



BOARD MEETING AGENDA

Tuesday, March 19, 2019

5:00 – 7:45 p.m.

SCIDpda Main Offices

409 Maynard Ave. S. #P2

Seattle, WA 98104

5:00	Action	1. Call to Order – Jared Jonson
5:05	Presentation / Discussion (55 min)	2. Sound Transit 3 – Leda Chahim & Ron Endlich
6:00	Action/ Approval (10 min.)	3. Consent Agenda <ul style="list-style-type: none"> • Approve February 2019 Meeting Minutes • Approve February 2019 Expenditure Report • Accept March Concurrence Requests • Accept March Management Report
6:10	Discussion (60 min)	4. Staff Briefing <ul style="list-style-type: none"> • Staff Direction – Maiko <ul style="list-style-type: none"> • Sound Transit next steps • Events; work assignments & committee meetings • SCIDpda Staff Benefits & Senior Services – Vern Wood <ul style="list-style-type: none"> • Resolution – Affirming Senior Services Transition • Resolution – 2018 Incentive Pay Rates • Resolution – Severance Policy • 2019 Fall Fundraiser – Jamie Lee • North Lot Predevelopment Loan – Josh Sellers <ul style="list-style-type: none"> • Resolution – ECP Predevelopment Loan
7:10	Discussion/ Action (35 min)	5. Board Business <ul style="list-style-type: none"> • Finance Committee – Wayne Lau <ul style="list-style-type: none"> • Resolution – Accept 2019 Incentive Plan • Resolution – Updates to Accounting Policies & Procedures • Real Estate Development – Jared <ul style="list-style-type: none"> • Reactions, our position, our role in neighborhood projects • 2019 Board Workplan – Jared Jonson <ul style="list-style-type: none"> • Board responsibilities • Prep for April discussions • Other board business
7:45	Adjourn	6. Adjourn – Jared Jonson

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

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

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

SCIDpda Board Meeting Minutes

February 12, 2019

Hing Hay Coworks – 409B Maynard Ave. S., Seattle, WA 98104

Board Present:

<input checked="" type="checkbox"/> Jared Jonson	<input checked="" type="checkbox"/> Aileen Balahadia	<input type="checkbox"/> Lanzi Li
<input checked="" type="checkbox"/> Casey Huang	<input checked="" type="checkbox"/> David Della	<input checked="" type="checkbox"/> Miye Moriguchi
<input checked="" type="checkbox"/> Mindy Au	<input checked="" type="checkbox"/> Jennifer Reyes	<input type="checkbox"/> Nelson Yong
<input checked="" type="checkbox"/> Michael Itti	<input checked="" type="checkbox"/> Jerilyn Young	<input type="checkbox"/> Phillip Sit
<input type="checkbox"/> Wayne Lau	<input type="checkbox"/> Kevin Huynh	<input checked="" type="checkbox"/> Scott Yasui

****Due to weather conditions, Mindy Au attended in person while other board members called in.**

Staff Present: Maiko Winkler-Chin, Vern Wood, Jamie Lee

Guests Present: N/A

1. Call to Order

Jared Jonson, Board President, called the meeting to order at 5:03 pm, quorum was met with 9 members in attendance. Jen Reyes joined meeting as we entered Consent Agenda discussion, board count to 10 members.

Board Action & Approval

2. Resolution 19-02-12-01, CONSENT AGENDA:

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

- Approve December 2018 Meeting Minutes (updated)
- Approve Expenditure Reports – November, December, January (updated)
- Accept February Concurrence Requests
- Accept February Management Report

Moved: Mindy Au

Seconded: Casey Huang

Board vote: 10 -0 in favor

3. Resolution 19-02-12-02 2019 BOARD MEETING SCHEDULE:

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the following 2019 meeting schedule, with all meetings to be held at SCIDpda Main Offices, 409 Maynard Ave. S., Plaza Level unless otherwise noted.

Board Meetings - meetings begin at 5:30 unless otherwise noted

Feb. 12 – 5 pm @ Hing Hay Coworks

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 10

January 2019 meeting was cancelled

Executive Committee – *meetings begin at noon unless otherwise noted*

February 6	August 7
March 6	September 4
April 3	October 2
May 8	November 6
June 5	December 4
July 3	<i>No January 2019 meeting</i>

Finance Committee - *meetings begin at 1 pm unless otherwise noted*

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

Moved: Michael Itti

Seconded: David Della

Board vote: 10-0 in favor

4. **Staff Briefing**

Vern Wood briefed the board on 2 areas that required action:

a. Amendment to Incentive Plan 2018

Vern discussed the amendment to Resolution 18-07-17-02 (bolded and italicized in the body of the resolution below).

- Jerilyn asked clarifying questions on the dates mentioned in the amendment
- Vern stated that employees who were SCIDpda staff on 1/31/2019 would be eligible for the payout even with the delay in payout until April.

Resolution 19-02-12-03: Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs 85 full and part-time individuals.

The SCIDpda Board has long recognized and valued the SCIDpda skilled and committed staff.

The Board desires to reward positive performance of the staff by providing an incentive to all permanent staff for meeting and/or exceeding the specified Authority goals.

The Board values tenured staff and wishes to recognize staff for their years of service to the Authority acknowledging that there were several years where staff did not receive any pay increases due to the Authority's difficult funding years.

The Board established a strategic plan for the years 2017-2020. The Board wishes to offer incentive compensation for meeting goals outlined in the strategic plan.

The Board wishes to provide incentive compensation to all permanent employees of record as of the award date and who remain employed as of the distribution date. Amounts will be prorated for part-time employees and employees who were employed for a portion of the award period.

For 2018, award dates will be June 30, 2018 and December 31, 2018. Originally the distribution dates were scheduled to be July 31, 2018 and January 31, 2019, respectively. The Board has agreed to extend the distribution date for the December 31, 2018 award to April 11, 2019 to allow for time to close the financial records of the Authority and obtain an accurate accounting of the income/loss for 2018. All employees who are eligible for incentive compensation as of December 31, 2018 and remain employed as of January 31, 2019 will receive their proportional amount of incentive compensation on April 11, 2019.

For 2018, the Board wishes to provide incentive compensation if the following goals are met:

- Organization Financially Sustainable o Payoff Credit Line
 - Refinance Bush Hotel Commercial Loans
- Buildings Financially Sustainable o Commercial Vacancy below 10%
 - Assisted Living Vacancy below budget
- More Housing Units/Options o Senior Services transition to ICHS
- More Positive Businesses o Recruit desirable businesses to vacant spaces
 - Assist businesses in technical assistance around issues such as financials, marketing, regulatory laws, etc.
- More Housing Units/Options Stronger Community Relations o Support neighborhood wide efforts in public safety
 - Support property owners in building improvements

The amount of award will be determined by recommendation of the Deputy Director to the Finance Committee who will review performance against goals and available cash for award payment.

Board Approval:

We the Governing body of the SCIDpda, authorize and approve the Amended Incentive Compensation Plan (Plan) for 2018 as outlined above. Further, we authorize the Deputy Director and the Finance Committee of the Board to make recommendations on the amount of award to be granted as of the award date(s) listed in the Plan.

Moved: Jerilyn Young

Seconded: David Della

Board vote: 10-0 in favor

b. Predevelopment Loan Approval

Vern discussed the need for predevelopment dollars to move the SHA Yesler Terrace Project forward. She brought forward the proposal for SCIDpda to loan our own resources into the project at terms that were favorable to the development and to the SCIDpda.

- Vern mentioned that SHA can reimburse us up to \$2m in predevelopment expenses in the event the project does not move forward. No one is planning for this to fail.

- Aileen asked if we had ever done this before, and Vern responded that she did not know; it has been a long time since we needed predevelopment dollars.
- Maiko mentioned that this idea was part of our 2007 Strategic Plan
- David asked about risks, Scott mentioned that we need protocols in place to protect the organization in spending these dollars

Resolution 19-02-12-04 PREDEVELOPMENT LOAN APPROVAL

We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize staff to enter into a predevelopment loan agreement whereby SCIDpda will loan up to \$2,000,000 to the joint partnership between SCIDpda and Capitol Hill Housing per the attached term sheet.

FURTHER RESOLVED that any and all documents hereby authorized to be executed on behalf of SCIDpda are authorized to be executed by any one of the following each acting alone (the "Authorized Representative"):

Maiko Winkler-Chin, Executive Director
Veronica Wood, Deputy Director

FURTHER RESOLVED that any Authorized Representative is authorized, empowered and directed to execute and deliver all documents and furnish all materials necessary to complete the loan, and that any previous execution and delivery or furnishing of documents and materials by any Authorized Representative in furtherance of the foregoing is hereby authorized, confirmed and ratified.

Moved: Jen Reyes

Seconded: David Della

Board vote: 10-0 in favor

5. Board Business

The Board gave the Executive Committee the ability to submit a letter to Sound Transit during its official Scoping Period, which opened today and will close on 3/18, which is the day before our March board meeting. Sound Transit planned to attend this board meeting, but we postponed their presentation due to weather concerns.

6. Adjourn

Jared Jonson adjourned the meeting at 5:30 pm.

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

Expenditure Certification Memorandum

DATE: 2/28/2019
TO: Board of Directors
FROM: Vern Wood, Deputy Director
RE: February 2019 Expenditure Certification

I, Vern Wood, do hereby certify that the materials have been furnished, the services rendered or the labor performed herein; 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

Computer Run Checks	General Checking	1384	to	1394	\$	10,400.45
ACH Transfers	General Checking		eft		\$	40,832.54
				Bush Hotel Commercial	\$	51,232.99
Computer Run Checks	General Checking	1598	to	1603	\$	22,562.32
				Bush Hotel Condo	\$	22,562.32
ACH Transfers	General Checking		eft		\$	76,066.50
				Bush Hotel QalicB	\$	76,066.50
Computer Run Checks	General Checking	474	to	487	\$	27,789.98
ACH Transfers	General Checking		eft		\$	18,899.74
				Bush Hotel Residential	\$	46,689.72
Computer Run Checks	General Checking	113	to	114	\$	439.96
				CIDpda	\$	439.96
Computer Run Checks	General Checking	3196	to	3209	\$	66,735.96
ACH Transfers	General Checking		eft		\$	2,947.03
ACH Transfers	Security Deposit		eft		\$	166.06
				DVA	\$	69,849.05
Computer Run Checks	General Checking	102	to	102	\$	7,486.80
ACH Transfers	General Checking		eft		\$	333.14
				Hinghay	\$	7,819.94
Computer Run Checks	General Checking	211	to	224	\$	55,276.47
ACH Transfers	Community Capital Reserve		eft		\$	10,000.00
				IDVS1 Commercial	\$	65,276.47
Computer Run Checks	General Checking	1383	to	1390	\$	32,000.51
				IDVS2 Condo	\$	32,000.51
Computer Run Checks	General Checking	148	to	152	\$	21,426.80
ACH Transfers	General Checking		eft		\$	270.82
				IDVS2 Library & Parking	\$	21,697.62

Computer Run Checks	General Checking	232	to	239	\$	9,399.92
ACH Transfers	General Checking		eft		\$	4,812.34
				IDVS2 Commercial	\$	14,212.26
Computer Run Checks	General Checking	627	to	696	\$	257,436.86
				Legacy House	\$	257,436.86
Computer Run Checks	General Checking	487	to	500	\$	8,657.54
ACH Transfers	General Checking		eft		\$	21,962.36
				New Central Commercial	\$	30,619.90
Computer Run Checks	General Checking	182	to	184	\$	6,377.53
ACH Transfers	General Checking		eft		\$	20,680.40
				New Central Hotel	\$	27,057.93
Computer Run Checks	General Checking	105	to	105	\$	60.00
ACH Transfers	General Checking		eft		\$	37,985.89
				New Central Master Tenant	\$	38,045.89
Computer Run Checks	General Checking	592	to	601	\$	10,288.82
ACH Transfers	General Checking		eft		\$	17,778.69
				New Central Residential	\$	28,067.51
Computer Run Checks	General Checking	217	to	224	\$	13,787.00
ACH Transfers	General Checking		eft		\$	5,097.35
				Nutrition Services	\$	18,884.35
Computer Run Checks	General Checking	419	to	454	\$	107,872.65
ACH Transfers	General Checking		eft		\$	185.21
Payroll	General Checking	02/14/2019 & 02/28/2019			\$	271,302.42
Computer Run Checks	Construction	109	to	109	\$	7,486.80
				SCIDpda	\$	386,847.08
					\$	1,194,806.86

The above vouchers and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Board and signed by me in open session in authentication of their approval on this _____ day of _____ 2019.

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,idvs1com,idvs2com,idvs2con,idvs2lp,legaads,legacy,hfoods,hhouse,hmarket,hopera,hwelln,littsaig,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,pdaccmty,pdadev,pdamaint,pdaprop,scid AND mm/yy=02/2019-02/2019 AND All Checks=Yes

		Check	Total	
Check#	Vendor	Date	Check	Note
bhcommop - General Checking				
1384	verwir - Verizon Wireless	2/6/2019	10.42	Telecom
1385	eltsys - ELTEC Systems, LLC	2/13/2019	325.49	Elevator - Contract
1386	wasman - Waste Management of Seattle	2/13/2019	2,882.92	Garbage/Waste Removal
1387	cedgro - Cedar Grove Organics Recycling	2/20/2019	124.80	Garbage/Waste Removal
1388	citseaci - City of Seattle	2/20/2019	204.25	Elevator - Contract - annual inspection
1389	lowes - Lowe's	2/20/2019	58.83	Supplies & Small Tools/Equipment
1390	pdamaint - SCIDpda Maintenance Dept	2/20/2019	4,166.50	WOs
1391	repser - Republic Services	2/20/2019	1,525.71	Garbage/Waste Removal
1392	thepar - The Part Works, Inc.	2/20/2019	156.80	Supplies
1393	cenlin - CenturyLink	2/27/2019	52.56	Telecom
1394	plamai - Plant Maintenance Equip & Supply	2/27/2019	892.17	Janitorial - Supplies
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	2/7/2019	32,250.00	Rent
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/27/2019	8,582.54	Condo Billing
Total bhcommop - General Checking			51,232.99	
bhcondop - General Checking				
1598	cenlin - CenturyLink	2/13/2019	118.99	Access Control Systems
1599	ipfscorp - IPFS Corporation	2/13/2019	3,374.00	insurance - #10 of 11
1600	pugsou - Puget Sound Energy	2/13/2019	3,815.11	Natural Gas
1601	citseacu - City of Seattle-Combined Utilities	2/20/2019	3,678.30	Garbage/Waste Removal & Water/Sewer
1602	tcms - TCMS of Seattle	2/20/2019	7,717.28	HVAC/Boiler Maint - Contract - 12/2018 & 01/2019
1603	tcms - TCMS of Seattle	2/27/2019	3,858.64	HVAC/Boiler Maint - Contract - 02/2019
Total bhcondop - General Checking			22,562.32	
bhqalop - General Checking				
ACH	scidpda - SCIDpda	2/7/2019	60,000.00	Loan Payment - excess cash for investment
ACH	bannymel - The Bank of New York Mellon Trust Co.	2/15/2019	10,966.50	Loan Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	2/28/2019	5,100.00	Loan Payment - Monthly
Total bhqalop - General Checking			76,066.50	
bhresope - General Checking				
474	shewil - Sherwin-Williams Co.	2/6/2019	307.84	UTO - Other Vendors
475	verwir - Verizon Wireless	2/6/2019	80.63	Telecom
476	busimp - Business Impact NW	2/7/2019	1,604.68	Loan Payment - Monthly
477	hdsupp - HD Supply Facilities Maintenance, LTD	2/13/2019	258.57	Supplies
478	mckser - McKinstry Service	2/13/2019	1,494.06	Fire Systems/Sprinkler - Service Calls
479	orcinf - Orca Information Inc	2/13/2019	40.00	Credit Screening Fee
480	scidpda - SCIDpda	2/13/2019	14,318.35	ID Billing
481	seacitli - Seattle City Light	2/13/2019	832.77	Electricity
482	tcms - TCMS of Seattle	2/13/2019	856.15	HVAC/Boiler Maint - Service Calls
483	citseaci - City of Seattle	2/20/2019	185.20	Elevator - Contract - annual inspection
484	eltsys - ELTEC Systems, LLC	2/20/2019	1,215.22	Elevator - Contract
485	keybankc - KeyBank	2/20/2019	106.40	Legal-Tenant Related, Licenses, & Small Tools/Equipment
486	pdamaint - SCIDpda Maintenance Dept	2/20/2019	6,220.75	WOs
487	sprague - Sprague	2/27/2019	269.36	Pest Control
ACH	bushot - Bush Hotel Limited Partnership	2/15/2019	3,343.35	Replacement Reserve Transfer - Monthly
ACH	bushot2 - Bush Hotel Limited Partnership	2/15/2019	1,071.00	Operating Reserve Transfer - Monthly
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/20/2019	10,421.39	Condo Billing
ACH	thecomm - The Commerce Bank of WA	2/28/2019	4,064.00	Loan Payment - Monthly
Total bhresope - General Checking			46,689.72	

		Check #	Total		
Check#	Vendor	Date	Check	Note	
cidpdo3 - General Checking					
113	keybankc - KeyBank	2/20/2019	412.43	Office Supplies, Volunteer Appreciation & Fundraising	
114	blackb - Blackbaud, Inc	2/27/2019	27.53	Computer Licenses	
Total cidpdo3 - General Checking			439.96		
cobocapt - Comm Capital Reserve					
ACH	idvs2lib - IDVS2 Library/Parking	2/25/2019	10,000.00	Fund Parking Garage Door insurance deductible	
Total cobocapt - Comm Capital Reserve			10,000.00		
condo2op - General Checking					
1383	ipfscorp - IPFS Corporation	2/13/2019	4,383.02	Insurance - #10 of 11	
1384	pugsou - Puget Sound Energy	2/13/2019	2,814.09	Natural Gas	
1385	seacitli - Seattle City Light	2/13/2019	3,163.40	Electricity	
1386	citseacu - City of Seattle-Combined Utilities	2/20/2019	13,543.21	Garbage/Waste Removal & Water/Sewer	
1387	pdamaint - SCIDpda Maintenance Dept	2/20/2019	1,760.00	WOs	
1388	tcms - TCMS of Seattle	2/20/2019	3,973.50	HVAC/Boiler Maint - Contract - 12/2018 & 01/2019	
1389	cenlin - CenturyLink	2/27/2019	376.54	Telecom	
1390	tcms - TCMS of Seattle	2/27/2019	1,986.75	HVAC/Boiler Maint - Contract - 02/2019	
Total condo2op - General Checking			32,000.51		
dvaop - General Checking					
3196	idvs2lib - IDVS2 Library/Parking	2/1/2019	17,609.99	Loan Payment - Monthly	
3197	verwir - Verizon Wireless	2/6/2019	72.00	Telecom	
3198	hdsupp - HD Supply Facilities Maintenance, LTD	2/13/2019	102.78	Supplies	
3199	pacclam - Pacific Lamp & Supply Company	2/13/2019	47.98	Supplies	
3200	scidpda - SCIDpda	2/13/2019	13,308.05	ID Billing	
3201	seacitli - Seattle City Light	2/13/2019	36.66	Electricity	
3202	eltsys - ELTEC Systems, LLC	2/20/2019	639.78	Elevator - Contract	
3203	hdsupp - HD Supply Facilities Maintenance, LTD	2/20/2019	80.10	Supplies	
3204	idvs2con - IDVS2 Condo Association	2/20/2019	23,645.56	Condo Billing	
3205	pdamaint - SCIDpda Maintenance Dept	2/20/2019	8,813.75	WOs	
3206	tunjen - Tung	2/20/2019	71.37	Tenant Retention	
3207	idvs2lib - IDVS2 Library/Parking	2/27/2019	1,950.00	Bond Administration Fees	
3208	sprague - Sprague	2/27/2019	307.11	Pest Control	
3209	wavbro - Wave Broadband	2/27/2019	50.83	Telecom	
ACH	idvsfh - IDVS 2 Family Housing LLC	2/15/2019	2,370.37	Replacement Reserve Transfer - Monthly	
ACH	idvsfh2 - IDVS 2 Family Housing LLC	2/15/2019	576.66	Operating Reserve Transfer - Monthly	
Total dvaop - General Checking			69,682.99		
dvasec8 - Porchlight (Sec 8) Sec Dep					
ACH	dva - Domingo Viernes Apartments	2/26/2019	166.06	Interest transferred to General Checking Account	
Total dvasec8 - Porchlight (Sec 8) Sec Dep			166.06		
hingop2 - General Checking					
102	crocon - Crown Const Remodeling Inc	2/7/2019	7,486.80	Ti/Lease Incentives - conference room ceiling suspension	
ACH	paypal - PayPal	2/12/2019	333.14	Bank Fees/Charges	
Total hingop2 - General Checking			7,819.94		
idvs2op4 - General Checking					
232	verwir - Verizon Wireless	2/6/2019	17.36	Telecom	
233	cenlin - CenturyLink	2/13/2019	55.30	Telecom	
234	scidpda - SCIDpda	2/13/2019	871.02	ID Billing	
235	wasman - Waste Management of Seattle	2/13/2019	2,425.06	Garbage/Waste Removal	
236	idvs2con - IDVS2 Condo Association	2/20/2019	4,256.65	Condo Billing	
237	pdamaint - SCIDpda Maintenance Dept	2/20/2019	916.00	WOs	
238	repser - Republic Services	2/20/2019	789.83	Garbage/Waste Removal	

		Check	Total		
Check#	Vendor	Date	Check	Note	
239	sprague - Sprague	2/27/2019	68.70	Pest Control	
ACH	herban - Heritage Bank	2/25/2019	4,812.34	Loan Payment - Monthly	
Total idvs2op4 - General Checking			14,212.26		
legopacc - General Checking					
627	90000109 - Chan	2/6/2019	40.22	Security Deposit - Refund	
628	aldpes - Alderwood Pest Control, Inc.	2/6/2019	154.14	Pest Control	
629	bromeo - Bromeo, LLC	2/6/2019	1,152.00	Program - Temp Staff	
630	citpro - City Produce Company	2/6/2019	428.26	Program - Food Cost	
631	fooser - Food Services of America	2/6/2019	2,108.60	Program - Food Cost & Supplies	
632	hartfo - The Hartford	2/6/2019	572.16	Payroll Benefits - Life Insurance	
633	huamin - Huang	2/6/2019	100.00	Program - Supplies	
634	kaifou - of Washington Options Inc	2/6/2019	19,739.21	Payroll Benefits - Medical	
635	kinori - King's Oriental Foods, Inc	2/6/2019	537.00	Program - Food Cost & Supplies	
636	neopos - Neopost	2/6/2019	91.97	Postage	
637	offdeph - Office Depot	2/6/2019	76.82	Office Supplies/Equipment	
638	perter - Teresita D Perry	2/6/2019	70.00	Training/Education	
639	petqua - Petschl's Quality Meats Inc	2/6/2019	267.55	Program - Food Cost	
640	sprfar - Springbrook Farms	2/6/2019	176.27	Program - Food Cost	
641	syssea - SYSCO Seattle Inc	2/6/2019	641.55	Program - Food Cost & Supplies	
642	verwir - Verizon Wireless	2/6/2019	181.66	Telecom	
643	wasden - Delta Dental of Washington	2/6/2019	1,573.07	Payroll Benefits - Dental	
644	waxsan - Waxie Sanitary Supply	2/6/2019	747.07	Program - Supplies	
645	younam - Your Name Here Promotion, LLC	2/6/2019	131.29	Program - Supplies	
646	bobjoh - Bob Johnson's Pharmacy	2/14/2019	42.94	Program - Supplies	
647	chukit - Chu	2/14/2019	176.92	Program - Supplies	
648	eltsys - ELTEC Systems, LLC	2/14/2019	869.59	Elevator - Contract	
649	hdsupp - HD Supply Facilities Maintenance, LTD	2/14/2019	234.64	Supplies	
650	idvs1co - IDVS 1 Commercial	2/14/2019	40,809.51	Rent - 02/2019	
651	infreh - Infinity Rehab	2/14/2019	1,407.00	Program - Temp Staff	
652	ipfscorp - IPFS Corporation	2/14/2019	1,449.18	Insurance - #10 of 11	
653	leaage - LeadingAge Washington	2/14/2019	294.65	Dues/Subscriptions	
654	leaage - LeadingAge Washington	2/14/2019	512.27	Licenses/Permits	
655	petcasof - Petty Cash - Office	2/14/2019	206.39	Training, Staff Appreciation & Program - Food Cost & Supplies	
656	sprfar - Springbrook Farms	2/14/2019	177.15	Program - Food Cost	
657	visser - Vision Service Plan	2/14/2019	470.11	Payroll Benefits - Vision	
658	wasman - Waste Management of Seattle	2/14/2019	1,167.44	Garbage/Waste Removal	
659	wavbro - Wave Broadband	2/14/2019	196.83	Telecom	
660	00001664 - Yee	2/20/2019	1,067.90	Refund tenant rent overpayment	
661	allstre - Allstream	2/20/2019	676.59	Telecom	
662	bromeo - Bromeo, LLC	2/20/2019	624.00	Program - Temp Staff	
663	chajia - Chan	2/20/2019	70.00	Training/Education	
664	cscser - CSC Service Works, Inc.	2/20/2019	101.29	Program - Supplies	
665	delage - De Lage Landen Financial Services	2/20/2019	731.64	Copier Lease/Maintenance	
666	dirsup - Direct Supply, Inc.	2/20/2019	74.67	Program - Paper/Disposables	
667	fooser - Food Services of America	2/20/2019	3,844.67	Program - Food Cost	
668	hdsupp - HD Supply Facilities Maintenance, LTD	2/20/2019	78.81	Supplies	
669	huamin - Huang	2/20/2019	102.95	Staff Appreciation	
670	idvs1co - IDVS 1 Commercial	2/20/2019	37,778.00	2017 NNN Reconciliation	
671	idvs1co - IDVS 1 Commercial	2/20/2019	69,382.84	Rent - 12/2018, incl. 2018 Replacement Reserve Recovery	
672	idvs1co - IDVS 1 Commercial	2/20/2019	40,809.51	Rent - 01/2019	
673	iromou - Iron Mountain	2/20/2019	60.00	Garbage/Waste Removal	
674	keybankc - KeyBank	2/20/2019	1,077.44	Training, Staff Appreciation & Program - Food Cost & Supplies	
675	kincou - King County Finance	2/20/2019	2,032.00	Program - Delivery/Transportation	
676	kinori - King's Oriental Foods, Inc	2/20/2019	504.00	Program - Food Cost & Paper/Disposables	
677	mizemi - Mizuki	2/20/2019	127.76	Travel & Training/Education	

		Check	Total	
Check#	Vendor	Date	Check	Note
678	nurcal - Onetrac Wireless Messaging Inc.	2/20/2019	44.04	Program - Supplies
679	pdamaint - SCIDpda Maintenance Dept	2/20/2019	4,531.25	WOs
680	petqua - Petschl's Quality Meats Inc	2/20/2019	453.50	Program - Food Cost
681	sprfar - Springbrook Farms	2/20/2019	177.15	Program - Food Cost
682	steric - Stericycle, Inc.	2/20/2019	11.78	Program - Supplies
683	syssea - SYSCO Seattle Inc	2/20/2019	1,597.35	Program - Food Cost & Paper/Disposables
684	yarsys - Yardi Systems, Inc.	2/20/2019	896.96	Licenses/Permits
685	bromeo - Bromeo, LLC	2/27/2019	240.00	Program - Temp Staff
686	citpro - City Produce Company	2/27/2019	1,178.46	Program - Food Cost
687	cuiwu - Wu	2/27/2019	70.00	Training/Education
688	dirsup - Direct Supply, Inc.	2/27/2019	418.17	Program - Paper/Disposables
689	fooser - Food Services of America	2/27/2019	1,392.93	Program - Food Cost
690	keinor - Kelro Northwest	2/27/2019	7,275.00	Program - Delivery/Transportation
691	kinco - King County Finance	2/27/2019	1,505.50	Program - Delivery/Transportation
692	petqua - Petschl's Quality Meats Inc	2/27/2019	213.65	Program - Food Cost
693	pmjans - Phnook	2/27/2019	705.00	Janitorial - Contract
694	syssea - SYSCO Seattle Inc	2/27/2019	540.84	Program - Food Cost & Paper/Disposables
695	thesea - The Seattle Times	2/27/2019	105.30	Dues & Subscriptions
696	wavbro - Wave Broadband	2/27/2019	132.45	Telecom
Total legopacc - General Checking			257,436.86	
nccomop2 - General Checking				
487	buihar - Builders' Hardware & Supply Co	2/25/2019	-156.42	Void - paid via credit card - Locks/Keys
490	t0001735 - Community Alliance for Global Justice	2/6/2019	2,321.00	Security Deposit - Refund
491	verwir - Verizon Wireless	2/6/2019	8.10	Telecom
492	zepstu - Zeppelin Studio	2/6/2019	176.16	Common Area
493	eltsys - ELTEC Systems, LLC	2/14/2019	261.72	Elevator - Contract
494	scidpda - SCIDpda	2/14/2019	1,059.54	ID Billing
495	wasman - Waste Management of Seattle	2/14/2019	27.50	Garbage/Waste Removal
496	keybankc - KeyBank	2/20/2019	239.08	Locks/Keys, Licenses & Small Tools/Equipment
497	pdamaint - SCIDpda Maintenance Dept	2/20/2019	2,040.75	WOs
498	citseacu - City of Seattle-Combined Utilities	2/27/2019	1,972.36	Water/Sewer
499	moco - Moco, Inc.	2/27/2019	63.00	Credit Screening Fee
500	tcms - TCMS of Seattle	2/27/2019	644.75	HVAC/Boiler Maint - Contract
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/7/2019	1,044.75	Insurance - #10 of 12
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/7/2019	1,046.78	EQ Insurance - #2 of 12
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/7/2019	19,870.83	Rent
Total nccomop2 - General Checking			30,619.90	
nchotop - General Checking				
182	easwes - East-West Investment Co.	2/14/2019	4,611.86	Groundlease Payment - Monthly
183	ipfscorp - IPFS Corporation	2/14/2019	1,705.67	Insurance - #10 of 11
184	keybankc - KeyBank	2/20/2019	60.00	Licenses
ACH	welfar - Wells Fargo	2/10/2019	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	2/15/2019	1,130.48	Replacement Reserve Transfer - Monthly
Total nchotop - General Checking			27,057.93	
ncmaster - General Checking				
105	keybankc - KeyBank	2/20/2019	60.00	Licenses
ACH	newcenth - New Central Hotel LLC	2/7/2019	1,741.25	Insurance - #10 of 12
ACH	newcenth - New Central Hotel LLC	2/7/2019	1,744.64	EQ Insurance - #2 of 12
ACH	newcenth - New Central Hotel LLC	2/7/2019	34,500.00	Rent
Total ncmaster - General Checking			38,045.89	

		Check	Total		
Check#	Vendor	Date	Check	Note	
ncresop - General Checking					
592	verwir - Verizon Wireless	2/6/2019	36.31	Telecom	
593	pugsou - Puget Sound Energy	2/14/2019	694.79	Natural Gas	
594	scidpda - SCIDpda	2/14/2019	5,952.64	ID Billing	
595	citseacu - City of Seattle-Combined Utilities	2/20/2019	81.83	Water/Sewer	
596	eltsys - ELTEC Systems, LLC	2/20/2019	261.72	Elevator - Contract	
597	keybank - KeyBank	2/20/2019	192.03	Training/Education, Licenses & Small Tools/Equipment	
598	tunjen - Tung	2/20/2019	27.63	Tenant Retention	
599	citseacu - City of Seattle-Combined Utilities	2/27/2019	2,099.47	Garbage/Waste Removal & Water/Sewer	
600	sprague - Sprague	2/27/2019	243.93	Pest Control	
601	tcms - TCMS of Seattle	2/27/2019	698.47	HVAC/Boiler Maint - Contract	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/7/2019	696.50	Insurance - #10 of 12	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/7/2019	697.86	EQ Insurance - #2 of 12	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/7/2019	16,012.50	Rent	
ACH	newcentr - SCIDPDA New Central Apartments, Inc	2/1/2019	371.83	Replacement Reserve Transfer - Monthly	
Total ncresop - General Checking			28,067.51		
nutriop3 - General Checking					
217	hartfo - The Hartford	2/6/2019	8.39	Payroll Benefits - Life Insurance	
218	kaifou - of Washington Options Inc	2/6/2019	333.12	Payroll Benefits - Medical	
219	wasden - Delta Dental of Washington	2/6/2019	70.79	Payroll Benefits - Dental	
220	bushcomm - SCIDpda Bush Hotel Commercial	2/14/2019	4,229.60	ID Billing	
221	merpar - Merchants Parking Assoc.	2/14/2019	545.00	Program - Delivery/Transportation	
222	visser - Vision Service Plan	2/14/2019	9.58	Payroll Benefits - Vision	
223	bushcomm - SCIDpda Bush Hotel Commercial	2/20/2019	4,360.92	Rent - 12/2018	
224	bushcomm - SCIDpda Bush Hotel Commercial	2/20/2019	4,229.60	Rent - 01/2019	
ACH	leghou - Legacy House	2/5/2019	2,709.02	LH Meals	
ACH	leghou - Legacy House	2/19/2019	2,388.33	LH Meals	
Total nutriop3 - General Checking			18,884.35		
pdabhcon - Construction					
109	scidpda - SCIDpda	2/20/2019	7,486.80	Fund HHC conference room ceiling suspension	
Total pdabhcon - Construction			7,486.80		
pdaopacc - General Checking					
419	bushcomm - SCIDpda Bush Hotel Commercial	2/1/2019	30,000.00	Cash Flow Loan	
420	bushcomm - SCIDpda Bush Hotel Commercial	2/6/2019	11,251.24	Rent	
421	hartfo - The Hartford	2/6/2019	769.28	Payroll Benefits - Life Insurance	
422	huynh - Huynh	2/6/2019	176.14	CI/Travel - Non-local	
423	intthi - Interpret This Inc	2/6/2019	254.10	CI/Translation	
424	kaifou - of Washington Options Inc	2/6/2019	18,437.13	Payroll Benefits - Medical	
425	kantay - Kantor Taylor PC	2/6/2019	4,012.87	Development Project - North Lot Housing	
426	mancen - The Management Center	2/6/2019	625.00	Training/Education	
427	masresco - Masonry Restoration Consulting LLC	2/6/2019	986.40	CI/Program - Subcontracts	
428	newcentc - SCIDPDA New Central Commercial, Inc	2/6/2019	735.00	PDAmaint/Rent	
429	offdep - Office Depot	2/6/2019	78.85	Office Supplies/Equipment	
430	phlins - Philadelphia Insurance Companies	2/6/2019	916.42	Insurance - #9 of 9	
431	pugsoub - Puget Sound Business Journal	2/6/2019	220.00	Dues/Subscriptions	
432	ricusa - Ricoh USA, Inc	2/6/2019	379.49	Copier Lease - 01/2019	
433	verwir - Verizon Wireless	2/6/2019	668.63	Telecom	
434	wasden - Delta Dental of Washington	2/6/2019	1,763.89	Payroll Benefits - Dental	
435	yuafen - Yuan	2/6/2019	100.00	CI/Translation	
436	casnet - Cascade Networks, Inc.	2/14/2019	245.72	Telecom	
437	hdsupp - HD Supply Facilities Maintenance, LTD	2/14/2019	2,785.67	PDAmaint/Supplies	
438	meetin - MeetingOne	2/14/2019	34.75	Telecom	

		Check	Total	
Check#	Vendor	Date	Check	Note
439	net2ph - Net2Phone Inc.	2/14/2019	649.48	Telecom
440	nguvie - Nguoi Viet Tay Bac	2/14/2019	1,500.00	CI/Program - Subcontracts
441	tecave - Techie Avenger Inc	2/14/2019	1,812.37	Computer - Maintenance
442	visser - Vision Service Plan	2/14/2019	289.89	Payroll Benefits - Vision
443	zepstu - Zeppelin Studio	2/14/2019	66.06	Common Area
444	danrac - Danh	2/14/2019	119.00	Replace CBIZ live checks via ACH below
445	bushcomm - SCIDpda Bush Hotel Commercial	2/20/2019	403.30	2017 NNN Reconciliation
446	chiarc - Chihara Architect	2/20/2019	2,450.00	PDAdew/Professional Fees/Consulting - JCCCW Breezeway
447	ethbus - Ethnic Business Coalition	2/20/2019	20,000.00	EBC/Program - Subcontracts
448	keybankc - KeyBank	2/20/2019	3,023.56	Travel, Training, Office Supplies, Computer Hardware & Dues
449	yarsys - Yardi Systems, Inc.	2/20/2019	420.00	Computer Licenses
450	cenlin - CenturyLink	2/27/2019	118.98	Telecom
451	loccon - Locken Consulting LLC	2/27/2019	2,040.00	Professional Fees/Consulting - HR
452	offdep - Office Depot	2/27/2019	36.32	Office Supplies/Equipment
453	ricusa - Ricoh USA, Inc	2/27/2019	370.66	Copier Lease - 02/2019
454	wavbro - Wave Broadband	2/27/2019	132.45	Telecom
ACH	cbiz - CBIZ	2/13/2019	-119.00	Replace CBIZ live check w/ #444 above
ACH	stwab&o - Department of Revenue	2/25/2019	304.21	B&O Taxes
ACH	qquest - Qquest Payroll Services	2/14/2019	133,253.77	Payroll
ACH	qquest - Qquest Payroll Services	2/28/2019	138,048.65	Payroll
Total pdaopacc - General Checking			379,360.28	
vs1op - General Checking				
211	pugsou - Puget Sound Energy	2/6/2019	290.45	Natural Gas
212	verwir - Verizon Wireless	2/6/2019	16.21	Telecom
213	cenlin - CenturyLink	2/13/2019	128.09	Telecom
214	eltsys - ELTEC Systems, LLC	2/13/2019	433.30	Elevator - Contract
215	ipfscorp - IPFS Corporation	2/13/2019	3,812.88	Insurance - #10 of 11
216	pugsou - Puget Sound Energy	2/13/2019	1,343.30	Natural Gas
217	scidpda - SCIDpda	2/13/2019	6,108.39	ID Billing
218	seacitll - Seattle City Light	2/13/2019	16,457.22	Electricity
219	wasman - Waste Management of Seattle	2/13/2019	2,384.10	Garbage/Waste Removal
220	citseacu - City of Seattle-Combined Utilities	2/20/2019	9,848.73	Water/Sewer
221	keybankc - KeyBank	2/20/2019	410.64	Supplies
222	pdamaint - SCIDpda Maintenance Dept	2/20/2019	2,162.05	WOs
223	repser - Republic Services	2/20/2019	1,313.35	Garbage/Waste Removal
224	tcms - TCMS of Seattle	2/27/2019	10,567.76	HVAC/Boiler Maint - Contract
Total vs1op - General Checking			55,276.47	
vs2lpop - General Checking				
148	usbank - US Bank/TFM/97298300/Patty Schrandt	2/1/2019	14,794.79	Loan Payment - Monthly
149	eltsys - ELTEC Systems, LLC	2/13/2019	293.22	Elevator - Contract
150	idvs2con - IDVS2 Condo Association	2/20/2019	2,413.79	Condo Billing
151	pdamaint - SCIDpda Maintenance Dept	2/20/2019	25.00	WOs
152	usbank1 - US Bank	2/27/2019	3,900.00	Bond Administration Fees
ACH	citseafa - City of Seattle Finance & Admin Svcs	2/19/2019	270.82	B&O Taxes
Total vs2lpop - General Checking			21,697.62	
			1,194,806.86	

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.*

March 2019 Items

Property Management, Julie Neilson lead

IDVS2 - \$18,621

Installation of new exterior LED lighting fixtures throughout property.

Bush Hotel – Lease extension

Dim Sum King 10 year lease renewal starting 4/1/2019 through 3/31/2029. Annual rent of \$36, 216 with operating charges (“triple net”), with a 5% rent inflator per year.

SCIDpda Consolidated Balance Sheet (With Period Change)

Period = Jan 2018-Dec 2018

Book = Accrual ; Tree = .fc_bs

PDA Reporting=Community Initiatives,Hinghay,Other Legal Holdings,PDA Admin,Properties,Property Mgmt/Maint,Senior Services;

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
CASH & CASH EQUIVALENTS			
Unrestricted Funds	3,597,143	2,796,182	800,961
Restricted Funds	3,098,093	2,935,359	162,734
Bond Funds	2,056,822	2,401,178	-344,355
TOTAL CASH & CASH EQUIVALENTS	8,752,058	8,132,718	619,339
ACCOUNTS RECEIVABLE			
Accounts Receivable - Net	2,616,599	2,283,558	333,041
TOTAL ACCOUNTS RECEIVABLE	2,616,599	2,283,558	333,041
OTHER RECEIVABLES			
Note Receivable	926,752	6,114,120	-5,187,368
Other Receivables	71,588	20,707	50,882
TOTAL OTHER RECEIVABLES	998,341	6,134,826	-5,136,486
DEPOSITS & PREPAIDS			
Prepaid Insurance	20,079	32,373	-12,294
Prepaid Expenses & Deposits	41,877	46,825	-4,948
TOTAL DEPOSITS & PREPAIDS	61,956	79,198	-17,243
TOTAL CURRENT ASSETS	12,428,953	16,630,301	-4,201,348
LONG-TERM ASSETS			
PROPERTY			
Property - Net Accum. Depreciation	38,583,171	39,915,369	-1,332,199
TOTAL PROPERTY	38,583,171	39,915,369	-1,332,199
FIXED ASSETS			
Furniture Fixtures & Equipment - Net Accum. Depreciation	290,706	351,362	-60,656
TOTAL FIXED ASSETS	290,706	351,362	-60,656
TOTAL LONG-TERM ASSETS	38,873,877	40,266,731	-1,392,854
OTHER ASSETS			
OTHER ASSETS			
Other Receivables	2,151,621	4,142,865	-1,991,244
Investment in Other Entities	5,999,118	8,974,488	-2,975,370
Development Projects	65,474	31,416	34,058

Balance Sheet (With Period Change)

Period = Jan 2018-Dec 2018

Book = Accrual ; Tree = .fc_bs

PDA Reporting=Community Initiatives,Hinghay,Other Legal Holdings,PDA Admin,Properties,Property Mgmt/Maint,Senior Services;

	Balance	Beginning	Net
	Current Period	Balance	Change
Development Project-JCCCW Breezeway	18,695	0	18,695
TOTAL OTHER ASSETS	8,234,907	13,148,769	-4,913,862
TOTAL OTHER ASSETS	8,234,907	13,148,769	-4,913,862
TOTAL ASSETS	59,537,738	70,045,802	-10,508,065
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
PAYABLES & OBLIGATIONS			
Accounts Payable	499,379	322,478	176,901
Prepaid Rent	89,711	24,045	65,667
Current Portion Due of Mortgages & Other Obligations	1,377,075	6,543,456	-5,166,382
Taxes & Benefits Payable	5,234	26,806	-21,572
Line of Credit	0	25,000	-25,000
TOTAL PAYABLES & OBLIGATIONS	1,971,400	6,941,785	-4,970,385
ACCRUED EXPENSES			
Accrued Expenses	1,662,864	1,660,653	2,211
TOTAL ACCRUED EXPENSES	1,662,864	1,660,653	2,211
TOTAL CURRENT LIABILITIES	3,634,263	8,602,437	-4,968,174
LONG-TERM LIABILITIES			
MORTGAGES & OTHER OBLIGATIONS			
Loan Payable	28,872,143	31,497,180	-2,625,037
Bonds Payable - Net	388,632	419,857	-31,225
TOTAL MORTGAGES & OTHER OBLIGATIONS	29,260,775	31,917,037	-2,656,262
TOTAL LONG-TERM LIABILITIES	29,260,775	31,917,037	-2,656,262
OTHER LIABILITIES			
Security Deposit Liability	150,648	145,921	4,727
Other Liabilities	193,908	64,850	129,058
Deferred Rent Payable	1,754,238	1,777,047	-22,809
TOTAL OTHER LIABILITIES	2,098,793	1,987,818	110,976
TOTAL LIABILITIES	34,993,832	42,507,292	-7,513,461
CAPITAL			

Balance Sheet (With Period Change)

Period = Jan 2018-Dec 2018

Book = Accrual ; Tree = .fc_bs

PDA Reporting=Community Initiatives,Hinghay,Other Legal Holdings,PDA Admin,Properties,Property Mgmt/Maint,Senior Services;

	Balance	Beginning	Net
	Current Period	Balance	Change
Retained Earnings	24,543,906	27,538,510	-2,994,604
TOTAL CAPITAL	24,543,906	27,538,510	-2,994,604
TOTAL LIABILITIES & CAPITAL	59,537,738	70,045,802	-10,508,065

PDA Reporting Comparison Income Statement
Estimated Cash Flow December 31, 2018

Book = Accrual ; Tree = .fc_is_report_ne

Active Entity=Yes; PDA Reporting=Admin/Fundraising/Mktng,IDEA Space/HCC,Legal Holdings,Properties,Property Mgmt,Senior Services;

	Year to Date - 4th Quarter 2018								
	Admin/ Fundraising/ Mktng	Cmnty Initiatives/ HCC	Properties	Property Mgmt	Senior Services	Legal Holdings Master/ QalicB/ Fund/Condo	Total SCIDpda	Total Budget	Variance Fav (Unfav)
REVENUE									
RENT INCOME									
Rent	0	93,935	4,050,509	0	2,440,791	1,581,787	8,167,023	8,151,883	15,140
Vacancies	0	0	(31,098)	0	(15,563)	0	(46,661)	(64,460)	17,799
Concessions and Bad Debt	0	0	(11,712)	0	(928)	(7,316)	(19,956)	(12,386)	(7,570)
NET RENT INCOME	0	93,935	4,007,698	0	2,424,300	1,574,472	8,100,405	8,075,037	25,368
TOTAL NET INC/LOSS FROM RELATED PROP	0	0	0	0	0	0	0	0	0
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	11,826	0	0	0	11,826	0	11,826
TOTAL OTHER RENTAL INCOME	0	0	203,884	0	0	0	203,884	205,513	(1,629)
TOTAL SERVICE INCOME	292,821	0	10,191	913,709	1,159,964	0	2,376,685	2,398,894	(22,209)
TOTAL OTHER INCOME	32,333	21,288	32,063	81	723	0	86,489	120,391	(33,902)
TOTAL INTEREST INCOME	42,519	0	133,293	0	71	64,314	240,197	206,396	33,801
Grants	91,815	444,376	0	0	0	0	536,190	1,126,870	(590,680)
LESS Grant Program Expense	(1,300)	(285,818)	0	0	(372)	0	(287,491)	(355,435)	67,944
Other Fundraising	97,251	82,299	0	0	40,847	0	220,396	(316,094)	536,490
TOTAL FUNDRAISING INCOME	187,765	240,856	0	0	40,474	0	469,095	455,341	13,754
TOTAL REVENUE	555,438	356,079	4,398,956	913,790	3,625,532	1,638,786	11,488,582	11,461,572	27,010
EXPENSES									
ADMINISTRATIVE									
Professional Fees & Consulting	103,277	4,782	50,913	0	0	67,244	226,216	155,098	(71,118)
Rent Expense	30,972	51,555	828,467	9,053	235,640	753,320	1,909,008	1,908,160	(848)
Salaries	812,711	335,674	234,544	768,356	2,148,490	0	4,299,775	4,022,704	(277,071)
Other Admin Expenses	88,501	21,138	35,780	13,572	62,962	1,787	223,741	248,776	25,035
TOTAL ADMINISTRATIVE	1,035,462	413,149	1,149,704	790,981	2,447,092	822,351	6,658,739	6,334,738	(324,001)
TOTAL MANAGEMENT FEE	2,318	3,497	309,758	54,705	217,680	0	587,958	600,893	12,935
TOTAL MAINTENANCE	20,247	18,513	361,829	2,961	197,422	(0)	600,972	489,264	(111,708)
TOTAL UTILITIES	22,125	19,568	388,249	0	202,935	0	632,878	620,569	(12,309)
TOTAL TAXES	791	666	25,246	(908)	3,363	0	29,158	33,463	4,305
TOTAL INSURANCE	19,167	222	118,015	0	30,067	(0)	167,471	168,596	1,125
TOTAL PROGRAM EXPENSES	29,786	6,758	0	0	411,406	0	447,950	414,840	(33,110)
TOTAL OPERATING EXPENSES	1,129,894	462,373	2,352,802	847,739	3,509,966	822,351	9,125,125	8,662,363	(462,762)
NOI BEFORE DEBT SERVICE & GROUND LEASE	(574,456)	(106,294)	2,046,154	66,051	115,566	816,435	2,363,457	2,799,209	(435,752)
TOTAL DEBT SERVICE & GROUND LEASE	11,243	0	475,620	0	0	336,852	823,716	912,809	89,093
NOI AFTER DEBT SERVICE & GROUND LEASE	(585,699)	(106,294)	1,570,534	66,051	115,566	479,582	1,539,741	1,886,400	(346,659)
TOTAL OTHER EXPENSES	0	0	(36,979)	0	2,297	5,750	(28,932)	30,321	59,253
NET INCOME BEFORE DEPR & AMORT	(585,699)	(106,294)	1,607,513	66,051	113,269	473,832	1,568,673	1,856,079	(287,406)
TOTAL DEPRECIATION & AMORTIZATION	35,552	43,826	1,070,598	0	81,797	354,051	1,585,823	1,573,168	(12,655)
NET INCOME	(621,251)	(150,120)	536,915	66,051	31,472	119,781	(17,150)	282,911	(300,061)

PDA Estimated Cash Flow 12/31/2018

CASH PAYMENTS TO NON OPERATING/RESERVE ACCTS AND CAPITAL ACCOUNTS							
Operating Reserve Account #1			(35,487)				(35,487)
Replacement Reserve Account #1			(80,978)		(26,250)	(21,725)	(128,953)
Bond Operating & Capital Reserves			(76,890)				(76,890)
Other							-
Development Costs	(71,653)						(71,653)
Capital Activity		(168,361)		(5,508)	(200)		(174,069)
Capital Payments From Reserves		240,845		15,220			256,065
TOTAL PAYMENTS TO RESERVE ACC	(71,653)	-	(120,871)	-	(16,538)	(21,925)	(230,987)
PRINCIPAL PAYMENTS - TO DEBT SERVICE							
Loan Payable	(8,788)		(113,371)			(102,375)	(224,534)
Bond Principal Reserves			(435,377)				(435,377)
Line of Credit	(25,000)						(25,000)
Note Payable	(738,831)		(44,332)			1,000,000	216,837
Deposits with Other Entities						(97,083)	(97,083)
TOTAL PRINCIPAL PAYMENTS	(772,619)	-	(593,080)	-	-	800,542	(565,157)
Required Cash Payments	(844,272)	-	(713,951)	-	(16,538)	778,617	(796,144)
CASH RECEIPTS							
Note Receivable (Issued)							-
Other Receivables - Long Term							-
Expected Cash Receipts	-	-	-	-	-	-	-
Total Cash Adjustments	(844,272)	-	(713,951)	-	(16,538)	778,617	(796,144)
Non Cash/Other Items							
Due to/from/transfer related property							
Accrued Interest							
Deferred Rent Payable							
Other Non Cash							
Depreciation and Amortization	35,552	43,826	1,070,598	-	81,797	354,051	1,585,823
TOTAL NON CASH ITEMS ADDED BACK	35,552	43,826	1,070,598	-	81,797	354,051	1,585,823
TOTAL ADJUSTEMENTS FOR CASH FLOW ((808,720)	43,826	356,647	-	65,259	1,132,668	789,679
CASH FLOW	(1,429,971)	(106,294)	893,562	66,051	96,731	1,252,450	772,529

PDA Reporting Comparison Income Statement

Book = Accrual ; Tree = .fc_is_report_ne

Active Entity=Yes; PDA Reporting=Admin/Fundraising/Mktng,IDEA Space/HCC,Legal Holdings,Properties,Property Mgmt,Senior Services;

REVENUE

RENT INCOME

Rent
Vacancies
Concessions and Bad Debt

NET RENT INCOME

TOTAL NET INC/LOSS FROM RELATED PROP

TOTAL REIMBURSABLE EXPENSE INCOME

TOTAL OTHER RENTAL INCOME

TOTAL SERVICE INCOME

TOTAL OTHER INCOME

TOTAL INTEREST INCOME

Grants
LESS Grant Program Expense
Other Fundraising

TOTAL FUNDRAISING INCOME

TOTAL REVENUE

EXPENSES

ADMINISTRATIVE

Professional Fees & Consulting
Rent Expense
Salaries

Other Admin Expenses

TOTAL ADMINISTRATIVE

TOTAL MANAGEMENT FEE

TOTAL MAINTENANCE

TOTAL UTILITIES

TOTAL TAXES

TOTAL INSURANCE

TOTAL PROGRAM EXPENSES

TOTAL OPERATING EXPENSES

NOI BEFORE DEBT SERVICE & GROUND LEASE

TOTAL DEBT SERVICE & GROUND LEASE

NOI AFTER DEBT SERVICE & GROUND LEASE

TOTAL OTHER EXPENSES

NET INCOME BEFORE DEPR & AMORT

TOTAL DEPRECIATION & AMORTIZATION

NET INCOME

Year to Date - 4th Quarter 2018																				
Admin/Fundraising/Mktng			Cmnty Initiatives/HCC			Properties			Property Mgmt			Senior Services			Legal Holdings Master/QualcB/Fund/Condo			Total SCIDpda		
Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Total SCIDpda	Total Budget	Variance Fav (Unfav)
0	0	0	93,935	89,189	4,746	4,050,509	4,135,976	(85,467)	0	0	0	2,440,791	2,344,927	95,864	1,581,787	1,581,791	(4)	8,167,023	8,151,883	15,140
0	0	0	0	0	0	(31,098)	(45,498)	14,400	0	0	0	(15,563)	(18,962)	3,399	0	0	0	(46,661)	(64,460)	17,799
0	0	0	0	0	0	(11,712)	(12,386)	674	0	0	0	(928)	0	(928)	(7,316)	0	(7,316)	(19,956)	(12,386)	(7,570)
0	0	0	93,935	89,189	4,746	4,007,698	4,078,092	(70,394)	0	0	0	2,424,300	2,325,965	98,335	1,574,472	1,581,791	(7,319)	8,100,405	8,075,037	25,368
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	11,826	0	11,826	0	0	0	0	0	0	0	0	0	11,826	0	11,826
0	0	0	0	0	0	203,884	205,513	(1,629)	0	0	0	0	0	0	0	0	0	203,884	205,513	(1,629)
292,821	294,466	(1,645)	0	0	0	10,191	13,839	(3,648)	913,709	887,387	26,322	1,159,964	1,203,202	(43,238)	0	0	0	2,376,685	2,398,894	(22,209)
32,333	84,952	(52,619)	21,288	10,000	11,288	32,063	24,689	7,374	81	0	81	723	750	(27)	0	0	0	86,489	120,391	(33,902)
42,519	28,227	14,292	0	0	0	133,293	129,987	3,306	0	0	0	71	168	(97)	64,314	48,014	16,300	240,197	206,396	33,801
91,815	564,935	(473,120)	444,376	559,935	(115,559)	0	0	0	0	0	0	0	2,000	(2,000)	0	0	0	536,190	1,126,870	(590,680)
(1,300)	(5,000)	3,700	(285,818)	(349,685)	63,867	0	0	0	0	0	0	(372)	(750)	378	0	0	0	(287,491)	(355,435)	67,944
97,251	(454,935)	552,186	82,299	110,833	(28,534)	0	0	0	0	0	0	40,847	28,008	12,839	0	0	0	220,396	(316,094)	536,490
187,765	105,000	82,765	240,856	321,083	(80,227)	0	0	0	0	0	0	40,474	29,258	11,216	0	0	0	469,095	455,341	13,754
555,438	512,645	42,793	356,079	420,272	(64,193)	4,398,956	4,452,120	(53,164)	913,790	887,387	26,403	3,625,532	3,559,343	66,189	1,638,786	1,629,805	8,981	11,488,582	11,461,572	27,010
103,277	85,760	(17,517)	4,782	2,530	(2,252)	50,913	53,081	2,168	0	0	0	0	0	0	67,244	13,727	(53,517)	226,216	155,098	(71,118)
30,972	30,968	(4)	51,555	50,341	(1,214)	828,467	734,125	(94,342)	9,053	8,820	(233)	235,640	236,240	600	753,320	847,666	94,346	1,909,008	1,908,160	(848)
812,711	822,593	9,882	335,674	349,449	13,775	234,544	236,831	2,287	768,356	785,662	17,306	2,148,490	1,828,169	(320,321)	0	0	0	4,299,775	4,022,704	(277,071)
88,501	95,972	7,471	21,138	30,661	9,523	35,780	47,380	11,600	13,572	13,350	(222)	62,962	61,109	(1,853)	1,787	304	(1,483)	223,741	248,776	25,035
1,035,462	1,035,293	(169)	413,149	432,981	19,832	1,149,704	1,071,417	(78,287)	790,981	807,832	16,851	2,447,092	2,125,518	(321,574)	822,351	861,697	39,346	6,658,739	6,334,738	(324,001)
2,318	7,941	5,623	3,497	11,411	7,914	309,758	316,288	6,530	54,705	51,657	(3,048)	217,680	213,596	(4,084)	0	0	0	587,958	600,893	12,935
20,247	12,225	(8,022)	18,513	10,214	(8,299)	361,829	337,102	(24,727)	2,961	4,000	1,039	197,422	125,723	(71,699)	(0)	0	0	600,972	489,264	(111,708)
22,125	18,673	(3,452)	19,568	19,496	(72)	388,249	404,967	16,718	0	0	0	202,935	177,433	(25,502)	0	0	0	632,878	620,569	(12,309)
791	729	(62)	666	192	(474)	25,246	26,593	1,347	(908)	2,758	3,666	3,363	2,891	(472)	0	300	300	29,158	33,463	4,305
19,167	22,546	3,379	222	7,031	6,809	118,015	90,896	(27,119)	0	0	0	30,067	48,123	18,056	(0)	0	0	167,471	168,596	1,125
29,786	25,500	(4,286)	6,758	2,500	(4,258)	0	0	0	0	0	0	411,406	386,840	(24,566)	0	0	0	447,950	414,840	(33,110)
1,129,894	1,122,907	(6,987)	462,373	483,825	21,452	2,352,802	2,247,263	(105,539)	847,739	866,247	18,508	3,509,966	3,080,124	(429,842)	822,351	861,997	39,646	9,125,125	8,662,363	(462,762)
(574,456)	(610,262)	35,806	(106,294)	(63,553)	(42,741)	2,046,154	2,204,857	(158,703)	66,051	21,140	44,911	115,566	479,219	(363,653)	816,435	767,808	48,627	2,363,457	2,799,209	(435,752)
11,243	300	(10,943)	0	0	0	475,620	550,067	74,447	0	0	0	0	0	0	336,852	362,442	25,590	823,716	912,809	89,093
(585,699)	(610,562)	24,863	(106,294)	(63,553)	(42,741)	1,570,534	1,654,790	(84,256)	66,051	21,140	44,911	115,566	479,219	(363,653)	479,582	405,366	74,216	1,539,741	1,886,400	(346,659)
0	0	0	0	0	0	(36,979)	27,321	64,300	0	0	0	2,297	0	(2,297)	5,750	3,000	(2,932)	30,321	59,253	28,932
(585,699)	(610,562)	24,863	(106,294)	(63,553)	(42,741)	1,607,513	1,627,469	(19,956)	66,051	21,140	44,911	113,269	479,219	(365,950)	473,832	402,366	71,466	1,568,673	1,856,079	(287,406)
35,552	24,143	(11,409)	43,826	43,826	0	1,070,598	1,096,480	25,882	0	0	0	81,797	73,176	(8,621)	354,051	335,543	(18,508)	1,585,823	1,573,168	(12,655)
(621,251)	(634,705)	13,454	(150,120)	(107,379)	(42,741)	536,915	530,989	5,926	66,051	21,140	44,911	31,472	406,043	(374,571)	119,781	66,823	52,958	(17,150)	282,911	(300,061)

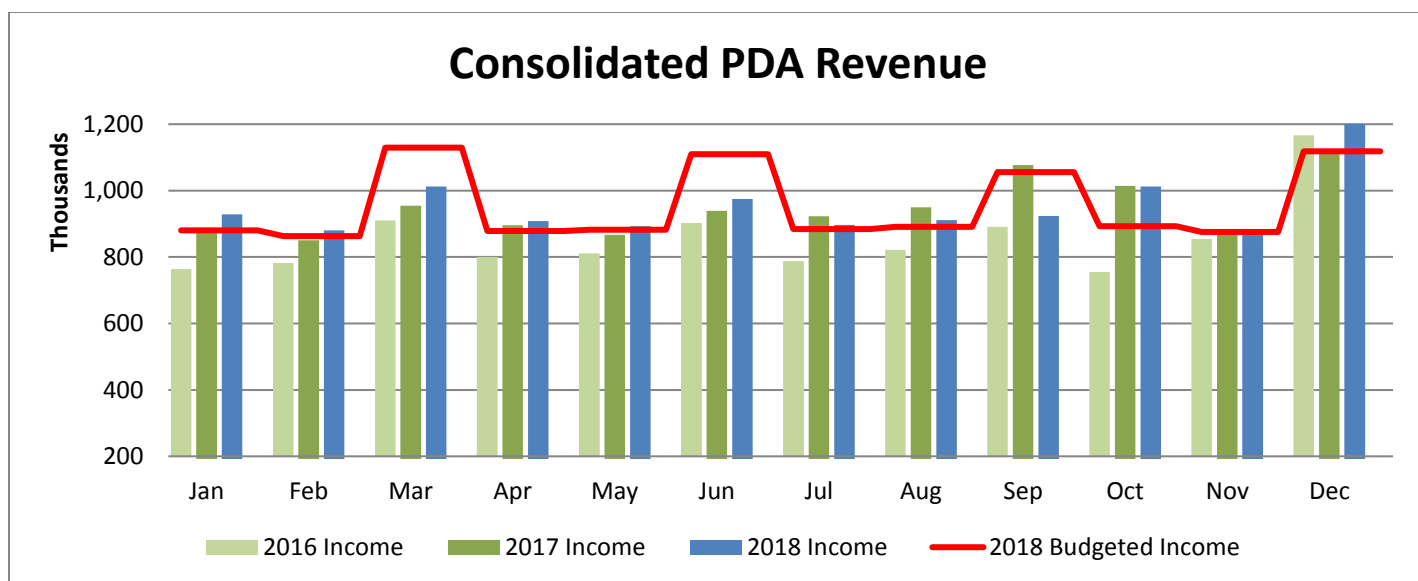
PDA Reporting Comparison Income Statement

Book = Accrual ; Tree = .fc_is_report_ne

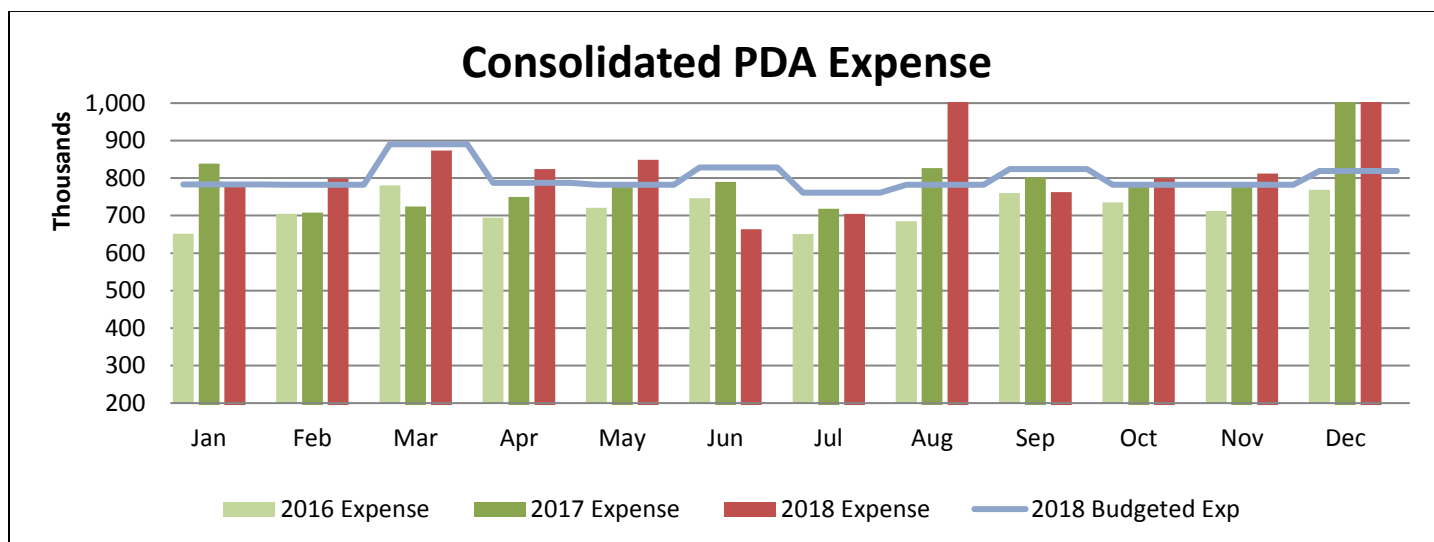
PDA Reporting=Admin/Fundraising/Mktng,IDEA Space/HCC,Legal Holdings,Properties,Property Mgmt,Senior Services;

	4th Quarter 2018									Year to Date									Variance Fav (Unfav)
	Admin Fundraising Mktng	Cmnty Initiatives HHC	Properties	Property Mgmt	Senior Services	Legal Holdings Master/QalicB Fund/Condo	Total SCIDpda	Total Budget	Variance Fav (Unfav)	Admin Fundraising Mktng	Cmnty Initiatives HHC	Properties	Property Mgmt	Senior Services	Legal Holdings Master/QalicB Fund/Condo	Total SCIDpda	Total Budget		
REVENUE																			
RENT INCOME																			
Rent	0	24,784	1,028,227	0	633,117	337,801	2,023,929	2,041,580	(17,651)	0	93,935	4,050,509	0	2,440,791	1,581,787	8,167,023	8,151,883	15,140	
Vacancies	0	0	(2,704)	0	(1,975)	0	(4,679)	(16,150)	11,471	0	0	(31,098)	0	(15,563)	0	(46,661)	(64,460)	17,799	
Concessions and Bad Debt	0	0	(1,336)	0	(799)	(1,633)	(3,768)	(3,095)	(673)	0	0	(11,712)	0	(928)	(7,316)	(19,956)	(12,386)	(7,570)	
NET RENT INCOME	0	24,784	1,024,187	0	630,342	336,168	2,015,481	2,022,335	(6,854)	0	93,935	4,007,698	0	2,424,300	1,574,472	8,100,405	8,075,037	25,368	
TOTAL NET INC/LOSS FROM RELATED PROP	183,564	0	0	0	0	21,624	205,187	0	205,187	0	0	0	0	0	0	0	0	0	
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	11,826	0	0	0	11,826	0	11,826	0	0	11,826	0	0	0	11,826	0	11,826	
TOTAL OTHER RENTAL INCOME	0	0	53,328	0	0	0	53,328	51,370	1,958	0	0	203,884	0	0	0	203,884	205,513	(1,629)	
TOTAL SERVICE INCOME	73,622	0	2,778	245,901	285,645	0	607,946	593,038	14,908	292,821	0	10,191	913,709	1,159,964	0	2,376,685	2,398,894	(22,209)	
TOTAL OTHER INCOME	16,146	6,155	7,721	0	210	0	30,231	30,088	143	32,333	21,288	32,063	81	723	0	86,489	120,391	(33,902)	
TOTAL INTEREST INCOME	9,251	0	33,130	0	30	252	42,663	35,004	7,659	42,519	0	133,293	0	71	64,314	240,197	206,396	33,801	
Grants	91,815	120,462	0	0	(7,207)	0	205,070	705,418	(500,348)	91,815	444,376	0	0	0	0	536,190	1,126,870	(590,680)	
LESS Grant Program Expense	0	(129,955)	0	0	(314)	0	(130,269)	(88,846)	(41,423)	(1,300)	(285,818)	0	0	(372)	0	(287,491)	(355,435)	67,944	
Other Fundraising	43,212	66,749	0	0	21,497	0	131,458	(461,233)	592,691	97,251	82,299	0	0	40,847	0	220,396	(316,094)	536,490	
TOTAL FUNDRAISING INCOME	135,027	57,256	0	0	13,976	0	206,259	155,339	50,920	187,765	240,856	0	0	40,474	0	469,095	455,341	13,754	
TOTAL REVENUE	417,609	88,195	1,132,970	245,901	930,204	358,043	3,172,921	2,887,174	285,747	555,438	356,079	4,398,956	913,790	3,625,532	1,638,786	11,488,582	11,461,572	27,010	
EXPENSES																			
ADMINISTRATIVE																			
Professional Fees & Consulting	47,837	1,382	12,245	0	0	675	62,140	38,773	(23,367)	103,277	4,782	50,913	0	0	67,244	226,216	155,098	(71,118)	
Rent Expense	7,857	13,214	236,480	2,438	58,910	101,321	420,220	464,506	44,286	30,972	51,555	828,467	9,053	235,640	753,320	1,909,008	1,908,160	(848)	
Salaries	170,765	66,294	66,214	160,194	594,548	0	1,058,016	1,010,954	(47,062)	812,711	335,674	234,544	768,356	2,148,490	0	4,299,775	4,022,704	(277,071)	
Other Admin Expenses	20,833	4,418	7,361	2,091	15,620	42	50,366	68,733	18,367	88,501	21,138	35,780	13,572	62,962	1,787	223,741	248,776	25,035	
TOTAL ADMINISTRATIVE	247,293	85,308	322,300	164,723	669,079	102,038	1,590,741	1,582,966	(7,776)	1,035,462	413,149	1,149,704	790,981	2,447,092	822,351	6,658,739	6,334,738	(324,001)	
TOTAL MANAGEMENT FEE	(718)	(1,944)	81,840	14,728	56,143	0	150,049	150,218	169	2,318	3,497	309,758	54,705	217,680	0	587,958	600,893	12,935	
TOTAL MAINTENANCE	5,193	3,299	130,159	2,786	89,886	(96)	231,226	122,280	(108,946)	20,247	18,513	361,829	2,961	197,422	(0)	600,972	489,264	(111,708)	
TOTAL UTILITIES	8,366	4,736	96,131	0	69,948	0	179,181	155,152	(24,029)	22,125	19,568	388,249	0	202,935	0	632,878	620,569	(12,309)	
TOTAL TAXES	414	251	7,892	(909)	910	0	8,558	8,344	(214)	791	666	25,246	(908)	3,363	0	29,158	33,463	4,305	
TOTAL INSURANCE	3,292	497	30,627	0	2,209	(0)	36,625	42,128	5,503	19,167	222	118,015	0	30,067	(0)	167,471	168,596	1,125	
TOTAL PROGRAM EXPENSES	26,613	4,166	0	0	120,962	0	151,741	103,719	(48,022)	29,786	6,758	0	0	411,406	0	447,950	414,840	(33,110)	
TOTAL OPERATING EXPENSES	290,452	96,313	668,950	181,328	1,009,137	101,943	2,348,122	2,164,807	(183,315)	1,129,894	462,373	2,352,802	847,739	3,509,966	822,351	9,125,125	8,662,363	(462,762)	
NOI BEFORE DEBT SERVICE & GROUND LEASE	127,157	(8,118)	464,020	64,573	(78,934)	256,101	824,799	722,367	102,432	(574,456)	(106,294)	2,046,154	66,051	115,566	816,435	2,363,457	2,799,209	(435,752)	
TOTAL DEBT SERVICE & GROUND LEASE	0	0	91,698	0	0	67,337	159,036	211,578	52,542	11,243	0	475,620	0	0	336,852	823,716	912,809	89,093	
NOI AFTER DEBT SERVICE & GROUND LEASE	127,157	(8,118)	372,322	64,573	(78,934)	188,764	665,764	510,789	154,974	(585,699)	(106,294)	1,570,534	66,051	115,566	479,582	1,539,741	1,886,400	(346,659)	
TOTAL OTHER EXPENSES	0	0	(68,491)	0	1,444	750	(66,297)	7,578	73,875	0	0	(36,979)	0	2,297	5,750	(28,932)	30,321	59,253	
NET INCOME BEFORE DEPR & AMORT	127,157	(8,118)	440,812	64,573	(80,377)	188,014	732,061	503,211	228,849	(585,699)	(106,294)	1,607,513	66,051	113,269	473,832	1,568,673	1,856,079	(287,406)	
TOTAL DEPRECIATION & AMORTIZATION	8,888	10,956	293,053	0	17,758	90,176	420,831	393,295	(27,536)	35,552	43,826	1,070,598	0	81,797	354,051	1,585,823	1,573,168	(12,655)	
NET INCOME	118,269	(19,074)	147,759	64,573	(98,135)	97,838	311,229	109,916	201,313	(621,251)	(150,120)	536,915	66,051	31,472	119,781	(17,150)	282,911	(300,061)	

CONSOLIDATED PDA – Q4 2018 Financial Summary

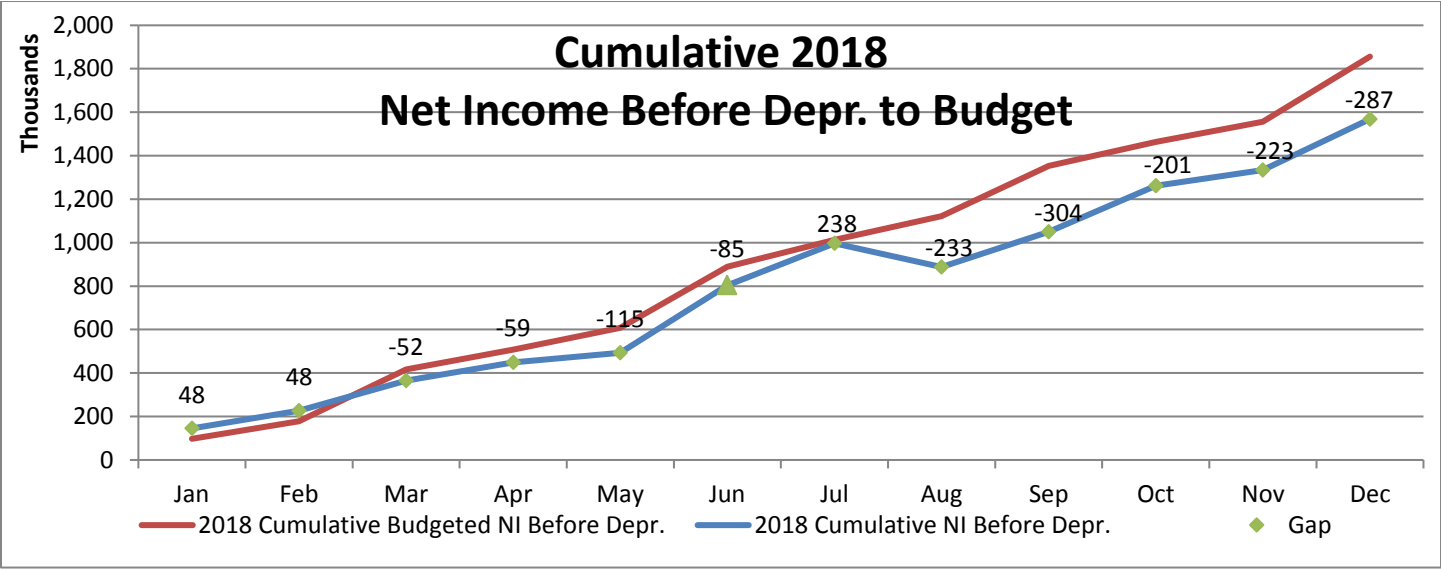


Revenues through Q4 2018 were approximately \$27K greater than budget for the entire organization. Revenues on our properties are below budget for both commercial and residential properties. The commercial variance is due to lower commercial rent on our CMP space related to a budgeting issue and the lease concessions for a new tenant. Bush residential revenue is under budget due to vacancies. Senior Services AL revenue is greater than budget but ADS revenue continues to be below budget. Overall, Senior Services revenue is better than budget by \$66K through December. Other Income is below budget by \$34K due to developer fee revenue. Fundraising revenues are greater than budget by \$14K.



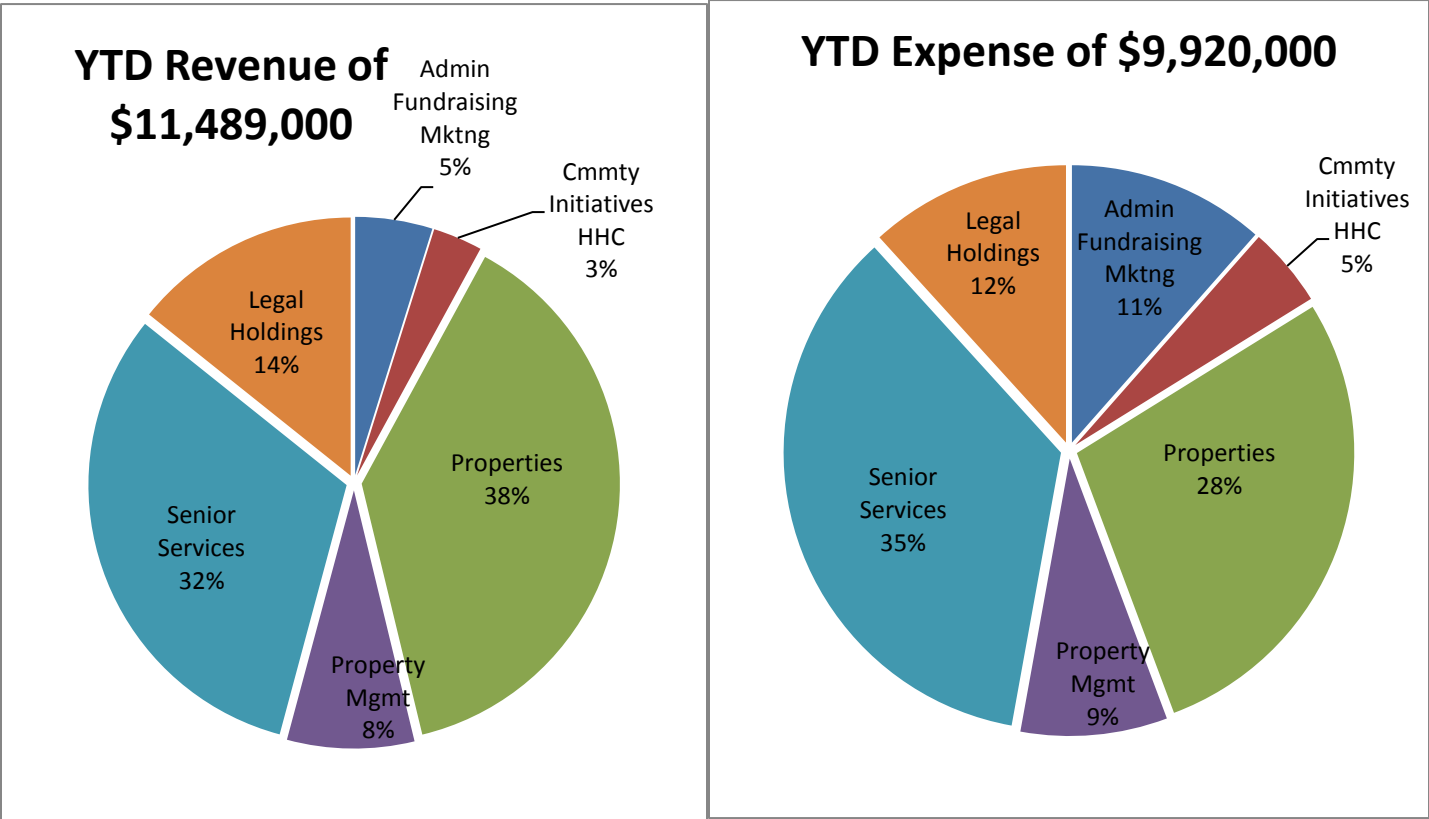
Expenses through Q4 2018 were approximately \$287K over budget for the entire organization. The biggest factor in this variance is the incentive compensation of \$237K that was paid in August but was not budgeted. Operating cash reserves were used to pay for this incentive. Excluding the incentive compensation, Operating Expenses are under budget by \$224K. Professional Fees are over budget by \$71K due to legal expenses for the completion of the NMTC exit and loan refinance for the Bush QalicB. In Q2, we completed a reconciliation of 2017 NNN expenses. As a result we billed \$79K of additional charges. These charges offset our current year expenses for maintenance, utilities, taxes and insurance. Salaries, Wages and Benefits Expense is over budget when excluding the incentive compensation. This is mostly due to

Senior Services not meeting budget. Debt Service is under budget by \$90K while Other Expenses are under budget by \$59K mostly due to the recovery of replacement reserves from our commercial tenants.



As a result, our NOI before Depreciation was \$1,569 which was \$287K below budget through December 31, 2018, but only \$50K when excluding the incentive compensation which was paid and not budgeted.

Visual Breakout by Department of Year through December Revenue and Expenses



Community Initiatives

Jamie Lee

Hing Hay Coworks/Business Resources

HHC continues to be busy – we are in transition mode as we are hiring for positions to replace Rachtha, Program Liaison, and Eliza, Program Supervisor (where did they go? Property management!). We are gearing up for the summer AAPI Arts and Craft Fair coming up in May. I'm loving the buzz in HHC these days – thanks to all of you that have helped us in the years past!

Public Space

SCIDpda and the Friends of Little Saigon (FLS) are supporting the outreach and engagement for the **Little Saigon Park**. There is some pushback from the community to reconsider making the park space more flexible – the current design is more static. There will be a third concept presented in the spring.

We just held interviews for consultant to do work for **Maynard Alley**. This consultant will take the work done by the class at the Landscape Architecture program at UW and come up with conceptual designs.

We are moving forward on recommendations from the **lighting study**. We are working on implementing the King Luminaire pedestrian lights and outreach to businesses about ways to improve lighting.

Preservation/Planning

We have hired a consultant for our **Integrated Planning Grant with the State Department of Ecology** to do property specific environmental assessments and remediation planning for on property in the neighborhood for the purpose of doing affordable housing and commercial space development.

Our Community Development Financial Institution (CDFI) Collaborative through **JP Morgan Chase's ProNeighborhoods Program** to explore financing options for rehabilitation of URM buildings in the neighborhood is underway. Staff are meeting with CDFI's and exploring financing options.

Business Development

We are currently doing **business surveys** to see what things businesses need help on. Additionally, we have applied for funding with Historic South Downtown to continue our business workshops this year.

Lastly, many of you must have seen in the news that there was a **raid of massage parlors** just a few weeks back. Through my role on the Public Safety Council, I was made aware early on that this was happening. We are working with SPD to get information out to property owners and discussing how to work with property owners to help them in leasing up these now vacant spaces.

SPRING CLEAN!!!!

Spring Clean is on April 27 this year – please hold the date! If you want to volunteer, please go here: <http://bit.ly/springclean19>

Executive Director

Maiko Winkler-Chin

HUGE THANKS to **Vern Wood**, who transitioned our Senior Services line of business. It was a mad scramble, and it was bittersweet. The work in that group was of the heart, but the transition needed to happen. And that's why it's been on the PDA's plans for 10+ years.

HUGE THANKS to **Vern Wood** and **Mike Omura** for getting TDRs sold on the Bush. We did not sell them on IDVS 1 because we had TDP ("potential"), not TDR. That nuance was not noted by anyone until almost the last minute.

Things that are taking time:

- Sound Transit – this body of work has taken a lot of time. The Seattle Streetcar has as well, but to a much lesser extent.
- SHA Project – it's plugging along and Mike and Josh are working hard. It is interesting how different our approach and outlook is than others, and that difference takes time in working through issues. It's also a thought and education process.
- North Lot Project – the fits and starts, demands for information, the major political nature of this project is a taking time and top of mind kind of thing. Managing the information flow on this is a challenge.

Things that are Top of Mind

The Senior Services transition now narrows the organization, and theoretically gives us some brain space to consider how we grow and change to continue our work on stewardship. Two things that pop up:

- Board sustainability and stability – I'm quite pleased to have the board engage in this conversation as we look towards how best to utilize you all, make you all feel that you gain something from our work and your time with us, and how to add to your ranks in a way that helps grow us.
- How to operationally strengthen in ways that move us forward as we look at transitions - this is not meant as an "I'm leaving" comment but we must be mindful that we have staff who have been with us for some time, or are getting closer to "rewirement" (versus "retirement"). As the neighborhood changes – and it will always be changing – how do we need to change to stay relevant.

Out and about at...

- MHA City Council event – I was the cranky person in the back row.
- Mayor's Executive Order: Actions to Increase Affordability and Address Residential Displacement. Jamie subbed in for me on this. This Executive Order recognizes the need to create affordable, inclusive neighborhoods and directs City departments to develop and implement strategies to further affordability – including affordability of low- and

middle-income housing – and mitigate residential displacement, particularly in neighborhoods with communities at high risk of displacement.

This is something that we have been working on for several years and covers

- Community preference – in allowing neighborhood residents and, hopefully, employees of the district, to have priority in obtaining publicly funded units
- Opportunity Zone funding - we still don't know the rules exactly, but we requested certain census tracts be included for OZ potential for URM, North Lot, and Goodwill potential projects. Our North Lot project is anticipated to be highlighted in the Mayor's Prospectus.
- MHA – we've been strong supporters for our neighborhood, and have supported Inclusionary Zoning generally for over 10 years. If we had MHA passed in 2018, the city would have received over \$100 mil in funding.
- Furthering support for the Equitable Development Initiative
- Urbanist Monthly Meet Up
- Biznow Opportunity Zones Panel – there's over 200 people attending this. I'm on a panel with Peter Nitze of Nitze Stagen and Chuck Depew of the National Development Council.
- Main Street Conference – panelist at 2 sessions, "Economic Entrepreneurship on Main Street: Making the Case for Place"; and "Addressing Seismic Threats to Our Most Vulnerable Neighborhoods" with Chuck Depew and Peter Nitze again.
- API Caucus of Seattle's Human Services Department's Lunch and Learn (Aileen, this is because of you)

Please note: I will be out of country from 4/3 – 4/13, back in office on 4/15.



City of Seattle

Office of the Mayor

City of Seattle

Jenny A. Durkan, Mayor

Executive Order 2019-02: Actions to Increase Affordability and Address Residential Displacement

An Executive Order recognizing the need to create affordable, inclusive neighborhoods and directing City departments to develop and implement strategies to further affordability – including affordability of low- and middle-income housing – and mitigate residential displacement, particularly in neighborhoods with communities at high risk of displacement.

WHEREAS, the City's recent, unprecedented growth is bringing tremendous opportunity and prosperity to Seattle; and

WHEREAS, without thoughtful policies, deliberate planning and investment during this period of unprecedented growth and change, we risk displacement of long-time community members; and

WHEREAS, the City has actively been working on a series of initiatives to help address the displacement of commercial spaces and artists; and

WHEREAS, the ongoing need for affordable housing choices has outpaced the development of new affordable housing; and

WHEREAS, the City's 2017 Assessment of Fair Housing affirmed that historic redlining, discriminatory mortgage practices, and restrictive covenants significantly shaped the racial character of Seattle neighborhoods, and economic pressures are driving displacement of residents from their long-standing communities; and

WHEREAS, the City's 2017 Assessment of Fair Housing details trends of displacement in Seattle, including the distinct loss of the Black/African American population in and around the Central District and in much of Southeast Seattle; and

WHEREAS, the Seattle 2035 Growth and Equity Analysis analyzed impacts of Seattle's growth and mapped displacement risk and access to opportunity using data on demographics, amenities, development potential, and rents; and

WHEREAS, the City acknowledges that residential displacement must be considered dynamic, analyzing data trends over time to understand populations that have been at risk or that might

be at risk of future displacement, and commits to further analysis once the data from the 2020 Census becomes available; and

WHEREAS, eviction proceedings disproportionately impact women and people of color and can cause displacement and homelessness; and

WHEREAS, the City is committed to affirmatively furthering fair housing, which includes increasing affordable housing options, ending segregation and discrimination, and addressing displacement; and

WHEREAS, the City's investments in affordable rental housing and homeownership provides economic mobility, helps low-income homeowners and renters stay in their communities, and prevents homelessness for families and individuals; and

WHEREAS, the City makes investments in affordable rental and ownership housing in neighborhoods across the city to provide a safe, stable home for seniors, people with disabilities, low-wage working individuals and their families, and people experiencing homelessness; and

WHEREAS, we have learned some of the most effective solutions to fight displacement will be community based, which have arisen from the Equitable Development Initiative and related efforts from the City's response to the challenges of residential, commercial and cultural displacement; and

WHEREAS, community organizations and members have advocated for more impactful strategies to promote community stability in the face of displacement pressure, particularly in high displacement risk and low access to opportunity neighborhoods; and

WHEREAS, additional resources, financing tools, and other policies and programs could help generate new affordable housing, address residential displacement and prevent eviction; and

WHEREAS, cities can be limited in some tools to address some issues, which is why the City will continue to advocate for policies that may require state action; and

WHEREAS, ongoing community engagement, particularly with impacted communities, will continue to shape the tools, policies and programs that the City implements to create new affordable housing, address residential displacement and prevent eviction; and

Now, THEREFORE, I, Jenny A. Durkan, Mayor of Seattle, hereby issue the following Executive Order:

Section 1: Act with urgency to address residential displacement and increase affordability with priority actions in 2019.

A. City-supported production and preservation of affordable housing, via programs administered by the Office of Housing, is essential to promoting low-income and marginalized communities' access to opportunity and preventing residential displacement. To sustain and enhance the effectiveness of these funding programs, the Office of Housing shall update their Funding Policies with the following policies that will help address residential displacement. The 2019-2020 Housing Funding Policies shall be submitted to the City Council by April 30, 2019.

- i. *Community Preference Policy in high risk of displacement neighborhoods:* In collaboration with City-funded affordable housing developers, the Office of Housing shall develop a policy that encourages housing developers to propose and implement Community Preference in the leasing and sale of City-funded rental and ownership housing located in high risk of displacement neighborhoods, on a case by case basis.

The Office of Housing, with support from the Department of Neighborhoods, Office for Civil Rights, the City Attorney's Office and stakeholders, shall establish guidelines that provide a legal and analytical framework for how Community Preference can be designed in a manner consistent with local, state and federal Fair Housing laws. The Office of Housing shall provide technical assistance to interested City-funded affordable housing developers to design and implement Community Preference.

- ii. *Homeownership on publicly owned sites:* The Office of Housing shall develop policies that encourage partnership with community-based organizations, particularly in high displacement risk areas, and provide flexible funding amounts to maximize homeownership on publicly owned sites.
- iii. *Continuation of the Acquisition and Preservation Program:* The City shall develop a policy that allows for continued financing under the Acquisition and Preservation Program. The Office of Housing shall collaborate with the Seattle Housing Authority (SHA) to utilize loan funds to acquire and preserve expiring subsidized buildings and prevent displacement of low-income residents.
- iv. *Expand scope of home repair program to help low-income homeowners stay in their homes:* The Office of Housing shall develop a policy that expands the City's

home repair program to provide no interest loans to low-income homeowners to improve or increase habitable space and meet the low-income household's needs or generate income.

- B. The City shall implement Mandatory Housing Affordability (MHA) requirements so that all future multi-family and commercial development contributes to affordable housing with a goal of producing at least 6,000 homes for households at or below 60% of the Area Median Income (AMI) by 2028. The Office of Housing and the Department of Construction and Inspections shall monitor and report annually on MHA implementation. The City commits to modifying elements of MHA, if necessary, based on annual report findings, in order to achieve its goals to create new income- and rent-restricted housing throughout the city.
 - i. The City shall continue to encourage the incorporation of affordable housing in MHA projects, also known as MHA performance projects.
 - ii. The Office of Housing shall report to the Mayor every six months the percentage of performance, off-site development, or payment options.
- C. The Seattle Office for Civil Rights shall work with the City Attorney's Office, the King County Bar Association, non-profits, and property owners to recommend changes to the Just Cause Eviction Ordinance that strengthens tenant protections in advance and during eviction proceedings.
- D. The Mayor will transmit legislation to the City Council later this year to renew the Multi-Family Tax Exemption program in 2019 to continue its track-record of delivering income- and rent-restricted housing for low- and middle-income households in market-rate development.
- E. The City's Affordable Middle-Income Housing Advisory Council, created in January 2019, shall review and recommend a suite of housing and finance strategies, including but not limited to, investment strategies, the use of public lands, and innovative construction to facilitate delivery of for-rent and for-sale housing affordable for Seattle's middle-income wage earners, helping to close the gap between housing that City subsidy can support and what the private market is producing.
- F. The City will work to leverage a new tax incentive created through the 2017 Federal Tax Cuts and Jobs Act to harness opportunity zone capital for community- identified priority affordable housing and commercial development in designated Opportunity Zone (OZ) neighborhoods. These include parts of Chinatown-International District, Little Saigon,

Judkins Park, Othello, Yesler Terrace, First Hill, the Central District, Rainier Beach, SODO Industrial, Pioneer Square, and Beacon Hill.

- i. The Department of Neighborhoods will carry out a robust engagement process in these neighborhoods to identify priorities.
 - ii. The Mayor's Office will generate an opportunity zone project prospectus to share with investors that will include these priority community projects, as well as host a convening to facilitate the creative financing of these projects.
 - iii. City Departments, including the Office of Housing, the Office of Economic Development, and the Office of Planning and Community Development, will explore the feasibility of combining different types of capital, to include Low Income Housing Tax Credits and Historic District tax credits, to realize affordable housing developments in these Opportunity Zones. They will also explore more cost-effective housing types under the current Opportunity Zone tax legislation, and explore shared ownership or lease to own models that may comport with current Opportunity Zone legislation.
- G. The City, with support from the Innovation Advisory Council, will work on a series of affordability and housing related projects. This work includes new tools to improve equitable access to income- and rent-restricted housing and an online information and screening tool to connect individuals and families to City of Seattle benefit programs and services that can lower their cost of living.

Section 2: The City shall continue to advocate for the Washington State Legislature to increase resources and provide tools that address residential displacement and increase affordability.

- A. The City shall redouble efforts to advocate for the Washington State Legislature to increase availability of resources to fund affordable housing, including but not limited to, legislation that encourages investments in affordable and supportive housing, authorizes additional Real Estate Excise Tax to fund affordable housing, and increases the Housing Trust Fund.
- B. The City shall continue to advocate to lower property tax rates for low-income seniors.
- C. The City shall advocate for the Washington State Legislature to adopt statewide just cause protections for tenants facing eviction.

Section 3: Continue Efforts to Address Displacement and Gentrification Through the Equitable Development Initiative (EDI).

- A. The EDI fund, administered by the Office of Planning and Community Development (OPCD), was created to respond to the needs of marginalized populations, reduce disparities, and support access to opportunity in healthy, vibrant communities. Originally created with one-time funding, this administration has proposed a permanent funding source. The City shall offer technical assistance and continue supporting community-initiated projects that relieve displacement pressures and invest in community members and organizations in high displacement risk neighborhoods.

Section 4: Address residential displacement comprehensively with robust community engagement and interdepartmental collaboration.

- A. The Affordability and Livability Subcabinet, which was formed in this administration, with specific involvement of the Office of Planning and Community Development, the Office of Housing, the Seattle Department of Construction and Inspections, the Department of Neighborhoods, the Human Services Department, and in coordination with the Seattle Office for Civil Rights and the City Attorney's Office, is hereby directed to include anti-displacement efforts in their 2019 workplan. This anti-displacement effort will look at how regulations, tenant protections, incentives and funding can work together to increase housing affordability and to prevent and mitigate residential displacement, and shall include the following:
- i. Monitor and track residential, commercial and cultural displacement trends in Seattle, starting with Phase I in Q1 2019 of the EDI annual monitoring program to track equitable development outcomes and heightened risk of displacement;
 - ii. Approach the work outlined in this Executive Order in coordination with other anti-displacement efforts, including the EDI, that seek to prevent residential, commercial, and cultural displacement;
 - iii. Make recommendations to the Mayor and her Executive Team about regulations, incentives, protections and funding opportunities that can help address residential displacement; and
 - iv. Design and implement innovations to City processes, practices, and policies to address these persistent challenges.
- B. Determine if additional incentives or regulations will decrease the number of individuals displaced by development or increase the creation of housing for people in high risk displacement areas. Building off the successful framework of inclusive

community engagement developed as part of the Equitable Development Initiative (EDI), the Department of Neighborhoods, in coordination with EDI partner departments including the Office of Planning and Community Development, the Office of Housing, the Office of Economic Development, the Office of Arts & Culture, and Office for Civil Rights, shall develop and execute a plan that engages community members to make recommendations on anti-displacement efforts in a holistic and comprehensive way, so that the City and community can approach specific actions to address displacement. In addition, the Subcabinet will re-evaluate its work twice annually to address emerging issues related to gentrification and displacement. The Affordability and Livability Subcabinet shall report to the Mayor on the status of all elements of this Executive Order, no later than May 31, 2019 and quarterly thereafter.

- C. The President of the City Council shall be requested to designate two City Council members to receive quarterly updates by members of the Affordability and Livability Subcabinet.

Any questions about this Executive Order should be directed to Deputy Mayor Shefali Ranganathan.

Dated this 20th day of February, 2019

Jenny A. Durkan
Mayor of Seattle

Resolution 19-03-19-01

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 February 2019 Meeting Minutes
- Approve February 2019 Expenditure Report
- Accept March 2019 Concurrence Requests
- Accept March 2019 Management Report

Board President

Date

Board Secretary

Date

Memo **UPDATED!**

To: SCIDpda Board of Directors

From: Maiko Winkler-Chin, Executive Director

Date: 3/12/19 (blue items are updates from the February version of this memo)

Re: Sound Transit

Sound Transit is attending our 3/19 meeting to provide a project overview of the West Seattle and Ballard Link Extensions (WSBLE), the first segment funded through the Sound Transit 3 ballot initiative.

Board Suggested To Dos!

The Board's suggested actions are to:

- Learn as much as you can, listen and ask questions - and be as pointed and critical as you want.
- Submit clear comment during the Environmental Impact Statement (EIS) Scoping Period; ST will need to respond to comments during the process.

Important to remember:

- Draft EIS should be published in 2020 for review and further comment
- Final EIS due in 2022
- The FEIS identifies what will be built, what the impacts will be, and how to mitigate those impacts. **Scoping is important.**

The Project

This extension will NOT connect West Seattle to Ballard. The West Seattle segment will connect with the existing segment going through downtown to the UW, and eventually to Everett. The Ballard segment will go through a new downtown tunnel, connect with the existing line through the Rainier Valley, and eventually to Tacoma.

What this means for the CID:

- Development of another light rail station close to the existing station so riders can transfer between lines. It is a major transfer point for Sound Transit; it is already a major transit hub.
- Representative alignment - what was in the ballot initiative - showed an alignment along 5th Ave. S., with a station somewhere near Jackson Street.
- Our segment was planned as cut-and-cover construction.
- Initial alignments were all on 5th Ave., but there are two newer alternatives on 4th Avenue.

Sound Transit will explain all 5 [configurations](#) at the meeting. [Sound Transit has changed its language a little – we have 2 alignments \(4th and 5th Ave.\), with several design alternatives \(depth of line and station – cut and cover vs. deep bore, for example\).](#)

Neighborhood Work

A group of CID stakeholders have been working with the Alliance for Pioneer Square on how to address long term concerns in the general station area. The group, through Historic South Downtown PDA, received \$100,000 via council action during the 2019 budget process to build capacity within our neighborhoods to be able understand, participate, and represent our interests in the process.

Concerns are accessibility and impacts during construction (anticipated to be 5 years in this area), displacement / gentrification, connectivity to other transit modes, and the hopes that the station area improve and serve the neighborhoods. There is strong desire for Union and King Street Stations to return in use as functioning facilities that serve as the southern face of the city. Our job is not to choose the alignments - that is Sound Transit's decision and

responsibility; we can be best prepared to participate through clear, detailed, specific comments to be addressed in the EIS.

Having people who understand the EIS process is integral to the survival of this neighborhood because of our unique location - we will always have to deal with EISs. It is capacity we need.

Other Considerations

Sound Transit has heard repeatedly the need to have this project built quickly and on budget. Even with this need, this station is slated to open in 2035. Because of the complexities of tunneling through Seattle, land and construction costs, and our built out neighborhoods, this initial segment is expensive. You will hear “3rd Party Funding” in the presentation - ST is looking for revenue to pay for alignments. If ST spends too much in Seattle, it makes their work out to Everett and Tacoma difficult. Since the majority of the Sound Transit board - who makes the final decision - is not Seattle-centric, I would anticipate this concern to play out politically.

The greater station area is a mess of aging infrastructure controlled by various entities - specifically the City of Seattle, Metro, and to a lesser extent Burlington Northern. This area is reportedly the largest transit hub north of San Francisco and west of the Mississippi. It is not planned, there are long term questions around the health of the 4th Avenue viaduct, and no one takes responsibility for the area. In this absence of ownership, Sound Transit will do what meets their needs, with a focus solely on their systems, their budget and timeline.

Final comment – costs are based on the current state of engineering, which I believe is 2%. Costs have varied greatly in some sections even at this early state.

March 18, 2019

Submitted via email to: WSBscopingcomments@soundtransit.org

West Seattle and Ballard Link Extensions, c/o Lauren Swift
Sound Transit
401 S. Jackson St.
Seattle, WA 98104

Re: Scope of the EIS for West Seattle and Ballard Link Extensions Project

Dear Ms. Swift:

This letter is submitted on behalf of the Pioneer Square International District Community Preservation & Development Authority (dba Historic South Downtown, *hereinafter* HSD). HSD appreciates the opportunity to submit input on the scope of the environmental impact study for the West Seattle and Ballard Link Extensions (West Seattle/Ballard Link) project.

ABOUT HISTORIC SOUTH DOWNTOWN AND OUR STAKEHOLDERS

HSD was created by the Washington State Legislature in 2007 in response to unprecedented impacts of ongoing construction of major public facilities, public works, and capital projects in and around the Pioneer Square and Chinatown-International Historic Districts. It was created to preserve, restore, and promote the health, safety, and cultural identity of Seattle's Pioneer Square and Chinatown-International District neighborhoods. It is governed by a board of directors elected to represent local government and business, residents, arts organizations, non-profits, and historic and cultural organizations from both neighborhoods..

Because of our focus on the historic and current vitality of the south downtown neighborhoods, Historic South Downtown and our stakeholder partners are keenly aware of the importance of the long-term nature of the work at hand. We view every decision to be made regarding the West Seattle/Ballard link as a 100-year impact decision. The result of this project must be viewed, in part, with how useful and effective it will be to residents and commuters in 2135, as well as 2035.

The West Seattle/Ballard Link scoping period comes at a time when our communities have limited capacity to engage in the public process. Construction of SR99 Deep Bore Tunnel, Seawall, the Seattle Waterfront, the Streetcar and demolition of the Alaskan Way Viaduct have and will continue to cause disruption to the Pioneer Square neighborhood. The Chinatown-International District is still recovering from construction of the First Hill Streetcar and more than a dozen private construction projects in various stages of development. Due to deteriorating physical infrastructure dating from the first days of European settlement in the area, both neighborhoods face ongoing public construction impacts from sewer, water and lighting system upgrades meant to benefit all of Seattle. Community members feel the burden of a hot economy and real estate market on rents and cost of living. On top of this, our neighborhoods—like urban neighborhoods across the U.S.—are grappling with the effects of rising homelessness and violent crime. All of this is taxing our resources and challenging our resilience.

It is essential that the EIS adequately recognize the nature of the affected environment. The purpose of this discussion is to ensure that you fully appreciate the important characteristics of Pioneer Square and Chinatown-International District that may be affected by the West Seattle/Ballard Link project.

According to the U.S. Census, over three-quarters of the population of the Chinatown-International District and over 40 percent of the Pioneer Square identifies as minority (2012-2016 American Community Survey). Nearly 30 percent of the population in both neighborhoods have incomes below the federal poverty level (2012-2016 American Community Survey). The highest concentration of homeless people in King County is in Pioneer Square, with over 44 percent of the population homeless (2010 U.S. Census). In the three Census block groups that comprise the Chinatown-International District, 12 to 30 percent are seniors and 25 to 40 percent of households are linguistically isolated (2012-2016 American Community Survey).¹

Data from the Chinatown-International District 2020 Healthy Community Action Plan (<https://living-future.org/wp-content/uploads/2017/08/2020-CID-Healthy-Community-Action-Plan.pdf>) shows that, when compared with other neighborhoods in Seattle and King County, the Chinatown-International District shows the highest rates of mental distress, diabetes, preventable hospitalizations, and poor housing conditions. According to the authors of the Chinatown-International District 2020 Healthy Community Action Plan, these complex health and social issues result from years of historic disinvestment and institutional racism.

Despite the challenges Pioneer Square and Chinatown-International District residents face, our neighborhoods have community cohesion, or linkages that neighbors feel to one another and community services, and resources to support them. For example, there are many, health and human services providers throughout Pioneer Square and the Chinatown-International District, including: International Community Health Services (ICHS), Chief Seattle Club, Seattle's Union Gospel Mission Men's Shelter, Chinese Information and Service Center, Downtown Emergency Services Center, Compass Housing Alliance, Interim Community Development Authority, and Seattle Chinatown-International District Public Development Authority (SCIDpda). There are community gathering places where neighbors come together, Occidental Park, Hing Hay Park, the public plazas at Union and King Street stations, Donnie Chin International Children's Park, and the Danny Woo Community Garden.

In addition to being home to vulnerable people, both Pioneer Square and Chinatown-International District are the site of some of the most precious historic resources of our community. The Pioneer Square Historic District was one of the first districts to be listed on the National Register of Historic Places as a district, as well as containing many buildings that are individually listed on the National Register. Pioneer Square is "Seattle's First Neighborhood," home of its first major business district and the location of many of the significant events during its early history; Pioneer Square also housed the city's original Chinatown. The center blocks of Seattle's current Chinatown-International District was added to the National Register in 1986; the neighborhood also contains many individual buildings that are both city landmarks and listed on the National Register. Chinatown-International District as a whole has played a central role in the development of Seattle and the region, as it has been home to waves of immigrants from China, Japan, and other parts of Asia, who have passed under the China Gate and claimed their version of the American Dream. It is essential that any significant public investment, such as West Seattle/Ballard Link, be designed and constructed to preserve, and not impair, the historic resources of these two historic neighborhoods.

¹According to the U.S. Census Bureau, a linguistically isolated household is defined as a household in which no person age 14 and over speaks only English and no person age 14 and over who speaks a language other than English speaks English "very well".

Finally, the hard work of leaders within both communities has established a culture where a lively street-level environment, with enticing shops and restaurants, has encouraged corporate investment in office space, attracted homeowners to live and work in the neighborhood, and generally maintained a “virtuous circle” – in which the quality of one aspect of the neighborhood attracts the elements required to enhance other aspects of the neighborhood. But that virtuous cycle is both difficult to create, and fragile.

The EIS must fully analyze the impact of the design and construction of the West Seattle/Ballard Link on the larger qualities of Pioneer Square and Chinatown-International Districts, to ensure that in the name of providing mass transit, the Project does not damage the quality of two very important Seattle neighborhoods.

ALTERNATIVES TO STUDY IN THE EIS

We recognize the pressure Sound Transit is under to deliver on ST3 quickly. Promises made to voters obligate the agency to deliver faster than past light rail projects. This pressure appears to be driving a desire to narrow the alternatives to study in the EIS. However, we believe that unduly narrowing the alternatives to be studied risks having the opposite of the desired effect; it would create a legally inadequate EIS, and risk causing several years of delay if the EIS were ultimately challenged and had to be redone. The heart of an EIS is its comparison of alternatives, its identification of the significant adverse impacts of various alternatives, and its identification of potential means of mitigating the adverse impacts of a proposal. When an EIS fails to examine potential alternatives, the primary purpose of the EIS is defeated. Sound Transit will get the West Seattle/Ballard Link finished, and in service fastest, if it prepares a thorough EIS now. A thorough EIS is one which studies a full range of reasonable alternatives and identifies the trade-offs and benefits of one alternative over another, as well as the means to mitigate the adverse impacts of the alternative that is ultimately chosen.

The region has recent experience with transportation planners insisting on unduly restricting the alternatives they considered in environmental documents. For years we were told that there were only two alternatives for replacement of the aging Alaskan Way Viaduct – a cut and cover tunnel or rebuilding the viaduct in a larger, more obtrusive version of itself. The first would have destroyed the historic piers along Seattle’s Central Waterfront; the second would have perpetuated for decades a historic land planning tragedy. Only after citizens insisted that neither of those alternatives were acceptable, eventually leading to a formal “no–no” vote, did planners seriously consider other alternatives, leading to a recognition that a third alternative, the deep bore tunnel now open to traffic, was the preferred alternative. The years of transportation planners insisting that there were only two alternatives and not looking further both delayed the completion of the viaduct replacement for years, and resulted in tens or hundreds of millions of dollars of wasted design work. With that recent history, transportation planners are simply not credible if they declare that there is only one alternative that is viable and can be considered.

Under the best of circumstances, the West Seattle/Ballard Link project will be a massive project, with massive impacts on the communities it affects.² HSD is concerned about the effects of any alternative—

² Quite apart from the disruption from the current major public and private projects that are affecting Pioneer Square and Chinatown-International District, the long-term effects of which cannot yet be predicted, Seattle has experience with the impacts of the construction of the Third Avenue Bus Tunnel in the 1980s. That construction contributed to, if not caused, the demise of one of Seattle’s three department stores that anchored Seattle’s retail core, Frederick

both during construction and in the long-term—on the many minority, linguistically-isolated, low-income, homeless, and elderly community members in Pioneer Square and the Chinatown-International District. Because the West Seattle/Ballard Link project will have substantial and lasting impacts on Pioneer Square and the Chinatown-International District and there is not yet enough information to understand and compare the potential impacts of different construction methods and alignments, we believe it is premature to study only one preferred alternative in the EIS. Doing so would make the EIS inadequate from its inception.

We also need to emphasize – we are a community organization of primarily volunteers; Sound Transit is a multi-million-dollar organization staffed with engineers and planners. We expect Sound Transit to use its far greater resources to actively engage the affected communities as it identifies alternatives, the adverse impacts of each alternative, and potential mitigation for those impacts. We will be happy to work with Sound Transit, to the extent we can, in providing information about our communities and feedback on its work. But we cannot do the work for Sound Transit.

Based on information available to date, we believe the following options must be studied in the EIS, in addition to alternatives that Sound Transit might initially prefer:

- Sound Transit must study a Fourth Avenue alignment in the EIS. Sounder, Amtrak, Streetcar, and existing light rail service converge at Fourth Avenue and S. Jackson Street. Because of this, HSD believes the Fourth Avenue alignment appears to be better positioned to meet our objectives of improving connectivity between the Pioneer Square and Chinatown-International District neighborhoods, and better connecting both to the region as a whole, by leveraging the opportunities that come with serving as a regional transportation hub.³
- As not there is not yet enough detail to compare the impacts of construction methods, Sound Transit must study the following options for the West Seattle/Ballard Link alignment through the Pioneer Square and Chinatown-International Districts:
 - Cut-and-cover tunnel versus bored tunnel (tunnel construction)
 - Cut-and-cover station versus mined station (Chinatown-International District/Pioneer Square station)

Considering the best available information at this time, HSD and the stakeholder signatories below, are not able to support a Fifth Avenue alignment as the preferred alternative. Based on the information provided to date, we have serious concerns about the potential construction impacts of the Fifth Avenue alignment. As with each alternative, we have questions about the number of businesses and residents who would be displaced during construction and the potential impacts of construction on community members' access to health and human services, community resources, and small and minority-owned businesses. We also have questions about whether there is any mitigation that would be effective in meaningfully addressing these impacts. Until those questions are addressed, and the

& Nelson, as well as numerous smaller retailers, and created a dead zone along Third Avenue for more than a decade, eliminating the small retailers that had created street life and public safety, and replacing that formerly healthy urban ecosystem with some of the highest crime areas of downtown Seattle. The potential adverse impacts of construction of the West Seattle/Ballard Link must be analyzed based on Seattle's actual experience with similar projects.

³ The Jackson Hub Project Concept Report, currently in draft form but due to be finalized in early spring 2019, articulates these objectives. Attachment A includes a link to this and other land use studies and plans.

impacts of the alternatives are compared, it is premature to identify the Fifth Avenue alignment as being “preferred.”

Finally, there is a question of whether the “ST3 Representative Alignment” is a reasonable alternative that must be studied in the EIS. According to Sound Transit’s Level 3 Alternative screening process, the ST Representative Alignment does not perform well against the level 3 screening criteria. Given Sound Transit’s aggressive schedule and the pressure on the community to help Sound Transit narrow study options and its poor performance relative to the screening criteria, HSD could potentially accept deleting the “ST3 Representative Alignment” from further study in the West Seattle/Ballard Link EIS, although given our comments above concerning the central role of alternatives in the EIS process, it may be better to study that alternative as well as other reasonable alternatives.

SCOPE OF THE EIS

HSD requests the EIS include the following analyses:

Acquisitions, Displacements, and Relocations

According to the 2035 Seattle Growth and Equity report

(<https://www.seattle.gov/Documents/Departments/OPCD/OngoingInitiatives/SeattlesComprehensivePlan/FinalGrowthandEquityAnalysis.pdf>), the Chinatown-International District is at high risk for

displacement of low-income, minority and vulnerable populations. The West Seattle/Ballard Link project has the potential to accelerate the rate of displacement during and after construction of the project.

The EIS must analyze the impact of the Project on the displacement of low-income, minority and vulnerable populations, both during the construction phase and in the foreseeable future, and must identify mitigation for that impact. If in 2052, a decade after the design date of 2042, West Seattle and Ballard residents are enjoying routine and efficient light rail service to downtown, but low-income, immigrant residents of Chinatown-International District can’t afford to shop or find access to needed services in their neighborhood, and small, family-owned businesses have been forced out of the gentrifying community, the Project cannot be labelled a success.

Construction Impacts

Some public construction projects are simply one of the hassles of living in a progressive community that must be endured. But projects such as the West Seattle/Ballard Link are so fundamentally different in scale as to be different in kind. Significant impacts on Pioneer Square and the Chinatown-International District from the West Seattle/Ballard Link project are likely to arise from the construction process, and those impacts and potential mitigation require in-depth study. The impacts from construction on transportation, parking, noise, vibration, access to public and health services, and public safety can literally be matters of life and death for residents and businesses during construction. Adequate mitigation of construction impacts is also essential, and to be adequate, the EIS must identify both the specifics of mitigation to be provided and the systems that will be put in place to monitor the effectiveness of the mitigation as construction proceeds, and provide adjustments as experience shows particular mitigation to be inadequate or ineffective. If at the completion of the West Seattle/Ballard Link, residents of West Seattle and Ballard have effective public transit to downtown but Seattle’s Historic South Downtown is marked by “Space Available” signs in most windows, vacant housing units, and its most vulnerable populations have been forced out, the Project cannot be labeled a success.

It is also critical that the EIS consider the cumulative construction impacts of other public projects that may coincide with or piggyback in front of/behind the West Seattle/Ballard Link project. Among the myriad of projects we know of right now:

- the Fourth Avenue Viaduct replacement, which SDOT has indicated will need to be replaced in the foreseeable future.
- Alaskan Way viaduct replacement
- Elliott Bay seawall replacement
- Waterfront Seattle program
- Washington State Ferry Terminal expansion
- Seattle Streetcar construction
- Convention Center expansion
- Rebuilding of I-5 (which divides Chinatown and Japantown from Little Saigon)
- Nearly any upgrade to the City's water, sewer and electric infrastructure (Chinatown-International District and Pioneer Square are situated along Seattle's urban "waistline" - where the land narrows between Lake Washington and Elliot Bay – so the infrastructure runs through our area)
- Development of a new Cruise Ship terminal by the Port of Seattle

Piling one disruptive mega project onto another project magnifies the impact of all of them. Unlike other segments of the West Seattle/Ballard Link, cumulative impacts in south downtown bear serious consequences that must be thoroughly evaluated. The EIS must identify projects listed above and other, and identify mitigation that is equal to the cumulative impact.

Land Use

Pioneer Square and Chinatown-International District seek to simultaneously advance two potentially competing objectives: to promote and enhance transit-oriented development, and to minimize displacement of the kinds of small businesses and opportunities and affordable housing that exist in the neighborhoods today. As a potential major disruptive force in our community, the EIS should discuss how the Project's construction and operational impacts will affect each of those objectives, and should identify mitigation of any adverse impacts.

Pioneer Square and the Chinatown-International District have undertaken a number of land use studies and planning exercises to clarify our priorities and guide future community development. Attachment A includes links to all of these studies and plans. Key land use policies that the West Seattle/Ballard Link project will most likely impact, and which need to be addressed in the EIS are:

- The Chinatown-International District has the highest public transit ridership of any Seattle neighborhood. Creating and enhancing a vibrant pedestrian environment, public gathering spaces, and transportation connectivity between Union Station and King Street Station are stated priorities for our communities (see the draft Jackson Hub Concept Design Report, <http://allianceforpioneersquare.org/what-we-do/public-realm/parksgatewaysproject/>). Any option for the West Seattle/Ballard Link alignment through the Chinatown-International District must address this priority, incorporate elements of successful transit hub models, and avoid the mistakes of unsuccessful or struggling transit hubs. The EIS should specifically discuss mistakes that have been made with respect to the street environment associated with the Third Avenue bus tunnel, and explain how such mistakes will be avoided here.

- Transit-oriented development that provides affordable small-business spaces, affordable housing and sustains businesses that meet the needs of a lower-income, immigrant community, including opportunities in and around Union Station are another stated priority for our communities (see draft Jackson Hub plan, *supra*). The neighborhood has specifically expressed a desire to study options that would revitalize Union Station as a transit station. As such, any option for the West Seattle/Ballard Link alignment should enhance, rather than preclude opportunities for transit-oriented development in Pioneer Square and the Chinatown-International District.

In addition, the land use plans and policies support the following goals and objectives, which the EIS must disclose any positive or negative impact on:

- Support the emergence of a significant residential community in Pioneer Square and Chinatown-International District, particularly for market-rate and affordable workforce housing. (South Downtown Executive Recommendations)
- Encourage employment density near the South Downtown transit hub, where King Street Station and Union Station are located. (South Downtown Executive Recommendations, Jackson Hub Project Concept Report)
- Maximize the benefit of activities related to the presence of the Office of Arts and Culture and the Office of Economic Development on the plaza level of the future King Street Station. (South Jackson Street Connections Final Report)
- Enhance public safety and opportunities for social connections, accessibility, and physical activity with environmental design improvements, including street and sidewalk improvements that are healthful, biophilic, and regenerative. (Seattle Chinatown-International District 2020 Healthy Community Action Plan)
- Pioneer Square and the Chinatown-International District are historic and iconic neighborhoods worthy of preservation. West Seattle/Ballard Link design elements should comply with existing neighborhood plans, policies, and guidelines developed to protect the history and culture of these neighborhoods.
- The Chinatown-International District is home to the largest population of elderly and non-English speaking residents in Seattle. The West Seattle/Ballard Link project should include context-sensitive design elements that address neighborhood demographic characteristics.

The Seattle 2035 Comprehensive Plan establishes the following “quality of life” objectives of particular importance to Pioneer Square and Chinatown-International District, which the EIS should recognize and for which it should identify any adverse impacts and potential mitigation:

- Preserve and enhance important public views within the Chinatown-International District and Pioneer Square neighborhoods.
- Establish more high-quality pedestrian-oriented street environments in the project area.
- Reinforce the vitality and special character of the Pioneer Square and Chinatown-International District’s many parts.
- Preserve important historic buildings to provide a tangible link to the past.
- Ensure and enhance light and air at street-level and in public parks.
- Enhance the relationship of Downtown to its spectacular setting of water, hills, and mountains.

- Create new parks and open spaces at strategic locations.
- Adequately mitigate impacts of potential redevelopment on the quality of the physical environment.

The purpose and need for the project explicitly lists “encouraging equitable and sustainable urban growth in station areas through support of transit-oriented development, station access, and modal integration in a manner that is consistent with local land use plans and policies.” We therefore request that Sound Transit work collaboratively with City of Seattle to ensure that the design of station elements and the surrounding public realm will support current and future land use plans and policies that promote neighborhood preservation and development. We also request that Sound Transit include members of the public in those conversations, to ensure that community interests are represented in the agency conversations to shape the look and feel and future use in our neighborhoods.

Social and Environmental Justice

The nature of the vulnerable populations within Pioneer Square and Chinatown-International District are an essential part of the nature of the affected environment. The EIS should provide the analysis of social and environmental justice impact necessary for federal funding review.

The EIS will need to evaluate the impacts of construction, and of design and operation, of all project alternatives on social resources in Pioneer Square and the Chinatown-International District. These social resources include: community cohesion, access to community services and resources, and access to community gathering places. The EIS will need to evaluate the impacts of project alternatives on special populations in our neighborhoods, including linguistically-isolated households and seniors. The EIS will also need to evaluate the impacts of project alternatives on environmental justice populations, including resources and institutions of particular importance to our neighborhoods’ minority, low-income, and homeless community members. Finally, the EIS will need to make a determination of whether project alternatives have a disproportionately high and adverse impact on environmental justice populations.

In light of the existing health-related challenges our community members face, and recognizing that the substantial scope and scale of this project and related construction impacts, HSD requests that Sound Transit conduct a Health Impact Assessment to determine the potential effects of project alternatives on the health of populations in Pioneer Square and the Chinatown-International District, especially vulnerable populations (low-income, homeless, senior, and minority community members). HSD and our partners encourage Sound Transit to use a broad definition of health to include pollution (air, water, vibration, and noise), physical activity, accidents and collisions, social resources, and economics, and identify opportunities to enhance health benefits while minimizing negative health outcomes.

Finally, the West Seattle/Ballard Link project will affect the economic environment in the Chinatown-International District and Pioneer Square neighborhoods. We urge Sound Transit to apply a racial equity lens to the analysis of the project’s likely economic impacts, with particular emphasis on evaluating and mitigation for the potential adverse effects of construction and operation on existing and future small and minority-owned businesses.

Public Services and Utilities

Access to public services and first responders such as police, fire, medical emergency care, transit, schools, and human services is essential, especially given the number of homeless and elderly people living in these neighborhoods. These include human services located in Pioneer Square and the Chinatown-International District—including (but not limited to) International Community Health

Services (ICHs), the Chief Seattle Club, Seattle's Union Gospel Mission Men's Shelter, Downtown Emergency Services Center, Compass Housing Alliance, Chinese Information and Service Center—and those located outside of these neighborhoods that serve residents of these communities, including (but not limited to) Lowell and Bailey Gatzert Elementary Schools, Meany Middle School, and Garfield High School.

Disruption to utility services such as water, sewer, and electricity adversely impacts all residents, but especially low-income and vulnerable populations who may not have alternative places to stay during service disruptions.

The EIS will need to evaluate the impacts of construction and operation of all project alternatives on access to public services and local utilities, identify potential disruptions, and mitigate for these disruptions.

Public Safety and Security

Public safety is a serious concern for our community members. According to a 2017 survey of residents and businesses in the Chinatown-International District, nearly 40 percent of respondents reported the Chinatown-International District is not a safe place to live and/or work. (Seattle Chinatown International District Preservation and Development Authority and Interim Community Development Association, <http://idea-space.info/wp-content/uploads/2016/05/CID-Survey-Report-061117-002.pdf>)

According to data provided by the Seattle Police Department and the Washington Office of Financial Management, the Chinatown-International District ranks third and Pioneer Square ranks fourth out of 57 neighborhoods in Seattle for highest crime rates. In a comparison of crime rates 2008-2010 and 2015-2017, violent crime has increased in Pioneer Square by over 13 percent and in the Chinatown-International District by nearly 22 percent. Although property crime has fallen substantially in Pioneer Square during this time period, it has increased by over 11 percent in the Chinatown-International District (Seattle Police Department and Washington Office of Financial Management, <https://www.seattletimes.com/seattle-news/data/crime-rates-down-in-most-seattle-neighborhoods-but-theres-a-big-divide-between-north-and-south/>).

The EIS needs to evaluate how construction and operation of each alternative would impact public safety and security in Pioneer Square and the Chinatown-International District, especially given the existing high rates of crime in our neighborhoods, and a predisposition to further exploitation from substantial disruption such as the construction associated with the West Seattle/Ballard project. Considerations such as lighting and visibility, access for first responders, and minimizing unsecured construction areas are essential to ensuring the Project does not exacerbate our communities existing challenges with public safety and security.

Noise and Vibration

The Chinatown-International District and Pioneer Square neighborhoods include important cultural resources vulnerable to increases in noise and vibration. The Wing Luke Museum, for example, has art, artifacts, and installations that are sensitive to vibrations, and whose building has suffered from structural and other deterioration from transportation and utility projects like the streetcar. We request that Sound Transit explicitly include what we've learned about vibration effects during other area projects to date, and study the effects of construction and operational noise and vibration to these resources and other project area buildings.

Geology and Soils

As we have learned with other area projects (downtown bus tunnel, new SR 99 tunnel, ongoing and burdensome utility work throughout the neighborhoods), the West Seattle/Ballard Link project tunnel and station alternatives in the Chinatown-International District and Pioneer Square neighborhoods would have substantial effects on geology and soils resources within the neighborhoods. Tunnel boring options could have significant effects on soil stability in the project area, and could result in damage to historic resources as well as new investments in and around the project area. We request a thorough investigation of impacts on geology and soils resources to better assess the hazards and effects on neighborhood landscape, buildings, and potential future impacts to seismic stability in and around the project area.

Historic and Archeological Resources (related to Section 106)

As described in the Jackson Hub Project Concept report, Seattle's iconic transportation landmarks, Union Station (1910) and King Street Station (1906) define a still active transportation hub at the south end of downtown, they fall within both the Pioneer Square Historic District and Chinatown-International Historic District, and will be directly affected by the West Seattle/Ballard project. Construction of the Project may also affect numerous other landmark buildings within the two historic districts, as well as affecting the human scale and economic viability of the districts, which is essential to maintaining their historic character. The EIS must provide a full accounting of the historic and archeologic resources in both historic districts, study the effects of the project on each of these resources and districts, and make a determination about adverse effects to the resources. For adverse effects identified, the EIS must disclose potential mitigation opportunities to offset those effects.

It is a clear goal of both neighborhoods to maintain vibrant, living communities within each district. Given the fragile nature of the cultural threads that serve as the underpinning to the historic resources in the Chinatown-International District, the EIS should seek to disclose mitigation for impacts that do not render preservation efforts that result in a "museum of what was" in the neighborhood. Historic markers are not sufficient mitigation. Mitigation identified for the West Seattle/Ballard Link project should reinforce and provide investments toward the cultural elements within the neighborhood that support the overall historic character and integrity.

The West Seattle/Ballard Link Extension project will require compliance with Section 106 of the National Historic Preservation Act. We are requesting that Historic South Downtown be a consulting party to the Section 106 process.

Parks and Recreational Resources

Community gathering spaces are an important part of the Chinatown-International District and Pioneer Square community fabric. Hing Hay Park is located one block east of the 5th Avenue alternative alignment, and would be subject to serious disruption during construction of the project. The EIS must do a thorough review of the parks, recreational resources, and other public spaces in the Chinatown-International District neighborhood, and study the construction and operational impacts to these resources. Where impacts are unavoidable, the EIS should disclose possible mitigation opportunities that seek to enhance existing and create new public gathering spaces directly in the neighborhood, and potentially within the project footprint.

Transportation

Transportation and parking impacts are of course one of the most obvious significant adverse impact of the construction process, and must be fully analyzed in the EIS. But the EIS should also address the transportation impacts of the completed design. Will it be harder or easier for people coming from Ballard or West Seattle to get to Pioneer Square or Chinatown-International District if the new tunnel has only a station on Madison Street? How will people with mobility impairments be affected? What will the impact be on bus traffic, transit routes, and stops through the neighborhoods? What will the impact on scarce parking be, and how will those impacts affect local small businesses and their access to customers and deliveries?

We have heard throughout the screening process that any alternative will displace buses from the E3 busway through SODO. We therefore request a thorough analysis of where those buses would be routed during construction and once the project is complete. Pioneer Square is currently experiencing the effects of increased bus traffic through the neighborhood along First Avenue during Viaduct demolition, and through Waterfront construction, and is experiencing the dramatic effects that bus volumes have on the integrity of the public realm (eroded pedestrian environment), as well as wear and tear and direct damage to underground resources such as areaways. Many of these bus route changes are permanent. The EIS must analyze the effects of bus diversion through the neighborhoods during construction and operation of the project, and disclose the cumulative effects of those diversions before and during the project, and in consideration of the cumulative impact of bus route changes from current projects that are permanent.

The EIS must include a thorough analysis of the expected ridership of the West Seattle/Ballard Link project, and the total ridership expected to travel to and through the Historic South Downtown station, including the number of people traveling from the new West Seattle/Ballard link to other modes of transit in the neighborhoods: bus, existing light rail, Sounder, Amtrak, Streetcar, ferries. The volume of people moving to and through the neighborhoods will have an indelible effect on the fabric of the communities, which offers both a threat and an opportunity. The EIS should provide models of anticipated transit rider movements through the neighborhoods, and be explicit about the assumptions used to build those models. HSD requests that Sound Transit engage the community about the assumptions they will use to build their transportation models and provide opportunity for the public to inform the analysis.

PUBLIC INVOLVEMENT

We appreciate the effort Sound Transit has made to engage key stakeholders and members of the public in pre-scoping and alternatives analysis. One ongoing concern, however, is that residents and businesses in Pioneer Square and Chinatown-International District have not yet had a meaningful opportunity to engage. Language and other barriers—including discomfort engaging with government because of the current political climate and/or trauma associated with engaging with government in their countries of origin—create challenges to engaging our community members with traditional public outreach methods. However, these challenges are not insurmountable.

We urge Sound Transit to recognize that overcoming these barriers takes time and resources. It means meeting our community members where they are, instead of expecting them to come to us, or to you. We respectfully request that Sound Transit employ strategies that work for our community members. Continuing and expanding Sound Transit participation in existing community meetings like the CID

Forum and scheduled meetings of the Pioneer Square Resident's Council, specifically by sending representatives to report on the project on a standing basis. Continuing and expanding to participate in community events. These include...

Finally, we request that Sound Transit create opportunities for public transparency during the design development of the alternatives studied in the EIS, and that the Chinatown-International District and Pioneer Square neighborhoods continue to have opportunities to directly inform the project design prior to draft EIS publication. Continuing and expanding the outreach efforts during the development of the draft EIS will improve the likelihood of bringing the residents, businesses and other members of the neighborhoods along in the process, improve the potential to stay on schedule, and successfully deliver a project that will be delivering value and opportunity for all transit users in 2035 and 2135.

Thank you for the opportunity to provide comments on the scope of the EIS. Historic South Downtown looks forward to continuing to develop a collaborative working relationship with Sound Transit to shape the West Seattle/Ballard Link project.

Sincerely,

Attachment A

The Pioneer Square and Chinatown-International District neighborhoods have engaged in multiple studies and community planning processes to define our priorities. The following are links to these studies and plans.

Neighborhood, municipal, and regional plans:

[Pioneer Square Streetscape Concept Plans](#)

[Pioneer Square Parks and Gateways Project](#)

[Pioneer Square 2020 Neighborhood Plan and Updates](#)

[Pioneer Square Active Streets Strategy Report](#)

[1998 Pioneer Square Neighborhood Plan](#)

[CID Public Safety Task Force Recommendations](#)

[2008 Economic Development Study \(CID OED\)](#)

[King Street Station Multimodal Hub Health Impact Assessment \(2011\)](#)

[Jackson Hub Project Concept Report](#)

[Seattle Chinatown-International District 2020 Healthy Community Action Plan](#)

[Measuring Neighborhood Air Pollution \(nearby study\)](#)

[South Jackson Street Connections Final Report \(2016\)](#)

[Livable South Downtown Overview \(2009\)](#)

[Livable South Downtown Planning Study Executive Recommendations \(2009\)](#)

[Livable South Downtown Background Report \(2006\)](#)

[2017 Parks and Open Space Plan \(Seattle Parks and Recreation\)](#)

[Seattle 2035 Growth and Equity \(Seattle OPCD, 2016\)](#)

[Stadium District Concept Plan \(2012\)](#)

[Seattle 2035 Comprehensive Plan \(2015-2035\)](#)

Where appropriate, HSD requests Sound Transit adhere to the following neighborhood-specific design guidelines when developing the alternatives for the WSBLE project:

[International Special Review District Design Guidelines \(DON\)](#)

[Pioneer Square Prism Glass Design Manual](#)

[Pioneer Square Preservation District Guidelines](#)

2019 SCIDpda Calendar

As of 3/12/2019

Board Meetings & Events for Consideration	Events
March	
Exec Committee – 3/6 Finance Committee – 3/15 Board – 3/19	CIDBIA Lunar New Year – 3/2 Wing Luke Auction – 3/23
April	
Exec Committee - 4/3 Finance Committee - 4/12 Board - 4/16 Spring Clean – 4/27	Louisa opens? HDC Luncheon – 4/23, Convention Center ICHS Bloom Gala – 4/27, Sheraton
May	
Exec Committee - 5/8 Finance Committee -5/10 Board - 5/21	AAPI Arts and Crafts Fair – 5/11 @ Hing Hay Coworks Interim Gala – 5/4, Embassy Suites
June	
Exec Committee - 6/5 Finance Committee - 6/14 Board - 6/18 SCIDpda Summer Bash – 6/28 @ Dynasty Room	SCIDpda Summer Bash – 6/28 @ Dynasty Room
July	
Exec Committee - 7/3 Finance Committee - 7/12 Board - 7/16	Jamfest – 7/18
August	
Exec Committee - 8/7 Finance Committee - 8/16 Board - 8/20	
September	
Exec Committee - 9/4 Finance Committee - 9/13 Board - 9/17	Mid-Autumn Moon Festival – 9/13 @ Children’s Park
October	
Exec Committee - 10/2 SCIDpda Fall Fundraiser – 10/4 @ Pacific Tower Finance Committee - 10/11 Board - 10/15	SCIDpda Fall Fundraiser – 10/4 @ Pacific Tower
November	
Exec Committee -11/6 Finance Committee - 11/15 Board - 11/19	AAPI Arts and Crafts Fair – 11/30 @ Hing Hay Coworks
December	
Exec Committee - 12/4 Finance Committee - 12/6 (starts at noon) Board - 12/10 Holiday Party – TBD	

Exec – noon at SCIDpda offices or via conference call 800.832.0736; room number 6100677

Finance – 1 pm at SCIDpda offices or via conference call 800.832.0736; room number 6100677

Board – 530 pm at P2 Conference Room

Resolution 19-03-19-02

RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

Resolution Affirming Senior Services Transition

WHEREAS, International Community Health Services (“ICHS”) and Seattle Chinatown International District Preservation and Development Authority (“SCIDpda”) have been negotiating the transfer by SCIDpda of certain senior services operated by SCIDpda to ICHS for more than a year, and

WHEREAS, ICHS and SCIDpda executed that certain Assumption Agreement with an effective date of January 26, 2018, and have amended the Assumption Agreement three times (collectively the “Assumption Agreement”), and

WHEREAS, the Assumption Agreement describes the process by which SCIDpda is to transfer certain senior services operated by SCIDpda to ICHS (defined as the “Transaction” in the Assumption Agreement), and

WHEREAS, the contingencies described in the Assumption Agreement that need to be satisfied or waived before the Transaction closed were either satisfied or waived, it was,

RESOLVED, that all actions taken by Maiko Winkler-Chin, as SCIDpda Executive Director, and by her delegates relative to the negotiation and execution of the Assumption Agreement on behalf of SCIDpda are hereby approved and ratified; and

RESOLVED, the forms of (i) the proposed Bill of Sale (Exhibit B to the Assumption Agreement), (ii) the Legacy House Lease (Exhibit D to the Assumption Agreement), (iii) the Bush Hotel Lease (Exhibit E to the Assumption Agreement, and (iv) the General Release (Exhibit H to the Assumption Agreement), are hereby affirmed; and

RESOLVED, that Maiko Winkler-Chin, as SCIDpda Executive Director, is hereby affirmed on behalf of SCIDpda in executing the Bill of Sale, Legacy House Lease, Bush Hotel Lease, General Release and any other document that was contemplated under the Assumption Agreement and necessary to close the Transaction; and

RESOLVED, that Maiko Winkler-Chin, as SCIDpda Executive Director, is hereby affirmed in taking all reasonable action on behalf of SCIDpda required or contemplated under the Bill of Sale, Legacy House Lease, Bush Hotel Lease, General Release or any other document executed by SCIDpda pursuant to the Assumption Agreement.

Board President

Date

Board Secretary

Date

Resolution 19-03-19-__

RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs approximately 80 full and part-time individuals, totaling 74 FTE's.

Whereas, the SCIDpda Board (Board) established a strategic plan for the years 2017-2020. The Board desires to reward positive performance of the staff by providing an incentive to all permanent staff for meeting and/or exceeding the specified Authority goals.

Whereas, the Board approved a 2018 Incentive Plan with the following goals:

- Organization Financially Sustainable
 - Payoff Credit Line – ***paid off January 2018, no further borrowing***
 - Refinance Bush Hotel Commercial Loans – ***completed May 2018***
- Buildings Financially Sustainable
 - Commercial Vacancy below 10% - ***commercial vacancy 0% as of December 31, 2018.***
 - Assisted Living Vacancy below budget – ***vacancy 845 days below budget as of December 31, 2018.***
- More Housing Units/Options
 - Senior Services transition to ICHS - ***Targeted transition date 3/1/2019. As of 12/31/18, Senior Services staff received offer letters for employment at ICHS.***
- More Positive Businesses
 - Recruit desirable businesses to vacant spaces – ***5 new leases signed for the PDA as of December 31, 2018. Liberty Tatoo, House of Teulia, 85C Bakery are new leases on Jackson.***
 - Assist businesses in technical assistance around issues such as financials, marketing, regulatory laws, etc. – ***assisted over 50 businesses by June 30, held roughly 5 workshops or one-on-one sessions***
- More Housing Units/Options Stronger Community Relations
 - Support neighborhood wide efforts in public safety – ***Completed the 2018 public safety survey, surveying close to 600 community members of the CID. Continue to sit on and support the CID Public Safety Council.***
 - Support property owners in building improvements – ***assisted at least five property owners on improvements to their buildings as of June 30, 2018***

Additionally, the Board recognizes the following goals outlined in the strategic plan that were accomplished for the year 2018:

2018 Strategic Plan Accomplishments

- More housing units and options
 - Louisa, SHA Site, Senior Services transition, North Lot, Goodwill
- CID properties better serve the community
 - Received funding to focus on underutilized properties
- More positive businesses
 - Positive businesses on Jackson St., including Liberty Tattoo, House of Teuila, 85C Bakery Cafe; assisting on Thai Binh
 - Obtained 2019-2020 funding sources for Retail Recruiter
 - Lowest number of CID vacancies in a decade
- Stronger community connections
 - Public Safety Council formed; annual survey complete
 - Neighborhood safety and beautification improvements planned and moving; lighting study completed
 - Emergency preparedness planning occurring
- PDA buildings financially sustainable
 - Commercial properties close to 100% occupancy rate
 - Commercial Replacement Reserves added
 - Triple Net process improvements implemented
- PDA's organizational sustainability strengthened
 - Maintaining and entering into new key relationships
 - Investment policy approved; cash surpluses identified and invested
 - Salary/wage increases implemented and incentive distributed
 - Real Estate Planning and HR consultant hires
 - Completed Yardi upgrade
 - Revised and approved employee handbook and accounting P&P; rolled out new performance evaluation form and process
- Other Positive Business Results
 - Senior Services vacancy days decline, private pay occupancy and rate increases, and deficiency free audits in all three programs
 - HHC achieved highest memberships
 - Most successful fundraising event ever!

Having met the above listed goals, The SCIDpda Board therefore resolves that the incentive pay is authorized and approved to be distributed to employees who began employment on or before June 30, 2018, were employed as of December 31, 2018 and remained employed through January 31, 2019. Checks (or direct deposit) will be delivered to employees on April 11, 2019.

The following incentive will be distributed to SCIDpda employees (excluding Senior Services employees) as follows:

- \$500 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 6+ months to 1 year as of 12/31/18.
- \$1,500 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 1+ to 5 years as of 12/31/18.
- \$3,500 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 5+ to 10 years as of 12/31/18.
- \$5,000 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 10+ years as of 12/31/18.

Senior Services Employees: Amounts for Senior Services employees are calculated at ½ of the amount of incentive compensation of the remaining SCIDpda staff. This is due to the fact that the transition of Senior Services to ICHS was anticipated to be in 2018 so no incentive compensation was budgeted for Legacy House staff. Legacy House did not meet their budget goals and ended the year significantly under their budget targets. Additionally, Legacy House employees will receive the payout of their entire PTO accrued balance in March 2019.

- \$250 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 6+ months to 1 year as of 12/31/18.
- \$750 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 1+ to 5 years as of 12/31/18.
- \$1,750 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 5+ to 10 years as of 12/31/18.
- \$2,500 for each permanent staff FTE, or proportional amount for part-time employee, who has worked for the Authority from 10+ years as of 12/31/18.

Board President

Date

Board Treasurer

Date

Resolution 19-03-19-04

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 as the organization Severance Policy:

Purpose

The purpose of this policy is to outline the severance pay benefit of Seattle Chinatown International District preservation and development authority (SCIDpda).

Eligibility

This policy applies to all exempt and nonexempt, full-time and part-time employees. Part-time employees may receive severance pay on a pro-rated basis in accordance with their scheduled hours. A severance payout is not automatic and must be upon the recommendation of the Department Manager and approved by the Executive Director or Deputy Director.

Triggering Events

In the event of an involuntary termination due to a reduction in force/downsizing, change in company direction, job elimination or termination for performance, SCIDpda may provide a severance benefit for the affected employees. This does not apply to terminations for cause, refusal to be reassigned or refusal to be relocated.

Payment Amount

The rate of severance is based on length of service with SCIDpda.

Length of Service

The amount of severance is correlated with the length of service. One week of pay may be paid out for every year of service, not to exceed a total of 2 Months (8 weeks). Severance is calculated on base pay only. SCIDpda may choose to pay out as a salary continuation benefit (continue payments on scheduled paydays) or in a lump sum.

Paid Time Off

Accrued but unused PTO will be paid out to the employee. Vacation will stop accruing as of the effective date of termination.

Insurance Benefits

Health and dental insurance coverage, if applicable, end on the last day of the month in which the employee is employed. Upon termination of coverage, COBRA notification will be forwarded.

Board President

Date

Board Secretary

Date

Resolution 19-03-19-06

INCENTIVE COMPENSATION PLAN 2019

Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs approximately 85 full and part-time individuals. 52 of those 85 employees are part of our Senior Services programs which include assisted living, adult day services and community meal programs. These services will be transferred from SCIDpda to International Community Health Services (ICHS) during 2019. Because the transition is expected early in 2019, this Incentive Compensation Plan will not include the Senior Services employees.

The SCIDpda Board (Board) has long recognized and valued the SCIDpda skilled and committed staff. An employee must be a permanent employee who works full or part-time and has worked for SCIDpda over six (6) months in order to be eligible to participate in this Incentive Plan.

The Board established a strategic plan for the years 2017-2020. A goal of the strategic plan is to improve employee benefits. To that end, the Board is authorizing SCIDpda to make a contribution on behalf of each eligible employee to the Authority's 457B plan. The amount contributed per eligible employee will be 4% of the employee's salary/wages. Vesting of the SCIDpda contribution will be determined. The award date will be December 31, 2019 to employees who are employed as of that date. The amount will be funded into the 457B plan by March 31, 2020. The Board acknowledges the current 457B Plan will need to be amended for this additional benefit and authorizes the Deputy Director to work with SCIDpda's 457B provider to amend the Plan. The amended plan will be need to be approved by the Board.

Additionally, the Board desires to reward positive performance of the staff by providing an incentive to permanent staff for meeting and/or exceeding the specified Authority goals outlined in the strategic plan. The Board wishes to provide incentive compensation to all permanent eligible employees as of the award date.

For 2019, award date will be December 31, 2019.

For 2019, The Board wishes to provide incentive compensation if the following goals are met:

- **More Housing Units/Options**
 - Senior Services sustainability plan complete and implementation begun

- **CID Properties Better Serve the Community**
 - Identify/seek/create funding sources/opportunities for CID properties (our own and for the community)
- **More positive businesses**
 - Community Initiatives and Property Management work collaboratively to address goals of Attracting Positive Businesses and Creating Community Connections
- **Stronger Community Connections**
 - Begin training residents at SCIDpda-managed properties in emergency preparedness
- **PDA Buildings Financially Sustainable**
 - Meet budgets
 - NNN reconciliation transferred from Accounting to Property Management. Smooth handoff with accurate and timely billings.
- **PDA's Organization Sustainability Strengthened**
 - Develop 3 year budget planning model
 - Identify and document Key Performance Indicator metrics and measures for Property Management
 - Community Initiatives' staff transitions successfully implemented with minimal negative impact to programming and operations

The amount of award will be allocated based on a percentage of each employee's salary/wages. A maximum of 6% of the employee's salary/wages may be distributed as incentive compensation to each employee. The total amount of incentive award for 2019 will be determined by recommendation of the Deputy Director to the Finance Committee who will review performance against goals and available cash for award payment.

We the Governing body of the SCIDpda, authorize and approve the Incentive Compensation Plan (Plan) for 2019 as outlined above. Further, we authorize the Deputy Director and the Finance Committee of the Board to make recommendations on the amount of award to be granted as of the award date listed in the Plan.

Board President

Date

Board Treasurer

Date

SCIDpda

Accounting and Financial Management Policies and Procedures Manual

Summary of Significant Revisions March 2019

Removal of all references to Legacy House, Nutrition Services and the Director of Senior Services.

Audits

Updated the frequency of SCIDpda's compliance audit performed by the Washington State Auditor's Office from semi-annually to biennially.

Cash Management

Added the following procedure: Checks will be sequentially numbered.

Updated the procedures for signing as follows and previously approved by the Finance Committee.

- For disbursements up to \$5,000 or recurring monthly or quarterly payments including rent, federal tax deposits, payroll, health insurance and reserves, only one authorized staff stamp or digital signature is required.
- For disbursements from \$5,001.01 to \$10,000 (except those noted above), two authorized staff manual signatures are required.
- For disbursements greater than \$10,000 (except those noted above), one authorized staff manual signature and one authorized Board member manual signature are required.

Investments

Replaced existing language with language previously approved by the Board.

Procurement Standards

Updated procedure regarding the requirement of independent estimates for purchases over \$150,000 to indicate that independent does not imply performance by someone other than SCIDpda.

Updated procedure regarding record-keeping as follows: SCIDpda shall keep records that detail history of all contracts and procurements greater than \$3,000 and at the minimum include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract.

Accounts Payable

Updated procedure to indicate that Receptionist codes shared utility and Administration invoices, rather than delivering all invoices to the appropriate Building Manager or department head for coding.

Updated procedure to indicate that an Accountant or Bookkeeper will add new vendors to the computerized accounting system.

Updated procedure to indicate that a Bookkeeper will perform a review of SCIDpda's list of vendors biennially rather than annually.

Cash Disbursements

Updated the procedures for signing equivalent to the Cash Management update listed earlier.

Updated procedure to indicate that checks up to \$5,000 and for recurring monthly or quarterly payments including rent, federal tax deposits, payroll, health insurance and reserves, will be printed or stamped with the signature of the Deputy Director.

SCIDpda Check Request Form

Replaced existing form with updated form including 2019 IRS mileage rates.

Resolution 19-03-19-07

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

We, the Seattle Chinatown International District Preservation and Development Authority Board approve the changes to the Accounting and Financial Management Policies and Procedures as noted on the attachment to this resolution.

Board President

Date

Board Treasurer

Date

Memo

To: SCIDpda Board of Directors
From: Maiko Winkler-Chin & Mike Omura, staff
Date: 3/14/2019
Re: Preparation for Board Discussion on Neighborhood Real Estate Development

The Executive Committee asked about a community protest held on 2/28 during the Koda Condominium groundbreaking. Attached is the narrative and some photos from the International Examiner about the protest. The discussion raised questions and a desire to have a board level conversation about this and other developments occurring in the CID. The following are some questions and information that may be helpful for the board as they contemplate this conversation.

Who will live there?

Unknown at this time.

95% of the units had \$5K refundable deposits the weekend of their open house. That number has since dropped to 80% reserved, with 1/3 having back up offers. Prices range from \$300 - \$400K for studios to \$1.4mil for 2 bedroom units. Staff know the project has been marketed overseas, and has consistently had an ad in the Alaska Airlines magazine for 18+ months. In a recent article in the PSBJ, the head sales person has implied that tech workers can live in city and get to eastside jobs with the opening of ST2 in 2023.

The owners tried to make the project work within inclusionary zoning laws passed in the area in 2017, but could not make it work financially. They will pay over \$4.3 mil in affordable housing fees to the City of Seattle.

Investment units that sit empty are not good for the neighborhood. Does government have rules about units sitting empty? Does this become a bunch of AirBnBs?

At current, the City of Seattle does not have “vacancy rules”; in talking with council staff, it appears that vacancy has not reached a point that requires addressing yet; if it were to become a problem, the current make up of the council is such that they would consider a law, and are familiar with similar laws in Vancouver BC. A tax on investment units came up during the Durkan / Moon mayoral race, and was spun into potential anti-Asian tax, the creation of a foreign national database, and other items. CM Herbold has previously asked the City Attorney’s office about vacancy and investment taxes, and was told that they are both illegal that that time and based on their interpretation.

This does not preclude the homeowner’s association to having rules on occupancy, but we do not know what their rules are.

As for short term rental, owners of units in this building rented out for short term rental (less than 30 day stays) must obtain a Seattle Business License, register their unit, pay taxes to both the state and the city on the business (B&O tax) and rental (like one pays at a hotel). Rules are different for those units on line when the law took effect in 2017, and it appears that at this current time, an owner can have 2 STRs, but must live in one, meaning they cannot just have one. Enforcement is unknown.

What is our role and position?

We have received at least 3 board presentations about developments – the Wong condo across from Koda, Jade Development, and Springhill Suites come to mind. We have also worked with 2 developers who were unfamiliar with our neighborhood. Our conversations with the developers have differed depending on whether we were an adjacent property owner (we were on 2 of the projects).

We have not taken a position on programming on upper floors (hotel/apartment/condo) or income levels served. We have not taken a position on developments being too tall as the big increases in height happened

in the 2011 Livable South Downtown upzones; the MHA upzones were 1 – 3 stories and minimal in comparison to the 2011 upzones.

We have taken positions on:

- massing
- potential impacts of height on surrounding areas (e.g. shadow study on D Chin Park caused by Springhill Suites);
- traffic and transportation impacts;
- street front activation and uses (e.g. no dead lobby space).

We have also encouraged developers to speak with others in the community, and have introduced them to others when asked (e.g. Plymouth Housing, Thai Bin).

Lastly, the SCIDpda's 2020 Vision is included here for reference

Through its stewardship of the physical and social environments of the CID, including Little Saigon, the PDA has created:

- *a more affordable community with new housing options for residents of all ages and incomes*
- *a more economically thriving community with new business entrepreneurship alongside long time home-grown mom and pop stores*
- *a more safe, walkable, livable, community that offers services, amenities and supports for all who live, work and play in the neighborhood*
- *a more socially connected community that comes together to preserve the unique neighborhood legacy and cultural identity*
- *a model for attracting, developing and retaining its own workforce as a vital community asset*

“Community, not condos”: Luxury condo project breaks ground, draws protests

By Chetanya Robinson - March 1, 2019 International Examiner

As shovels plunged into a hole in the concrete parking lot on February 28, breaking ground on Koda condominiums, around 90 people gathered in protest.

Chanting, “This is what displacement looks like,” “No Koda” and “Chinatown is not for sale,” the protesters pressed outside the chain link fence enclosing the groundbreaking celebration inside.

At 17 stories tall, Koda is the first high-rise project to break ground in the Chinatown International District (CID). It’s the first U.S. project from Taiwanese company DA LI Development.

The project has been opposed by CID neighborhood advocates, who worry about the effects of an expensive high-rise in the poorest neighborhood in the city. “This type of luxury development triggers demographic change, rising property values and rents, and displacement of longtime residents, small mom and pop businesses, cultural institutions and community organizations,” reads a statement from InterIm Community Development Association (InterIm CDA) sent out before the protest. InterIm CDA built Hirabayashi Place, a low-income housing building that will be literally overshadowed by Koda as it rises from the adjacent parking lot.

Members of InterIm CDA and the activist group Humbows Not Hotels have criticized the project’s design — which aims to honor Japanese culture and Japanese American history with proposed design elements like cherry blossoms lit with a LED display and a statue of a suitcase to represent WWII Japanese American incarceration — as tokenizing and out of touch. And they complain that the developers of Koda have not take community feedback about these issues seriously.

“We gave them a lot of ideas and our opinions on how this can be more community-driven, but we strongly felt that those voices were not listened to,” said Pradeepta Upadhyay, executive director of InterIm CDA, at the protest.

“Community voices have to be considered in planning, the design, the architecture, considering affordability instead of high-rise condos.”

InterIm CDA became aware of the groundbreaking ceremony only a few days before, and quickly organized a protest.

“We’re not going to be able to stop the building, but what we want is for future developers to understand that they cannot just come here and trample the community,” Upadhyay said.

Kevin Hsieh, vice president of development for Da Li USA, believes the company did enough listening, outreach and design review. “We spent the past two years really trying to work with the community,” he said as chants from the approaching protesters carried through the air. “We listened to all the suggestions given by the community, tried to design the concept of the building to tailor to that of the community.”

Hsieh said Koda will feature community artwork from the neighborhood in its lobby, and a Japanese business such as a sushi restaurant on the ground floor to honor the area’s Japanese legacy. He hopes that “when you see Koda, you’re seeing the culture of the International District. It’s not just a downtown glassy office building.”

He said ground floor businesses and lighting would improve public safety and “liveliness” in the neighborhood.

As for pricing, which will range from \$300,000 dollars to \$1.4 million dollars per unit, Hsieh said: “We want to think that the housing we’re providing is attainable in a way for homeownership.” Koda is priced cheaper than most condos in South Lake Union or downtown, Hsieh noted. And the project is contributing funding for affordable housing as part of the Housing Affordability and Livability Agenda (HALA).

“I think the protesters think we’re a developer coming here to make a lot of money, but really we’re not,” Hsieh said.

“With the construction costs these days, at this price point we’re selling it, we’re not getting much profit.”

Protesters carried signs that said “The City sold us out,” and “Build community, not condos.”

“We’re not against development and homeownership, but it has to be equitable and they have to realize what community they’re coming into,” said Michele Wong, a member of Humbows Not Hotels. “A lot of the folks here are not

homeowners, they're renters with a median income of \$30,000, and if housing isn't available to them they're going to be displaced with all this wealth and money coming."

Of the Koda project providing homeownership, Wong said: "What about the folks already here who aren't homeowners, who are renters and who have nowhere else to go besides this community?"

Protesters chanted loudly over the drumming of a lion dance performance at the groundbreaking celebration. They continued for nearly two hours. Inside the fence, people involved with the Koda project celebrated and gave speeches. Tomio Moriguchi, retired CEO of Uwajimaya, prefaced a speech by apologizing for the noises of the protesters.

Before the celebration, Moriguchi called the Koda project "wonderful," saying he's supportive of "any market-rate housing in this area," believing it will be good for the economic well-being of the CID.

Koda "will bring in market-rate income people who will spend at the retail stores, go to the restaurants, so I don't see the problem," Moriguchi said. "If they were displacing people, I could understand. But are we concerned about displacing cars?"

As the groundbreaking celebration ended and cars started driving through an alley between Hirabayashi Place and the parking lot, protesters gathered on either side and chanted "Shame on you" as people walked and drove away from the celebration. A woman started gathering Lime Bikes, piling them in the alley to block the way. A man with Koda promptly wheeled them away, smiling at the protesters. Jokes and light-hearted jabs were exchanged.

Leslie Morishita of InterIm CDA said it was inspiring to see widespread interest in a protest from the neighborhood. She didn't view the protest as a breakdown in communication between InterIm and Da Li, but as a different kind of communication.

"We hope that they're good neighbors and we plan to be good neighbors," she said. "I see it as something to help motivate them with the process to do better."

The way the developers celebrated the groundbreaking indicated to her that they weren't taking community suggestions to heart.

Upadhyay of InterIm and Wong of Humbows Not Hotels said more protests are likely while the Koda projects continues being built. "We're going to consistently protest until things are different and they actually listen to the community and what our needs are," said Wong.

Hopefully, said Morishita, "other developers who are planning projects in the neighborhood will realize, 'Hey we've got to deal with this community.'"







Board Expectations

Time: As a board member, sharing your knowledge, opinions and experiences are important to the organization. Members need to be present at no less than 75% of Board Meetings, 50% of their committee meetings and one annual retreat. On an annual basis, there are typically twelve full board meetings and three to six meetings per committee (each board member will be asked to serve on a minimum of one committee). Executive Committee members participate at an additional four to six meetings per year.

Financial: Each member is expected to make a personal financial contribution. The amount is not as important as the fact that every board member makes an annual commitment. A 100% commitment rate is often a prerequisite for foundations to make contributions.

Development: In addition to making a personal financial commitment, Board members are expected to periodically assist the staff in raising funds. Board members are also expected to support and contribute to fundraising events, and invite potential donors to Galas and other fundraising events.

Ambassadors: Board members are expected to be visible in the community and express support for SCIDPDA and its mission. Board members are invited and actively encouraged to participate in ID Chinatown community, organizational and/or special events.

Expertise: Many Board members represent business, professional backgrounds and/or technical expertise that help guide the staff in carrying out their responsibilities.

Create Opportunities: Members help by opening doors in the community and find opportunity for SCIDPDA to partner and/or acquire development projects.

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Governance: The Board is legally responsible for SCIDPDA. Board members bring independence and objectivity that insures SCIDPDA is in compliance with its Bylaws, continuously operates in the best interests of the community and is accountable to its many supporters, constituents, and Seattle City Government.

Policy: Collectively, the members are responsible for setting the broad corporate policies. The Board delegates implementation of policy to the Executive Director who is ultimately responsible for the operations, programs and services.

Conduct: Both as individual board members and as the Board of Directors of SCIDPDA, complete integrity is expected. Individual Board members are expected to disclose all potential conflicts of interest as per the Bylaws. In addition to monitoring board conduct, the Board is responsible for monitoring the conduct of the Executive Director who is responsible for monitoring the conduct of staff.

Evaluation: Members of the Board of Directors are expected to evaluate the performance of the Board of Directors. The Board or its designated committee is expected to evaluate the performance of the Executive Director. Collectively, the Executive Director and Board of Directors are expected to evaluate the performance of the overall organization.

Planning: The Board is most effective when it is involved in the Organizational planning process. This planning process involves reviewing past performance, identification of strengths, needs assessment and development of organizational goals. **Participation in retreats and planning sessions is critical.**

Board Member Evaluation Process

Part I

EXECUTIVE DIRECTOR SCHEDULES ONE ON ONE TIME WITH EACH BOARD MEMBER

- A. Review data related to activity in categories (Attendance/participation)
 - **Time and Expertise:** Board and committee meeting attendance; volunteer hours
 - **Financial and Development:** Personal financial support and fundraising event support
 - **Ambassadors:** Attend public organizational events and SCIDPDA supported events
 - **Create Opportunities:** Fundraising and program impact (e.g. real estate development or purchase opportunities)
- B. Consider board member engagement in 5 categories
 1. **Governance**
 2. **Policy**
 3. **Conduct**
 4. **Evaluation**
 5. **Planning**

Part II

Executive Committee Review

- Exec Director makes recommendations to Executive Committee
- Report board members' achievement of Board Expectations
- Update status of all Board terms and make recommendations
- Recommend Committee leadership

Committee reviews and affirms board membership and leadership

- Approve new board terms
- Affirm committee leadership
- Communicate board membership and leadership to board members
- Board vote at Scheduled Full Board Meeting



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 STRATEGIC PLAN 2017 – 2020

Mission: To preserve, promote and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood.

2020 Vision: Through its stewardship of the physical and social environments of the CID, including Little Saigon, the PDA has created:

- **a more affordable community** with new housing options for residents of all ages and incomes
- **a more economically thriving community** with new business entrepreneurship alongside long time home-grown mom and pop stores
- **a more safe, walkable, livable, community** that offers services, amenities and supports for all who live, work and play in the neighborhood
- **a more socially connected community** that comes together to preserve the unique neighborhood legacy and cultural identity
- **a model for attracting, developing and retaining its own workforce** as a vital community asset

Values: collaboration, equity, integrity, stewardship

Objectives:

1. More housing units and options are available for all ages and income levels
2. CID properties better serve the community
3. More positive business and increased commercial occupancy exists in the CID for greater economic vitality and public safety.
4. The CID has stronger communities and sense of public safety is improved
5. PDA's buildings are more financially sustainable and prepared for the long term
6. PDA's organization and human resources sustainability is strengthened.

Implementing our 2020 Vision:

OBJECTIVE	STRATEGY	METRICS	RESPONSIBLE
1. More housing units and options	<ul style="list-style-type: none"> A. Target affordable / workforce development sites B. Proactively influence projects per PDA objectives y C. Ensure affordability and access for low income elders for aging in place 	<ul style="list-style-type: none"> • Target 100 units for 60-100% AMI • Target 50 2-3 bedroom units • Little Saigon property purchased • Charles St negotiated • Louisa under construction • Senior services sustainability plan created and implementation underway 	<ul style="list-style-type: none"> • RE • Senior Services • IDEA Space
2. CID properties better serve the community	<ul style="list-style-type: none"> A. influence policies, funding and tools for unreinforced masonry rules B. Provide services to assist in maintaining historic properties and meeting codes 	<ul style="list-style-type: none"> • Tools created • Owners aware of government requirements (10-15), educated (8) and feasibility analysis conducted (2) • Republic Hotel redevelopment plan and underway • Influence design/tenancy/ control of Asian Plaza, Bush Garden & Panama 	<ul style="list-style-type: none"> • RE team • IDEA Space
3. More positive businesses	<ul style="list-style-type: none"> A. Set commercial standards B. Influence other CID owners C. Foster stronger CID businesses through TA network 	<ul style="list-style-type: none"> • Increase of positive businesses on Jackson Street business corridor • Ongoing/multi-year funding source for retail recruiter • CID owners aware/using business TA 	<ul style="list-style-type: none"> • Property Management, • IDEA space
4. Stronger community connections	<ul style="list-style-type: none"> A. Improve underused spaces B. Activate public spaces C. Influence public safety-related investments D. Increase community connections and awareness 	<ul style="list-style-type: none"> • Canton & Maynard alleys paved and activated • Annual Public Safety CID progress tracking and action planning 	<ul style="list-style-type: none"> • IDEA space • Property Management
5. PDA's buildings are financially sustainable	<ul style="list-style-type: none"> A. Fully lease PDA's commercial space B. Create long term preservation capacity 	<ul style="list-style-type: none"> • Bush basement, 2nd floor & NC basement 75% leased • Commercial space sustainability plan created 	<ul style="list-style-type: none"> • Property Management • LoB Leads
6. PDA's organizational sustainability strengthened	<ul style="list-style-type: none"> A. Overall financial SCIDpda sustainability B. Broaden staff knowledge base skill set C. Develop systems for recruiting , /retaining and succession planning D. Foster key relationships relevant for PDA sustainability 	<ul style="list-style-type: none"> • Develop 3 year planning model • Cross training and rotation plan for targeted employees • Increased # of staff with targeted capacities • Policy and Procedure manuals • Clear succession plan for top 3 tiers 	<ul style="list-style-type: none"> • Board • Finance/Accounting • Human Resources • Line of Business Leads

2019 Line of Business Goals

Proposed 2019 Incentive Plan Goals

tied specifically to Strategic Plan

- **More Housing Units/Options**
 - Senior Services sustainability plan complete and implementation begun
- **CID Properties Better Serve the Community**
 - Identify/seek/create funding sources/opportunities for CID properties (our own and for the community)
- **More positive businesses**
 - Community Initiatives and Property Management work collaboratively to address goals of Attracting Positive Businesses and Creating Community Connections
- **Stronger Community Connections**
 - Begin training residents at SCIDpda-managed properties in emergency preparedness
- **PDA Buildings Financially Sustainable**
 - Meet budgets
 - NNN reconciliation transferred from Accounting to Property Management. Smooth handoff with accurate and timely billings.
- **PDA's Organization Sustainability Strengthened**
 - Develop 3 year budget planning model
 - Identify and document Key Performance Indicator metrics and measures for Property Management
 - Community Initiatives' staff transitions successfully implemented with minimal negative impact to programming and operations

Other Goals by Line of Business

Real Estate Development - Mike Omura

- Move forward with at least one new development project that is underway in pre-construction in 2019
- Identify at least one new development project to be started in 2019 -2020
- Continue to explore fee for service consultation and technical assistance market
- Strategically utilize Mike's time to maximize benefit to SCIDpda
- Begin transition of Mike's tasks to others in organization
- Complete all projects on time and within budget
- Work closely with other departments Community Initiatives and Property Management to provide technical assistance and guidance

Community Initiatives - Jamie Lee

- Explore CDFIs as a potential finance options for rehabilitation of buildings
- Conduct environmental remediation for specific sites in the neighborhood – in support of Real Estate Development
- Influence design/tenancy/control of non-pda projects – Acme Farms
- Work more closely with Property Management to fill vacant spaces in key locations
- Continue business technical assistance work
- Continue alley projects

Hing Hay Coworks

- Sustain occupancy and positive programing

Fundraising and Communications

- Annual/signature fundraiser revenue @ \$110k gross, \$85k net
- Unsolicited donation @ \$2K
- General operating grant revenue @ \$10k
- various marketing endeavors, including website re-development, and the creation of various digital and print assets thru a mixture of staff expertise and contracted work (design, video, photo).

PDA Properties - Julie Neilson

- Open HUD Wait List
- Update Property Management policies and procedures
- Update leases
- Identify new performance indicators and track progress
- Develop Yardi manual