

## SCIDpda Board Meeting Minutes

August 15, 2017

803 S Lane St

Seattle, WA 98104

**Members Present:** Phillip Sit, Aileen Balahadia, Jerilyn Young, Jennifer Reyes, Wayne Lau, Michael Itti, Jared Jonson, Scott Yasui

**Staff Present:** Veronica Wood, Joseph Guanlao, Mike Omura, Jamie Lee, Janet Smith, Julie Neilson, Emi Mizuki, Rachtha Danh

**Guests Present:** David Della

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### 1. Call to Order

The meeting was called to order by Scott Yasui, Board Chair, at 5:37 p.m.

Scott noted David Della, potential board member, would be attending the board meeting. Scott explained that several board members had met with David, and Maiko and David had also met to discuss joining the Board. Jamie stated it was interesting to have someone involved with the issue of garbage in the neighborhood. Jared moved to nominate David Della to join the board of SCIDpda. Board was unanimous in their vote. David joined the meeting, and was informed of his election to the board.

### 2. Board Action & Approval

- a. **Resolution 17-8-15-01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve the June 2017 Meeting Minutes
- Accept the May and June 2017 Expenditure Report
- Accept August Staff Reports

Aileen asked for clarification on the minutes. Vern explained that minutes were not taken at the July board meeting, since no board business was conducted on the call, which was a focused discussion of the upcoming fundraiser. Jared added that nothing was officially approved in the July board meeting; the meeting minutes included in the August packet were from June. Aileen asked that her name be added as present at the June meeting, since her name was included in the minutes.

Vern asked if there were any questions about the staff reports. Scott asked the board if everyone had visited the new offices, in the basement area of the Bush Hotel. Vern said explained it was a good move for SCIDpda, as we had unfinished space in the second floor and now it is finished and a tenant has moved into that area. The building is completely full now, which it hasn't been in 15 years. Vern asked if there was anything to be said about the public safety report included in the packet. Jamie Lee explained the one-page report put together by her and Valerie Tran from Interim was presented by them to city council on the previous Tuesday, and it was presented again at the neighborhood public safety meeting; the report was translated into Chinese and Vietnamese, and will be distributed to residents of the neighborhood. Maiko is officially off the public safety council and Jamie has replaced her. Vern explained that the key performance indicators all look strong; the KPI included in the packet are as of July, but there are also financial statements from the quarter-end in June, and the quarter end statements look strong as well. The financials were strong partly due to being fully occupied on our commercial spaces, and our bond refunding.

Aileen asked about Executive Director evaluations. Scott explained that there is an annual review of Maiko's performance. Aileen said we want to be consistent about providing good feedback. Vern confirmed the PDA

evaluation is less formal, and is a conversation with the executive team and chair of the board. Aileen explained that feedback is critical to the executive director role, and is a conversation that is good to have regularly with the executive director. Jared suggested using the strategic plan to create bench marks for the executive director. Jared brought up Jamie's promotion and congratulated Jamie, and asked about her what her new role entails and what would change. Jamie explained that a lot of her initiative work would be transferred to Rachtha, and that she would be more involved in the organization-wide work of SCIDpda, including the real estate projects, providing support Maiko on those projects, and representing her at different things when she can't be there, including city council meetings. Aileen commented that she was thankful to Maiko and SCIDpda for responding quickly to the striking of the historic Manilatown that was in the MHA legislation, which Aileen explained was a "big deal" within the Filipino American community. Vern explained the consent agenda included the minutes, the expenditure reports, and the staff reports.

Moved: Michael Itti  
Seconded: Wayne Lau  
Board approved unanimously

- b. Resolution 17-8-15-02:** We, the Seattle Chinatown International District Preservation and Development Authority Board, approve that the following members of the staff and Board are authorized to sign disbursements and provide telephone authorizations to banking institutions on behalf of SCIDpda; in addition, the staff are authorized to request the opening or closure of bank accounts on behalf of SCIDpda:

Staff

Michael Omura  
Maiko Winkler-Chin  
Veronica Wood

Board

Wayne Lau  
Philip Sit  
Scott Yasui  
Jared Jonson

Moved: Jennifer Reyes  
Seconded: Jerilyn Young  
Board accepted unanimously

- c. Resolution 17-8-15-03:** We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize and approve a new loan between Heritage Bank and SCIDpda in the amount of \$800,000. The new loan replaces the expiring loan on IDVS2 Commercial, currently with JP Morgan Chase, for a term of five (5) years at an interest rate of 4.60%, with a five (5) year renewal and interest rate reset at renewal. Further, we authorize the Executive Director to sign loan documents with respect to the foregoing on behalf of the agency.

*Vern explained she is awaiting a term sheet from Heritage Bank, and thus approval from the board of this resolution would not be needed.*

**3. Staff Briefings:**

**a. PACE Program Update**

Scott asked if Vern could explain the PACE program to David Della. The PDA and ICHS signed an LOI to move forward in examining whether ICHS converting our senior services into a PACE program could be a viable option.

Vern also explained the PDA would be the landlord and own the building, and that PACE is funded by the state and federal government through Medicare and Medicaid programs.

Vern went on to explain that SCIDpda signed a LOI with a 90-day window for due diligence; after due diligence, we would hope to move towards a contract that at which point, staff may need an ad hoc board committee to examine the contract. A group of PDA staff will be involved in the transition team, including Emi, Janet, and Vern. David asked about the timing, and Vern stated a transition could happen in 12-18 months. Scott mentioned, in his personal perspective, it is hard for PDA to operate Legacy House, since it's healthcare is not the primary focus of the PDA, and removing the PDA from the operational side and becoming the landlord is a way to focus resources.

Jen asked if residents are aware and if they are receptive. Emi said the process hasn't progressed far enough to notify residents; management staff is aware. Emi said staff are excited about the change, and that the possibility of this transition has been a part of the strategic plan for 10 years.

#### **b. Budget Schedule**

Vern explained that the budget will be presented at the December Board Meeting; Finance Committee will be going over the budget in depth on December 8<sup>th</sup> from 12noon – 2 pm, and boardmembers are encouraged to attend. It will involve the discussion of business plans, business leads, and budget areas. Scott strongly encouraged the board to attend one of the budget meetings because it's an opportunity to more deeply understand the work of the organization and each department. Vern said the meeting is two hours, but there is food.

Jerilyn asked if the December board meeting is December 19. Joseph confirmed the third Tuesday is December 19. Jerilyn suggested the board meeting plan around the holidays. Jared agreed. Jerilyn and Aileen said they will not be available on the 19th. Vern suggested Joseph send out a Doodle poll with Maiko for a re-scheduling of the December meeting.

#### **c. Hing Hay Bathroom Update**

Mike explained the bathroom situation started as an easement with the Parks Department; Bush Hotel abuts Hing Hay Park, specifically the part of Hing Hay Coworks that is the sun room, and the PDA had to acquire an easement with park department to build it 30 years ago. The easement agreement states that the PDA would provide restroom facilities and maintain and operate those facilities for the general public, as well as provide 20,000 sq. ft. of community space, which was not defined at the time. Maiko has worked with to settle an agreement that the PDA will no longer will operate the restroom facility; the PDA has \$300,000 allocated to Parks to do this work which will build their desired restroom, storage, and concierge office. Board raised concerns about community engagement related to the improvements.

#### **d. Executive Session**

The Board entered a 15 minute executive session at 6:22 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. Executive Session ended at 6:37.

### **4. Fundraiser Planning**

Joseph explained that \$30,000 in sponsorships had been pledged to the 2017 SCIDpda Annual Fundraiser thus far; he thanked board members Jen Reyes, Casey Huang, Michael, Itti, and Jerilyn Young for procuring sponsorships. He explained that board members could continue to contribute to the fundraiser by procuring items for the auction, more sponsorships, restaurant gift cards and bottles of wine. Wayne suggested Joseph send out a list of restaurants, so board members could easily sign up for restaurants. Jen asked that Joseph send

out an updated list of sponsorships, so board members could follow up with anyone who hasn't followed up yet. Jared discussed the possibility of a "Men of the PDA" hosted dinner as an auction item. Jen offered to host a golf session and lunch as an auction item. Joseph stated he would send more materials to the board for them to support their outreach endeavors, including the link to purchase tickets for the event.

**6. Adjourn**

The meeting was adjourned by Scott Yasui, Board Chair, at 7:02 PM