	722.26	Telecom
1283	keybankc - KeyBank	01/25/2018	10.00	Licenses/Permits
Total condo2op - General Checking			26,142.19	
dvaop - General Checking				
2948	hdsupp - HD Supply Facilities Maintenance, LTD	01/04/2018	88.67	Supplies
2949	idvs2lib - IDVS2 Library/Parking	01/04/2018	17,612.92	Loan Payment - Monthly
2950	shewil - Sherwin-Williams Co.	01/04/2018	298.92	UTO WOs
2951	hdsupp - HD Supply Facilities Maintenance, LTD	01/11/2018	126.57	Janitorial - Supplies
2952	lowes - Lowe's	01/11/2018	49.13	Supplies
2953	pdamaint - SCIDpda Maintenance Dept	01/11/2018	943.50	WOs
2954	scidpda - SCIDpda	01/11/2018	12,688.08	ID Billing
2955	seacitli - Seattle City Light	01/11/2018	21.12	Electricity
2956	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
2957	wavbro - Wave Broadband	01/11/2018	42.05	Telecom
2958	buihar - Builders' Hardware & Supply Co	01/18/2018	57.43	Supplies
2959	eltsys - ELTEC Systems, LLC	01/18/2018	610.47	Elevator - Contract
2960	hdsupp - HD Supply Facilities Maintenance, LTD	01/18/2018	890.62	Small Tools & Equipment
2961	idvs2lib - IDVS2 Library/Parking	01/18/2018	1,750.00	Bond Series A Admin Fee - Annual - reimburse IDVS2lp
2962	paclam - Pacific Lamp & Supply Company	01/18/2018	355.85	Supplies
2963	scidpda - SCIDpda	01/18/2018	6,124.23	Management Fee Reconciliation
2964	searub - Seattle Rubbish Removal	01/18/2018	526.81	Garbage/Waste Removal
2965	sprague - Sprague	01/18/2018	307.11	Pest Control
2966	thepar - The Part Works, Inc.	01/18/2018	192.12	Supplies

Check#	Vendor	Check Date	Total Check	
2967	verwir - Verizon Wireless	01/18/2018	71.75	Telecom
2968	idvs2con - IDVS2 Condo Association	01/25/2018	21,472.31	Condo Billing
2969	keybankc - KeyBank	01/25/2018	368.62	Supplies
2970	wasthous - WA State Housing Finance Commission	01/25/2018	2,520.00	HFC Monitoring Fee - Annual
ACH	idvsfh - IDVS 2 Family Housing LLC	01/18/2018	2,301.33	Replacement Reserve Payment - Monthly
ACH	idvsfh2 - IDVS 2 Family Housing LLC	01/22/2018	557.16	Operating Reserve Payment - Monthly
Total dvaop - General Checking			69,976.77	
hingop - General Checking				
104	scldpda - SCIDpda	01/04/2018	0.00	Void
Total hingop - General Checking			0.00	
idvs1op - General Checking				
2849	cle425 - Clean 425 LLC	01/08/2018	-110.10	Void and re-issue
2885	cenlin - CenturyLink	01/11/2018	127.14	Telecom
2886	cle425 - Clean 425 LLC	01/11/2018	836.76	Janitorial Wos
2887	pdamaint - SCIDpda Maintenance Dept	01/11/2018	401.00	WOS
2888	pugsou - Puget Sound Energy	01/11/2018	5,126.99	Natural Gas
2889	repser - Republic Services	01/11/2018	899.98	Garbage
2890	scldpda - SCIDpda	01/11/2018	2,480.77	ID Billing
2891	seacitli - Seattle City Light	01/11/2018	14,138.62	Electricity
2892	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
2893	citseabi - City of Seattle - BIA TAX	01/18/2018	632.02	BIA Tax - Semi-annual
2894	citseacu - City of Seattle-Combined Utilities	01/18/2018	9,255.82	Water/Sewer
2895	eltsys - ELTEC Systems, LLC	01/18/2018	413.45	Elevator - Contract
2896	ichs - International Community Health Services	01/18/2018	37,797.33	Building Improvements - Rebuild Storefront
2897	ipfscorp - IPFS Corporation	01/18/2018	3,553.97	Insurance - #9 of 10
2898	verwir - Verizon Wireless	01/18/2018	12.87	Telecom
2899	wasman - Waste Management of Seattle	01/18/2018	1,911.69	Garbage
2900	citseacu - City of Seattle-Combined Utilities	01/25/2018	73.04	Water/Sewer - 12/2017
2901	citseacu - City of Seattle-Combined Utilities	01/25/2018	72.36	Water/Sewer - 11/2017
2902	citseacu - City of Seattle-Combined Utilities	01/25/2018	67.32	Water/Sewer - 10/2017
2903	citseacu - City of Seattle-Combined Utilities	01/25/2018	64.42	Water/Sewer - 09/2017
2904	citseacu - City of Seattle-Combined Utilities	01/25/2018	70.40	Water/Sewer - 08/2017
2905	citseacu - City of Seattle-Combined Utilities	01/25/2018	61.60	Water/Sewer - 07/2017
Total idvs1op - General Checking			77,887.45	
idvs1rer - Replacement Reserve				
ACH	idvs1co - IDVS 1 Commercial	01/16/2018	39,388.58	Replenish General Ckg for Bldg Improve - Rebuild Storefront
Total idvs1rer - Replacement Reserve			39,388.58	
idvs2cns - General Checking				
667	usbank - US Bank/TFM/97298300/Patty Schrandt	01/04/2018	14,773.96	Loan Layment - Monthly
668	scldpda - SCIDpda	01/11/2018	6,809.11	ID Billing
669	usbank1 - US Bank/TFM/118377000/Patty Schrandt	01/11/2018	3,500.00	Bond Series A & B Admin Fee - Annual
670	eltsys - ELTEC Systems, LLC	01/18/2018	279.79	Elevator - Contract
671	idvs2con - IDVS2 Condo Association	01/25/2018	2,299.76	Condo Billing
672	keybankc - KeyBank	01/25/2018	10.00	Licenses/Permits
673	scldpda - SCIDpda	01/25/2018	2,030.99	Management Fee Reconciliation
ACH	citseafa - City of Seattle Finance & Admin Svcs	01/22/2018	1,408.06	Parking Tax - 12/2017
Total idvs2cns - General Checking			31,111.67	
idvs2op3 - General Checking				
691	sprague - Sprague	01/04/2018	217.56	Pest Control
692	cenlin - CenturyLink	01/11/2018	257.53	Telecom
693	pdamaint - SCIDpda Maintenance Dept	01/11/2018	380.00	WOS
694	repser - Republic Services	01/11/2018	388.48	Garbage
695	scldpda - SCIDpda	01/11/2018	220.97	ID Billing
696	sprague - Sprague	01/11/2018	114.50	Pest Control
697	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
698	herban - Heritage Bank	01/18/2018	4,812.34	Loan Payment - 12/2017
699	scldpda - SCIDpda	01/18/2018	51.26	Management Fee Reconciliation
700	verwir - Verizon Wireless	01/18/2018	13.79	Telecom
701	wasman - Waste Management of Seattle	01/18/2018	2,263.50	Garbage
702	idvs2com - IDVS 2 Commercial	01/25/2018	25,000.00	Fund new General Checking Account at Heritage Bank
703	idvs2con - IDVS2 Condo Association	01/25/2018	3,710.41	Condo Billing
Total idvs2op3 - General Checking			37,430.34	

Check#	Vendor	Check Date	Total Check	
idvs2op4 - General Checking				
ACH	herban - Heritage Bank	01/20/2018	4,812.34	Loan Payment - 01/2018
Total idvs2op4 - General Checking			4,812.34	
idvs2re3 - Replacement Reserve				
ACH	idvs2com - IDVS 2 Commercial	01/16/2018	24,523.49	Close TCB Account to Heritage Bank
Total idvs2re3 - Replacement Reserve			24,523.49	
idvs2sd3 - Security Deposit				
ACH	idvs2com - IDVS 2 Commercial	01/16/2018	17,315.74	Close TCB Account to Heritage Bank
Total idvs2sd3 - Security Deposit			17,315.74	
legacyop - General Checking				
9803	allstre - Allstream	01/04/2018	673.02	Telecom - 12/2017
9804	citpro - City Produce Company	01/04/2018	1,210.16	Program - Food Cost
9805	delage - De Lage Landen Financial Services	01/04/2018	691.68	Copier Maintenance
9806	depsoc - DSHS	01/04/2018	7,950.00	DSHS Bed License - Annual
9807	dirsup - Direct Supply Equipment	01/04/2018	343.51	Program - Supplies
9808	hdsupp - HD Supply Facilities Maintenance, LTD	01/04/2018	40.42	Supplies
9809	keinor - Keiro Northwest	01/04/2018	8,056.00	Program - Transportation
9810	liyong - Li	01/04/2018	87.50	Training & Education
9811	nurcal - Onetrac Wireless Messaging Inc.	01/04/2018	1,266.15	Program - Supplies
9812	pmjans - Phnouk	01/04/2018	2,510.00	UTO WOs
9813	wavbro - Wave Broadband	01/04/2018	210.29	Telecom
9814	bulhar - Builders' Hardware & Supply Co	01/11/2018	49.93	Locks & Keys
9815	citpro - City Produce Company	01/11/2018	386.64	Program - Food Cost
9816	dephea - Department of Health	01/11/2018	1,000.00	Dept. of Health Application Fee
9817	fooser - Food Services of America	01/11/2018	1,787.51	Program - Food Cost & Supplies
9818	hartfo - The Hartford	01/11/2018	563.08	Payroll Benefits - Life Insurance
9819	hdsupp - HD Supply Facilities Maintenance, LTD	01/11/2018	862.50	Supplies
9820	huamin - Huang	01/11/2018	430.23	Training & Education/Staff Appreciation/Travel
9821	idvs1co - IDVS 1 Commercial	01/11/2018	36,620.07	Rent
9822	kaifou - of Washington Options Inc	01/11/2018	19,022.90	Payroll Benefits - Medical
9823	kinori - King's Oriental Foods, Inc	01/11/2018	342.00	Program - Food Cost & Supplies
9824	leaage - LeadingAge Washington	01/11/2018	477.59	Licenses - Monthly
9825	leaage - LeadingAge Washington	01/11/2018	289.99	Dues & Subscriptions - Monthly
9826	mizemi - Mizuki	01/11/2018	177.77	Office Supplies/Staff Appreciation/Training/Licenses
9827	neopos - Neopost	01/11/2018	60.00	Postage
9828	netser - Network Services Company	01/11/2018	365.37	Program - Supplies
9829	offdeplh - Office Depot	01/11/2018	313.84	Office Supplies
9830	paclam - Pacific Lamp & Supply Company	01/11/2018	5.95	Supplies
9831	pdamaint - SCIDpda Maintenance Dept	01/11/2018	3,984.00	WOs
9832	petqua - Petschl's Quality Meats Inc	01/11/2018	517.90	Program - Food Cost
9833	searub - Seattle Rubbish Removal	01/11/2018	148.25	Garbage
9834	sprague - Sprague	01/11/2018	125.95	Pest Control
9835	sprfar - Springbrook Farms	01/11/2018	448.65	Program - Food Cost
9836	syssea - SYSCO Seattle Inc	01/11/2018	1,053.76	Program - Food Cost & Supplies
9837	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
9838	wasden - Delta Dental of Washington	01/11/2018	1,501.25	Payroll Benefits - Dental
9839	amedat - American Data Guard	01/18/2018	60.00	Garbage
9840	bobjoh - Bob Johnson's Pharmacy	01/18/2018	231.82	Program - Supplies
9841	copinw - Copiers Northwest, Inc	01/18/2018	345.58	Copier Lease/Maintenance - 09/2017 - 11/2017
9842	cscser - CSC Service Works, Inc.	01/18/2018	101.29	Program - Supplies
9843	delage - De Lage Landen Financial Services	01/18/2018	691.68	Copier Lease/Maintenance - 01/2018
9844	dinhea - Ding	01/18/2018	168.96	Program - Supplies
9845	eltsys - ELTEC Systems, LLC	01/18/2018	829.76	Elevator - Contract
9846	hdsupp - HD Supply Facilities Maintenance, LTD	01/18/2018	2,451.14	Supplies
9847	infreh - Infinity Rehab	01/18/2018	1,203.30	Program - Temporary Staffing
9848	ipfscorp - IPFS Corporation	01/18/2018	1,381.59	Insurance - #9 of 10
9849	keinor - Keiro Northwest	01/18/2018	7,150.00	Program - Transportation
9850	kinori - King's Oriental Foods, Inc	01/18/2018	355.00	Program - Food Cost & Supplies
9851	leulil - Leung-Lam	01/18/2018	120.00	Licenses/Permits
9852	steric - Stericycle, Inc.	01/18/2018	23.56	Program - Supplies
9853	verwir - Verizon Wireless	01/18/2018	181.09	Telecom
9854	wasman - Waste Management of Seattle	01/18/2018	1,154.25	Garbage

Check#	Vendor	Check Date	Total Check	
9855	yarsys - Yardi Systems, Inc.	01/18/2018	909.25	Licenses/Permits - Monthly
9856	allstre - Allstream	01/25/2018	682.83	Telecom -01/2018
9857	chepro - ChemPros	01/25/2018	311.55	Program - Supplies
9858	chukit - Chu	01/25/2018	89.76	Program - Supplies
9859	fooser - Food Services of America	01/25/2018	6,160.22	Program - Food Cost & Supplies
9860	keybankc - KeyBank	01/25/2018	807.65	Supplies/Staff Appreciation/Program - Food Cost
9861	netser - Network Services Company	01/25/2018	700.93	Program - Supplies
9862	offdeplh - Office Depot	01/25/2018	193.09	Office Supplies
9863	petqua - Petschl's Quality Meats Inc	01/25/2018	469.55	Program - Food Cost
9864	rthood - R&T Hood and Duct Services. Inc	01/25/2018	397.28	R&M - Other
9865	shewil - Sherwin-Williams Co.	01/25/2018	154.97	Supplies
9866	syssea - SYSCO Seattle Inc	01/25/2018	1,956.96	Program - Food Cost & Supplies
ACH	scidpda - SCIDpda	01/02/2018	90,000.00	Transfer for Payroll
ACH	scidpda - SCIDpda	01/11/2018	100,000.00	Transfer for Payroll
ACH	scidpda - SCIDpda	01/25/2018	80,000.00	Transfer for Payroll
Total legacyop - General Checking			392,856.92	
legreres - Replacement Reserve				
ACH	leghou - Legacy House	01/16/2018	9,712.03	Replenish General Ckg for Elev-Srvs Call/Flooring/CO2 Alarms
Total legreres - Replacement Reserve			9,712.03	
nccomop2 - General Checking				
335	seacitli - Seattle City Light	01/04/2018	745.46	Electricity
336	pdamaint - SCIDpda Maintenance Dept	01/11/2018	1,421.00	WOS
337	scidpda - SCIDpda	01/11/2018	635.98	ID Billing
338	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
339	eltsys - ELTEC Systems, LLC	01/18/2018	249.73	Elevator - Contract
340	jondon - Jon-Don	01/18/2018	52.98	Supplies
341	verwir - Verizon Wireless	01/18/2018	6.44	Telecom
342	wasman - Waste Management of Seattle	01/18/2018	27.00	Garbage
343	citseacu - City of Seattle-Combined Utilities	01/25/2018	2,471.23	Water/Sewer
344	keybankc - KeyBank	01/25/2018	78.88	Supplies
345	scidpda - SCIDpda	01/25/2018	20,000.00	Payment on Due to/from Related Property Balance
ACH	stwasec - State of WA - Secretary of State	01/03/2018	71.00	Licenses
ACH	newcenmt - New Central Hotel Master Tenant LLC	01/25/2018	958.71	Insurance - #9 of 12
ACH	newcenmt - New Central Hotel Master Tenant LLC	01/25/2018	19,204.17	Rent
Total nccomop2 - General Checking			45,922.58	
nchotop - General Checking				
144	easwes - East-West Investment Co.	01/11/2018	3,641.41	Ground Lease Expense
145	lpfscorp - IPFS Corporation	01/18/2018	1,634.78	Insurance - #9 of 10
ACH	stwasec - State of WA - Secretary of State	01/03/2018	71.00	Licenses
ACH	welfar - Wells Fargo	01/11/2018	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	01/18/2018	1,097.56	Replacement Reserve Payment - Monthly
Total nchotop - General Checking			25,994.67	
ncmaster - General Checking				
ACH	stwasec - State of WA - Secretary of State	01/03/2018	71.00	Licenses
ACH	newcenth - New Central Hotel LLC	01/25/2018	33,833.00	Rent
ACH	newcenth - New Central Hotel LLC	01/25/2018	1,597.85	Insurance - #9 of 12
Total ncmaster - General Checking			35,501.85	
ncresop - General Checking				
392	cenlin - CenturyLink	01/11/2018	54.09	Telecom
393	lowes - Lowe's	01/11/2018	20.90	Supplies
394	pugsou - Puget Sound Energy	01/11/2018	871.98	Natural Gas
395	scidpda - SCIDpda	01/11/2018	4,095.66	ID Billing
396	searub - Seattle Rubbish Removal	01/11/2018	339.52	Garbage
397	sprague - Sprague	01/11/2018	243.93	Pest Control
398	t0000978 - Lee	01/11/2018	223.00	Move-out refund
399	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
400	eltsys - ELTEC Systems, LLC	01/18/2018	249.73	Elevator - Contract
401	hdsupp - HD Supply Facilities Maintenance, LTD	01/18/2018	382.40	Small Tools & Equipment
402	shewil - Sherwin-Williams Co.	01/18/2018	298.92	UTO WOS
403	sprague - Sprague	01/18/2018	243.93	Pest Control
404	verwir - Verizon Wireless	01/18/2018	36.18	Telecom
405	citseacu - City of Seattle-Combined Utilities	01/25/2018	3,018.79	Water/Sewer/Garbage

Check#	Vendor	Check Date	Total Check	
406	saipal - Sais Painting Company	01/25/2018	1,540.00	UTO WOs
ACH	stwasec - State of WA - Secretary of State	01/03/2018	71.00	Licenses
ACH	newcenmt - New Central Hotel Master Tenant LLC	01/25/2018	16,351.64	Rent/Insurance - #9 of 12
ACH	newcentr - SCIDPDA New Central Apartments, Inc	01/18/2018	361.00	Replacement Reserve Payment - Monthly
Total nresop - General Checking			28,402.67	
nutriop2 - General Checking				
847	leghou - Legacy House	01/04/2018	2,332.59	Legacy House Meals
ACH	nutser - SCIDpda Congregate Meal Program	01/08/2018	17,297.11	Close TCB account to Wells
Total nutriop2 - General Checking			19,629.70	
nutriop3 - General Checking				
101	bushcomm - SCIDpda Bush Hotel Commercial	01/11/2018	0.00	Void and transfer
102	filcom - Filipino Community of Seattle	01/11/2018	3,008.19	Services Agreement - Other
103	hartfo - The Hartford	01/11/2018	30.76	Payroll Benefits - Life Insurance
104	kalfou - of Washington Options Inc	01/11/2018	306.27	Payroll Benefits - Medical
105	merpar - Merchants Parking Assoc.	01/11/2018	545.00	Program - Transportation
106	netser - Network Services Company	01/11/2018	261.57	Program - Supplies
107	penqin - Qing	01/11/2018	104.58	Supplies
108	wasden - Delta Dental of Washington	01/11/2018	78.70	Payroll Benefits - Dental
109	bushcomm - SCIDpda Bush Hotel Commercial	01/11/2018	0.00	Void and transfer
110	rthood - R&T Hood and Duct Services. Inc	01/18/2018	168.11	Fire Systems/Sprinkler - Service Call
111	bushcomm - SCIDpda Bush Hotel Commercial	01/18/2018	4,719.08	Rent
112	leghou - Legacy House	01/18/2018	2,154.58	Legacy House Meals
113	keybankc - KeyBank	01/25/2018	189.48	Program - Supplies
Total nutriop3 - General Checking			11,566.32	
pdabhcon - Construction				
ACH	thecomm - The Commerce Bank of WA	01/29/2018	5,000.00	Loan Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	01/30/2018	101.16	LOC Interest Payment - Monthly
Total pdabhcon - Construction			5,101.16	
pdaop - General Checking				
7267	cenlin - CenturyLink	01/04/2018	111.32	Telecom
7268	ethbus - Ethnic Business Coalition	01/04/2018	28,800.00	EBC/Program - Subcontracts
7269	navben - Navia Benefit Solutions	01/04/2018	51.10	Payroll Benefits
7270	offdep - Office Depot	01/04/2018	64.48	Office Supplies
7271	omumik - Omura	01/04/2018	150.00	Telecom
7272	philins - Philadelphia Insurance Companies	01/04/2018	930.67	Insurance
7273	ricusa - Ricoh USA, Inc	01/04/2018	455.54	Copier Lease
7274	thoreu - Thomson Reuters Inc - R&G	01/04/2018	225.43	Training & Education
7275	ahmwas - AHMA of Washington	01/11/2018	1,324.00	AHMA Renewal - Annual
7276	frilit - Friends of Little Saigon	01/11/2018	21,428.55	littsaig/Program - Subcontracts
7277	hartfo - The Hartford	01/11/2018	666.63	Payroll Benefits - Life Insurance
7278	idvs1co - IDVS 1 Commercial	01/11/2018	375.00	Employee Parking
7279	idvs2lib - IDVS2 Library/Parking	01/11/2018	125.00	Employee Parking
7280	intpark - Interim Parking Services	01/11/2018	986.00	Employee Parking
7281	kaifou - of Washington Options Inc	01/11/2018	17,102.69	Payroll Benefits - Medical
7282	Insneo - LNS Neon Sign LLC	01/11/2018	2,397.00	IDEA Space/Program - Subcontracts
7283	net2ph - Net2Phone Inc.	01/11/2018	723.62	Telecom
7284	verwir - Verizon Wireless	01/11/2018	0.00	Void and re-issue
7285	visser - Vision Service Plan	01/11/2018	287.18	Payroll Benefits - Vision - 01/2018
7286	wasden - Delta Dental of Washington	01/11/2018	1,379.25	Payroll Benefits - Dental
7287	wavbro - Wave Broadband	01/11/2018	132.45	Telecom
7288	casnet - Cascade Networks, Inc.	01/18/2018	245.72	HHC/Telecom
7289	cenlin - CenturyLink	01/18/2018	120.41	Telecom
7290	houdep - Housing Development Consortium	01/18/2018	500.00	HDC Dues - Quarterly
7291	meetin - MeetingOne	01/18/2018	5.26	Telecom
7292	nakallc - Legacy2012 LLC	01/18/2018	1,088.50	IDEA Space/Program - Subcontracts
7293	paclaw - Pacifica Law Group	01/18/2018	2,547.00	Legal - Administrative - PACE
7294	thecomm - The Commerce Bank of WA	01/18/2018	25,000.00	Line of Credit Payment - Final
7295	verwir - Verizon Wireless	01/18/2018	690.38	Telecom
7296	woocom - Woodburn Company	01/18/2018	550.42	Office Supplies & Equipment
7297	younam - Your Name Here Promotion, LLC	01/18/2018	4,893.95	LH Holiday Gifts - to be reimbursed from LH
7298	hrdire - HRdirect	01/25/2018	173.94	Office Supplies & Equipment
7299	keybankc - KeyBank	01/25/2018	2,623.93	Staff Appreciation

Check#	Vendor	Check Date	Total Check	
7300	offdep - Office Depot	01/25/2018	320.38	Office Supplies & Equipment
7301	tecave - Techie Avenger Inc	01/25/2018	1,579.74	Computer - Maintenance
7302	visser - Vision Service Plan	01/25/2018	287.18	Payroll Benefits - Vision - 02/2018
ACH	stwasec - State of WA - Secretary of State	01/03/2018	71.00	Licenses
ACH	qquest - Qquest Payroll Services	01/05/2018	18,434.19	Payroll
ACH	citsearc - City of Seattle	01/24/2018	415.77	B&O Tax
ACH	stwab&o - Department of Revenue	01/26/2018	303.70	B&O Tax
ACH	qquest - Qquest Payroll Services	01/04/2018	120,055.29	Payroll
ACH	qquest - Qquest Payroll Services	01/18/2018	130,005.54	Payroll
Total pdaop - General Checking			387,628.21	
			1,592,876.35	
			1,592,876.35	

Concurrence Requests:

Staff are required to seek concurrence for items that:

- *the consideration exchanged or received by the SCIDpda exceeds \$10,000, or*
- *the performance by the SCIDpda extends over a one year period.*

February 2018 Items

Leases – Louise Mok/Julie Neilson staff leads

IDVS1com – Initial Lease

Happy Times Bistro sold their business to Hot Pot King. We entered into a new lease from 10/2017 – 03/2027. Initial annual rent at \$27,300 with annual reimbursable operating expenses (“triple net” or NNN) at \$17,352.

New Central Hotel Lease Renewal

- Ai Video, #103 - 01/01/2018 – 12/31/2018, monthly rent \$930.00 with NNN.
- Chinese Christian Mission Seattle Gospel Center, #101 - 03/01/2018 – 02/28/2019 , monthly rent \$1,248.00 with NNN.
- Community Alliance for Global Justice, #102 - 02/01/2018 – 01/31/2020 , monthly rent \$804.00 with NNN for the first year, monthly rent \$1004.00 with NNN for the second year.

Contracts– Jamie Lee, staff lead

City of Seattle Department of Neighborhoods - from 1/1/2018 to 12/31/2018

- \$20,000 for costs associated with the Public Safety Survey
- \$75,000 for the Public Safety Coordinator position, covering staffing costs, rent, and other program expenses. The Public Safety Coordinator is staff of SCIDpda, but reports to the CID Public Safety Council

SCIDPDA MONTHLY MANAGEMENT REPORT

February 2018

Property Management

Commercial Vacancy as of 1/31/2018

Property	Total Sq Ft	Vacant sf	Percent Vacant	Notice To Vacate	Month to Month
IDVS 1	86,039	0	0.00%	0	0
IDVS II	5,899	0	0.00%	0	207 sq. ft.
New Central	20,589	0	0.00%	2	0
Bush Hotel	28,178	0	0.00%	1	0
Jackson	4,918	806	16.39%	0	0
Portfolio Total	145,623	806	.06%	3	207 sq. ft.

Leasing Activity and Property Notes:

We have given the Jackson's owners information about three applicants for the current vacant space so they can choose the applicant they'd like as their tenant.

We had a tenant move out of New Central but their lease does not expire until August and they continue to pay rent while we work to find a tenant to replace them, so it technically doesn't qualify as vacant.

Another New Central tenant gave notice on 2/12/18 that they will be retiring and will vacate 3/31/18.

We are focusing on these two upcoming vacancies and the travel agency in the Bush whose lease expires in February. We have chosen not to renew their lease in order find a more desirable tenant for that storefront. Due to their longstanding lease with us, we've extended their vacate day to 3/31/18.

Residential Vacancy as of 1/31/2018

	Jan 2018	YTD	2018 Budget
PDA-Owned Properties			
Bush Residential	0.74%	0.74%	2.00%
Domingo Viernes Apartments	0.52%	0.52%	2.00%
New Central Apartments	4.38%	4.38%	2.00%
PDA-Managed Properties			
Eastern Hotel	2.17%	2.17%	2.00%
Nihonmachi Terrace	2.04%	2.04%	4.00%
NP Hotel	3.07%	3.07%	2.00%
Jackson Apartments	0.00%	0.00%	1.50%

As previously reported, we have been selected to be the property manager for the Louisa Hotel rehab project consisting of 84 workforce housing (60-100% AMI) studios and one-bedrooms and 10 commercial spaces. Construction started on December 4th and is expected to be ready for occupancy in 15 months

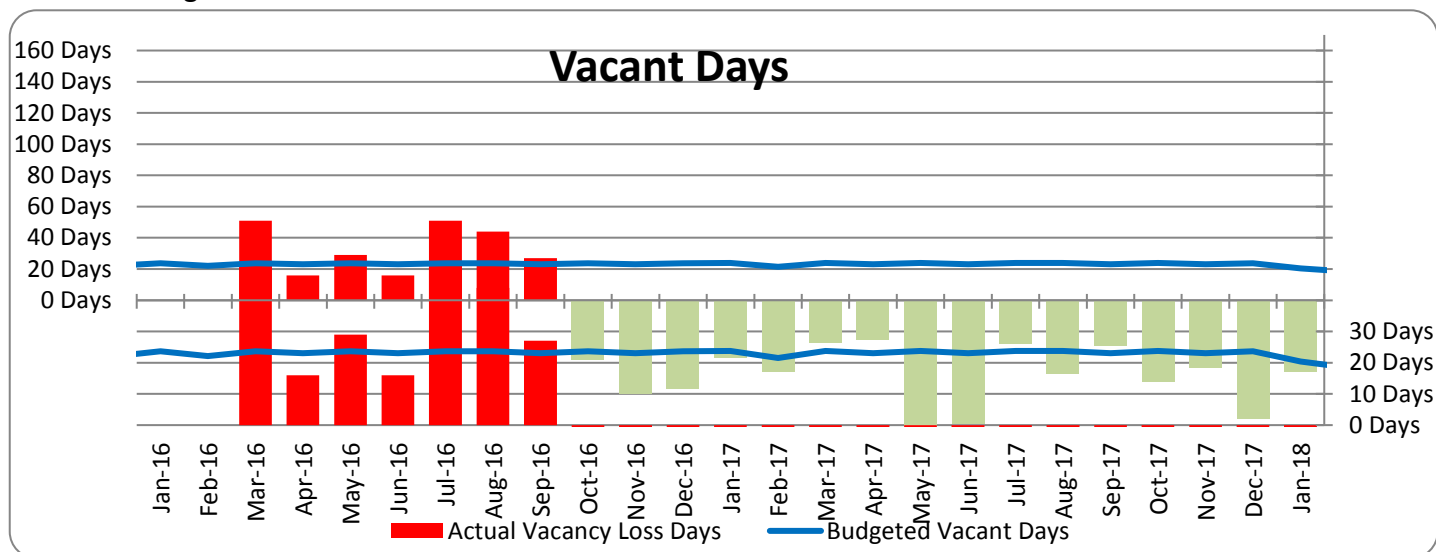
January is a busy month for affordable housing compliance due to the WSHFC's. This year's submission went smoothly, primarily due to the expertise of our recently hired Compliance Manager.

Senior Services

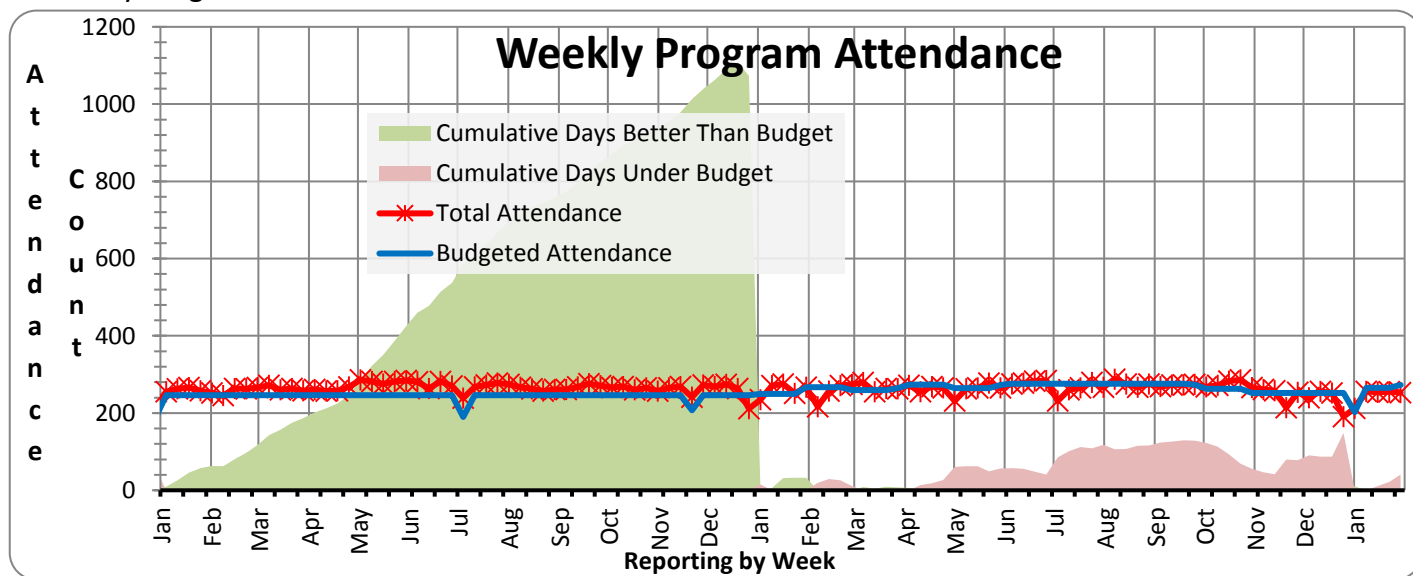
The positive variance for Assisted Living continues into January. Vacancy loss for January was budgeted at 20 days, with an actual vacancy loss of <46> days making the net vacancy number less than budget in January by 66 days. The vacancy loss continues to be a net negative because of quick turn over time to bring on new residents and 4 rooms occupied by couples while the budget accounted for only 3 double occupancy.

ADS attendance is below budget in January by 41, but revenue for the ADS program is right at budget. Attendance has been affected by DSHS not allowing some Assisted Living residents to continue in the ADS program. Also, the flu season has hit particularly hard causing cancellations. Staff continue to work to get clients into a higher acuity which results in higher revenue per client. As a result the budget attendance variance in January is below budget while revenue is only fractionally below budget.

Assisted Living



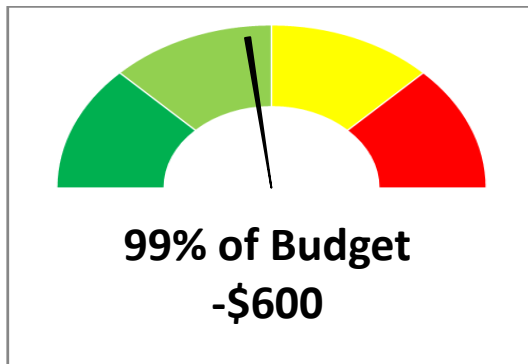
Adult Day Program



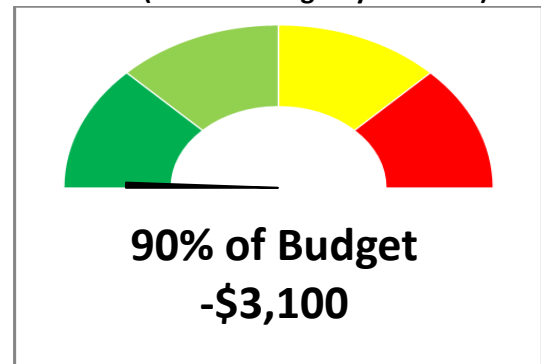
Payroll

Payroll and Benefits Expense actual to budget through January 2018 total \$1.6K over budget. Senior Services has had large amounts of overtime while covering for staff that is on PTO and FMLA.

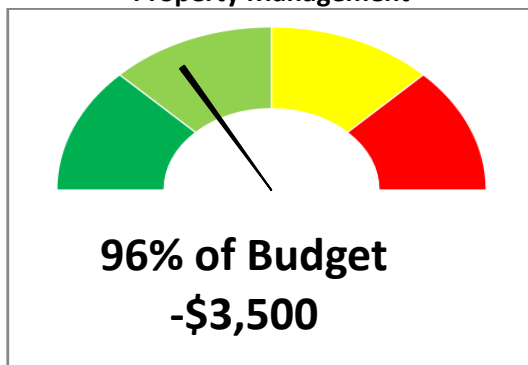
Admin



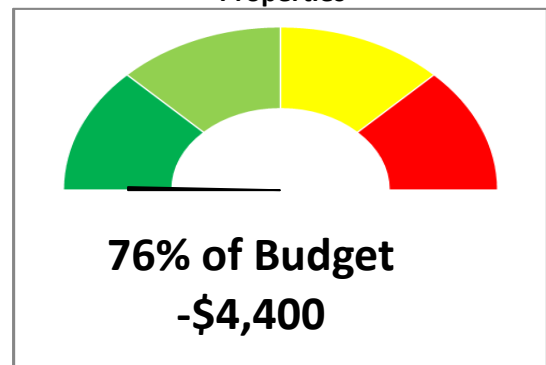
IDEA (Includes Hing Hay Coworks)



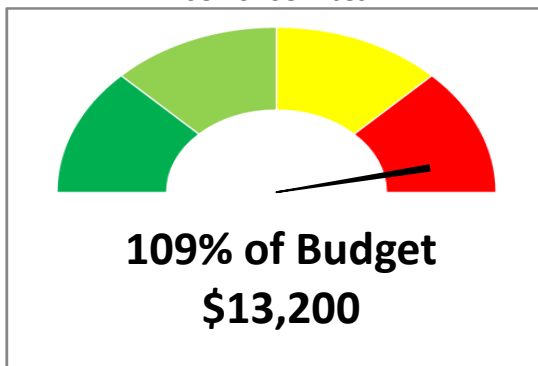
Property Management



Properties



Senior Services



SCIDpda Staff Reports – February 2018

Legacy House/Senior Services

Emiko Mizuki

Assisted Living

- Five (5) unit turnovers in January totaling 37 vacancy days, however Yardi shows 47 days due to a couple moving out. Yardi follows the residents not the units. Our 2018 goal is 240 vacancy days for 21.5 units averaging 11 days per UTO.
- The Healthcare Situational Awareness Survey distributed through the Healthcare Emergency Coordination Center indicates that healthcare facilities in King, Kitsap and Pierce counties are experiencing elevated capacity issues as a result of local influenza and respiratory activity impacting our healthcare system. Residents experienced cold symptoms but none were treated for flu symptoms in January. 94% of our staff and residents have received their flu shots and we have implemented our infection control procedures to reduce the chances of influenza spreading quickly throughout the facility.

Adult Day Services

- The City of Seattle Annual audit has tentatively been scheduled in May 2017. We are requesting a later site visit as they audited in August 2017 and the final report was dated December 2017. The ADS Team are working on the “Attic Project” which prepares files for thinning and retention prior to this year’s site visit.
- Our seniors are planning to visit the Chihuly Garden and Glass Museum in March 2018.

Congregate Meal Program (CMP)

- The 2017 fourth quarter trend continues into January 2018 toward reaching the goals of our contract. This is attributed to the installation of cable TV which broadcasts Chinese news, the additions of 2 Mah Jong tables, increases in different types of activities and menu changes.

Additional Information

- A number of bills were presented during this legislative session but none were scheduled for a vote or voted out of committee. Some included SB5179 Restoration of Hearing Aid Funding for Adults on Medicaid, HB2750 establishing an Assisted Living Facility Quality Council and HB2515/SB6337 “Bridge Funding” which would increase funding for AL facilities that have a high concentration of Medicaid clients, defined as those communities whose Medicaid population represents 60% or more of the total client population served (like Legacy House).
- Meetings continue with ICHS Managers and Legacy House in anticipation of the transitions in 2018. Discussions include construction plans to reconfigure the nursing/wellness areas with an estimate time of completion and “down time” of 3 weeks.

Real Estate Development

Michael Omura

***indicates project update*

SCIDpda Direct Involvement

Pacific Medical North Lot** - The MUP documents were submitted just before Thanksgiving and SDCI has reviewed the documents for completeness. The 100% Schematic Design was submitted on 11/28/17. The current design contemplates a building(s) that are comprised of AiPACE (23,000 sq. ft.), 95 affordable family units, 41 senior units and 9,500 sq. ft. of childcare and 169 market rate units. Currently it is planned that we will develop and own the building and then condominiumize the AiPACE portion of the building. However there is a pause in the project to determine the ownership make up and lease structure and terms that we are waiting from PHPDA. **We received Master Ground Lease Proposal from PHPDA on 2/13/18 and are currently reviewing. We will request an extension for response since they are asking for a response by 2/20/18.****



Goodwill Site** - The SCIDpda has entered into a MOU with Goodwill, Lake Union Partners, and Capitol Hill Housing to create a feasibility analysis of the nearly 8 acre site. The program for the site will include a new flagship store for Goodwill and relocation of the warehousing and fleet parking, SCIDpda and CHH will develop affordable housing and community facilities. **Early scenarios contemplate about 400 affordable housing units that SCIDpda would split with CHH. The feasibility of the affordable housing depends on whether the City would be willing to land swap the Charles Street site for the affordable units.****

Renovation of the Louisa Hotel - Construction began in December with the removal of hazardous materials. It is anticipated that the project will be completed by mid-2019.

Intracorp Development Acme Poultry Site** - Intracorp has completed 4 briefings to the ISRD and we anticipate submittal of the preliminary C of A shortly. Intracorp has committed to providing 62 “affordable” units per the MFTE (22 studio units at 65% AMI, 35 1 bdrm units at 75% AMI and 6 2 bdrm units at 85% AMI). Commercial will be comprised of small spaces primarily along Jackson and along a pedestrian connection between Jackson and King. **A 5th Briefing to ISRD was held on 2/13/18 and there were no major issues by the Board. ****



Inland Development 10th & Jackson - Construction is well underway and vertical support structures of the 1st floor are now being formed and poured. Construction is slated to be complete by 3rd Quarter of 2018

Future Projects/Opportunities

SCIDpda Direct Involvement

Bing Kung - We have met with the Bing Kung leaders and they would like the PDA to move forward with initial studies. We are working on pulling together a MOU for to assist them for the next few months. The seismic repair work has begun and it is anticipated that construction will be complete in May

URM/Historic Core Renovation** - The investor that has been brought on board for the Louisa Hotel is interested in raising funds to renovate existing underutilized and vacant upper levels of many of our historic buildings in the core of the CID. SCIDpda has begun to strategize with the investor on reaching out to the owners of the buildings, the City and community leaders. **At the RED Committee meeting on 2/7/18 the Committee members felt comfortable with the investor presenting their vision to the full Board. This will be on the April Board agenda. ****

Other Projects in the Neighborhood

ISRD Boundary Expansion - As of the beginning of this year the boundary for the ISRD has been expanded to include most of Little Saigon up to Rainier Avenue. There has not been much public communication of this change especially to property owners and businesses in the area.

Panama Hotel - The two finalist were not selected and the owner has now selected another option with a developer from California. No other details at this time.

Four Seas - Interim and Edge Development was funded by the Office of Housing to develop the ¼ block site of the Four Seas Restaurant for a mixed use development with 104 units at 60% AMI. Unit sizes vary from studio to 3 bedroom, and commercial

Interim - Interim has purchased a 12,000 SF parcel on King Street between 10th and 12th (Acme Poultry parking site) and plans to develop affordable housing.

Linc's Tackle Site - Plymouth Housing is developing a mixed use project on this site, with 102 units targeted to chronically homeless and mentally ill adults. One concern expressed by some community members is that the majority of the commercial space will be for Plymouth Housing Maintenance.

Asian Plaza - The project has been approved with conditions by the Director of SDCI since the Board was split on this.

Hotel on 8th Ave. S - An ISRD Briefing was held on May 23rd and it was a disruptive meeting led primarily by the CID Coalition. There has not been any news about what the status of the project is at this time.

DA-LI Development - The developers and their design team will present the project at the fifth briefing for ISRD on 1/9/2018. The ISRD generally agreed with the massing concept and it is likely that the developers will submit for Preliminary C of A in the next month. There were some ISRD Board direction about the corner of 5th & Main.



Site on Main and Maynard - Hotel Concepts has purchase the site on the SE corner of Maynard and Main and plans to develop a residential high rise. They are the same developers as the 8th & Lane hotel across from Legacy House that had caused controversy in the CID.

Site on 5th and Washingtonnew topic** - Toyoko Inn has purchased the ¼ block site directly north of the Da-Li development. The purchase price quoted in the DJC was over \$10M.

Development Activity on the Periphery of CID

“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.

Community Initiatives

Jamie Lee

Hing Hay Coworks/Business Resources

- We are looking at offering succession planning workshops for legacy businesses and are working with the Chinese Chamber of Commerce.
- We are also working on helping businesses claim their Yelp pages, and working on a “how to do tenant improvements” workshop with the Seattle Office of Economic Development.

Public Space

- Nihonmachi Alley lighting will be presented to the International Special Review Board on February 13. Once receiving the certificate of approval, both the lights and the murals will be installed!
- The Hing Hay Park sign committee selected an artist to design a decorative sign for the park. The Hing Hay Park Gateway was installed and the opening celebration is March 24 – we hope you can join!

Public Safety

The public safety survey collected over 400 respondents and will close on 2/16. We have one class from Seattle University entering the paper responses and then another class that will analyze the data. In addition to analyzing the survey responses, the class is also analyzing 2017 911 data and crime data.

Upcoming events:

- **CID Spring Clean – April 28** – as always, we welcome the board’s support during the registration in the morning. We also welcome you to sign up for a project and volunteer for a project (you can do both!)
- Save the date! The next Hing Hay Coworks Arts & Crafts Fair is on July 19!

Development & Communications

Joseph Guanlao

Fundraising

- Assignments for this year’s sponsorship asks have been updated, carrying over asks from last year (as the starting point). The board is invited to contribute to this list and help acquire sponsorships. Joseph will present the sponsorship packet to the board for board members to use in their asks.
- Following up to a meeting with Vulcan discussing sponsorship of the CID Spring Clean and the 2018 SCIDpda Annual Fundraiser, we submitted a sponsorship request for both events and are now awaiting confirmation.
- The SCIDpda Board Fundraising Committee will convene in early March.

Communications

- The Winter edition of the SCIDpda Newsletter went out on 2/2. 215 opens, 39 clicks. (If you know of anyone we should add to the newsletter mailing list, please let staff know.)
- We are currently working with Property Management to update the PDA website and signage for leasing on available commercial properties.
- We are also examining the evolution of the IDEA Space and assessing the creative direction for the 10-year anniversary.

Executive Director

Maiko Winkler-Chin

Linc's Tackle – as mentioned earlier, Plymouth Housing Group has purchased the Linc's Tackle site. In case you are asked, the Wing Luke Museum has the sign and will preserve it.

Plymouth Housing Group Donation – Washington State Housing Finance Commission's Low Income Housing Tax Credit Program gives application points to those who donate to a local non-profit organization in support of a low income housing program that meets a locally identified housing need. Plymouth on First Hill's project donated \$5000 to us and \$5000 to Asian Counseling and Referral Service. The funds have been allocated to our real estate development department for expenses. Thanks PHG!

Dr. Sun Yat Sen statue – the statue finally seems to have a home. The project started over 2 years ago and had state and county officials involved in determining a location. After deliberation and a structural engineering study (and installation estimate), the statute is planned to be placed in front of Chong Wa Hall.

Organizational Administrative Work

Rules and Regulations (ByLaws) – the board is scheduled to vote on approving the amendments. Thanks to Michael Itti for submitting comments. Staff anticipate this moving forward and getting off Maiko's "To Do" list. Next up:

- Employee Handbook – Jared Jonson, Michael Itti, and potential boardmember Mindy Au have agreed to review the handbook, which Arlyne Sevilla has completed. We have compared it with another public development authority's employee handbook and will have a discussion before presenting it to the board for discussion and approval.
- I also have an updated Public Disclosure Policy and Process on the To Do list.

External Committees

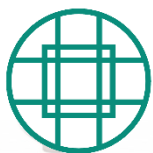
Progressive Revenue Tax Committee – the timeframe for this committee is almost complete. The committee has been tasked with finding "progressive" (versus regressive) revenue sources, meaning that it takes a larger percentage of income from higher income groups than from low income groups, and is based on the concept of ability to pay. The myriad of nuances that need to be navigated in the world of taxation is mind-numbing. I can say with some level of certainty there will be short term and long term recommendations as there are many limitations due to the state constitution. The Revenue

caucus, on which I sit, has perhaps agreed on one item – that all should pay ****something****, even if it is minimal. The City appears to have minimal data points that help in business classification, and all acknowledge that the one it does have – Gross Income – is not a progressive measure. The last committee meeting is March 1st.

Sound Transit Stakeholder Advisory Group – I was asked to join this committee for the Ballard West Seattle Link light rail. It is of concern and interest because Sound Transit will need another tunnel through downtown, and the alignment shows that the tunnel runs through our neighborhood under 5th Avenue. Not to be confused with the One Center City transportation plan that both Jared and I sit on, it is unclear to me how these various planning efforts are to coordinate.

CID Planning Advisory Committee – this is the process that I am co-chairing with Interim CDA's Executive Director. For those who cannot participate on a committee but are interested, the planning committee will have its first open house later this month. There are 4 planned throughout the process to share and collect input along the way.

Maiko out of office the week of February 19th, March 18 – 21st; and March 29-31



CHINATOWN INTERNATIONAL DISTRICT FRAMEWORK & IMPLEMENTATION PLANNING PROCESS



OPEN HOUSE

Everyone Is Invited!

Wednesday, February 28th, 2018

4:30 to 6:30 pm

International District Chinatown Community Center

719 8th Ave S, Seattle, WA 98104

Join in the conversation on projects that strengthen the CID neighborhood such as:

**Affordable Homes + Businesses • Public Safety • Parks + Open Space
Guidelines for New Development • City Project Coordination**

Food and Interpretation will be provided!



Seattle

FOR MORE INFORMATION: www.seattle.gov/opcd/cid

Resolution 18-02-20-_____

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 following 2018 meeting schedule:

Board Meetings (Subject to Open Public Meetings Act)

Unless otherwise noted, all meetings begin at 5:30 and are held at Legacy House, 803 S Lane St., Seattle, WA 98104

February 20	July 17
March 17** Hing Hay Coworks, 10 am, followed by SCIDpda Board Retreat	August 21
April 17	September 18
May 15	October 16
June 12	November 20
	December 11

Executive Committee

Unless otherwise noted, all meetings begin at noon and are held at SCIDpda Main Offices, 409 Maynard Ave. S, Suite P-2, Seattle WA 98104

March 7	August 1
April 4	September 5
May 2	October 3
June 6	November 7
July 5	December 5

Finance Committee

Unless otherwise noted, all meetings begin at 1 pm and are held at SCIDpda Main Offices, 409 Maynard Ave. S, Suite P-2, Seattle WA 98104

March 16	August 17
April 13	September 14
May 11	October 12
June 15	November 16
July 13	December 7 (starts at noon)

Board President

Date

Board Secretary

Date

Resolution 18-02-20-__

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

We, the Seattle Chinatown International District Preservation and Development Authority Board approve the amendments to the SCIDpda Rules and Regulations.

Board President

Date

Board Secretary

Date

Voting:

RULES AND REGULATIONS
OF THE
SEATTLE CHINATOWN-INTERNATIONAL DISTRICT
PRESERVATION AND DEVELOPMENT AUTHORITY

ARTICLE I

~~COUNCIL~~ BOARD

Section 1. Composition of the ~~Council~~ Board

~~Management~~ Governance of the Seattle Chinatown International District Preservation and Development Authority, affairs shall reside in the ~~Council~~ Board. The ~~Council~~ Board shall be composed of ~~twelve (12) eleven~~ no less than nine (11) 9 to no more than seventeen (17) members selected as follows:

1. Four (4) members shall be appointed by the Mayor
2. The remaining Board members shall be nominated by a majority vote of the Board.

- ~~1.—Within eighteen months of the issuance of the Charter, the initial Council designated in the application for the Charter shall by resolution divide the members of the Council into four classes of three (3) members each (designated Class I, Class II, Class III and Class IV).~~
- ~~2.—At the regular meeting of the Council that coincides most closely with the Council that coincides most closely with the second anniversary of the issuance of the Charter, the terms of those members of the Council that are in Class I shall expire, provided that they shall continue in offices until their successors are selected as provided in this Article I.~~
- ~~3.—The Council vacancies created by the expiration of the terms of the Class I members shall be filled with:~~
 - ~~a.—One member selected by the Constituency~~
 - ~~b.—One member selected by the Mayor~~
 - ~~c.—One member selected by the Council~~
- ~~4.—All appointments to the Council Board shall be subject to approval by the Seattle City Council.~~
- ~~5.—This reappointment and confirmation procedure shall continue annually as to successive classes, so that at the regular meeting of the Council that coincides most closely with each anniversary of the issuance of the Charter a new class of Council members shall take office; provided,~~

~~however, that such person so selected shall hold office for the four year term for which he or she is selected and until his or her successor shall have been selected and qualified; and provided that members of the Council are limited to serving two successive terms.~~

~~6. The initial Council shall take office at such time as all members have been appointed in accordance with this Article I. All appointments to the Council must be in writing from the appointing body.~~

4

Members serve three (3) year terms. Members may serve a maximum of three consecutive terms. Members may be reappointed after being off the Board for one year. Completing a vacant term is not considered serving an initial term.

Section 2. Vacancies.

~~Subject to Section 5 hereof, vacancies on the Board Council~~ vacancies shall be filled by the appropriate appointing body entity (Mayor or Board) with authority to fill the vacated position. A vacancy or vacancies on the Board Council shall be deemed to exist in the case of the death, disability, resignation or removal from the office of any Board Council member as provided herein.

If a Board member appointed by the Mayor resigns, or becomes ineligible or unable to serve, the Board shall request that the Mayor appoint a new member to serve the balance of the member's unexpired term of such member. Upon such an occurrence, the Council shall notify the body that has the power to replace such a member and said body shall have the opportunity to select another person as Council member to fill the vacant term, subject to approval and qualification as prescribed above. If the selecting body If the Mayor has not selected another person as Board Council member to fill the vacant term described herein within two (2) calendar months from that body's the Mayor's receipt of notice of said vacancy, the vacancy may shall be filled by the Board Council.

For purposes on the limit to the number of consecutive terms, under Article 1, Section 1(4), cCompleting a vacant term is not considered an initial term.

Section 3. Removal from Office.

Any Board Council member who is absent for three (3) consecutive regular meetings may, by resolution duly adopted by a majority vote of the whole Council Board, be deemed to have forfeited ~~his~~their position as Board Council member. The Board member whose Board position is at issue shall be notified of the pending resolution and, the debate on the resolution may be postponed for a maximum of one meeting to accommodate the presence of the member.

Section 4. Board Council Appointments to the Board Council.

Each annual Board Council selection of a person for the Board Council shall be made at the regular meeting of the Board Council that coincides most closely with the date that is thirty (30) days

before the commencement of the term of the ~~next class of Board Council~~ members. Special ~~Council~~ Board selections to fill vacancies on the Board Council shall be made at the next regular meeting after the regular meeting at which the Board Council resolves that a vacancy has occurred in a Board Council position that is subject to selection by the Board Council.

Nominations for persons to be appointed by the Board Council to the Board Council shall be made in accordance with procedures that shall from time to time be designated by resolution of the Board Council. All reappointments require a resolution of the Board.

~~Section 5. Vacancies During Initial Terms.~~

~~The Council shall by resolution determine the manner of filling vacancies that occur during the initial terms of the initial Council.~~

ARTICLE II

MEETINGS OF BOARD COUNCIL

~~Section 1. Regular Meetings~~

Regular meetings of the Board shall be held at least once monthly. The Board shall adopt, by Resolution, a schedule of Regular Meeting that includes dates, location and time of the meetings. The Board may alter such regular meeting time and location by resolution. ~~Regular meetings of the Board Council shall be held at least once every month on the second Wednesday Tuesday of each month at 4:00 p.m. at Bush-Asia Center, Meeting Room 5:30 pm at Legacy House Intergenerational Room, Seattle; provided however, that the Board Council may alter such regular meeting time and place by resolution.~~

~~Section 2. Special Meetings~~

Subject to the provisions of Article ~~IXVIII~~, Section ~~21~~, of the Charter, special meetings of the Board Council may be held at any place at any time whenever called by the President Chairman or by a majority of the members of the Board ~~any two members of the Council~~.

~~Section 3. Notice of Meetings~~

Regular Meetings - ÷

No notice of the regular meeting shall be required, except of the first regular meeting after any change in the time or place of such meeting adopted by resolution of the Board Council as above provided. Notice of such changed regular meeting and At any regular meeting of the Board any business may be transacted and the Board may exercise all of its powers.

Special Meetings - ÷

~~Notice of all special meetings shall be given by the Secretary~~ or by the ~~or by the~~ person acting on behalf of the majority of members on the Board ~~or persons~~ calling the meeting by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board ~~personal communication over the telephone or via email~~; and to each local newspaper of general circulation and to each local radio or television station which has on file with the Board a written request to be notified of such special meeting or of all special meetings at least twenty-four (24) hours prior to the time of the meeting or by at least three (3) days' notice by mail, ~~telegram~~ or written communication. If mailed, notice shall be mailed by United States mail, postage prepaid, to the last known address of each Board Council member.

The business to be transacted and the purpose of any special meeting of the Board Council must be specified in the notice of any such special meeting. ~~At any regular meeting of the Council any business may be transacted and the Council may exercise all of its powers.~~

This Section 3 shall be subject to the applicable provisions of Section 5 of this Article.

Section 4. Quorum

~~AA~~ quorum shall be no fewer than a majority of the Board's total voting membership. Voting membership means the total number of board positions filled at that time. ~~At least 7 members of the Council must be present at any regular or special meeting to comprise a quorum. Members participating via audio and/or visual communication devices (e.g. telephone, Skype, etc.) shall count toward the quorum, provided that the majority of the quorum must be physically present at the meeting.~~ No meeting may be convened without a quorum; provided, however, that a lesser number in attendance at such a meeting may adjourn any meeting and the meeting may be reconvened within forty-eight hours of the adjourned meeting without further notice.

~~Subject to the provisions of Article VII of the Charter that relate to actions requiring Board Council concurrence, the act of a majority of the members present at any meeting of the Board Council, providing that such a majority equals not less than one third of the voting membership. Board Council members present at duly convened meetings~~ may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than quorum.

Section 5. Open Meetings

All meetings of the ~~Council~~Board shall be held and conducted in accordance with the Open Public Meetings Act, RCW 42.30.010 et seq., and special meetings may be called as therein provided. In addition, the ~~Council~~Board may hold an executive session to consider matters enumerated in Chapter 42.30 RCW ~~RCW 42.30.110~~ and shall enter the cause therefore in its minutes.

Section 6. Actions by Written Consent

~~Any corporate action required by the Charter, these Rules and Regulations, or the laws under which this corporation is formed, to be voted upon or approved at a duly called meeting of the Council may be accomplished and authorized by the Council without a meeting upon the unanimous written~~

~~concurrence thereto of all members of the Council who are entitles to vote on the matter; and upon entry of such action together with the written concurrence in the minute book, the action shall have the force and effect as if taken at a meeting.~~

~~Section 76. Waiver of Notice~~

Notice as provided in Section 3 hereof may be dispensed with (i) as to any member of the ~~Board Council~~ who at or prior to the time the meeting convenes files with the ~~Board Council~~ a written waiver of notice, or who is actually present at the meeting at the time it convenes, and (ii) as to meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

~~Section 87. Irregular Voting Procedures Prohibits~~

No ~~Board Council~~ member may ~~, except as provided in Article II, Section 6,~~ vote on any ~~Council~~~~Board~~ business by proxy ~~, or by mail, or by telephone.~~

ARTICLE III

OFFICERS AND COMMITTEES

~~Section 1. Officers Designated~~

The officers of the Authority shall be ~~Chairman~~~~Chairperson~~~~President~~, Vice ~~Chairman~~~~Chairperson~~~~President~~, Treasurer and Secretary, each of whom shall be elected by the ~~Board Council~~. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the ~~Board Council~~. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the ~~Board Council~~ may prescribe.

~~Section 2. Election, Qualifications and Term of Office~~

Each of the officers shall be elected by the ~~Board Council~~ from among its members. The officers shall be elected by the ~~Board Council~~ to serve a one-year term that starts in January, and each at the first regular meeting after the term of new or reappointed Council members commences each year for one-year term, and each officer shall hold office during said one-year term and until ~~his~~their successor is elected. Officers for the upcoming year are generally elected at the last meeting of the previous calendar year. ~~The first officers of the Council shall be elected by the Council at its organizational meeting.~~

~~Section 3. Powers and Duties~~

- a. ~~Chairman~~~~President~~~~Chairperson~~~~President~~. The ~~Chair~~~~Presidentman~~ ~~Chairperson~~ ~~President~~ shall exercise the usual executive powers pertaining to the office of ~~President~~~~Chair~~~~Presidentman~~. ~~He shall be the chief executive officer of the corporation.~~ They

- ~~He shall preside at all meetings of the Board, Council and constituency. He shall be the designated agent of the corporation to receive service of process.~~ When authorized by the ~~Council~~ Board, ~~they~~ ~~he~~ shall have the power to sign and execute all deeds, bonds, contracts and other obligations or instruments in the name of the ~~corporation~~ Authority; and all such instruments shall be effective, valid and binding upon ~~their~~ ~~his~~ signature alone without the necessity of adding thereto the signature of any other officer or officers of the ~~corporation~~ Authority ~~unless Ordinance 103387 requires otherwise or~~ unless otherwise required by the Charter; and such authority shall include the right to endorse for transfer in blank, or otherwise, any stocks, bonds, and securities or evidence of indebtedness owned or standing in the name of the ~~corporation~~ Authority.
- b. ~~Vice Chairman~~ ~~President~~ ~~Chairperson~~ President. The Vice ~~Chairman~~ ~~President~~ ~~Chairperson~~ President shall act in the place of the ~~Chairman~~ ~~President~~ ~~Chairperson~~ President in the absence of the ~~Chairman~~ ~~President~~ ~~Chairperson~~ President or upon disability or refusal of the ~~Chairman~~ ~~President~~ ~~Chairperson~~ President to act. The Vice ~~Chairman~~ ~~President~~ ~~Chairperson~~ President shall have such other duties as the ~~Chairman~~ ~~President~~ ~~Chairperson~~ President and ~~Council~~ Board shall designate.
 - c. Secretary. The Secretary shall be responsible for notices for all meetings of the Board ~~Council~~, for keeping its minutes, for the seal and ~~corporate~~ ~~authority~~ books, shall affix the ~~corporate~~ ~~authority~~ seal and shall sign with the ~~Chairman~~ ~~President~~ of the Board ~~Council~~ such instruments as require the seal of ~~their~~ ~~his/her~~ signature, and shall make such reports and perform such other duties as are incident to ~~his~~ ~~their~~ office or are properly required of ~~them~~ ~~him/her~~ by the ~~Council~~ Board.
 - d. Treasurer. The Treasurer shall have the care, custody of and be responsible for all funds and investments of the ~~corporation~~ Authority, and shall cause to be kept regular books of account. ~~They~~ ~~He/she~~ shall cause to be deposited all funds and other valuable effects in the name of the ~~corporation~~ Authority in such depositories as may be required by law, or, if not required, as designated by the Board ~~Council~~. In general, ~~they~~ ~~he/she~~ shall perform all of the duties incident to the office of Treasurer. ~~The Treasurer, together with any other officer of the Authority responsible for accounts and finances, shall file a fidelity bond in an amount determined by the Council before taking office, and may hold corporate office only so long as such bond continues in effect.~~

Section 4. Removal

Provided that reasonable prior notice of the alleged reasons for dismissal is given to all Board ~~Council~~ members, a majority of the whole Board ~~Council~~ shall have the right to remove any officer from ~~their~~ ~~his/her~~ office, but not from ~~their~~ ~~his/her~~ position on the Board ~~Council~~, whenever in its judgment the best interests of the Authority will be served thereby.

Section 5. Vacancies

The ~~Board Council~~ shall fill any office which becomes vacant with a successor who shall hold office for the unexpired term and until ~~his~~ their successor shall have been duly elected and qualified.

Section 6. Appointment of Committees

The ~~Board Council~~, by resolution adopted by a majority of the full ~~Board Council~~, may designate~~d~~ from among its members one or more committees, each consisting of at least three or more members, to represent the ~~Board Council~~ and, on matters other than those described in Section 20 of Ordinance 103387, act for and on behalf of the ~~Board Council~~. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the ~~Board Council~~ of any responsibility imposed by law.

Section 7. Executive Committee

The Executive Committee shall consist of the ~~Chairman~~~~President~~~~Chairperson~~President, Vice ~~Chairman~~~~President~~~~Chairperson~~President, Treasurer, and Secretary of the ~~Council~~Board and ~~one~~ up to two members-at large elected by the ~~Council~~Board. The election, qualifications and terms of office of the member-at-large of the Executive Committee shall be identical to those of the officers of the ~~Board Council~~ as provided herein in Section 2, 4, and 5 of this Article III.

Except as provided in Section 2 and 3 of Article VII of the Charter, the Executive Committee shall have and exercise such powers of the ~~Council~~Board as the ~~Council~~Board shall from time to time provide by resolution.

ARTICLE IV

MEETINGS OF THE CONSTITUENCY

Section 1. Regular Meetings

~~Regular meetings of the constituency shall be held at least quarterly on the third Wednesday of March, June, September and December of each year at 7:00 p.m. at Bush Asia Center, Assembly Hall, Seattle; provided however, that the Council may alter such regular meeting time and place by resolution. At each such meeting the Council or a committee thereof shall report to the constituency to receive the advice or comments of the constituency on matters on which the Council has acted during the preceding quarter and on matters proposed for action during the next quarter.~~

~~The most recent Constituency appointed member of the Council, or another Council member appointed by the Chairman, shall preside at all meetings of the Constituency.~~

Section 2. Special Meetings

~~Except as provided in Article IX, Section 2, of the Charter, special meetings of the constituency may be held at any place at any time whenever called by the Chairman or any six members of the Council, or by petition of 10% of the Constituency.~~

Section 3. Notice of Meetings

~~Notice of all meetings stating the place, day and hour shall be made by publication of notice in the International Examiner of the Chinese Post in its regular edition first prior to fifteen days before the meeting date. In addition, a copy of the notice shall be posted at the appropriate location at the Seattle Municipal Building and at the customary meeting place of the Authority. In addition, notice of the meeting stating the place, date and hour shall be mailed to each Constituent at least ten (10) days and not more than thirty (30) days before the meeting if the constituency is less than 1,000 persons.~~

~~The business to be transacted and the purpose of any special meeting of the constituency must be specified in the notice of any such special meeting. At any regular meeting of the constituency any business may be transacted and the constituency may exercise all of its powers.~~

Section 4. Constituency Concurrence and Quorum Defined

~~Subject to the provisions of Article VIII, Section 3, of the Charter, the concurrence of the constituency may be obtained for any matter requiring constituency concurrence by an affirmative vote of two thirds (2/3) of the constituents voting on the issue at any duly convened regular or special meeting of the constituency.~~

~~At least 25 members or 20% of the constituency, whichever is the lesser, must be present at any regular or special meeting to comprise a quorum. No business may be transacted without a quorum; provided, however, that a lesser number in attendance at such a meeting may adjourn any meeting and the meeting may be held as adjourned without further notice; and provided further that members of the constituency who are present at a duly convened meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.~~

Section 5. Open Meetings

~~All meetings of the constituency shall be held and conducted in accordance with the Open Public Meetings Act, RCW 42.30.010 et seq., and special meetings may be called as therein provided. In addition, the constituency may hold an executive session to consider matter enumerated in RCW 42.30.110 and shall enter the cause therefore in its minutes.~~

Section 6. Waiver of Notice

~~Notice as provided in Section 3 hereof may be dispensed with as to any member of the constituency who at or prior to the time the meeting convenes files with the Council a written waiver of notice, or who is actually present at the meeting at the time it convenes, and as to meetings called to deal with an emergency involving injury or damages to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.~~

Section 7. No Voting by Proxy or Mail

~~No member of the constituency may vote on any business of the constituency by proxy or by mail.~~

~~ARTICLE V~~

~~CONSTITUENCY APPOINTMENTS TO THE COUNCIL~~

~~Constituency appointments to the Council shall be made annually at the regular meeting of the constituency that immediately precedes the Council meeting at which the term of a new class of Council members commences. The person so selected each year shall be elected from a list of nominees nominated by a nominating committee together with such persons as might be nominated directly by the constituency.~~

~~The nominating committee for this process shall be elected by the constituency at the meeting that immediately precedes the meeting at which the constituency makes its appointment to the Council. The membership of the nominating committee shall be elected by the constituents from a list of person nominated by the Chairman of the Council together with such persons as might be nominated by the constituency at the meeting at which the nominating committee is selected.~~

~~The number of persons to be nominated for election to the nominating committee and the number of persons to be nominated by the nominating committee for election to the Council and all just and necessary procedures for completing the selection process shall also be determined by the constituents at the meeting that immediately precedes the meeting at which constituency appointments to the Council are made.~~

ARTICLE ~~VI~~IV

ADMINISTRATIVE PROVISIONS

~~Section 1. Books and Records~~

The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board Council, any committees having any of the authority of the Board Council and the ~~constituency~~.

~~Section 2. Corporate Seal~~

~~The following is an impression of the corporate seal of this corporation:~~

~~Section 3~~2. Rules of Procedure

The rule of procedure at meetings of the ~~Council~~Board and ~~constituency~~ shall be the rules contained in Roberts Rules of Order on Parliamentary Procedure, as amended, so far as is applicable, and when not inconsistent with these Rules and Regulations, the Charter, or with any resolution of the ~~Council~~Board.

~~Section - 4~~23. Indemnification of Board Council Members

The Authority shall defend and indemnify each current or former ~~Council~~Board member whether acting as Board ~~Council~~ member or officer of the Authority against all liabilities, costs, and expenses which may be imposed on or reasonably incurred by ~~them~~him, including the amounts of any attorney's fees and other legal costs, reasonable settlements of any claims and any judgments or fines rendered pursuant to any legal or administrative action or proceedings hereafter made or instituted in which he may be involved or be made a party by reason of ~~his~~their being or having been a Board ~~Council~~ member or officer of the Authority or by reason of any action alleged to have been taken or admitted by ~~him~~them in such capacity, except in cases wherein he shall be finally adjudged to be liable for an act or omission performed without capacity or power or willful misconduct in the performance of ~~his~~their duties as such ~~Council~~Board member or officer.

The right of indemnification shall inure to each Board ~~Council~~ member or officer upon ~~his~~their appointment to the Board ~~Council~~ and in the event of ~~his~~their death shall extend to ~~his~~their heirs, legal representatives and estate. Each person who shall act as Board ~~Council~~ member or officer of this ~~corporation~~Authority shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he may have.

Section 534. Amendment of Rules and Regulations

Subject to the provisions of Article ~~XIV~~ of the Charter, ~~there~~these Rules and Regulations may be amended, altered or repealed by the affirmative vote of a majority of the whole Board ~~Council~~ at any regular or special meeting of the ~~Council~~Board.

Resolution 18-02-20-_____

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

We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors approves staff to work on a project that Seattle Housing Authority will be issuing for response request in 2018 for the King County Records site, located near the intersection of Yesler Ave. and 12th Ave. This real estate development includes affordable housing.

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

- 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.

Board President

Date

Board Secretary

Date

Voting:

Staff Briefings

Memo

To: SCIDpda Board of Directors
From: Maiko Winkler-Chin, Executive Director
Date: 2/12/2018
Re: Board Forms for Review

Attached, please find forms for your review. We will plan to sign them at our March 17th retreat:

- City of Seattle Statement of Economic Interest – to be completed every year, and form updated with every new mayor (attached form is an older version, waiting for a new one)
- Board Commitment Form – last updated in 2016, it generally lays out what is expected of SCIDpda board members. Are there any changes we should incorporate to the form?

Lastly, should we have any other forms for you?

- In the past, we had an Emergency Form – do you think it's something good for us to have?
- Do we need a Conflict of Interest form, or does the Statement of Economic Interest suffice?



Jenny A. Durkan, Mayor

Public Development Authority Statement of Economic Interest – Calendar Year 2018

Date: _____

Name: _____

Public Development Authority (Check only one box):	<input type="checkbox"/> Burke-Gilman Place	<input type="checkbox"/> Capitol Hill Housing
	<input type="checkbox"/> Chinatown-International District	<input type="checkbox"/> Historic Seattle
	<input type="checkbox"/> Museum Development Authority	<input type="checkbox"/> Pacific Hospital
	<input type="checkbox"/> Pike Place Market	<input type="checkbox"/> () Seattle Indian Services Commission

Filing Status (Check only one box):	<input type="checkbox"/> () Board member
	<input type="checkbox"/> Administrative and/or management staff
	<input type="checkbox"/> Other (please list)

DIRECTIONS:

Fill out this form in its entirety. Navigate through the form by either using the tab button or your mouse. You will only be able to fill out the required fields, which are highlighted in gray. If a question is not applicable to your situation, double click on the check box after the term “Not Applicable.”

DEFINITIONS:

*** Immediate Family:**

(1) a spouse; (2) any dependent parent, parent-in-law, child or son-in-law or daughter-in-law; or (3) any person, parent-in-law, child or son-in-law or daughter-in-law; sibling, uncle, aunt, cousin, niece or nephew residing in the household of the corporate official or employee.

*** Person:**

means individual, association, corporation, or other legal entity.

*** Adjacent:**

means property in the same block or in a block adjoining (immediately across the street from) an area in which the corporation with which he/she is associated functions or a block in which the corporation owns, leases, manages or otherwise controls property. Decentralized holdings should be reviewed on a case by case basis.

***Executive, professional, or administrative:**

includes the Directors of each authority; personnel with a confidential or fiduciary relationship with the authority; personnel engaged in policy level activities; personnel with management responsibilities in the administration of authority programs, projects or activities.

*** Corporation:**

means the public development authority authorized under SMC 3.110.

QUESTIONS:

Seattle Municipal Code (SMC) 3.110.570 is the governing authority for the following questions.

SMC 3.110.570(a): All compensated corporate employees holding executive, professional or administrative positions designated by each corporation in its respective rules and regulations and all uncompensated officials and employees shall, within two weeks of being appointed or hired, and thereafter annually by April 15th, file with each corporation a written statement sworn as to its truth and accuracy stating for himself or herself and all members of his or her immediate family for the proceeding calendar year:

(1) (List) – The names and addresses of each person or entity doing business with the corporation from which the official or employee or a member of his or her immediate family has received compensation in any form of a total value of \$2,500 or more, excluding campaign contributions reported in accordance with applicable law: **(Use additional sheets if necessary)**

NOT APPLICABLE: ☐

Name	Address (City, State, Zip)

(2) (List) – The names and addresses of each entity doing business with the corporation in which the officer or employee or a member of his or her immediate family has a direct financial interest with a value of \$1,500 or more: provided that the policies of insurance and amounts on deposit in accounts with banks, savings and loan associations or credit unions shall not constitute a direct financial interest within the meaning of this section: **(Use additional sheets if necessary)**

NOT APPLICABLE: ☐

Name	Address (City, State, Zip)

(3) (List) – The names and addresses of each entity doing business with the corporation in which the officer or employee or a member of his/her immediate family holds a position as officer, director or trustee, and the title of each position held: **(Use additional sheets if necessary)**

NOT APPLICABLE: ☐

Name	Title

(4) (List) – List, including legal or other sufficient description as prescribed by the corporation, of all real property in areas in which the corporation with which he/she is associated functions or adjacent to such areas or properties owned, leased, managed or otherwise controlled by such corporation in which the officer, employee, or member of his/her immediate family holds a direct financial interest or any option to purchase: **(Use additional sheets if necessary)**

NOT APPLICABLE: ☐

Name	Address (City, State, Zip)

CERTIFICATION: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

(Name) (Date)

Contact Telephone: () _____

Email: _____ (Work)

Email: _____ (Home) Optional

This Report is Not Acceptable Without the Filers Signature



SCIDpda Board Member Expectations

Purpose

Contribute to the success of SCIDpda. Help the SCIDpda fulfill its Mission

Responsibilities

- **Educate yourself about SCIDpda** programs, services, operations and our constituent's needs, in order to make informed decisions.
- **Establish policy.** Analytically and critically review organizational plans in terms of strategic direction, program operations, financial resources, and key personnel. Participate in organizational decision-making.
- **Provide oversight** of the organization, its programs and structure. Hire, monitor, evaluate and support the Executive Director. Participate in the management of the Board's affairs and its individual members' performances.
- **Monitor the organization's fiscal health** and internal controls. Review the organization's financial reports and approve the annual audited financial statements.
- **Discuss and advise on new initiatives, programs and projects.**
- **Participate in Board recruitment** by suggesting/cultivating candidates. If you resign from the Board before your term has expired, participate in recruiting your replacement.

Meeting Attendance

- Attend 75% of monthly meetings.
- Actively participate on advisory committees
- Participate in the annual Board retreat

I commit to supporting the following fundraising and marketing activities:

- **Annual Board Giving Campaign**
I pledge to make a personal contribution of \$ _____ during the year.
Board members are asked to make a pledge that is significant to them; historically, the suggested amount is \$1,000.
- **Signature Fundraising Event**
 - Attend event. Invite at least 10 friends/associates. Assist staff and Board on planning
- **Raise SCIDpda's visibility in the community**
I will cultivate the following constituents:

Name: _____

Organization: _____

Name: _____

Organization: _____

Name: _____

Organization: _____

My signature below affirms my commitment to the expectations above.

Board Member's Signature

Date

Print Name



SCIDpda

SCIDpda Council Member Emergency Contact Form

Name: _____

Date: _____

Home Phone Number: (____) _____

Cell Phone Number: (____) _____

In case of a medical emergency, who would you like us to contact?

Emergency Contact Name	Relationship	Phone Number
1.		
2.		
3.		

Do you have any medical conditions that you want us to be aware of (all information will remain confidential and used for medical emergency purposes only)?

Please update your contact and emergency contact information regularly.