

BOARD MEETING AGENDA

Tuesday, August 18, 2020

5:30 – 7:00 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#

Due to the extraordinary public health circumstances related to the ongoing COVID-19 (coronavirus) outbreak, participation in this meeting will be telephonic. All board members will participate remotely, as will any members of the public who wish to attend.

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>
5:35	Action / Approval	2. Consent Agenda <ul style="list-style-type: none"> • Approve July 2020 Meeting Minutes • Approve July 2020 Expenditure Report • Accept August 2020 Management Report
5:40	Discussion/Action	3. Staff Presentation <ul style="list-style-type: none"> • Fundraiser – Jamie Lee and Joseph Guanlao • Other updates – SCIDpda Directors
6:10	Discussion	4. Board Discussion <ul style="list-style-type: none"> • Board Member Recruitment • Committee Updates
7:00	Action	5. Adjourn – Mindy Au

Upcoming Dates:

9/2 – Real Estate Committee, 5 pm

9/5 – Executive Committee, 12 pm – RESCHEDULE REQUIRED

9/10 – Community Initiatives Committee, 4 pm

9/11 – Finance Committee, 1 pm

9/15– SCIDpda Board, 5:30 pm

10/2 – SCIDpda Fundraiser

Mahjong Night – postponed TBD

Donor Appreciation Event – cancelled

Spring Clean – cancelled

SCIDpda Summer Bash - cancelled

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

- | | |
|--|---|
| <input type="checkbox"/> Lease or purchase of real estate if there's a likelihood that disclosure would increase the price | <input type="checkbox"/> Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. |
| <input type="checkbox"/> Negotiations on the performance of a publicly bid contract | <input type="checkbox"/> Complaints or charges brought against a public officer or employee |
| <input type="checkbox"/> Qualifications of an application for public employment | <input type="checkbox"/> Performance of a public employee |
| <input type="checkbox"/> Agency enforcement actions (requires legal counsel present) | <input type="checkbox"/> Current or potential litigation (requires legal counsel present) |
| <input type="checkbox"/> Legal risks of current or proposed action (requires presence of legal counsel) | |

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

Resolution 20-08-18-01

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 July 2020 Meeting Minutes
- Approve July 2020 Expenditure Report
- Accept August 2020 Management Report

Board President

Date

Board Secretary

Date

SCIDpda Board Meeting Minutes

July 21, 2020

409 Maynard Avenue South – Plaza Level Conference Room

Seattle, WA 98104

Virtual:

<https://zoom.us/j/359459577>

(669) 900.6833, 359459577#

(346) 248.7799, 359459577#

The July 2020 SCIDpda board meeting was hosted virtually via a Zoom conference room. All attendees attended virtually, with exception to the staff members who attended in-person where the virtual call was hosted.

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

Staff Present: Maiko Winkler-Chin (in-person), Vern Wood (in-person), Jamie Lee, Mike Omura, Jared Jonson (in-person), Janet Smith (in-person), Joseph Guanlao, Jody McCorkle, Julie Yuan, Josh Park

Guest: Joined by Lukas Ng (Zeacon) and Andrea Sato (Kantor Taylor).

1. Call to Order

The meeting was called to order by Mindy Au, Board Chair, at 5:34 p.m.

Public Comment – public may sign up to address the board for up to 2 minutes on matters on this agenda. There was no public comment made.

1. Board Action & Approval

Consent Agenda

Resolution 20-07-21-01: We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

- Approve June 2020 Meeting Minutes
- Approve June 2020 Expenditure Report
- Accept July 2020 Concurrence Request
- Accept July 2020 Management Report

Moved: Wayne Lau

Seconded: Casey Huang

Board Approved: David Della, Jerilyn Young, May Wu, Casey Huang, Tiernan Martin, Wayne Lau, Scott Yasui, Miye Moriguchi, Aileen Balahadia, Mindy Au

Abstained: Phillip Sit

Absent: 2

Yesler Partnership Creation

Josh explains this resolution creates two options for SCIDpda. Option 1: Authorize the creation of Monku for GP. Option 2: Authorize SCIDpda to be a co-gp and dissolve monku.

Resolution 20-07-21-02: WHEREAS the Seattle Chinatown International District Preservation and Development Authority (“SCIDpda”) is a co-sponsor and co-developer of the Yesler Family Housing project, a proposed mixed-use project that will include approximately 156 units of affordable housing for low income persons, a child care center and community-oriented commercial services (collectively, the “Project”) on certain real property in Seattle, Washington (the “Property”).

WHEREAS, SCIDpda desires to co-sponsor and co-develop the Project with Community Roots Housing, a public development authority, formerly known as Capitol Hill Housing Improvement Program (“CRH”).

WHEREAS, in furtherance of the Project, SCIDpda caused the formation of Big Village LLLP, a Washington limited liability limited partnership (the “Partnership”) to serve as the owner and operator of the Project.

WHEREAS, in furtherance of the Project, SCIDpda caused the formation of Monku LLC, a Washington limited liability company (the “Company”) to serve as general partner of the Partnership if necessary.

WHEREAS, SCIDpda is the manager and holds a 51% membership interest in the Company and an affiliate of CRH is a co-member with a 49% membership interest.

WHEREAS, depending on Project structuring, either the Company will serve as the general partner of the Partnership or SCIDpda and CRH will serve as co-general partners of the Partnership. In the event that SCIDpda and CRH serve as co-general partners of the Partnership, then SCIDpda intends to cause the dissolution of the Company.

WHEREAS, in furtherance of the Project, CRH and/or SCIDpda may be required to guaranty repayment of certain loans to the Partnership and/or guaranty obligations of the general partner(s) of the Partnership.

WHEREAS, in furtherance of the Project, CRH and SCIDpda have entered or will enter into a Joint Development Agreement setting forth their respective roles and

responsibilities with respect to the development of the Project (the “Joint Development Agreement”).

WHEREAS, SCIDpda intends to apply for predevelopment, acquisition, and permanent financing from various funders for the Project.

WHEREAS, SCIDpda desires to take such steps as are reasonably necessary to (i) cause the formation of the Partnership and/or the Company; (ii) enter into the Joint Development Agreement; (iii) undertake such steps as are reasonably necessary for the acquisition of a long-term leasehold of the Property and/or development of the Project; and (iv) apply for financing for the Project from various funders.

NOW, THEREFORE, BE IT RESOLVED by the Board of SCIDpda as follows:

RESOLUTIONS

1. RESOLVED that SCIDpda in its own corporate capacity is authorized to serve as a sponsor and a developer of the Project and guarantor of certain obligations of the Partnership and/or co-general partners and to enter into and perform its obligations under the Joint Development Agreement.
2. FURTHER RESOLVED that SCIDpda in its individual corporate capacity is authorized, empowered and directed to form the Partnership and the Company and to enter into an operating agreement for the Company with CRH.
3. FURTHER RESOLVED that SCIDpda in its individual corporate capacity, if the Company is not needed to serve as general partner of the Partnership, is authorized and empowered to cause the dissolution of the Company.
4. FURTHER RESOLVED that SCIDpda in its individual corporate capacity is authorized, empowered and directed to serve as the manager of the Company.
5. FURTHER RESOLVED that SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership, is authorized, empowered, and directed to enter into, execute, and deliver all such documents as may be required or advisable to facilitate the acquisition of a long-term leasehold of the Property, including, but not limited to a Predevelopment Agreement with the Housing Authority of the City of Seattle, Ground Lease and any all other such documents as may be required to effectuate the foregoing.
6. FURTHER RESOLVED that SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership, is authorized to apply for loans and/or grants on behalf of the Project for acquisition, predevelopment and development of the Project from both public and private sources, including specifically but without limitation the following:
 - a. The City of Seattle
 - b. State of Washington Department of Commerce
 - c. King County
 - d. Private loans and grants as required for the development of the Project

- e. Low Income Housing Tax Credits allocated through the Washington State Housing Finance Commission
 - f. Tax Exempt Bond Private Activity Volume Cap
7. FURTHER RESOLVED that SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership, is authorized, empowered and directed to cause the Corporation to submit all such documents as may be reasonably necessary for either the SCIDpda to apply for, obtain, and receive an allocation of Low-Income Housing Tax Credits from the Washington State Housing Finance Commission. Such documentation may include the Low-Income Housing Tax Credit Application and the exhibits and attachments required thereto and such other documents as the Washington State Housing Finance Commission may reasonably require with respect to the allocation of tax credits, including but not limited to, such affidavits, certifications, credit reservation contracts, regulatory use agreements, and carryover allocation documents
 8. FURTHER RESOLVED that SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership is authorized, empowered and directed to advance funds for the payment of Project predevelopment expenses.
 9. FURTHER RESOLVED that any and all acts authorized pursuant to these Resolutions and performed prior to the passage of these Resolutions are hereby ratified and affirmed.
 10. RESOLVED that any and all documents hereby authorized to be executed on behalf of SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership, are authorized to be executed or taken by any one of the following individuals, each acting alone, or their duly appointed successors (the "Authorized Representative"):
Name: Title:
 Maiko Winkler-Chin Executive Director
 Mindy Au President
 Jerilyn Young Secretary
 11. RESOLVED that any one Authorized Representative is authorized, empowered and directed to take such further action on behalf of SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership, as the Authorized Representative may deem necessary to effectuate the foregoing.
 12. All acts taken by SCIDpda in its individual corporate capacity, and as manager of the Company and/or as a general partner of the Partnership, prior to the date hereof and in furtherance of the foregoing are hereby ratified and affirmed.

OFFICER CERTIFICATE

I, Mindy Au, certify that I am the President of SCIDPDA and that the foregoing Resolutions were duly adopted at a meeting of the Board of Directors of SCIDPDA held on July 21, 2020, in

accordance with the Articles of Incorporation and Bylaws of the SCIDPDA upon proper notice and at which time a quorum was present.

Moved: David Della

Seconded: Elliot Sun

Board Approved: David Della, Jerilyn Young, May Wu, Tiernan Martin, Wayne Lau, Scott Yasui, Miye Moriguchi, Aileen Balahadia, Mindy Au, Elliot Sun

Abstained: Casey Huang, Phillip Sit

Absent: 1

3. Staff Presentation

Joseph briefed the board with updates on the SCIDpda fundraiser. Lukas Ng from Zeacan gave a presentation on hosting virtual events. SCIDpda has hired Zeacan to help organize the 2020 virtual fundraiser.

Josh and Andrea Sato (Kantor Taylor) briefed the board on the Yesler Family Housing partnership with Community Roots Housing. Josh also briefed the board on the progress of the Yesler Family and North Lot housing projects.

Jared briefed the board on residential and commercial property operations.

4. Board / Staff Discussion

General discussion between SCIDpda board and staff.

Board Committee Updates

The board committee did not have updates.

5. Adjourn

The meeting was adjourned by Mindy Au, Board Chair, at 7:09 p.m.

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

Expenditure Certification Memorandum

DATE: 7/31/2020
 TO: Board of Directors
 FROM: Vern Wood, Deputy Director
 RE: July 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	1624	to	1647	\$	29,758.99
Electronic Funds Transfers	General Checking			eft	\$	36,750.00
				Bush Hotel Commercial	\$	66,508.99
Computer Run Checks	General Checking	1692	to	1696	\$	18,452.61
				Bush Hotel Condo	\$	18,452.61
Computer Run Checks	General Checking	192	to	193	\$	3,366.00
Electronic Funds Transfers	General Checking			eft	\$	52.92
				Bush Hotel QalicB	\$	3,418.92
Computer Run Checks	General Checking	837	to	853	\$	39,227.57
Electronic Funds Transfers	General Checking			eft	\$	6,060.25
				Bush Hotel Residential	\$	45,287.82
Computer Run Checks	General Checking	185	to	187	\$	239,184.74
Electronic Funds Transfers	General Checking			eft	\$	260,235.56
				CIDpda	\$	499,420.30
Computer Run Checks	General Checking	3503, 3507	to	3528	\$	72,606.97
Electronic Funds Transfers	General Checking			eft	\$	44,236.70
				DVA	\$	116,843.67
Electronic Funds Transfers	General Checking			eft	\$	18.93
				Hinghay	\$	18.93
Computer Run Checks	General Checking	519	to	543	\$	102,803.85
Electronic Funds Transfers	General Checking			eft	\$	18,603.25
Electronic Funds Transfers	Bond Revenue			eft	\$	420,000.00
				IDVS1 Commercial	\$	541,407.10
Computer Run Checks	General Checking	184	to	191	\$	57,088.72
				IDVS2 Condo	\$	57,088.72

Computer Run Checks	General Checking	307	to	317	\$	31,422.16
Electronic Funds Transfers	General Checking				\$	22,000.00
Electronic Funds Transfers	Bond Revenue				\$	32,750.00
						<u>86,172.16</u>
						IDVS2 Library & Parking \$ 86,172.16
Computer Run Checks	General Checking	425	to	433	\$	8,260.16
Electronic Funds Transfers	General Checking				\$	17,000.84
						<u>25,261.00</u>
						IDVS2 Commercial \$ 25,261.00
Computer Run Checks	General Checking	736	to	751	\$	14,032.37
Electronic Funds Transfers	General Checking				\$	22,505.10
						<u>36,537.47</u>
						New Central Commercial \$ 36,537.47
Computer Run Checks	General Checking	225	to	227	\$	10,563.65
Electronic Funds Transfers	General Checking				\$	24,207.51
						<u>34,771.16</u>
						New Central Hotel \$ 34,771.16
Electronic Funds Transfers	General Checking				\$	39,877.06
						<u>39,877.06</u>
						New Central Master Tenant \$ 39,877.06
Computer Run Checks	General Checking	869	to	885	\$	16,283.78
Electronic Funds Transfers	General Checking				\$	28,443.29
						<u>44,727.07</u>
						New Central Residential \$ 44,727.07
Computer Run Checks	General Checking	1420	to	1600	\$	625,568.42
Electronic Funds Transfers	General Checking				\$	5,037.50
Electronic Funds Transfers	Construction				\$	564,646.68
Electronic Funds Transfers	LGIP				\$	194,646.68
						<u>1,389,899.28</u>
						SCIDpda \$ 1,389,899.28
						<u><u>\$ 3,005,692.26</u></u>

The above checks and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Board and signed by me in open session in authentication of their approval on this _____ day of _____ 2020.

Treasurer

Chair

SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidblock,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,legaads,legacy,lhfoods,lhhouse,lhmarket,lhopera,lhwelln,littsaig,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,pdacmnty,pdadev,pdamaint,pdaprop,scid,design19,design20 AND mm/yy=07/2020-07/2020 AND All Checks=Yes

Check#	Vendor	Check	Total	Note
		Date	Check	
bhcommop - General Checking				
1624	finnei - Finney Neill & Co. P.S.	7/2/2020	1,126.00	Audit Fees
1625	eltsys - ELTEC Systems, LLC	7/8/2020	325.49	Elevator - Contract
1626	cenlin - CenturyLink	7/15/2020	57.49	Telecomm
1627	pugsou - Puget Sound Energy	7/15/2020	763.97	Natural Gas
1628	repser - Republic Services	7/15/2020	1,977.20	Garbage/Waste Removal
1629	wasman - Waste Management of Seattle	7/15/2020	3,086.86	Garbage/Waste Removal
1630	wesext - Western Exterminator Company	7/15/2020	104.60	Pest Control
1631	verwir - Verizon Wireless	7/15/2020	10.35	Telecomm
1632	pdamaint - SCIDpda Maintenance Dept	7/16/2020	1,579.50	WOs
1633	pdamaint - SCIDpda Maintenance Dept	7/16/2020	48.00	WOs
1634	pdamaint - SCIDpda Maintenance Dept	7/16/2020	11.00	WOs
1635	pdamaint - SCIDpda Maintenance Dept	7/16/2020	24.00	WOs
1636	pdamaint - SCIDpda Maintenance Dept	7/16/2020	206.00	WOs
1637	pdamaint - SCIDpda Maintenance Dept	7/16/2020	25.75	WOs
1638	pdamaint - SCIDpda Maintenance Dept	7/16/2020	76.00	WOs
1639	pdamaint - SCIDpda Maintenance Dept	7/16/2020	7,908.75	WOs
1640	welfar - Wells Fargo	7/16/2020	2.70	Telecomm
1641	welfar - Wells Fargo	7/16/2020	799.84	Supplies
1642	welfar - Wells Fargo	7/16/2020	26.48	Small Tools/Equipment
1643	cedgro - Cedar Grove Organics Recycling	7/23/2020	129.65	Garbage/Waste Removal
1644	lowes - Lowe's	7/23/2020	284.17	Small Tools/Equipment & Supplies
1645	bushcond - SCIDPDA Bush Hotel Condo Association	7/30/2020	8,864.26	Condo Billing
1646	paclam - Pacific Lamp & Supply Company	7/30/2020	468.30	Supplies
1647	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/30/2020	1,852.63	HVAC/Boiler Maint - Contract
7082020	bushqali - SCIDpda Bush Hotel QALICB LLC	7/8/2020	36,750.00	Rent
Total bhcommop - General Checking			66,508.99	
bhcondop - General Checking				
1692	pugsou - Puget Sound Energy	7/16/2020	1,107.40	Natural Gas
1693	seacitli - Seattle City Light	7/16/2020	1,963.42	Electricity
1694	ipfscorp - IPFS Corporation	7/23/2020	5,215.88	Prepaid Insurance - #3 of 11
1695	citseacu - City of Seattle-Combined Utilities	7/30/2020	7,845.01	Garbage/Waste Removal & Water/Sewer
1696	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/30/2020	2,320.90	HVAC/Boiler Maint - Contract
Total bhcondop - General Checking			18,452.61	
bhqalop - General Checking				
192	finnei - Finney Neill & Co. P.S.	7/2/2020	1,142.00	Audit Fees
193	finnei - Finney Neill & Co. P.S.	7/9/2020	2,224.00	Audit Fees
4152020	bannymel - The Bank of New York Mellon Trust Co.	7/20/2020	-10,040.37	Voided - Wrong Amount - Principal deferred through August
7152020	bannymel - The Bank of New York Mellon Trust Co.	7/15/2020	405.01	Interest Expense
7202020	bannymel - The Bank of New York Mellon Trust Co.	7/20/2020	1,290.37	Interest Expense
7152020	bushqali - SCIDpda Bush Hotel QALICB LLC	7/15/2020	3,297.91	Replacement Reserve Deposit - Quarterly
7312020	thecomm - The Commerce Bank of WA	7/31/2020	5,100.00	Loan Payment - Monthly
Total bhqalop - General Checking			3,418.92	
bhresope - General Checking				
837	buihar - Builders' Hardware & Supply Co	7/2/2020	363.79	Locks/Keys
838	hdsupp - HD Supply Facilities Maintenance, LTD	7/2/2020	12.21	Supplies
839	eltsys - ELTEC Systems, LLC	7/9/2020	1,215.22	Elevator - Contract
840	pdamaint - SCIDpda Maintenance Dept	7/9/2020	753.50	WOs

Check#	Vendor	Check Date	Check	Total Note
841	seacitli - Seattle City Light	7/9/2020	518.35	Electricity
842	busimp - Business Impact NW	7/9/2020	1,604.68	Loan Payment - Monthly
843	bushcond - SCIDPDA Bush Hotel Condo Association	7/16/2020	10,665.57	Condo Billing
844	pdamaint - SCIDpda Maintenance Dept	7/16/2020	156.00	WOs
845	scidpda - SCIDpda	7/16/2020	19,194.48	ID Billing
846	t0003290 - Hoskins	7/16/2020	0.00	Void
847	verwir - Verizon Wireless	7/16/2020	104.99	Telecomm
848	welfar - Wells Fargo	7/22/2020	161.85	Small Tools/Equipment
849	lowes - Lowe's	7/23/2020	1,287.97	Appliances & Supplies
850	seacitli - Seattle City Light	7/23/2020	721.94	Electricity
851	t0003290 - Hoskins	7/23/2020	0.00	Void
852	btcmech - BTC Mechanical LLC	7/30/2020	572.52	Plumbing
853	bushcomm - SCIDpda Bush Hotel Commercial	7/30/2020	1,894.50	WOs coded to bhcomm in error
7152020	bushot2 - Bush Hotel Limited Partnership	7/15/2020	1,996.25	Operating Reserve Deposit - Quarterly
7312020	thecomm - The Commerce Bank of WA	7/31/2020	4,064.00	Loan Payment - Monthly
Total bhresope - General Checking			45,287.82	
cidpdao3 - General Checking				
185	scidpda - SCIDpda	7/16/2020	239,149.74	Donation Distribution
186	welfar - Wells Fargo	7/16/2020	10.00	Licenses
187	welfar - Wells Fargo	7/16/2020	25.00	Direct Fund Raising Expense
7092020	scidpda - SCIDpda	7/9/2020	260,235.56	Donation Distribution
Total cidpdao3 - General Checking			499,420.30	
cobocap1 - Comm Bond Revenue				
70220	idvs1co - IDVS 1 Commercial	7/2/2020	7,750.00	Note Payment
71620	idvs2lib - IDVS2 Library/Parking	7/16/2020	25,000.00	Transfer for Operating Expenses
Total cobocap1 - Comm Bond Revenue			32,750.00	
dvaop - General Checking				
3503	idvs2lib - IDVS2 Library/Parking	7/1/2020	17,585.00	Loan Payment - Monthly
3507	hdsupp - HD Supply Facilities Maintenance, LTD	7/2/2020	493.14	WOs
3508	pmjans - Phnouk	7/2/2020	770.00	WOs
3509	seacitli - Seattle City Light	7/2/2020	18.42	Electricity
3510	t0000741 - Liao	7/2/2020	164.00	Move Out Refund
3511	eltsys - ELTEC Systems, LLC	7/9/2020	639.78	Elevator - Contract
3512	paclam - Pacific Lamp & Supply Company	7/9/2020	117.92	Supplies
3513	pdamaint - SCIDpda Maintenance Dept	7/9/2020	2,346.40	WOs
3514	idvs2con - IDVS2 Condo Association	7/16/2020	29,299.09	Condo Billing
3515	scidpda - SCIDpda	7/16/2020	16,439.73	ID Billing
3516	verwir - Verizon Wireless	7/16/2020	71.29	Telecomm
3517	welfar - Wells Fargo	7/16/2020	15.41	Telecomm
3518	welfar - Wells Fargo	7/16/2020	103.00	Small Tools/Equipment
3519	hdsupp - HD Supply Facilities Maintenance, LTD	7/23/2020	215.03	Small Tools/Equipment
3520	paclaw - Pacifica Law Group	7/23/2020	0.00	Void
3521	pugsou - Puget Sound Energy	7/23/2020	1,946.84	Natural Gas
3522	watsec - Watson Security	7/23/2020	50.17	Locks/Keys
3523	wavbro - WAVE	7/23/2020	90.00	Telecomm
3524	wesext - Western Exterminator Company	7/23/2020	275.25	Pest Control
3525	cenlin - CenturyLink	7/30/2020	413.00	Telecomm
3526	citseaci - City of Seattle	7/30/2020	369.90	HVAC/Boiler Maint - Contract
3527	pdamaint - SCIDpda Maintenance Dept	7/30/2020	393.60	WOs
3528	pmjans - Phnouk	7/30/2020	790.00	UTO - Other Vendors
7022020	idvs2lib - IDVS2 Library/Parking	7/2/2020	22,000.00	Loan Payment
7022020	idvs2con - IDVS2 Condo Association	7/2/2020	19,795.22	Condo Billing
7152020	idvsfh - IDVS 2 Family Housing LLC	7/15/2020	2,441.48	Replacement Reserve Deposit - Monthly
Total dvaop - General Checking			116,843.67	

Check#	Vendor	Check	Total	
		Date	Check	Note
hingop2 - General Checking				
7132020	paypal - PayPal	7/13/2020	18.93	Bank Fees/Charges
Total hingop2 - General Checking			18.93	
idvs2op4 - General Checking				
425	pdamaint - SCIDpda Maintenance Dept	7/9/2020	1,428.00	WOs
426	scidpda - SCIDpda	7/9/2020	695.06	ID Billing
427	idvs2con - IDVS2 Condo Association	7/16/2020	989.86	Condo Billing
428	repser - Republic Services	7/16/2020	1,552.44	Garbage/Waste Removal
429	scidpda - SCIDpda	7/16/2020	243.72	ID Billing
430	verwir - Verizon Wireless	7/16/2020	2.04	Telecomm
431	wasman - Waste Management of Seattle	7/16/2020	1,703.42	Garbage/Waste Removal
432	welfar - Wells Fargo	7/16/2020	1.62	Telecomm
433	pdamaint - SCIDpda Maintenance Dept	7/30/2020	1,644.00	WOs
7022020	scidpda - SCIDpda	7/2/2020	11,146.75	Distribution
7072020	herban - Heritage Bank	7/7/2020	4,812.34	Loan Payment - Monthly
7152020	idvs2com - IDVS 2 Commercial	7/15/2020	1,041.75	Replacement Reserve Deposit - Quarterly
Total idvs2op4 - General Checking			25,261.00	
idvsreve - Revenue Account-Trust				
70220	scidpda - SCIDpda	7/2/2020	300,000.00	Distribution
71620	idvs1co - IDVS 1 Commercial	7/16/2020	120,000.00	Transfer for Operating Expenses
Total idvsreve - Revenue Account-Trust			420,000.00	
nccomop2 - General Checking				
736	finnei - Finney Neill & Co. P.S.	7/2/2020	1,134.00	Audit Fees
737	hdsupp - HD Supply Facilities Maintenance, LTD	7/2/2020	107.90	Supplies
738	eltsys - ELTEC Systems, LLC	7/9/2020	261.72	Elevator - Contract
739	pdamaint - SCIDpda Maintenance Dept	7/9/2020	3,792.00	WOs
740	scidpda - SCIDpda	7/9/2020	1,084.89	ID Billing
741	scidpda - SCIDpda	7/16/2020	268.43	ID Billing
742	seacitli - Seattle City Light	7/16/2020	469.57	Electricity
743	verwir - Verizon Wireless	7/16/2020	7.29	Telecomm
744	wasman - Waste Management of Seattle	7/16/2020	29.45	Garbage/Waste Removal
745	welfar - Wells Fargo	7/16/2020	4.05	Telecomm
746	welfar - Wells Fargo	7/16/2020	98.56	Supplies
747	lowes - Lowe's	7/23/2020	77.07	Appliances & Supplies
748	pdamaint - SCIDpda Maintenance Dept	7/23/2020	2,742.00	WOs
749	citseacu - City of Seattle-Combined Utilities	7/30/2020	3,248.43	Garbage/Waste Removal & Water/Sewer
750	shewil - Sherwin-Williams Co.	7/30/2020	59.29	Supplies
751	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/30/2020	647.72	HVAC/Boiler Maint - Contract
7082020	newcenmt - New Central Hotel Master Tenant LLC	7/8/2020	22,505.10	Rent & Insurance
Total nccomop2 - General Checking			36,537.47	
nchotop - General Checking				
225	easwes - East-West Investment Co.	7/9/2020	5,197.92	Ground Lease Expense
226	finnei - Finney Neill & Co. P.S.	7/23/2020	2,712.00	Audit Fees
227	ipfscorp - IPFS Corporation	7/23/2020	2,653.73	Prepaid Insurance - #3 of 11
7102020	welfar - Wells Fargo	7/10/2020	19,549.92	Loan Payment - Monthly
7152020	newcenth - New Central Hotel LLC	7/15/2020	4,657.59	Replacement Reserve Deposit - Quarterly
Total nchotop - General Checking			34,771.16	
ncmaster - General Checking				
7082020	newcenth - New Central Hotel LLC	7/8/2020	39,877.06	Rent & Insurance
Total ncmaster - General Checking			39,877.06	

Check#	Vendor	Check	Total	
		Date	Check	Note
nrcresop - General Checking				
869	cenlin - CenturyLink	7/2/2020	58.26	Telecomm
870	hdsupp - HD Supply Facilities Maintenance, LTD	7/2/2020	241.41	Small Tools/Equipment
871	coment - Commercial Entry Systems, Inc.	7/9/2020	189.24	Access Control Systems
872	eltsys - ELTEC Systems, LLC	7/9/2020	261.72	Elevator - Contract
873	scidpda - SCIDpda	7/9/2020	6,309.65	ID Billing
874	seacitli - Seattle City Light	7/9/2020	2,013.77	Electricity
875	rthood - R&T Hood and Duct Services. Inc	7/16/2020	170.66	Fire Systems/Sprinkler - Service Calls
876	scidpda - SCIDpda	7/16/2020	1,701.24	ID Billing
877	verwir - Verizon Wireless	7/16/2020	112.57	Telecomm
878	welfar - Wells Fargo	7/16/2020	7.57	Telecomm
879	welfar - Wells Fargo	7/16/2020	76.52	Small Tools/Equipment
880	hdsupp - HD Supply Facilities Maintenance, LTD	7/23/2020	143.11	WOs
881	pugsou - Puget Sound Energy	7/23/2020	373.79	Natural Gas
882	thepar - The Part Works, Inc.	7/23/2020	287.80	Supplies
883	citseacu - City of Seattle-Combined Utilities	7/30/2020	3,256.08	Garbage/Waste Removal & Water/Sewer
884	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/30/2020	805.14	HVAC/Boiler Maint - Contract
885	wesext - Western Exterminator Company	7/30/2020	275.25	Pest Control
71520	unista - United States Treasury	7/15/2020	9,500.00	Income Taxes - Q1 & Q2
7082020	newcenmt - New Central Hotel Master Tenant LLC	7/8/2020	18,538.29	Rent & Insurance
7152020	newcentr - SCIDPDA New Central Apartments, Inc	7/15/2020	405.00	Replacement Reserve Deposit - Monthly
Total nrcresop - General Checking			44,727.07	
pdabhcon - Construction				
70220	scidpda - SCIDpda	7/2/2020	370,000.00	Investment in LGIP
71420	bigvil - Big Village LLLP	7/14/2020	194,646.68	Note Receivable - Big Village Predev Loan Draw #9
Total pdabhcon - Construction			564,646.68	
pdaopacc - General Checking				
1420	visser - Vision Service Plan	7/1/2020	349.24	Payroll Benefits - Vision
1421	wasden - Delta Dental of Washington	7/1/2020	1,323.22	Payroll Benefits - Dental
1423	aspcon - Aspect Consulting, LLC	7/2/2020	2,393.85	Program - Professional Fees/Consulting
1424	bresha - Shanti Breznau Consulting, LLC	7/2/2020	15,743.75	Program - Professional Fees/Consulting
1425	bushcomm - SCIDpda Bush Hotel Commercial	7/2/2020	12,193.90	Rent
1426	dimsum - Dim Sum King	7/2/2020	1,420.00	Program Expense - Resident Food Relief
1427	edgdev - EDGE DEVELOPERS LLC	7/2/2020	12,000.00	Development Project - North Lot Housing
1428	finnei - Finney Neill & Co. P.S.	7/2/2020	1,044.00	Audit Fees
1429	gounoo - Gourmet Noodle Bowl	7/2/2020	560.00	Program Expenses - Resident Food Relief
1430	hohose - HO HO Seafood Restaurant	7/2/2020	1,020.00	Program Expenses - Resident Food Relief
1431	idvs2lib - IDVS2 Library/Parking	7/2/2020	145.00	Employees Parking
1432	kaifou - of Washington Options Inc	7/2/2020	18,890.64	Payroll Benefits - Medical
1433	loccon - Locken Consulting LLC	7/2/2020	2,935.50	Program - Professional Fees/Consulting
1434	nathar - Nature's Harvest LLC	7/2/2020	1,500.00	Program Expenses - Small Biz Relief Round 2
1435	newcentc - SCIDPDA New Central Commercial, Inc	7/2/2020	754.00	Rent
1436	nwiglo - NWI Global	7/2/2020	255.86	Program - Translation//Interpreters
1437	offdep - Office Depot	7/2/2020	28.95	Office Supplies/Equipment
1438	purpow - Purchase Power	7/2/2020	38.51	Postage
1439	ricusa - Ricoh USA, Inc	7/2/2020	370.66	Copier Lease/Maintenance
1440	tamtre - Tamarind Tree Vietnamese Restaurant	7/2/2020	2,160.00	Program Expenses - Resident Food Relief
1441	tecave - Techie Avenger Inc	7/2/2020	2,594.13	Computer - Maintenance
1442	webtho - Weber Thompson	7/2/2020	161,318.25	Development Project - North Lot Housing
1443	winkluk - Wing Luke Asian Museum	7/2/2020	4,000.00	Program - Subcontracts
1444	hartfo - The Hartford	7/9/2020	786.19	Payroll Benefits - Life Insurance
1445	hohose - HO HO Seafood Restaurant	7/9/2020	1,010.00	Program Expenses - Resident Food Relief
1446	navben - Navia Benefit Solutions	7/9/2020	102.60	Payroll Benefits
1447	offdep - Office Depot	7/9/2020	204.61	Office Supplies/Equipment
1448	ricusa - Ricoh USA, Inc	7/9/2020	243.54	Copier Lease/Maintenance

Check#	Vendor	Check	Total	Note
		Date	Check	
1449	uspost - US Postal Service	7/9/2020	216.00	Postage
1450	wavbro - WAVE	7/9/2020	132.45	Telecomm
1451	aatra - AA Travel	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1452	amaacu - Amasia Acupuncture and Herbs Center Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1453	amehot - American Hotel Management LLC	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1454	aplukit - A Plus Kitchen Inc	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1455	artform - Artform	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1456	asipacass - Asian Pacific Associates	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1457	bascut - Basic Cut Barber Shop	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1458	baytra - Bayani Travel International, LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1459	beecon - B.E.E. Consulting, LLC	7/16/2020	12,100.00	Development Project - North Lot Housing
1460	beiar - Beijing Arts & Crafts	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1461	blkpin - Blk Pine Workshop	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1462	bre - bregopa	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1463	bubtea - Bubble Tea and Fresh Fruit Juice	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1464	bunoc - Bun & OC Resturant	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1465	canbla - Can't Blame The Youth	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1466	cenlin - CenturyLink	7/16/2020	129.77	Telecomm
1467	chichi - Chiu's Chinese Herbs Corporation	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1468	chiwus - Chinese Wushu & Taichi Academy LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1469	chuchu - Chung Chun Rice Hot Dog	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1470	citpro - City Produce Company	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1471	cmarr - Cmarr Automotive	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1472	congeez - Congeez, Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1473	dandan - Dang Dang Cha Cha & Restaurant	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1474	denstu - Dengs Studio & Art Gallery	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1475	dimsum - Dim Sum King	7/16/2020	4,350.00	Program Expense - Small Biz Relief Round 3
1476	donhin - Dong Hing Market	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1477	duocha - Fashion Hair Salon	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1478	edgdev - EDGE DEVELOPERS LLC	7/16/2020	12,000.00	Development Project - North Lot Housing
1479	evedes - Evergold Design LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1480	forgar - Fortune Garden Restaurant	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1481	fujsus - Fuji Sushi	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1482	glotra - Global Travel	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1483	glowir - Global Wireless Station LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1484	gounoo - Gourmet Noodle Bowl	7/16/2020	1,220.00	Program Expenses - Resident Food Relief
1485	gratab - Gray Tabby, Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1486	grelea - Green Leaf Vietnamese Restaurant	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1487	harcit - Harbor City Restaurant Inc	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1488	hauhau - Hau Hau Inc.	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1489	hkgpro - HKG Products	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1490	hohose - HO HO Seafood Restaurant	7/16/2020	4,510.00	Program Expense - Small Biz Relief Round 3
1491	honcousea - Honey Court Seafood Restaurant	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1492	honkonbis - Hong Kong Bistro	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1493	huajun - Baba Mama Fashion	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1494	inshair - Instyle Hair Salon	7/16/2020	3,000.00	Program Expense - Small Biz Relief Round 3
1495	intinj - Integrative Injury Clinic	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1496	intpark - Interim Parking Services	7/16/2020	955.00	Employee Parking
1497	jadgar - Jade Garden Restaurant Inc	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1498	jinnoo - JinHua Noodle LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1499	joysea - Joyale Seafood Restaurant	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1500	jsus - Zeng, Corp	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1501	juemei - Cindy's Beauty Salon	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1502	karhair - Karen Hair Salon	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1503	kimhai - Kim Hair Salon Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1504	kinori - King's Oriental Foods	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1505	konson - Yummy Tasty Song Phang Kong	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3

Check#	Vendor	Check	Total	Note
		Date	Check	
1506	libtat - Liberty Tattoo Seattle LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1507	lukpha - Lukes Pharmacy	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1508	luonoo - Vital T Leaf Dessert LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1509	lynhai - LYN Hair Salon	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1510	meetin - MeetingOne	7/16/2020	7.28	Telecomm
1511	minxia - Ming Xiao, D.C. Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1512	momo - Sachi Momo Ltd	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1513	nathar - Nature's Harvest LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1514	net2ph - Net2Phone Inc.	7/16/2020	655.90	Telecomm
1515	newand - New An Dong, Inc.	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1516	ngujew - Nguyen Vu Jewelry LLC	7/16/2020	0.00	Void
1517	ngupha - Nguyen Pharmacy and Gifts, Inc.	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1518	nwacuher - NW Acupuncture & Herbal Center Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1519	ocepac - Ocean Pacific Travel	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1520	ocesta - Star Golden Inc	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1521	oneplu - One Plus Kitchen & Home	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1522	panhot - Panama International Corp.	7/16/2020	5,000.00	Program Expense - Small Biz Relief Round 3
1523	phin - Phin	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1524	phohoa - Pho Hoa	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1525	phoso1 - Pho So 1	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1526	plagra - Plank & Grain Furniture LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1527	saibis - Saigon Bistro at Uwajimaya	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1528	seacitli - Seattle City Light	7/16/2020	101.09	Electricity
1529	seanai - Seattle Nail Supply	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1530	sheqix - Hair To You	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1531	sizpot - SIZZLING POT KING INC.	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1532	sprrol - SPRING ROLL HOUSE DELI INC	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1533	susrol - Susu LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1534	szefis - Szechuan Fish	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1535	tamtha - THANH TAM RESTAURANT	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1536	thapha - Thanh Phat Tai LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1537	tharest - Thanh Vi Restaurant	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1538	thason - Thanh Son Bakery Inc.	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1539	toules - Tous Les Jours Bakery	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1540	trisea - Trichome Seattle	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1541	u2mob - U2 Mobile	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1542	unitou - Universal Tours Inc.	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1543	verwir - Verizon Wireless	7/16/2020	641.39	Telecomm
1544	viehou - VIETNAM HOUSE LLC	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1545	vittleaf - Vital T Leaf LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1546	wahlon - Wah Long Enterprises	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1547	worpi - WORLD PIZZA LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1548	xinleu - LeungXing LLC	7/16/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1549	youtea - YOUNG TEA	7/16/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1550	maudat - Mau Dat LLC	7/17/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1551	ngujew - Nguyen Vu Jewelry LLC	7/17/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1552	welfar - Wells Fargo	7/22/2020	517.00	Development Project - North Lot Housing & SHA KC Records Site
1553	welfar - Wells Fargo	7/22/2020	765.84	Dues/Subscriptions & Office Supplies/Equipment
1554	welfar - Wells Fargo	7/22/2020	110.40	Training/Education & Janitorial Supplies
1555	chumin - Chu Minh Tofu and Vegetarian Deli	7/23/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1556	dimsum - Dim Sum King	7/23/2020	680.00	Program Expenses - Resident Food Relief
1557	finnei - Finney Neill & Co. P.S.	7/23/2020	9,545.00	Audit Fees
1558	gounoo - Gourmet Noodle Bowl	7/23/2020	930.00	Program Expenses - Resident Food Relief
1559	hinghay - Hinghay CoWorks	7/23/2020	0.00	Void
1560	hohose - HO HO Seafood Restaurant	7/23/2020	1,090.00	Program Expenses - Resident Food Relief
1561	magcon - Magnum Construction Services, LTD.	7/23/2020	957.87	Ioumural/Program - Subcontracts
1562	offdep - Office Depot	7/23/2020	25.42	Office Supplies/Equipment

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1563	omumik - Omura	7/23/2020	150.00	Telecomm
1564	tecave - Techie Avenger Inc	7/23/2020	3,253.26	Computer - Maintenance
1567	aeocon - Aeon Conglomerate Holding LLC (Moonwalk Karaoke)	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1568	ame - Amerosia 88 LLC	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1569	ba oan - Bao An Yao Hang Inc.	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1570	bushcomm - SCIDpda Bush Hotel Commercial	7/30/2020	15,000.00	Cash Flow Loan
1571	car kin - Carpet King	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1572	chemem - Chengdu Memory	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1573	cidbia - Chinatown ID BIA	7/30/2020	10,000.00	Program - Subcontracts
1574	dimsum - Dim Sum King	7/30/2020	740.00	Program Expense - Small Biz Relief Round 3
1575	forres - Fortuna Cafe	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1576	frilit - Friends of Little Saigon	7/30/2020	10,000.00	Program - Subcontracts
1577	gopoke - goPoke	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1578	gounoo - Gourmet Noodle Bowl	7/30/2020	700.00	Program Expense - Small Biz Relief Round 3
1579	hentai - Henry's Taiwan Plus	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1580	hohose - HO HO Seafood Restaurant	7/30/2020	1,070.00	Program Expense - Small Biz Relief Round 3
1581	homdimsum - Homestyle Dim Sum LLC	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1582	humple - Humble Pie	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1583	idvs2lib - IDVS2 Library/Parking	7/30/2020	145.00	Employee Parking
1584	illinc - Illume Inc.	7/30/2020	963.38	Program - Subcontracts
1585	laminail - La Mi Nail Supply Inc	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1586	lanhue - Lan Hue Bakery	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1587	lovhut - Happy Veggie LLC	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1588	marcon - Marpac Construction LLC	7/30/2020	33,242.25	Development Project - North Lot Housing
1589	masdva - Master David Leong's Shaolin Kung Fu School LLC	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1590	mus - Musashi	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1591	newand - New An Dong, Inc.	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1592	offdep - Office Depot	7/30/2020	106.21	Office Supplies/Equipment
1593	pingor - Pink Gorilla Games	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1594	purdot - Purple Dot Cafe	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1595	seapin - Seattle Pinball Museum, LLC	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1596	szenoo - Huang's Noodle LLC	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1597	tamtra - Tamerlane Trading, LLC	7/30/2020	1,575.00	Security Deposit Refund
1598	viewah - Viet Wah Supermarket	7/30/2020	3,500.00	Program Expense - Small Biz Relief Round 3
1599	wanleaut - Wan Le Auto Service	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
1600	wontun - Wong Tung Seafood	7/30/2020	1,500.00	Program Expense - Small Biz Relief Round 3
71420	citsearc - City of Seattle	7/14/2020	436.25	B&O Tax
72220	pdamaint - SCIDpda Maintenance Dept	7/22/2020	6,370.50	WOs
72720	stwab&o - Department of Revenue	7/27/2020	289.76	B&O Tax
7092020	cidpda - CIDpda 501c(3)	7/9/2020	2,850.00	Deposit Refund received by scid
7152020	scidpda - SCIDpda	7/15/2020	2,187.50	LH Replacement Reserve Deposit - Monthly

Total pdaopacc - General Checking

630,605.92

pdaopre3 - LGIP

71420	scidpda - SCIDpda	7/1/2020	194,646.68	Transfer to Construction Account for Big Village Draw #9
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Total pdaopre3 - LGIP

194,646.68

vs10p - General Checking

519	hdsupp - HD Supply Facilities Maintenance, LTD	7/2/2020	480.91	Supplies
520	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/2/2020	10,990.46	HVAC/Boiler Maint - Contract
521	contec - Convergent Technologies LLC	7/9/2020	659.50	Fire Systems/Sprinklers - Contract
522	eltsys - ELTEC Systems, LLC	7/9/2020	1,302.89	Elevator - Contract
523	mckser - McKinstry Service	7/9/2020	4,574.00	Fire Systems/Sprinklers - Contract
524	pdamaint - SCIDpda Maintenance Dept	7/9/2020	886.16	WOs
525	cenlin - CenturyLink	7/16/2020	80.99	Telecomm
526	pugsou - Puget Sound Energy	7/16/2020	994.19	Natural Gas
527	repser - Republic Services	7/16/2020	1,496.78	Garbage/Waste Removal

Check#	Vendor	Check	Total	
		Date	Check	Note
528	scidpda - SCIDpda	7/16/2020	33,796.28	ID Billing
529	seacitli - Seattle City Light	7/16/2020	14,617.98	Electricity
530	verwir - Verizon Wireless	7/16/2020	31.59	Telecomm
531	wasman - Waste Management of Seattle	7/16/2020	4,130.15	Garbage/Waste Removal
532	welfar - Wells Fargo	7/16/2020	1.62	Telecomm
533	welfar - Wells Fargo	7/16/2020	76.52	Small Tools/Equipment
534	contec - Converjint Technologies LLC	7/23/2020	1,629.07	Fire Systems/Sprinklers - Service Calls
535	hdsupp - HD Supply Facilities Maintenance, LTD	7/23/2020	71.92	Small Tools/Equipment
536	ipfscorp - IPFS Corporation	7/23/2020	2,674.19	Prepaid Insurance - #3 of 11
537	newcentc - SCIDPDA New Central Commercial, Inc	7/23/2020	1,441.42	Garbage/Waste Removal
538	shewil - Sherwin-Williams Co.	7/23/2020	107.22	Supplies
539	thepar - The Part Works, Inc.	7/23/2020	52.17	Supplies
540	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/23/2020	1,478.10	HVAC/Boiler Maint - Contract
541	citseacu - City of Seattle-Combined Utilities	7/30/2020	10,179.99	Water/Sewer
542	shewil - Sherwin-Williams Co.	7/30/2020	59.29	Supplies
543	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/30/2020	10,990.46	HVAC/Boiler Maint - Contract
70220	scidpda - SCIDpda	7/2/2020	7,750.00	Distribution
70220	scidpda - SCIDpda	7/2/2020	10,853.25	Distribution
Total vs1op - General Checking			121,407.10	
vs2conop - General Checking				
184	citseacu - City of Seattle-Combined Utilities	7/2/2020	21,200.04	Garbage/Waste Removal & Water/Sewer
185	pdamaint - SCIDpda Maintenance Dept	7/9/2020	1,452.00	WOs
186	cenlin - CenturyLink	7/16/2020	58.45	Telecomm
187	seacitli - Seattle City Light	7/16/2020	2,516.37	Electricity
188	ipfscorp - IPFS Corporation	7/23/2020	6,817.82	Prepaid Insurance - #3 of 11
189	bushcomm - SCIDpda Bush Hotel Commercial	7/30/2020	222.00	WOs
190	citseacu - City of Seattle-Combined Utilities	7/30/2020	22,675.20	Water/Sewer
191	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	7/30/2020	2,146.84	HVAC/Boiler Maint - Contract
Total vs2conop - General Checking			57,088.72	
vs2lpop - General Checking				
307	usbank - US Bank/TFM/97298300/Julie Kammuller	7/2/2020	14,794.79	Loan Payment - Monthly
308	cenlin - CenturyLink	7/9/2020	232.28	Telecomm
309	coment - Commercial Entry Systems, Inc.	7/9/2020	189.23	Access Control Systems
310	eltsys - ELTEC Systems, LLC	7/9/2020	293.22	Elevator - Contract
311	pdamaint - SCIDpda Maintenance Dept	7/9/2020	72.00	WOs
312	idvs2con - IDVS2 Condo Association	7/16/2020	663.12	Condo Billing
313	scidpda - SCIDpda	7/16/2020	12,457.84	ID Billing
314	verwir - Verizon Wireless	7/16/2020	35.60	Telecomm
315	welfar - Wells Fargo	7/16/2020	6.49	Telecomm
316	welfar - Wells Fargo	7/16/2020	123.09	Small Tools/Equipment & Supplies
317	pdamaint - SCIDpda Maintenance Dept	7/30/2020	2,554.50	WOs
70220	idvs1co - IDVS 1 Commercial	7/2/2020	10,853.25	Note Payment
70220	idvs2com - IDVS 2 Commercial	7/2/2020	11,146.75	Note Payment
Total vs2lpop - General Checking			53,422.16	
			3,005,692.26	

SCIDpda Staff Reports – August 2020

Executive Director

Maiko Winkler-Chin

Boardmembers – please let me know if you would like:

- Staff analysis of Jumpstart tax on CID
- Public Defender Association presentation on Co-LEAD program (described below)

A peek into the general emotional feel of those I'm working with – both at the SCIDpda and others. I am not good with emotions or English words tied to emotions (I didn't learn "English" until I was 6, but I learned Wahiawa, Hawaii... which means it isn't the English spoken here). This is the....weirdest? strangest? most surreal? time I am aware of living. I say this as I reflect on the challenges brought forth by covid and its impacts on community, including our staff. I say this as I reflect on this moment of... reckoning (is that the right word?) that was brought to a head by George Floyd's murder. I say this as all the stresses of EVERYTHING is dragging on and is impacting folks.

Although I was saying that we should prepare for the pandemic to go on for months – "let's make sure our kids are ready for remote school!" – I did not, when being honest with myself, expect to be in this state 6 month after the first community spread covid cases in the area. Watching what is happening with our governments – both federal and city – has been shocking? devastating? horrifying?

We will feel the fallout of 2020 for years to come.

External

Interim CDA asked several organizations to sign onto a letter related to the **Jumpstart** Seattle tax. We as an organization did not have a formal conversation about it, and thus I would share the letter with the Board Executive Committee in advance of signing. At this time, I do not think we can sign onto it because I do not understand the point of the letter. If the board would like, staff can draft a memo about key points of the Jumpstart program and how it could potentially benefit this neighborhood.

Co-LEAD - I was on a webinar hosted by the Downtown Seattle Association (our membership has lapsed, we are considering re-joining) called "Investing in Behavioral Health for a Safer Seattle". Panelist Lisa Daugard, head of the Public Defender's Association (also commonly called the PDA), discussed their Co-LEAD program. I have the entire 6 page write up for the program which is a pilot that hopes to be funded soon for a 5 month demonstration focused on Pioneer Square and the CID, but below is a short description. Asian Counseling and Referral Service will be the agency here in the CID working on the program. If the Board would like a presentation by the PDA on their work, please let me know.

Summary of Co-LEAD as an Approach to Build Upon Permanent Supportive Housing Models in Hotels

Co-LEAD is based on the harm reduction, outreach and case management approach of LEAD, but is more intensive and focused on temporary stability for people using drugs, committing low level law violations, experiencing homelessness and living with lower grade mental health conditions. Co-LEAD has used 5 hotels County-wide to date along with an innovative and intense staffing coverage model that has and on-site presence at the hotels (with on-site staff office space in one to two of the hotel rooms) and supports participants daily with case management staff and a medical provider.

The use of hotels and this staffing model provides a high degree of stabilization and supports sheltering in place/safety in location during the pandemic. By having a place to sleep and exist outside of a tent or a car or a business doorway, participants have quickly sought/been responsive to resources to address healthcare issues, problematic substance use (Medication Assisted Treatment, sober supports, reduced use support), job search and employment and housing-related search and supports.

Grace Kim of Schemata Workshop, and member of the **Housing Development Consortium** of Seattle King County Board Governance Committee reached out to see if someone would be willing to be considered for the Board. I had served on the board in the mid-2000s, and I also stepped on for about 6 months last year when Andrea Sato, board president our real estate legal attorney, asked if I could make a “guest appearance” to meet bylaw requirements. They ostensibly were looking for a non-profit organization representing a community of color who understood real estate development. After discussing with a couple of directors about whom best to serve, I will represent the organization. We were one of the HDC founding organizations, and it appears that there will be some interesting conversations about the organization’s future.

I asked **Mike Omura**, Director of Real Estate Development, to work with the staff team and the Real Estate Committee, into developing some guidelines and policies for future board approval discussing what the SCIDpda develops and produces, and clarifies where the RED committee and the board insert themselves.

Jared Jonson, Director of Property Operations, is out on parental leave. He is back in office at the end of September thru mid-November with a focus on budgets, then out again until January. As such, there will be no Property Operations narrative anticipated at this time. He is a little preoccupied as his child was born on August 4th. Congratulations! The family is doing good, although exhausted.

I will be out of office from August 31st through September 11th, back in office on September 14th, the day before our September board meeting.

Community Initiatives

Jamie Lee

When the pandemic started, much of Community Initiatives' work shifted. We thought the pandemic situation would just be through the summer, at the very most, but that is not the case. As such, I am changing the structure of how we report our work to the board. As most of CI staff work remotely, our work may not be as obvious but please note that CI staff are busy continuing our externally focused work in fulfilling the SCIDpda's mission.

Routine work

Public Space Projects

Through our Maynard Alley Activation work, we hired artists to paint murals on plywood in empty storefronts at the Louisa (here's one of the panels). The work will be done by September.

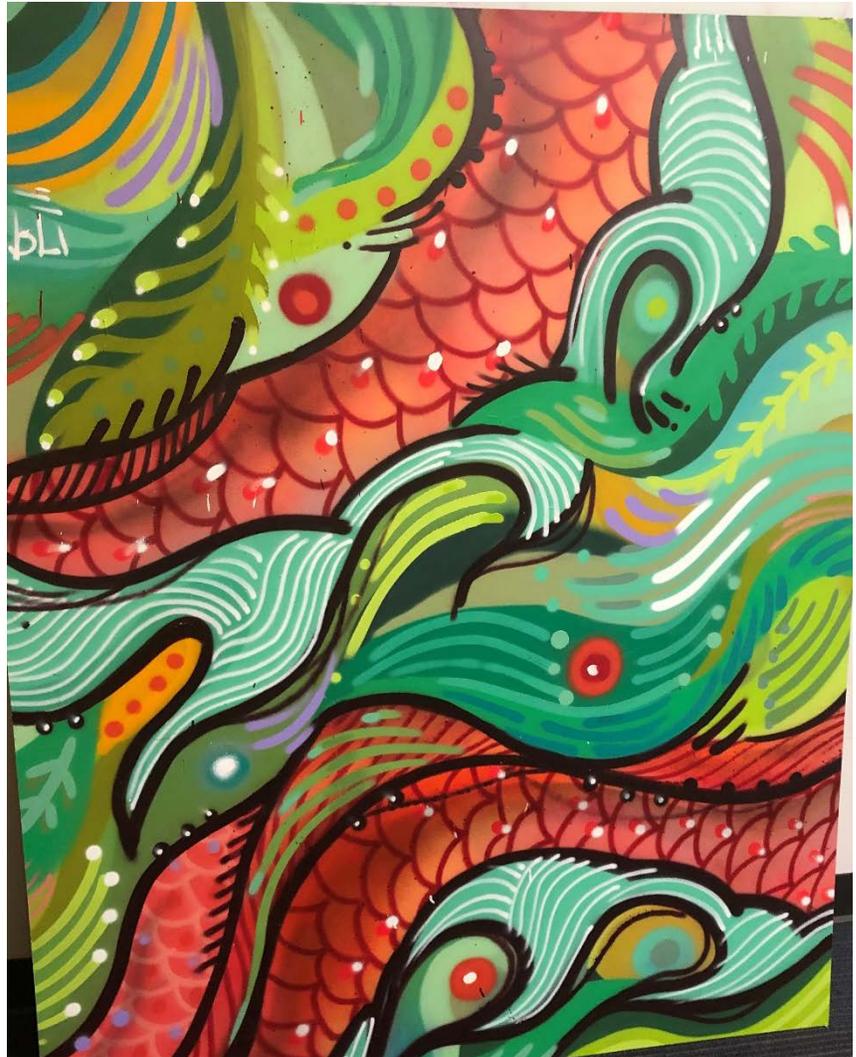
We continue to implement recommendations of the lighting study; this includes upgrading and restoring the pedestrian lights at Kobe Terrace Park and exploring possibilities for lighting the pagoda at in Hing Hay Park. We are moving forward in efforts to light the dragons across the District.

Preservation

By August 31st, we will complete the Integrated Planning Grant funded through the Department of Commerce to explore contaminants on the Goodwill site. It is now up to other partners on the project to decide how it moves forward.

We are also completing work with a few Unreinforced Masonry (URM) buildings in the district to look at strengthening them in advance of an earthquake.

We have executed a contract with the Alliance for Pioneer Square to complete a Jackson Hub Art Survey (Jackson Hub is the area along Jackson Street between 2nd Avenue Extension and 5th Avenues) to create a survey and history of the artwork built into the plaza next to Union Station. This project builds on the Jackson Hub Concept plan, which was a study completed in 2019 to reclaim this area through a holistic approach to public space and pedestrian improvements.



Census 2020

The Census will now end at the end of September 2020; the CID is at a 54% response rate (it was at 66.3% in 2010), and the state of Washington is at 69.6%. We are working with the Census Bureau and the CID Complete Count Committee to explore ways to close the gap in response rates.

Hing Hay Coworks

Hing Hay Coworks re-opened in July when King County moved into Phase II of the Governor's COVID-19 Reopening Plan. We opened to "full-in members" (members that normally have 24hr access to the space) only – a few have taken the opportunity to come in. Members must sign up ahead of time, take their temperature when they enter, keep masks on at all times, and clean up after themselves. So far it's been going well, and we plan to allow other membership levels access since we have space.

Program shifts because of COVID 19

Small Business Relief

We are giving out Round 3 of our Small Business Relief Fund, which is a project with the SCIDpda, Friends of Little Saigon, and the CID Business Improvement Area. Once we allocate Round 3, we will have given out over \$600k to 180 businesses, with some funds for businesses we are still trying to contact. Our fund has raised over \$750k and is still pulling in donations. We plan to keep some in case we need to do another fundraising push if businesses have to shut down again. Shout out to the accounting department for their support on cutting the hundreds of checks for us.

The Small Business Relief Team continues to translate and disburse guidance to our businesses on reopening. We are also packaging and distributing over 3,000 cloth and disposable masks as well as mask requirements and social distancing rule posters, in both Chinese and Vietnamese for our small businesses. We do constant outreach to over 250 businesses in the CID, either by phone, text, or email.

Food Deliveries

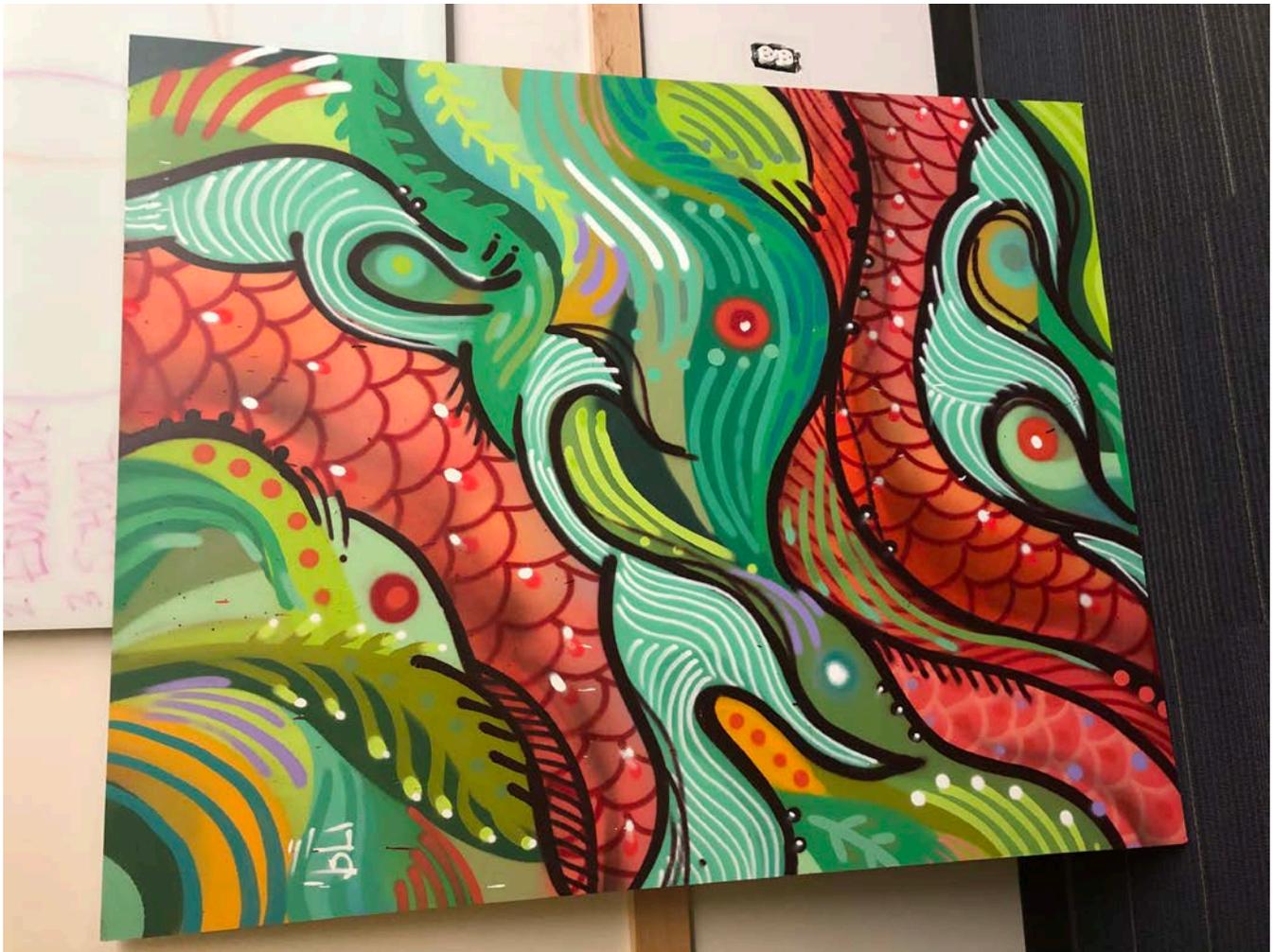
The CI team coordinates and delivers (in partnership with the Property Operations team) over 600 meals and 400 bags of groceries a week to 17 different buildings in the CID. The groceries are provided by ACRS and meals are through ICHS, while we purchase meals from CID restaurants through a grant from the Bank of America, which we received in collaboration with Mercy Housing, Bellwether Housing, and Community Roots Housing. We as a group are seeking more funds.

Coalition Against Hate and Bias

We serve on the Coalition Against Hate and Bias, which is a group of organizations in King County that report hate and bias crimes that happen in their communities. We are developing strategies on how to talk about hate and bias crimes with our non-English speaking and elderly in the CID. Thus far, SCIDpda has reported 6-7 crimes, the coalition itself (county wide) has reported three times the number of hate and bias crimes than law enforcement.

Branding and Social Media

Over the last few months, the CI team has worked on developing the SCIDpda brand as an organization that supports the needs of the community. Using the internet as a way to connect with the community (because we can't in person!) we have focused on telling the story of how present our organization is in the District, especially during this time. This branding will feed directly into our fundraiser.



Grants

To date, we have raised over \$247,000 in general operating or staff support through COVID 19 relief grants. This is in addition to the funding that we are raising for the CID Small Business Relief Fund, which flows through CIDpda.

Bank of America	\$25,000	Staff – Community Initiatives (in addition to meal funds)
JP Morgan Chase	\$5,000	GEN OPS
King County Office of Equity and Social Justice	\$15,000	Staff - Community Initiatives for Hate Crimes work
Schultz Family Foundation (CIDpda)	\$7,500	Staff – admin
Seattle Foundation	\$100,000	GEN OPS

Wells Fargo	\$30,000	GEN OPS
Sheng-Yen Lu Foundation	\$30,000	GEN OPS
WA State Department of Commerce	\$35,000	Staff – Community Initiatives, Business TA
TOTAL	\$ 247,500	

Real Estate Development

Michael Omura

Bold text with ** following 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. ***Design Development documents have been completed and Marpac is estimating the project which is due by 9/2. First funding application package is due to County on 9/11*****



	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

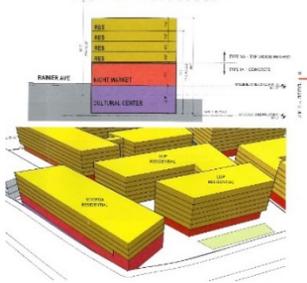
RFP's to lenders and equity investors were issued the first week of August with proposals due by 8/24. The GMP set for the project is due to be issued on 8/24 with the final pricing to be fixed by October.**



	Studio	1 BR	2 BR	3 BR	4 BR	
30%	0	30	43	15	4	92
60%	0	17	25	8	2	52
80%	8	2	2	2	0	14
Total	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.

LS Gathering Cultural Space & FLS Office TI

Construction started on July 27 and is due to be complete by mid-September**



Future Projects/Opportunities

SCIDpda Direct Involvement

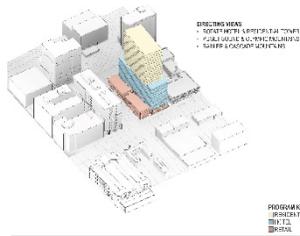
URM/Historic Core Renovation

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

Other Projects in the Neighborhood

5th & Jackson (Fujimatsu)

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



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

7th & Dearborn

RED Ad Hoc Committee met with Plus Investments and their architect Hewitt who presented early concepts for the 7th & 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.



Development Type	Unit Type	Affordable Requirements?
Residential – 400 units	1, 2 and 3 BR	On site performance 28 units
Retail – ground floor		

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

206 5th 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.



Development Type	Unit Type	Affordable Requirements?
Residential – 66 units	53 studio 13 1- BR	Payment in lieu
Retail – ground floor		

Uncle Bob’s Place

The project was awarded \$24.5M in tax exempt bonds.**



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.



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 8th 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.



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 8th & Lane hotel across from Legacy House that had caused controversy in the CID

Site on 5th 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.

Development Activity on the Periphery of CID

Yesler Terrace

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



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

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

SCIDpda Consolidated Balance Sheet (With Period Change)

8/13/2020 9:56 AM

Period = Jan 2020-Jun 2020

Book = Accrual ; Tree = .fc_bs

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

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
<i>CURRENT ASSETS</i>			
CASH & CASH EQUIVALENTS			
Unrestricted Funds	2,374,184	2,043,675	330,510
Restricted Funds	6,232,649	5,022,016	1,210,633
Bond Funds	2,801,225	2,142,315	658,910
	11,408,058	9,208,005	2,200,053
ACCOUNTS RECEIVABLE			
Accounts Receivable - Net	1,404,111	1,351,815	52,295
	1,404,111	1,351,815	52,295
OTHER RECEIVABLES			
Note Receivable	1,523,432	1,018,319	505,113
Other Receivables	239,138	4,671	234,466
	1,762,570	1,022,990	739,580
DEPOSITS & PREPAIDS			
Prepaid Insurance	45,222	34,011	11,211
Prepaid Expenses & Deposits	50,619	36,500	14,118
	95,841	70,511	25,330
	14,670,579	11,653,321	3,017,258
<i>LONG-TERM ASSETS</i>			
PROPERTY			
Property - Net Accum. Depreciation	36,329,600	37,081,189	-751,589
	36,329,600	37,081,189	-751,589
FIXED ASSETS			
Furniture Fixtures & Equipment - Net Accum. Depreciation	172,141	187,521	-15,380
	172,141	187,521	-15,380
	36,501,742	37,268,710	-766,968
<i>OTHER ASSETS</i>			
OTHER ASSETS			
Other Receivables	2,004,282	1,858,902	145,380
Investment in Other Entities	5,321,298	5,292,341	28,957

Balance Sheet (With Period Change)

8/13/2020 9:56 AM

Period = Jan 2020-Jun 2020

Book = Accrual ; Tree = .fc_bs

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

	Balance	Beginning	Net
	Current Period	Balance	Change
Development Projects	2,159,567	1,690,430	469,137
TOTAL OTHER ASSETS	9,485,147	8,841,673	643,474
TOTAL OTHER ASSETS	9,485,147	8,841,673	643,474
TOTAL ASSETS	60,657,468	57,763,704	2,893,764
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
PAYABLES & OBLIGATIONS			
Accounts Payable	764,754	423,562	341,192
Prepaid Rent	248,243	23,250	224,993
Current Portion Due of Mortgages & Other Obligations	1,096,849	1,180,859	-84,010
Taxes & Benefits Payable	720	23,978	-23,258
TOTAL PAYABLES & OBLIGATIONS	2,110,566	1,651,649	458,917
ACCRUED EXPENSES			
Accrued Expenses	1,579,368	1,608,464	-29,096
TOTAL ACCRUED EXPENSES	1,579,368	1,608,464	-29,096
TOTAL CURRENT LIABILITIES	3,689,934	3,260,113	429,821
LONG-TERM LIABILITIES			
MORTGAGES & OTHER OBLIGATIONS			
Loan Payable	28,915,496	27,387,566	1,527,930
Bonds Payable - Net	341,794	357,406	-15,613
TOTAL MORTGAGES & OTHER OBLIGATIONS	29,257,289	27,744,972	1,512,317
TOTAL LONG-TERM LIABILITIES	29,257,289	27,744,972	1,512,317
OTHER LIABILITIES			
Security Deposit Liability	154,238	152,646	1,592
Other Liabilities	804,510	206,371	598,139
Deferred Rent Payable	769,568	769,568	0
TOTAL OTHER LIABILITIES	1,728,315	1,128,585	599,730
TOTAL LIABILITIES	34,675,539	32,133,671	2,541,868

Balance Sheet (With Period Change)

8/13/2020 9:56 AM

Period = Jan 2020-Jun 2020

Book = Accrual ; Tree = .fc_bs

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

	Balance	Beginning	Net
	Current Period	Balance	Change
CAPITAL			
Retained Earnings	25,981,929	25,630,034	351,896
TOTAL CAPITAL	25,981,929	25,630,034	351,896
TOTAL LIABILITIES & CAPITAL	60,657,468	57,763,704	2,893,764

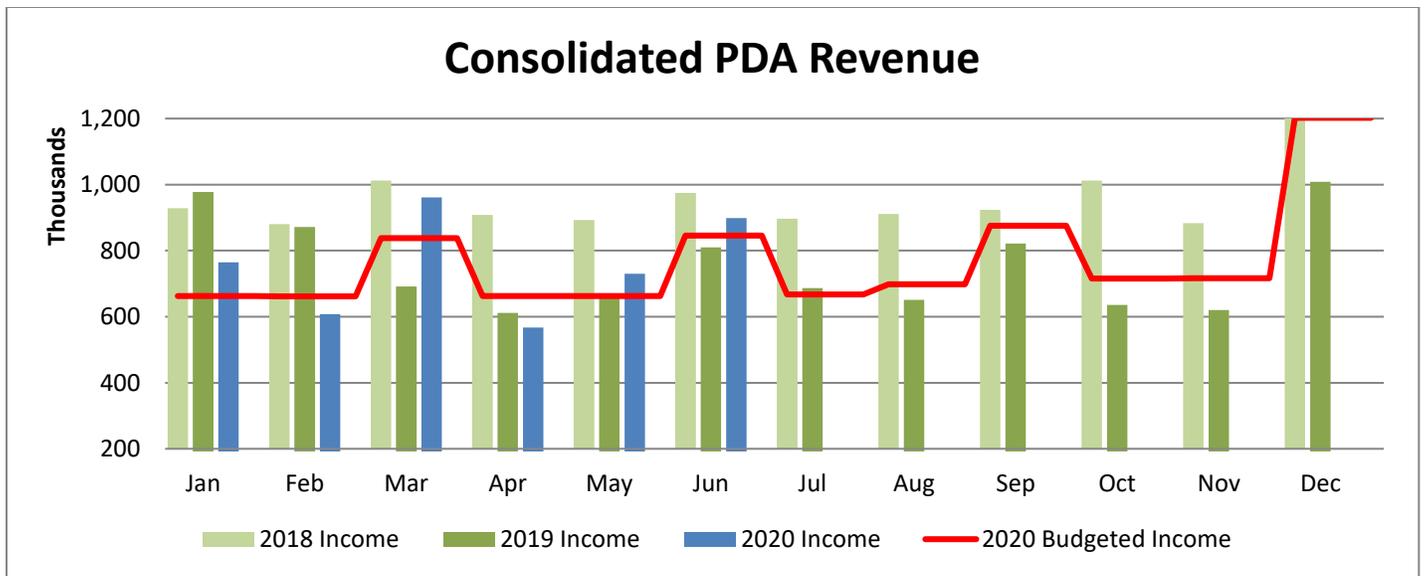
PDA Reporting Comparison Cash Flow Statement

Book = Accrual ; Tree = .fc_is_report_ne

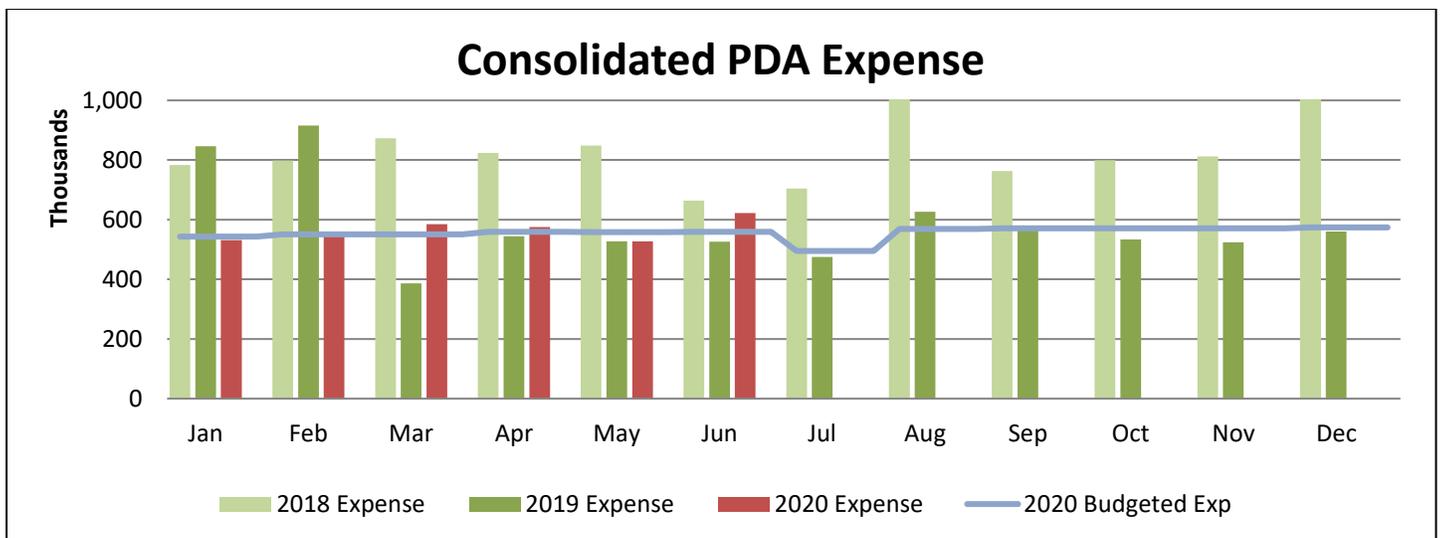
PDA Reporting=Community Initiatives,Hinghay,Other Legal Holdings,PDA Admin,Properties,Property Mgmt/Maint,Senior Services;

Year to Date - 2nd Quarter 2020								
Community Initiatives HHC	Legal Holdings Master/QualiCB Hotel/Condo	Properties	Property Mgmt	PDA Admin Fundraising Development	Total SCIDpda	Total Budget	Variance Fav (Unfav)	
REVENUE								
RENT INCOME								
Rent	32,080	646,502	2,414,032	0	0	3,092,614	3,069,723	22,891
Vacancies	0	0	(36,873)	0	0	(36,873)	(26,664)	(10,209)
Concessions and Bad Debt	0	32,544	14,901	0	0	47,444	(7,068)	54,512
NET RENT INCOME	32,080	679,046	2,392,059	0	0	3,103,185	3,035,991	67,194
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	(868)	0	0	(868)	0	(868)
TOTAL OTHER RENTAL INCOME	0	0	107,053	0	0	107,053	108,266	(1,213)
TOTAL SERVICE INCOME	0	0	11,283	749,372	65,724	826,379	845,875	(19,496)
TOTAL OTHER INCOME	2,516	0	11,901	0	5,372	19,789	19,212	577
TOTAL INTEREST INCOME	0	208	65,899	0	33,675	99,782	122,808	(23,026)
Grants	174,201	0	19,000	0	33,318	226,519	355,328	(128,809)
LESS Grant Program Expense	(543,189)	0	0	0	0	(543,189)	(174,222)	(368,967)
Other Fundraising	590,412	0	0	0	100,828	691,239	19,750	671,489
TOTAL FUNDRAISING INCOME	221,424	0	19,000	0	134,145	374,569	200,856	173,713
TOTAL REVENUE	256,020	679,254	2,606,327	749,372	238,916	4,529,890	4,333,008	196,882
EXPENSES								
ADMINISTRATIVE								
Professional Fees & Consulting	4,617	7,560	32,032	0	50,282	94,491	119,862	25,371
Rent Expense	26,354	211,002	435,500	4,410	22,030	699,296	697,254	(2,042)
Salaries	210,010	0	146,444	558,215	443,370	1,358,038	1,318,485	(39,553)
Other Admin Expenses	8,704	170	23,045	11,778	54,442	98,140	99,546	1,406
TOTAL ADMINISTRATIVE	249,684	218,732	637,021	574,403	570,124	2,249,965	2,235,147	(14,818)
TOTAL MANAGEMENT FEE	2,466	0	207,722	44,963	804	255,954	236,323	(19,631)
TOTAL MAINTENANCE	14,098	0	269,510	306	27,909	311,823	238,021	(73,802)
TOTAL UTILITIES	6,697	0	187,509	0	10,874	205,079	222,060	16,981
TOTAL TAXES	425	0	14,441	0	193	15,059	17,902	2,843
TOTAL INSURANCE	1,596	(70)	62,682	0	7,693	71,902	66,306	(5,596)
TOTAL PROGRAM EXPENSES	937	0	0	0	1,293	2,230	15,002	12,772
TOTAL OPERATING EXPENSES	275,903	218,663	1,378,886	619,672	618,890	3,112,013	3,030,761	(81,252)
NOI BEFORE DEBT SERVICE & GROUND LEASE	(19,883)	460,592	1,227,441	129,700	(379,973)	1,417,877	1,302,247	115,630
TOTAL DEBT SERVICE & GROUND LEASE	0	115,478	201,938	0	0	317,416	316,299	(1,117)
NOI AFTER DEBT SERVICE & GROUND LEASE	(19,883)	345,114	1,025,503	129,700	(379,973)	1,100,461	985,948	114,512
TOTAL OTHER EXPENSES	0	1,500	(16,989)	0	(13,125)	(28,614)	(26,532)	2,082
NET INCOME BEFORE DEPR & AMORT	(19,883)	343,614	1,042,492	129,700	(366,848)	1,129,074	1,012,480	116,594
CASH FLOWS FROM INVESTING ACTIVITIES								
Operating Reserve Deposits			(3,992)			(3,992)		
Operating Reserve Deposits - reimburse 2019 draw for dev. expense					(1,525,000)	(1,525,000)		
Operating Reserve Draws			492			492		
Replacement Reserve Deposits		(15,911)	(54,380)			(70,291)		
Replacement Reserve Draws		8,159				8,159		
Deposits to other reserves						0		
Fixed asset purchases						0		
Development costs					(436,782)	(436,782)		
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	0	(7,752)	(57,880)	0	(1,961,782)	(2,027,413)		
CASH FLOWS FROM FINANCING ACTIVITIES								
Accrued Interest not paid			29,123			29,123		
Loan proceeds					1,760,824	1,760,824		
Principal payments on notes payable		(94,969)	(378,506)			(473,475)		
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	0	(94,969)	(349,383)	0	1,760,824	1,316,472		
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(19,883)	240,893	635,230	129,700	(567,805)	418,133		

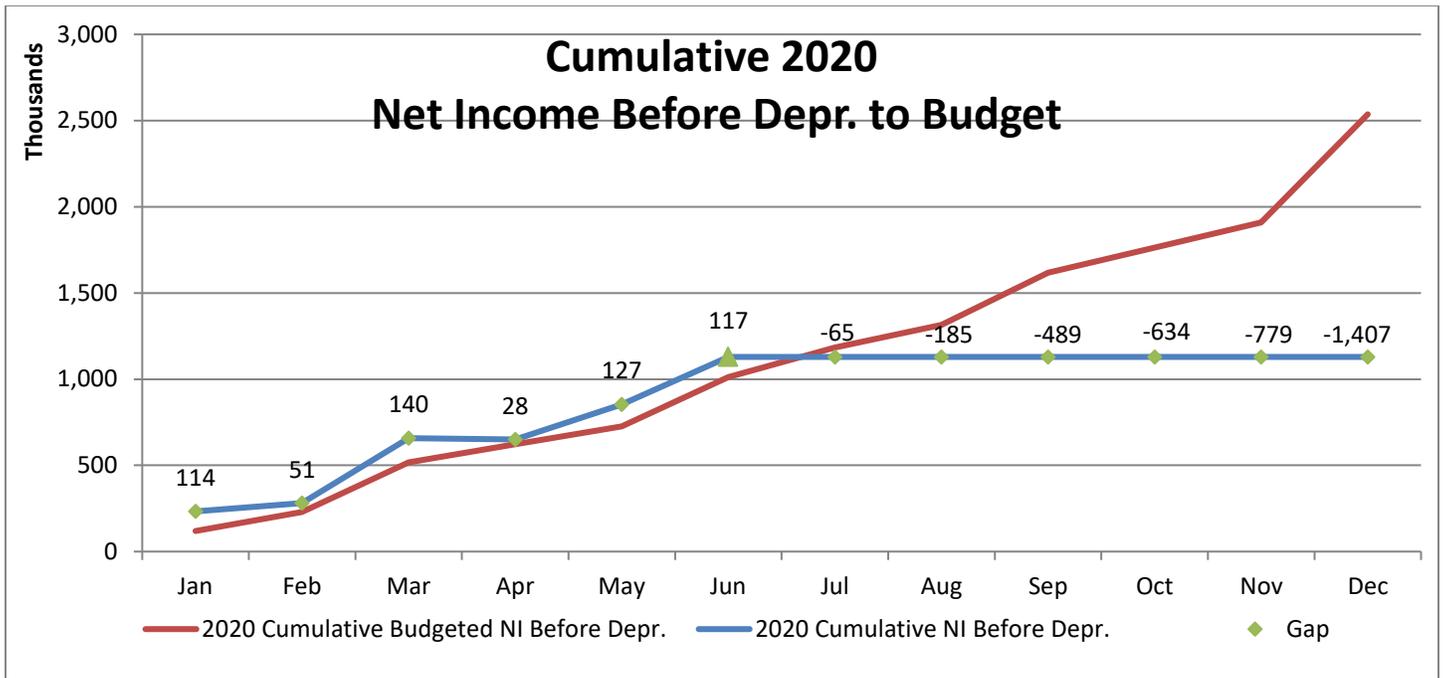
SCIDpda Consolidated – Q2 2020 Financial Summary



Revenues through Q2 2020 were approximately \$197K greater than budget for the entire organization. There is a \$67K positive variance in Rental Income - despite rent concessions and the temporary closure of Hinghay CoWorks – due in large part to the recovery of bad debt expensed from prior years; \$34K was collected from the Parks Dept. for 2010 – 2018 NNN and \$57K from ICHS for the 2018 NNN reconciliation. And while Vacancies have a \$10K negative variance, rent has a \$52K positive variance. Interest Income has a \$23K negative variance due to lower interest rates. And Fundraising Income has a \$174K positive variance, due in large part to \$100K from the Seattle Foundation for general operating costs associated with covid-19.

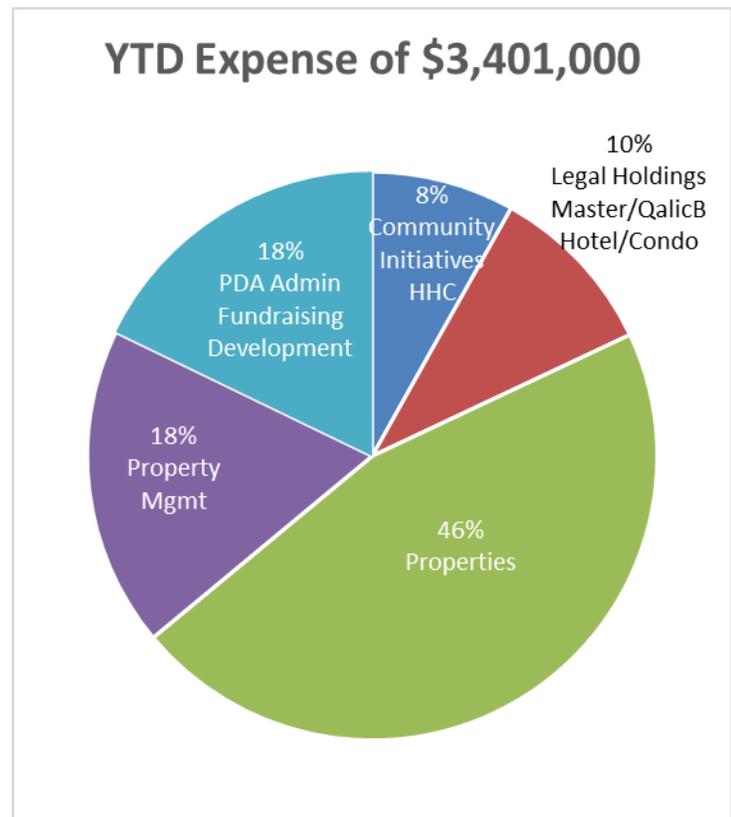
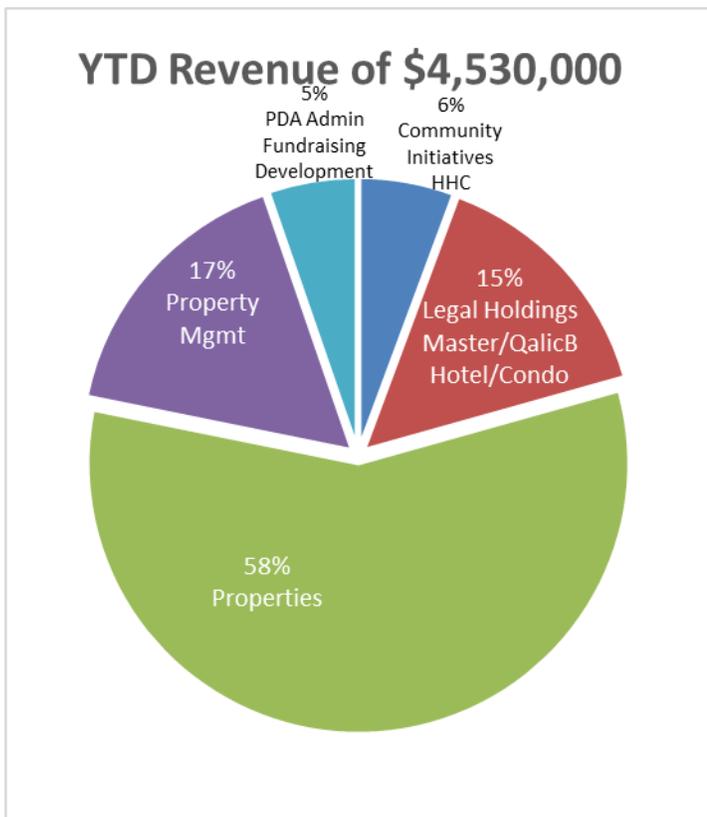


Expenses through Q2 2020 were approximately \$80K over budget for the entire organization. In Administrative Fees, Professional Fees & Consulting has a \$25K positive variance due to lower than anticipated costs for legal fees and consulting from Wendy Watanabe, but Salaries has a \$40K negative variance due to covid-19, including hazard pay and less use of PTO. Properties Management Fee is based on receipts and has a \$25K negative variance due to less receipts due to rent deferrals and concessions. Maintenance has a \$74K negative variance due to an increase in Janitorial WOs and to lower than budgeted CAM Recovery. The \$17K positive variance in Utilities is largely due to lower than budgeted Water/Sewer in Properties. And Program Expenses has a \$13K positive variance due to lower than budgeted fundraising expenses.



As a result, our NOI before Depreciation was \$1.1M which was \$117K better than budget through June 2020.

Visual Breakout by Department of Year through June 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;

	2nd Quarter 2020							Year to Date							Variance Fav (Unfav)	
	Community Initiatives HHC	Legal Holdings Master/QalicB Hotel/Condo	Properties	Property Mgmt	PDA Admin Fundraising Development	Total SCIDpda	Total Budget	Community Initiatives HHC	Legal Holdings Master/QalicB Hotel/Condo	Properties	Property Mgmt	PDA Admin Fundraising Development	Total SCIDpda	Total Budget		
REVENUE																
RENT INCOME																
Rent	7,975	324,751	1,207,372	0	0	1,540,097	1,536,758	3,339	32,080	646,502	2,414,032	0	0	3,092,614	3,069,723	22,891
Vacancies	0	0	(17,966)	0	0	(17,966)	(7,650)	(10,316)	0	0	(36,873)	0	0	(36,873)	(26,664)	(10,209)
Concessions and Bad Debt	0	0	(43,687)	0	0	(43,687)	(6,654)	(37,033)	0	32,544	14,901	0	0	47,444	(7,068)	54,512
NET RENT INCOME	7,975	324,751	1,145,718	0	0	1,478,444	1,522,454	(44,010)	32,080	679,046	2,392,059	0	0	3,103,185	3,035,991	67,194
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	(868)	0	0	(868)	0	(868)	0	0	(868)	0	0	(868)	0	(868)
TOTAL OTHER RENTAL INCOME	0	0	52,502	0	0	52,502	52,956	(454)	0	0	107,053	0	0	107,053	108,266	(1,213)
TOTAL SERVICE INCOME	0	0	7,180	402,246	34,268	443,693	423,765	19,928	0	0	11,283	749,372	65,724	826,379	845,875	(19,496)
TOTAL OTHER INCOME	45	0	5,234	0	535	5,814	9,606	(3,792)	2,516	0	11,901	0	5,372	19,789	19,212	577
TOTAL INTEREST INCOME	0	26	27,696	0	15,350	43,072	61,404	(18,332)	0	208	65,899	0	33,675	99,782	122,808	(23,026)
Grants	26,096	0	0	0	30,000	56,096	177,664	(121,568)	174,201	0	19,000	0	33,318	226,519	355,328	(128,809)
LESS Grant Program Expense	(513,525)	0	0	0	0	(513,525)	(87,111)	(426,414)	(543,189)	0	0	0	0	(543,189)	(174,222)	(368,967)
Other Fundraising	548,567	0	0	0	82,139	630,706	9,875	620,831	590,412	0	0	0	100,828	691,239	19,750	671,489
TOTAL FUNDRAISING INCOME	61,138	0	0	0	112,139	173,277	100,428	72,849	221,424	0	19,000	0	134,145	374,569	200,856	173,713
TOTAL REVENUE	69,158	324,777	1,237,462	402,246	162,292	2,195,934	2,170,613	25,321	256,020	679,254	2,606,327	749,372	238,916	4,529,890	4,333,008	196,882
EXPENSES																
ADMINISTRATIVE																
Professional Fees & Consulting	2,982	3,780	17,115	0	19,928	43,806	59,931	16,125	4,617	7,560	32,032	0	50,282	94,491	119,862	25,371
Rent Expense	12,962	105,501	219,250	2,205	10,530	350,448	348,627	(1,821)	26,354	211,002	435,500	4,410	22,030	699,296	697,254	(2,042)
Salaries	113,626	0	82,365	296,431	212,558	704,980	672,180	(32,800)	210,010	0	146,444	558,215	443,370	1,358,038	1,318,485	(39,553)
Other Admin Expenses	2,387	40	9,795	4,781	29,355	46,357	49,132	2,775	8,704	170	23,045	11,778	54,442	98,140	99,546	1,406
TOTAL ADMINISTRATIVE	131,957	109,321	328,526	303,416	272,371	1,145,591	1,129,870	(15,721)	249,684	218,732	637,021	574,403	570,124	2,249,965	2,235,147	(14,818)
TOTAL MANAGEMENT FEE	676	0	114,252	24,135	304	139,367	118,258	(21,109)	2,466	0	207,722	44,963	804	255,954	236,323	(19,631)
TOTAL MAINTENANCE	9,210	0	120,934	127	20,703	150,974	119,001	(31,973)	14,098	0	269,510	306	27,909	311,823	238,021	(73,802)
TOTAL UTILITIES	3,273	0	79,241	0	6,229	88,742	111,030	22,288	6,697	0	187,509	0	10,874	205,079	222,060	16,981
TOTAL TAXES	225	0	12,092	0	114	12,431	8,951	(3,480)	425	0	14,441	0	193	15,059	17,902	2,843
TOTAL INSURANCE	798	(70)	34,159	0	3,333	38,220	33,153	(5,067)	1,596	(70)	62,682	0	7,693	71,902	66,306	(5,596)
TOTAL PROGRAM EXPENSES	437	0	0	0	341	778	7,751	6,723	937	0	0	0	1,293	2,230	15,002	12,772
TOTAL OPERATING EXPENSES	146,576	109,251	689,203	327,679	303,394	1,576,103	1,527,764	(48,340)	275,903	218,663	1,378,886	619,672	618,890	3,112,013	3,030,761	(81,252)
NOI BEFORE DEBT SERVICE & GROUND LEASE	(77,419)	215,525	548,259	74,567	(141,102)	619,831	642,849	(23,019)	(19,883)	460,592	1,227,441	129,700	(379,973)	1,417,877	1,302,247	115,630
TOTAL DEBT SERVICE & GROUND LEASE	0	61,599	101,354	0	0	162,953	161,416	(1,538)	0	115,478	201,938	0	0	317,416	316,299	(1,117)
NOI AFTER DEBT SERVICE & GROUND LEASE	(77,419)	153,926	446,905	74,567	(141,102)	456,877	481,434	(24,556)	(19,883)	345,114	1,025,503	129,700	(379,973)	1,100,461	985,948	114,512
TOTAL OTHER EXPENSES	0	750	(8,489)	0	(6,562)	(14,302)	(13,266)	1,036	0	1,500	(16,989)	0	(13,125)	(28,614)	(26,532)	2,082
NET INCOME BEFORE DEPR & AMORT	(77,419)	153,176	455,394	74,567	(134,540)	471,179	494,700	(23,521)	(19,883)	343,614	1,042,492	129,700	(366,848)	1,129,074	1,012,480	116,594
TOTAL DEPRECIATION & AMORTIZATION	11,122	97,356	270,559	0	8,888	387,925	390,435	2,510	22,243	194,713	542,447	0	17,776	777,179	780,870	3,691
NET INCOME	(88,540)	55,820	184,835	74,567	(143,428)	83,254	104,265	(21,010)	(42,126)	148,901	500,045	129,700	(384,624)	351,896	231,610	120,285

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;

Year to Date - 2nd Quarter 2020																		
Cmnty Initiatives/HCC			Legal Holdings <small>Master/QualiCB/Hotel/Condo</small>			Properties			Property Mgmt			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)	Total SCIDpda	Total Budget	Variance Fav (Unfav)	
REVENUE																		
RENT INCOME																		
Rent	32,080	59,487	(27,407)	646,502	648,000	(1,498)	2,414,032	2,362,236	51,796	0	0	0	0	0	0	3,092,614	3,069,723	22,891
Vacancies	0	0	0	0	0	0	(36,873)	(26,664)	(10,209)	0	0	0	0	0	0	(36,873)	(26,664)	(10,209)
Concessions and Bad Debt	0	0	0	32,544	0	32,544	14,901	(7,068)	21,969	0	0	0	0	0	0	47,444	(7,068)	54,512
NET RENT INCOME	32,080	59,487	(27,407)	679,046	648,000	31,046	2,392,059	2,328,504	63,555	0	0	0	0	0	0	3,103,185	3,035,991	67,194
TOTAL REIMBURSABLE EXPENSE INCOME	0	0	0	0	0	0	(868)	0	(868)	0	0	0	0	0	0	(868)	0	(868)
TOTAL OTHER RENTAL INCOME	0	0	0	0	0	0	107,053	108,266	(1,213)	0	0	0	0	0	0	107,053	108,266	(1,213)
TOTAL SERVICE INCOME	0	0	0	0	0	0	11,283	9,774	1,509	749,372	738,805	10,567	65,724	97,296	(31,572)	826,379	845,875	(19,496)
TOTAL OTHER INCOME	2,516	3,750	(1,234)	0	0	0	11,901	15,462	(3,561)	0	0	0	5,372	0	5,372	19,789	19,212	577
TOTAL INTEREST INCOME	0	0	0	208	600	(392)	65,899	68,526	(2,627)	0	0	0	33,675	53,682	(20,007)	99,782	122,808	(23,026)
Grants	174,201	151,176	23,025	0	0	0	19,000	0	19,000	0	0	0	33,318	204,152	(170,834)	226,519	355,328	(128,809)
LESS Grant Program Expense	(543,189)	(174,222)	(368,967)	0	0	0	0	0	0	0	0	0	0	0	0	(543,189)	(174,222)	(368,967)
Other Fundraising	590,412	189,902	400,510	0	0	0	0	0	0	0	0	100,828	(170,152)	270,980	691,239	19,750	671,489	
TOTAL FUNDRAISING INCOME	221,424	166,856	54,568	0	0	0	19,000	0	19,000	0	0	134,145	34,000	100,145	374,569	200,856	173,713	
TOTAL REVENUE	256,020	230,093	25,927	679,254	648,600	30,654	2,606,327	2,530,532	75,795	749,372	738,805	10,567	238,916	184,978	53,938	4,529,890	4,333,008	196,882
EXPENSES																		
ADMINISTRATIVE																		
Professional Fees & Consulting	4,617	3,882	(735)	7,560	7,578	18	32,032	29,610	(2,422)	0	0	0	50,282	78,792	28,510	94,491	119,862	25,371
Rent Expense	26,354	27,528	1,174	211,002	211,002	0	435,500	430,248	(5,252)	4,410	4,500	90	22,030	23,976	1,946	699,296	697,254	(2,042)
Salaries	210,010	195,453	(14,557)	0	0	0	146,444	113,412	(33,032)	558,215	558,982	767	443,370	450,638	7,268	1,358,038	1,318,485	(39,553)
Other Admin Expenses	8,704	12,336	3,632	170	124	(46)	23,045	19,597	(3,448)	11,778	9,120	(2,658)	54,442	58,369	3,927	98,140	99,546	1,406
TOTAL ADMINISTRATIVE	249,684	239,199	(10,485)	218,732	218,704	(28)	637,021	592,867	(44,154)	574,403	572,602	(1,801)	570,124	611,775	41,651	2,249,965	2,235,147	(14,818)
TOTAL MANAGEMENT FEE	2,466	4,056	1,590	0	0	0	207,722	182,388	(25,334)	44,963	44,765	(198)	804	5,114	4,310	255,954	236,323	(19,631)
TOTAL MAINTENANCE	14,098	6,978	(7,120)	0	0	0	269,510	217,741	(51,769)	306	2,130	1,824	27,909	11,172	(16,737)	311,823	238,021	(73,802)
TOTAL UTILITIES	6,697	11,520	4,823	0	0	0	187,509	199,860	12,351	0	0	0	10,874	10,680	(194)	205,079	222,060	16,981
TOTAL TAXES	425	174	(251)	0	0	0	14,441	14,134	(307)	0	0	0	193	3,594	3,401	15,059	17,902	2,843
TOTAL INSURANCE	1,596	1,218	(378)	(70)	0	70	62,682	54,810	(7,872)	0	18	18	7,693	10,260	2,567	71,902	66,306	(5,596)
TOTAL PROGRAM EXPENSES	937	2,502	1,565	0	0	0	0	0	0	0	0	0	1,293	12,500	11,207	2,230	15,002	12,772
TOTAL OPERATING EXPENSES	275,903	265,647	(10,256)	218,663	218,704	41	1,378,886	1,261,800	(117,086)	619,672	619,515	(157)	618,890	665,095	46,205	3,112,013	3,030,761	(81,252)
NOI BEFORE DEBT SERVICE & GROUND LEASE	(19,883)	(35,554)	15,671	460,592	429,896	30,696	1,227,441	1,268,732	(41,291)	129,700	119,290	10,410	(379,973)	(480,117)	100,144	1,417,877	1,302,247	115,630
TOTAL DEBT SERVICE & GROUND LEASE	0	0	0	115,478	118,023	2,545	201,938	198,276	(3,662)	0	0	0	0	0	0	317,416	316,299	(1,117)
NOI AFTER DEBT SERVICE & GROUND LEASE	(19,883)	(35,554)	15,671	345,114	311,873	33,241	1,025,503	1,070,456	(44,953)	129,700	119,290	10,410	(379,973)	(480,117)	100,144	1,100,461	985,948	114,512
TOTAL OTHER EXPENSES	0	0	0	1,500	1,500	0	(16,989)	(14,808)	2,181	0	0	0	(13,125)	(13,224)	(99)	(28,614)	(26,532)	2,082
NET INCOME BEFORE DEPR & AMORT	(19,883)	(35,554)	15,671	343,614	310,373	33,241	1,042,492	1,085,264	(42,773)	129,700	119,290	10,410	(366,848)	(466,893)	100,045	1,129,074	1,012,480	116,594
TOTAL DEPRECIATION & AMORTIZATION	22,243	22,242	(1)	194,713	173,952	(20,761)	542,447	538,356	(4,091)	0	0	0	17,776	46,320	28,544	777,179	780,870	3,691
NET INCOME	(42,126)	(57,796)	15,670	148,901	136,421	12,480	500,045	546,908	(46,864)	129,700	119,290	10,410	(384,624)	(513,213)	128,589	351,896	231,610	120,285

Memo

To: SCIDpda Board of Directors

From: Maiko Winkler-Chin, Executive

Director Date: August 14, 2020

Re: What Are We Looking For in Board Members?

It's that time of year when we are looking for board members – actually, we should always be looking for potential board members! Mindy noted in the newsletter to contact staff if anyone was interested in joining the board, and we received 2 interested parties....

And thus that led us to this question – what are we looking for in Board Members? Important to know before we start interviewing

In order to help us in this conversation, I'm including the following documents. Please review before the board meeting:

- Notes from a 2007 SCIDpda board training – review, but please look carefully at the board recruitment section
- Two sample board matrices for review – please look over and see what you think is relevant or not, and what we should be looking for (or not). If you would like to add something to a matrix, please be prepared to bring up the category / skill / item
- “Ditch your Board Composition Matrix”, a counterpoint article to the standard practice of having a board matrix

I'm also including SCIDpda's purpose from its charter for reference below:

Employing the unique powers and capabilities conferred by State and City law, the Authority will promote, assist and encourage the renewal, rehabilitation, preservation, restoration, and development of structures and open spaces in the area coincident with that described in the City of Seattle Special Review District Ordinance 102455. These efforts will be conducted in a manner that affords a continuing opportunity for local business and property owners, residents, community organizations, and visitors to carry on their traditional, as well as developing, Chinatown-International District activities. In addition to upgrading structures and public amenities in and around the Chinatown-International District, the Authority will encourage programs to expand food retailing in the District, especially the sale of ethnic products; to expand and preserve the residential community, especially for low-income people; to promote the survival and predominance of small shops, ethnic businesses and other enterprises, activities and services which are essential to the functioning and vitality of the Chinatown-International District.

Notes from Susan Howlett “Boards That Lead” Training (5/17/07)

Setting Strategic Goals –

- No more than 3 goals: program, infrastructure, and fundraising/finance
- One set of goals for org and one set for the Board
- Board meeting agendas should be organized per the strategic goals
- Create “dashboard indicators” to measure how well you’re meeting goals

Knowledge of Mission Statement, Programs, Clientele, Etc. -

- Does each board member know our mission statement? Would they be able to quickly respond if someone asked them?
- Does each board member know key facts about SCIDpda and the community? How many people do we serve? Four focus areas? What are our funding sources?

Board Recruitment

- Post Board Matrix on wall at board meeting, have board members fill in their own skills, expertise, and background so they can see how they fit into the composition of the Board. Board members that once were but are no longer a good fit will see for themselves
- Board Development Committee that meets regularly is essential. Development and recruitment should be ongoing
- 3-year recruitment process – Put potential candidates into the pipeline by getting them on committees so they are familiar with SCIDpda prior to being on Board
- Be very clear about the skills, expertise, personality we’re looking for – need to let candidate know why we want them
- Ask companies and associations if they have members who fit our profile
- Approach candidates who have previous board and donor (not necessarily fundraising) experience
- If fundraising is a priority, Development Manager/Director needs to be included in all initial meetings w/candidates

Clarifying Expectations

- Board decides what the goal is. Staff decides how to get there.
- Board decides “the end.” Staff decides “the means.”
- Info kits for board candidates should include general board responsibilities as well as a commitment form that clearly specifies what we expect of our board members
- Set deadline for new members to sign a commitment form
- Set deadline for new members to join a committee

Ideal Board Meeting Agenda:

- **Community Building** – food
- **Inspiration** – At each meeting, a board member shares an inspirational story about a client that has been served by the org. Will probably require them to talk with a client which staff or other board members can help them connect with. Board Development Committee in charge of assigning a board member to each meeting

- **Consent Agenda** – a consent agenda is a bundle of items that include committee reports and meeting minutes that is sent to board members prior to the meeting and voted on at the beginning of the meeting, without discussion, as a package. Board members are expected to read the consent agenda prior to the meeting. A consent agenda is a time-saving tool that allows the meeting to focus on issues that affect the future and require further examination and strategic planning. A committee might still need to give a report at the meeting if it relates to the organization or Board’s three strategic goals, but just not as a routine agenda item. More info about consent agendas at <http://www.help4nonprofits.com/ConsentAgenda.htm>
- **Education/Training** – ranges from fundraising to how our programs operate to budget review
- **Governance** – strategic discussion per three strategic goals for the organization and Board

Committees vs. Task Forces

- Task forces with specific beginning and endings are more effective for utilizing the Board’s time
- Task forces are not ongoing and only form when an issue arises and needs to be explored

Board Recruitment Worksheet

Adapted from BoardSource's *The Handbook of Nonprofit Governance (2010)*

<p>Tailor the categories and qualities below to the needs and interests of your organization. Given your organization's mission, goals and priorities, what mix of skills and attributes do you need on the board?</p> <p>This matrix may be used for different phases of the board recruitment process:</p> <ul style="list-style-type: none"> • Complete the matrix for each <i>current</i> board member to map the skills and attributes of the existing board, and to identify any gaps/needs. • Complete the matrix for a list of <i>prospective</i> board members to prioritize recruitment efforts based on the gaps/needs you've identified. 										
		(name)								
		1	2	3	4	5	6	7	8	9
Age (estimated)	18-34									
	35-50									
	51-65									
	Over 65									
Gender	Male									
	Female									
Race/ Ethnicity	African American/Black									
	Asian / Pacific Islander									
	Caucasian									
	Hispanic / Latino									
	Native American / Alaska Native									
	Other									
Resources	Capacity and inclination to give									
	Access to funders and/or donors									
	Available for active participation (cultivation, stewardship, etc.)									
Community Connections	Business									
	Media									
	Politics									
	Social Services									
	Education									
	Philanthropy									
	Other:									
	Other:									

Board Matrix Worksheet, p. 2 (Adapted from <i>The Handbook of Nonprofit Governance</i>)		1	2	3	4	5	6	7	8	9
		Qualities	Passionate about the mission							
Leadership skills / Motivator										
Team-oriented										
Willingness to work / Availability										
Other:										
Other:										
Personal Style	Good communicator									
	Visionary									
	Strategist									
	Bridge builder									
	Other:									
	Other:									
Expertise	Administration / Management									
	Accounting, Financial management									
	Entrepreneurship									
	Communications, Marketing, PR									
	Strategic planning									
	Governance (board leadership/operations)									
	IT									
	Fundraising									
	Government									
	Law									
	Mission-related:									
	Other:									
	Other:									
	Other:									

Board Composition Analysis* (sample categories)

QUALITIES/ATTRIBUTES

- Creative
- Visionary
- Detail/task-oriented
- Energetic
- Passionate
- Collegial
- Trustworthy
- Humble
- A Strategic Thinker
- Able to Deal with Ambiguity
- Willing to Lead
- Fond of Robust Debate/Discussion

AREA(S) OF EXPERTISE

- Relevant Program/Issue Knowledge
- Advocacy/Lobbying/Organizing
- Evaluation
- Finance
- Fundraising
- Human Resources
- Legal
- Media
- Nonprofit Governance
- Organizational Development/Management
- Public Relations/Marketing
- Strategy and Planning
- Technology

CONNECTIONS/ACCESS

- Policy Makers
- Community Leaders
- Program/Issue Experts
- People or Corporations with Resources
- Issue-based or Capacity Building Funders

SECTOR

- Government
- Nonprofit
- Business/Corporate
- Other

REPRESENTATION

PERSPECTIVES

- Clients
- Community Members
- Program/Issue Experts

GENDER/AGE

- Female
- Male
- 21-35
- 36-50
- 51-65
- Over 65

RACE/ETHNICITY

- African
- African-American
- Asian/Pacific Islander
- Caucasian
- Hispanic/Latino
- Native American
- Bi- or Multi-Racial

GEOGRAPHY

- Western Washington
- Eastern Washington
- Alaska
- Idaho
- Montana
- Oregon
- British Columbia
- National/DC

*Adapted from United Way of King County's Board Composition Analysis and *Governance as Leadership* by Chait, Ryan, and Taylor.

Ditch Your Board Composition Matrix

by [Jan Masaoka](#) on June 11, 2012 / <https://blueavocado.org/board-of-directors/ditch-your-board-composition-matrix/?highlight=board%20skills%20matrix>

You know the board matrix: it has a list of skills and competencies that are “supposed” to be on the board, such as legal, marketing, HR, fundraising, finance. And typically there are also demographic qualities, such as gender, race, age. The board matrix then shows what boxes you presumably need to fill.

What’s wrong here is that these board composition matrices focus our attention on what people *are*, rather than on what the organization needs board members to *do*.

Three traps of the board composition matrix

Let’s look at the three failures of board matrix approaches:

1. The skills trap: By identifying skills such as “legal” or “finance,” we often end up with the wrong kind of legal or financial professional on the board. For example, when we say we need a lawyer, we may get a personal injury lawyer when the legal issues at our organization are about either employment or zoning.

If your organization needs help re-working a budget down to \$650,000, a CPA who is in accounts receivable at Wells Fargo may not be as valuable as a non-CPA owner of a small business or the finance director at another nonprofit.

Furthermore, the emphasis on skills often leaves out experience, knowledge and perspective . . . and implies that only professionals are qualified to be on boards.

Instead of focusing on skills: focus on actions needed. Look for “someone who can and will help us analyze the true costs of our hotline” rather than look for a CPA. And by focusing on actions, we also tie recruitment to the real-life needs of our organization at this point in time, rather than a generic list.

2. The demographic trap: Nearly all boards feel weighed down by demographic diversity imperatives. Whether it’s a mostly white board thinking, “we need someone who’s black,” or an all Asian board thinking, “we don’t have anyone from India,” too often we end up with someone who lets us check the demographic box but never becomes engaged.

Instead: focus on actions needed. Do we need someone who can reach the Arab grocers association to get their support for the plastic bag ban? Do we need someone who can help recruit Spanish speaking Big Brothers? Let’s look for those action attributes rather than simply for someone who is Arab or who is Latino.

3. The connections trap: Too often we recruit board members because they are wealthy and know other wealthy people, or because they work for a corporation that we hope will make a corporate

grant to us. But we don't feel comfortable bringing up the issue of major donations during the recruitment process. As a result, we recruit a wealthy woman, let's say, and spend the next year beaming the invisible message at her: "Volunteer for the fundraising committee and write a big check."

Just because a person makes \$25,000 donations to other organizations doesn't mean she wants to make one to your organization. And just because she has wealthy friends doesn't mean she is willing to ask them for donations.

Just because someone works at a corporation doesn't mean they can or are willing to seek out a corporate donation for your organization. (They may have used up their chips already, or may be on poor terms with the people in the corporate giving department.)

And we've all recruited someone because he "knows everyone," and yet he never seems to get around to introducing us to anyone.

Instead: focus on actions needed. Rather than recruit someone "with connections to City Hall," ask a prospect if she would be willing and able to set up three or four lunches a year with city council members for your executive director and board president. Instead of recruiting someone because he's wealthy, ask him whether he would be willing to organize three other board members into a group that would try to raise \$50,000 per year as a group.

By focusing on what people will *do* rather than what people *are*, we accomplish three goals:

- We broaden our field of sight as we recruit for the board. Rather than just looking for someone in marketing, we think more widely and include bloggers, writers, community organizers, and others who know how to communicate a message.
- We don't end up recruiting someone with the right demographics or professional background or financial means but who can't or won't do what we have mistakenly assumed they could or would. When we recruit people for what they will do, we get people who can and do what is needed . . . because we've asked them if they can and will. And someone who has joined a board to help with getting zoning laws changed in your neighborhood is someone who will want to get started on that at his or her very first board meeting.
- We ground board recruitment in the needs of this organization at this time in its development, rather than on a generic set of skills or attributes out of a textbook. And by doing so, we focus our recruitment on the critical path of the organization and its strategic, pressing needs.

So throw out that board composition matrix. Instead: ask these questions:

- a) What are the three most important things for our board to accomplish this year?
- b) Do we have the right people on the board to make that happen?