



## **BOARD MEETING AGENDA**

Tuesday, February 25, 2020

5:30 – 7:30 p.m.

SCIDpda Main Offices

409 Maynard Ave. S. #P2

Seattle, WA 98104

|      |                       |  |
|------|-----------------------|--|
| 5:30 | Action                | 1. Call to Order – Mindy Au<br>Agenda Approval<br><br>Public Comment – <i>public may sign up to address the board for up to 2 minutes on matters on this agenda</i>  |
| 5:40 | Action / Approval     | 2. Consent Agenda <ul style="list-style-type: none"> <li>• Approve January 2020 Meeting Minutes</li> <li>• Approve January 2020 Expenditure Report</li> <li>• Accept February 2020 Concurrence Request</li> <li>• Accept February 2020 Management Report</li> </ul>  |
| 5:50 | Discussion / Approval | 3. Board Business <ul style="list-style-type: none"> <li>• Executive Committee – Mindy Au <ul style="list-style-type: none"> <li>• Resolution – Tiernan Martin Election to Board of Directors</li> <li>• Resolution – Accept Executive Committee Charter</li> </ul> </li> <li>• Real Estate Development Committee – Miye Moriguchi <ul style="list-style-type: none"> <li>• Resolution – Accept RED Committee Charter</li> </ul> </li> <li>• Strategic Planning Committee – David Della</li> <li>• Fundraising / Community Initiatives – Jerilyn Young</li> <li>• Finance Committee – Wayne Lau</li> <li>• Other Board Business</li> </ul> |
| 6:45 | Action                | 4. Board Administration – Joseph Guanlao, Jamie Lee <ul style="list-style-type: none"> <li>• Annual City Statement of Economic Interest Form</li> <li>• Open Public Meeting Act Training Requirements</li> <li>• Board Commitment Form</li> <li>• Board Calendar</li> </ul>  |
| 7:00 | Adjourn               | Adjourn – Mindy Au   |

### Upcoming Dates:

3/4– Executive Committee, 12 pm

3/4 – Real Estate Committee meeting, 5 pm

3/11 – Ad Hoc Strategic Planning Committee meeting, 11:30 am

3/13 - Finance Committee, 1 pm

3/17 – SCIDpda Board, 5:30 pm

### **10/2 – SCIDpda Fundraiser**

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

- ☐ to consider site selection or real estate acquisition by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to consider the minimum price at which real estate will be offered for sale or lease public knowledge regarding such consideration would cause a likelihood of decreased price;
- ☐ to review negotiations on the performance of 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.*

## **Resolution 20-02-25-01**

### **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 January 2020 Meeting Minutes
- Approve January 2020 Expenditure Report
- Accept February 2020 Concurrence Request
- Accept February 2020 Management Report

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SCIDpda Board Meeting Minutes**  
January 21, 2020  
409 Maynard Avenue South - P2 Conference Room  
Seattle, WA 98104

**Board Present:** May Wu, Phillip Sit, Aileen Balahadia, Miye Moriguchi, Scott Yasui, David Della, Mindy Au (phone), Casey Huang, Wayne Lau

**Staff Present:** Maiko Winkler-Chin, Jamie Lee, Mike Omura, Jody McCorkle, Janet Smith, Joshua Park

**Guests Present:** Jared Johnson, Tiernan Martin, Wendy Watanabe

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**1. Call to Order**

The meeting was called to order by Casey Huang, Board Secretary, at 5:47 p.m.

**2. Board Action & Approval**

**Consent Agenda**

**Resolution 20-01-21-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

- Approve December 2019 Meeting Minutes
- Approve November and December 2019 Expenditure Report
- Accept January 2020 Executive Director Report

**Moved:** David Della

**Seconded:** Scott Yasui

Board approved unanimously

**Banking Authorization**

**Resolution 20-01-21-02:** We, the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) Board, approve that the following members of the Staff and Board are authorized to sign disbursements and provide telephone authorizations to banking institutions on behalf of SCIDpda. In addition, the Staff are authorized to request the opening or closure of bank accounts on behalf of SCIDpda.

Staff

Jared Jonson

Michael Omura

Maiko Winkler-Chin

Veronica Wood

Board

Miye Moriguchi

Wayne Lau

Philip Sit

**Moved:** Scott Yasui  
**Seconded:** May Wu  
Board approved unanimously

## 2019 Incentive Plan

**Resolution 20-01-21-03:** Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs approximately 40 full and part-time individuals.

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 2019 Incentive Plan with the following goals:

### 2019 Goals

- **More Housing Units/Options**
  - ***Senior Services sustainability plan complete and implementation begun***
    - *Transition of senior service to ICHS 3/1/2019*
  - ***Assumed management of the Louisa early June.***
    - *84 units of housing with rents ranging from 40% to 100% AMI.*
    - *As of 12/31/19, the Louisa 82 % occupancy.*
- **CID Properties Better Serve the Community**
  - ***Identify/seek/create funding sources/opportunities for CID properties (our own and for the community)***
    - *Executing financing collaborative and exploring options for CID properties. Collaborative expected to continue through 1<sup>st</sup> quarter of 2020.*
    - *Executing environmental site assessment for large property in Little Saigon. Expected to be complete by end of year 2019.*
    - *Working with longtime restaurant owners at New Central to help connect them with funding sources for structural improvements to their kitchen spaces*
- **More positive businesses**
  - ***Community Initiatives and Property Management work collaboratively to address goals of Attracting Positive Businesses and Creating Community Connections.***
    - *Ended the Massage lease at the Jackson and still working to bring a tenant to the vacant space.*
    - *Property Management working closely with the Retail Recruiter to fill vacancies at SCIDpda buildings.*
    - *Addressing issues with permitting that may have made it easier for massage parlors to rent space in the CID.*
    - *9 new commercial spaces at the Louisa Hotel. Working toward leasing the last 2 remaining open spaces.*

- *Community Initiatives secured funding to host business workshops aimed to help businesses in the CID with startup, relocation, tenant improvements, etc. Hosted one in July and another scheduled for October 15<sup>th</sup>. Funding will likely go into 2020.*
- **Stronger Community Connections**
  - ***Begin training residents at SCIDpda-managed properties in emergency preparedness***
    - *Grant funding awarded in May for the Catastrophic Event Coordinator*
    - *SCIDpda and InterIm CID properties have met with the Coordinator.*
    - *Three First Aid/CPR/AED trainings were held and most building management and assistance are trained.*
- **PDA Buildings Financially Sustainable**
  - ***Meet budgets***
    - *Overall positive performance for the year as compared to budgets.*
  - ***NNN reconciliation transferred from Accounting to Property Management. Smooth handoff with accurate and timely billings.***
    - *Property Management, Finance and Accounting have been working together to accomplish this goal. Progress was made with reconciliation for 2018 for all properties complete in November. Adjustments have been made to improve the process for the 2019 reconciliation, which will occur in 2020.*
- **PDA's Organization Sustainability Strengthened**
  - ***Develop 3 year budget planning model***
    - *3 year budget planning model was complete and presented to the Board in December.*
  - ***Identify and document Key Performance Indicator metrics and measures for Property Management***
    - *Property Management KPIs rolled out to Finance Committee in June*
    - *Development and Fundraiser KPIs added for 9/30/19.*
  - ***Community Initiatives' staff transitions successfully implemented with minimal negative impact to programming and operations***
    - *Complete, impact minimal*

Having met the above listed goals, the Deputy Director and Board Finance Committee recommend to the SCIDpda Board, and the SCIDpda Board therefore affirms and resolves that the incentive pay is authorized and approved to be distributed to employees who began employment with SCIDpda on or before June 30, 2019 and remained employed with SCIDpda as of December 31, 2019. Checks (or direct deposit) will be delivered to employees on January 30, 2020.

**The following incentive will be distributed to SCIDpda employees as follows:**

- staff earning less than \$16/hour will receive 8% of the employee's salary/wages for 2019,
- staff earning between \$16/hour and \$30/hour will receive 6% of the employee's salary/wages for 2019,
- staff earning over \$30/hour will receive 5% of the employee's salary/wages for 2019.

**Moved:** David Della

**Seconded:** Miye Moriguchi

Board approved unanimously

### **Ad Hoc Strategic Planning Committee of the Board**

**Resolution 20-01-21-04:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), designate an Ad Hoc Strategic Planning Committee of the Board, comprised of SCIDpda Board members and Staff to do the following:

- Steward the strategic planning process – planning, goal setting, information gathering, development, and approval
- Lead planning of the annual board retreat including agenda creation, meeting facilitation, and goal setting
- Hold regular meetings to support the strategic planning process
- Coordinate appropriate consultant contracts to support planning work
- Keep Board of Directors up-to-date and informed throughout process of Strategic Plan development

The following board members will serve on the committee. The committee may change its composition as needed in order to complete its work on behalf of the Board of Directors. The Executive Director will designate staff representatives.

Mindy Au  
Miye Moriguchi  
David Della  
Aileen Ballahadia

**Moved:** Mindy Au

**Seconded:** Scott Yasui

Board approved unanimously

### **3. Board Business**

#### **Strategic Planning**

Wendy Watanabe led the board in Reflective Practice (military-based exercise) exercise. Board broke out into groups.

#### **Potential Board Member**

David Della and Miye Moriguchi met with Tiernan and gave him a strong endorsement for his balanced perspective and professional background he would be a natural. Next steps is to meet with Maiko to ask any questions.

### **4. Adjourn**

The meeting was adjourned by Casey Huang, Board Secretary, at 7:34 p.m.

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

**Expenditure Certification Memorandum**

DATE: 1/30/2020  
 TO: Board of Directors  
 FROM: Vern Wood, Deputy Director  
 RE: January 2020 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   | 1537 | to  | 1547                          | \$ | 9,128.36          |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 44,142.60         |
|                            |                    |      |     | <b>Bush Hotel Commercial</b>  | \$ | <b>53,270.96</b>  |
| Computer Run Checks        | General Checking   | 1663 | to  | 1670                          | \$ | 29,549.02         |
|                            |                    |      |     | <b>Bush Hotel Condo</b>       | \$ | <b>29,549.02</b>  |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 18,869.87         |
|                            |                    |      |     | <b>Bush Hotel QalicB</b>      | \$ | <b>18,869.87</b>  |
| Computer Run Checks        | General Checking   | 707  | to  | 733                           | \$ | 41,783.92         |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 15,476.30         |
|                            |                    |      |     | <b>Bush Hotel Residential</b> | \$ | <b>57,260.22</b>  |
| Computer Run Checks        | General Checking   | 167  | to  | 170                           | \$ | 6,795.12          |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 133.22            |
|                            |                    |      |     | <b>CIDpda</b>                 | \$ | <b>6,928.34</b>   |
| Computer Run Checks        | General Checking   | 3397 | to  | 3417                          | \$ | 50,386.01         |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 26,997.16         |
| Electronic Funds Transfers | Operating Reserves |      | eft |                               | \$ | 2,355.75          |
|                            |                    |      |     | <b>DVA</b>                    | \$ | <b>79,738.92</b>  |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 17,187.69         |
|                            |                    |      |     | <b>Hinghay</b>                | \$ | <b>17,187.69</b>  |
| Computer Run Checks        | General Checking   | 407  | to  | 425                           | \$ | 41,234.08         |
| Electronic Funds Transfers | General Checking   |      | eft |                               | \$ | 45,960.75         |
| Electronic Funds Transfers | Operating Revenue  |      | eft |                               | \$ | 491.65            |
| Electronic Funds Transfers | Bond Revenue       |      | eft |                               | \$ | 170,000.00        |
|                            |                    |      |     | <b>IDVS1 Commercial</b>       | \$ | <b>257,686.48</b> |
| Computer Run Checks        | General Checking   | 143  | to  | 150                           | \$ | 47,738.92         |
|                            |                    |      |     | <b>IDVS2 Condo</b>            | \$ | <b>47,738.92</b>  |

|                                    |                  |                       |     |     |    |                        |
|------------------------------------|------------------|-----------------------|-----|-----|----|------------------------|
| Computer Run Checks                | General Checking | 248                   | to  | 260 | \$ | 32,950.56              |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 2,760.25               |
| Electronic Funds Transfers         | Bond Revenue     |                       | eft |     | \$ | 60,000.00              |
| <b>IDVS2 Library &amp; Parking</b> |                  |                       |     |     |    | <b>\$ 95,710.81</b>    |
| Computer Run Checks                | General Checking | 367                   | to  | 374 | \$ | 5,464.94               |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 1,041.75               |
| <b>IDVS2 Commercial</b>            |                  |                       |     |     |    | <b>\$ 6,506.69</b>     |
| Computer Run Checks                | General Checking | 641                   | to  | 653 | \$ | 23,895.40              |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 22,039.93              |
| <b>New Central Commercial</b>      |                  |                       |     |     |    | <b>\$ 45,935.33</b>    |
| Computer Run Checks                | General Checking | 209                   | to  | 210 | \$ | 26,026.08              |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 24,207.51              |
| <b>New Central Hotel</b>           |                  |                       |     |     |    | <b>\$ 50,233.59</b>    |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 39,008.25              |
| <b>New Central Master Tenant</b>   |                  |                       |     |     |    | <b>\$ 39,008.25</b>    |
| Computer Run Checks                | General Checking | 772                   | to  | 791 | \$ | 20,408.42              |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 19,297.50              |
| <b>New Central Residential</b>     |                  |                       |     |     |    | <b>\$ 39,705.92</b>    |
| Computer Run Checks                | General Checking | 933                   | to  | 986 | \$ | 126,262.21             |
| Electronic Funds Transfers         | General Checking |                       | eft |     | \$ | 5,540.28               |
| EFTs for Payroll                   | General Checking | 01/02/20 and 01/16/20 |     |     | \$ | 153,591.11             |
| Electronic Funds Transfers         | Construction     |                       | eft |     | \$ | 30,728.46              |
| Electronic Funds Transfers         | LGIP             |                       | eft |     | \$ | 30,728.46              |
| <b>SCIDpda</b>                     |                  |                       |     |     |    | <b>\$ 346,850.52</b>   |
|                                    |                  |                       |     |     |    | <b>\$ 1,192,181.53</b> |

The above checks 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 \_\_\_\_\_ 2020.

\_\_\_\_\_  
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,lhfoods,lhhouse,lhmarket,lhopera,lhwelln,littsaig,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,pdacmnty,pdadev,pdamaint,pdaprop,scid,design19 AND mm/yy=01/2020-01/2020 AND All Checks=Yes

|  |   | Check     | Total            |   |
|--|---|-----------|------------------|---|
| Check#                                   | Vendor  | Date      | Check            | Note  |
| <b>bhcommop - General Checking</b>       |   |           |                  |   |
| 1537                                     | verwir - Verizon Wireless                                 | 1/8/2020  | 10.71            | Telecomm  |
| 1538                                     | lowes - Lowe's  | 1/16/2020 | 27.28            | Small Tools/Equipment                                 |
| 1539                                     | pdamaint - SCIDpda Maintenance Dept                       | 1/16/2020 | 5,213.75         | WOs   |
| 1540                                     | welfar - Wells Fargo                                      | 1/16/2020 | 2.92             | Telecomm  |
| 1541                                     | welfar - Wells Fargo                                      | 1/16/2020 | 226.01           | Supplies  |
| 1542                                     | cedgro - Cedar Grove Organics Recycling                   | 1/23/2020 | 124.80           | Garbage/Waste Removal                                 |
| 1543                                     | cenlin - CenturyLink                                      | 1/23/2020 | 56.77            | Telecomm  |
| 1544                                     | eltsys - ELTEC Systems, LLC                               | 1/23/2020 | 325.49           | Elevator - Contract                                   |
| 1545                                     | wasman - Waste Management of Seattle                      | 1/23/2020 | 2,996.84         | Garbage/Waste Removal                                 |
| 1546                                     | yarsys - Yardi Systems, Inc.                              | 1/23/2020 | 142.81           | Professional Fees/Consulting                          |
| 1547                                     | scidpda - SCIDpda   | 1/29/2020 | 0.98             | B&O Taxes   |
| ACH                                      | bushqali - SCIDpda Bush Hotel QALICB LLC                  | 1/9/2020  | 35,750.00        | Rent  |
| ACH                                      | bushcond - SCIDPDA Bush Hotel Condo Association           | 1/22/2020 | 8,392.60         | Condo Billing   |
| <b>Total bhcommop - General Checking</b> |   |           | <b>53,270.96</b> |   |
| <b>bhcondop - General Checking</b>       |   |           |                  |   |
| 1663                                     | tcms - TCMS of Seattle                                    | 1/8/2020  | 4,012.96         | HVAC/Boiler Maint - Contract - 12/2019                |
| 1664                                     | citseacu - City of Seattle-Combined Utilities             | 1/16/2020 | 6,025.92         | Garbage/Waste Removal & Water/Sewer - 01/2020         |
| 1665                                     | ipfscorp - IPFS Corporation                               | 1/16/2020 | 3,481.12         | Insurance - #9 of 11                                  |
| 1666                                     | pugsou - Puget Sound Energy                               | 1/16/2020 | 3,652.80         | Natural Gas   |
| 1667                                     | seacitli - Seattle City Light                             | 1/16/2020 | 2,595.44         | Electricity   |
| 1668                                     | welfar - Wells Fargo                                      | 1/16/2020 | 10.00            | Annual Report   |
| 1669                                     | citseacu - City of Seattle-Combined Utilities             | 1/23/2020 | 5,757.82         | Garbage/Waste Removal & Water/Sewer - 12/2019         |
| 1670                                     | tromorfs - Trotter & Morton Facility Service of PNW, Inc. | 1/29/2020 | 4,012.96         | HVAC/Boiler Maint - Contract - 01/2020                |
| <b>Total bhcondop - General Checking</b> |   |           | <b>29,549.02</b> |   |
| <b>bhqalop - General Checking</b>        |   |           |                  |   |
| ACH                                      | bannymel - The Bank of New York Mellon Trust Co.          | 1/15/2020 | 10,471.96        | Loan Payment - Monthly                                |
| ACH                                      | bushqali - SCIDpda Bush Hotel QALICB LLC                  | 1/15/2020 | 3,297.91         | Replacement Reserve Deposit - Quarterly               |
| ACH                                      | thecomm - The Commerce Bank of WA                         | 1/31/2020 | 5,100.00         | Loan Payment - Monthly                                |
| <b>Total bhqalop - General Checking</b>  |   |           | <b>18,869.87</b> |   |
| <b>bhresope - General Checking</b>       |   |           |                  |   |
| 707                                      | busimp - Business Impact NW                               | 1/3/2020  | 1,604.68         | Loan Payment - Monthly                                |
| 708                                      | pmjans - Phnook   | 1/8/2020  | 300.00           | Janitorial - Contract                                 |
| 709                                      | verwir - Verizon Wireless                                 | 1/8/2020  | 100.16           | Telecomm  |
| 710                                      | lowes - Lowe's  | 1/16/2020 | 1,331.90         | UTO - Other Vendors, Supplies & Small Tool/ Equipment |
| 711                                      | paclam - Pacific Lamp & Supply Company                    | 1/16/2020 | 258.74           | Maintenance - Other Vendors                           |
| 712                                      | pdamaint - SCIDpda Maintenance Dept                       | 1/16/2020 | 11,459.75        | WOs   |
| 713                                      | scidpda - SCIDpda   | 1/16/2020 | 17,555.95        | ID Billing  |
| 714                                      | seacitli - Seattle City Light                             | 1/16/2020 | 103.40           | Electricity   |
| 715                                      | welfar - Wells Fargo                                      | 1/16/2020 | 28.03            | Telecomm  |
| 716                                      | welfar - Wells Fargo                                      | 1/16/2020 | 267.82           | Supplies & Small Tools/Equipment                      |
| 717                                      | cenlin - CenturyLink                                      | 1/23/2020 | 62.09            | Telecomm - 12/2019                                    |
| 718                                      | citseacu - City of Seattle-Combined Utilities             | 1/23/2020 | 226.89           | Water/Sewer   |
| 719                                      | pdamaint - SCIDpda Maintenance Dept                       | 1/23/2020 | 93.25            | WOs   |
| 720                                      | scidpda - SCIDpda   | 1/23/2020 | 424.51           | HUD WO Reconciliation                                 |
| 721                                      | seacitli - Seattle City Light                             | 1/23/2020 | 1,174.57         | Electricity   |
| 722                                      | t0002127 - Li   | 1/23/2020 | 359.00           | Move Out Refund                                       |

|   |   | Check     | Total            |   |
|---|---|-----------|------------------|---|
| Check#                                    | Vendor  | Date      | Check            | Note  |
| 723                                       | t0003019 - Li                                   | 1/23/2020 | 525.00           | Move Out Refund   |
| 724                                       | yarsys - Yardi Systems, Inc.                    | 1/23/2020 | 617.85           | Professional Fees/Consulting                                |
| 725                                       | cenlin - CenturyLink                            | 1/29/2020 | 61.58            | Telecomm - 01/2020  |
| 726                                       | eltsys - ELTEC Systems, LLC                     | 1/29/2020 | 1,215.22         | Elevator - Contract   |
| 727                                       | hdsupp - HD Supply Facilities Maintenance, LTD  | 1/29/2020 | 166.06           | Office Supplies/Equipment                                   |
| 728                                       | inthi - Interpret This Inc                      | 1/29/2020 | 32.50            | Translation/Interpreters                                    |
| 729                                       | pdamaint - SCIDpda Maintenance Dept             | 1/29/2020 | 1,953.95         | WOs   |
| 730                                       | pmjans - Phnouk                                 | 1/29/2020 | 465.00           | UTO - Other Vendors   |
| 731                                       | seacitli - Seattle City Light                   | 1/29/2020 | 788.32           | Electricity   |
| 732                                       | tudecmed - Tu Decides Media Inc.                | 1/29/2020 | 57.20            | Advertising/Marketing                                       |
| 733                                       | wesext - Western Exterminator Company           | 1/29/2020 | 550.50           | Pest Control  |
| ACH                                       | bushot2 - Bush Hotel Limited Partnership        | 1/15/2020 | 1,996.25         | Operating Reserve Deposit - Quarterly                       |
| ACH                                       | bushcond - SCIDPDA Bush Hotel Condo Association | 1/16/2020 | 9,416.05         | Condo Billing   |
| ACH                                       | thecomm - The Commerce Bank of WA               | 1/24/2020 | 4,064.00         | Loan Payment - Monthly                                      |
| <b>Total bhresope - General Checking</b>  |   |           | <b>57,260.22</b> |   |
| <b>cidpdao3 - General Checking</b>        |   |           |                  |   |
| 167                                       | blackb - Blackbaud, Inc                         | 1/8/2020  | 27.53            | Computer Software/Hardware                                  |
| 168                                       | cidpda - CIDpda 501c(3)                         | 1/8/2020  | 5,611.46         | Paul Mar Scholarship Fund                                   |
| 169                                       | blackb - Blackbaud, Inc                         | 1/16/2020 | 951.13           | Computer Software/Hardware                                  |
| 170                                       | welfar - Wells Fargo                            | 1/16/2020 | 205.00           | Office Supplies/Equipment                                   |
| ACH                                       | scidpda - SCIDpda                               | 1/23/2020 | 133.22           | ID Billing  |
| <b>Total cidpdao3 - General Checking</b>  |   |           | <b>6,928.34</b>  |   |
| <b>cobocap1 - Comm Bond Revenue</b>       |   |           |                  |   |
| ACH                                       | idvs2lib - IDVS2 Library/Parking                | 1/9/2020  | 30,000.00        | Transfer for Operating Expenses                             |
| ACH                                       | idvs2lib - IDVS2 Library/Parking                | 1/30/2020 | 30,000.00        | Transfer for Operating Expenses                             |
| <b>Total cobocap1 - Comm Bond Revenue</b> |   |           | <b>60,000.00</b> |   |
| <b>dvaop - General Checking</b>           |   |           |                  |   |
| 3397                                      | tunjen - Tung                                   | 1/2/2020  | 515.51           | Tenant Retention  |
| 3398                                      | batcre - Bath Crest of Seattle                  | 1/8/2020  | 434.90           | UTO - Other Vendors   |
| 3399                                      | comint - Commercial Interiors, Inc.             | 1/8/2020  | 2,735.99         | UTO Carpet/Flooring/Window Coverings                        |
| 3400                                      | idvs2lib - IDVS2 Library/Parking                | 1/8/2020  | 19,535.00        | Loan Payment - Monthly                                      |
| 3401                                      | seacitli - Seattle City Light                   | 1/8/2020  | 58.15            | Electricity   |
| 3402                                      | verwir - Verizon Wireless                       | 1/8/2020  | 66.24            | Telecomm  |
| 3403                                      | wesext - Western Exterminator Company           | 1/8/2020  | 869.79           | Pest Control  |
| 3404                                      | eltsys - ELTEC Systems, LLC                     | 1/16/2020 | 639.78           | Elevataor - Contract  |
| 3405                                      | hdsupp - HD Supply Facilities Maintenance, LTD  | 1/16/2020 | 27.31            | Janitorial - Supplies                                       |
| 3406                                      | pacclam - Pacific Lamp & Supply Company         | 1/16/2020 | 258.74           | Maintenance - Other Vendors                                 |
| 3407                                      | pdamaint - SCIDpda Maintenance Dept             | 1/16/2020 | 4,330.50         | WOs   |
| 3408                                      | scidpda - SCIDpda                               | 1/16/2020 | 15,792.91        | ID Billing  |
| 3409                                      | tunjen - Tung                                   | 1/16/2020 | 29.96            | Janitorial - Supplies                                       |
| 3410                                      | welfar - Wells Fargo                            | 1/16/2020 | 16.64            | Telecomm  |
| 3412                                      | pmjans - Phnouk                                 | 1/23/2020 | 770.00           | UTO - Other Vendors   |
| 3413                                      | pugsou - Puget Sound Energy                     | 1/23/2020 | 3,437.68         | Natural Gas   |
| 3414                                      | wavbro - WAVE                                   | 1/23/2020 | 97.28            | Telecomm  |
| 3415                                      | yarsys - Yardi Systems, Inc.                    | 1/23/2020 | 366.85           | Professional Fees/Consulting                                |
| 3416                                      | cenlin - CenturyLink                            | 1/29/2020 | 402.78           | Telecomm  |
| 3417                                      | wavbro - WAVE                                   | 1/29/2020 | 0.00             | Void  |
| ACH                                       | idvsfh - IDVS 2 Family Housing LLC              | 1/15/2020 | 2,441.48         | Replacement Reserve Deposit - Monthly                       |
| ACH                                       | idvs2con - IDVS2 Condo Association              | 1/24/2020 | 24,555.68        | Condo Billing   |
| <b>Total dvaop - General Checking</b>     |   |           | <b>77,383.17</b> |   |
| <b>dvaopre - Operating Reserves</b>       |   |           |                  |   |
| ACH                                       | idvs2lib - IDVS2 Library/Parking                | 1/7/2020  | 2,355.75         | Operating Reserves in surplus of \$55,535 made Loan Payment |
| <b>Total dvaopre - Operating Reserves</b> |   |           | <b>2,355.75</b>  |   |

|   |  | Check     | Total             |   |
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| Check#  | Vendor   | Date      | Check             | Note                                    |
| <b>hingop2 - General Checking</b>               |  |           |                   |   |
| ACH   | paypal - PayPal  | 1/10/2020 | 187.69            | Bank Fees/Charges                       |
| ACH   | hinghay - Hinghay CoWorks                                  | 1/27/2020 | 17,000.00         | Transfer for Operating Expenses         |
| <b>Total hingop2 - General Checking</b>         |  |           | <b>17,187.69</b>  |   |
| <b>idvs2op4 - General Checking</b>              |  |           |                   |   |
| 367   | cenlin - CenturyLink                                       | 1/8/2020  | 294.13            | Telecomm                                |
| 368   | verwir - Verizon Wireless                                  | 1/8/2020  | 2.11              | Telecomm                                |
| 369   | pdamaint - SCIDpda Maintenance Dept                        | 1/16/2020 | 1,646.00          | WOs                                     |
| 370   | scidpda - SCIDpda  | 1/16/2020 | 663.23            | ID Billing                              |
| 371   | welfar - Wells Fargo                                       | 1/16/2020 | 1.75              | Telecomm                                |
| 372   | wasman - Waste Management of Seattle                       | 1/23/2020 | 1,605.87          | Garbage/Waste Removal                   |
| 373   | yarsys - Yardi Systems, Inc.                               | 1/23/2020 | 85.68             | Professional Fees/Consulting            |
| 374   | repsr - Republic Services                                  | 1/30/2020 | 1,166.17          | Garbage/Waste Removal                   |
| ACH   | idvs2com - IDVS 2 Commercial                               | 1/15/2020 | 1,041.75          | Replacement Reserve Deposit - Quarterly |
| <b>Total idvs2op4 - General Checking</b>        |  |           | <b>6,506.69</b>   |   |
| <b>idvsopre - Operating Reserve-Trust</b>       |  |           |                   |   |
| ACH   | scidpda - SCIDpda  | 1/7/2020  | 491.65            | Operating Reserves in surplus of \$100K |
| <b>Total idvsopre - Operating Reserve-Trust</b> |  |           | <b>491.65</b>     |   |
| <b>idvsreve - Revenue Account-Trust</b>         |  |           |                   |   |
| ACH   | scidpda - SCIDpda  | 1/28/2020 | 50,000.00         | Distribution                            |
| ACH   | idvs1co - IDVS 1 Commercial                                | 1/9/2020  | 120,000.00        | Transfer for Operating Expenses         |
| <b>Total idvsreve - Revenue Account-Trust</b>   |  |           | <b>170,000.00</b> |   |
| <b>nccomop2 - General Checking</b>              |  |           |                   |   |
| 641   | coment - Commercial Entry Systems, Inc.                    | 1/8/2020  | 6,407.82          | Access Control Systems                  |
| 642   | comint - Commercial Interiors, Inc.                        | 1/8/2020  | 3,214.92          | Carpet/Flooring/Window Coverings        |
| 643   | verwir - Verizon Wireless                                  | 1/8/2020  | 7.54              | Telecomm                                |
| 644   | pdamaint - SCIDpda Maintenance Dept                        | 1/16/2020 | 4,498.00          | WOs                                     |
| 645   | scidpda - SCIDpda  | 1/16/2020 | 677.33            | ID Billing                              |
| 646   | t0002682 - Chinese Christian Mission Seattle Gospel Center | 1/16/2020 | 1,000.00          | Move Out Refund                         |
| 647   | welfar - Wells Fargo                                       | 1/16/2020 | 1,755.33          | Telecomm & Access Control Systems       |
| 648   | citseacu - City of Seattle-Combined Utilities              | 1/23/2020 | 4,772.21          | Water/Sewer                             |
| 649   | eltsys - ELTEC Systems, LLC                                | 1/23/2020 | 261.72            | Elevator - Contract                     |
| 650   | offdep - Office Depot                                      | 1/23/2020 | 15.40             | Office Supplies/Equipment               |
| 651   | seacitli - Seattle City Light                              | 1/23/2020 | 721.68            | Electricity                             |
| 652   | yarsys - Yardi Systems, Inc.                               | 1/23/2020 | 214.21            | Professional Fees/Consulting            |
| 653   | tromorfs - Trotter & Morton Facility Service of PNW, Inc.  | 1/29/2020 | 349.24            | HVAC/Boiler Maint - Contract            |
| ACH   | newcenmt - New Central Hotel Master Tenant LLC             | 1/9/2020  | 974.70            | Insurance - #9 of 12 Package            |
| ACH   | newcenmt - New Central Hotel Master Tenant LLC             | 1/9/2020  | 1,081.90          | Insurance - #1 of 12 Earthquake         |
| ACH   | newcenmt - New Central Hotel Master Tenant LLC             | 1/9/2020  | 19,983.33         | Rent                                    |
| <b>Total nccomop2 - General Checking</b>        |  |           | <b>45,935.33</b>  |   |
| <b>nchotop - General Checking</b>               |  |           |                   |   |
| 209   | proins - Propel Insurance                                  | 1/8/2020  | 24,248.75         | Insurance - Earthquake                  |
| 210   | ipfscorp - IPFS Corporation                                | 1/16/2020 | 1,777.33          | Insurance - #9 of 11                    |
| ACH   | welfar - Wells Fargo                                       | 1/10/2020 | 19,549.92         | Loan Payment - Monthly                  |
| ACH   | newcenth - New Central Hotel LLC                           | 1/15/2020 | 4,657.59          | Replacement Reserve Deposit - Quarterly |
| <b>Total nchotop - General Checking</b>         |  |           | <b>50,233.59</b>  |   |
| <b>ncmaster - General Checking</b>              |  |           |                   |   |
| ACH   | newcenth - New Central Hotel LLC                           | 1/9/2020  | 1,820.52          | Insurance - #9 of 12 Package            |
| ACH   | newcenth - New Central Hotel LLC                           | 1/9/2020  | 2,020.73          | Insurance - #1 of 12 Earthquake         |
| ACH   | newcenth - New Central Hotel LLC                           | 1/9/2020  | 35,167.00         | Rent                                    |
| <b>Total ncmaster - General Checking</b>        |  |           | <b>39,008.25</b>  |   |

|                                  |   | Check     | Total     |                                       |  |
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| ncresop - General Checking       |   |           |           |                                       |  |
| 772                              | tunjen - Tung   | 1/2/2020  | 199.55    | Tenant Retention                      |  |
| 773                              | cenlin - CenturyLink                                      | 1/8/2020  | 58.82     | Telecomm - 12/2019                    |  |
| 774                              | verwir - Verizon Wireless                                 | 1/8/2020  | 82.53     | Telecomm                              |  |
| 775                              | wesext - Western Exterminator Company                     | 1/8/2020  | 275.25    | Pest Control                          |  |
| 776                              | eltsys - ELTEC Systems, LLC                               | 1/16/2020 | 261.72    | Elevator - Contract                   |  |
| 777                              | hdsupp - HD Supply Facilities Maintenance, LTD            | 1/16/2020 | 347.74    | Janiatorial - Supplies                |  |
| 778                              | lowes - Lowe's  | 1/16/2020 | 69.38     | Small Tools/Equipment                 |  |
| 779                              | paclam - Pacific Lamp & Supply Company                    | 1/16/2020 | 258.73    | Maintenance - Other Vendors           |  |
| 780                              | pugsou - Puget Sound Energy                               | 1/16/2020 | 826.96    | Natural Gas                           |  |
| 781                              | scidpda - SCIDpda   | 1/16/2020 | 6,963.06  | ID Billing                            |  |
| 782                              | welfar - Wells Fargo                                      | 1/16/2020 | 8.18      | Telecomm                              |  |
| 783                              | citseacu - City of Seattle-Combined Utilities             | 1/23/2020 | 5,044.11  | Garabage/Waste Removal & Water/Sewer  |  |
| 784                              | seacitli - Seattle City Light                             | 1/23/2020 | 4,107.84  | Electricity                           |  |
| 785                              | yarsys - Yardi Systems, Inc.                              | 1/23/2020 | 180.21    | Professional Fees/Consulting          |  |
| 786                              | cenlin - CenturyLink                                      | 1/29/2020 | 58.43     | Telecomm - 01/2020                    |  |
| 787                              | intthi - Interpret This Inc                               | 1/29/2020 | 57.50     | Translation/Interpreters              |  |
| 788                              | newcentc - SCIDPDA New Central Commercial, Inc            | 1/29/2020 | 184.22    | Fire Sprinklers/Systems - Contract    |  |
| 789                              | tromorfs - Trotter & Morton Facility Service of PNW, Inc. | 1/29/2020 | 1,047.74  | HVAC/Boiler Maint - Contract          |  |
| 790                              | tudecmed - Tu Decides Media Inc.                          | 1/29/2020 | 101.20    | Advertising/Marketing                 |  |
| 791                              | wesext - Western Exterminator Company                     | 1/29/2020 | 275.25    | Pest Control                          |  |
| ACH                              | newcenmt - New Central Hotel Master Tenant LLC            | 1/9/2020  | 845.82    | Insurance - #9 of 12 Package          |  |
| ACH                              | newcenmt - New Central Hotel Master Tenant LLC            | 1/9/2020  | 938.83    | Insurance - #1 of 12 Earthquake       |  |
| ACH                              | newcenmt - New Central Hotel Master Tenant LLC            | 1/9/2020  | 16,350.00 | Rent                                  |  |
| ACH                              | newcentr - SCIDPDA New Central Apartments, Inc            | 1/15/2020 | 405.00    | Replacement Reserve Deposit - Monthly |  |
| ACH                              | scidpda - SCIDpda   | 1/23/2020 | 757.85    | HUD WO Reconciliation                 |  |
| Total ncresop - General Checking |   |           | 39,705.92 |                                       |  |
| pdabhcon - Construction          |   |           |           |                                       |  |
| ACH                              | bigvil - Big Village LLLP                                 | 1/31/2020 | 30,728.46 | Draw #4                               |  |
| Total pdabhcon - Construction    |   |           | 30,728.46 |                                       |  |
| pdaopacc - General Checking      |   |           |           |                                       |  |
| 933                              | loccon - Locken Consulting LLC                            | 1/2/2020  | 2,193.90  | Professional Fees/Consulting          |  |
| 934                              | rolarc - Rolluda Architects, Inc.                         | 1/2/2020  | 6,086.50  | pdadev/Professional Fees/Consulting   |  |
| 935                              | watcon - Watanabe Consultation                            | 1/2/2020  | 1,575.00  | Professional Fees/Consulting          |  |
| 936                              | woocom - Woodburn Company                                 | 1/2/2020  | 1,399.89  | Office Supplies/Equipment             |  |
| 937                              | bushcomm - SCIDpda Bush Hotel Commercial                  | 1/8/2020  | 5,260.00  | Rent                                  |  |
| 938                              | finnei - Finney Neill & Co. P.S.                          | 1/8/2020  | 2,950.00  | Audit Fees                            |  |
| 939                              | hartfo - The Hartford                                     | 1/8/2020  | 779.71    | Payroll Benefits - Life Insurance     |  |
| 940                              | idvs2lib - IDVS2 Library/Parking                          | 1/8/2020  | 290.00    | Employee Parking                      |  |
| 941                              | ilgross - I.L. Gross Structural Engineers                 | 1/8/2020  | 4,900.00  | CI/Program - Subcontracts             |  |
| 942                              | kaifou - of Washington Options Inc                        | 1/8/2020  | 19,486.41 | Payroll Benefits - Medical            |  |
| 943                              | malpet - Peter Malarkey Painting Conversation Inc         | 1/8/2020  | 10,000.00 | SI/Program - Subcontracts             |  |
| 944                              | meetin - MeetingOne                                       | 1/8/2020  | 3.46      | Telecomm                              |  |
| 945                              | navben - Navia Benefit Solutions                          | 1/8/2020  | 50.00     | Payroll Benefits                      |  |
| 946                              | omumik - Omura  | 1/8/2020  | 43.00     | Employee Meals                        |  |
| 947                              | pangeo - PanGEO, Inc.                                     | 1/8/2020  | 12,505.00 | CI/Program - Subcontracts             |  |
| 948                              | parjos - Park   | 1/8/2020  | 72.43     | Travel                                |  |
| 949                              | phiins - Philadelphia Insurance Companies                 | 1/8/2020  | 868.33    | Insurance                             |  |
| 950                              | ricusa - Ricoh USA, Inc                                   | 1/8/2020  | 634.61    | Copier Lease/Maintenance              |  |
| 951                              | rolarc - Rolluda Architects, Inc.                         | 1/8/2020  | 975.00    | CI/Program - Subcontracts             |  |
| 952                              | verwir - Verizon Wireless                                 | 1/8/2020  | 676.51    | Telecomm                              |  |
| 953                              | visser - Vision Service Plan                              | 1/8/2020  | 278.18    | Payroll Benefits - Vision             |  |
| 954                              | wasden - Delta Dental of Washington                       | 1/8/2020  | 1,801.40  | Payroll Benefits - Dental             |  |
| 955                              | winluk - Wing Luke Asian Museum                           | 1/8/2020  | 11,500.00 | CI/Program - Subcontracts             |  |

|  |  | Check     | Total             |  |
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| 956                                      | seacitli - Seattle City Light                        | 1/9/2020  | 225.69            | Electricity  |
| 957                                      | casnet - Cascade Networks, Inc.                      | 1/16/2020 | 199.54            | Telecomm   |
| 958                                      | chiarc - Chihara Architect                           | 1/16/2020 | 300.00            | CI/Professional Fees/Consulting                                |
| 959                                      | newcentc - SCIDPDA New Central Commercial, Inc       | 1/16/2020 | 0.00              | Void   |
| 960                                      | offdep - Office Depot                                | 1/16/2020 | 98.25             | Office Supplies/Equipment                                      |
| 961                                      | seacitli - Seattle City Light                        | 1/16/2020 | 164.29            | HHC/Electricity  |
| 962                                      | valic - Valic  | 1/16/2020 | 19,319.79         | Employee Benefits Payable - 457b                               |
| 963                                      | welfar - Wells Fargo                                 | 1/16/2020 | 1,222.75          | Computer Hardware, Office Supplies, Licenses & Pest Control    |
| 964                                      | welfar - Wells Fargo                                 | 1/16/2020 | 286.28            | Small Tools/Equipment, Training/Education & Staff Appreciation |
| 965                                      | welfar - Wells Fargo                                 | 1/16/2020 | 25.34             | Travel   |
| 966                                      | welfar - Wells Fargo                                 | 1/16/2020 | 383.32            | Office Supplies  |
| 967                                      | welfar - Wells Fargo                                 | 1/16/2020 | 906.06            | Office Supplies, Travel, Dues, Staff Appreciation & Council    |
| 968                                      | zerplu - zero plus                                   | 1/16/2020 | 1,645.00          | pdadev/Professional Fees/Consulting                            |
| 969                                      | aspcon - Aspect Consulting, LLC                      | 1/23/2020 | 2,521.00          | CI/Program - Professional Fees/Consulting                      |
| 970                                      | cenlin - CenturyLink                                 | 1/23/2020 | 131.51            | Telecomm   |
| 971                                      | chamon - Sabrina Mon-Yee Chau                        | 1/23/2020 | 1,450.00          | CI/Program - Subcontracts                                      |
| 972                                      | hrdire - HRdirect                                    | 1/23/2020 | 86.97             | Office Supplies/Equipment                                      |
| 973                                      | infris - Inflection Risk Solutions, LLC DBA GoodHire | 1/23/2020 | 30.00             | Credit Screening Fee   |
| 974                                      | intpark - Interim Parking Services                   | 1/23/2020 | 904.00            | Employee Parking   |
| 975                                      | intpark - Interim Parking Services                   | 1/23/2020 | 1,030.00          | Employee Parking   |
| 976                                      | loccon - Locken Consulting LLC                       | 1/23/2020 | 2,904.60          | Professional Fees/Consulting                                   |
| 977                                      | magcon - Magnum Construction Services, LTD.          | 1/23/2020 | 989.80            | CI/Program - Subcontracts                                      |
| 978                                      | rolarc - Rolluda Architects, Inc.                    | 1/23/2020 | 2,689.50          | pdadev/Professional Fees/Consulting                            |
| 979                                      | tecave - Techie Avenger Inc                          | 1/23/2020 | 2,042.31          | Computer - Maintenance   |
| 980                                      | thecopy - The Copy Company/TCC Printing & Imaging    | 1/23/2020 | 97.85             | Advertising/Marketing  |
| 981                                      | wavbro - WAVE  | 1/23/2020 | 274.40            | Telecomm   |
| 982                                      | woocom - Woodburn Company                            | 1/23/2020 | 646.56            | Office Supplies/Equipment                                      |
| 983                                      | citsea - City of Seattle                             | 1/29/2020 | 135.00            | CI/Program - Professional Fees/Consulting                      |
| 984                                      | net2ph - Net2Phone Inc.                              | 1/29/2020 | 657.53            | Telecomm   |
| 985                                      | pitbow - Pitney Bowes Inc.                           | 1/29/2020 | 142.03            | Postage  |
| 986                                      | ricusa - Ricoh USA, Inc                              | 1/30/2020 | 423.51            | Office Supplies/Equipment                                      |
| ACH                                      | payloc - Paylocity Corporation                       | 1/2/2020  | 78,290.36         | Payroll  |
| ACH                                      | payloc - Paylocity Corporation                       | 1/16/2020 | 75,300.75         | Payroll  |
| ACH                                      | stwab&o - Department of Revenue                      | 1/27/2020 | 456.15            | B&O Taxes  |
| ACH                                      | citsearc - City of Seattle                           | 1/28/2020 | 522.63            | B&O Taxes  |
| ACH                                      | newcentc - SCIDPDA New Central Commercial, Inc       | 1/7/2020  | 754.00            | pdamaint/Rent  |
| ACH                                      | scidpda - SCIDpda                                    | 1/15/2020 | 2,187.50          | LH Replacement Reserve Deposit - Monthly                       |
| ACH                                      | pdamaint - SCIDpda Maintenance Dept                  | 1/16/2020 | 1,620.00          | WOs  |
| <b>Total pdaopacc - General Checking</b> |  |           | <b>285,393.60</b> |  |
| <b>pdaopre3 - LGIP</b>                   |  |           |                   |  |
| ACH                                      | scidpda - SCIDpda                                    | 1/30/2020 | 30,728.46         | Transfer to Construction Account for Big Village Draw #4       |
| <b>Total pdaopre3 - LGIP</b>             |  |           | <b>30,728.46</b>  |  |
| <b>vs1op - General Checking</b>          |  |           |                   |  |
| 407                                      | autcon - Automated Controls                          | 1/8/2020  | 713.45            | HVAC/Boiler Maint - Service Calls                              |
| 408                                      | cenlin - CenturyLink                                 | 1/8/2020  | 82.98             | Telecomm   |
| 409                                      | contec - Convergent Technologies LLC                 | 1/8/2020  | 451.41            | Fire Systems/Sprinkler - Service Calls                         |
| 410                                      | verwir - Verizon Wireless                            | 1/8/2020  | 32.69             | Telecomm   |
| 411                                      | bulsaf - Bulger Safe & Lock                          | 1/16/2020 | 299.64            | Maintenance - Other Vendors                                    |
| 412                                      | citseacu - City of Seattle-Combined Utilities        | 1/16/2020 | 0.00              | Voided   |
| 413                                      | davdoo - Davis Door Service, Inc.                    | 1/16/2020 | 1,409.28          | Maintenance - Other Vendors                                    |
| 414                                      | pdamaint - SCIDpda Maintenance Dept                  | 1/16/2020 | 1,160.00          | WOs  |
| 415                                      | pugsou - Puget Sound Energy                          | 1/16/2020 | 588.83            | Natural Gas  |
| 416                                      | scidpda - SCIDpda                                    | 1/16/2020 | 18,061.63         | ID Billing   |
| 417                                      | thepar - The Part Works, Inc.                        | 1/16/2020 | 311.31            | Supplies   |
| 418                                      | welfar - Wells Fargo                                 | 1/16/2020 | 1.75              | Telecomm   |

|  |   | Check     | Total               |   |
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| 419                                      | welfar - Wells Fargo                                      | 1/16/2020 | 33.86               | Supplies  |
| 420                                      | eltsys - ELTEC Systems, LLC                               | 1/23/2020 | 1,302.89            | Elevator - Contract   |
| 421                                      | repser - Republic Services                                | 1/23/2020 | 1,869.63            | Garbage/Waste Removal                                       |
| 422                                      | tromorfs - Trotter & Morton Facility Service of PNW, Inc. | 1/23/2020 | 611.06              | HVAC/Boiler Maint - Contract                                |
| 423                                      | wasman - Waste Management of Seattle                      | 1/23/2020 | 3,650.19            | Garbage/Waste Removal                                       |
| 424                                      | yarsys - Yardi Systems, Inc.                              | 1/23/2020 | 85.68               | Professional Fees/Consulting                                |
| 425                                      | tromorfs - Trotter & Morton Facility Service of PNW, Inc. | 1/29/2020 | 10,567.80           | HVAC/Boiler Maint - Contract                                |
| ACH                                      | scidpda - SCIDpda   | 1/7/2020  | 2,355.75            | Distribution  |
| ACH                                      | citseacu - City of Seattle-Combined Utilities             | 1/14/2020 | 10,861.16           | Water/Sewer   |
| ACH                                      | seacitli - Seattle City Light                             | 1/14/2020 | 15,351.51           | Electricity - 11/2019                                       |
| ACH                                      | seacitli - Seattle City Light                             | 1/14/2020 | 17,392.33           | Electricity - 12/2019                                       |
| <b>Total vs10p - General Checking</b>    |   |           | <b>87,194.83</b>    |   |
| <b>vs2conop - General Checking</b>       |   |           |                     |   |
| 143                                      | cenlin - CenturyLink                                      | 1/8/2020  | 406.56              | Telecomm  |
| 144                                      | mckser - McKinstry Service                                | 1/8/2020  | 549.00              | Fire Systems/Sprinklers - Contract                          |
| 145                                      | ipfscorp - IPFS Corporation                               | 1/16/2020 | 4,555.62            | Insurance - #9 of 11  |
| 146                                      | pdamaint - SCIDpda Maintenance Dept                       | 1/16/2020 | 2,520.00            | WOs   |
| 147                                      | seacitli - Seattle City Light                             | 1/23/2020 | 3,346.94            | Electricity   |
| 148                                      | citseacu - City of Seattle-Combined Utilities             | 1/29/2020 | 32,448.46           | Garbage/Waste Removal & Water/Sewer                         |
| 149                                      | pdamaint - SCIDpda Maintenance Dept                       | 1/29/2020 | 1,848.00            | WOs   |
| 150                                      | tromorfs - Trotter & Morton Facility Service of PNW, Inc. | 1/29/2020 | 2,064.34            | HVAC/Boiler Maint - Contract                                |
| <b>Total vs2conop - General Checking</b> |   |           | <b>47,738.92</b>    |   |
| <b>vs2lpop - General Checking</b>        |   |           |                     |   |
| 248                                      | davdoo - Davis Door Service, Inc.                         | 1/8/2020  | 816.89              | Maintenance - Other Vendors                                 |
| 249                                      | usbank - US Bank/TFM/97298300/Julie Kammuller             | 1/8/2020  | 14,378.13           | Loan Payment - Monthly                                      |
| 250                                      | usbank1 - US Bank   | 1/8/2020  | 3,900.00            | Prapaid Expenses - Other                                    |
| 251                                      | verwir - Verizon Wireless                                 | 1/8/2020  | 49.82               | Telecomm  |
| 252                                      | idvs1co - IDVS 1 Commercial                               | 1/16/2020 | 0.00                | Void  |
| 253                                      | idvs2lib - IDVS2 Library/Parking                          | 1/16/2020 | 2,049.00            | Event Parking Income  |
| 254                                      | pdamaint - SCIDpda Maintenance Dept                       | 1/16/2020 | 36.00               | WOs   |
| 255                                      | scidpda - SCIDpda   | 1/16/2020 | 9,650.89            | ID Billing  |
| 256                                      | welfar - Wells Fargo                                      | 1/16/2020 | 17.01               | Telecomm & Licenses   |
| 257                                      | eltsys - ELTEC Systems, LLC                               | 1/23/2020 | 293.22              | Elevator - Contract   |
| 258                                      | yarsys - Yardi Systems, Inc.                              | 1/23/2020 | 342.74              | Professional Fees/Consulting                                |
| 259                                      | idvs2con - IDVS2 Condo Association                        | 1/24/2020 | 1,183.75            | Condo Billing   |
| 260                                      | cenlin - CenturyLink                                      | 1/29/2020 | 233.11              | Telecomm  |
| ACH                                      | idvs1co - IDVS 1 Commercial                               | 1/7/2020  | 2,355.75            | Surplus Cash paid down Due to/from Related Property balance |
| ACH                                      | citseafa - City of Seattle Finance & Admin Svcs           | 1/27/2020 | 404.50              | B&O Taxes   |
| <b>Total vs2lpop - General Checking</b>  |   |           | <b>35,710.81</b>    |   |
|  |   |           | <b>1,192,181.53</b> |   |

Concurrence Requests:

*Staff are required to seek concurrence for items that:*

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

**February 2020 Items**

**Community Initiatives, Jamie Lee lead**

**Historic South Downtown: \$100K – Lighting Study implementation**

We received support from Historic South Downtown for the installation of lighting to four cultural and historic assets of the Chinatown International District: the Yukimidoro Stone Lantern in Kobe Terrace Park, Maynard Alley, the pavilion in Hing Hay Park, and the 10 dragon sculptures on utility poles around the district. Lighting these historic structures and community spaces will activate the public realm into the evening, increase education & visibility of neighborhood assets, and strengthen community relationships.

**Louisa Murals: \$40K – SCIDpda is fiscal sponsor**

Between January 2020 and September 2020, the Jazz Club Murals project will work to stabilize, clean and restore the historic murals, including the following work in the upper and bottom level areas. In the upper level, clean walls and ceiling, stabilize peeled paint, fill and texture losses; inpaint losses, apply unifying varnish, remove scaffolding. On the bottom level, stabilize losses, attach plaster to plane as possible, clean walls and ceiling of lower section that leads to garage, stabilize peeled paint, fill and texture losses, inpaint losses, apply unifying varnish.

**Office of Economic Development: \$112,000 – OIS contract**

- Business Development Consultant (Shanti) \$65,000
- Business development & lighting projects (staff time) \$15,500
- Neighborhood marketing events \$2,500
- *(dollars to Wing Luke for Hai Japantown and Shop-o-Rama)*
- Kobe Terrace lighting project (implementation dollars) \$25,000
- De Minimus/ Admin \$4,000

*Note: CIDBIA and FLS have their own contracts*

**Enterprise - \$56,163**

Staff time for pre-development for Yesler Family Housing.

## SCIDpda Staff Reports – February 2020

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### Executive Director

Maiko Winkler-Chin

### Kudos

**Josh Park** has worked hard and led our application processes for our capital projects. So far in 2020, he secured 2 funding opportunities from the Washington State Department of Commerce - \$475,000 to assist in the North Lot project, and \$800,000 towards the Early Childhood Education Center. Congratulations, and thank you Josh. Press release attached for reference.

### Transitions

**Julie Yuan** has joined us as a temporary employee at the front desk. Linda Wu, who has been with us for 5 years, wanted a change and resigned at the end of January. Our front desk person reports to Property Operations and due to transitions there, we did not want to hire until we had other members of that workgroup on board. We are very lucky to have Julie join us again. She was a Community Initiatives Intern a few years back, grew up in the neighborhood, and speaks Cantonese, Toisanese, and a little Mandarin; Cantonese ability was deemed essential for this position.

**Jared Jonson** has joined us as our Director of Property Operations, and we could not be more pleased, especially Vern, who is back to her normal funny self. This position was a long time coming, and all kudos to Vern for identifying the need and potential candidate. For me, the position fulfills a long term need in our organization - how does one manage properties in a way that meets our mission? There are so many inherent conflicts in the nature of property management work that having someone thoughtful, strategic, articulate, who also lives and supports the mission was key.

*It appears that our most recent hires all have names that begin with "J", which is challenging for me.*

**Lanzi Li** has informed us that she will be resigning from her board position. She served her full term, and had indicated that she would stay on for a second term, but the work of rehabilitating from her accident, and employment needed her focus. We wish her the best! With her departure, the SCIDpda Board of Directors is at 12 members as of this writing. We have the ability to go up to 17 (although we have never been at that level), and we will be potentially voting on the addition of Tiernan Martin, who I believe is the first neighborhood resident serving on the board in many years. We will be reviewing the board roster at our meeting, **please be prepared as to what skills and qualities we should look for in our board.**

Two large neighbors to our west have new staff:

**Joshua Curtis**, formerly with the City of Seattle's Office of the Waterfront, is the new Executive with the Public Facilities District - commonly known as T-Mobile Field. Although Paul Mar, PDA



strategic advisor, serves on that board, as has former Interim CDA Executive Hyeok Kim, our neighborhood and our organization has not had a good relationship with them. In fact, when Chris Hansen was considering the development of a SODO arena for basketball, our hopes were that his willingness to work authentically with neighbors would make PFD think more about their relationship. Joshua has told me that he has been told by his board that this work is a priority for him.

**Ann Kawasaki Romero**, long time executive of the Public Stadium Authority is retiring. I knew she planned to, but was surprised that she had hired a deputy director to take her position when she steps down at the end of this year. Ann has been a great friend to the CID and she will be greatly missed. Interestingly, she has hired **John Marchione**, former Redmond City Mayor and most recent Sound Transit Board Chair. I do not know him, but am curious if and how the PSA will become involved in Sound Transit 3 matters.

### **Internal Work**

**Committees** – as I had mentioned in my last board report, board Committees are a deeper dive into whatever the work is of that committee – as determined by the board. That involves the committee being created for a specific purpose, and for board members to join. I mentioned that we would see several charters coming before the board for approval in the upcoming months, and our February board meeting will include discussion and potential adoption of charters for the Executive and Real Estate Development Committees.

Board members should anticipate a charter from the former Fundraising Committee, but one now focused not only on Fundraising but also the greater work happening in Community Initiatives to provide board oversight for that work. Once Jared feels he is ready to the task, the board should anticipate a Property Operations Committee as well.

Current Board Committees are Executive, Finance, Real Estate Development, Community Initiatives, and Strategic Planning, which will sunset at the adoption of the Strategic Plan planned for later this year. We don't want too many board committees, but having one committee for each director's work to provide board oversight seems appropriate. Please remember that we need at minimum 3 board members on each board committee; the Real Estate Development Committee may consider reducing its official board appointed members as it currently has over half the board serving on it.

**Potential Topics for Upcoming Board Meetings/other things** - please help me, tell me what you want discussed at upcoming board meetings! What would be interesting? What would not? Would any of these be interesting enough to have as a potential discussion at our Summer Bash? Our annual fundraiser? HELP!

**Covid 19** - Board members were included in 2 emails I sent to staff regarding Covid 19 (the pandemic formerly known as "coronavirus"). The first email was a response from Property Operations, as an employee of their department was returning from China's Guandong Province on February 1st. I reached out to partners CISC (former board member Michael Itti) and International Community Health Services for guidance to develop our email and wanted to get something out pretty quickly because the employee was returning soon, but also because information was changing so rapidly that week. The second email was also a response to

Property Operations who indicated that residents were complaining that the employee who had returned from China should be quarantined for 2 weeks, which was not (and is not) our position. We have 3 employees who were planning to go to China in February and March, and 1 who was planning to go to Taiwan; it appears that all are reconsidering or cancelling at this time.

If you received your SCIDpda newsletter and read my small portion (and if you did not receive - let's make sure you do!), I mentioned the illness. The businesses in the CID - definitely in the "C" portion, not sure of the other portions - are seeing a drop in business, which is consistent in what other US Chinatowns are seeing, with some of ours seeing up to 70% drop off.

**Sapphire Year** - Jamie Lee so eloquently noted that this is our 45th anniversary. As one who's not big on dates, it's great to have people around who are. It's a theme for the year - but we're not sure exactly what this means yet. Stay tuned.

**Paul Mar Internship** - you may remember that Mike Omura wanted to start something to recognize Paul Mar's work with the SCIDpda, in the greater community, and for being a mentor to so many (including Mike). Paul then stipulated that he wanted the project to benefit our organization, and thus the Paul Mar Internship was born. We're still figuring it out. Last year, we had an intern in Finance/Accounting - Jana Zisette, who coincidentally happened to be the child of Andrea Akita and Walter Zisette, both of whom the SCIDpda has worked - and we named her the first Paul Mar Intern. This year we're trying to get a little ahead, and Mike Omura has taken on the task of trying to find an intern to support Real Estate Development. The Management Team has decided that we will try to get some basics down for the program during this year's budget cycle. More to come!

### **External Work**

**Central Waterfront Operations Committee** - I was appointed to the committee as a Mayoral appointment at the end of 2019 for a multi-year term. The committee is tasked to provide oversight to the operations of the Waterfront Park. During this term, the committee will operationalize the relationship between Seattle Parks District and Friends of the Waterfront, development operating standards, meet expectations of the LID ratepayers and ensure that public safety concerns including homelessness are managed. Gerry Johnson with Pacifica Law Group (our PDA legal counsel) and I were asked to step up as interim Co-Chairs for a 6 month period to get the work started.

**Industrial Lands** - I attended my first Industrial Lands - SODO meeting. Mayor Durkan has taken on this issue, as has previous mayors, with the hope of moving some agreement forward. I am involved because of the potential changes in land use that impact transportation uses - both the siting as well as the pushing vehicular traffic into the CID, the City's Charles Street property just south of our IDVS projects on Dearborn, and major projects like WSDOT's WOSCO site and Terminal 46 plans as a cruise ship terminal.

**Sound Transit 3** - the Alliance for Pioneer Square, Historic South Downtown PDA, and I continue to advocate - as we've done for about 4 months now - for the City of Seattle, King County, and Sound Transit to work on getting an idea of what all these entities are doing in the area around Union and King Street Stations, as well as agreements on how they will work

together and some implementable actions for the next 15+ years or so. This is not a neighborhood plan, but looking at transportation planning and land use/real estate development. Although it would have been ideal to have the CID neighborhood plan be further along so it could feed into this work (as well as our strategic planning work), Sound Transit needs to move forward with their Environmental Impact process. Sound Transit is trying to make the timing of this all work, which I appreciate. We had a facilitated meeting with the parties earlier this month, and will probably continue to do so frequently. All parties agree that the work the neighborhoods are requesting should be done by June 2020. Ideally, the work would have been done years ago in an intentional attempt to make the area work as a transit hub. Because (I know people are sick of me saying this - but I will say it again) this is the biggest transit hub north of San Francisco and potentially west of Chicago, but purely by accident; it has never been internally thought through.

**Camera Project** – this project is not moving forward.

### Upcoming Events

Jamie Lee's Community Initiatives team will be the lead on coordinating most:

- **Spring Clean** – April 25<sup>th</sup> starting in Hing Hay Park, SCIDpda co-sponsors the event with the CIDBIA. Board members are welcome to volunteer, find sponsors, or bring on teams to work on the clean up
- **Housing Development Consortium's 12<sup>th</sup> Annual Celebration Luncheon** on March 25<sup>th</sup> at the Washington State Convention Center – SCIDpda buys a table of 10 as we are a founding member of this organization. Please let us know if you are interested in attending. They will ask for a donation.
- **ICHS Bloom LUNCHEON** (not dinner, but the same price) on April 24<sup>th</sup> at the Sheraton Grand Seattle – SCIDpda is a sponsor as they are a partner. We may have spots available, please let us know if you are interested in attending, and there will be an "ask" for a donation.
- **Interim Dinner Gala and Auction, Stand Up for Social Justice** on April 24<sup>th</sup> at the Embassy Suites – we have been asked to sponsor, and we're not sure exactly why.
- **Personally**, I am looking for 2 more people to join the Chin table at the **Wing Luke auction** on March 28 in support of Paul Mar (SCIDpda strategic advisor) in his Wing Luke board role as Table Captain chair. If you are interested in paying on your own and joining our table, please let me know. It's a big fun night at the one of the Hyatt Regencies downtown.
- Mike Omura and I will be attending the **Kin On Gala** at the AiPACE table (Aging in PACE is the collaboration between ICHS and Kin On to create the Program of All Inclusive Care for the Elderly at our North Lot site).
- I will be out of area on March 7-9 and out of country on April 9 - 18th.

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### **Community Initiatives**

Jamie Lee

### Hing Hay Coworks/Business Resources

In January, we have 33 memberships at Hing Hay Coworks. This is 10 less than we had projected for January (one more than where we ended in December), however we are only about \$1K

below our projected revenue. Our dip in memberships is mostly our cheapest one (12 day flex for \$145 a month) and we are mostly maintaining our more expensive memberships. We are looking at new ways of marketing the space; cross marketing with some partners (Street Bean-- our coffee vendor, the Wing Luke) as well as with some members (Hood Famous), and some of our Arts and Crafts Fair vendors. We hope this will increase our flex memberships and better make us able to meet our goals. We did end up raising membership rates in January, with very little to no concern from members. We are gearing up for the May Arts & Crafts Fair and will be doing a call for artists very soon.

Phnom Penh is looking to open in mid-March and the mayor is hosting an event at their new restaurant announcing recipients of their tenant improvement funds, which Phnom Penh is recipient. We are hosting a pipeline workshop for the west side of the freeway on March 10 to educate business owners on new developments coming to the neighborhood.

### **Public Space**

**Little Saigon Park** - The Park's department has hired a Vietnamese/Chinese American artist to create an art piece in the park. She will be gathering input over the next month or two and then present her concept in the Spring. Concept will be finalized in June with park construction started in August and completed in 2021.

This phase of **Canton Alley** is complete! We have a new signs and some plaques that have gone up in the alley – please stop by to check them out. We are now exploring the possibility of paving the south end of the alley as well as Nihonmachi Alley.

We are continuing our LightsOn! Campaign planning, which is encouraging businesses to keep their lights on into the evening, as recommended by the **CID Lighting Study**. We have allocated some funding to work directly with a few businesses on making improvements as “examples” for other business owners to see. We are also working in improvements at Kobe Terrace Park to the pedestrian lights in the park as well as lighting the stone lantern at the top of the park.

### **Preservation/Planning**

Our consultants for **Integrated Planning Grant with the State Department of Ecology** are in the final phases of their assessment of the Seattle Goodwill site– we are testing some wells surrounding the project, which will help us determine next steps. As a reminder, we are exploring feasibility of this site in partnership with Goodwill, Lake Union Partners, and Capitol Hill Housing. We applied for this grant through the state and have been leading this phase of the project.

Through **JP Morgan Chase's ProNeighborhoods Program**, we are continuing to work with property owners around upgrades to their buildings – all of them unreinforced masonry (URM) buildings. We have brought on consultants to help with further assessment of three properties in the district on potential improvements to their properties.

Our **Disaster Preparedness** project continues to move forward – we have integrated emergency kits in several of our buildings and have begun a series of trainings, including first aid and stop the bleed.

### **Public Safety**

The CID Public Safety Council has hired our new Public Safety Coordinator. We are excited to have him on board and he's already getting his feet wet! Please see message from Tim below:

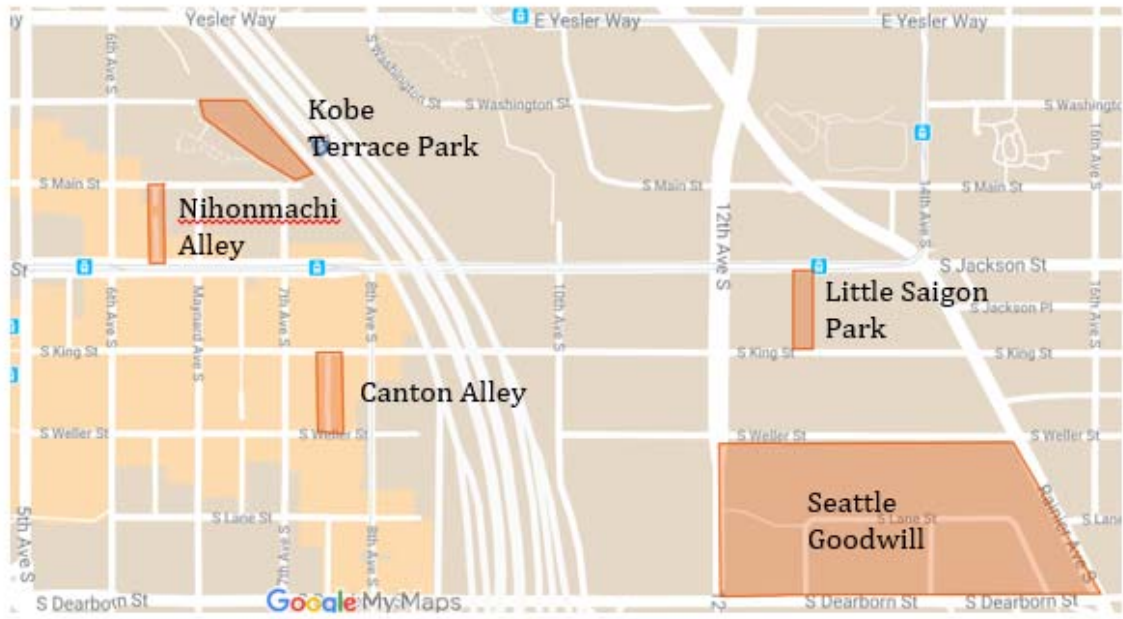
"My name is Timothy (Tim) Hirokawa and I am very excited to be the new Public Safety Coordinator for the Chinatown-International District. I am originally from the state of Hawaii but have lived in Washington State for the last eight years. I have four children consisting of two boys and two girls, whose ages range from high school (16yrs) to diapers (2yrs). Previous to this position, I was employed as a Police Officer (in the state of Hawaii) and a Public Safety Dispatcher for the Department of Defense. Whether through volunteer work, academics, or my past professions, I have always been involved in some form of public service (relating to public safety). I have an education in Homeland Security, Emergency Management from Pierce College, and am a graduate of the HSSI Police Academy. My family and I are, and have been, regular patrons of various organizations housed in the Chinatown-International District. I truly feel at home as this community is very reminiscent of Hawaii's thriving CID and its very diverse population. As the new Public Safety Coordinator, it is my hope to preserve, respect, and protect the rich multiculturalism that exists within the Chinatown-International District neighborhood, while continuing to enhance the safety of the public."

### **Census 2020**

Our Census work is moving quickly and fast – we hosted a neighborhood kickoff event on February 10, where we connected with folks in the neighborhood. We have tabled at the Wing Luke Lunar New Year event as well as the CIDBIA's Lunar New Year festival. As the chair of the CID Complete Count Committee, we have also hosted a number of trainings, including how to gather and use Census data, a Census 101 event, and a Questionnaire Assistance Center webinar. In partnership with CISC, we will be hosting Questionnaire Assistance Centers (places for people to have help filling out the Census) for six weeks beginning in mid March.

### **Events**

CID Spring Clean – April 25 – this is our 22<sup>nd</sup> annual spring clean where volunteers within the community and throughout the region come to the CID for an intensive 4 hour clean-up. We host this event in partnership with the CIDBIA and work closely with Seattle Public Utilities and Sound Transit. **Board member involvement:** We invite you to sign up for a project (will send the link when it's ready!) and we also always need help the morning of during registration and breakfast. Will also reach out to you when that time is right!



## Real Estate Development

Mike Omura

***Bold text with \*\* following indicates new information about the project.***

### SCIDpda Direct Involvement

#### Pacific Medical North Lot

The current design contemplates a building(s) that are comprised of AiPACE (23,000 sq. ft.), 270 affordable family units, 41 senior units and 9,500 sq. ft. of childcare. Currently it is planned that we will develop and own the building and then condominiumize the AiPACE portion of the building. ***The project received additional funding for the early childhood education center (\$800,000) and was the winning proposal for operation costs from the State\*\****



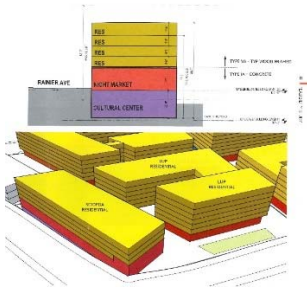
#### SHA King County Records Site

***We are in the process of cost estimating the latest scenario of this project in an effort to reduce costs at the same time maintain our commitment for 158 units. Cost pricing should be complete by the Board meeting.\*\****



#### Goodwill Site

The SCIDpda has entered into a MOU with Goodwill, Lake Union Partners, and Capitol Hill Housing to create a feasibility analysis of the nearly 8 acre site. The program for the site will include a new flagship store for Goodwill and relocation of the warehousing and fleet parking, SCIDpda and CHH will develop affordable housing and community facilities.



#### Intracorp Development – Acme Poultry Site

Construction is underway and to be complete by 4Q of 2021



#### Hing Hay Park Restroom at Bush Hotel

SPR presented the project to ISRD on 7/9/2019 and there were no significant issues. An amendment to the condo agreement has been given to the City and they are to review. Construction is slated for fall of 2020.

#### JCCCW Phase 1 Breezeway

Construction has started on the project & should be complete by early December.

#### LS Gathering Cultural Space & FLS Office TI

***Permit has been issued and the team is going through a cost reduction exercise given the criterial from EDI to use commercial prevailing wages which increased the cost nearly 30%\*\****



## **Future Projects/Opportunities**

### **SCIDpda Direct Involvement**

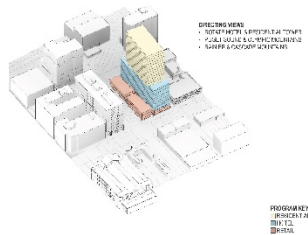
#### **URM/Historic Core Renovation**

A group led by Peter Nitze has been meeting to identify issues surrounding displacement, permit processing, technical solutions, and funding sources for URM's. We have been participating along with folks from the City.

### **Other Projects in the Neighborhood**

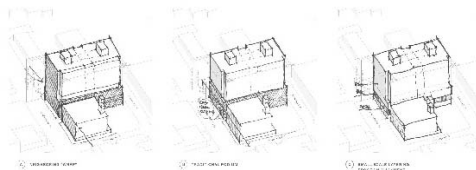
#### **5<sup>th</sup> & Jackson (Fujimatsu)**

Dali and Tomio Moriguchi with their architect MG2 presented early concepts to develop this site for a mixed use development with residential rental units, hotel and retail. This concept is revised from earlier schemes that was presented at earlier at ISRD.



#### **7<sup>th</sup> & Dearborn**

RED Ad Hoc Committee met with Plus Investments and their architect Hewitt who presented early concepts for the 7<sup>th</sup> & Dearborn site (the former Pang Warehouse). They plan to develop 180 ft. residential condos with some 3 bedroom units. They were seeking advice and gaging the community reaction to such a development.



#### **Bush Garden Site**

There was another contentious ISRD meeting on 10/29 where the development team was asked to provide more information about saving the existing building.





206 5<sup>th</sup> Avenue S. (*Origin 206*)

***A 66 market rate apartment units with some retail on the street. Construction is slated to start in mid-May. \*\****



Uncle Bob's Place

***The project did not receive bond/tax credit award in the last round so the project has been further delayed. \*\****



Rising Sun Produce Site-1712 S. King St.

King Property Holdings is planning a 125 unit mixed use project with a proposal for 10 units to be affordable and approximately 4,200 sq. ft. of commercial. The project is planned to be 8 stories above grade with 2 levels below grade for 76 stalls. ***This property just went on the market. \*\****



Linc's Tackle Site

Plymouth Housing will be developing a mixed use project on this site with 105 studio units. One concern expressed by some community members is that the majority of the commercial space will be for Plymouth Housing Maintenance. ***Completion scheduled for April 2020. \*\****



#### Jackson Steps (formerly Asian Plaza)

The project has been approved with conditions by the Director of SDCI since the Board was split on this. The entire project is now on the market for sale to potential developers. No sale of the project/property to date.

#### Hotel on 8<sup>th</sup> Ave. S

A representative for the Owner and the architects presented a revised program and massing for the project. The project is now proposed as a market rate rental apartments approximately 120 to 150 units with about 5,500 sq. ft. of retail on the ground level. The development team is seeking input from the community and will present to ISRD in the fall.

##### CURRENT DESIGN

###### RESPONSE TO BOARD COMMENTS

- 1402 BBL SP & 13 Stories
- 2,508 SF of Retail
- Changed entire building use from Hotel to apartment
- Building has been modified to reduce overall perceived scale
- Corner has been opened up to create a small entry plaza
- Green spaces are located on the podium and the roof deck
- Window patterning has been modified to reduce the apparent scale of the existing and to differentiate other portions of the building
- Windows were modified to reduce the amount of glass used to prevent wall from having an office building appearance



#### DA-LI Development

Under construction with completion slated for late 2020.

#### Site on Main and Maynard

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

#### Site on 5<sup>th</sup> and Washington

Toyoko Inn has purchased the ¼ block site directly north of the Da-Li development. The purchase price quoted in the DJC was over \$10M.

#### LIHI Project on Jackson (*An Lac*)\*\*

***The project is slate to open in March of 2020 and is accepting applications now, 69 units of studios, one and two bedrooms starting at \$930 per month***



### **Development Activity on the Periphery of CID**

#### **Yesler Terrace**

New 23 story high rise apartment tower located at 7<sup>th</sup> & Yesler proposed by Su Development, approximately 365 units.



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

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



FOR IMMEDIATE RELEASE

February 18, 2020

**SCIDpda**

Media Contact: Joseph Guanlao, 206-838-8238, joseph@scidpda.org

**Yesler Family Housing and North Lot development projects both receive funding for construction of early learning facilities from State Department of Commerce**

Seattle, WA — Yesler Family Housing and North Lot, two development projects led by Seattle Chinatown International District Preservation and Development Authority (SCIDpda), will receive grant funding from The Washington State Department of Commerce for integrated childcare and early learning facilities to be operated by Denise Louie Education Center (DLEC) and El Centro de La Raza, respectively.

On February 6, Commerce, in partnership with the Department of Children Youth and Families (DCYF), announced \$17.2 million in grants to 39 current and new early learning providers across the state. SCIDpda and The Denise Louie Education Center are two of the applicants to receive funding, the former for early learning facilities to be constructed in North Lot to be operated by El Centro de La Raza, and the latter for early learning facilities to be constructed in Yesler Family Housing.

"SCIDpda couldn't be more excited to work on these projects with two organizations that truly understand community development and have a proven track record of working with low-income, immigrant communities. As our first projects in over 15 years, SCIDpda is honored to not only be able to provide affordable family housing, but also to do so in partnership with such strong, capable partners," said SCIDpda Director of Community Initiatives Jamie Lee.

North Lot is a two-building project split into two phases, the first of which will include approximately 160 apartments of family-sized, affordable housing with integrated facilities for elderly care and a satellite location of the José Martí Child Development Center on what is currently the northern parking lot – hence the shorthand "North Lot" – of the Pacific Medical Tower, just south of the Jose Rizal Bridge. The second building (phase two) of the North Lot is still being programmed in partnership with public funders but may provide an additional 108 units of family-sized, affordable housing. North Lot is expected to break ground in Q2 of 2021 and be completed in Q1 2023.

"El Centro de la Raza is very pleased to partner with SCIDpda to provide a high quality child development program at the North Lot Development at the Pacific Medical Tower. These new classrooms for the Jose Marti Child Development Center will increase accessibility to families, and maintaining high quality Dual Language and Cultural responsive programs for our diverse populations in the region. The José Martí Child Development Center is a community-based program that serves children ages 15 months to 5 years old. Our bilingual, bicultural curriculum emphasizes cultural diversity, social justice and family involvement in order to develop children's self-awareness, cultural pride, and self-esteem, which is combined with age-appropriate developmental activities," said El Centro de la Raza Executive Director Estela Ortega.

Yesler Family Housing is a joint venture between SCIDpda and Capitol Hill Housing (CHH) in a location near Yesler Terrace, Little Saigon, and the Central District. The building will consist of

158 affordable apartment units, the majority of which will be two- to four-bedroom units in order to address the growing need for housing for medium- and large-sized families. The Denise Louie Education Center will operate the approximately 8,500 sq. ft. early-learning and childcare center on the ground floor of the building. Yesler Family Housing is expected to break ground in Q4 2020 and be completed in Q2 2022.

"Denise Louie Education Center is elated to work in partnership with SCIDpda to bring multicultural early learning services to families in the Central District and Little Saigon area. Together we can further our commitment to serving vulnerable children and families by having affordable housing and early learning services under one roof," said DLEC Executive Director Susan Yang.

The development partners recognize there is an urgent need to develop affordable housing for working families in a community where many of the surrounding neighborhoods have been designated as high risk of displacement and high access to opportunity.

### **About SCIDpda**

The Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is a community development organization whose mission is to preserve, promote, and develop the Seattle Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. Formed by the community in 1975, SCIDpda works to revitalize and preserve the neighborhood by providing services in three primary areas: affordable housing and commercial property management, community economic development and community engagement, and real estate development. SCIDpda has 40-plus years of experience in increasing neighborhood sustainability through innovative programs and projects that balance development and preservation.

### **About Denise Louie Education Center**

Since 1978, Denise Louie Education Center is a nonprofit organization focused on delivering multicultural early learning and family support services to our most vulnerable populations. DLEC's mission is to promote school readiness, while respecting and preserving each child and family's cultural heritage and home language by providing comprehensive early childhood education services. For over four decades, they have impacted several thousands of children and families in the King County area.

### **About El Centro de la Raza**

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) to build the Beloved Community through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

**Resolution 19-11-19-02**

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

We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, elect Tiernan Martin to the Board of Directors.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **SCIDpda Executive Committee**

### **Purpose:**

The only committee named in the SCIDpda Charter and By-Laws, the Executive Committee (EC) has management responsibility, including administration, policy, charter compliance, policies and laws. It can, except for the items noted in SCIDpda Charter Article VII Section 2 – Board Concurrence, act on behalf of the board as long as the board provides them the authority by resolution. The EC reviews organizational issues in collaboration with the Executive Director in greater detail than may be initially presented to the Board of Directors. The EC provide the most direct guidance and leadership to the Executive Director.

### **Responsibilities:**

- Board Planning
- Agenda Planning
- Governance
- Human Resources
  - Board Member Recruitment
  - Board and Executive Director Evaluation

### **Membership and Staffing:**

Per SCIDpda Rules and Regulations Article III Section 7, the EC is made up of the Board President, Vice President, Treasurer, and Secretary and up to 2 members-at large elected by the Board. The EC is staffed by the Executive Director, and is chaired by the Board President.

### **Meeting Frequency:**

The Executive Committee (EC) meets monthly approximately two weeks in advance of the board meeting and sets the agenda for the board meeting.

### **Duration:**

Perpetual. The EC is the only committee specifically required by the Rules and Regulations.

## Resolution 20-02-25-\_\_\_\_\_

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

We, the Board of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), approve the charter of the Executive Committee of the Board.

#### **Purpose:**

The only committee named in the SCIDpda Charter and By-Laws, the Executive Committee (EC) has management responsibility, including administration, policy, charter compliance, policies and laws. It can, except for the items noted in SCIDpda Charter Article VII Section 2 – Board Concurrence, act on behalf of the board as long as the board provides them the authority by resolution. The EC reviews organizational issues in collaboration with the Executive Director in greater detail than may be initially presented to the Board of Directors. The EC provide the most direct guidance and leadership to the Executive Director.

#### **Responsibilities:**

- Board Planning
- Agenda Planning
- Governance
- Human Resources
  - Board Member Recruitment
  - Board and Executive Director Evaluation

#### **Membership and Staffing:**

Per SCIDpda Rules and Regulations Article III Section 7, the EC is made up of the Board President, Vice President, Treasurer, and Secretary and up to 2 members-at large elected by the Board. The EC is staffed by the Executive Director, and is chaired by the Board President.

---

Board President

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Date

---

Board Secretary

---

Date



## **SCIDpda Real Estate Development Committee**

### **Purpose:**

The SCIDpda Real Estate Development Committee (REDC) provides high level oversight to community sustainability and community development activities which fulfill SCIDpda's mission and charter through developing real estate policy, assessing development risk, and guiding the day-to-day operations of real estate development activities. The REDC recommends deal terms, financing and acquisition activities to the Board and may approve activities, such as the release of final contingencies prior to acquisition, when allowed this responsibility by the Board of Directors.

### **Responsibilities:**

- Set and conduct regularly scheduled meetings to review the organization's real estate development activity.
- Review and recommend to the Board projects for informal discussions, negotiations and financing support.
- Review and recommend to the Board formal agreements, negotiations, purchase and sale agreements or MOU's to develop or acquire properties.
- Ensure that real estate development activities are consistent and are in accordance with the organization's vision, mission and strategic plan.
- Review and ensure that activities of the SCIDpda's estate development have been scrutinized and meets the feasibility threshold
- Review and discuss updates on SCIDpda projects
- Review, steward and stay current on projects in CID
- Periodically invite developers of projects that impact the CID and, if deemed appropriate, recommend to the full Board any action to be taken.

### **Membership and Staffing:**

The Board of Directors shall approve all members of the REDC. At least three (3) members of the Board of Directors must participate on the REDC. Other non-Board members can be invited to participate on the REDC by a staff or Board member but must be approved by the Board. The designation of the Chair will be made at the beginning of each calendar year. Committee membership will be for a one (1) year term with the option to continue each year without affirmation by the Board. The REDC will be staffed by the Executive Director or their designee.

### **Meeting Frequency:**

The REDC meets monthly approximately two weeks in advance of the Board meeting.

### **Duration:**

Perpetual, as determined from time to time by the board.

**Resolution 20-02-25-\_\_\_\_\_**

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

We, the Board of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), approve the charter of the Real Estate Development Committee of the Board.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

| Topic/Event/Situation: SEATTLE CENSUS   |   |
|---|---|
| <p><i>Describe succinctly and at a high level what occurred/"the facts" –sequence of major steps/what happened in bullets</i></p> <ul style="list-style-type: none"> <li>• Seattle Foundation/City of Seattle released RFP bc Census is very underfunded</li> <li>• Jamie pulled together meeting of CID organizations – It was clear no one was focusing on CID.</li> <li>• SCIDpda applied for the CID Complete Count Committee (after consensus from group), other orgs applied, but only CISC was awarded this round with SCIDpda.</li> <li>• SCIDpda is leading CID CCC; also received funding through statewide RFP with ACRS.</li> <li>• Working with all CID orgs to support this work – including offering translation resources, etc.</li> <li>• Will be focusing on our properties that we manage as well as contacts we have with other property owners to make sure Census info is getting out there.</li> </ul> |   |
| <p><i>What worked? Why?</i></p> <ul style="list-style-type: none"> <li>• Our focus on the CID got us funded</li> <li>• Able to write translation/ interpretation for the event</li> <li>• Close relationships with individuals working on Census at City/County/Bureau level helpful (ie. Taylor Hoang, HyeEun Park)</li> <li>• Previous civic engagement work, relationships, tactics, and overall knowledge helpful</li> <li>• Able to receive enough funding to bring in additional support</li> </ul>   | <p><i>What didn't work? Why not?</i></p> <ul style="list-style-type: none"> <li>• Census is all over the place (not our fault) so hard to gather information – info keeps changing.</li> <li>• Added work, not going to build capacity or be sustainable, but the Census is very important for our long-term work.</li> <li>• Do not know completely yet what will not work – better idea in the summer.</li> </ul> |
| <p><i>What are lessons learned?</i></p> <ol style="list-style-type: none"> <li>1. Relationships matter!</li> <li>2. Our connector role is critical –advocacy role needs to be integrated into workplans</li> <li>3. Taking on difficult/challenging issues that need to be done adds to the PDA credibility</li> <li>4. Define means of staying flexible/adaptable to be open to taking on things like this</li> <li>5. Gauge what's feasible/doable, e.g., this was a limited timeframe, known/trusted partners, funding available so not a big displacement of existing work</li> </ol>   |   |
| <p><i>What if any lessons should be applied in the future?</i></p> <p>→ <b>Create screening questions to decide what to take on – intentional &amp; hard look at impact on priorities, workloads, resources</b></p> <ul style="list-style-type: none"> <li>• <b>Define summary of issues, questions, decision criteria</b></li> <li>• <b>Look at budget impact (if not already in budget, is there a significant impact?)</b></li> <li>• <b>What's the potential reputation risk, conflicts, relationship damage</b></li> </ul> <p>→ <b>Proactively manage expectations (not take on everything all of the time!) – PDA may be the only place-based focused entity so end up on the hook</b></p>  |   |

| Topic/Event/Situation: Yesler Family Housing (in progress)   |  |
|--|--|
| <p><i>Describe succinctly and at a high level what occurred/"the facts" – sequence of major steps/what happened in bullets</i></p> <ul style="list-style-type: none"> <li>• We identified that we wanted to do a project at Yesler Terrace</li> <li>• We knew we didn't have the skill and believed we did not have balance sheet to do project alone so we decided to find a partner to meet our skill and balance sheet needs, and to take out competition.</li> <li>• We asked Capitol Hill Housing because of their capacity, track record, work in Central Area and past relationship with us – they said yes right away</li> <li>• We asked Africatown CLT to consider participation due to work in Central Area and past relationship through Yesler Community Collaborative. ACLT did not respond until a week before proposals were due and we did not have a conversation with them until the day before proposal was submitted – they missed their deadlines with us. ACLT mentioned in proposal, but very loosely.</li> <li>• ACLT feels they are owed something, and hate CHH – and we are stuck between. They still pop up in conversation.</li> <li>• CHH and SCIDpda delineated responsibilities based on abilities – no issues there.</li> <li>• Limited contractor pool resulted in only 2 bids and based selection required much discussion with the partner.</li> <li>• Project hitting rough spots from unanticipated costs and concerns about contractor capacity, e.g., additional \$5 million to fix newly discovered soils issue</li> </ul> |  |
| <p><i>What worked? Why?</i></p> <ul style="list-style-type: none"> <li>• We won the proposal – looked good on paper + our past work with SHA/relationships/focus on community and equity</li> <li>• Our relationships with other area partners – e.g., SU was asked by others to join their proposal, but we asked first and had long relationship with SHA.</li> <li>• We met aspirational SHA goals by having DLEC involved. Started conversation a year or so ago with them about their needing larger space.</li> <li>• EDs of CHH and PDA get along, have honest conversations which helps deal with issues that pop up.</li> <li>• CHH's strong relationship with financial institutions because of their project pipeline – and potential higher pricing for tax credits and lower loan interest rate.</li> </ul>   | <p><i>What didn't work? Why not?</i></p> <ul style="list-style-type: none"> <li>• We wanted to gain experience but CHH not the best teachers because of staff turnover/issues.</li> <li>• CHH is a lightning rod with some organizations since their definition of community development is different than ours.</li> <li>• CHH's work culture and approach (more autonomous vs. team) required more time/work/ effort at communication/ensuring agreement (i.e., EDs had to step in).</li> <li>• Earlier "what didn't work" stuff caused back-tracking and second guessing on decisions so difficulties in partnering.</li> <li>• Contractor communication</li> </ul> |
| <p><i>What are lessons learned?</i></p> <ol style="list-style-type: none"> <li>1. Expect long duration to partnering – continuity issues of partner were challenging</li> <li>2. Sharing information early is part of respectful/authentic partnering</li> <li>3. Prior equity/community work is critical to develop authentic partnering</li> <li>4. Do a gut check on level of trust and sense of how workable a relationship will be</li> </ol>   |  |
| <p><i>What lessons, if any, should be applied in the future?</i></p> <p>→ <b>Keep PDA board informed sooner than later around issues like Africatown/partnering</b></p> <p>→ <b>Provide synopsis of decision-making process and partner's role to Board</b></p> <p>→ <b>Hold board discussion of selection criteria/parameters for contractor selection</b></p>  |  |



Jenny A. Durkan, Mayor

## Public Development Authority Statement of Economic Interest – Calendar Year 2020

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

### DIRECTIONS:

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

### DEFINITIONS:

**\* Immediate Family:**

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

**\* Person:**

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

**\* Adjacent:**

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

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

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

**\* Corporation:**

means the public development authority authorized under SMC 3.110.

## QUESTIONS:

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

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

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

NOT APPLICABLE: ☐

| Name | Address (City, State, Zip) |
|------|----------------------------|
|      |                            |
|      |                            |
|      |                            |
|      |                            |

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

NOT APPLICABLE: ☐

| Name | Address (City, State, Zip) |
|------|----------------------------|
|      |                            |
|      |                            |
|      |                            |
|      |                            |

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

NOT APPLICABLE: ☐

| Name | Title |
|------|-------|
|      |       |
|      |       |
|      |       |
|      |       |

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

NOT APPLICABLE: ☐

| Name | Address (City, State, Zip) |
|------|----------------------------|
|      |                            |
|      |                            |
|      |                            |
|      |                            |

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

\_\_\_\_\_  
(Name) (Date)

Contact Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ (Work)

Email: \_\_\_\_\_ (Home) Optional

This Report is Not Acceptable Without the Filers Signature

## HOW TO TAKE ONLINE OPEN GOVERNMENT TRAINING THROUGH THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE WEB PAGE



### STEPS

1. Click [here](#) to access the "Washington State Attorney General's Office Open Government Training Web Page."
2. Scroll down to the "Open Government Training Curriculum."
3. Select the training lesson(s) you need to take. In sum, within 90 days of appointment/taking office and at intervals of no more than 4 years thereafter:
  - Members of multimember **governing bodies** need to take open public meetings training. (Lesson 3). The members of governing bodies who are **elected local or statewide officials** must also take basic records training. (Lessons 2 & 4).
  - Other **elected local and elected statewide officials** must take basic records training. (Lessons 2 & 4).
  - **Records officers** must take basic and supplemental records training. (Lessons 2, 4 & 5).
  - Although not required, **other public officials and public employees** can take any of the trainings as well. For example, Lesson 1 is a general overview of sunshine laws which may be useful for many agency employees or officials. Lessons 2 – 5 may also be of interest to or useful for other agency staff or officials, or useful for other agency training needs.
4. View the online training lesson(s).
5. When you are done, and as last step, it is recommended that you document the training you received.

*More details below and on the next page.*

### MEMBERS OF GOVERNING BODIES & ELECTED LOCAL AND ELECTED STATEWIDE OFFICIALS



#### ► If you need open meetings training ([RCW 42.30.205](#)):

Watch the Open Public Meetings Act (RCW 42.30) **Lesson 3** [video](#)\* (16 minutes) or review the PowerPoint/PDF below the video.



#### ► If you need records training ([RCW 42.56.150](#)):

Watch the Public Records Act Basics (RCW 42.56) **Lesson 2** [video](#)\* (30 minutes) or review the PowerPoint/PDF below the video.

+ And

Watch the Records Retention and Management Basics (RCW 40.14) **Lesson 4** webinar [video](#) (39 minutes), linked in the lesson. The video is "A Primer for Public Records," provided by the Washington Secretary of State - State Archives.



#### ► Last step: If you want to document the training (recommended):

You can use the **sample certificate** under "[Last Step](#)" at the bottom of the AGO Open Government Training Web Page. Fill it out and give it to your agency. Alternatively, your agency may have other methods to document training.

For more training information, see [RCW 42.30.205](#), [RCW 42.56.150](#), [RCW 42.56.152](#); [Q & A](#), & [2017 Supplement to Q & A](#). If you want more information generally on open government, see the "Other Resources" and other materials linked on the Open Government Training Web Page.

\* Note: AGO videos are accessible through YouTube.

March 2019



## RECORDS OFFICERS

### RCW 42.56.152:

- (1) Public records officers designated under RCW 42.56.580 and records officers designated under RCW 40.14.040 must complete a training course regarding the provisions of this chapter [RCW 42.56], and also chapter 40.14 RCW for records retention.
- (2) Public records officers must:
- (a) Complete training no later than ninety days after assuming responsibilities as a public records officer or records manager; and (b) Complete refresher training at intervals of no more than four years as long as they maintain the designation.
- (3) Training must be consistent with the attorney general's model rules for compliance with the public records act.
- (4) Training may be completed remotely with technology including but not limited to internet-based training.
- (5) Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services.
- 

### ► **First step: Take basic records training (Lessons 2 & 4).**



#### **Lesson 2 – Public Records Act Basics** (RCW 42.56):

- Review the [video](#)\* (30 minutes).
- You are also encouraged to review the PowerPoint/PDF under the video.
- You are also encouraged to look at any of the “Other Resources” materials linked under Lesson 2 that may be relevant to your agency’s records or your training needs. For example, legislative updates and PRA Model Rules are linked under “Other Resources.”

#### **Lesson 4 – Records Retention and Management Basics** (RCW 40.14):

- Review the [video](#)\* (39 minutes) linked in the lesson. The video is “A Primer for Public Records,” provided by the Washington Secretary of State - State Archives.
- You are also encouraged to look at any of the other records management/training materials and resources on the website of the Washington Secretary of State – State Archives that may be relevant to your agency’s records or your training needs. Here is that [website](#). See also “Other Resources.”

### ► **Second step: Take training on retention, production and disclosure of electronic documents, and updating and improving technology information services (Lesson 5 + Review Other Materials as Needed).**

#### **Lesson 5 -- Supplemental Public Records Act Training** (RCW 42.56):

- Review the [video](#)\* on electronic records (29 minutes)
- Review the [video](#)\* on exemptions (28 minutes)

**+ Other Materials** -- Review additional materials/trainings on the AGO [website](#) (RCW 42.56) and/or the State Archives records management [website](#) (RCW 40.14) with respect to management and retention of electronic documents, and updating and improving technology information services, for topics relevant to your agency’s records or your training needs. Additional materials are under “Other Resources.”



### ► **Last step: If you want to document the training (recommended):**

You can use the **sample certificate** under “[Last Step](#)” at the bottom of the AGO Open Government Training Web Page. Fill it out and give it to your agency. Alternatively, your agency may have other methods to document training.

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For more training information, see [RCW 42.30.205](#), [RCW 42.56.150](#), [RCW 42.56.152](#); [Q & A](#), & [2017 Supplement to Q & A](#). If you want more information generally on open government, see the “Other Resources” and other materials linked on the Open Government Training Web Page.

\*Note: AGO videos are accessible through YouTube.

March 2019



## 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