



**BOARD MEETING AGENDA**

Tuesday, March 17, 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 Agenda Approval  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 February 2020 Meeting Minutes</li> <li>• Accept March 2020 Management Report</li> </ul>
5:50	Discussion / Approval	3. Staff Briefing <ul style="list-style-type: none"> <li>• Covid 19 impacts – all directors</li> <li>• Other Discussion</li> </ul>
6:10	Discussion	4. Board Business <ul style="list-style-type: none"> <li>• Fundraising / Community Initiatives – Jerilyn Young</li> <li>• Other committee work</li> </ul>
6:20	Action	5. Adjourn – Mindy Au

Upcoming Dates:

- 4/1– Executive Committee, 12 pm
- 4/1 – Real Estate Committee meeting, 5 pm
- 4/8 – Ad Hoc Strategic Planning Committee meeting, 11:30 am
- 4/9 – Community Initiatives Committee meeting, 4 pm
- 4/17 - Finance Committee, 1 pm
- 3/21 – 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 20-03-17-01

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

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

- Approve February 2020 Meeting Minutes
- Accept March 2020 Management Report

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## SCIDpda Board Meeting Minutes

February 25, 2020

409 Maynard Avenue South – Plaza Level Conference Room

Seattle, WA 98104

**Board Present:** Mindy Au, Wayne Lau, Casey Huang, Scott Yasui, Jen Reyes, Elliot Sun, David Della, May Wu, Jerilyn Young

**Staff Present:** Maiko Winkler-Chin, Jamie Lee, Mike Omura, Jared Jonson, Jody McCorkle, Janet Smith, Joseph Guanlao

**Guests Present:** Tiernan Martin

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### 1. Call to Order

The meeting was called to order by Mindy Au, Board Chair, at 5:39 p.m.

### 2. Board Action & Approval

#### Consent Agenda

**Resolution 20-02-25-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

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

**Moved:** Wayne Lau

**Seconded:** Jen Reyes

**Abstain:** Jerilyn Young

Board approved

### 3. Board Business

#### Executive Committee

#### Tiernan Martin Election to Board of Directors

**Resolution 20-02-25-02:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, elect Tiernan Martin to the Board of Directors.

**Moved:** David Della

**Seconded:** Casey Huang

Board approved unanimously

## Accept Executive Committee Charter

The board discussed the draft executive committee charter, and Mindy proposed to move the motion to approve the charter by amending the "Responsibilities for Executive Committee of the Board" section with the addition of "Management of issues and concerns of the organization and community in general" and "Oversight of strategic plan implementation."

**Resolution 20-02-25-03:** 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
- Management of issues and concerns of the organization and community in general
- Oversight of strategic plan implementation

### **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.

**Moved:** Scott Yasui

**Seconded:** David Della

Board approved unanimously

## Real Estate Development Committee

### Accept RED Committee Charter

**Resolution 20-02-25-02:** 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.

**Moved:** Jen Reyes

**Seconded:** Scott Yasui

Board approved unanimously

### **Strategic Planning Committee**

David explained the board strategic planning retreat date was set to be May 30, from either 9AM to 1PM or 1PM to 2PM, depending on availability. The board discussed how and when issues of importance get elevated to the board level from staff. Jared noted that staff has shown progress over the past five years in keeping the board informed on issues. David explained the questions and frameworks for conversations to be held with stakeholders in the community, and a list of various stakeholders and community members to interviewed and/or surveyed were presented. Board members volunteered themselves to interview people on the list.

### **Fundraising / Community Initiatives**

Jerilyn explained a charter for the Community Initiatives Committee will be presented at the next board meeting. Jerilyn also explained that the committee was planning a donor event would take place in April, with discussion of how to build relationships with SCIDpda's donor base. Joseph distributed a list of past fundraiser sponsors that would be contacted to sponsor the 2020 SCIDpda Annual Fundraiser.

## **4. Board Administration**

### **Annual City Statement of Economic Interest Form**

The Annual City Statement of Economic Interest Form was distributed. Joseph explained that each board member is required to complete the form and return it to him for filing with the City.

### **Board Expectations Form**

The SCIDpda Board Expectations Form was distributed. Joseph explained that board members were required by the organization to fill out the form and renew their commitment to contribute to the success of SCIDpda and help the organization fulfill its mission.

### **Open Public Meeting Act Training Requirements**

The board was invited to stay after adjournment of the meeting to watch a training video for Open Public Meeting Act.

## **5. Adjourn**

The meeting was adjourned by Mindy Au, Board Chair, at 7:30 p.m.

## SCIDpda Staff Reports – March 2020

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### **Executive Director**

Maiko Winkler-Chin

It has only been 3 weeks since the last board meeting, but it seems like it's been much longer. I am personally distracted by Covid-19, but the SCIDpda has work to do regardless of what is whirling around us because we are an operations-based organization. Part of the agenda for the board meeting is a general discussion about how the SCIDpda is managing this work, which is pre-empting other work. Vern will discuss with Finance Committee.

### **Kudos**

- Joseph Guanlao - thank you for the Musang event. It was lovely and such a joyful time.
- Wayne Lau - thank you for the wine for the Musang event.
- Jared Jonson - thank you for being here in this new role. I cannot say how internally at peace I am to have someone I trust in this role (please don't get uncomfortable or anxious about this).
- Jamie Lee - looking out for our small businesses, who are being hit hard
- Line Staff – for not backing away from their new responsibilities; I have extreme gratitude for them.

### **Internal Work**

**Potential Topics for Upcoming Board Meetings/other things** – this is a repeat from last month's report - 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! Mindy has suggested a board walking tour for the August board meeting. What else?

**All PDA Staff Meeting** – we had a meeting where introduced new people, talked a little about Covid-19. It went fine, and seems like a long time ago even though it was just last week.

### **External Work**

Last month, I mentioned several bodies of work – Central Waterfront Operations (CWOC)), Industrial Lands, and Sound Transit 3. The City of Seattle earlier this week instituted a policy of no physical meetings, which makes some of these workgroups difficult. CWOC meetings are unclear, Industrial Lands are postponed for the month. The work with ST needs to continue for planning purposes, but King County is distracted.

I've been asked by the Mayor to sit on the **Small Business Recovery Task Force**. I agreed, I understand our meetings will be held over the phone, but that's all I know at this point. The details of how businesses access benefits – and how they learn of the benefits – are still unknown. Jamie and Jared are working well together, so their learnings need to filter up to me

to raise and push; whatever I learn/hear should then filter out to them, and then they share with their stakeholders. That's my thinking today.

We have also recently met with Rep Smith about Covid-19 and CM Tammy Morales about Sound Transit and small business impacts of Covid-19.

### 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. Jamie's report discusses it.
- **Housing Development Consortium's Luncheon** – cancelled
- **ICHS Bloom LUNCHEON** on April 24<sup>th</sup> – unknown
- **Interim Dinner Gala and Auction** – unknown, Jared is attending and may have 1 spot.
- **Wing Luke auction** – postponed.
- **Kin On Gala** – postponed to 9/20

**I theoretically will be out of country on April 9 - 18th.**

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### **Community Initiatives**

Jamie Lee

#### Hing Hay Coworks/Business Resources

In February, we had 33 memberships at Hing Hay Coworks. We continue to increase marketing strategies for the space. We were able to rent out the last fixed desk slot, so we are happy to have our fixed desks full. We are gearing up for the May Arts & Crafts Fair and the call for artists is now open. We have begun to see a decline in memberships at HHC due to COVID-19.

While this report is about February, I'm writing this in March amid COVID-19. Our businesses started seeing impacts of the coronavirus in early February with businesses and as many as at least eight Lunar New Year banquet dinners cancelled. As you can imagine it has had a huge impact on businesses. I am working closely with the CID Business Improvement Area, contract Business Development Shanti Breznau, and Friends of Little Saigon (FLS) at the neighborhood level to offer what we can. We know there is assistance coming from the City and hopefully from the private sector (Seattle Foundation has raised over \$6mil). Much is uncertain now, but I suspect our agenda for small businesses this year will be focused on mitigating the impacts of this outbreak.

#### Public Space

We have applied for a neighborhood matching grant to support planning for repaving **Nihonmachi Alley**. The Chinatown Historic Alley Partnership (CHAP) met to explore next steps on repaving the south end of **Canton Alley**. Our next goal is to look for funding options.

We are continuing our LightsOn! Campaign as recommended by the **CID Lighting Study**. We are identifying businesses to implement lighting improvements and are working on contacting business and property owners. We have selected an electrician for improvements at **Kobe Terrace Park** and expect that to be complete later this spring.

### **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.

Thanks to the board members who may have contacted their state senators in support of the C-PACER legislation that I emailed you all about. The bill is now ready for the Governor's signature, and we'll have to see what this means for the City and for our neighborhood.

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.

### **Census 2020**

First contact from the US Census starts next week, March 12. We will then enter “response period” where people can respond to the Census online. In partnership with Chinese Information and Service Center (CISC) and FLS, we will be hosting Questionnaire Assistance Centers three times a week for six weeks so that people have the opportunity to take the Census. This will be in our offices, at CISC, and at Pho Bac Sup Shop. We are also running ads in ethnic media.

### **Events**

Spring Clean is likely postponed. Originally planned to be on April 25, we are in the midst of discussing what this postponed date will look like. This would be our 22nd 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.

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### **Property Operations**

Jared Jonson



I have nearly completed my first full month in the role as Director of Property Operations. A majority of my time thus far has been spent acclimating to the role, meeting/and getting-to-know staff in teams and individually, touring residential properties and commercial spaces, and on boarding to the general finance and administration needs of this department. As I continue the on-boarding process, one of the goals for this year is to setup a property operations sub-committee in Q3. Please let me know if you would be interested in being a member.

### **Commercial Property Management**

Our goal as commercial property managers is to stabilize our owned and operated spaces through effective management in a way that supports SCIDpda's overall mission. Currently, 95% of our commercial spaces are leased (48 of 51 total spaces) , equating to more than 126,000 sq. feet of leased space. In the past year, a major focus for our commercial property management team has been Triple Net (NNN) reconciliations. Our Commercial Operations team is continuing this work, along with collecting past due rent, working with tenants on payment plans, etc. It has been a challenging month with much of our tenants in the neighborhood being negatively impacted by the current coronavirus crisis. We are doing our best to support tenants, ensuring common area spaces and surfaces are cleaned/sanitized frequently. At this time we are also staying informed of potential resources to assist small businesses and other commercial tenants in the neighborhood.

### **Residential Property Management**

We are currently 100% occupied at PDA-owned properties while vacancy at our managed properties remains low. Thanks to the work of our Louisa Building Manager (Rachtha) and marketing support from the Community Initiatives team, Louisa is only several units from being fully leased. There are ongoing behavioral health issues with a small number of residents in each of our buildings. This is a challenge for Building Managers and Maintenance staff, but not unique to SCIDpda as we are increasing formerly-homeless residents in our buildings. We are looking to address these needs with case management, but resources are scarce. We are really worried about our residents at this time. There is a lot of fear, anxiety, and rumors related to coronavirus. In response we are asking Building Managers to be diligent in checking in with all residents; increasing frequency of cleaning/sanitizing of common area spaces and surfaces in each of our buildings, with emphasis on SRO shared bathrooms and kitchens spaces at the NP Hotel. We are also working with external partners and the City to meet current needs and prepare for future needs (such as food access, rental assistance, case management, etc).

### **Building Maintenance**

The Building Maintenance team has the toughest job right now as they are our front-line staff. They've been working hard to keep our residential and commercial spaces in good working order while dealing with the current public health crisis. I've spent much of the month getting to know our team and our buildings from their perspective. Over the next year, we will be implementing process improvements, additional training, and restructuring staff to become more efficient and prepare for our new building at Yesler.



**2020 SCIDpda Annual Fundraiser  
October 2, 2020– The Pacific Tower – 5:30-8:30 PM**

**Auction Item Donation Form**

Contact Name:

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Donor Name:

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*(as it should appear in the auction program book)*

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Item: \_\_\_\_\_

Item Description: \_\_\_\_\_

Item Value: \_\_\_\_\_

\_\_\_\_\_ I have included the donation with this form.

\_\_\_\_\_ Contact me to arrange for the item to be picked up.

Please mail, email or fax this completed Auction Prize Donation Form by August 28, 2020 to:

Joseph Guanlao  
Development & Communications Manager  
SCIDpda  
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