

**BOARD MEETING AGENDA**

Tuesday, April 21, 2020

5:30 – 6:45 p.m.

**In person:**

SCIDpda Main Offices  
409 Maynard Ave. S. #P2  
Seattle, WA 98104

**Virtual:**

<https://zoom.us/j/359459577>  
(669) 900.6833, 359459577#  
(346) 248.7799, 359459577#

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 March 2020 Meeting Minutes</li> <li>• Approve February and March 2020 Expenditure Report</li> <li>• Accept April 2020 Concurrence Request</li> <li>• Accept April 2020 Management Report</li> </ul> 3. Resolution <ul style="list-style-type: none"> <li>• Predevelopment Loan for North Lot – Mike Omura</li> <li>• Application for City of Seattle HSD (North Lot Childcare) – Mike O.</li> </ul>
5:50	Discussion / Approval	4. Staff Briefing <ul style="list-style-type: none"> <li>• End of Year Financials and 1<sup>st</sup> Quarter Dashboard - Vern</li> <li>• Covid 19 updates – Staff</li> <li>• Executive Session – Performance of a Public Employee</li> </ul>
6:30	Discussion	5. Board Business <ul style="list-style-type: none"> <li>• Fundraising / Community Initiatives – Jerilyn Young</li> <li>• Resolution to Approve Community Initiatives Charter</li> <li>• Other Committees</li> </ul>
6:45	Action	6. Adjourn – Mindy Au

**Upcoming Dates:**

5/6 – Ad Hoc Strategic Planning Committee meeting, 11:30 am - CANCELLED

5/6 – Executive Committee, 12 pm TO BE SCHEDULED

5/6 – Real Estate Committee meeting, 5 pm

5/9 – Hing Hay Coworks Arts &amp; Crafts Fair (virtual launch)

5/14 – Community Initiatives Committee meeting, 4 pm

5/15 – Finance Committee, 1 pm

5/19 – SCIDpda Board, 5:30 pm

TBD – Mahjong Night (postponed)

TBD – SCIDpda Bash (postponed)

8/29 – Spring Clean (new name TBD)

**10/2 – SCIDpda Fundraiser**

## **Resolution 20-04-21-01**

### **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 March 2020 Meeting Minutes
- Approve February and March 2020 Expenditure Report
- Accept April 2020 Concurrence Request
- Accept April 2020 Management Report

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## SCIDpda Board Meeting Minutes

March 17, 2020

409 Maynard Avenue South – Plaza Level Conference Room  
Seattle, WA 98104

**Board Present (All via Phone Conference Call-in):** Mindy Au, Casey Huang, Wayne Lau, Jerilyn Young, Scott Yasui, Jen Reyes, Elliot Sun, David Della, May Wu, Miye Moriguchi, Aileen Balahadia, Phillip Sit, Tiernan Martin

**Staff Present:** Maiko Winkler-Chin, Vern Wood, Jamie Lee, Mike Omura (call-in), Jared Jonson, Janet Smith (call-in), Joseph Guanlao

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### 1. Call to Order

The meeting was called to order by Mindy Au, Board Chair, at 5:35 p.m.

### 2. Board Action & Approval

#### Consent Agenda

**Resolution 20-03-17-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

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

**Moved:** David Della

**Seconded:** Casey Huang

Board approved unanimously

### 3. Staff Briefing

#### Reports on Impacts of Covid-19 from SCIDpda Directors

Mike explained the work of Real Estate Development proceeds, but having to learn to navigate communication and via digital tools.

Maiko explained that PDA leadership decided to keep the office open until mandated otherwise. The PDA has frontline staff that continues to work: maintenance, custodial, building managers, and Director of Property Operations Jared Jonson, who oversees and manages the frontline staff. Other staff who are not frontline are working from home and they have the technology to do so. Maiko explained she felt she has to be at work if the PDA's operations team is at work, but management has thoroughly encouraged everyone to work from home. The admin assistant is working the front desk with limited hours, so some management staff has worked the front desk. Frontline staff have expressed their concerns and fears, as some employees have family in China dealing with the outbreak there.

Jamie explained that Hing Hay Coworks is shut down until further notice as of 4PM the previous day, and that in the past week only three members had shown up. Members who have access to the space can grab items they need, and CIDBIA and Historic South Downtown are allowed to print checks.

Jamie's staff in Community Initiatives is now working from home. MaryKate is working with IDEC, and came to the neighborhood to look at the PDA's storage facility and Miran cleaned HHC. Jamie's work has shifted to supporting small businesses, working with the CIDBIA and FLS, in constant conversation with the city, and figuring out how to get info to businesses related; outreach teams are going door-to-door with businesses. A private donation from Vulcan was made to support small businesses, and under co-management of CIDBIA and FLS, the donation will seed a fund to solicit further donation from individual donors. An and MaryKate's work take a hold. Census work is moving forward; the PDA has cancelled the Questionnaire Assistance Centers it was planning to host.

Jared explained that the mayor issued a emergency moratorium on evictions due to COVID-19, and that while rent continues to be due, rent notices will not be posted. Jared explained residents not able to pay need to communicate to building managers, which can trigger a process for rent deferment, and maybe rental assistance, although at the moment it is not clear how it will happen. Jared explained addressing food security amongst his residents is taking up most of his time. As ACRS is only partially open and is no longer delivering food, staff will begin food deliveries starting Friday. FareStart is providing a meal delivery service starting next week for the seniors, and the PDA is identifying resources for others to access. For the commercial tenants, rent remains due the first of each month, late fees will not be charged, and commercial tenants need to communicate they are seeking a rent deferral, as rent concessions may be on their way, but it is unclear what that will look like. New or extended lease negotiations have been suspended; current terms of lease until business as usual. Inquiries about rumors related to businesses will be forwarded to Jamie.

Jamie explained that due to racism and xenophobia, there have been a major decrease in revenue for small businesses. As reports of coronavirus in China escalated, restaurants have shut down or closed temporarily. Maiko explained some businesses are major employers in the neighborhood, such as Oasis who employees seven people on a Friday night.

Jared explained the maintenance team is facing the most challenging situation. As late February, maintenance has increased the frequency of cleaning efforts for common areas, and Maiko detailing the protocol on the deep cleaning of buildings, and envisioning for the scenario of a confirmed COVID-19 case in a building managed by the PDA. Maintenance are no longer going into units unless deemed an emergency. A strategy for hazard and premium pay are up for discussion, as half of the PDA's staff are at-risk of exposing themselves to coronavirus as frontline workers. As a team Property Operations is projecting to maintain operations, acting calm despite fears, and be supportive of tenants. Property Operations will conduct wellness checks with residents, which commercial tenants are currently undergoing.

Vern explained the financial impacts of COVID-19 to the organization are ever evolving. The PDA is currently offering rent deferments, not rent concessions directly, to tenants, and organization is seeking deferrals on loan payments to the state and city, which might allow for rental assistance support for tenants. The financial situation is affected by vacant spaces that will remain vacant, the decline HHC memberships, the concern of opening or operating a business in the midst of the pandemic. Vern explained the PDA's investment fund will be helpful in this situation, and it is the goal of the PDA to maintain the employment of current staff before offering assistance elsewhere.

### **Emergency Incentive Fund**

Vern explained she had sent out a resolution to the board earlier in the afternoon. The resolution will enable the PDA the ability to set aside reserves to create an Emergency Incentive Fund that can offer an additional incentive plan to staff that are on the front-line and at-risk. Maiko explained the decision cannot be made retroactively, which is why it is presented now



**Resolution 20-03-17-02:** We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize staff to set aside an Emergency Incentive Fund ("EIF") to be used to compensate front line employees (building managers, building assistants, custodians and maintenance staff) who are essential staff to the health and wellbeing of our buildings and are at greater risk from the covid-19 virus. This fund will be used to compensate individuals for their service in response to the covid-19 outbreak and to acknowledge and reward their dedication to the residents and community of the Seattle Chinatown International District ("SCID").

FURTHER RESOLVED that any and all amounts to be set aside for the EIF to be distributed to the above designated staff are hereby authorized to be determined by the Deputy Director in consultation with the Executive Director and Senior Management Team in its sole discretion and executed on behalf of SCIDpda by any one of the following each acting alone (the "Authorized Representative"):

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

FURTHER RESOLVED that any Authorized Representative is authorized, empowered and directed to execute and deliver all documents and furnish all materials necessary to complete the payout of the EIF;

**Moved:** Scott Yasui

**Seconded:** David Della

Board approved unanimously

## **Other Discussion**

Maiko explained she has been in conference call meetings all day discussing the protocol if a building is quarantined, and she has been authorized to design this protocol. She explained there are a lot of system breakdowns. PDA staff is currently advising and supporting International House, in a property management and supporting in a rumor mitigation capacity, where a confirmed COVID-19 case was found. Maiko's participation in those discussions have informed the needs for the PDA's own buildings and organization. Currently Interim and the Wing have shut down. Public Health has good in-language communications materials for the general public, but no recommendations for the responsibility of organizations if a person gets sick with COVID-19 in their building. The governor's shutdown of all non-essential businesses has not been translated to Chinese, and some businesses don't know they can't have patrons sit in their restaurants.

## **4. Board Business**

### **Fundraising / Community Initiatives**

Jerilyn explained the discussion of the committee charter has been pushed to next month. Spring Clean has been postponed to late summer. The donor event has been postponed. The Arts & Crafts Fair might be postponed. Sponsorship acquisition for the annual fundraiser has paused.

## **5. Adjourn**

The meeting was adjourned by Mindy Au, Board Chair, at 6:43 p.m.

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

**Expenditure Certification Memorandum**

DATE: 2/28/2020  
 TO: Board of Directors  
 FROM: Vern Wood, Deputy Director  
 RE: February 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	1548	to	1560	\$	17,515.19
Electronic Funds Transfers	General Checking		eft		\$	45,878.86
				<b>Bush Hotel Commercial</b>	<b>\$</b>	<b>63,394.05</b>
Computer Run Checks	General Checking	1671	to	1674	\$	8,196.02
				<b>Bush Hotel Condo</b>	<b>\$</b>	<b>8,196.02</b>
Computer Run Checks	General Checking	188	to	188	\$	6,000.00
Electronic Funds Transfers	General Checking		eft		\$	15,571.96
				<b>Bush Hotel QalicB</b>	<b>\$</b>	<b>21,571.96</b>
Computer Run Checks	General Checking	734	to	755	\$	35,860.85
Electronic Funds Transfers	General Checking		eft		\$	14,498.34
				<b>Bush Hotel Residential</b>	<b>\$</b>	<b>50,359.19</b>
Computer Run Checks	General Checking	171	to	173	\$	6,713.71
				<b>CIDpda</b>	<b>\$</b>	<b>6,713.71</b>
Computer Run Checks	General Checking	3411+3418	to	3434	\$	42,746.39
Electronic Funds Transfers	General Checking		eft		\$	25,362.25
				<b>DVA</b>	<b>\$</b>	<b>68,108.64</b>
Electronic Funds Transfers	General Checking		eft		\$	194.06
				<b>Hinghay</b>	<b>\$</b>	<b>194.06</b>
Computer Run Checks	General Checking	426	to	443	\$	91,712.89
Electronic Funds Transfers	Bond Revenue		eft		\$	170,000.00
				<b>IDVS1 Commercial</b>	<b>\$</b>	<b>261,712.89</b>
Computer Run Checks	General Checking	151	to	157	\$	12,830.33
				<b>IDVS2 Condo</b>	<b>\$</b>	<b>12,830.33</b>

Computer Run Checks	General Checking	261	to	266	\$	25,899.73
Electronic Funds Transfers	General Checking		eft		\$	258.12
				<b>IDVS2 Library &amp; Parking</b>	<b>\$</b>	<b>26,157.85</b>
Computer Run Checks	General Checking	375	to	383	\$	6,656.12
				<b>IDVS2 Commercial</b>	<b>\$</b>	<b>6,656.12</b>
Computer Run Checks	General Checking	654	to	667	\$	8,009.92
Electronic Funds Transfers	General Checking		eft		\$	22,039.93
				<b>New Central Commercial</b>	<b>\$</b>	<b>30,049.85</b>
Computer Run Checks	General Checking	211	to	214	\$	19,187.78
Electronic Funds Transfers	General Checking		eft		\$	19,549.92
Electronic Funds Transfers	Replacement Reserves		eft		\$	8,158.77
				<b>New Central Hotel</b>	<b>\$</b>	<b>46,896.47</b>
Electronic Funds Transfers	General Checking			eft	\$	39,008.25
				<b>New Central Master Tenant</b>	<b>\$</b>	<b>39,008.25</b>
Computer Run Checks	General Checking	792	to	803	\$	13,345.02
Electronic Funds Transfers	General Checking		eft		\$	18,539.65
				<b>New Central Residential</b>	<b>\$</b>	<b>31,884.67</b>
Computer Run Checks	General Checking	987	to	1022	\$	56,417.48
Electronic Funds Transfers	General Checking		eft		\$	5,282.38
				<b>SCIDpda</b>	<b>\$</b>	<b>61,699.86</b>
					<b>\$</b>	<b>735,433.92</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,ncmmanagr,ncmaster,nutri,pdacmnty,pdadev,pdamaint,pdaprop,scid,design19 AND mm/yy=02/2020-02/2020 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note
<b>bhcommop - General Checking</b>				
1548	pdamaint - SCIDpda Maintenance Dept	2/5/2020	4,846.25	WOs
1549	repser - Republic Services	2/5/2020	1,742.18	Garbage/Waste Removal
1550	eltsys - ELTEC Systems, LLC	2/13/2020	325.49	Elevator - Contract
1551	repser - Republic Services	2/13/2020	1,900.82	Garbage/Waste Removal
1552	t0003333 - House of Teuila PLLC	2/13/2020	2,647.28	Move Out Refund
1553	verwir - Verizon Wireless	2/13/2020	10.65	Telecomm
1554	welfar - Wells Fargo	2/13/2020	2.70	Telecomm
1555	cedgro - Cedar Grove Organics Recycling	2/19/2020	129.65	Garbage/Waste Removal
1556	cenlin - CenturyLink	2/19/2020	56.77	Telecomm
1557	seacitli - Seattle City Light	2/19/2020	2,688.56	Electricity
1558	wasman - Waste Management of Seattle	2/19/2020	2,996.84	Garbage/Waste Removal
1559	hdsupp - HD Supply Facilities Maintenance, LTD	2/26/2020	112.09	Janitorial - Supplies
1560	jondon - Jon-Don	2/26/2020	55.91	Janitorial - Supplies
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	2/6/2020	35,750.00	Rent
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/14/2020	10,128.86	Condo Billing
<b>Total bhcommop - General Checking</b>			<b>63,394.05</b>	
<b>bhcondop - General Checking</b>				
1671	citsea - City of Seattle	2/13/2020	475.20	BIA Tax
1672	ipfscorp - IPFS Corporation	2/13/2020	3,481.12	Insurance - #10 of 11
1673	pugsou - Puget Sound Energy	2/13/2020	4,026.04	Natural Gas
1674	lowes - Lowe's	2/26/2020	213.66	Supplies
<b>Total bhcondop - General Checking</b>			<b>8,196.02</b>	
<b>bhqalop - General Checking</b>				
188	bannymel - The Bank of New York Mellon Trust Co.	2/13/2020	6,000.00	Asset Management Fee
ACH	bannymel - The Bank of New York Mellon Trust Co.	2/14/2020	10,471.96	Loan Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	2/28/2020	5,100.00	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>21,571.96</b>	
<b>bhresope - General Checking</b>				
734	busimp - Business Impact NW	2/5/2020	1,604.68	Loan Payment - Monthly
735	pdamaint - SCIDpda Maintenance Dept	2/5/2020	2,896.75	WOs
736	scidpda - SCIDpda	2/6/2020	15,186.42	ID Billing
737	ahmwas - AHMA of Washington	2/13/2020	344.24	Dues
738	buihar - Builders' Hardware & Supply Co	2/13/2020	692.86	Locks/Keys
739	seacom - Sears Commercial One	2/13/2020	486.53	Supplies
740	verwir - Verizon Wireless	2/13/2020	98.25	Telecomm
741	wasthous - WA State Housing Finance Commission	2/13/2020	2,375.00	HFC Monitoring Fee
742	welfar - Wells Fargo	2/13/2020	25.95	Telecomm
743	welfar - Wells Fargo	2/13/2020	26.06	Supplies
744	eltsys - ELTEC Systems, LLC	2/19/2020	1,215.22	Elevator - Contract
745	finnei - Finney Neill & Co. P.S.	2/19/2020	1,360.00	Audit Fees
746	hdsupp - HD Supply Facilities Maintenance, LTD	2/19/2020	198.16	Supplies
747	orcinf - Orca Information Inc	2/19/2020	126.00	Credit Screening Fee

		Check	Total	
Check#	Vendor	Date	Check	Note
748	pmjans - Phnoux	2/19/2020	480.00	UTO - Other Vendors
749	salpai - Sals Painting Company	2/19/2020	825.00	UTO - Other Vendors
750	seacitli - Seattle City Light	2/19/2020	1,731.56	Electricity
751	buihar - Builders' Hardware & Supply Co	2/26/2020	778.66	Supplies
752	cenlin - CenturyLink	2/26/2020	61.58	Telecomm
753	hdsupp - HD Supply Facilities Maintenance, LTD	2/26/2020	161.18	Janitorial - Supplies
754	lowes - Lowe's	2/26/2020	5,171.32	UTO Flooring/Supplies
755	tunjen - Tung	2/26/2020	15.43	Electricity
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/14/2020	10,434.34	Condo Billing
ACH	thecomm - The Commerce Bank of WA	2/28/2020	4,064.00	Loan Payment - Monthly
<b>Total bhresope - General Checking</b>			<b>50,359.19</b>	
<b>cidpdao3 - General Checking</b>				
171	scidpda - SCIDpda	2/6/2020	24.48	ID Billing
172	vulcan - Vulcan Inc.	2/13/2020	6,500.00	Refund Donation for CIDBIA
173	welfar - Wells Fargo	2/13/2020	189.23	Office Supplies/Equipment & Computer Support
<b>Total cidpdao3 - General Checking</b>			<b>6,713.71</b>	
<b>dvaop - General Checking</b>				
3411	idvs2lib - IDVS2 Library/Parking	2/1/2020	17,585.00	Loan Payment - Monthly (post dated)
3418	pdamaint - SCIDpda Maintenance Dept	2/5/2020	1,548.00	WOs (Checks 3412 - 2417 dated 01/2020)
3419	t0000728 - Byse	2/5/2020	850.00	Move Out Refund
3420	scidpda - SCIDpda	2/6/2020	13,831.44	ID Billing
3422	ahmwas - AHMA of Washington	2/13/2020	211.84	Dues
3423	eltsys - ELTEC Systems, LLC	2/13/2020	639.78	Elevator - Contract
3424	pugsou - Puget Sound Energy	2/13/2020	3,508.05	Natural Gas
3425	verwir - Verizon Wireless	2/13/2020	65.76	Telecomm
3426	wasthous - WA State Housing Finance Commission	2/13/2020	1,960.00	HFC Monitoring Fee
3427	welfar - Wells Fargo	2/13/2020	15.41	Telecomm
3428	orcinf - Orca Information Inc	2/19/2020	42.00	Credit Screening Fee
3429	wavbro - WAVE	2/19/2020	90.00	Telecomm
3430	cenlin - CenturyLink	2/26/2020	402.78	Telecomm
3431	hdsupp - HD Supply Facilities Maintenance, LTD	2/26/2020	94.15	Janitorial - Supplies
3432	lowes - Lowe's	2/26/2020	1,533.71	Appliances
3433	pacsup - Pacific Supply	2/26/2020	317.04	Appliances
3434	watsec - Watson Security	2/26/2020	51.43	Locks/Keys
ACH	idvsfh - IDVS 2 Family Housing LLC	2/14/2020	2,441.48	Replacement Reserve Deposit - Monthly
ACH	idvs2con - IDVS2 Condo Association	2/20/2020	22,920.77	Condo Billing
<b>Total dvaop - General Checking</b>			<b>68,108.64</b>	
<b>hingop2 - General Checking</b>				
ACH	paypal - PayPal	2/6/2020	194.06	Bank Fees
<b>Total hingop2 - General Checking</b>			<b>194.06</b>	
<b>idvs2op4 - General Checking</b>				
375	pdamaint - SCIDpda Maintenance Dept	2/5/2020	1,203.00	WOs
376	scidpda - SCIDpda	2/6/2020	1,130.48	ID Billing
377	repser - Republic Services	2/13/2020	1,262.97	Garbage/Waste Removal, 01/2020
378	verwir - Verizon Wireless	2/13/2020	2.10	Telecomm
379	welfar - Wells Fargo	2/13/2020	1.62	Telecomm
380	repser - Republic Services	2/19/2020	1,187.97	Garbage/Waste Removal, 12/2019
381	wasman - Waste Management of Seattle	2/19/2020	1,605.87	Garbage/Waste Removal

		Check	Total		
Check#	Vendor	Date	Check	Note	
382	hdsupp - HD Supply Facilities Maintenance, LTD	2/26/2020	112.11	Janitorial - Supplies	
383	pmjans - Phnoux	2/26/2020	150.00	Janitorial - Contract	
Total idvs2op4 - General Checking			6,656.12		
idvsreve - Revenue Account-Trust					
ACH	scidpda - SCIDpda	2/21/2020	50,000.00	Distribution	
ACH	idvs1co - IDVS 1 Commercial	2/13/2020	120,000.00	Transfer for Operating Expenses	
Total idvsreve - Revenue Account-Trust			170,000.00		
nccomop2 - General Checking					
654	pdamaint - SCIDpda Maintenance Dept	2/5/2020	4,264.00	WOs	
655	seacitli - Seattle City Light	2/5/2020	839.24	Electricity	
656	scidpda - SCIDpda	2/6/2020	877.44	B&O Taxes	
657	buihar - Builders' Hardware & Supply Co	2/13/2020	435.55	Locks/Keys	
658	citsea - City of Seattle	2/13/2020	261.36	BIA Tax	
659	eltsys - ELTEC Systems, LLC	2/13/2020	261.72	Elevator - Contract	
660	t0000990 - Community Alliance for Global Justice	2/13/2020	19.00	2018 NNN Reconciliation	
661	tromor - Trotter & Morton Facility Services of WA	2/13/2020	0.00	Voided	
662	verwir - Verizon Wireless	2/13/2020	7.50	Telecomm	
663	wasman - Waste Management of Seattle	2/13/2020	28.60	Garbage/Waste Removal	
664	welfar - Wells Fargo	2/13/2020	33.76	Telecomm & Access Control Systems	
665	welfar - Wells Fargo	2/13/2020	329.34	Training	
666	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/13/2020	622.81	HVAC/Boiler Maint - Contract	
667	wasman - Waste Management of Seattle	2/19/2020	29.60	Garbage/Waste Removal	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/11/2020	974.70	Insurance - #10 of 12 Package	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/11/2020	1,081.90	Insurance - #2 of 12 Earthquake	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/11/2020	19,983.33	Rent	
Total nccomop2 - General Checking			30,049.85		
nchotop - General Checking					
211	easwes - East-West Investment Co.	2/6/2020	4,306.05	Ground Lease Expense, 12/2019	
212	easwes - East-West Investment Co.	2/6/2020	4,945.63	Ground Lease Expense, 01/2020	
213	ipfscorp - IPFS Corporation	2/13/2020	1,777.33	Insurance - #10 of 11	
214	newcentc - SCIDPDA New Central Commercial, Inc	2/13/2020	8,158.77	FF&E - access controls at main entry	
ACH	welfar - Wells Fargo	2/10/2020	19,549.92	Loan Payment - Monthly	
Total nchotop - General Checking			38,737.70		
nchotrr - Replacement Reserve					
ACH	newcenth - New Central Hotel LLC	2/20/2020	8,158.77	Transfer for FF&E - access controls at commercial main entry	
Total nchotrr - Replacement Reserve			8,158.77		
ncmaster - General Checking					
ACH	newcenth - New Central Hotel LLC	2/11/2020	1,820.52	Insurance - #10 of 12 Package	
ACH	newcenth - New Central Hotel LLC	2/11/2020	2,020.73	Insurance - #2 of 12 Earthquake	
ACH	newcenth - New Central Hotel LLC	2/11/2020	35,167.00	Rent	
Total ncmaster - General Checking			39,008.25		
ncresop - General Checking					
792	thepar - The Part Works, Inc.	2/5/2020	53.16	Supplies	
793	scidpda - SCIDpda	2/6/2020	5,839.15	ID Billing	
794	ahmwas - AHMA of Washington	2/13/2020	105.92	Dues	
795	citsea - City of Seattle	2/13/2020	327.81	BIA Tax	

		Check	Total		
Check#	Vendor	Date	Check	Note	
796	eltsys - ELTEC Systems, LLC	2/13/2020	261.72	Elevator - Contract	
797	pugsou - Puget Sound Energy	2/13/2020	776.69	Natural Gas	
798	tromor - Trotter & Morton Facility Services of WA	2/13/2020	0.00	Voided	
799	verwir - Verizon Wireless	2/13/2020	82.21	Telecomm	
800	welfar - Wells Fargo	2/13/2020	7.57	Telecomm	
801	welfar - Wells Fargo	2/13/2020	26.05	Supplies	
802	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/13/2020	774.17	HVAC/Boiler Maint - Contract	
803	seacitli - Seattle City Light	2/19/2020	5,090.57	Electricity	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/11/2020	845.82	Insurance - #10 of 12 Package	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/11/2020	938.83	Insurance - #2 of 12 Earthquake	
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/11/2020	16,350.00	Rent	
ACH	newcentr - SCIDPDA New Central Apartments, Inc	2/14/2020	405.00	Replacement Reserve Deposit - Monthly	
Total ncesrop - General Checking			31,884.67		
pdaopacc - General Checking					
987	bushcomm - SCIDpda Bush Hotel Commercial	2/5/2020	11,109.38	Rent	
988	meetin - MeetingOne	2/5/2020	53.88	Telecomm	
989	offdep - Office Depot	2/5/2020	121.70	Office Supplies/Equipment	
990	paclaw - Pacifica Law Group	2/5/2020	331.73	Development Project - North Lot Housing	
991	phiins - Philadelphia Insurance Companies	2/5/2020	868.33	Insurance	
992	seacitli - Seattle City Light	2/5/2020	155.47	Electricity	
993	wesext - Western Exterminator Company	2/5/2020	104.60	Pest Control	
994	aspcn - Aspect Consulting, LLC	2/13/2020	375.75	CI/Program - Professional Fees/Consulting	
995	cidpda - CIDpda 501c(3)	2/13/2020	0.00	Voided	
996	citsea - City of Seattle	2/13/2020	256.36	HHC/BIA Tax	
997	hartfo - The Hartford	2/13/2020	779.71	Payroll Benefits - Life Insurance	
998	intpark - Interim Parking Services	2/13/2020	1,030.00	Employee Parking	
999	kaifou - of Washington Options Inc	2/13/2020	20,535.89	Payroll Benefits - Medical	
1000	navben - Navia Benefit Solutions	2/13/2020	742.00	Payroll Benefits	
1001	net2ph - Net2Phone Inc.	2/13/2020	657.53	Telecomm	
1002	omumik - Omura	2/13/2020	61.52	Travel-local & Employee Meals	
1003	ricusa - Ricoh USA, Inc	2/13/2020	243.54	Copier Lease/Maintenance	
1004	verwir - Verizon Wireless	2/13/2020	676.69	Telecomm	
1005	visser - Vision Service Plan	2/13/2020	357.58	Payroll Benefits - Vision	
1006	wasden - Delta Dental of Washington	2/13/2020	2,090.20	Payroll Benefits - Dental	
1007	welfar - Wells Fargo	2/13/2020	378.31	Volunteer Appreciation & Licenses	
1008	welfar - Wells Fargo	2/13/2020	125.51	Employee Meals, Office Supplies/Equipment & Travel	
1009	welfar - Wells Fargo	2/13/2020	1,224.64	Computer Software, Employee Meals & Office Supplies/Equipment	
1010	welfar - Wells Fargo	2/13/2020	1,238.97	Office Supplies/Equipment & Volunteer Appreciation	
1011	welfar - Wells Fargo	2/13/2020	214.99	Training	
1012	cenlin - CenturyLink	2/19/2020	131.22	Telecomm	
1013	chiarc - Chihara Architect	2/19/2020	250.00	pdadev/Professional Fees/Consulting	
1014	ilgross - I.L. Gross Structural Engineers	2/19/2020	4,200.00	CI/Program - Professional Fees/Consulting	
1015	mccjod - McCorkle	2/19/2020	104.03	Staff Appreciation	
1016	offdep - Office Depot	2/19/2020	44.03	Office Supplies/Equipment	
1017	purpow - Purchase Power	2/19/2020	320.99	Postage	
1018	tecave - Techie Avenger Inc	2/19/2020	1,971.97	Computer - Maintenance	
1019	wavbro - WAVE	2/19/2020	141.95	Telecomm	
1020	ricusa - Ricoh USA, Inc	2/26/2020	370.66	Office Supplies/Equipment	
1021	wesext - Western Exterminator Company	2/26/2020	104.60	Pest Control	
1022	watcon - Watanabe Consultation	2/27/2020	5,043.75	Professional Fees/Consulting	
ACH	stwab&o - Department of Revenue	2/25/2020	296.88	B&O Tax	

		Check	Total	
Check#	Vendor	Date	Check	Note
ACH	pdamaint - SCIDpda Maintenance Dept	2/5/2020	2,618.00	WOs
ACH	cidpda - CIDpda 501c(3)	2/13/2020	180.00	Council Expenses
ACH	scidpda - SCIDpda	2/14/2020	2,187.50	LH Replacement Reserve Deposit - Monthly
<b>Total pdaopacc - General Checking</b>			<b>61,699.86</b>	
<b>vs1op - General Checking</b>				
426	pdamaint - SCIDpda Maintenance Dept	2/5/2020	1,004.00	WOs
427	repser - Republic Services	2/5/2020	1,586.73	Garbage/Waste Removal
428	seacitli - Seattle City Light	2/5/2020	17,122.82	Electricity
429	scidpda - SCIDpda	2/6/2020	18,160.13	ID Billing
430	cenlin - CenturyLink	2/13/2020	82.98	Telecomm
431	citsea - City of Seattle	2/13/2020	632.02	BIA Tax
432	eltsys - ELTEC Systems, LLC	2/13/2020	1,302.89	Elevator - Contract
433	pugsou - Puget Sound Energy	2/13/2020	3,594.99	Natural Gas
434	repser - Republic Services	2/13/2020	1,687.81	Garbage/Waste Removal
435	tromor - Trotter & Morton Facility Services of WA	2/13/2020	0.00	Voided
436	verwir - Verizon Wireless	2/13/2020	32.49	Telecomm
437	welfar - Wells Fargo	2/13/2020	1.62	Telecomm
438	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/13/2020	10,567.80	HVAC/Boiler Maint - Contract
439	citseacu - City of Seattle-Combined Utilities	2/19/2020	10,925.99	Water/Sewer, 01/2020
440	wasman - Waste Management of Seattle	2/19/2020	3,650.19	Garbage/Waste Removal
441	citseacu - City of Seattle-Combined Utilities	2/26/2020	10,156.31	Water/Sewer, 02/2020
442	lowes - Lowe's	2/26/2020	213.66	Supplies
443	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/26/2020	10,990.46	HVAC/Boiler Maint - Contract
<b>Total vs1op - General Checking</b>			<b>91,712.89</b>	
<b>vs2conop - General Checking</b>				
151	pdamaint - SCIDpda Maintenance Dept	2/5/2020	2,904.00	WOs
152	seacitli - Seattle City Light	2/5/2020	2,771.42	Electricity
153	cenlin - CenturyLink	2/13/2020	58.62	Telecomm
154	ipfscorp - IPFS Corporation	2/13/2020	4,555.62	Insurance - #10 of 11
155	seacitli - Seattle City Light	2/13/2020	262.67	Electricity
156	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/13/2020	2,064.34	HVAC/Boiler Maint - Contract
157	lowes - Lowe's	2/26/2020	213.66	Supplies
<b>Total vs2conop - General Checking</b>			<b>12,830.33</b>	
<b>vs2lpop - General Checking</b>				
261	usbank - US Bank/TFM/97298300/Julie Kammueeller	2/1/2020	14,378.13	Loan Payment - Monthly
262	scidpda - SCIDpda	2/6/2020	8,540.76	ID Billing
263	eltsys - ELTEC Systems, LLC	2/13/2020	293.22	Elevator - Contract
264	verwir - Verizon Wireless	2/13/2020	49.41	Telecomm
265	welfar - Wells Fargo	2/13/2020	6.49	Telecomm
266	idvs2con - IDVS2 Condo Association	2/19/2020	2,631.72	Condo Billing
ACH	citseafa - City of Seattle Finance & Admin Svcs	2/18/2020	258.12	B&O Taxes
<b>Total vs2lpop - General Checking</b>			<b>26,157.85</b>	
			<b>735,433.92</b>	



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

**Expenditure Certification Memorandum**

DATE: 3/27/2020  
 TO: Board of Directors  
 FROM: Vern Wood, Deputy Director  
 RE: March 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	1561	to	1573	\$	20,856.71
Electronic Funds Transfers	General Checking		eft		\$	35,750.00
				<b>Bush Hotel Commercial</b>	<b>\$</b>	<b>56,606.71</b>
Computer Run Checks	General Checking	1675	to	1677	\$	10,220.03
				<b>Bush Hotel Condo</b>	<b>\$</b>	<b>10,220.03</b>
Computer Run Checks	General Checking	189	to	190	\$	47,186.00
Electronic Funds Transfers	General Checking		eft		\$	10,203.38
				<b>Bush Hotel QalicB</b>	<b>\$</b>	<b>57,389.38</b>
Computer Run Checks	General Checking	756	to	778	\$	63,366.45
Electronic Funds Transfers	General Checking		eft		\$	10,603.45
				<b>Bush Hotel Residential</b>	<b>\$</b>	<b>73,969.90</b>
Computer Run Checks	General Checking	174	to	177	\$	173.99
				<b>CIDpda</b>	<b>\$</b>	<b>173.99</b>
Computer Run Checks	General Checking	3421+3435	to	3455	\$	61,686.01
Electronic Funds Transfers	General Checking		eft		\$	24,393.76
				<b>DVA</b>	<b>\$</b>	<b>86,079.77</b>
Electronic Funds Transfers	General Checking		eft		\$	138.70
				<b>Hinghay</b>	<b>\$</b>	<b>138.70</b>
Computer Run Checks	General Checking	444	to	463	\$	74,216.96
				<b>IDVS1 Commercial</b>	<b>\$</b>	<b>74,216.96</b>
Computer Run Checks	General Checking	158	to	165	\$	43,179.32
				<b>IDVS2 Condo</b>	<b>\$</b>	<b>43,179.32</b>

Computer Run Checks	General Checking	267	to	277	\$	27,808.77
Electronic Funds Transfers	General Checking		eft		\$	3,130.01
				<b>IDVS2 Library &amp; Parking</b>	<b>\$</b>	<b>30,938.78</b>
Computer Run Checks	General Checking	384	to	391	\$	45,363.71
				<b>IDVS2 Commercial</b>	<b>\$</b>	<b>45,363.71</b>
Computer Run Checks	General Checking	668	to	689	\$	11,617.69
Electronic Funds Transfers	General Checking		eft		\$	22,039.93
				<b>New Central Commercial</b>	<b>\$</b>	<b>33,657.62</b>
Computer Run Checks	General Checking	215	to	218	\$	7,398.05
Electronic Funds Transfers	General Checking		eft		\$	19,549.92
				<b>New Central Hotel</b>	<b>\$</b>	<b>26,947.97</b>
Computer Run Checks	General Checking	111	to	111	\$	60.00
Electronic Funds Transfers	General Checking		eft		\$	39,008.25
				<b>New Central Master Tenant</b>	<b>\$</b>	<b>39,068.25</b>
Computer Run Checks	General Checking	804	to	826	\$	15,696.86
Electronic Funds Transfers	General Checking		eft		\$	24,450.10
				<b>New Central Residential</b>	<b>\$</b>	<b>40,146.96</b>
Computer Run Checks	General Checking	1023	to	1073	\$	353,717.28
Electronic Funds Transfers	General Checking		eft		\$	79,921.60
Electronic Funds Transfers	Construction		eft		\$	1,547,311.28
				<b>SCIDpda</b>	<b>\$</b>	<b>1,980,950.16</b>
					<b>\$</b>	<b>2,599,048.21</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,lhhou se,lhmarket,lhopera,lhwelln,littsaig,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,pdacmmty,pdadev,pdamaint,pdaprop,scid,design19 AND mm/yy=03/2020-03/2020 AND All Checks=Yes

		Check	Total	
Check#	Vendor	Date	Check	Note
<b>bhcommop - General Checking</b>				
1561	pmjans - Phnook	3/4/2020	665.00	Janitorial - Contract
1562	pdamaint - SCIDpda Maintenance Dept	3/11/2020	5,032.00	WOs
1563	verwir - Verizon Wireless	3/11/2020	10.65	Telecomm
1564	welfar - Wells Fargo	3/11/2020	2.22	Telecomm
1565	cenlin - CenturyLink	3/19/2020	113.54	Telecomm
1566	lowes - Lowe's	3/19/2020	22.90	Supplies
1567	repser - Republic Services	3/19/2020	2,066.88	Garbage/Waste Removal
1568	wasman - Waste Management of Seattle	3/19/2020	3,026.80	Garbage/Waste Removal
1569	bushcond - SCIDPDA Bush Hotel Condo Association	3/25/2020	4,683.77	Condo Billing
1570	bushllc - SCIDpda Bush Residential LLC	3/25/2020	2,557.63	Electricity - coded to bhres in error
1571	eltsys - ELTEC Systems, LLC	3/25/2020	325.49	Elevator - Contract
1572	guasec - Guardian Security Systems, Inc	3/25/2020	374.23	Access Control Systems
1573	plamai - Plant Maintenance Equip & Supply	3/25/2020	1,975.60	Janitorial - Supplies
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	3/9/2020	35,750.00	Rent
<b>Total bhcommop - General Checking</b>			<b>56,606.71</b>	
<b>bhcondop - General Checking</b>				
1675	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2020	4,012.96	HVAC/Boiler Maint - Contract
1676	ipfscorp - IPFS Corporation	3/19/2020	1,989.29	Insurance - #11 of 11
1677	pugsou - Puget Sound Energy	3/19/2020	4,217.78	Natural Gas
<b>Total bhcondop - General Checking</b>			<b>10,220.03</b>	
<b>bhqalop - General Checking</b>				
189	finnei - Finney Neill & Co. P.S.	3/25/2020	2,186.00	Audit Fees
190	scidpda - SCIDpda	3/25/2020	45,000.00	Distribution
ACH	bannymel - The Bank of New York Mellon Trust Co.	3/2/2020	10,203.38	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>57,389.38</b>	
<b>bhresope - General Checking</b>				
756	pmjans - Phnook	3/4/2020	480.00	UTO - Other Vendors
757	seacitli - Seattle City Light	3/4/2020	2,570.43	Electricity
758	shewil - Sherwin-Williams Co.	3/4/2020	68.31	WOs
759	busimp - Business Impact NW	3/4/2020	1,604.68	Loan Payment - Monthly
760	tunjen - Tung	3/5/2020	20.95	Electricity
761	finnei - Finney Neill & Co. P.S.	3/11/2020	2,750.00	Audit Fees
762	pdamaint - SCIDpda Maintenance Dept	3/11/2020	5,823.55	WOs
763	pmjans - Phnook	3/11/2020	815.00	Janitorial - Contract
764	scidpda - SCIDpda	3/11/2020	19,558.08	ID Billing
765	seacitli - Seattle City Light	3/11/2020	0.00	Void
766	verwir - Verizon Wireless	3/11/2020	103.23	Telecomm
767	welfar - Wells Fargo	3/11/2020	548.63	Supplies
768	welfar - Wells Fargo	3/11/2020	16,414.33	Telecomm & Lobby Furniture
769	wesext - Western Exterminator Company	3/11/2020	275.25	Pest Control
770	seacitli - Seattle City Light	3/12/2020	1,492.82	Electricity
771	alegow - Alexander Gow Fire Equipment Co	3/19/2020	634.29	Fire Systems/Sprinklers - Contract
772	lowes - Lowe's	3/19/2020	2,541.56	Appliances, Supplis & Small Tools/Equipment
773	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/19/2020	4,013.00	HVAC/Boiler Maint - Contract
774	welfar - Wells Fargo	3/19/2020	87.79	Small Tools/Equipment
775	welfar - Wells Fargo	3/19/2020	60.00	Licenses
776	btcmec - BTC Mechanical LLC	3/25/2020	1,067.97	Plumbing

		Check	Total	
Check#	Vendor	Date	Check	Note
777	cenlin - CenturyLink	3/25/2020	61.58	Telecomm
778	finnei - Finney Neill & Co. P.S.	3/25/2020	2,375.00	Audit Fees
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	3/26/2020	10,603.45	Condo Billing
<b>Total bhresope - General Checking</b>			<b>73,969.90</b>	
<b>cidpdao3 - General Checking</b>				
174	blackb - Blackbaud, Inc	3/4/2020	27.53	Computer Software/Hardware
175	newtec - Newtek Technology Solution	3/11/2020	54.94	Computer Software/Hardware
176	welfar - Wells Fargo	3/11/2020	41.63	Computer Software/Hardware & Office Supplies/Equipment
177	scidpda - SCIDpda	3/25/2020	49.89	ID Billing
<b>Total cidpdao3 - General Checking</b>			<b>173.99</b>	
<b>dvaop - General Checking</b>				
3421	idvs2lib - IDVS2 Library/Parking	3/1/2020	17,585.00	Loan Payment - Monthly
3435	pmjans - Phnoux	3/4/2020	770.00	UTO - Other Vendors
3436	shewil - Sherwin-Williams Co.	3/4/2020	319.84	WOs
3437	thepar - The Part Works, Inc.	3/4/2020	113.87	Supplies
3438	depcom - Dept of Commerce	3/11/2020	14,423.00	Loan Payment - Quarterly
3439	hdsupp - HD Supply Facilities Maintenance, LTD	3/11/2020	281.77	Janitorial - Supplies
3440	pdamaint - SCIDpda Maintenance Dept	3/11/2020	4,185.00	WOs
3441	pugsou - Puget Sound Energy	3/11/2020	3,806.45	Natural Gas
3442	scidpda - SCIDpda	3/11/2020	16,069.12	ID Billing
3443	seacitli - Seattle City Light	3/11/2020	49.57	Electricity
3444	verwir - Verizon Wireless	3/11/2020	65.81	Telecomm
3445	welfar - Wells Fargo	3/11/2020	12.65	Telecomm
3447	lowes - Lowe's	3/19/2020	27.08	Supplies
3448	paclam - Pacific Lamp & Supply Company	3/19/2020	379.72	Supplies
3449	wavbro - WAVE	3/19/2020	90.00	Telecomm
3450	welfar - Wells Fargo	3/19/2020	1,795.31	Maintenance - Other Vendors & Small Tools/Equipment
3451	welfar - Wells Fargo	3/19/2020	87.78	Telecomm
3452	btcmec - BTC Mechanical LLC	3/25/2020	242.22	Plumbing
3453	eltsys - ELTEC Systems, LLC	3/25/2020	639.78	Elevator - Contract
3454	hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2020	675.64	Small Tools/Equipment
3455	watsec - Watson Security	3/25/2020	66.40	Locks/Keys
ACH	idvsfh - IDVS 2 Family Housing LLC	3/16/2020	2,441.48	Replacement Reserve Deposit - Monthly
ACH	idvs2con - IDVS2 Condo Association	3/26/2020	21,952.28	Condo Billing
<b>Total dvaop - General Checking</b>			<b>86,079.77</b>	
<b>hingop2 - General Checking</b>				
ACH	paypal - PayPal	3/11/2020	138.70	Bank Fees/Charges
<b>Total hingop2 - General Checking</b>			<b>138.70</b>	
<b>idvs2op4 - General Checking</b>				
384	scidpda - SCIDpda	3/4/2020	1,023.74	ID Billing
385	pdamaint - SCIDpda Maintenance Dept	3/11/2020	1,159.00	WOs
386	verwir - Verizon Wireless	3/11/2020	2.10	Telecomm
387	welfar - Wells Fargo	3/11/2020	1.33	Telecomm
388	repser - Republic Services	3/19/2020	1,187.97	Garbage/Waste Removal
389	wasman - Waste Management of Seattle	3/19/2020	1,645.93	Garbage/Waste Removal
390	plamai - Plant Maintenance Equip & Supply	3/25/2020	343.64	Janitorial - Supplies
391	scidpda - SCIDpda	3/25/2020	40,000.00	Distribution
<b>Total idvs2op4 - General Checking</b>			<b>45,363.71</b>	
<b>nccomop2 - General Checking</b>				
668	buihar - Builders' Hardware & Supply Co	3/1/2020	66.74	Supplies
669	contec - Convergent Technologies LLC	3/1/2020	206.32	Fire Systems/Sprinkler - Service Calls
670	hdsupp - HD Supply Facilities Maintenance, LTD	3/1/2020	172.21	Janitorial - Supplies

			Check	Total	
Check#	Vendor	Date	Check	Note	
671	newcenmt - New Central Hotel Master Tenant LLC	3/1/2020	0.00	Void	
672	seacitli - Seattle City Light	3/4/2020	785.35	Electricity	
673	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2020	622.81	HVAC/Boiler Maint - Contract	
674	pdamaint - SCIDpda Maintenance Dept	3/11/2020	3,438.25	WOs	
675	scidpda - SCIDpda	3/11/2020	1,344.24	ID Billing	
676	verwir - Verizon Wireless	3/11/2020	7.50	Telecomm	
677	welfar - Wells Fargo	3/11/2020	3.33	Telecomm	
678	wesext - Western Exterminator Company	3/11/2020	302.78	Pest Control	
679	citseacu - City of Seattle-Combined Utilities	3/19/2020	2,326.86	Water/Sewer	
680	lowes - Lowe's	3/19/2020	50.12	Supplies	
681	seadptra - Seattle Dept of Transportation	3/19/2020	186.05	Permits	
682	shewil - Sherwin-Williams Co.	3/19/2020	154.06	Supplies	
683	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/19/2020	622.83	HVAC/Boiler Maint - Contract	
684	wasman - Waste Management of Seattle	3/19/2020	29.60	Garbage/Waste Removal	
685	welfar - Wells Fargo	3/19/2020	60.00	Licenses	
686	eltsys - ELTEC Systems, LLC	3/25/2020	261.72	Elevator - Contract	
687	hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2020	122.32	Supplies	
688	plamai - Plant Maintenance Equip & Supply	3/25/2020	750.00	Janitorial - Supplies	
689	wesext - Western Exterminator Company	3/25/2020	104.60	Pest Control	
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/9/2020	974.70	Insurance - Property	
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/9/2020	1,081.90	Insurance - #3 of 12 EQ	
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/9/2020	19,983.33	Rent	
<b>Total nccomop2 - General Checking</b>			<b>33,657.62</b>		
<b>nchotop - General Checking</b>					
215	easwes - East-West Investment Co.	3/4/2020	4,392.71	Ground Lease Expense	
216	ipfscorp - IPFS Corporation	3/19/2020	1,020.34	Insurance - #11 of 11	
217	welfar - Wells Fargo	3/19/2020	60.00	Licenses	
218	finnei - Finney Neill & Co. P.S.	3/25/2020	1,925.00	Audit Fees	
ACH	welfar - Wells Fargo	3/10/2020	19,549.92	Loan Payment - Monthly	
<b>Total nchotop - General Checking</b>			<b>26,947.97</b>		
<b>ncmaster - General Checking</b>					
111	welfar - Wells Fargo	3/19/2020	60.00	Licenses	
ACH	newcenth - New Central Hotel LLC	3/9/2020	1,820.52	Insurance - Property	
ACH	newcenth - New Central Hotel LLC	3/9/2020	2,020.73	Insurance - #3 of 12 EQ	
ACH	newcenth - New Central Hotel LLC	3/9/2020	35,167.00	Rent	
<b>Total ncmaster - General Checking</b>			<b>39,068.25</b>		
<b>ncresop - General Checking</b>					
804	contec - Convergent Technologies LLC	3/1/2020	179.03	Fire Systems/Sprinkler - Service Calls	
805	hdsupp - HD Supply Facilities Maintenance, LTD	3/1/2020	45.75	Janitorial - Supplies	
806	watsec - Watson Security	3/1/2020	86.67	Locks/Keys	
807	cenlin - CenturyLink	3/4/2020	58.43	Telecomm	
808	seacitli - Seattle City Light	3/4/2020	4,570.80	Electricity	
809	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2020	774.17	HVAC/Boiler Maint - Contract	
810	watsec - Watson Security	3/4/2020	48.69	Locks/Keys	
811	finnei - Finney Neill & Co. P.S.	3/11/2020	1,780.00	Audit Fees	
812	pugsou - Puget Sound Energy	3/11/2020	747.98	Natural Gas	
813	scidpda - SCIDpda	3/11/2020	1,495.02	ID Billing	
814	verwir - Verizon Wireless	3/11/2020	82.23	Telecomm	
815	watsec - Watson Security	3/11/2020	163.77	Locks/Keys	
816	welfar - Wells Fargo	3/11/2020	6.22	Telecomm	
817	wesext - Western Exterminator Company	3/11/2020	379.85	Pest Control	
818	citseacu - City of Seattle-Combined Utilities	3/19/2020	2,383.56	Water/Sewer & Garbage/Waste Removal	
819	lowes - Lowe's	3/19/2020	23.38	Supplies	
820	seadptra - Seattle Dept of Transportation	3/19/2020	161.45	Licenses	

		Check	Total	
Check#	Vendor	Date	Check	Note
821	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/19/2020	774.19	HVAC/Boiler Maint - Contract
822	welfar - Wells Fargo	3/19/2020	87.79	Small Tools/Equipment
823	welfar - Wells Fargo	3/19/2020	60.00	Licenses
824	credoo - Cressy Door Company, Inc.	3/25/2020	176.16	Locks/Keys
825	eltsys - ELTEC Systems, LLC	3/25/2020	261.72	Elevator - Contract
826	finnei - Finney Neill & Co. P.S.	3/25/2020	1,350.00	Audit Fees
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/9/2020	845.82	Insurance - Property
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/9/2020	938.83	Insurance - #3 of 12 EQ
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/9/2020	16,350.00	Rent
ACH	scidpda - SCIDpda	3/9/2020	5,910.45	ID Billing
ACH	newcentr - SCIDPDA New Central Apartments, Inc	3/16/2020	405.00	Replacement Reserve Deposit - Monthly
<b>Total neresop - General Checking</b>			<b>40,146.96</b>	
<b>pdabhcon - Construction</b>				
ACH	bigvil - Big Village LLLP	3/9/2020	22,311.28	Note Receivable - Draw #5
ACH	scidpda - SCIDpda	3/13/2020	1,525,000.00	Reimburse North Lot PSA Deposit w/proceeds from LAP Loan
<b>Total pdabhcon - Construction</b>			<b>1,547,311.28</b>	
<b>pdaopacc - General Checking</b>				
1023	aspcn - Aspect Consulting, LLC	3/4/2020	3,272.50	CI/Program - Professional Fees/Consulting
1024	bushcond - SCIDPDA Bush Hotel Condo Association	3/4/2020	991.98	Telecomm
1025	cenlin - CenturyLink	3/4/2020	82.98	Telecomm
1026	houdep - Housing Development Consortium	3/4/2020	2,144.00	Dues
1027	locon - Locken Consulting LLC	3/4/2020	3,939.75	Professional Fees/Consulting
1028	newcentc - SCIDPDA New Central Commercial, Inc	3/4/2020	1,508.00	Rent
1029	seacitli - Seattle City Light	3/4/2020	168.48	Electricity
1030	stufra - Nelson	3/4/2020	3,000.00	CI/Program - Subcontracts
1031	thecopy - The Copy Company/TCC Printing & Imaging	3/4/2020	105.11	CI/Program - Supplies
1032	visser - Vision Service Plan	3/4/2020	309.25	Payroll Benefits - Vision
1033	wasden - Delta Dental of Washington	3/4/2020	1,801.35	Payroll Benefits - Dental
1034	watsec - Watson Security	3/4/2020	36.07	Locks/Keys
1035	wavbro - WAVE	3/4/2020	182.45	Telecomm
1036	zerplu - zero plus	3/4/2020	1,120.00	pdadev/Professional Fees/Consulting
1037	bushcomm - SCIDpda Bush Hotel Commercial	3/11/2020	12,326.40	Rent
1038	cenlin - CenturyLink	3/11/2020	131.22	Telecomm
1039	hartfo - The Hartford	3/11/2020	761.41	Payroll Benefits - Life Insurance
1040	infris - Inflection Risk Solutions, LLC DBA GoodHire	3/11/2020	32.25	Credit Screening Fee
1041	kaifou - of Washington Options Inc	3/11/2020	18,961.67	Payroll Benefits - Medical
1042	kolele - KolKay Electric, Inc.	3/11/2020	32,773.46	CI/Program - Subcontracts
1043	magcon - Magnum Construction Services, LTD.	3/11/2020	925.95	Ioumural/Program - Subcontracts
1044	malpet - Peter Malarkey Painting Conversation Inc	3/11/2020	12,975.80	Ioumural/Program - Subcontracts
1045	meetin - MeetingOne	3/11/2020	56.63	Telecomm
1046	navben - Navia Benefit Solutions	3/11/2020	100.00	Payroll Benefits
1047	net2ph - Net2Phone Inc.	3/11/2020	657.53	Telecomm
1048	pitbow - Pitney Bowes Inc.	3/11/2020	128.84	Postage
1049	ricusa - Ricoh USA, Inc	3/11/2020	243.54	Copier Lease/Maintenance
1050	verwir - Verizon Wireless	3/11/2020	676.01	Telecomm
1051	watcon - Watanabe Consultation	3/11/2020	2,700.00	Professional Fees & Consulting
1052	welfar - Wells Fargo	3/11/2020	433.84	Travel - Local & Employee Meals
1053	welfar - Wells Fargo	3/11/2020	339.51	Office Supplies/Equipment
1054	welfar - Wells Fargo	3/11/2020	4,796.21	Computer Software, Office Supplies/Equipment & Employee Meals
1055	welfar - Wells Fargo	3/11/2020	3,189.50	Office Supplies/Equipment, Council Expenses & Printing
1056	locon - Locken Consulting LLC	3/12/2020	1,966.05	Professional Fees & Consulting
1057	kolele - KolKay Electric, Inc.	3/12/2020	3,310.11	CI/Program - Subcontracts
1058	busrhi - Bush, Roed & Hitchings, Inc.	3/19/2020	3,147.00	Development Project - North Lot Housing
1059	casnet - Cascade Networks, Inc.	3/19/2020	202.28	HHC/Dues
1060	cenlin - CenturyLink	3/19/2020	131.22	Telecomm

		Check	Total	
Check#	Vendor	Date	Check	Note
1061	idvs1co - IDVS 1 Commercial	3/19/2020	9,094.00	Commercial Rent paid in cash
1062	tecave - Techie Avenger Inc	3/19/2020	1,312.84	Computer - Maintenance
1063	welfar - Wells Fargo	3/19/2020	39.99	Training/Education
1064	welfar - Wells Fargo	3/19/2020	150.00	Dues
1065	aspcon - Aspect Consulting, LLC	3/25/2020	4,576.96	CI/Program - Professional Fees/Consulting
1066	bresha - Shanti Breznau Consulting, LLC	3/25/2020	11,591.25	CI/Program - Professional Fees/Consulting
1067	chiarc - Chihara Architect	3/25/2020	450.00	pdadev/Professional Fees/Consulting
1068	finnei - Finney Neill & Co. P.S.	3/25/2020	6,125.00	Audit Fees
1069	firame - First American Title Insurance Co	3/25/2020	111.50	Development Project - North Lot Housing
1070	ichs - International Community Health Services	3/25/2020	200,000.00	LH Operating Reserve Withdrawal - OH approved
1071	infris - Inflection Risk Solutions, LLC DBA GoodHire	3/25/2020	70.50	Credit Screening Fee
1072	plamai - Plant Maintenance Equip & Supply	3/25/2020	556.89	Janitorial - Supplies
1073	seames - Seattle Messenger Cooperative	3/25/2020	10.00	Development Project - North Lot Housing
ACH	stwab&o - Department of Revenue	3/25/2020	301.56	B&O Taxes
ACH	webtho - Weber Thompson	3/26/2020	76,005.90	Development Project - North Lot Housing
ACH	pdamaint - SCIDpda Maintenance Dept	3/5/2020	880.00	WOs
ACH	pdamaint - SCIDpda Maintenance Dept	3/12/2020	0.00	WOs
ACH	scidpda - SCIDpda	3/16/2020	2,187.50	LH Replacement Reserve Deposit - Monthly
ACH	scidpda - SCIDpda	3/19/2020	546.64	lounmural/Program - Subcontracts
<b>Total pdaopacc - General Checking</b>			<b>433,638.88</b>	

#### vs10p - General Checking

444	citsea - City of Seattle	3/3/2020	35.00	Licenses
445	denlou - Denise Louie Education Center	3/4/2020	1,500.00	Tenant Retention
446	ichs - International Community Health Services	3/4/2020	2,500.00	Tenant Retention
447	pacpow - Pacific Power Group, LLC	3/4/2020	322.00	Maintenance - Other Vendors
448	eltsys - ELTEC Systems, LLC	3/12/2020	869.59	Elevator - Contract
449	pdamaint - SCIDpda Maintenance Dept	3/12/2020	534.00	WOs
450	pugsou - Puget Sound Energy	3/12/2020	1,701.88	Natural Gas
451	scidpda - SCIDpda	3/12/2020	17,934.20	ID Billing
452	seacitli - Seattle City Light	3/12/2020	17,540.03	Electricity
453	verwir - Verizon Wireless	3/12/2020	32.49	Telecomm
454	welfar - Wells Fargo	3/12/2020	1.33	Telecomm
455	citseacu - City of Seattle-Combined Utilities	3/19/2020	9,949.41	Water/Sewer
456	pugsou - Puget Sound Energy	3/19/2020	662.44	Natural Gas
457	repser - Republic Services	3/19/2020	1,693.47	Garbage/Waste Removal
458	wasman - Waste Management of Seattle	3/19/2020	3,710.69	Garbage/Waste Removal
459	actjac - Action Jackson Drain Cleaning & Plumbing	3/25/2020	246.62	Plumbing
460	eltsys - ELTEC Systems, LLC	3/25/2020	1,302.89	Elevator - Contract
461	hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2020	256.15	Small Tools/Equipment
462	hudbay - Hudson Bay Insulation Co.	3/25/2020	2,434.31	WOs
463	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/25/2020	10,990.46	HVAC/Boiler Maint - Contract

**Total vs10p - General Checking** **74,216.96**

#### vs2conop - General Checking

158	pdamaint - SCIDpda Maintenance Dept	3/4/2020	2,640.00	WOs
159	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2020	2,064.34	HVAC/Boiler Maint - Contract
160	seacitli - Seattle City Light	3/11/2020	3,180.69	Electricity
161	welfar - Wells Fargo	3/11/2020	10.00	Licenses
162	cenlin - CenturyLink	3/19/2020	58.62	Telecomm
163	ipfscorp - IPFS Corporation	3/19/2020	2,615.33	Insurance - #11 of 11
164	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/19/2020	2,064.30	HVAC/Boiler Maint - Contract
165	citseacu - City of Seattle-Combined Utilities	3/25/2020	30,546.04	Garbage/Waste Removal & Water/Sewer

**Total vs2conop - General Checking** **43,179.32**

#### vs2lpop - General Checking

267	usbank - US Bank/TFM/97298300/Julie Kammuller	3/1/2020	14,378.13	Loan Payment - Monthly
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		Check	Total	
Check#	Vendor	Date	Check	Note
268	cenlin - CenturyLink	3/4/2020	233.11	Telecomm
269	scidpda - SCIDpda	3/4/2020	8,471.11	ID Billing
270	pdamaint - SCIDpda Maintenance Dept	3/11/2020	480.00	WOs
271	scidpda - SCIDpda	3/11/2020	3,136.80	ID Billing
272	t0002854 - Sadako K. Tapang	3/11/2020	195.00	Move Out Refund
273	t0002858 - Xiaolan Huang	3/11/2020	40.00	Move Out Refund
274	verwir - Verizon Wireless	3/11/2020	49.41	Telecomm
275	welfar - Wells Fargo	3/11/2020	5.33	Telecomm
276	eltsys - ELTEC Systems, LLC	3/25/2020	293.22	Elevator - Contract
277	jondon - Jon-Don	3/25/2020	526.66	Small Tools/Equipment
ACH	citseafa - City of Seattle Finance & Admin Svcs	3/24/2020	121.93	Licenses
ACH	idvs2con - IDVS2 Condo Association	3/26/2020	3,008.08	Condo Billing
<b>Total vs2lpop - General Checking</b>			<b>30,938.78</b>	

**2,599,048.21**



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.*

**April 2020 Items**

**Administration, Vern Wood lead**

**City of Seattle: Loan Payment Deferral**

City of Seattle granted a deferral of our HUD 108 loan payment from SCIDpda Bush Hotel QALICB LLC. This entity is 57.5% owned by SCIDpda Bush Hotel Manager, Inc. which, is 100% owned by CIDPDA. SCIDpda own the other 42.5% of SCIDpda Bush Hotel QALICB LLC. Interest at 1.63338% is payable monthly but monthly principal payments of \$8,750 are deferred at least until August. The deferral may be extended.

**Seattle Foundation: \$100,000**

In recognition of the critical work you are doing to support vulnerable communities on the frontlines of the coronavirus pandemic, the COVID-19 Response Fund, hosted by Seattle Foundation, is preparing to **make an immediate grant of \$100,000 to SCIDPda**. The purpose of this grant is to provide general operating support, allowing you to continue to provide services and supports that address the health and economic impacts of this crisis. Seattle Foundation is executing this grant on behalf of the fund partners of the COVID-19 Response Fund, which includes over 30 foundations, businesses, and government partners from across the Puget Sound Region and across the country.

**Community Initiatives, Jamie Lee lead**

**WA State Department of Commerce: \$30K**

Funding to support small business assistance work around COVID-19, funds shared with CIDBIA and FLS. Exact allocations of funds to be determined – will use the funds to pay for translations and other expenses related to COVID-19 relief. Once that is “over,” will split the remainder equally. (Maiko, FYI, since DOC is gov, Jody recommended it flow through SCIDpda).

## SCIDpda Staff Reports – April 2020

### Executive Director

Maiko Winkler-Chin

I have attached 2 documents for reference in lieu of a report:

- Email to City Council members regarding Council Bill 119769 re: ISRD. I also commented on the affordable housing portion.
- Memo regarding Achieving Excellence for discussion as Board Business.

\*Documents are located at the end of the staff report.

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### Community Initiatives

Jamie Lee

#### Business Assistance and Relief

As of 4/15, our **CID Restaurants and other Small Businesses Relief Fund** has doubled the \$100k seen money from Vulcan. With the seed money from Vulcan, we have raised over \$200k to support small businesses in the CID. We mailed our first round of checks on April 9 to around 67 qualified businesses in the amount of \$1500 each and plan to mail another round the week of April 20 to complete our Round One of funding. We continue to fundraise for the fund and plan to give a second round in the coming weeks.

Our **CID Small Business Relief Team** continues to translate, outreach, and support businesses in applying for the numerous amounts of aid that is coming from private and public (including local and federal) sources. We are also working closely with the Office of Economic Development on relaying information and sharing resources. All of our small business relief work is truly a partnership between SCIDpda, CIDBIA, and the Friends of Little Saigon.

#### Hing Hay Coworks

March saw very few coworking members before the official shut down on March 17. We had 30 members in HHC in March, out of a projected 46. We did have a few full-ins members pull their memberships, our largest team stating their full intention to return after the pandemic. At the beginning of April, after researching what other coworking spaces were doing, we gave members a reduction of 75% off their memberships as we were closed the entire month of April. We gave members the option of paying their full membership, and those who could pay in full did that. Before the outbreak, we had opened the call for artists for the spring AAPI Arts and Crafts Fair, which was scheduled for May 9. With the current circumstances, we have decided to take this event online and we are building a platform for vendors to be able to sell their items online for the entire month of May (which is coincidentally API heritage month). We are still working out logistics for that, but will share the website when available.

#### Public Space

Most of our public space work is currently on hold. One portion that is continuing to move forward is our work in **Kobe Terrace Park**, replacing pedestrian lights along the walkway. Contractors are working to come up with a “safety plan” so that they are able to work while maintain social distancing.

We are also still supporting the **Little Saigon Park Project** and the Seattle Department of Parks and Rec as they continue to gather feedback on the naming of the park.

Lastly, on a fun note, An and Jamie hosted a virtual tour of the CID for a UW graduate level class. An and the professor were able to walk the neighborhood while students (and Jamie!) joined on Zoom. We had been put on the schedule months ago for this and were glad to be able to accommodate the class.

### Preservation/Planning

This work also is mostly on hold except for one project. Our consultants for **Integrated Planning Grant with the State Department of Ecology** were able to take advantage of the empty Goodwill store to do additional drilling and testing.

### Census 2020

Our Census work has completely shifted from the plans that we have made over the past few years. Instead of assisting residents in person to take the Census to assisting over the phone. We have also increased ad buys in the NW Asian Weekly, Seattle Chinese Times, and the Seattle Chinese Post. The Census has delayed – folks are able to take it up to October 31.

### EVENTS

CID Spring Clean has been postponed until further notice, likely in late summer or early fall. Stay tuned for more information. Updates on other events coming in from Jerilyn in board business.

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## Real Estate Development

Michael Omura

***Note: Bold text indicates new information about the project.***

### SCIDpda Direct Involvement

#### Pacific Medical North Lot

The current design contemplates buildings that are comprised of a Program of All Inclusive Care for the Elderly (23,000 sq. ft.), 270 affordable 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. ***MUP documents have been submitted, impacts of the Mayor's ordinance streamlining ADR process is being evaluated and EDGE has been selected as development consultant for the preconstruction of the project***



	Studio	1 BR	2 BR	3 BR	4 BR	
Bldg A	30	45	52	29	4	160
Bldg B	23	36	32	19	4	114
Total	53	81	84	48	8	274

\*\*affordability levels not set yet

## SHA King County Records Site

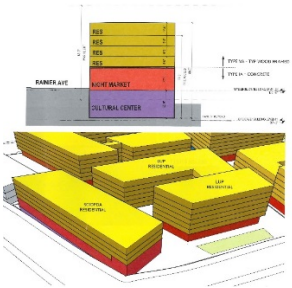
***Design Development package has been submitted by the design team and Marpac is pricing. Building permit documents to be submitted on June 11<sup>th</sup>. Application for WSHFC bonds are due on June 17<sup>th</sup> and RFPs for lenders and equity investors to be issued by 4/24.***

	Studio	1 BR	2 BR	3 BR	4 BR	
<b>30%</b>	0	30	43	15	4	92
<b>60%</b>	0	17	25	8	2	52
<b>80%</b>	8	2	2	2	0	14
<b>Total</b>	8	49	70	25	6	158



## 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.



## 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

***Project is complete\*\****

## 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

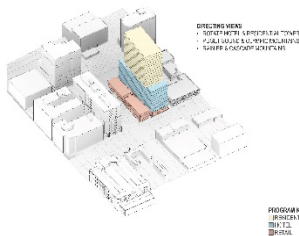
#### URM/Historic Core Renovation

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)

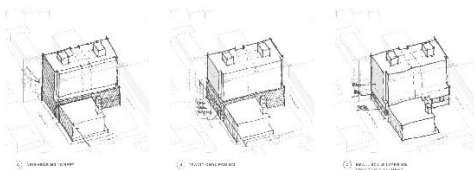
Dali and Tomio Moriguchi with their architect MG2 presented early concepts to develop this site develop this site for a mixed use development with residential rental units, hotel and retail. This concept is revised from earlier schemes that was presented at earlier at ISRD.



Development Type	Unit Type	Affordable Requirements?
Residential – 215 units	1 and 2 BR	Unknown
Hotel – 211 units		Pay fee
Retail – ground floor		

#### 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 (Jasmine)

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



Development Type	Unit Type	Affordable Requirements?
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Residential – 200 units TBD apartments or condos	Studio, 1 and 2 BR	Unknown Using MFTE program
Retail – ground floor		

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

***A 66 market rate apartment units (originally discussed as condos with the SCIDpda board) with some retail on the street. There will be 53 studio units and 13 one bedroom units and MHA will be met through payment in-lieu. 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. We are not pursuing as the asking price is very high.***



#### 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. ***Project is complete\*\****



#### 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

- 160,881 SF & 13 Stories
- 5,500 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
- Glass spaces are located on the podium and the east side
- Window patterning has been modified to reduce the uppermost scale of the building and to differentiate other portions of the building
- Windows were modified to reduce the amount of glass used to prevent steel from being an office building appearance



## Koda (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)

***Has 69 affordable studios, one and two bedroom units at 50-60% median income. The project is complete***



## 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.

## **Property Operations**

Jared Jonson

SCIDpda's response to COVID-19 continues to be our main focus. As of 4/21, the 2<sup>nd</sup> round of resident wellness checks should be complete. Thanks to the hard work and dedication of front-line staff, additional PDA staff working limited hours, and neighborhood volunteers, the basic needs of our residents are being met. I am happy and grateful to share our buildings and staff have no confirmed cases of COVID-19. The front-line Property Operations team (Building Managers, Assistants, Maintenance, and Janitorial) continue to work regular hours and in very few cases are working extra or OT hours (related to cleaning commons spaces on weekends). We did a building-by-building inventory of supplies in mid-March to determine what needed to be ordered. We have the cleaning supplies and gloves we need, but (like everyone else), are short on N-95 masks. We are supplementing this shortage using donated cloth masks and other supplies being provided by IDEC. Thank you to the Board for approving the Hazard Pay Compensation policy last month. It is much appreciated by front-line staff and many have expressed their gratitude and recognition for the work they do. Over the past month as resident needs have been identified, our work has shifted to providing or help with navigating directresident services such as food security and rent assistance. In April, with Seattle Public Schools now closed for the year, our staff has been working directly with SPS to provide families with art kits, weekly learning packets, and access to technology (computers and wifi). I'd like to also give a shout out and BIG Thank you to the co-owners of the Louisa Val & Greg Gorder. The Gorders generously provided lunch to all front-line operations staff and those working in the main office. It was a much appreciated morale boost to the team.

## **Commercial Property Management**

As we are all aware, COVID-19 has hit our neighborhood business community hard. We have done an initial round of check-ins with our commercial tenants to determine who is closed, open, requesting a rent deferral etc. In total, 36 of 49 tenants have closed their doors. We have granted deferrals to 16 tenants. All restaurant and market tenants have closed, with only a handful providing takeout during limited hours. We are constantly updated tenants with information from public health, but also opportunities for help through the various relief efforts. In the next round of check-ins, we will be asking more detailed questions about ongoing business or technical assistance and plans for re-opening businesses. Vacancies remained the same as last month. For an existing tenant who is currently closed (Seattle Chinese CoC) and was set to end their lease in May, we granted an early termination, pro-rating half of April rent. This will allow us to turn over the space sooner, for a new tenant who is expected to start a new lease in May or June. We are looking for other similar opportunities as other businesses may make the difficult decision to close. Overall, AR is on track with budget for PDA tenants, but expected to dip with ongoing COVID-19 impacts. We have also started our 2019 NNN reconciliation and will look to have that completed by the end of Summer 2020.

## **Residential Property Management**

As I mentioned above, our 2<sup>nd</sup> round of resident wellness checks will be completed by 4/21. We are providing direct resident services to meet basic needs such as food security, pre-cooked meal delivery, groceries, and coordination w/ Seattle Public Schools. To date over 1200 bags of groceries and precooked meals have been delivered to our residents. Lots of staff time as well as 50+ hours of volunteer and staff coordination have gone into this work. We are nearly 100% occupied in our PDA buildings only a handful of vacancies in the entire portfolio. We are keeping a SRO unit vacant open at NP Hotel due to the high-risk nature of coming to a building with shared amenity spaces. Another studio unit at NP is being kept purposely vacant in case we need to quarantine an SRO resident there. We are cautiously moving forward with new move-ins, following all CDC & Public Health guidance. Despite COVID-19 challenges, AR for PDA properties is surprisingly good for Q1, this is mainly due to the fact that our resident rely on subsidies (through vouchers), making their ability to pay rent more stable. The population in our external managed properties represent more of the working population. Many tenants had challenges before COVID-19 and now with the crisis fully affecting the neighborhood, we are seeing negative AR in these buildings. Our team is working with building owners and directing residents to rent assistance resources.



## **Building Maintenance**

Again, want to reiterate my gratitude for approving hazard pay for front-line staff. When the COVID-19 crisis began, we anticipated a high number of PTO requests, but we have seen a typical amount and believe the Hazard Pay Compensation policy implemented last month has a lot to do with this. As we mentioned last month, in-unit work orders remain on hold. The only in-unit work is for emergencies or in special circumstances. I have directed our maintenance team to focus their work on preventative work in common areas and building exteriors. We are proceeding with Unit Turnovers (UTOs) in recently vacated units, following all CDC/Public Health guidelines and only when the units have been vacant for more than 4 days. There have been some costly UTOs in Q1, these were mainly due to the amount of work needed in some of these units that have been occupied for long periods of time. Both costs and average UTO time is still not where we want it to be, but COVID-19 has slowed our ability to begin implementing process improvements.

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**From:** [Maiko WC](#)  
**To:** [dan.strauss@seattle.gov](mailto:dan.strauss@seattle.gov); [tammy.morales@seattle.gov](mailto:tammy.morales@seattle.gov); [teresa.mosqueda@seattle.gov](mailto:teresa.mosqueda@seattle.gov); [lorena.gonzalez@seattle.gov](mailto:lorena.gonzalez@seattle.gov)  
**Subject:** Council Bill 119769 - ISRD Impacts  
**Date:** Monday, April 13, 2020 12:01:00 PM

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Dear Councilmembers Strauss, Morales, Mosqueda and Gonzalez:

We are struggling with the realities of Covid-19. And while we are shifting and changing what work is and what we can get done, work needs to continue now to make whatever “normal” looks like whenever that is - smoother. I appreciate your efforts, and wanted to provide some comments on one item you are working on - Council Bill 119769.

### **Moving to Administrative Review**

I appreciate the shifting of projects to administrative review, which should permanently continue for items that are not “larger alterations/modifications”. I do not have the brain space to research what does not fall into that category, but it should be those items that do not significantly alter or modify the property. It should include approval for signage; awnings, and paint colors. It is amazing how long this sort of review can take depending on project backlog – it can take months.

Changes of use need to be included in administrative review. Changes of use take months, and can be very costly in terms in building improvements and loss of rent. The Great Recession caused a 20% ground floor vacancy; spaces often required a change of use for the new tenant. This should be handled at ISRD as expediently as possible and in coordination with SDCl.

Administrative review needs to happen immediately if it’s not already happening. Please make that change permanent.

### **Electronic Meetings**

The City needs to figure out a way to move towards electronic meetings. I understand that other decisions that go before SDCl and Seattle Design Commission are moving in a similar direction. Because of ISRD’s uniqueness, the City should not move all work towards administrative review.

DON needs time to adjust its processes. Selecting the best platform – Microsoft Teams? Skype for Business? Zoom? – is hard. Translating and sharing information so community can understand may be challenging, but do-able. Interpreting meetings in language for those watching or listening – it is do-able.

I expect DON to consider how community members limited by technology or language could participate in the process, and how they (as well as the rest of us) can provide input and appeal decisions if desired (do people understand how to do this under normal circumstances). Should DON, for example, post agendas, architectural renderings, and other information physically in community for those who may not have access? Could DON post information in advance - say 14 days? - so people have longer to comment? Can DON post an extended “expected review” schedule so community can plan their participation and input? Could DON set up a translation line for people to call in their comments, or to submit their appeal? Could meetings be videoed for later viewing/listening so those who couldn’t make it can later watch/listen (which is something we cannot do now), and provide comment if desired?

When one considers how ISRD meetings are normally conducted, the community does not participate except during public comment – typically at the beginning of the meeting. If one cannot attend the meeting, we must wait until meeting minutes come out, or find someone who attended to learn about discussions and votes. DON may want to continue some of these changes longer term to make their meetings more accessible.

The question for Council and Staff is how long will it take for DON to figure out this process? Is 60 days truly necessary?

Thank you for the opportunity. Please call me at 206.838.8242 if you would like to discuss.

Sincerely,

Maiko Winkler-Chin  
Executive Director

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**Maiko Winkler-Chin**

Executive Director

Seattle Chinatown International District Preservation & Development Authority phone:

206.838.8242

We moved! Same building – but we’re on the Plaza Level, #P2!

[www.scidpda.org](http://www.scidpda.org)



*The pda's mission is to preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood*

# Memo

To: SCIDpda Board of Directors

From: Maiko Winkler-Chin, Executive Director

Date: April 20, 2020

Re: Requesting Participation in NeighborWorks Achieving Excellence Program

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I am requesting that the Board of Directors allow and support my application to the Achieving Excellence (AE) program. It would strengthen both myself and the SCIDpda in doing our work.

## **Program Details**

NeighborWorks (NW) Achieving Excellence is a leadership development program; NW calls it an organization transformation program with a focus on organizations becoming more performance-driven and outcome-focused, growing beyond their current levels of success to having greater impacts in their communities.

AE selects 50 community organization senior staff for the 16-month program. Participants work on an organizational challenge/opportunity; with one-on-one coaching, peer support, and curriculum through Harvard's Kennedy School of Government, participants apply new skills and knowledge to identify what the "next level" could be for their organizations, then leverage these new tools and supports to shift the organization to this new desired situation. Theoretically, this process will transform my work, the SCIDpda, and myself.

Application deadline is May 15<sup>th</sup> (requires a letter from the Board President), and program notification is July 1<sup>st</sup>.

## **Time Commitment**

There will be considerable time spent working on this as yet undefined challenge/opportunity here in Seattle. There is also time away from office – anticipated at 3 weeks in MA; four 1-2 day trips at locations TBD.

## **Program Cost**

According to AE, real value equates to over \$42,000 per person, but most of the program's cost is underwritten by NW and their sponsors. The cost for the program based on SCIDpda's operating budget is \$14,000. Tuition includes 3 weeks of sessions at Harvard (teaching, meals, room and board), 16+ months of executive coaching. Costs not included in tuition include travel and travel-related costs; and incidental expenses (taxis, tips, meals, etc.)

## **What NeighborWorks Looks for in a Candidate**

There is no guarantee I will be selected. NW looks for a diverse group of nonprofit professionals. The typical participant will be an executive director or other senior leader with significant authority in an established organization for five or more years. Those selected must be thoughtful about the work, excited about current responsibilities, and eager to take that work to the next level through articulating, committing to and addressing a specific and critical challenge facing their organization.

## **Why Advancing Excellence, Why Now for SCIDpda**

AE is a program that is known in community development circles as a good program, and it sometimes elevates the organization. I have been considering it for maybe 8 years. It may seem like a strange time to consider this, especially in light of the covid-19 outbreak. But, with development projects in the horizon, strategic decisions we have made (e.g. senior services), staffing transitions – both impending retirement and responsibility shifting, and strategic hirings, and reflections as we started our next strategic plan, this seems like an appropriate time for our organization to look ahead with intention about our future. It seems pivotal.

**Resolution 20-04-21-\_\_\_\_\_**

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

We, the Governing Body of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize staff to pursue predevelopment financing, not to exceed \$2,000,000, with Impact Capital for the North Lot Development located at 1200 12<sup>th</sup> Avenue South, Seattle, WA. This Governing Body previously authorized staff to pursue financing for this project through Board Resolution 18-08-21-02.

The project will be constructed in phases. The first phase is going through public affordable housing financing, and will consist of approximately 158 affordable family units affordable to households earning at below 80% of Area Median Income; approximately 24,000 sq. ft. for a Program of All Inclusive Care for the Elderly (AiPACE to occupy), approximately 10,000 sq. ft. for an Early Childhood Education Center (El Centro del la Raza to occupy) and below-grade parking.

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

Maiko Winkler-Chin, Executive Director  
Vern Wood, Deputy Director  
Mindy Au, Board President

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

FURTHER RESOLVED that this resolution shall supersede any prior resolutions of the SCIDpda with respect to the Project to the extent such prior resolutions are inconsistent with the terms hereunder.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Resolution 20-04-21-\_\_\_\_\_**

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

We, the Governing Body of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize staff to pursue financing for the development of the childcare facility, not to exceed \$3,000,000, with the City of Seattle's Human Services Department (HSD) for the North Lot Development located at 1200 12<sup>th</sup> Avenue South, Seattle, WA. This Governing Body previously authorized staff to pursue financing for this project through Board Resolution 18-08-21-02.

The project will be constructed in phases. The first phase is going through public affordable housing financing, and will consist of approximately 158 affordable family units affordable to households earning at below 80% of Area Median Income; approximately 24,000 sq. ft. for a Program of All Inclusive Care for the Elderly (AiPACE to occupy), approximately 10,000 sq. ft. for an Early Childhood Education Center (El Centro del la Raza to occupy) and below-grade parking.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## SCIDpda Consolidated Balance Sheet (With Period Change)

Period = Jan 2019-Dec 2019

Book = Accrual ; Tree = .fc\_bs

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

		Balance	Beginning	Net
		Current Period	Balance	Change
<b>1000-0000</b>	<b>ASSETS</b>			
<b>1001-0000</b>	<b>CURRENT ASSETS</b>			
1100-0000	CASH & CASH EQUIVALENTS			
	Unrestricted Funds	\$ 3,828,663	\$ 4,572,188	\$ (743,525)
	Restricted Funds	3,237,028	2,123,048	1,113,980
	Bond Funds	2,142,315	2,056,822	85,492
1199-0000	TOTAL CASH & CASH EQUIVALENTS	9,208,005	8,752,058	455,947
1200-0000	ACCOUNTS RECEIVABLE			
	Accounts Receivable - Net	1,351,815	1,755,369	(403,554)
1299-0000	TOTAL ACCOUNTS RECEIVABLE	1,351,815	1,755,369	(403,554)
1300-0000	OTHER RECEIVABLES			
	Note Receivable	1,018,319	926,752	91,567
	Other Receivables	4,671	71,588	(66,917)
1399-0000	TOTAL OTHER RECEIVABLES	1,022,990	998,340	24,650
1400-0000	DEPOSITS & PREPAIDS			
	Prepaid Insurance	34,011	20,079	13,932
	Prepaid Expenses & Deposits	36,500	46,075	(9,574)
1499-0000	TOTAL DEPOSITS & PREPAIDS	70,511	66,154	4,357
<b>1499-9999</b>	<b>TOTAL CURRENT ASSETS</b>	<b>11,653,321</b>	<b>11,571,921</b>	<b>81,400</b>
<b>1500-0000</b>	<b>LONG-TERM ASSETS</b>			
1501-0000	PROPERTY			
	Property - Net Accum. Depreciation	37,081,189	38,595,071	(1,513,882)
1599-0000	TOTAL PROPERTY	37,081,189	38,595,071	(1,513,882)
1600-0000	FIXED ASSETS			
	Furniture Fixtures & Equipment - Net Accum. Depreciation	187,521	290,706	(103,186)
1699-0000	TOTAL FIXED ASSETS	187,521	290,706	(103,186)
<b>1699-9999</b>	<b>TOTAL LONG-TERM ASSETS</b>	<b>37,268,710</b>	<b>38,885,777</b>	<b>(1,617,067)</b>
<b>1700-0000</b>	<b>OTHER ASSETS</b>			
1701-0000	OTHER ASSETS			
	Other Receivables	1,858,902	2,151,621	(292,719)
	Investment in Other Entities	5,286,298	4,659,213	627,085
	Development Projects	1,690,221	65,474	1,624,747
1791-0611	Development Project-JCCW Breezeway	209	18,695	(18,486)

**Balance Sheet (With Period Change)**

Period = Jan 2019-Dec 2019

Book = Accrual ; Tree = .fc\_bs

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

		Balance	Beginning	Net
		Current Period	Balance	Change
1799-0000	TOTAL OTHER ASSETS	8,835,630	6,895,002	1,940,628
<b>1899-9999</b>	<b>TOTAL OTHER ASSETS</b>	<b>8,835,630</b>	<b>6,895,002</b>	<b>1,940,628</b>
<b>1999-9999</b>	<b>TOTAL ASSETS</b>	<b>\$ 57,757,661</b>	<b>\$ 57,352,701</b>	<b>\$ 404,961</b>
<b>2000-0000</b>	<b>LIABILITIES &amp; CAPITAL</b>			
<b>2001-0000</b>	<b>LIABILITIES</b>			
<b>2010-0000</b>	<b>CURRENT LIABILITIES</b>			
2100-0000	PAYABLES & OBLIGATIONS			
	Accounts Payable	\$ 423,562	\$ 499,379	\$ (75,817)
	Prepaid Rent	23,250	89,711	(66,462)
	Current Portion Due of Mortgages & Other Obligations	1,180,859	1,377,075	(196,216)
	Taxes & Benefits Payable	23,978	5,234	18,744
2199-0000	TOTAL PAYABLES & OBLIGATIONS	1,651,649	1,971,400	(319,750)
2200-0000	ACCRUED EXPENSES			
	Accrued Expenses	1,602,421	1,671,396	(68,975)
2299-0000	TOTAL ACCRUED EXPENSES	1,602,421	1,671,396	(68,975)
<b>2299-9999</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>3,254,070</b>	<b>3,642,795</b>	<b>(388,725)</b>
<b>2300-0000</b>	<b>LONG-TERM LIABILITIES</b>			
2301-0000	MORTGAGES & OTHER OBLIGATIONS			
	Loan Payable	27,387,566	28,872,143	(1,484,577)
	Bonds Payable - Net	357,406	388,632	(31,225)
2399-0000	TOTAL MORTGAGES & OTHER OBLIGATIONS	27,744,972	29,260,775	(1,515,803)
<b>2399-9999</b>	<b>TOTAL LONG-TERM LIABILITIES</b>	<b>27,744,972</b>	<b>29,260,775</b>	<b>(1,515,803)</b>
<b>2400-0000</b>	<b>OTHER LIABILITIES</b>			
	Security Deposit Liability	152,646	150,648	1,998
	Other Liabilities	206,371	193,908	12,463
	Deferred Rent Payable	769,568	823,691	(54,123)
<b>2499-0000</b>	<b>TOTAL OTHER LIABILITIES</b>	<b>1,128,585</b>	<b>1,168,246</b>	<b>(39,661)</b>
<b>2999-0000</b>	<b>TOTAL LIABILITIES</b>	<b>32,127,628</b>	<b>34,071,817</b>	<b>(1,944,189)</b>
<b>3001-0000</b>	<b>CAPITAL</b>			
	Retained Earnings	25,630,034	23,280,884	2,349,150
<b>3999-0000</b>	<b>TOTAL CAPITAL</b>	<b>25,630,034</b>	<b>23,280,884</b>	<b>2,349,150</b>

**Balance Sheet (With Period Change)**

Period = Jan 2019-Dec 2019

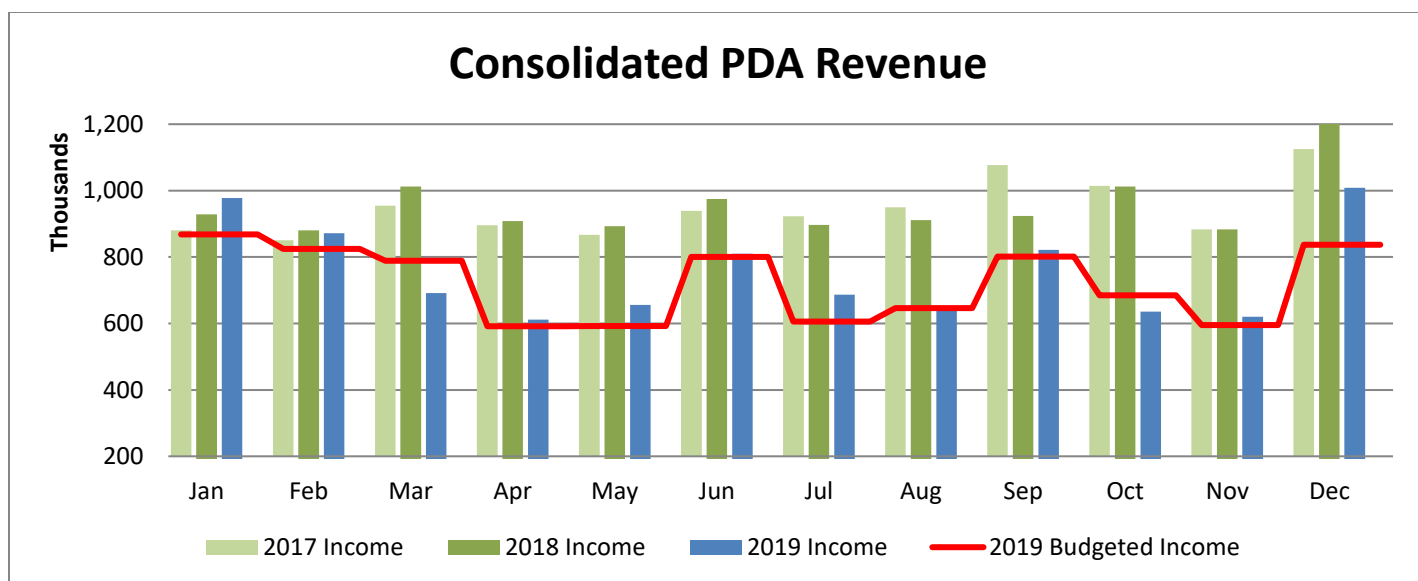
Book = Accrual ; Tree = .fc\_bs

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

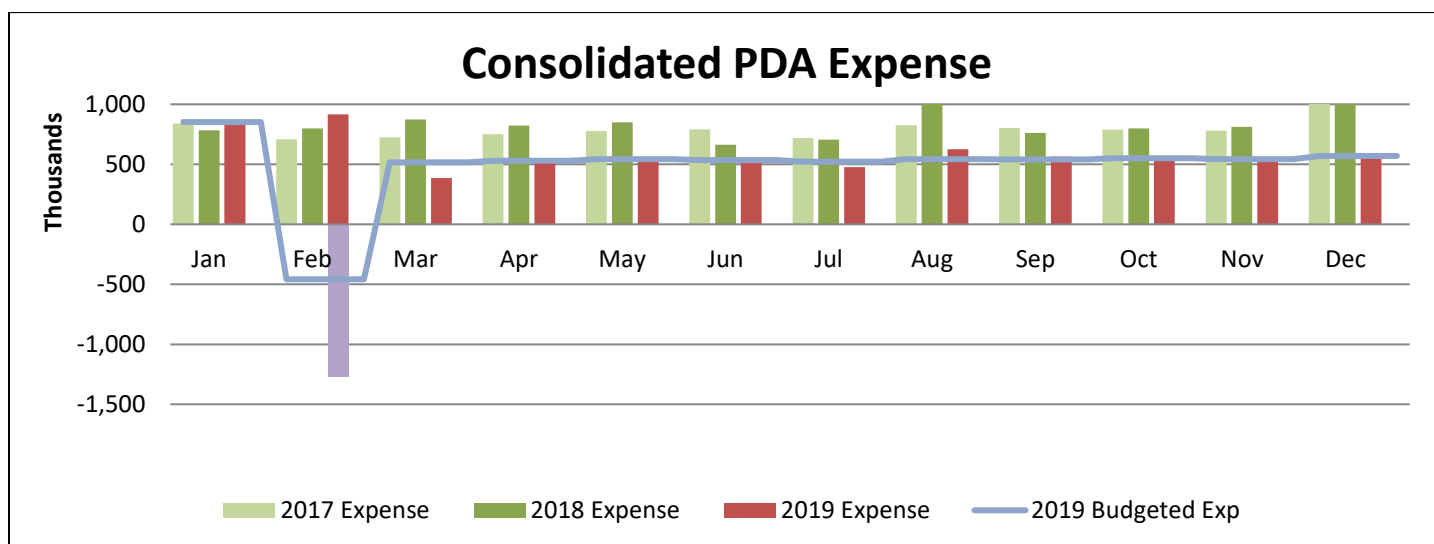
		Balance	Beginning	Net
		Current Period	Balance	Change
<b>3999-9999</b>	<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>\$ 57,757,661</b>	<b>\$ 57,352,701</b>	<b>\$ 404,961</b>



## SCIDpda Consolidated – Q4 2019 Financial Summary

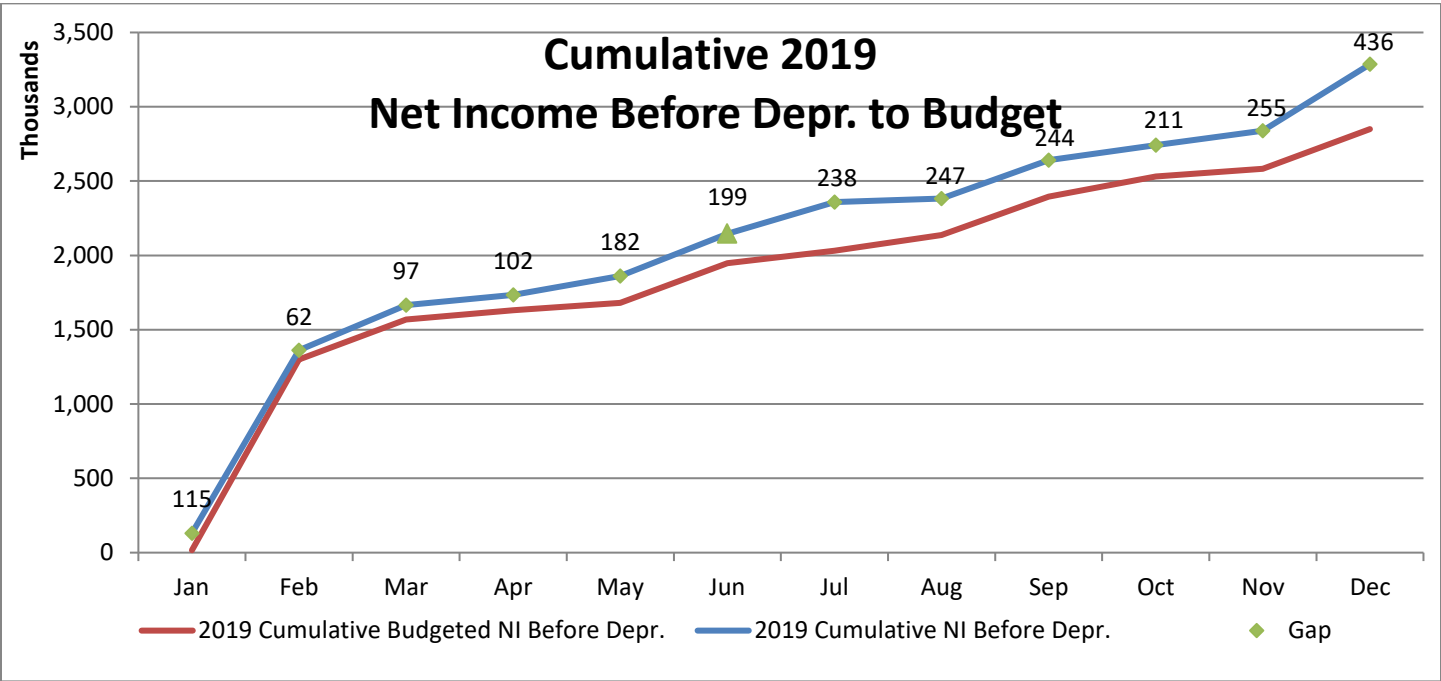


Revenues through Q4 2019 were approximately \$407K greater than budget for the entire organization. Rent Income for Community Initiatives continued to be greater than budget due to higher memberships at HHC. Net Rent Income on our properties was below budget, with higher rents and less vacancies than budgeted, but offset by rent concessions and bad debt. Property Management service income continued to be greater than budget due to adding Louisa Hotel and to the billing of past work orders for commercial tenants, the latter offsetting some of the additional maintenance expense noted below. Admin had the largest variances. Admin Developer Fee Income was \$29K higher than budget (which was offset by expenses for the JCCCW project) and Fundraising Income \$106K higher than budget. Interest Income was higher than budget by \$42K due to more money being invested and at higher rates than anticipated.



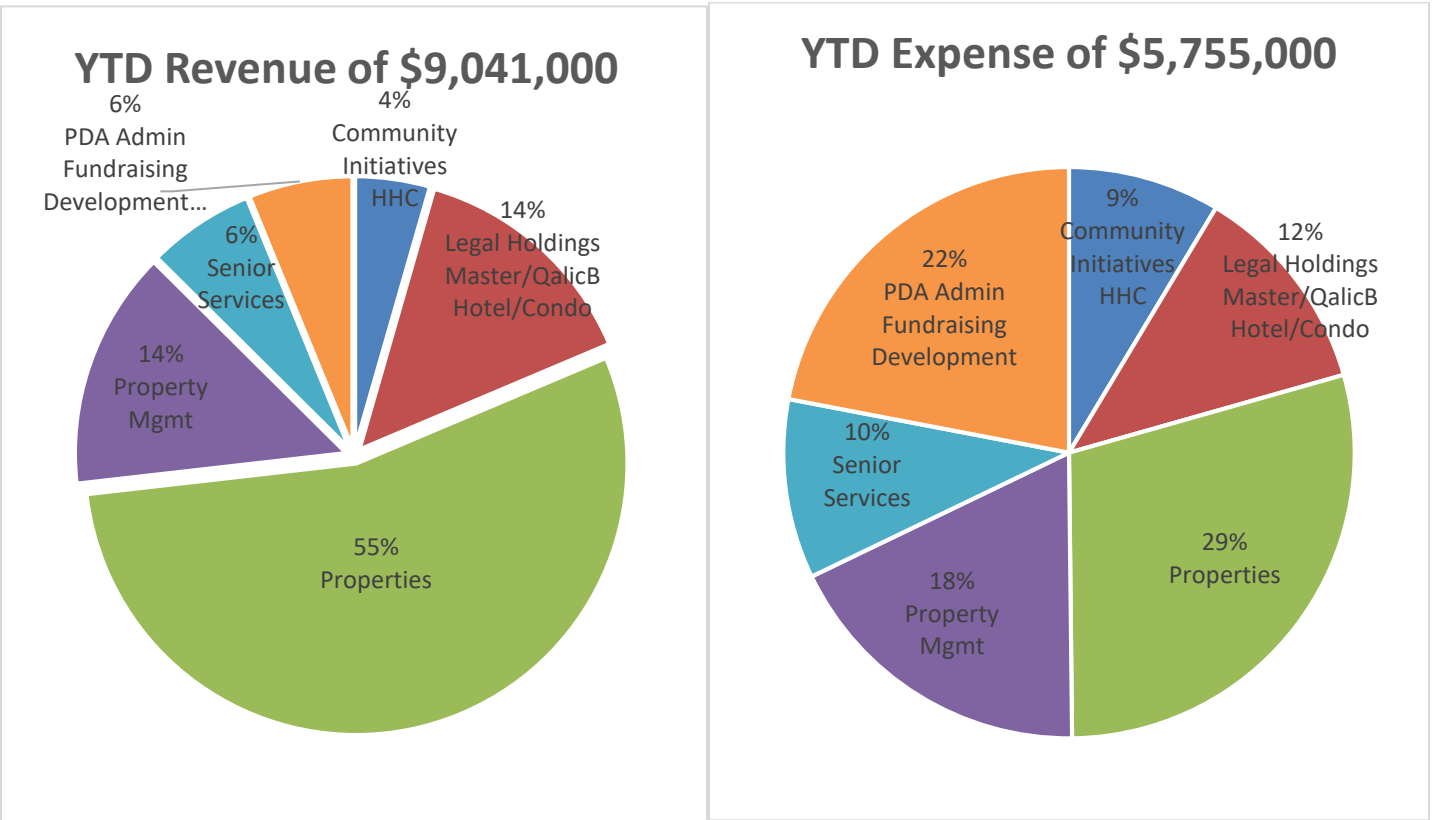
Expenses through Q4 2019 were approximately \$29K under budget for the entire organization. Operating Expenses were under budget by \$64K. Admin expenses were \$195K under budget mainly due to professional fees, Admin and Property Management salaries, and other office expenses. Professional fees were under budget due to consulting and legal services which were budgeted and are expected, but were less than budget for the year. Maintenance expense was over budget by \$157K due in large part to commercial NNN recovery being under recovered; 2018 was reconciled and adjustments posted in October 2019. 2019 will not be reconciled until 2020 where we expect to recover any amounts

owing from 2019. Utilities expense was under budget by \$42K most due to water/sewer for residential properties that was budgeted higher than actual expense incurred. Other expenses were over budget by \$46K largely due to replacement reserve recoveries that were budgeted but will not be recovered and reserve funded goods and services; these were partially offset by the Senior Services gain.



As a result, our NOI before Depreciation was \$3,286K which was \$436K better than budget through December 2019.

**Visual Breakout by Department of Year through December Revenue and Expenses**



PDA Reporting Comparison Income Statement

Book = Accrual ; Tree = .fc\_is\_report\_ne

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

	4th Quarter 2019										Year to Date							
	Community Initiatives HHC	Legal Holdings Master/QalicB Hotel/Condo	Properties	Property Mgmt	Senior Services	PDA Admin Fundraising Development	Total SCIDpda	Total Budget	Variance Fav (Unfav)		Community Initiatives HHC	Legal Holdings Master/QalicB Hotel/Condo	Properties	Property Mgmt	Senior Services	PDA Admin Fundraising Development	Total SCIDpda	Total Budget
REVENUE																		
RENT INCOME																		
Rent	27,742	336,753	1,197,854	0	0	0	1,562,349	1,511,106	51,243	120,133	1,281,453	4,631,932	0	409,356	0	6,442,874	6,311,039	131,835
Vacancies	0	0	(11,043)	0	0	0	(11,043)	(14,541)	3,498	0	0	(20,794)	0	(3,950)	0	(24,744)	(43,049)	18,305
Concessions and Bad Debt	0	7,300	(71,587)	0	0	0	(64,287)	(3,438)	(60,849)	0	0	(113,424)	0	40	0	(113,384)	(5,137)	(108,247)
NET RENT INCOME	27,742	344,053	1,115,224	0	0	0	1,487,019	1,493,127	(6,108)	120,133	1,281,453	4,497,714	0	405,446	0	6,304,746	6,262,853	41,893
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	0	0	0	0	0	0	0	0	0	5,100	0	0	0	5,100	0	5,100
TOTAL OTHER RENTAL INCOME	0	0	57,823	0	0	0	57,823	58,891	(1,068)	0	0	221,713	0	0	0	221,713	217,759	3,954
TOTAL SERVICE INCOME	0	0	8,840	371,623	0	35,544	416,007	320,689	95,318	0	0	26,363	1,287,898	161,044	154,666	1,629,971	1,443,507	186,464
TOTAL OTHER INCOME	2,531	0	4,625	0	0	15,376	22,533	25,430	(2,897)	17,696	0	39,609	0	559	58,873	116,737	94,262	22,475
TOTAL INTEREST INCOME	0	244	33,911	0	0	26,425	60,580	50,526	10,054	0	1,158	142,781	0	26	100,303	244,267	202,165	42,102
Grants	237,051	0	0	0	0	94,969	332,021	866,636	(534,615)	519,330	0	0	0	802	153,879	674,011	1,370,022	(696,011)
LESS Grant Program Expense	(210,711)	0	0	0	0	0	(210,711)	(136,240)	(74,471)	(334,020)	0	0	0	(64)	0	(334,083)	(545,039)	210,956
Other Fundraising	58,458	0	0	0	0	40,777	99,235	(562,777)	662,012	79,058	0	0	0	8,074	91,784	178,917	(410,707)	589,624
TOTAL FUNDRAISING INCOME	84,799	0	0	0	0	135,746	220,545	167,619	52,926	264,368	0	0	0	8,813	245,664	518,845	414,276	104,569
TOTAL REVENUE	115,072	344,296	1,220,423	371,623	0	213,092	2,264,506	2,116,282	148,224	402,198	1,282,610	4,933,279	1,287,898	575,887	559,506	9,041,379	8,634,822	406,557
EXPENSES																		
ADMINISTRATIVE																		
Professional Fees & Consulting	1,590	3,508	16,710	0	0	48,614	70,422	63,756	(6,666)	7,177	14,650	68,456	30	0	146,479	236,793	255,042	18,249
Rent Expense	13,252	95,314	168,963	2,221	0	13,703	293,453	357,048	63,595	52,920	405,814	803,163	8,820	39,273	37,586	1,347,577	1,412,431	64,854
Salaries	90,324	0	63,889	259,720	0	243,465	657,398	643,904	(13,494)	362,244	0	260,716	926,681	362,309	872,348	2,784,298	2,855,263	70,965
Other Admin Expenses	5,534	129	5,667	3,522	0	24,166	39,018	61,100	22,082	21,009	395	25,162	19,997	10,393	109,386	186,341	227,768	41,427
TOTAL ADMINISTRATIVE	110,700	98,951	255,229	265,463	0	329,948	1,060,291	1,125,808	65,517	443,350	420,859	1,157,497	955,527	411,975	1,165,800	4,555,008	4,750,504	195,496
TOTAL MANAGEMENT FEE	71	0	98,008	22,297	0	2,838	123,214	105,693	(17,521)	6,867	0	364,149	77,274	34,661	8,103	491,054	457,478	(33,576)
TOTAL MAINTENANCE	6,208	0	103,065	163	0	8,126	117,562	92,178	(25,384)	20,092	0	483,239	1,665	33,529	23,804	562,329	419,308	(143,021)
TOTAL UTILITIES	(918)	0	96,036	0	0	18,758	113,876	115,116	1,240	14,743	0	369,920	0	31,847	33,988	450,499	492,338	41,839
TOTAL TAXES	231	0	7,555	470	0	482	8,738	7,328	(1,410)	685	0	29,110	470	499	1,280	32,044	29,801	(2,243)
TOTAL INSURANCE	(1,695)	0	18,141	0	0	4,254	20,700	28,150	7,450	(164)	0	85,696	40	5,512	18,003	109,086	118,053	8,967
TOTAL PROGRAM EXPENSES	1,600	0	0	0	0	9,142	10,742	21,522	10,780	9,714	0	0	0	65,966	23,855	99,534	95,618	(3,916)
TOTAL OPERATING EXPENSES	116,195	98,951	578,034	288,394	0	373,548	1,455,123	1,495,795	40,672	495,287	420,859	2,489,611	1,034,976	583,989	1,274,833	6,299,554	6,363,100	63,546
NOI BEFORE DEBT SERVICE & GROUND LEASE	(1,123)	245,345	642,388	83,229	0	(160,456)	809,383	620,487	188,896	(93,089)	861,751	2,443,668	252,923	(8,102)	(715,327)	2,741,824	2,271,722	470,102
TOTAL DEBT SERVICE & GROUND LEASE	0	73,193	108,407	0	0	0	181,599	180,049	(1,550)	0	266,689	441,645	0	0	0	708,334	720,211	11,877
NOI AFTER DEBT SERVICE & GROUND LEASE	(1,123)	172,152	533,982	83,229	0	(160,456)	627,784	440,438	187,346	(93,089)	595,062	2,002,023	252,923	(8,102)	(715,327)	2,033,490	1,551,511	481,979
TOTAL OTHER EXPENSES	537	750	(27,728)	(16)	0	8,714	(17,743)	(13,189)	4,554	0	3,000	(1,249,272)	3,057	0	(9,160)	(1,252,375)	(1,298,184)	(45,809)
NET INCOME BEFORE DEPR & AMORT	(1,660)	171,402	561,709	83,245	0	(169,170)	645,527	453,627	191,900	(93,089)	592,062	3,251,296	249,865	(8,102)	(706,167)	3,285,865	2,849,695	436,170
TOTAL DEPRECIATION & AMORTIZATION	11,122	124,233	276,518	0	0	(28,513)	383,359	368,348	(15,011)	44,486	382,044	1,087,759	0	11,876	35,552	1,561,717	1,485,217	(76,500)
NET INCOME	(12,781)	47,169	285,192	83,245	0	(140,657)	262,168	85,279	176,889	(137,575)	210,018	2,163,536	249,865	(19,978)	(741,719)	1,724,148	1,364,478	359,670



PDA Reporting Comparison Income Statement

Book = Accrual ; Tree = .fc\_is\_report\_ne

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

REVENUE

RENT INCOME
Rent
Vacancies
Concessions and Bad Debt
NET RENT INCOME
TOTAL NET INC/LOSS FROM RELATED PROP
TOTAL REIMBURSABLE EXPENSE INCOME
TOTAL OTHER RENTAL INCOME
TOTAL SERVICE INCOME
TOTAL OTHER INCOME
TOTAL INTEREST INCOME
Grants
LESS Grant Program Expense
Other Fundraising
TOTAL FUNDRAISING INCOME
TOTAL REVENUE

EXPENSES

ADMINISTRATIVE
Professional Fees & Consulting
Rent Expense
Salaries
Other Admin Expenses
TOTAL ADMINISTRATIVE
TOTAL MANAGEMENT FEE
TOTAL MAINTENANCE
TOTAL UTILITIES
TOTAL TAXES
TOTAL INSURANCE
TOTAL PROGRAM EXPENSES
TOTAL OPERATING EXPENSES
NOI BEFORE DEBT SERVICE & GROUND LEASE
TOTAL DEBT SERVICE & GROUND LEASE
NOI AFTER DEBT SERVICE & GROUND LEASE
TOTAL OTHER EXPENSES
NET INCOME BEFORE DEPR & AMORT
TOTAL DEPRECIATION & AMORTIZATION
NET INCOME

Year to Date - 4th Quarter 2019																				
Cmnty Initiatives/HCC			Legal Holdings Master/QaliciB/Hotel/Condo			Properties			Property Mgmt			Senior Services			Admin/Fundraising/Mktng			Total SCIDpda		
Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Total SCIDpda	Total Budget	Variance Fav (Unfav)
120,133	89,544	30,589	1,281,453	1,249,953	31,500	4,631,932	4,562,186	69,746	0	0	0	409,356	409,356	0	0	0	0	6,442,874	6,311,039	131,835
0	0	0	0	0	0	(20,794)	(39,099)	18,305	0	0	0	(3,950)	(3,950)	0	0	0	0	(24,744)	(43,049)	18,305
0	0	0	0	0	0	(113,424)	(5,177)	(108,247)	0	0	0	40	40	0	0	0	0	(113,384)	(5,137)	(108,247)
120,133	89,544	30,589	1,281,453	1,249,953	31,500	4,497,714	4,517,910	(20,196)	0	0	0	405,446	405,446	0	0	0	0	6,304,746	6,262,853	41,893
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	5,100	5,100	5,100	0	0	0	0	0	0	0	0	0	5,100	5,100	5,100
0	0	0	0	0	0	221,713	217,759	3,954	0	0	0	0	0	0	0	0	0	221,713	217,759	3,954
0	0	0	0	0	0	26,363	17,902	8,461	1,287,898	1,132,380	155,518	161,044	161,045	(1)	154,666	132,180	22,486	1,629,971	1,443,507	186,464
17,696	14,798	2,898	0	0	0	39,609	49,505	(9,896)	0	0	0	559	559	0	58,873	29,400	29,473	116,737	94,262	22,475
0	0	0	1,158	978	180	142,781	133,162	9,619	0	0	0	26	25	0	100,303	68,000	32,303	244,267	202,165	42,102
519,330	670,110	(150,780)	0	0	0	0	0	0	0	0	0	802	802	0	153,879	699,110	(545,231)	674,011	1,370,022	(696,011)
(334,020)	(544,975)	210,955	0	0	0	0	0	0	0	0	0	(64)	(64)	0	0	0	0	(334,083)	(545,039)	210,956
79,058	121,329	(42,271)	0	0	0	0	19,000	(19,000)	0	0	0	8,074	8,074	0	91,784	(559,110)	650,894	178,917	(410,707)	589,624
264,368	246,464	17,904	0	0	0	0	19,000	(19,000)	0	0	0	8,813	8,812	1	245,664	140,000	105,664	518,845	414,276	104,569
402,198	350,806	51,392	1,282,610	1,250,931	31,679	4,933,279	4,955,238	(21,959)	1,287,898	1,132,380	155,518	575,887	575,887	0	559,506	369,580	189,926	9,041,379	8,634,822	406,557
7,177	4,250	(2,927)	14,650	14,560	(90)	68,456	68,280	(176)	30	0	(30)	0	0	0	146,479	167,952	21,473	236,793	255,042	18,249
52,920	51,456	(1,464)	405,814	405,814	0	803,163	875,639	72,476	8,820	8,820	0	39,273	39,274	1	37,586	31,428	(6,158)	1,347,577	1,412,431	64,854
362,244	361,330	(914)	0	0	0	260,716	273,960	13,244	926,681	983,728	57,047	362,309	362,308	(1)	872,348	873,937	1,589	2,784,298	2,855,263	70,965
21,009	30,061	9,052	395	233	(162)	25,162	48,352	23,190	19,997	19,713	(284)	10,393	10,394	1	109,386	119,015	9,629	186,341	227,768	41,427
443,350	447,097	3,747	420,859	420,607	(252)	1,157,497	1,266,231	108,734	955,527	1,012,261	56,734	411,975	411,976	1	1,165,800	1,192,332	26,532	4,555,008	4,750,504	195,496
6,867	6,274	(593)	0	0	0	364,149	346,200	(17,949)	77,274	67,943	(9,331)	34,661	34,661	0	8,103	2,400	(5,703)	491,054	457,478	(33,576)
20,092	18,718	(1,374)	0	0	0	483,239	326,608	(156,631)	1,665	19,750	18,085	33,529	33,531	2	23,804	20,701	(3,103)	562,329	419,308	(143,021)
14,743	20,000	5,257	0	0	0	369,920	420,187	50,267	0	0	0	31,847	31,847	0	33,988	20,304	(13,684)	450,499	492,338	41,839
685	582	(103)	0	0	0	29,110	27,998	(1,112)	470	0	(470)	499	498	(1)	1,280	723	(557)	32,044	29,801	(2,243)
(164)	1,992	2,156	0	0	0	85,696	92,546	6,850	40	0	(40)	5,512	5,510	(2)	18,003	18,005	2	109,086	118,053	8,967
9,714	5,500	(4,214)	0	0	0	0	0	0	0	0	0	65,966	65,968	2	23,855	24,150	295	99,534	95,618	(3,916)
495,287	500,163	4,876	420,859	420,607	(252)	2,489,611	2,479,770	(9,841)	1,034,976	1,099,954	64,978	583,989	583,991	2	1,274,833	1,278,615	3,782	6,299,554	6,363,100	63,546
(93,089)	(149,357)	56,268	861,751	830,324	31,427	2,443,668	2,475,468	(31,800)	252,923	32,426	220,497	(8,102)	(8,104)	2	(715,327)	(909,035)	193,708	2,741,824	2,271,722	470,102
0	0	0	266,689	266,957	268	441,645	453,254	11,609	0	0	0	0	0	0	0	0	0	708,334	720,211	11,877
(93,089)	(149,357)	56,268	595,062	563,367	31,695	2,002,023	2,022,214	(20,191)	252,923	32,426	220,497	(8,102)	(8,104)	2	(715,327)	(909,035)	193,708	2,033,490	1,551,511	481,979
0	0	0	3,000	3,000	0	(1,249,272)	(1,301,184)	(51,912)	3,057	0	(3,057)	0	0	0	(9,160)	0	9,160	(1,252,375)	(1,298,184)	(45,809)
(93,089)	(149,357)	56,268	592,062	560,367	31,695	3,251,296	3,323,398	(72,102)	249,865	32,426	217,439	(8,102)	(8,104)	2	(706,167)	(909,035)	202,868	3,285,865	2,849,695	436,170
44,486	43,826	(660)	382,044	348,808	(33,236)	1,087,759	1,045,151	(42,608)	0	0	0	11,876	11,876	0	35,552	35,556	4	1,561,717	1,485,217	(76,500)
(137,575)	(193,183)	55,608	210,018	211,559	(1,541)	2,163,536	2,278,247	(114,711)	249,865	32,426	217,439	(19,978)	(19,980)	2	(741,719)	(944,591)	202,872	1,724,148	1,364,478	359,670

## PDA Reporting Comparison Cash Flow Statement

Book = Accrual ; Tree = .fc\_is\_report\_ne

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

	Year to Date - 4th Quarter 2019								
	Community Initiatives HHC	Legal Holdings Master/QallicB Hotel/Condo	Properties	Property Mgmt	Senior Services	PDA Admin Fundraising Development	Total SCIDpda	Total Budget	Variance Fav (Unfav)
REVENUE									
RENT INCOME									
Rent	120,133	1,281,453	4,631,932	0	409,356	0	6,442,874	6,311,039	131,835
Vacancies	0	0	(20,794)	0	(3,950)	0	(24,744)	(43,049)	18,305
Concessions and Bad Debt	0	0	(113,424)	0	40	0	(113,384)	(5,137)	(108,247)
NET RENT INCOME	120,133	1,281,453	4,497,714	0	405,446	0	6,304,746	6,262,853	41,893
TOTAL NET INC/LOSS FROM RELATED PROP	0	0	0	0	0	0	0	0	0
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	5,100	0	0	0	5,100	0	5,100
TOTAL OTHER RENTAL INCOME	0	0	221,713	0	0	0	221,713	217,759	3,954
TOTAL SERVICE INCOME	0	0	26,363	1,287,898	161,044	154,666	1,629,971	1,443,507	186,464
TOTAL OTHER INCOME	17,696	0	39,609	0	559	58,873	116,737	94,262	22,475
TOTAL INTEREST INCOME	0	1,158	142,781	0	26	100,303	244,267	202,165	42,102
Grants	519,330	0	0	0	802	153,879	674,011	1,370,022	(696,011)
LESS Grant Program Expense	(334,020)	0	0	0	(64)	0	(334,083)	(545,039)	210,956
Other Fundraising	79,058	0	0	0	8,074	91,784	178,917	(410,707)	589,624
TOTAL FUNDRAISING INCOME	264,368	0	0	0	8,813	245,664	518,845	414,276	104,569
TOTAL REVENUE	402,198	1,282,610	4,933,279	1,287,898	575,887	559,506	9,041,379	8,634,822	406,557
EXPENSES	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE	0	0	0	0	0	0	0	0	0
Professional Fees & Consulting	7,177	14,650	68,456	30	0	146,479	236,793	255,042	18,249
Rent Expense	52,920	405,814	803,163	8,820	39,273	37,586	1,347,577	1,412,431	64,854
Salaries	362,244	0	260,716	926,681	362,309	872,348	2,784,298	2,855,263	70,965
Other Admin Expenses	21,009	395	25,162	19,997	10,393	109,386	186,341	227,768	41,427
TOTAL ADMINISTRATIVE	443,350	420,859	1,157,497	955,527	411,975	1,165,800	4,555,008	4,750,504	195,496
TOTAL MANAGEMENT FEE	6,867	0	364,149	77,274	34,661	8,103	491,054	457,478	(33,576)
TOTAL MAINTENANCE	20,092	0	483,239	1,665	33,529	23,804	562,329	419,308	(143,021)
TOTAL UTILITIES	14,743	0	369,920	0	31,847	33,988	450,499	492,338	41,839
TOTAL TAXES	685	0	29,110	470	499	1,280	32,044	29,801	(2,243)
TOTAL INSURANCE	(164)	0	85,696	40	5,512	18,003	109,086	118,053	8,967
TOTAL PROGRAM EXPENSES	9,714	0	0	0	65,966	23,855	99,534	95,618	(3,916)
TOTAL OPERATING EXPENSES	495,287	420,859	2,489,611	1,034,976	583,989	1,274,833	6,299,554	6,363,100	63,546
NOI BEFORE DEBT SERVICE & GROUND LEASE	(93,089)	861,751	2,443,668	252,923	(8,102)	(715,327)	2,741,824	2,271,722	470,102
TOTAL DEBT SERVICE & GROUND LEASE	0	266,689	441,645	0	0	0	708,334	720,211	11,877
NOI AFTER DEBT SERVICE & GROUND LEASE	(93,089)	595,062	2,002,023	252,923	(8,102)	(715,327)	2,033,490	1,551,511	481,979
TOTAL OTHER EXPENSES	0	3,000	(1,249,272)	3,057	0	(9,160)	(1,252,375)	(1,298,184)	(45,809)
NET INCOME BEFORE DEPR & AMORT	(93,089)	592,062	3,251,296	249,865	(8,102)	(706,167)	3,285,865	2,849,695	436,170
TOTAL DEPRECIATION & AMORTIZATION	44,486	382,044	1,087,759	0	11,876	35,552	1,561,717	1,485,217	(76,500)
NET INCOME	(137,575)	210,018	2,163,536	249,865	(19,978)	(741,719)	1,724,148	1,364,478	359,670
CASH FLOWS FROM INVESTING ACTIVITIES									
Operating Reserve Deposits			(14,904)				(14,904)		
Operating Reserve Draws			3,631				3,631		
Operating Reserve Draws to be reimbursed by predevelopment loans						1,544,859			
Replacement Reserve Deposits		(24,404)	(1,382,710)			(19,688)	(1,426,802)		
Replacement Reserve Draws			71,773		2,297		74,070		
Deposits to other reserves			(29,348)				(29,348)		
Fixed asset purchases	(7,487)	(14,092)	(36,140)				(57,719)		
Development costs		(6,519)				(1,637,389)	(1,643,908)		
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(7,487)	(45,015)	(1,387,698)	0	2,297	(112,218)	(1,550,121)		
CASH FLOWS FROM FINANCING ACTIVITIES									
Loan proceeds						122,441	122,441		
Principal payments on notes payable		(217,305)	(751,902)				(969,207)		
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	0	(217,305)	(751,902)	0	0	122,441	(846,766)		
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(100,576)	329,742	1,111,696	249,865	(5,805)	(695,944)	888,978		



## SCIDPDA Dashboard - Commercial Q1 2020

### SCIDpda Commercial Stats

- ✓ 33 PDA Tenants leasing 51 spaces
- ✓ 3 Vacancies averaging 163 days
- ✓ 140,820 Occupied SqFt, 98% PDA Occupied vs Capacity SqFt

### March Headlines

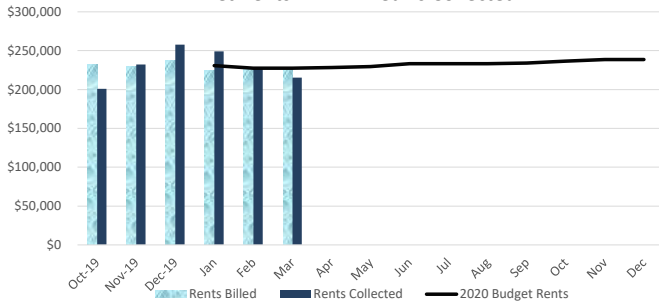
\$200k Donations collected for Small Business relief (April 16), \$100.5k distributed (67 checks @ \$1500), expect 90+ checks in total.

### March Highlights

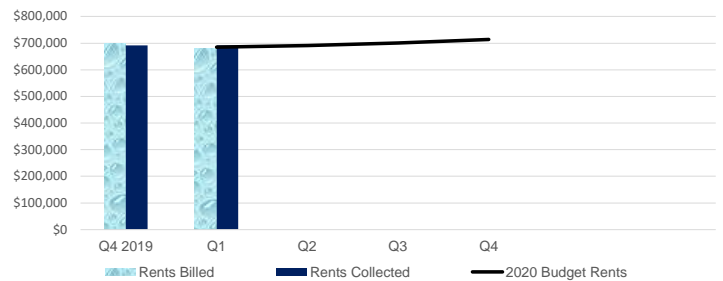
- COVID19 hits Washington State in Feb/March - significant changes to SOPs and PTO policies for near term as we adhere to Shelter in Place state requirements. Senior Property Operations management, Building management, Assistants, Maintenance, and Custodians deemed essential. Remaining staff are working from home.
- COVID-19 impacts on Commercial Tenants - 18 tenants have requested rent deferrals or reductions totaling \$58k, in total 36 of 46 tenants have closed their doors. All restaurant and market tenants have closed with few providing take out only. Others working via appointments and classes (e.g. Liberty Tattoo, Bahtoh, Girls Rock Math, Gospel Bookstore). Some office tenants able to work from home. Janitorial contract cancelled for Craft 3, Vibrant Cities, and One World Now for short term. Negotiations with tenants for lease expirations or planned rent increases on hold. 21 Progress and Royal San Tan have new lease terms but are not yet applied, several other tenant rent increases also not applied.
- PDA vacancies remain same as prior 2 months.
- PDA Rents Billed/Collected on track with budget but estimated to develop widening gaps as Shelter in Place policy is extended. NNN Collections low at Bush due to agreed payment freeze from 21 Progress.
- PDA AR delinquent payment negotiations and receipts on hold through April from ICHS (\$62k, \$10k Parking), 21 Progress (\$14k), G Noodle (\$3k), SCACoc (\$3k), D Leong (\$24k), Oasis (\$2k), and One World (\$5k).
- Louisa AR improved from prior month as tenant Baegopa BBQ paid 50% of balance with remaining in later months.

March, Q1 2020	Occupancy					Economic									
	Tenants	Days Vacant	# Vacant	Occupied SqFt	Occupied % of Total Sqft	Q1 Rents Billed	Q1 Rents Collected	Annual Rent Billed Per SqFt	Collection Rate	Q1 NNN Charges	Q1 NNN Collected	Annual NNN Charged per SqFt	AR \$ > 60 days	AR Total	AR > 60 days % of AR
Bush Hotel	10	122	1	26,600	94%	\$95,394	\$96,119	\$14.35	101%	\$43,309	\$35,738	\$6.51	\$14,418	\$7,580	190%
IDVS 1	3	-	-	86,039	100%	\$417,910	\$423,369	\$19.43	101%	\$182,096	\$191,508	\$8.47	\$62,246	\$62,298	100%
IDVS 2 & Library	6	275	1	9,404	97%	\$93,039	\$104,982	\$39.57	113%	\$30,281	\$39,625	\$12.88	\$15,836	\$11,979	132%
New Central	14	91	1	18,777	95%	\$74,362	\$67,331	\$15.84	91%	\$23,445	\$23,293	\$4.99	\$31,276	\$47,848	65%
PDA Summary	33	163	3	140,820	98%	\$680,706	\$691,801	\$19.34	102%	\$279,130	\$290,164	\$7.93	\$123,775	\$129,705	95%
2020 Budget	33	163	3	140,820	98%	\$685,609	\$685,609	\$19.47	100%	\$262,981	\$262,981	\$7.47			
Fav/(Unfav) to Budget	-	-	-	-	0%	(\$4,904)	\$6,192	-\$0.14		\$16,149	\$27,183	\$0.46			
NP	2	-	-	3,746	100%	\$17,682	\$21,983	\$18.88	124%	\$6,018	\$6,223	\$6.43	\$0	-\$4,301	0%
Nihonmachi Terrace	1	-	-	2,500	100%	\$3,750	\$2,500	\$6.00	67%	\$0	\$0	\$0.00	\$1,408	\$1,408	100%
Louisa	6	396	3	9,884	79%	\$70,022	\$42,292	\$28.34	60%	\$22,242	\$34,766	\$7.07	\$8,344	\$42,390	20%
Jackson	4	305	1	3,265	66%	\$18,498	\$18,497	\$22.66	100%	\$3,010	\$3,360	\$2.45	\$0	(\$199)	0%

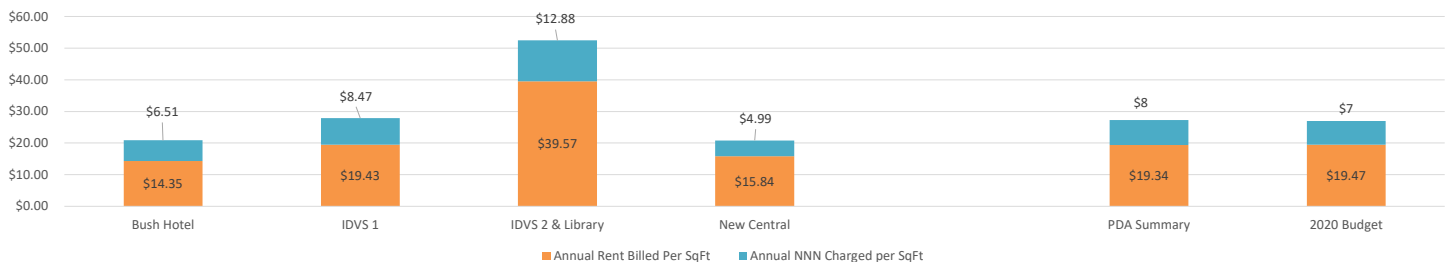
Net Rents: PDA Billed vs Collected



Quarterly Net Rents: PDA Billed vs Collected



Annualized Rents & NNN per SQFT - PDA Only Based on Q1 2020

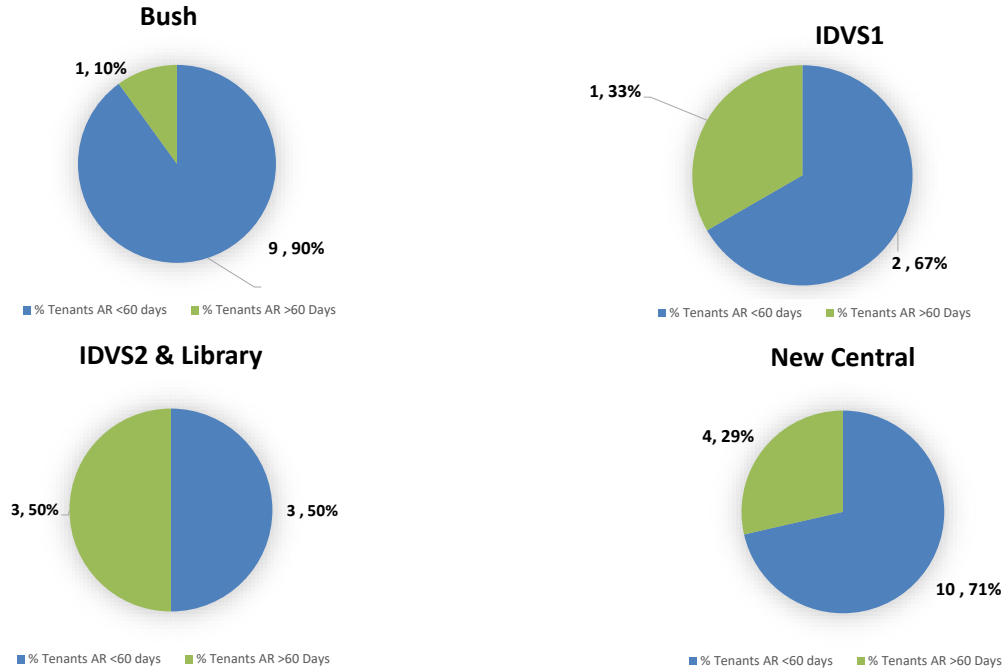






## SCIDPDA Dashboard - Commercial Q1 2020

### AR Collections > 60 Days



As of March 31, 2020

Highlighted in red = Leases at risk or MtM

Bush Tenants:	Craft3 21 Progress <b>International Examiner (April 2020)</b> Hinghay CoWorks US Post Office Dim Sum King Dong Sing Market ICHS (CMP P6) SCIDpda Admin Liberty Tattoo Office	New Central Tenants:	Yuet Wan Musical Group Oasis Tea Zone WinLaw Tuesday Scarves One World Now Zhi Yen (Ho Ho Restaurant) <b>Global Service (April 2020)</b> Girls Rock Math <b>Ai Video (MtM)</b> Master David Leong's Kung Fu <b>Royal San Tan (MtM and at risk of vacating)</b> 663 Bistro Vibrant Cities	Louisa Tenants:	Susu A Plus Kitchen Pearl Baegopa BBQ Seattle Gospel Books Harmony Tea
IDVS1Com Tenants:	Hot Pot King ICHS (incl Legacy House) Denise Louie Education Center	NP Tenants:	Maneki Restaurant Drag & Drop	Jackson Tenants:	Dong Sing Storage Mei Ying Jue Salon Bahtoh Liberty Tattoo
IDVS2Com & IDVSLP Tenants:	Savory Hot Pot <b>Seattle Chinese American CoC (May 2020)</b> <b>Gissberg Law Office (MtM)</b> ICHS Crawfish King Library	Nihon Tenant:	Inter*Im	<div> <div> Total PDA only  <b>Lease Expirations at Risk</b>  <b>Total MtM</b>  <b>Vacancy Risk</b> </div> <div> 33 Tenants (excl Parking)  <b>4 Office Tenants</b>  <b>3 Retail, Office</b>  <b>1 Office - Royal San Tan</b> </div> </div>	



## SCIDpda Dashboard - Residential Q1 2020

### SCIDpda Residential Stats

- ✓ 180 PDA Tenants
- ✓ 0 Vacancies in March
- ✓ 99% Occupied thru Mar
- ✓ 100% Q1 rent collected of billed
- ✓ 100% Q1 rents billed meets budget

### March Headlines

SCIDpda regular resident wellness checks completed in March indicates residents are healthy, food needs are being met, resources such as rent assistance

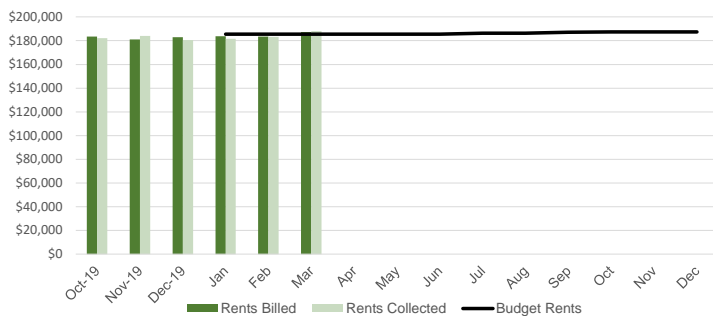
### March Highlights

- COVID19 hits Washington State in March - significant changes to SOPs and PTO policies for near term as we adhere to Shelter in Place state requirement. Senior Property Operations management, Building management, Assistants, Maintenance, and Custodians deemed essential. Remaining staff are working from home.
- Senior Property Operations management, Building management, Assistants, Maintenance, and Custodians deemed essential. Additional staff come into office as-needed or on very limited basis.
- Direct resident-service programs implemented – Regular Wellness Checks, Foodbank & Pre-cooked Meal Delivery, and Coordination with Seattle Public Schools for technology access needs for CID students.
- Approximately 1100+ bags of groceries & pre-cooked meals delivered to SCIDpda residents and other buildings in the neighborhood. 45+ hours spent by staff and neighborhood volunteers to coordinate this work and deliver items. Donations from Asians @ Amazon provided \$4200 for additional food deliveries.

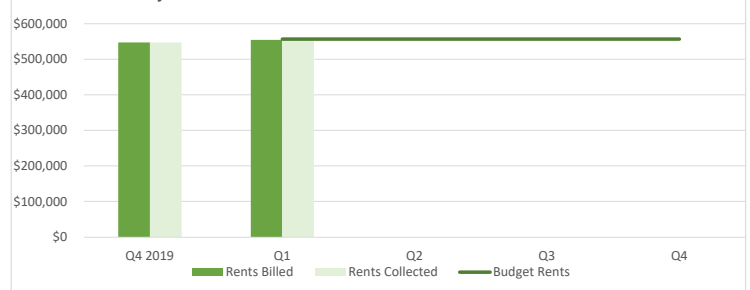
### March, Q1 2020

	Occupancy					Economic									
	# Vacant	Avg Days Vacant	Number of Occupied Units EOM	Occupied %	Lost Opp for Rents	Q1 Rent Billed (\$)	Q1 Rent Collected	Collection Rate (%)	Budget Revenues	Fav/(Unfav) Variance	Avg Mthly Rent Billed/Unit	AR \$ > 60 days	AR Total	AR > 60 days % of AR	# of Tenants >60 Days
<b>SCIDpda</b>															
Bush	-	-	96	100%	\$0	\$200,603	\$200,175	100%	\$206,418	(\$429)	\$2,090	\$1,713	\$583	1%	2
DVA	-	-	56	98%	\$0	\$225,708	\$225,851	100%	\$223,128	\$143	\$4,031	\$75	(\$2,205)	0%	0
New Central	-	-	28	100%	\$0	\$128,267	\$126,970	99%	\$127,353	(\$1,297)	\$4,581	\$0	\$1,297	0%	0
PDA Summary	-	-	180	99%	\$0	\$554,578	\$552,996	100%	\$556,899	(\$1,583)	\$3,081	\$1,788	(\$325)	0%	2
2020 Budget	4	31	177	98%	\$12,585	\$556,899	\$556,899	100%			\$3,146				
Fav/(Unfav) to Budget	4	31	3	2%		(\$2,321)	(\$3,903)				(\$65)				
<b>Managed</b>															
NP	3	98	59	95%	\$17,234	\$107,582	\$105,729	98%	\$106,359	(\$1,854)	\$1,823	\$2,894	\$7,337	3%	4
Nihonmachi Terrace	2	46	49	98%	\$7,492	\$125,058	\$123,438	99%	\$121,764	(\$1,620)	\$2,552	\$30	(\$716)	0%	0
Eastern	1	31	46	100%	\$2,199	\$101,152	\$100,877	100%	\$94,863	\$6,014	\$2,199	\$122	\$309	0%	0
Louisa	13	199	70	83%	\$315,734	\$264,432	\$242,841	92%	\$313,025	(\$70,184)	\$3,778	\$17,228	\$39,878	7%	17
Jackson	-	-	17	100%	\$0	\$57,825	\$59,323	103%	\$57,705	\$1,618	\$3,401	\$0	\$27	0%	0

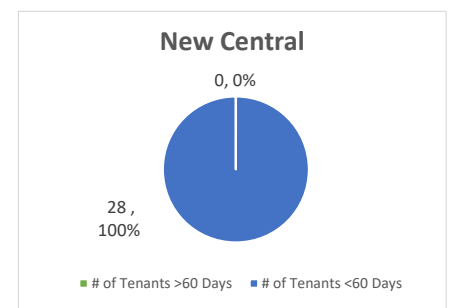
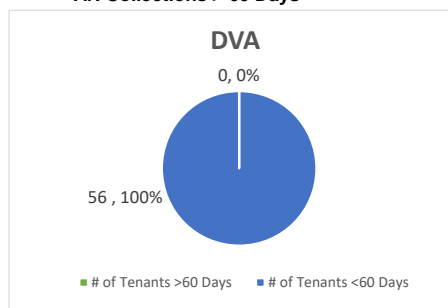
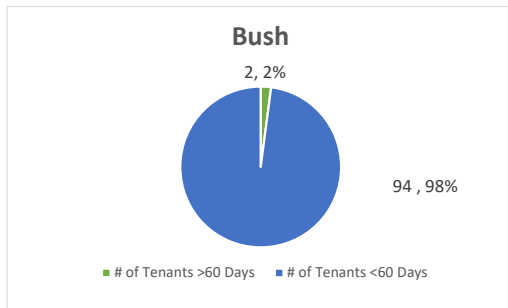
Rents: PDA Billed vs Collected



Quarterly Rents: PDA Billed vs Collected



AR Collections > 60 Days







# SCIDpda Monthly Dashboard - Maintenance Q1 2020

## SCIDpda Maintenance Stats

- ✓ PDA has 2 open UTO WO's, 15 completed Mar
- ✓ PDA has 22 open WO's (excl UTO WO's), and 163 completed Mar
- ✓ PDA completed WO's averaging 26 days with cost of \$150 per WO.

## March Headlines

Staff PTO requests have been low since hazard duty compensation policy was implemented.

## March Highlights

- Senior Property Operations management, Building management, Assistants, Maintenance, and Custodians continue working regular hours. Emphasis on building cleaning 3-4 times per day, including weekends. Additional staff continue working from home and coming into office only as needed.
- In-unit maintenance activities limited to Priority 1 Emergency. Emphasis has been placed on preventative maintenance work. UTO work is resuming for recently vacated units, but staff are waiting a minimum of 4 days, following CDC/Public Health guidelines before entering to begin work.
- High cost for completed UTO WO's is due to extensive rehab work in units.
- Maintenance and Building Managers are working on implementing new SOPs to improve UTO process and decrease turnover time.
- Planned improvements to efficiency and process for WO's is being limited due to COVID-19. WO hours and completed work are being reviewed on a weekly basis.

## Unit Turnovers (UTO WO's)

## Work Orders (excludes UTO WO's)

### Mar-20

SCIDpda

Bush Res	-	2	9	41	\$890	161
DVA	-	-	-	-	\$0	-
New Central Res	-	-	-	-	\$0	-
BHComm/SCID	1	-	-	-	\$0	-
IDVS1com/LH	-	-	6	-	\$0	43
IDVS2com & Library	1	-	-	-	\$0	-
New Central Comm	1	-	-	-	\$0	-
PDA Summary	3	2	15	25	\$534	204
Total PDA Residential	-	2	9	41	\$890	161
Total PDA Commercial	3	-	6	-	\$0	43

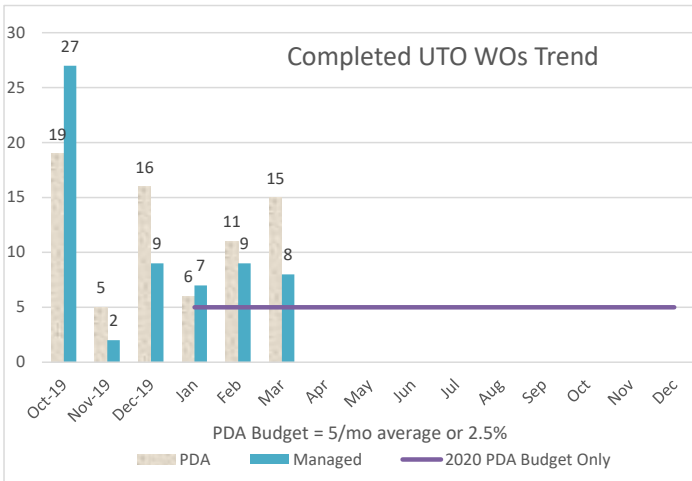
Managed

NP (Res & Com)	5	-	-	-	\$0	-
Nihon (Res & Com)	3	1	4	7	\$262	22
Eastern	1	-	4	10	\$440	37
Louisa (Res & Com)	19	-	-	-	\$0	-
Jackson (Res & Com)	4	1	-	-	\$0	-

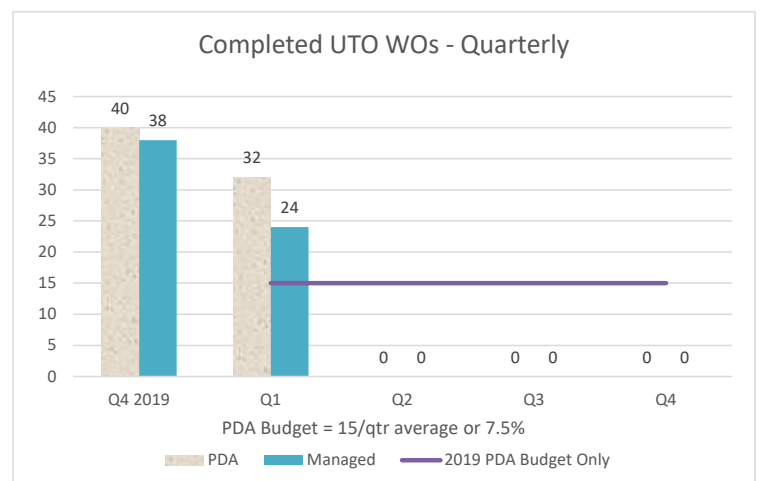
Vacancies	# UTO WO's Open	UTO WO's Completed	Avg Turnaround (days)	Cost per Completed UTO WO	Labor Hrs
-	2	9	41	\$890	161
-	-	-	-	\$0	-
-	-	-	-	\$0	-
1	-	-	-	\$0	-
-	-	6	-	\$0	43
1	-	-	-	\$0	-
1	-	-	-	\$0	-
3	2	15	25	\$534	204
-	2	9	41	\$890	161
3	-	6	-	\$0	43

# WO's Open	WO's Completed	Avg Turnaround (days)	Cost per Completed WO	Labor Hrs
6	40	42	\$98	78
11	32	12	\$70	47
-	15	9	\$0	17
4	23	61	\$338	170
-	32	13	\$48	79
-	4	49	\$1,038	92
1	17	-	\$0	-
22	163	26	\$150	481
17	87	25	\$71	141
5	76	9	\$240	340

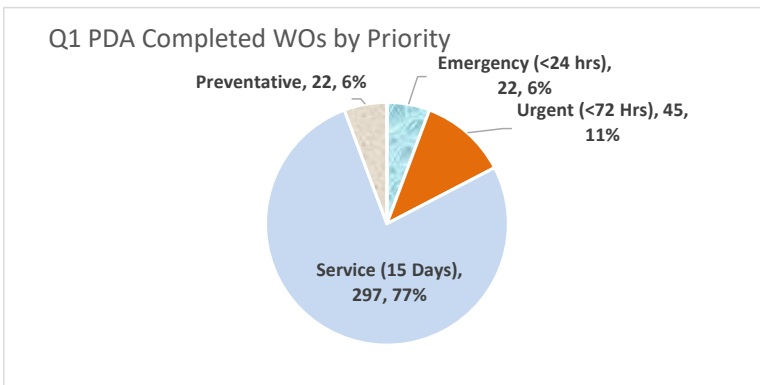
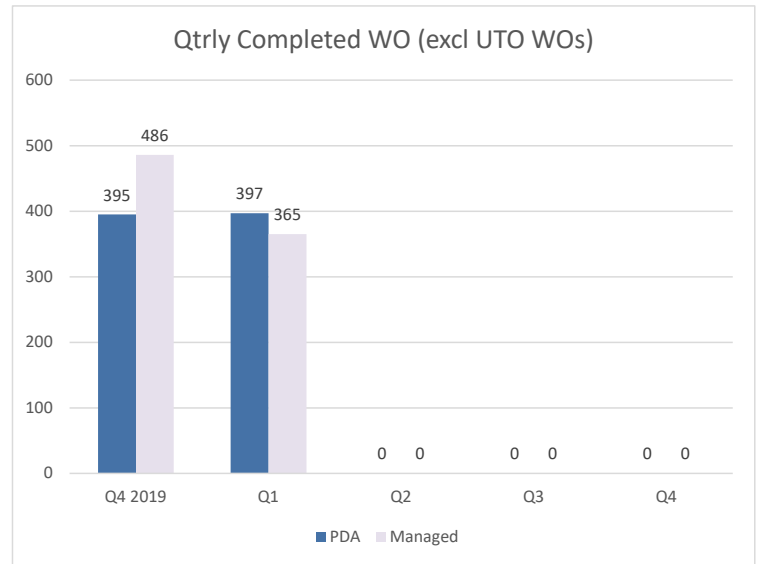
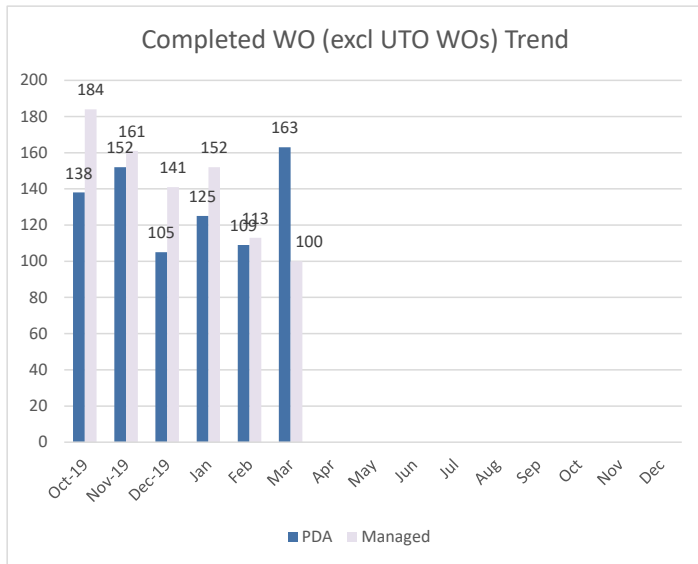
## Completed UTO WO's Trend



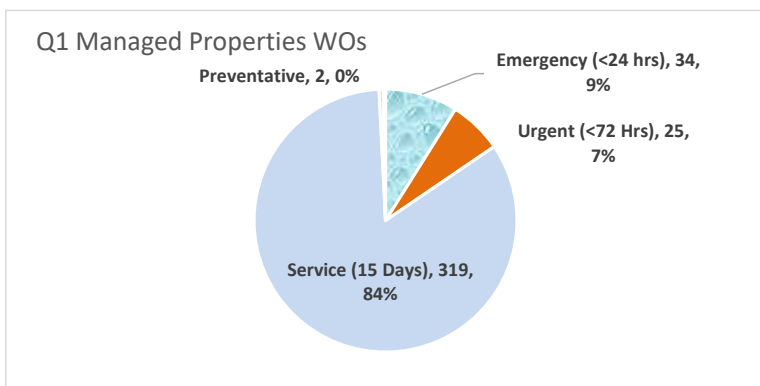
## Completed UTO WO's - Quarterly



# SCIDpda Monthly Dashboard - Maintenance Q1 2020



Priority	All Completed PDA WOs	Maximum Days	Average Days	Fav/(Unfav) Avg Days to Goal
1-Emergency (24 hours)	22	41	4	-3
2-Urgent (72 Hours)	45	12	0	3
3-Service (15 Days)	297	124	15	0
4-Preventive (per schedule)	22	82	30	60
<b>Total</b>	<b>386</b>			



Priority	All Completed Mgd WOs	Maximum Days	Average Days	Fav/(Unfav) Avg Days to Goal
1-Emergency (24 hours)	34	36	2	-1
2-Urgent (72 Hours)	25	102	11	-8
3-Service (15 Days)	319	105	8	7
4-Preventive (per schedule)	2	1	0	90
5-Capital Improvement	1	0	0	0
<b>Total</b>	<b>378</b>			

## Top Three Types of Work Orders

	PDA	Managed Properties	
Plumbing	24%	Routine	19%
Electrical	14%	Other	17%
Other	11%	Plumbing	13%
Remaining	50%	Remaining	51%

## Examples of Routine, Other

Property	Priority	Category	Brief Desc.
Loures	3-Service (15 Days)	Routine	dumpster, Huang contract
Npres	3-Service (15 Days)	Other	Check Heater
Npres	3-Service (15 Days)	Other	Front Door Replacement
Npres	3-Service (15 Days)	Other	Rodent Repair
Npres	3-Service (15 Days)	Other	Kitchen Light doesn't work
Ncentcom	3-Service (15 Days)	Other	Check electrical room gaps
Bhcomm	3-Service (15 Days)	Other	Move cabinet from P8
DVA	3-Service (15 Days)	Other	Inspection Result
Loures	3-Service (15 Days)	Other	505 issue
Bhres	3-Service (15 Days)	Other	Inspection

	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Mar Budget	Var	2020	2020 Budget	Var	Apr 2020 Expectation
Memberships (as of Month End)	34	32	32	33	30	46	(16)	30	46	(16)	42
<b>New 2020 Rates in Blue</b>											
Day Pass - \$35	0	0	0	0	0	0	0	0	0	0	0
10 FlexDays \$125 --> \$145	10	10	11	11	10	17	(7)	10	17	(7)	17
15 FlexDays \$175 --> \$200	3	2	2	2	3	6	(3)	3	6	(3)	5
12 FlexDays/yr \$306	2	2	2	2	2	1	1	2	1	1	1
Full-In Flex \$300 --> \$330	3	3	3	4	3	2	1	3	2	1	3
Full-In Fixed \$350 --> \$380	12	11	11	11	9	12	(3)	9	12	(3)	10
Office Suite - \$600, \$800	2	2	2	2	2	2	0	2	2	0	2
Conf Rooms \$40/hr (med), \$45/hr (large)	2	2	1	1	1	6	(5)	1	6	(5)	4
# of Events	1	0	0	0	0	-	0	0	0	0	1
Total # of Attendees & Short Term Users	400	0	0	0	0	N/A		0	N/A		N/A
<b>Revenues</b>											
Membership Revenue	\$8,913	\$8,300	\$9,318	\$6,211	\$8,193	\$9,308	(\$1,115)	\$23,722	\$28,441	(\$4,719)	\$10,226
Other Income	\$1,118	\$81	\$565	\$1,074	\$285	\$417	(\$132)	\$1,924	\$1,251	\$673	\$417
Events	\$432	\$301	\$355	\$28	\$0	\$0	\$0	\$383	\$315	\$68	\$315
Sponsorships/Grants/Donations	\$0	\$0	\$0	\$0	\$0	\$1,875	(\$1,875)	\$0	\$1,875	(\$1,875)	\$0
<b>Revenues</b>	<b>\$10,463</b>	<b>\$8,682</b>	<b>\$10,238</b>	<b>\$7,313</b>	<b>\$8,478</b>	<b>\$11,600</b>	<b>(\$3,122)</b>	<b>\$26,029</b>	<b>\$31,882</b>	<b>(\$5,853)</b>	<b>\$10,958</b>
<b>Avg Membership Rev per Membership</b>	<b>\$251</b>	<b>\$252</b>	<b>\$291</b>	<b>\$191</b>	<b>\$264</b>	<b>\$236</b>	<b>\$29</b>	<b>\$255</b>	<b>\$243</b>	<b>\$12</b>	<b>\$284</b>
<b>Operating Costs</b>	<b>\$3,010</b>	<b>\$16,557</b>	<b>\$16,048</b>	<b>\$14,934</b>	<b>\$15,206</b>	<b>\$15,849</b>	<b>\$643</b>	<b>\$46,188</b>	<b>\$46,959</b>	<b>\$771</b>	<b>\$15,959</b>
<b>Net Income Before Dep/Amort (NOIbda)</b>	<b>\$7,453</b>	<b>(\$7,875)</b>	<b>(\$5,810)</b>	<b>(\$7,621)</b>	<b>(\$6,728)</b>	<b>(\$4,249)</b>	<b>(\$2,479)</b>	<b>(\$20,159)</b>	<b>(\$15,077)</b>	<b>(\$6,624)</b>	<b>(\$5,001)</b>
<b>Cash Flow Rate</b>	<b>71%</b>	<b>-91%</b>	<b>-57%</b>	<b>-104%</b>	<b>-79%</b>	<b>-37%</b>		<b>-77%</b>	<b>-47%</b>		<b>-46%</b>

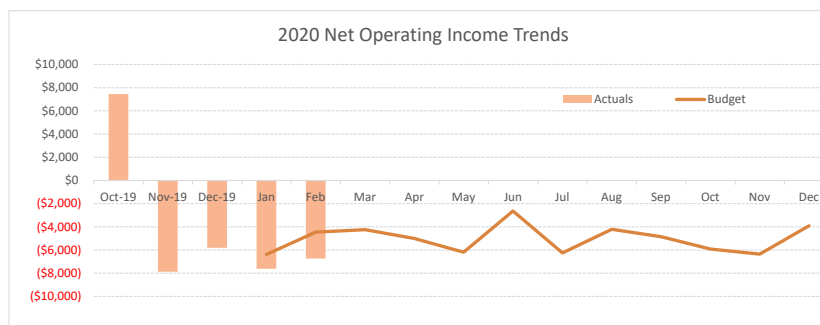
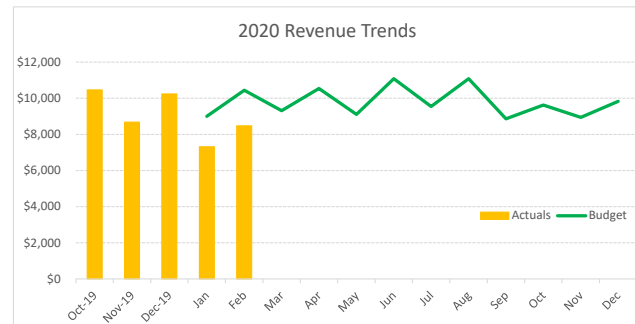
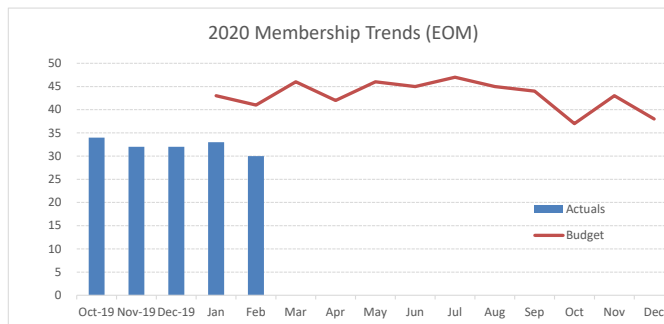
## Notes

### March Recap

- \* HHC response to COVID19: Hing Hay closed to all members and public mid-March to adhere to Shelter-in-place.
- \* Added a 25% discount to April invoices for members to offset complete loss in revenue

### Q2 2020 Focus

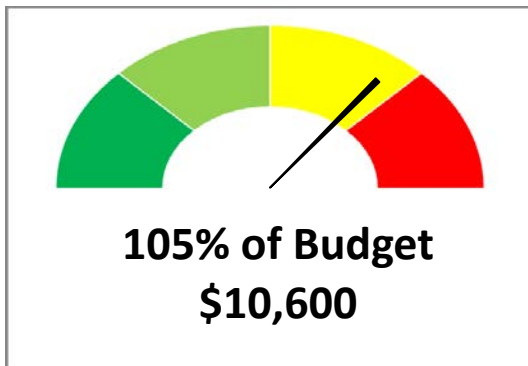
- \* Spring Arts & Crafts Fair to be hosted virtually
- \* Develop strategies to recover from loss of revenue during COVID-19.
- \* Rollout new marketing plans to address membership gaps



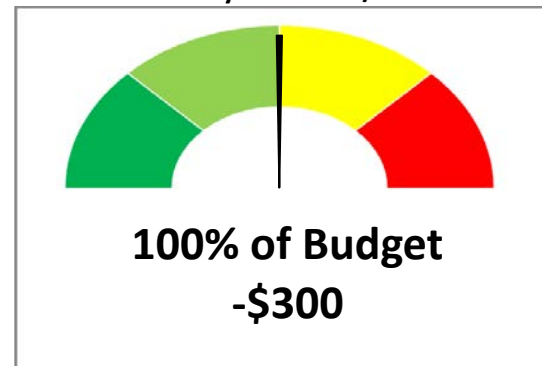
## SCIDPDA Monthly Management Report - Payroll

Payroll expenses through March totaled \$9.4K over budget for the organization as a whole. The variance is mostly in Admin, largely due to PTO that has not been used but accrued at a high rate by long-time employees and our Administrative Assistant charged to Admin but budgeted in Property Management. Additionally for Property Management, the Director of Property Operations was budgeted beginning 1/1/20 but actual start date was 2/10/20. For Properties, we have implemented a hazard pay policy for front line staff during the covid-19 shut down. Finally, there are variances between departments due to staff who allocate their time between lines of business but the accounting happens quarterly for the variation.

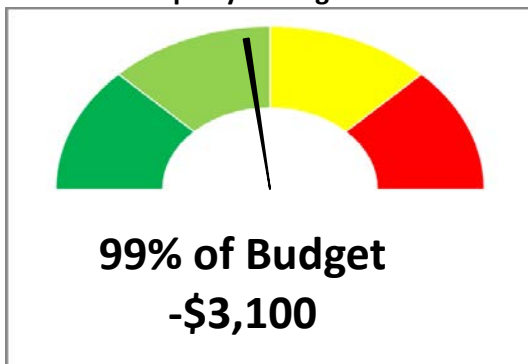
Admin



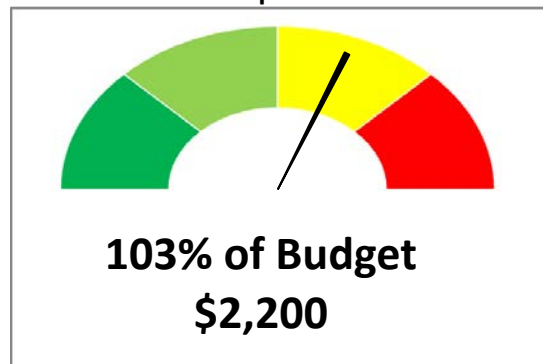
Community Initiatives/HHC



Property Management



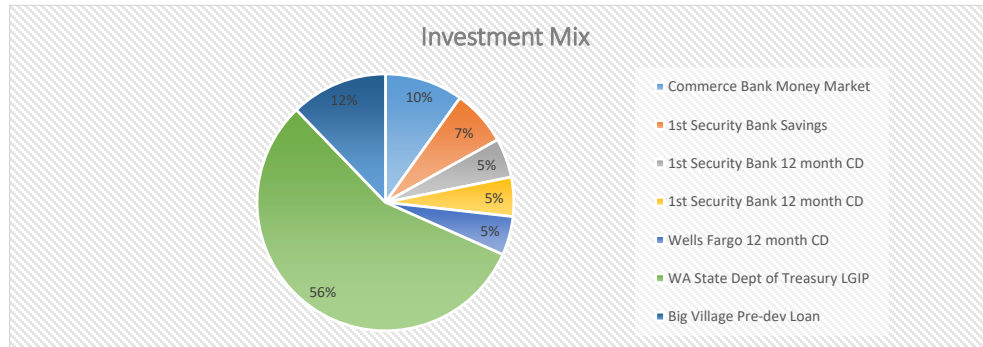
Properties



SCIDpda Investment Report									
January 1, 2020 - March 31, 2020									
Account	Institution	Description	Beginning Balance	Investment Activity		Interest and Dividends	Fees	Ending Balance	Interest Rate
				Deposits	Withdrawals				
1124	Commerce Bank	Money Market	\$ 523,972.40	\$ 1,558,575.86	\$ (1,578,039.74)	\$ 1,035.21		\$ 505,543.73	0.79%
5710	1st Security Bank	Savings	\$ 359,083.95			\$ 988.74		\$ 360,072.69	1.11%
5151315100	1st Security Bank	12 month CD	\$ 251,894.84			\$ 1,366.61		\$ 253,261.45	2.19%
5151315130	1st Security Bank	12 month CD	\$ 251,894.84			\$ 1,366.61		\$ 253,261.45	2.19%
8729-4024	Wells Fargo	12 month CD	\$ 257,515.62	\$ 250,000.00	\$ (257,515.62)	\$ 395.55		\$ 250,395.55	1.65% *
2034	WA State Dept of Treasury	LGIP	\$ 1,376,373.82	\$ 1,525,000.00	\$ (30,728.46)	\$ 6,039.94	\$ (29.51)	\$ 2,876,655.79	1.545% **
	Big Village	Pre-dev Loan	\$ 564,476.69	\$ 53,039.74		\$ 7,489.21		\$ 625,005.64	5.00%
<b>Total</b>			<b>\$ 3,585,212.16</b>	<b>\$ 3,386,615.60</b>	<b>\$ (1,866,283.82)</b>	<b>\$ 18,681.87</b>	<b>\$ (29.51)</b>	<b>\$ 5,124,196.30</b>	
YTD								<b>\$ 1,538,984.14</b>	
GROWTH								*AVG - rate varies by day	

\* 2 yr CD called due to high interest rate of 3%. Reinvested in 1 yr CD and moved earned interest to Commerce Money Market

\*\* North Lot LAP Loan closed 3/12/20



**Resolution 20-04-21-\_\_\_\_\_**

**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 Community Initiatives Committee of the Board.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **SCIDpda Community Initiatives Committee**

### **Purpose:**

The purpose of the SCIDpda Community Initiatives (CI) Committee is to assist the SCIDpda Board in fulfilling its responsibilities related to external projects (related to the Community Initiatives department<sup>1</sup>), fundraising, marketing, and communications, to provide guidance for the organization and serve as a resource for the staff and Board.

### **Membership:**

The Board of Directors shall approve all members of the Community Initiatives Committee. At least three (3) members of the Board of Directors must participate on the CI Committee. Other non-Board members can be invited to participate on the CI Committee 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 committee will be staffed by the Director of Community Initiatives or their designee.

### **Responsibilities:**

- Set and conduct regularly scheduled meetings to review the organization's fundraising activities as well as external projects related to the CI department
- Review monthly program updates and recommending topics to be discussed at the board level
- Guide and support development of fundraising, including signature fundraiser, donor appreciation, and annual ask events
- Guide overall marketing strategy for the organization
- Guide communications strategy for the organization
- Help identify potential community problems that impact the CI department's focus areas and serve as a resource to staff working to resolve those problems
- Review, steward and stay current on CI projects in CID
- Ensure CI projects are in accordance with vision, mission, and strategic plan
- Periodically invite individuals that are working on projects that impact the CID to share their work with the committee and, if appropriate, recommend review by the full board

### **Meeting Frequency:**

The CIC meets monthly in advance of the Board meeting.

### **Duration:**

Perpetual, as determined from time to time by the board

<sup>1</sup> The focus areas of the Community Initiatives department include: [list focus areas here]