

**BOARD MEETING AGENDA**

Tuesday, April 20, 2021

5:30 – 7:30 p.m.

**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"> <li>• Approve March Meeting Minutes</li> <li>• Approve March 2021 Expenditure Report</li> <li>• Approve April 2021 Concurrence Request</li> <li>• Accept April 2021 Management Report</li> </ul>
5:40	Discussion	3. Discussion <ul style="list-style-type: none"> <li>• Strategic Plan Question – Mindy Au, Aileen Balahadia, Wendy Watanabe</li> <li>• Response to Anti-Asian Hate – Tiernan Martin, Joseph Guanlao</li> <li>• 2021 Incentive Plan – Vern Wood <ul style="list-style-type: none"> <li>• Resolution – 2021 Incentive Plan</li> </ul> </li> </ul>
7:00	Discussion / Action	4. Board Business <ul style="list-style-type: none"> <li>• Ad Hoc Sound Transit</li> <li>• Real Estate Development</li> <li>• Other Board Business</li> </ul>
7:30	Action	5. Adjourn – Mindy Au

**Upcoming Dates (tentative):**

5/4 – Executive Committee, 12 pm

5/5 – Real Estate Committee, 5 pm

5/13 – Community Initiatives Committee, 4 pm

5/21 – Finance Committee, 1 pm

5/25 – SCIDpda Board, 5:30 pm

**\*\*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 21-04-20-01**

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

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

- Approve March Meeting Minutes
- Approve March 2021 Expenditure Report
- Approve April 2021 Concurrence Request
- Accept April 2021 Management Report

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **SCIDpda Board Meeting Minutes**

March 16<sup>th</sup>, 2021

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 March 2021 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):** Phillip Sit, Casey Huang, Cindy Ju, Scott Yasui, Elliot Sun, Tiernan Martin, Aileen Balahadia, Jen Reyes, Miye Moriguchi, Lisa Nitze, David Della, Mindy Au, Wayne Lau

**Staff Present:** Maiko Winkler-Chin, Vern Wood, Jamie Lee, Janet Smith, Jody McCorkle, Jared Jonson, Julie Yuan

**Guest Present:** Wendy Watanabe

### **1. Call to Order**

The meeting was called to order by Mindy Au, Board Chair, at 5:33 p.m.

Public Comment – public may sign up to address the board for up to 2 minutes on matters on this agenda. No public comments were submitted to the board.

### **2. Board Action & Approval**

#### **Consent Agenda**

**Resolution 21-03-16-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

- Approve February 2021 Meeting Minutes
- Approve February 2021 Expenditure Report
- Approve March 2021 Concurrence Request
- Accept March 2021 Management Report

**Moved:** Cindy Ju

**Seconded:** Elliot Sun

**Board Approved:** Phillip Sit, Casey Huang, Cindy Ju, Scott Yasui, Elliot Sun, Tiernan Martin, Aileen Balahadia, Jen Reyes, Miye Moriguchi, Lisa Nitze, David Della, Mindy Au

**Abstained:** 0

**Absent:** 3

### **3. Strategic Plan Work & Advocacy Screen**

Wendy explained the May 25<sup>th</sup> and June 22<sup>nd</sup> board meetings will focus on strategic planning. Stakeholder interviews will be reduced due to the pandemic. The board will compile key input from small businesses, property owners, and service providers.

A survey regarding SCIDpda's role in advocacy was given to board members. Wendy summarized the overall responses. Board members shared their opinions after hearing the summarized responses.

Wendy facilitated a discussion between SCIDpda board members and staff regarding the draft version of the advocacy screening criteria.

Wendy explained April's board meeting will focus on combining today's responses with the stakeholder interviews that will be conducted by board members.

Schedule Overview:

August – preliminary draft of the strategic plan

September – final version of the strategic plan to be completed

### **4. Staff Reports**

#### **2020 Incentive Plan**

Vern explained the 2020 Incentive Plan comprised of goals that were made as part of the SCIDpda 2020 strategic plan along with the efforts SCIDpda staff have made toward the goals. The 2020 Incentive Plan will reward SCIDpda staff for their hard work and achievements.

**Resolution 21-03-16-02:** Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs approximately 40 full and part-time individuals.

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

Whereas, the Board approved a 2020 Incentive Plan with the following goals:

### **2020 Goals**

- **More Housing Units/Options**

- Move forward with construction for the Yesler Family Housing Project (156 units) and the permit submittal for the North Lot Project (160 units).
  - *Yesler - Awarded bond allocation in July, investors and lenders selected in November with closing expected 1<sup>st</sup> Q of 2021.*
  - *North Lot – Permit submitted October 2020.*

- **CID Properties Better Serve the Community**

- Complete work with property owners on URM work begun in 2019.
  - *Scheduled work completed December.*

- **More positive businesses**

- Create commercial leasing standards in line with SCIDpda Mission & Values.
  - *This work has progressed but was put on hold due to focus shifting towards COVID-19 response.*
- Create Commercial Property Management policies, protocols, and procedures with clear guidance on lease renewal and marketing vacant spaces. Implement before end of 2020.
  - *In 2020, new protocols and procedures for leasing and marketing were implemented, progress was made on updating policies.*
- Educate small businesses on incoming developments in the CID.
  - *Workshop held in Little Saigon. Others delayed due to COVID. Conversations continue with developers and businesses.*
- Provide direct technical assistance to at least 3-5 businesses on accessing assistance for impacts of COVID-19.
  - *Provided financial assistance to over 200 businesses in the CID in partnership with CIDBIA and FLS.*
  - *Provided technical and language support to businesses in applying for small business grants, federal assistance, utility deferrals and unemployment.*
  - *Assisted businesses that were victims of fraud and educated others to prevent them from becoming victims.*
  - *Support businesses around public safety issues; break-ins and property destruction.*
  - *Procured and distributed PPE.*
  - *Provided translated guidance for public health and re-opening phases of Washington State.*
  - *Provided resources and guidance on eviction moratorium.*
- Community Initiatives and Property Operations work collaboratively to addressing positive businesses in vacant spaces (specifically in Bush Hotel, Jackson Apartments, IDVS I, and the Louisa Hotel).
  - *Completed/Ongoing. Community Initiatives and Property Operations worked together to update the website, intake process for prospective*

*tenants, and signage/marketing of vacant spaces. Work to create new strategies for marketing vacant spaces is ongoing.*

- **Stronger Community Connections**

- Community Initiatives and Property Management work collaboratively to address COVID-19 impacts – specifically food insecurity, wellness checks and school access.
  - *Provided over 17,000 bags of groceries and pre-cooked meals to residents in the CID.*
  - *Procured and distributed PPE.*
  - *Conducted regular wellness checks.*
  - *Assisted Seattle public school students in transition to online learning; obtaining laptops, internet access, learning packets and art kits.*
- Community Initiatives and Property Operations work towards completing phase 1 of disaster preparedness plan (R3).
  - *Supplies have been delivered to all buildings, and storage areas have been setup. The next phase of the R3 work is on hold due to challenges of dealing with COVID-19 pandemic.*
- Further implement recommendations of the CID Neighborhood lighting study and alley projects (as much as is possible post COVID 19).
  - *Kobe Terrace lighting complete. Obtaining bids from contractors on Pavilion and HHP lighting improvements and lighting the stone lantern at Kobe Terrace Park.*
  - *Murals installed in empty Louisa storefronts. Nihonmachi Alley project on hold.*
  - *Funding secured for dragon relocation.*
- Chair the CID Complete Count Committee and assist residents for the 2020 Census.
  - *Complete*

- **PDA Buildings Financially Sustainable**

- Mitigate budget impact to COVID-19 crisis:
  - Evaluate debt refinancing or deferral.
    - *HUD 108 and HTF deferrals complete - loan amendments executed.*
  - Work with other PDA entities to get City aid.
    - *City confirmed agreement to release reserves for our use. Legal documents executed February 2021.*
- NNN reconciliation transferred from Accounting to Property Management. Smooth handoff with accurate and timely billings.
  - *NNN reconciliations for 2019 and 1<sup>st</sup> half 2020 complete.*
  - *Meetings were held between Accounting and Prop Mgmt to review issues and transfer responsibility with Property Operations taking lead going forward.*

- **PDA's Organization Sustainability Strengthened**

- Review and evaluate current Key Performance Indicators for Property Operations (Residential, Commercial and Maintenance) for value provided.
  - *Current dashboards for residential and commercial were determined to be adequate and useful. Maintenance dashboards were suspended.*
- Identify new KPIs or evolve current KPIs to achieve meaningful buy-in and measurable progress.
  - *New KPIs for Property Operations have been identified. Implementation was put on hold due to COVID-19 impacts.*
- Hire Director of Property Operations and evaluate the addition and timing of other Senior Property Management Staff.
  - *DPO hired in February. Senior Housing Manager hired in June. Maintenance Manager postponed to 2021.*
- Implement Annual Performance Reviews for all Property Operations staff.
  - *Annual end-of-year performance reviews implemented in December 2020. Mid-year evaluations will occur beginning June 2021.*
- Compare compensation targets with agencies reporting on Archbright survey. Evaluate progress towards meeting compensation equity.
  - *Complete – significant progress has been made with 85% of staff meeting the target salary range.*
- Network optimization: server and email efficiencies, new conferencing capabilities, security training.
  - *New router installed. Zoom licenses purchase for video conferencing. Security training held in July.*
- Execute 45<sup>th</sup> year fundraiser – determine best format in light of covid-19 impact.
  - *Virtual fundraiser held in October – very successful with \$150,000 raised.*
- Continue to seek grant funding to support the organization.
  - *Secured \$247,500 for SCIDpda in 2020.*

Having met the above listed goals in a very challenging year, the Deputy Director and Board Finance Committee recommend to the SCIDpda Board, and the SCIDpda Board therefore affirms and resolves that the incentive pay is authorized and approved to be distributed to employees who began employment with SCIDpda on or before June 30, 2020 and remained employed with SCIDpda as of December 31, 2020. Checks (or direct deposit) will be delivered to employees on March 25, 2021. The Board also affirms and authorizes SCIDpda to make a contribution on behalf of each eligible employee of 4% of the employee's salary/wages to the Authority's 401a plan.

Further the Board amends the original incentive plan and authorizes the incentive to be distributed as follows in recognition of front line workers contribution during the year:

- staff earning less than \$16/hour will receive 8% of the employee's salary/wages for 2020;
- staff earning between \$16/hour and \$30/hour will receive 6% of the employee's salary/wages for 2020;
- staff earning over \$30/hour will receive 5% of the employee's salary/wages for 2020.

**Moved:** Wayne Lau  
**Seconded:** David Della

**Board Approved:** Phillip Sit, Casey Huang, Cindy Ju, Scott Yasui, Elliot Sun, Tiernan Martin, Aileen Balahadia, Jen Reyes, Miye Moriguchi, Lisa Nitze, David Della, Mindy Au, Wayne Lau  
**Abstained:** 0  
**Absent:** 2

#### **Achieving Excellence Program Update**

Maiko explained she will be working on the performance challenge that was assigned by the Achieving Excellence Program. She is planning to sync up the challenge with SCIDpda's strategic planning.

#### **COVID Vaccine Updates**

Jared explained most phase eligible people in the organization and the neighborhood have been vaccinated.

Jamie explained SCIDpda will be working with the city to help people sign-up for vaccination at Lumen Field.

#### **Public Safety and Asian Hate Crimes**

Jamie explained there have been two incidents in the neighborhood that may have been hate crimes against Asians. She explained the neighborhood watch continues to patrol the neighborhood and SCIDpda is working with King County Coalition Against Hate and Bias to address the hate crimes.

### **5. Board Business**

#### **Ad Hoc Sound Transit**

Lisa explained a set of Sound Transit 3 plans will be published in the summer. The mayor's office encouraged the CID to advocate itself with Sound Transit on the Sound Transit 3 plans.

#### **Community Initiatives**

Tiernan shared some of SCIDpda's upcoming events:

- AAPI Arts and Crafts fair this Spring (most likely outdoors, Maynard Alley)
- SCIDpda Bash – fundraiser event (virtual – planned for June 4th)
- Annual Fundraiser (virtual – planned for Oct.)

### **6. Adjourn**

The meeting was adjourned by Casey Huang, Board Vice President, at 7:25 p.m.



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

**Expenditure Certification Memorandum**

DATE: 3/31/2021  
TO: Board of Directors  
FROM: Vern Wood, Deputy Director  
RE: March 2021 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	1756	to	1770	\$	13,208.19
Electronic Funds Transfe	General Checking		eft		\$	48,803.29
				<b>Bush Hotel Commercial</b>	\$	<b>62,011.48</b>
Computer Run Checks	General Checking	1736	to	1740	\$	23,533.86
				<b>Bush Hotel Condo</b>	\$	<b>23,533.86</b>
Computer Run Checks	General Checking	200	to	200	\$	61,000.00
Electronic Funds Transfe	General Checking		eft		\$	12,133.78
				<b>Bush Hotel QalicB</b>	\$	<b>73,133.78</b>
Computer Run Checks	General Checking	1011	to	1027	\$	159,822.09
Electronic Funds Transfe	General Checking		eft		\$	11,272.71
				<b>Bush Hotel Residential</b>	\$	<b>171,094.80</b>
Computer Run Checks	General Checking	211	to	211	\$	27.53
Electronic Funds Transfe	General Checking		eft		\$	437.70
				<b>CIDpda</b>	\$	<b>465.23</b>
Computer Run Checks	General Checking	3666	to	3681	\$	51,420.41
Electronic Funds Transfe	General Checking		eft		\$	24,461.17
				<b>DVA</b>	\$	<b>75,881.58</b>
Electronic Funds Transfe	General Checking		eft		\$	66.03
				<b>Hinghay</b>	\$	<b>66.03</b>
Computer Run Checks	General Checking	667	to	685	\$	77,372.72
				<b>IDVS1 Commercial</b>	\$	<b>77,372.72</b>
Computer Run Checks	General Checking	242	to	248	\$	27,614.51
				<b>IDVS2 Condo</b>	\$	<b>27,614.51</b>

Computer Run Checks    General Checking	383	to	390	\$	25,705.53
Electronic Funds Transfe General Checking		eft		\$	121.93
Electronic Funds Transfe Bond Revenue		eft		\$	25,000.00
			<b>IDVS2 Library &amp; Parking</b>	<b>\$</b>	<b>50,827.46</b>
 Computer Run Checks    General Checking	 509	 to	 518	 \$	 8,653.37
Electronic Funds Transfe General Checking		eft		\$	5,854.09
			<b>IDVS2 Commercial</b>	<b>\$</b>	<b>14,507.46</b>
 Computer Run Checks    General Checking	 850	 to	 863	 \$	 9,994.02
Electronic Funds Transfe General Checking		eft		\$	21,774.06
			<b>New Central Commercial</b>	<b>\$</b>	<b>31,768.08</b>
 Computer Run Checks    General Checking	 245	 to	 246	 \$	 6,687.66
Electronic Funds Transfe General Checking		eft		\$	23,147.91
			<b>New Central Hotel</b>	<b>\$</b>	<b>29,835.57</b>
 Electronic Funds Transfe General Checking		eft		\$	37,826.81
			<b>New Central Master Tenant</b>	<b>\$</b>	<b>37,826.81</b>
 Computer Run Checks    General Checking	 1006	 to	 1018	 \$	 18,503.68
Electronic Funds Transfe General Checking		eft		\$	18,313.75
			<b>New Central Residential</b>	<b>\$</b>	<b>36,817.43</b>
 Computer Run Checks    General Checking	 2026	 to	 2181	 \$	 604,685.14
Electronic Funds Transfe General Checking		eft		\$	32,636.05
			<b>SCIDpda</b>	<b>\$</b>	<b>637,321.19</b>
				<b>\$</b>	<b>1,350,077.99</b>

The above checks and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Board and signed by me in open session in authentication of their approval on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chair

## SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,design19,design20,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacmmty,pdadev,pdamaint,pdaprop,scid AND mm/yy=03/2021-03/2021 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note
<b>bhcommop - General Checking</b>				
1756	pdamaint - SCIDpda Maintenance Dept	3/4/2021	6,039.85	WOs
1757	guasec - Guardian Security Systems, Inc	3/4/2021	608.14	Access Control Systems
1758	weaarc - Weaver Architects, P.S., Inc.	3/4/2021	2,332.00	Insurance Reimbursement Receivable - Dim Sum King Repair
1759	cenlin - CenturyLink	3/11/2021	65.12	Telecomm - 03/2021
1760	repser - Republic Services	3/11/2021	1,380.77	Garbage/Waste Removal
1761	searub - Seattle Rubbish Removal	3/11/2021	330.07	Garbage/Waste Removal
1762	verwir - Verizon Wireless	3/11/2021	9.30	Telecomm
1763	welfar - Wells Fargo	3/11/2021	23.08	Supplies
1764	cedgro - Cedar Grove Organics Recycling	3/18/2021	148.45	Garbage/Waste Removal
1765	scid - scidpda	3/18/2021	115.52	Insurance paid direct by scid
1766	wasman - Waste Management of Seattle	3/18/2021	1,577.82	Garbage/Waste Removal
1767	wesext - Western Exterminator Company	3/18/2021	137.63	Pest Control
1768	cenlin - CenturyLink	3/25/2021	61.52	Telecomm - 01/2021
1769	hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2021	138.92	Supplies
1770	ilgross - I.L. Gross Structural Engineers	3/25/2021	240.00	Insurance Reimbursement Receivable - Dim Sum King Repair
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	3/18/2021	12,053.29	Condo Billing
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	3/18/2021	36,750.00	Rent
<b>Total bhcommop - General Checking</b>			<b>62,011.48</b>	
<b>bhcondop - General Checking</b>				
1736	seacitli - Seattle City Light	3/4/2021	4,023.97	Electricity
1737	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2021	4,173.53	HVAC/Boiler Maint - Contract
1738	citseacu - City of Seattle-Combined Utilities	3/18/2021	6,495.77	Garbage/Waste Removal
1739	ipfscorp - IPFS Corporation	3/18/2021	4,951.50	Insurance
1740	pugsou - Puget Sound Energy	3/18/2021	3,889.09	Natural Gas
<b>Total bhcondop - General Checking</b>			<b>23,533.86</b>	
<b>bhqalop - General Checking</b>				
200	scid - scidpda	3/18/2021	61,000.00	Distribution
ACH	bannymel - The Bank of New York Mellon Trust Co.	3/15/2021	318.78	Interest - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	3/15/2021	3,333.36	Deposits with Other Entities - Monthly, partial
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	3/15/2021	3,381.64	Replacement Reserve Deposit - Quarterly
ACH	thecomm - The Commerce Bank of WA	3/31/2021	5,100.00	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>73,133.78</b>	
<b>bhresope - General Checking</b>				
1011	pacsup - Pacific Supply	3/4/2021	286.22	Supplies
1012	pdamaint - SCIDpda Maintenance Dept	3/4/2021	7,861.95	WOs
1013	busimp - Business Impact NW	3/4/2021	1,604.68	Loan Payment - Monthly
1014	pdamaint - SCIDpda Maintenance Dept	3/11/2021	52.00	WOs
1015	seacitli - Seattle City Light	3/11/2021	1,989.93	Electricity
1016	verwir - Verizon Wireless	3/11/2021	142.19	Telecomm
1017	welfar - Wells Fargo	3/11/2021	54.25	Small Tools/Equipment & Supplies
1018	welfar - Wells Fargo	3/11/2021	0.00	Void
1019	welfar - Wells Fargo	3/11/2021	74.36	Dues/Subscriptions
1020	lowes - Lowe's	3/18/2021	382.07	UTO - Other Vendors
1021	scid - scidpda	3/18/2021	144.72	Insurance
1022	scidpda - SCIDpda	3/18/2021	13,448.35	ID Billing
1023	t0004142 - Tan	3/18/2021	574.00	Move Out Refund
1024	scidpda - SCIDpda	3/18/2021	124,888.37	12/31/21 Surplus Cash Distribution
1025	hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2021	219.93	UTO - Other Vendors & Supplies
1026	paclam - Pacific Lamp & Supply Company	3/25/2021	79.07	Supplies
1027	scid - scidpda	3/25/2021	8,020.00	Accrued Payroll - 2020 Incentive Payout
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	3/18/2021	11,272.71	Condo Billing
<b>Total bhresope - General Checking</b>			<b>171,094.80</b>	

		Check	Total	
Check#	Vendor	Date	Check	Note
<b>cidpdo3 - General Checking</b>				
211	blackb - Blackbaud, Inc	3/11/2021	27.53	Computer Software/Hardware/Licenses
ACH	welfar - Wells Fargo	3/2/2021	7.80	Bank Fees
ACH	welfar - Wells Fargo	3/3/2021	9.80	Bank Fees
ACH	welfar - Wells Fargo	3/10/2021	0.04	Bank Fees
ACH	welfar - Wells Fargo	3/10/2021	3.02	Bank Fees
ACH	welfar - Wells Fargo	3/11/2021	2.68	Bank Fees
ACH	welfar - Wells Fargo	3/12/2021	24.05	Bank Fees
ACH	welfar - Wells Fargo	3/15/2021	4.94	Bank Fees
ACH	welfar - Wells Fargo	3/17/2021	0.87	Bank Fees
ACH	welfar - Wells Fargo	3/19/2021	28.32	Bank Fees
ACH	welfar - Wells Fargo	3/22/2021	42.85	Bank Fees
ACH	welfar - Wells Fargo	3/23/2021	123.54	Bank Fees
ACH	welfar - Wells Fargo	3/24/2021	0.04	Bank Fees
ACH	welfar - Wells Fargo	3/24/2021	134.99	Bank Fees
ACH	welfar - Wells Fargo	3/25/2021	30.35	Bank Fees
ACH	welfar - Wells Fargo	3/26/2021	24.41	Bank Fees
<b>Total cidpdo3 - General Checking</b>			<b>465.23</b>	
<b>cobocap1 - Comm Bond Revenue</b>				
ACH	idvs2lib - IDVS2 Library/Parking	3/5/2021	15,000.00	Transfer for operating expenses
ACH	idvs2lib - IDVS2 Library/Parking	3/25/2021	10,000.00	Transfer for operating expenses
<b>Total cobocap1 - Comm Bond Revenue</b>			<b>25,000.00</b>	
<b>dvaop - General Checking</b>				
3666	idvs2lib - IDVS2 Library/Parking	3/4/2021	17,954.58	Loan Payment - Monthly
3667	pdamaint - SCIDpda Maintenance Dept	3/4/2021	7,891.98	WOs
3668	hdsupp - HD Supply Facilities Maintenance, LTD	3/11/2021	192.61	Janitorial - Supplies
3669	verwir - Verizon Wireless	3/11/2021	81.42	Telecomm
3670	welfar - Wells Fargo	3/11/2021	82.56	Office Supplies/Equipment
3671	welfar - Wells Fargo	3/11/2021	32.99	Small Tools/Equipment
3672	lowes - Lowe's	3/18/2021	1,373.89	Appliances
3673	pugsou - Puget Sound Energy	3/18/2021	4,185.81	Natural Gas
3674	scid - scidpda	3/18/2021	231.31	Insurance
3675	scidpda - SCIDpda	3/18/2021	12,626.76	ID Billing
3676	tasupcom - T&A Supply Company Inc.	3/18/2021	360.18	Supplies
3677	wavbro - WAVE	3/18/2021	93.24	Telecomm
3678	wesext - Western Exterminator Company	3/18/2021	275.25	Pest Control
3679	cenlin - CenturyLink	3/25/2021	441.34	Telecomm
3680	hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2021	640.49	Supplies
3681	scid - scidpda	3/25/2021	4,956.00	Accrued Payroll - 2020 Incentive Payout
ACH	idvsfh - IDVS 2 Family Housing LLC	3/15/2021	2,514.73	Replacement Reserve Deposit - Monthly
ACH	idvs2con - IDVS2 Condo Association	3/18/2021	21,946.44	Condo Billing
<b>Total dvaop - General Checking</b>			<b>75,881.58</b>	
<b>hingop2 - General Checking</b>				
ACH	paypal - PayPal	3/15/2021	66.03	Bank Fees
<b>Total hingop2 - General Checking</b>			<b>66.03</b>	
<b>idvs2op4 - General Checking</b>				
509	pdamaint - SCIDpda Maintenance Dept	3/4/2021	2,462.55	WOs
510	hdsupp - HD Supply Facilities Maintenance, LTD	3/11/2021	30.51	Snow Removal
511	scidpda - SCIDpda	3/11/2021	790.09	ID Billing
512	verwir - Verizon Wireless	3/11/2021	1.93	Telecomm
513	welfar - Wells Fargo	3/11/2021	10.00	Annual Report
514	repser - Republic Services	3/18/2021	1,493.95	Garbage/Waste Removal
515	scid - scidpda	3/18/2021	10.21	Insurance
516	wasman - Waste Management of Seattle	3/18/2021	3,729.56	Garbage/Waste Removal

		Check	Total	
Check#	Vendor	Date	Check	Note
	517 watsec - Watson Security	3/18/2021	14.47	Locks/Keys
	518 wesext - Western Exterminator Company	3/18/2021	110.10	Pest Control
ACH	idvs2com - IDVS 2 Commercial	3/15/2021	1,041.75	Replacement Reserve Transfer - Quarterly
ACH	herban - Heritage Bank	3/20/2021	4,812.34	Loan Payment - Monthly
<b>Total idvs2op4 - General Checking</b>			<b>14,507.46</b>	
<b>nccomop2 - General Checking</b>				
	850 pdamaint - SCIDpda Maintenance Dept	3/4/2021	4,165.80	WOs
	851 seacitli - Seattle City Light	3/4/2021	617.83	Electricity
	852 thepar - The Part Works, Inc.	3/4/2021	42.67	Small Tools/Equipment
	853 tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2021	647.72	HVAC/Boiler Maint - Contract
	854 scidpda - SCIDpda	3/11/2021	1,243.82	ID Billing
	855 verwir - Verizon Wireless	3/11/2021	6.54	Telecomm
	856 scid - scidpda	3/18/2021	70.89	Insurance
	857 wasman - Waste Management of Seattle	3/18/2021	29.45	Garbage/Waste Removal
	858 wesext - Western Exterminator Company	3/18/2021	110.10	Pest Control
	859 citseacu - City of Seattle-Combined Utilities	3/25/2021	2,321.00	Water/Sewer
	860 hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2021	138.93	Supplies
	861 seadptra - Seattle Dept of Transportation	3/25/2021	347.50	Permits
	862 thepar - The Part Works, Inc.	3/25/2021	45.55	Supplies
	863 wesext - Western Exterminator Company	3/25/2021	206.22	Pest Control
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/20/2021	21,774.06	Rent & Insurance
<b>Total nccomop2 - General Checking</b>			<b>31,768.08</b>	
<b>nchotop - General Checking</b>				
	245 easwes - East-West Investment Co.	3/11/2021	4,168.43	Ground Lease Expense
	246 ipfscorp - IPFS Corporation	3/18/2021	2,519.23	Insurance
ACH	welfar - Wells Fargo	3/10/2021	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	3/15/2021	3,597.99	Replacement Reserve Transfer - Quarterly
<b>Total nchotop - General Checking</b>			<b>29,835.57</b>	
<b>ncmaster - General Checking</b>				
ACH	newcenth - New Central Hotel LLC	3/20/2021	37,826.81	Rent & Insurance
<b>Total ncmaster - General Checking</b>			<b>37,826.81</b>	
<b>ncresop - General Checking</b>				
	1006 seacitli - Seattle City Light	3/4/2021	4,628.47	Electricity
	1007 tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2021	805.14	HVAC/Boiler Maint - Contract
	1008 wesext - Western Exterminator Company	3/4/2021	275.25	Pest Control
	1009 cenlin - CenturyLink	3/11/2021	63.48	Telecomm
	1010 hdsupp - HD Supply Facilities Maintenance, LTD	3/11/2021	192.60	Janitorial - Supplies
	1011 scidpda - SCIDpda	3/11/2021	5,294.25	ID Billing
	1012 verwir - Verizon Wireless	3/11/2021	92.63	Telecomm
	1013 welfar - Wells Fargo	3/11/2021	320.23	Supplies
	1014 pugsou - Puget Sound Energy	3/18/2021	753.92	Pest Control
	1015 scid - scidpda	3/18/2021	61.52	Insurance
	1016 citseacu - City of Seattle-Combined Utilities	3/25/2021	2,389.54	Garbage/Waste Removal & Water/Sewer
	1017 hdsupp - HD Supply Facilities Maintenance, LTD	3/25/2021	526.65	Supplies
	1018 scid - scidpda	3/25/2021	3,100.00	Accrued Payroll - 2020 Incentive Payout
ACH	newcentr - SCIDPDA New Central Apartments, Inc	3/15/2021	428.00	Replacement Reserve Deposit - Monthly
ACH	newcenmt - New Central Hotel Master Tenant LLC	3/20/2021	17,885.75	Rent & Insurance
<b>Total ncresop - General Checking</b>			<b>36,817.43</b>	
<b>pdaopacc - General Checking</b>				
	2026 visser - Vision Service Plan	1/3/2021	0.00	Void
	2027 wasden - Delta Dental of Washington	3/1/2021	0.00	Void
	2028 visser - Vision Service Plan	3/1/2021	314.72	Payroll Benefits - Vision
	2029 wasden - Delta Dental of Washington	3/1/2021	2,016.75	Payroll Benefits - Dental
	2030 aatra - AA Travel	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
	2031 alopla - Aloha Plates, APHG LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4

Check#	Vendor	Check	Total	Note
		Date	Check	
2032	amaacu - Amasia Acupuncture and Herbs Center Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2033	ame - Ambrosia 88 LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2034	aplukkkit - A Plus Hong Kong Kitchen, Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2035	artform - Artform	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2036	baoran - Bao An Yao Hang Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2037	bartre - Bartlett Tree Experts	3/4/2021	1,915.74	Development Project - North Lot Housing
2038	bascut - Basic Cut Barber Shop	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2039	baytra - Bayani Travel International, LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2040	beapap - Beard Papa	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2041	beiart - Beijing Arts & Crafts	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2042	blkpin - Blk Pine Workshop	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2043	bre - bregopa	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2044	bubtea - Bubble Tea and Fresh Fruit Juice	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2045	bushcomm - SCIDpda Bush Hotel Commercial	3/4/2021	14,537.80	Rent
2046	canwon - Canton Wonton House	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2047	carkin - Carpet King	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2048	cenlin - CenturyLink	3/4/2021	279.95	Telecomm
2049	chichi - Chiu's Chinese Herbs Corporation	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2050	chiwus - Chinese Wushu & Taichi Academy LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2051	chuchu - Chung Chun Rice Hot Dog	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2052	chumin - Chu Minh Tofu and Vegetarian Deli	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2053	cidpda - CIDpda 501c(3)	3/4/2021	198.62	Computer Software/Hardware/Licenses_pdcacmnty
2054	citpro - City Produce Company	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2055	cmarr - Cmar Automotive	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2056	dandan - Dang Dang Cha Cha & Restaurant	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2057	denstu - Dengs Studio & Art Gallery	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2058	dimsum - Dim Sum King	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2059	donhin - Dong Hing Market	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2060	duocha - Fashion Hair Salon	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2061	edgdev - EDGE DEVELOPERS LLC	3/4/2021	12,000.00	Development Project - North Lot Housing
2062	forinc - Forterra, Inc	3/4/2021	621.81	Dues/Subscriptions
2063	forres - Fortuna Cafe	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2064	fujbak - Fuji Bakery	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2065	glotra - Global Travel	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2066	glowir - Global Wireless Station LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2067	gratab - Gray Tabby, Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2068	hanlon - Hang Long Hong LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2069	hartfo - The Hartford	3/4/2021	817.28	Payroll Benefits - Life Insurance
2070	hauhau - Hau Hau Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2071	hentai - Henry's Taiwan Plus	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2072	hkgpro - HKG Products	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2073	holchi - Holiday China Co.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2074	homdimsum - Homestyle Dim Sum LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2075	honkonbis - Hong Kong Bistro	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2076	huajun - Baba Mama Fashion	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2077	idvs2lib - IDVS2 Library/Parking	3/4/2021	145.00	Employee Benefits Payable - Parking
2078	inshair - Instyle Hair Salon	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2079	intinj - Integrative Injury Clinic	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2080	jacaut - Jackson Auto Service Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2081	jinnoo - JinHua Noodle LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2082	jg663 - JJ GDS LLC dba 663 Bistro	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2083	juemei - Cindy's Beauty Salon	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2084	kaifou - of Washington Options Inc	3/4/2021	21,249.89	Payroll Benefits - Medical
2085	karhair - Karen Hair Salon	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2086	khahoa - Khang Hoa Duong & Grocery	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2087	kimhai - Kim Hair Salon Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2088	kinori - King's Oriental Foods	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2089	laminail - La Mi Nail Supply Inc	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2090	libtat - Liberty Tattoo Seattle LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2091	lovhut - Happy Veggie LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4

Check#	Vendor	Check	Total	Note
		Date	Check	
2092	lukpha - Lukes Pharmacy	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2093	lynhai - LYN Hair Salon	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2094	marcon - Marpac Construction LLC	3/4/2021	58,550.00	Development Project - North Lot Housing
2095	masdva - Master David Leong's Shaolin Kung Fu School LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2096	maudat - Mau Dat LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2097	minxia - Ming Xiao, D.C. Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2098	nathar - Nature's Harvest LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2099	net2ph - Net2Phone Inc.	3/4/2021	660.59	Telecomm
2100	newand - New An Dong, Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2101	newcentc - SCIDPDA New Central Commercial, Inc	3/4/2021	1,186.44	Rent
2102	ngujew - Nguyen Vu Jewelry LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2103	ngupha - Nguyen Pharmacy and Gifts, Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2104	nwacuher - NW Acupuncture & Herbal Center Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2105	oastea - Oasis Tea Zone	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2106	oceblu - Ocean Blue Studio LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2107	oneplu - One Plus Kitchen & Home	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2108	panhot - Panama International Corp.	3/4/2021	5,600.00	Program Expenses - Small Business Relief Fund Round 4
2109	phin - Phin	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2110	pingor - Pink Gorilla Games	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2111	plagra - Plank & Grain Furniture LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2112	purpow - Purchase Power	3/4/2021	320.99	Postage
2113	ricusa - Ricoh USA, Inc	3/4/2021	614.19	Copier Lease/Maintenance
2114	saibis - Saigon Bistro at Uwajimaya	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2115	saivie - Saigon Vietnam Deli	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2116	seacitli - Seattle City Light	3/4/2021	137.42	Electricity
2117	seanai - Seattle Nail Supply	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2118	sheqix - Hair To You	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2119	szenoo - Huang's Noodle LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2120	tccpri - TCC Printing & Imaging	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2121	tensus - TEN SUSHI LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2122	thapha - Thanh Phat Tai LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2123	thapla - Thai Place	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2124	thason - Thanh Son Bakery Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2125	tonkia - Ton Kiang Barbeque Noodle House	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2126	toules - Tous Les Jours Bakery	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2127	trisea - Trichome Seattle	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2128	tsucho - Tsue Chong Company	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2129	u2mob - U2 Mobile	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2130	unitou - Universal Tours Inc.	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2131	viewah - Viet Wah Supermarket	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2132	vittleaf - Vital T Leaf LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2133	wahlon - Wah Long Enterprises	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2134	wanleaut - Wan Le Auto Service	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2135	wontun - Wong Tung Seafood	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2136	xinleu - LeungXing LLC	3/4/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2137	scidpda - SCIDpda	3/4/2021	120,000.00	Transfer to 1st Security for higher return
2138	bambu - Bambu	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2139	chocolabl - Choy & Wai Colors Abloom	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2140	cidpda - CIDpda 501c(3)	3/11/2021	2,052.00	Staff Appreciation paid by CIDpda in error
2141	citseatr - City of Seattle	3/11/2021	278.00	Program expenses
2142	donsin - Dong Sing Market	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2143	gansha - Gan Shan Co., Inc.	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2144	helem - Hello Em	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2145	honnin - Hong Ning Chinese Herb & Grocery	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2146	hrdire - HRdirect	3/11/2021	88.07	Dues/Subscriptions
2147	ihoubea - I-House Beauty Salon	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2148	impcap - Impact Capital	3/11/2021	3,605.09	Development Project - North Lot Housing
2149	intpark - Interim Parking Services	3/11/2021	815.00	Employee Benefits Payable - Parking
2150	jacapa - Jackson Apartments	3/11/2021	403.56	2020 WO Reconciliation
2151	kimngo - Kim Ngoc Jewellery Inc.	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4

Check#	Vendor	Check	Total	Note
		Date	Check	
2152	milmildes - Milkie Milkie Dessert Cafe LLC	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2153	navben - Navia Benefit Solutions	3/11/2021	101.50	Payroll Benefits
2154	newcen - New Century Tea Gallery	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2155	newcentr - SCIDPDA New Central Apartments, Inc	3/11/2021	136.25	2020 WO Reconciliation
2156	ngovie - Ngoc Viet	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2157	offdep - Office Depot	3/11/2021	67.14	Office Supplies/Equipment
2158	ricusa - Ricoh USA, Inc	3/11/2021	243.54	Copier Lease/Maintenance
2159	saideli - Saigon Deli	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2160	tecave - Techie Avenger Inc	3/11/2021	877.53	Computer - Maintenance
2161	thaicur - Thai Curry Simple	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2162	verwir - Verizon Wireless	3/11/2021	1,118.16	Telecomm
2163	watcon - Watanabe Consultation	3/11/2021	2,025.00	Professional Fees/Consulting
2164	wavbro - WAVE	3/11/2021	132.45	Telecomm
2165	welfar - Wells Fargo	3/11/2021	9,500.00	Training/Education
2166	yumhou - Yummy House Bakery, Inc.	3/11/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2167	welfar - Wells Fargo	3/11/2021	2,453.96	Program Expenses, Dues/Subscriptions & Employee Meals
2168	welfar - Wells Fargo	3/11/2021	124.69	Training/Education & Staff Appreciation
2169	welfar - Wells Fargo	3/11/2021	741.13	Office Supplies/Equipment & Postage
2170	cenlin - CenturyLink	3/18/2021	132.73	Telecomm
2171	dochi - Dochi	3/18/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2172	intpark - Interim Parking Services	3/18/2021	250.00	Employee Benefits Payable - Parking
2173	pitbow - Pitney Bowes Inc.	3/18/2021	128.84	Postage
2174	sairen - Sairen	3/18/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2175	tabvil - Tabletop Village LLC	3/18/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2176	thipla - Third Place Design Co-operative Inc.	3/18/2021	7,231.90	Development Project - North Lot Housing
2177	wasstaacu - Washington State Acupuncture and Chinese Medicine Center	3/18/2021	2,800.00	Program Expenses - Small Business Relief Fund Round 4
2178	webtho - Weber Thompson	3/18/2021	16,371.25	Development Project - North Lot Housing
2179	net2ph - Net2Phone Inc.	3/25/2021	660.79	Telecomm
2180	staaud - State Auditor's Office	3/25/2021	8,674.77	Audit Fees
2181	wesext - Western Exterminator Company	3/25/2021	104.60	Pest Control
ACH	pdamaint - SCIDpda Maintenance Dept	3/4/2021	5,396.79	WOs
ACH	idvs1co - IDVS 1 Commercial	3/18/2021	25,000.00	LH Operating Reserve Deposit - Quarterly
ACH	stwasec - State of WA - Secretary of State	3/25/2021	51.76	Business Taxes Payable
ACH	scidpda - SCIDpda	3/15/2021	2,187.50	LH Replacement Reserve Deposit - Monthly
<b>Total pdaopacc - General Checking</b>			<b>637,321.19</b>	

#### vs10p - General Checking

667	cenlin - CenturyLink	3/4/2021	80.99	Telecomm
668	pdamaint - SCIDpda Maintenance Dept	3/4/2021	998.75	WOs
669	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2021	11,430.03	HVAC/Boiler Maint - Contract
670	hdsupp - HD Supply Facilities Maintenance, LTD	3/11/2021	30.51	Snow Removal
671	pacpow - Pacific Power Group, LLC	3/11/2021	1,363.04	Maintenance - Other Vendors
672	pugsou - Puget Sound Energy	3/11/2021	1,690.34	Natural Gas
673	repser - Republic Services	3/11/2021	1,629.48	Garbage/Waste Removal
674	verwir - Verizon Wireless	3/11/2021	28.22	Telecomm
675	welfar - Wells Fargo	3/11/2021	3.60	Postage
676	hocha - Chan Ho	3/18/2021	35.00	Move Out Refund
677	ipfscorp - IPFS Corporation	3/18/2021	2,550.55	Insurance
678	pugsou - Puget Sound Energy	3/18/2021	453.82	Natural Gas
679	scid - scidpda	3/18/2021	135.26	Insurance
680	scidpda - SCIDpda	3/18/2021	27,445.00	ID Billing
681	seacitli - Seattle City Light	3/18/2021	16,016.96	Electricity
682	wasman - Waste Management of Seattle	3/18/2021	4,843.38	Garbage/Waste Removal
683	bulhar - Builders' Hardware & Supply Co	3/25/2021	23.82	Locks/Keys
684	citseacu - City of Seattle-Combined Utilities	3/25/2021	8,463.47	Water/Sewer
685	paclaw - Pacifica Law Group	3/25/2021	150.50	Legal - Administrative
<b>Total vs10p - General Checking</b>			<b>77,372.72</b>	



		Check	Total	
Check#	Vendor	Date	Check	Note
vs2conop - General Checking				
242	pdamaint - SCIDpda Maintenance Dept	3/4/2021	286.70	WOs
243	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	3/4/2021	2,148.79	HVAC/Boiler Maint - Contract
244	cenlin - CenturyLink	3/11/2021	63.81	Telecomm
245	seacitli - Seattle City Light	3/11/2021	3,238.82	Electricity
246	citseacu - City of Seattle-Combined Utilities	3/18/2021	15,359.91	Garbage/Waste Removal & Water/Sewer
247	ipfscorp - IPFS Corporation	3/18/2021	6,472.26	Insurance
248	scid - scidpda	3/18/2021	44.22	Insurance
Total vs2conop - General Checking			27,614.51	
vs2lpop - General Checking				
383	pdamaint - SCIDpda Maintenance Dept	3/4/2021	182.00	WOs
384	usbank - US Bank/TFM/97298300/Julie Kammuelier	3/4/2021	14,794.79	Loan Payment - Monthly
385	cenlin - CenturyLink	3/11/2021	264.14	Telecomm
386	verwir - Verizon Wireless	3/11/2021	40.82	Telecomm
387	idvs2con - IDVS2 Condo Association	3/18/2021	2,634.45	Condo Billing
388	scid - scidpda	3/18/2021	962.83	Insurance
389	paclaw - Pacifica Law Group	3/25/2021	150.50	Legal - Administrative
390	scid - scidpda	3/25/2021	6,676.00	Accrued Payroll - 2020 Incentive Payout
ACH	citseafa - FAS City of Seattle	3/22/2021	121.93	Licenses
Total vs2lpop - General Checking			25,827.46	
			1,350,077.99	

Concurrence Requests:

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

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

**April 2021 Items**

**Office of Economic Development, Only in Seattle – *Jamie Lee lead***

\$100,000 – this grant funds our small business work, including pandemic relief work and small business retention and recovery

- \$25K – staff Jamie and An (Small business relief work)
- \$65K – Business Development Consultant (Shanti Breznau)
- \$10K – translations for small business work

**NALCAB – National Association for Latino Community Asset Builders – *Jamie Lee lead***

\$50,000 - Subgrantee of Kaiser Permanente grant – funds small business relief work as well as research and purchasing of data management software to track small business work

- \$35,800 – staffing and training with NALCAB
- 14,200 – software costs and subscriptions

**All in Washington – Vaccine Equity Initiative grant – *Jamie Lee lead***

\$25,000 – funds previous and future work around supporting the community to access vaccines – all funds for staffing.

**Enterprise Community Partners – Yesler Family Housing project – *Josh Park lead***

\$50,000 – funds to support staff costs related to the project. Will fund Josh Park, Maiko WC, and Jamie Lee

**The Commerce Bank of Washington loan to SCIDpda Bush Hotel Residential, LLC – *Vern Wood lead***

Renew existing \$230,306 term loan for sixty-two months at a fixed interest rate of 2.98% per annum for the tenure of the loan, July 31, 2026. This is a modification of a loan which has been in place since December 17, 2008 and currently has a 3.5% interest rate and matures on December 31, 2021.

**The Commerce Bank of Washington loan to SCIDpda Bush Hotel QalicB, LLC – *Vern Wood lead***

Reduce \$920,058 term loan interest rate and fix at 2.98% per annum through April 30, 2028. This is a modification of a loan which has been in place since May 7, 2018, with 3.5% interest through April 30, 2023, then 2.33 percentage over 5-year LIBOR for an additional 5 years. The \$661,715 balance due on April 30, 2028 will need to be refinanced prior to maturity.

## SCIDpda Staff Reports – April 2021

### Executive Director

Maiko Winkler-Chin

#### Topics

*These topics have been raised as issues for discussion by board members. These issues cut across director work areas, so I've asked Jamie and Jared to send me narratives on the following topics for an attempt at consolidating narratives.*

### Public Safety/Anti-Asian Hate

*Community Initiatives Chair Tiernan Martin and Joseph Guanlao will lead a discussion on SCIDpda's potential further response and actions to Anti-Asian Hate at the board meeting.*

On March 3rd, a woman and her partner were physically attacked in the evening outside the Louisa Hotel (which we manage), and badly injured. A week later, after reflecting on the incident, the victim reported the incident as a hate crime, and met with Jamie, as a neighborhood reporter of hate crimes and bias, to report it as such. Earlier the same day, there was an armed robbery near Hing Hay Park, and the perpetrator was arrested in the park after discharging his weapon near Jackson/Maynard.

On March 9, the Seattle City Council passed a Statement of Solidarity with the AAPI Community. Councilmember Mosqueda led drafting the statement, and asked for our review and comment before it was issued. The creation of that statement required discussion amongst council staff and community - often along generational lines- as to what was appropriate.

On March 16th, the Atlanta shooting happened during our last board meeting. In the days following the Atlanta shooting, we were inundated by multiple news outlets on responses to the shooting and how the community was feeling. We did end up speaking with NPR, Crosscut, Reuters (about small business), and the interviews continue. Jamie is now developing a press protocol for staff use. I am awaiting video of the panel discussion that Jamie participated in for Philanthropy Northwest with Helen Zia (Jamie is young enough to not instantly recall Helen Zia) on anti-Asian Hate.

Our general reply has and continues to be that the neighborhood is feeling uneasy and people are nervous and scared. This is not a new feeling as many have felt unsafe last year when COVID-19 became a political issue, and we found the neighborhood stickered by white supremacist. And that even that is a recent phenomenon of a long-standing problem of anti-Asian Hate. We have not indicated a need/desire for more policing.

The anti-Asian violence and safety in general continues to be a concern among our residents and commercial tenants. Our building managers check-in with all residents frequently. We have recently posted signage and building staff remind residents to stay vigilant and look out for each other when out in the neighborhood.

Jamie and Joseph Guanlao continue to participate in local efforts between more established organizations (like ourselves) and grassroots organizations. These conversations center on how to help elders and community members feel safe while also not calling on more policing and finding solutions to

issues that do not require law enforcement. Many folks do not feel the police help situations or make people feel safer – they often cause harm and do not de-escalate situations.

At the same time, Maiko is being forwarded requests to submit letters to the Mayor and Council requesting more policing in the district as others believe that more police presence can be good due to recent hate crimes against API's and "to help respond to the homeless issues that impact our community".

The SCIDpda has not signed on to these letters. We as staff can provide presumptive answers - our gut reactions on how we *\*\*think\*\** various constituencies may feel, but they may be incorrect. Jamie is prepared to present data from the past few years of our annual public safety survey around how "community" views the police. Last year's survey results have a smaller response rate as the survey was conducted via phone, so we thought it best to look over the past few years.

Staff see no clear answer. One's opinions and beliefs are often based on how one identifies - for example, business owner, resident, general stakeholder; English or non-English speaker; age. We have no reliable options on how to manage the daily situations our community - much less our staff - encounter, outside of calling the Seattle Police Department. Our staff rely on the bicycle officers as they come by often to assist staff in asking people to move so our staff can do their work of clearing out our entryway so people can access our office and the ICHS vaccination clinic. It's not what staff want to do, but they themselves are sometimes afraid, so they appreciate the officers coming by. To be clear, we do not call SPD to assist, but only when needed. [Property Operations will be scheduling staff training in Active Shooter, First-Aid, and Urban Search and Rescue for fall 2021.](#)

The mayoral allocation of funds "to the AAPI community" has been confusing. Activities happen quickly, community is often caught off guard.

The SCIDpda staff have not issued a statement against Anti-Asian Hate because we felt it was not necessary as our position should be apparent.

### **Vaccine/COVID Needs**

As with many things during this pandemic, we did not really know what we were doing until we did it. We were able to host pop-up clinics early, and were able to host them for the hardest to reach populations – the elderly that don't speak English or use technology. As the phases have opened, our focus has shifted from elderly residents to business owners by supporting them in getting appointments. We are less focused on pop-up clinics at this point, but more on getting appointments at city sponsored sites, such as Lumen Field and Rainier Beach. We understand that while English and technology proficiency is a little better for the non-elderly, we still want to support the community in vaccinations. We continue to obtain resident vaccine appointments (not everyone in the CID is elderly after all) and work with the Friends of Little Saigon in supporting businesses. The City is attempting to retroactively compensate organizations that have done this work in addition to the All in Washington support noted in the Concurrence Request.

Food and meal support continues

- Delivering on average 350 grocery bags each week from ACRS
- Meal program will resume due to grant funds received - supporting PDA tenant restaurants and feeding residents in need.

## Development Project Updates

*We did not have a Real Estate Development Committee meeting in April*

Yesler Family Housing (not the official name) is scheduled for its financial closing at the end of April. Working as part of a joint venture team has been a learning experience for our team, and Josh Park is working hard to manage the workload on our end between all PDA departments and managing the flow between the partners, investors, lenders, funders, and their teams. Getting to this point has been an onerous because of the project's...

- size - the loan size and LIHTC equity attracted was so large that it required 2 lenders;
- timing - in the middle of covid, uncertainty in the financing industry;
- location- near the youth jail which was set on fire several times, proximity to the central business core and the civil unrest that occurs in the area;
- complexity - leasehold structure, childcare and unique financing it brings.

It has also proved onerous in that we only had one investor interested, who was not interested in working with us, but with Community Roots Housing. This investor is relatively new to the area as they are based on the east coast.

As I said, there's lots of learnings there that we hope to put into place for North Lot. As we transition into construction, the following folks will be responsible for:

- Mike Omura will be our owner's representative, with Josh supporting him
- Jamie Lee will direct external communications
- Jared Jonson will direct property operations, and the marketing and leasing of all spaces (residential and commercial)

North Lot Development (also not the official name) had not received a bond allocation at our last meeting. We received a surprise letter from the Washington State Housing Finance Commission that we have now received a bond allocation. This now means that we will start doing the work necessary to close on our financing later this year in October. We had discussed with the Real Estate Development Committee that based on our experience with the Yesler Family Housing project, staff would like to - and the committee agreed - move forward with working with Enterprise's LIHTC. This project is potentially more complicated structurally, but somewhat similar in that we do not have a partner in the transaction, and because Enterprise is a mission-driven investor and long-term supporter of the SCIDpda. They have stuck with this project from the start, while other investors have dropped off.

The bond allocation for this process has been interesting, and WSHFC has indicated that they will work with PDAs in allocating bonds annually in a system not unlike what they currently do with Public Housing Authorities, where they meet and discuss their pipeline so WSHFC can plan. This is a better system and one that we are allowed to do because we are a PDA under state law. This is extremely helpful as we look at Building B and other PDA projects going forward that the bond financing was either likely over time, or not likely due to size or that projects may not be new construction - putting WSHFC values over ours.

We have secured an additional \$250,000 for environmental well testing at the Goodwill site as our original grant of \$200,000 did not cover the entire 8 acre site. Lake Union Partners is still in discussions with Goodwill Industries for the site redevelopment. We are internally determining who is best on staff to manage the computer administrative system with the state Department of Ecology; Jamie's team will manage.

I am working on having Mary Waelder of SHKS Architecture present and discuss at the Real Estate Development Committee. Boardmember Tiernan Martin suggested to Committee Chair Miye Moriguchi that Mary do her presentation entitled “When Seattle Shakes: Preservation And Resilience. I will send a calendar invite, feel free to share with those that may be interested.

#### Other Items

We have major agenda items set for the next several board meetings:

- May 25<sup>th</sup> (week later than normal) – Strategic Planning discussion, anticipate meeting being 2.5 hours long
- June 22<sup>nd</sup> (week later than normal) – Strategic Planning discussion, anticipate meeting being 2.5 hours long
- July 20<sup>th</sup> (regular schedule) – Sound Transit presentation on ST3

I have been in Achieving Excellence for 2 days this week. I will “go public” with my project to the board perhaps at the May board meeting.

Staff have a lot of Paid Time Off accumulating and will need to take time off. We are also starting preliminary discussions on staff returning to the office and will have to make adjustments. Most, if not all, staff have been vaccinated.

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## Property Operations

Jared Jonson

### Residential Property Management

Our residential properties continue to be in great shape through March and through Q1. Collection rates for rents are at 99% across all properties. Occupancy is nearly 100% at all properties except for the Louisa (68%) for Q1. Rent relief has been provided to PDA residents in Q1 (\$7k so far) funded through the All In Washington grant. Additional rent relief is forthcoming through the Office of Housing and King County’s Eviction Prevention Program. As of 4/16, occupancy at the Louisa is expected to be 75%. Our residential team and Louisa ownership has really focused on marketing efforts adjusting rent prices to reflect current market. We hope to achieve our goal of 88% occupancy sometime during the summer. Behavioral health issues at the Louisa have been addressed with move-outs of some of our residents with challenges (via mutual termination). Board members may notice an \$8k variance for the Bush through Q1—this is attributed to an issue with HAP credits back in January and has since been resolved. There has also been an unusual amount of turnover through at the Bush. The resident experience survey is still under development. We are partnering with Seattle University to refine questions. The survey will be finalized in May and will begin in June. It will be completed in Q3 and will guide some of our budget priorities going forward. Board members can expect a results presentation at the August or September board meeting. After a series of interviews, we have offered the Resident Services Coordinator position. The expected start date will be in mid-May.

### **Commercial Property Management**

Over the previous month, there has been overall improvement in outstanding AR, with some tenants making large payments (Gourmet Noodle Bowl, Cantonese Opera, Hoho, Baegopa) and growing balances for others. As noted in last month's report, approximately \$60k of All In Washington funds will go towards commercial tenants, with at least \$50k going towards struggling PDA restaurant tenants. These funds will be dispersed in April and will show improvement in our outstanding AR balances next month. Our team has made progress on repayment of balances caused by COVID-19 hardship. We have payment plans in place with Crawfish King, Gourmet Noodle Bowl, Bahtoh, and Baegopa. A payment plan is also being negotiated with Hot Pot King. To date we have also negotiated lease renewals with ICHS, Cindy's Salon, Girls Rock Math, Global Travel Service, Cantonese Opera, and Vibrant Cities. Sadly, we are losing one tenant—Tuesday Scarves. They have been with us for several years and came out of the Seattle Storefront program. They are moving their business to Tacoma. The owner thanked SCIDpda for being great landlords and we wish them well! Lastly, annual inspections of our commercial spaces is now underway.

### **Maintenance**

Our maintenance and building assistant staff spent much of Q1 training and implementing new processes for our work order system. This is all in an effort to get better and more accurate accounting of time and expenses in their work. I am really pleased with the overall effort so far. Many of our maintenance team's have worked hard to onboard and develop their computer skills to meet our goals. In Q1, we have also implemented and trained the use of more green and eco-friendly products and practices in our buildings. Our team also resumed pre-inspections for UTOs (this was suspended last year to guard against COVID exposure). With most of our resident population and staff now vaccinated we are cautiously resuming this work which leads to more a more efficient UTO process overall. Also, in March, we began our Capital Needs Assessment process. Starting with the Bush Hotel in March, the CNA will continue to all other buildings with completion expected by August.





## SCIDpda Dashboard - Commercial Q1 2021

### SCIDpda Commercial Stats

✓ 33 Tenants leasing 52 spaces (PDA), 10 Tenants leasing 18 spaces (Managed)

✓ 6 (PDA) Vacancies averaging 377 days

✓ 139,349 Occupied SqFt, 97% PDA Occupied vs Capacity

### Headlines

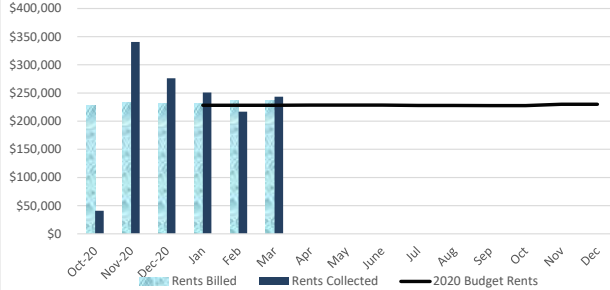
**\$60k All In WA grant funds to be dispersed to commercial tenants in April.**

### March Highlights

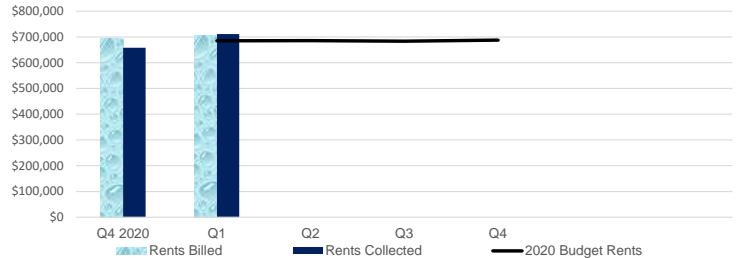
- SCIDpda staff worked with partners to secure vaccination slots for commercial tenants at the Lumen field site.
- COVID-19 impacts on Commercial Tenants - 11 tenants have not paid rents/NNN, 28 tenants have fully paid, and 3 tenants have partially paid.
- Bush AR: \$17k of Dim Sum King AR still outstanding - staff is working with at-fault insurance party to settle. Craft3 prepaid \$17k in March for April rents/NNN dues.
- All in WA Grant Award Plan for April release - \$60k for commercial tenants overall, including \$50k for 4 restaurants experiencing hardships (\$7k 663 Bistro, \$12k HoHo, \$15k Crawfish, \$16k Gourmet Noodle).
- Ncentcom Lease renewals: Global Travels 5-year lease on 3/9. 1 year lease renewal with Yuet Canton Opera Group 3/9 (AR balance paid in March). Vibrant Cities is will renew 3-year lease beginning in September.
- Repayment plans in place with Crawfish King, Gourmet Noodle Bowl, Bahtoh, and Baegopa. Meetings with additional tenants with high balances continue in April.
- Tuesday scarves has decided to move their business to Tacoma in May. The business owner is very thankful to SCIDpda for our support over the past several years.

Q1 2021	Occupancy					Economic									
	# Units					Q1 Rents Billed	Q1 Rents Collected	Annual Rent Billed Per SqFt	Q1 Collection Rate	Q1 NNN Charges	Q1 NNN Collected	Annual NNN Charged per SqFt	AR \$ > 60 days	AR Total	AR > 60 days % of AR
	Tenants	Days Vacant	Vacant as of Mar 31	Occupied SqFt	Occupied % of Total Sqft										
Bush Hotel	10	289	2	26,365	93%	\$102,655	\$119,864	\$15.57	117%	\$60,586	\$77,667	\$9.19	\$17,214	\$8,941	193%
IDVS 1	3	-	-	86,039	100%	\$433,980	\$431,580	\$20.18	99%	\$213,363	\$207,344	\$9.92	\$36,351	\$45,839	79%
IDVS 2 & Library	6	640	1	9,404	97%	\$95,957	\$79,901	\$40.82	83%	\$33,814	\$16,582	\$14.38	\$124,127	\$151,201	82%
New Central	14	349	3	17,541	88%	\$71,622	\$79,893	\$16.33	112%	\$24,013	\$25,074	\$5.48	\$49,194	\$63,594	77%
PDA Summary	33	377	6	139,349	97%	\$704,214	\$711,238	\$20.21	101%	\$331,776	\$326,667	\$9.52	\$226,886	\$269,575	84%
2021 Budget						\$684,807	\$684,807	\$19.66	100%	\$286,704	\$286,704	\$8.23			
Fav/(Unfav) to Budget						\$19,407	\$26,431	\$0.56		\$45,072	\$39,963	\$1.29			
Louisa	6	761	2	10,893	87%	\$63,018	\$49,790	\$23.14	79%	\$14,295	\$11,463	\$4.54	\$130,017	\$156,484	83%
Jackson	4	670	1	3,265	66%	\$18,149	\$14,552	\$22.23	80%	\$7,160	\$5,541	\$5.82	\$10,482	\$16,985	62%

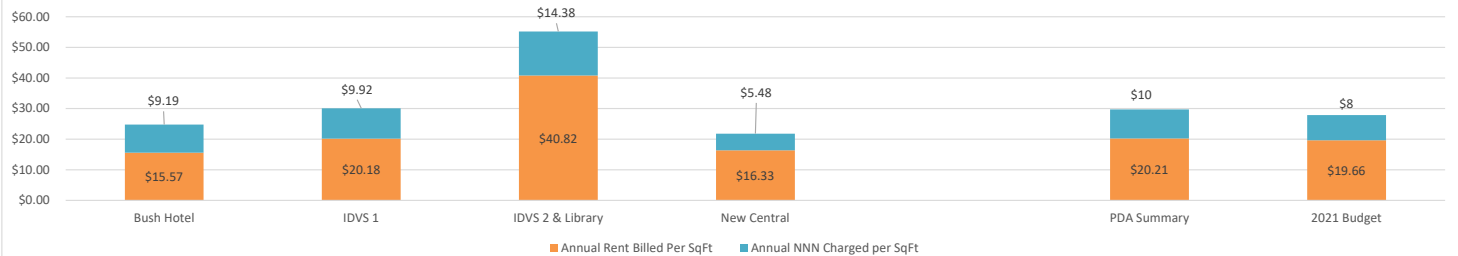
Net Rents: PDA Billed vs Collected



Quarterly Net Rents: PDA Billed vs Collected



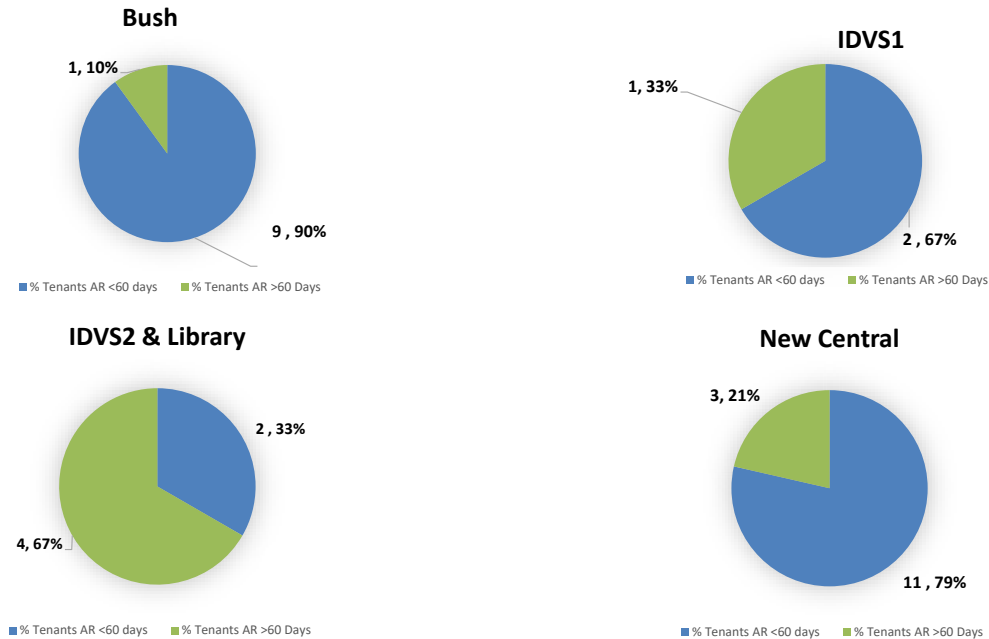
Annual Rents & NNN per SQFT - PDA Only as of Q1 2021





## SCIDpda Dashboard - Commercial Q1 2021

### AR Collections > 60 Days



### Tenants Aged Receivables >60 Days (Mar 2021)

			Amount	Action
Bush	Dim Sum King		\$17,112	✓ DSK to submit to Insurance, repayment 6+ months
IDVS1com	Hot Pot King		\$36,351	✓ Rent Deferral Program
IDVS2com/lp	Crawfish King		\$81,457	✓ Rent Deferral Program, incl no Parking payment.
	Gourmet Noodle		\$40,695	✓ Receiving \$15k from All In Grant April.
	Gissberg Law		\$1,525	✓ Rent Deferral Program - receiving \$16k from All In Grant April.
New Central	Master Leong's School		\$43,398	✓ Winlaw to receive \$1k from All In Grant in April.
	663 Bistro		\$5,776	✓ Agreement for 18mo repayment on hold due to eviction moratorium, pre Covid-19 non payment
				✓ Rent Deferral Program - receiving \$7k from All In Grant April.

**Key:**

	Over 75% Collectability
	Between 50% and 74% Collectable
	Under 50% Collectability

### As of March 31, 2021 - Tenants by Property \*\*

Highlighted in red = Leases at risk or MtM

Bush Tenants:	Craft3 21 Progress <b>International Examiner (MtM)</b> Hinghay CoWorks US Post Office Dim Sum King Dong Sing Market ICHS (CMP P6) ** SCIDpda Admin & Maintenance Office SCIDpda P7 Conference Room
IDVS1Com Tenants:	Hot Pot King ICHS (incl Legacy House) ** Denise Louie Education Center
IDVS2Com & IDVSLP Tenants:	Savory Hot Pot (Gourmet Noodle) <b>Gissberg Law Office (MtM)</b> ICHS ** Crawfish King Aleks Martin Clinical Services Library

New Central Tenants:	Yuet Wan Musical Group <b>Oasis Tea Zone (at risk, exp 8/21)</b> WinLaw Tuesday Scarves (exp 3/21) <b>One World Now! (MtM exp 6/21)</b> Zhi Yen (Ho Ho Restaurant) <b>Global Service (MtM)</b> Girls Rock Math <b>Ai Video (MtM)</b> Master David Leong's Kung Fu <b>Royal San Tan (MtM and at risk)</b> SCIDpda Maintenance 663 Bistro Vibrant Cities (exp 5/21 - exiting lease)
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Louisa Tenants:	Susu A Plus Kitchen Pearl Baegopa BBQ Seattle Gospel Books Harmony Tea Mother Yoga
Jackson Tenants:	Dong Sing Storage Mei Ying Jue Salon <b>Bahtoh (exp 9/21)</b> Liberty Tattoo

Total PDA only	33 Tenants (excl Parking)
<b>Lease Expirations Due</b>	<b>5 Office, Retail Tenants</b>
<b>Total MtM</b>	<b>6 Retail, Office</b>
<b>Vacancy Risk</b>	<b>2 Office - Royal San Tan, Oasis Tea</b>

\*\* ICHS occupies multiple spaces in 3 properties, and counts as 3 tenants in the 33 Tenant count above

SCIDpda Dashboard - Affordable Q1 2021



SCIDpda Affordable Stats

- ✓ 1 PDA Vacancy in Mar (leased by mid month), 27 Managed Properties Vacancies
- ✓ 99% Occupied across SCIDpda properties
- ✓ SCIDpda residents paid rents on time 100%

Headlines

Resident Experience Survey will begin in June and completed by August

March Highlights

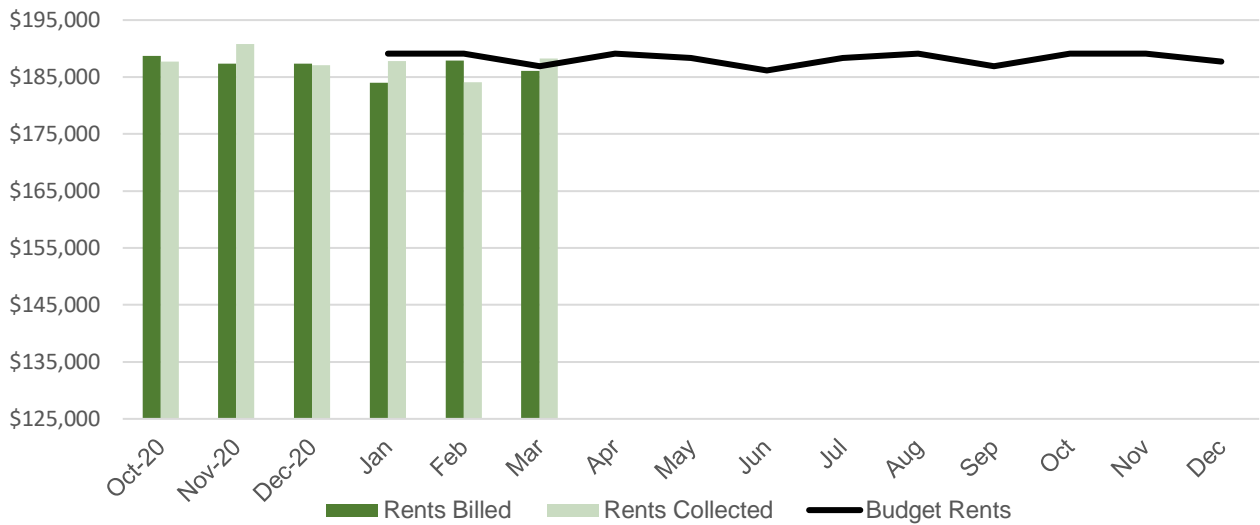
- Community Initiatives leading efforts to get remaining residents vaccinated at the Lumen field site. Property Managers are working to get slots filled.
- Food and meal programs continue to be provided to community members in need. We continue averaging 350 grocery bags weekly. Senior meals are still being provided on a weekly basis through our partners at ICHS and meal program employing PDA managed restaurants to provide meals to residents will restart in April.
- Collection rate is solid across all properties. Variance at Bush is due to a HAP credit issue from January and there were also unusually high turnover rate for the quarter.
- We distributed just under \$7k in All In WA funding directly to tenants for rental assistance in Q1. An additional \$23k of the grants funds remain available to residents for the rest of the year. The King County Eviction Prevention program is also restarting and we are already working with tenants at our managed properties to access theses funds. Applications due in April.
- We are in final interviews for the Resident Services Coordinator Position. We expect the new hire to start in early May.
- Progress has been made in addressing the behavioral health issue at Louisa. We are still short of our occupancy goal (88%), but is trending positively through Q1.

Q1 2021

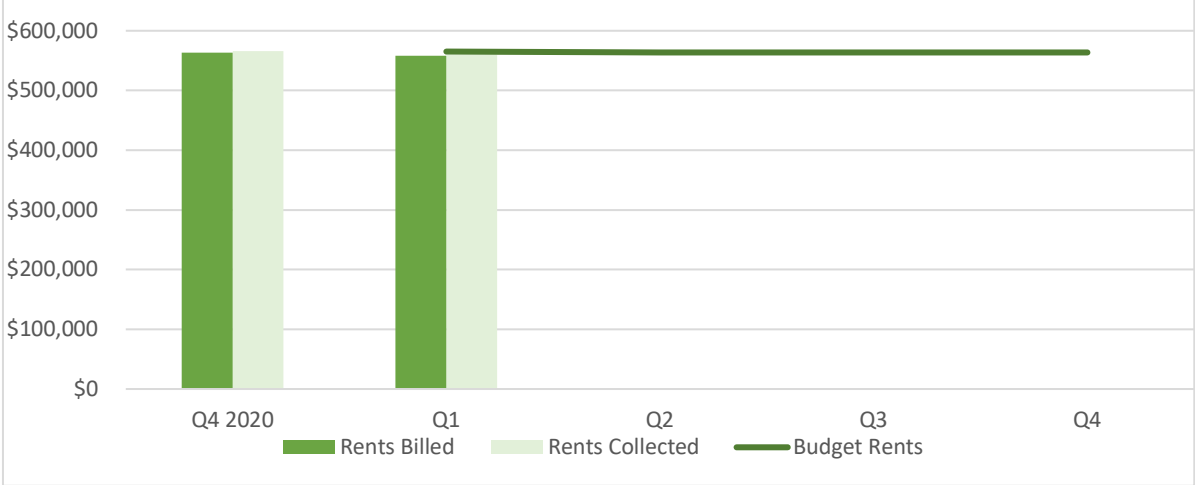
SCIDpda  
Managed

Q1 2021	Occupancy					Economic									
	# Units Vacant	Days Vacant	Number of Occupied Units as of Mar 31	Occupied %	Lost Opp for Rents	Q1 Rent Billed (\$)	Q1 Rent Collected	Collection Rate (%)	Q1 Budget Revenues	Fav/(Unfav) Variance	Avg Mthly Rent Billed/Unit	AR \$ > 60 days	AR Total	AR > 60 days % of AR	# of Residents >60 Days
Bush	1	14	96	100%	\$317	\$201,894	\$202,500	100%	\$210,008	(\$8,114)	\$701	\$149	\$3,679	4%	2
DVA	-	-	56	98%	\$0	\$225,919	\$227,485	101%	\$226,885	(\$966)	\$1,345	(\$211)	(\$744)	28%	1
New Central	-	-	28	100%	\$0	\$130,200	\$130,153	100%	\$128,268	\$1,932	\$1,550	(\$155)	\$95	-163%	0
PDA Summary	1	14	180	99%	\$317	\$558,013	\$560,138	100%	\$565,161	(\$7,148)	\$1,033	(\$217)	\$3,030	-7%	3
2020 Budget	1	30	179	99%	\$1,018	\$565,161	\$565,161	100%		-1.3%	\$1,052				
Fav/(Unfav) to Budget	-	16	1	1%		(\$7,148)	(\$5,023)				(\$19)				
Louisa	27	239	57	68%	\$263,094	\$216,564	\$205,822	95%	\$257,235	(\$40,671)	\$1,266	\$9,771	\$22,692	43%	5
Jackson	-	-	17	100%	\$0	\$59,985	\$58,815	98%	\$57,825	\$2,160	\$1,176	\$858	\$2,227	39%	1

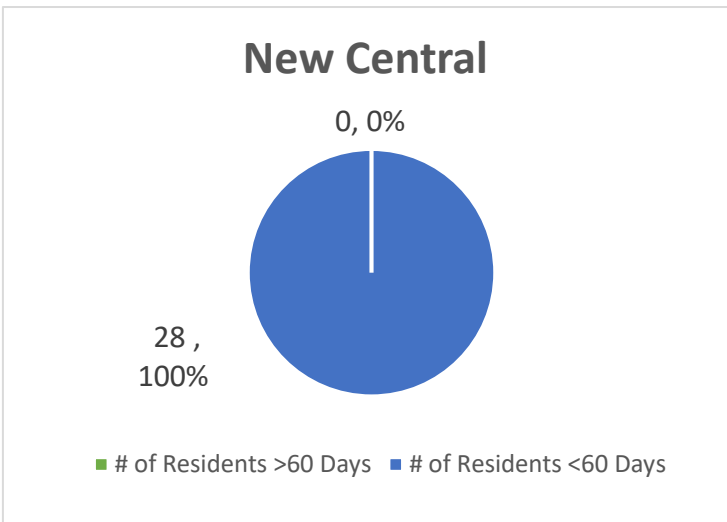
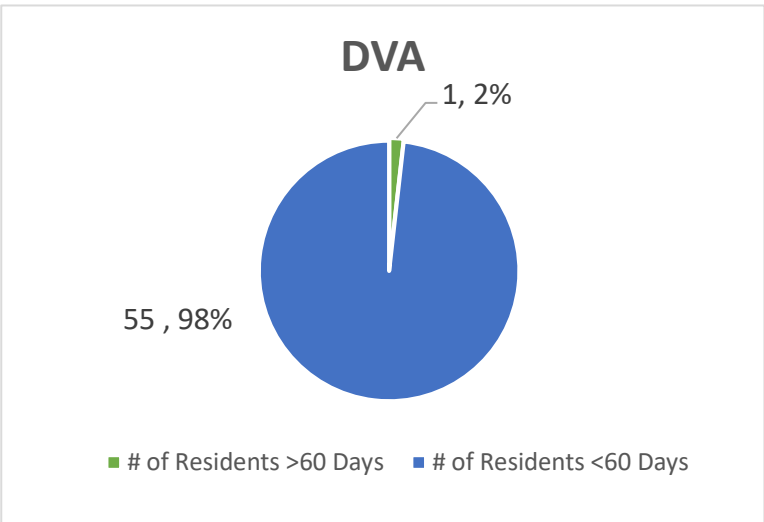
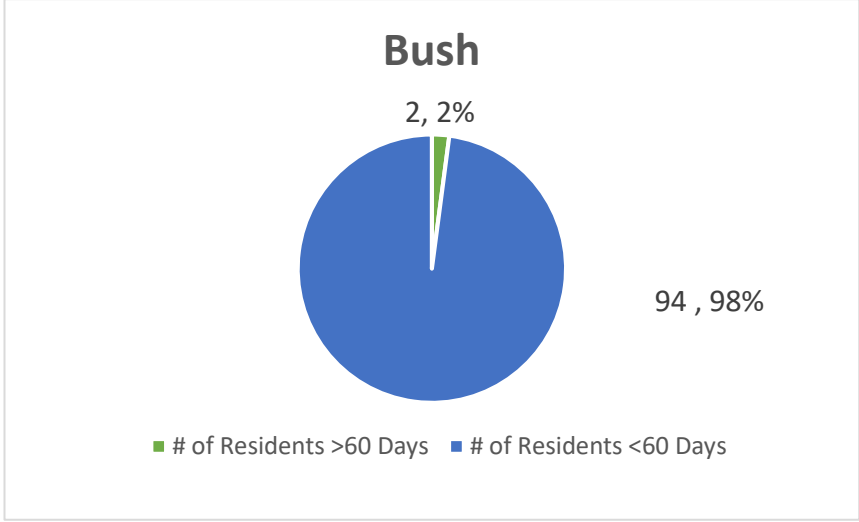
Rents: PDA Billed vs Collected



Quarterly Rents: PDA Billed vs Collected



AR Collections > 60 Days







# SCIDpda Monthly Dashboard - Maintenance Q1 2021

## SCIDpda Maintenance Stats

- ✓ PDA has no open UTO WO's, 24 completed Q1 vs 25 Q4 2020
- ✓ PDA has 20 open WO's (excl UTO WO's), and 2.2k completed Q1
- ✓ PDA completed WO's averaging 54 days with cost \$206 per WO.

## Headlines

Operational Change with Janitorial WO's started Jan 2021  
- all Building Assistants categorized as Maintenance

## Q1 Highlights

- Change implemented in January 2021 to shift all Building Assistants from Property Management to Maintenance as majority of work hours dedicated to Janitorial WO's.
- WO bill hours planned for 80% of a work week (or 32 hrs), and Q1 results reflect 91% (or 36 hrs) as staff is prioritizing more hours to Janitorial WO's. COVID-19 phase 3 may alter the cleaning protocols and reduce the percentage of WO work hrs.
- Maintenance Manager new hire delayed to April.
- Q1 starting new sub-meter process with contractor. Added/replaced sub-meters in Louisa and Bush, and have a phased rollout to other properties through 2021. Billing, reporting, reconciliations are in progress for a Q2 start.
- Identifying Maintenance staff training requirements for current skill improvements, administrative tools (Yardi, Outlook), and other programs.

## Unit Turnovers (UTO WO's)

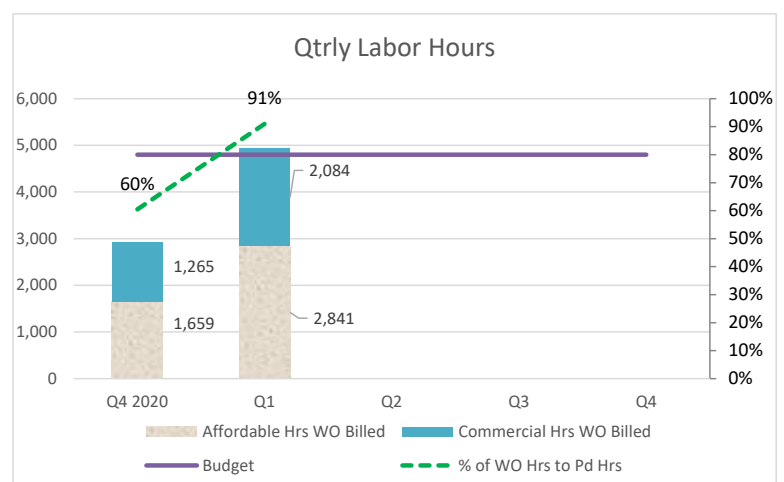
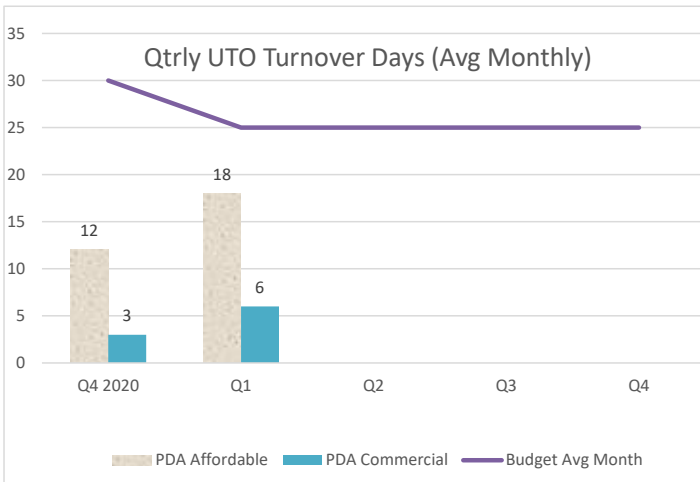
## Standard Work Orders (excludes UTO's)

### Q1 2021

SCIDpda

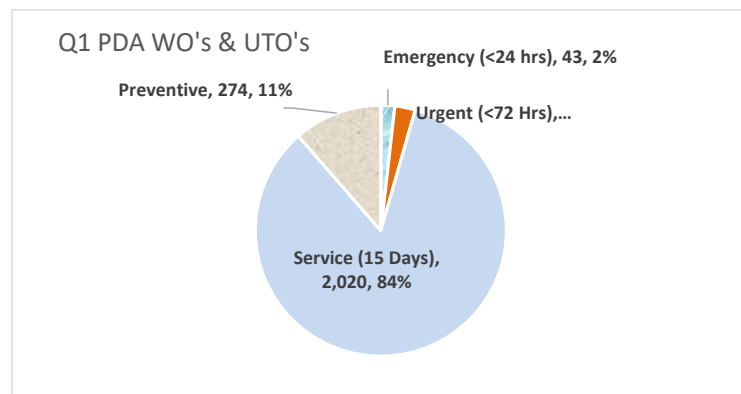
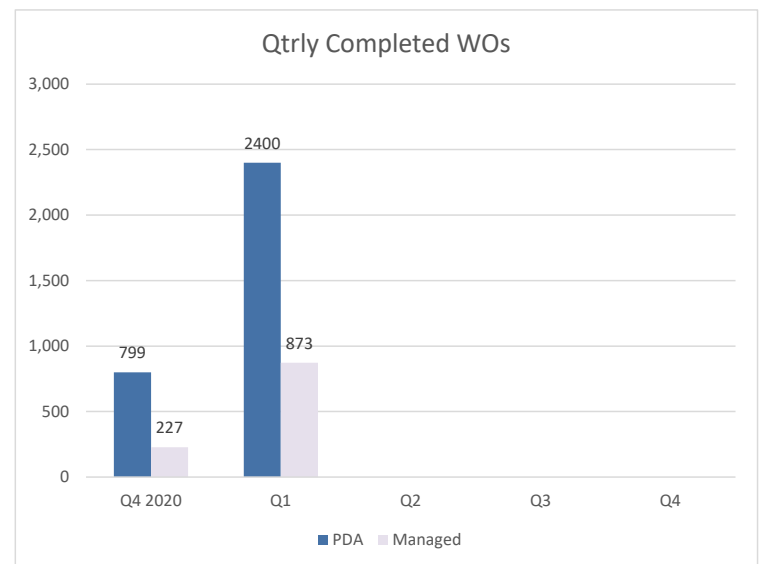
Managed

	Vacancies in March	Open UTO WO's as of March	Q1 UTO WO's Completed	Avg Turnaround (days)	Cost per Completed UTO WO	Q1 Labor Hrs	Open WO's as of March	Q1 WO's Completed	Avg Turnaround (days)	Cost per Completed WO	Q1 Labor Hrs
Bush Res	1	-	13	18	\$902	272	18	707	68	\$124	1,897
DVA	-	-	1	20	\$1,833	35	1	282	79	\$232	1,319
New Central Res	-	-	-	-	\$0	-	-	297	24	\$0	611
BHComm/SCID	2	-	1	15	\$26	1	-	556	34	\$324	3,931
IDVS1com	-	-	9	5	\$0	79	-	199	100	\$78	1,557
IDVS2com & LP	1	-	-	-	\$0	-	-	195	26	\$274	1,163
New Central Comm	3	-	-	-	\$0	-	1	140	24	\$32	90
<b>PDA Summary</b>	<b>7</b>	<b>-</b>	<b>24</b>	<b>13</b>	<b>\$566</b>	<b>386</b>	<b>20</b>	<b>2,376</b>	<b>53</b>	<b>\$194</b>	<b>10,567</b>
2021 Budget	9	-	15	30	-	-	-	-	-	-	-
Fav/(Unfav) to Budget	2	-	(9)	17	-	-	-	-	-	-	-
<b>Total PDA Affordable</b>	<b>1</b>	<b>-</b>	<b>14</b>	<b>18</b>	<b>\$968</b>	<b>307</b>	<b>19</b>	<b>1,286</b>	<b>60</b>	<b>\$119</b>	<b>3,827</b>
<b>Total PDA Commercial</b>	<b>6</b>	<b>-</b>	<b>10</b>	<b>6</b>	<b>\$26</b>	<b>79</b>	<b>1</b>	<b>1,090</b>	<b>27</b>	<b>\$282</b>	<b>6,741</b>
Louisa (Res & Com)	29	1	4	6	\$816	57	3	646	34	\$48	2,050
Jackson (Res & Com)	1	-	3	21	\$0	129	-	220	34	\$20	409

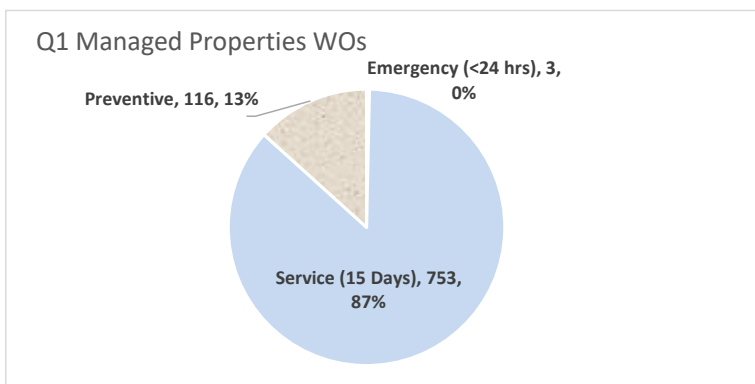




## SCIDpda Monthly Dashboard - Maintenance Q1 2021



Priority	Q1 Completed PDA WOs	Avg Days/WO	Goal	Fav/(Unfav) Avg Days to Goal
1-Emergency (24 hours)	43	1	1	0
2-Urgent (72 Hours)	63	0	3	3
3-Service (15 Days)	2,020	7	15	8
4-Preventive (per schedule)	274	6	90	84
<b>Total</b>	<b>2,400</b>			



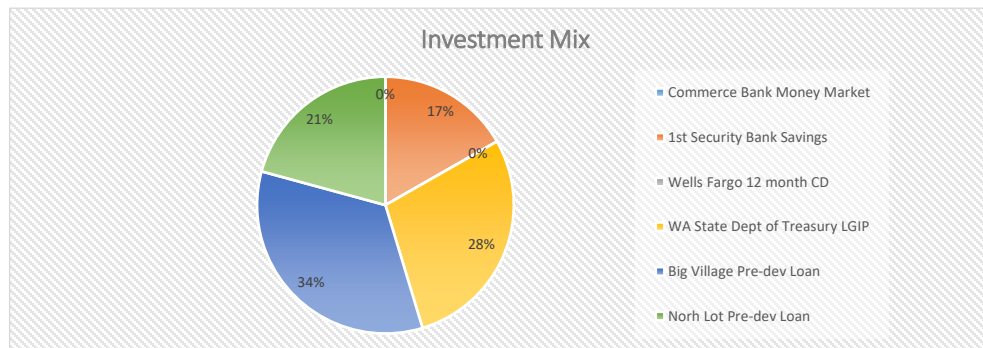
Priority	Q1 Completed Mgd WOs	Avg Days/WO	Goal	Fav/(Unfav) Avg Days to Goal
1-Emergency (24 hours)	3	0	1	1
2-Urgent (72 Hours)	0	0	3	3
3-Service (15 Days)	754	11	15	4
4-Preventive (per schedule)	116	5	90	85
<b>Total</b>	<b>873</b>			

### Top Types of Work Orders

	PDA	PDA Affordable	PDA Commercial	Managed Properties
Janitorial	71%	73%	69%	Janitorial 71%
Electrical	6%	5%	8%	Carpentry 13%
Plumbing	6%	5%	7%	Keys/Locks 3%
Remaining	17%	17%	17%	Remaining 12%
<b>Total WO's</b>	<b>2,400</b>	<b>1,288</b>	<b>1,112</b>	<b>873</b>

SCIDpda Investment Report									
January 1, 2021 - March 31, 2021									
Account	Institution	Description	Beginning Balance	Investment Activity		Interest and Dividends	Fees	Ending Balance	Interest Rate
				Deposits	Withdrawals				
1124	Commerce Bank	Money Market	\$ 1,174.54			\$ 0.29		\$ 1,174.83	0.09%
5710	1st Security Bank	Savings	\$ 873,695.65	\$ 120,000.00		\$ 1,119.43		\$ 994,815.08	0.50%
8729-4024	Wells Fargo	12 month CD	\$ 254,125.00		\$ (254,125.00)			\$ -	1.65% *
2034	WA State Dept of Treasury	LGIP	\$ 2,204,607.40		\$ (506,000.00)	\$ 680.13	\$ (29.02)	\$ 1,699,258.51	0.13%
	Big Village	Pre-dev Loan	\$ 1,999,904.73			\$ 15,790.58		\$ 2,015,695.31	3.15%
	Norh Lot	Pre-dev Loan	\$ 847,086.99	\$ 380,390.89		\$ 7,381.52		\$ 1,234,859.40	3.00%
<b>Total</b>			<b>\$ 6,180,594.31</b>	<b>\$ 500,390.89</b>	<b>\$ (760,125.00)</b>	<b>\$ 24,971.95</b>	<b>\$ (29.02)</b>	<b>\$ 5,945,803.13</b>	
YTD									
GROWTH								\$ (234,791.18)	

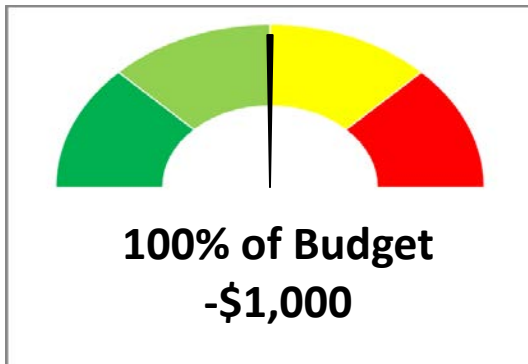
\* CD matured. Moved a portion to 1st Security Savings in March



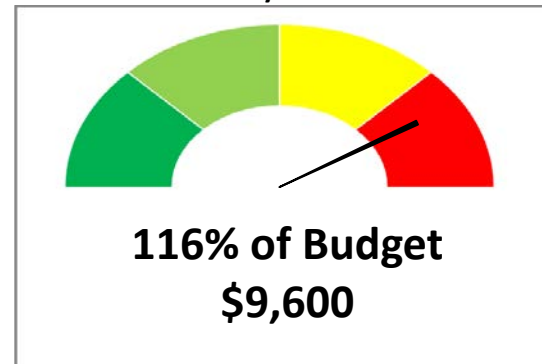
## SCIDpda Dashboard – Payroll March 2021

Payroll expenses through March were **\$17.1K under budget for the organization as a whole**. Delayed hiring of the Facilities Manager and Resident Services Coordinator account for \$21.1K of the negative variance in Property Management. The credit in Admin is a result of \$7K reimbursement received from Employment Security and organizational transitions (detailed in the February report – which also explain the Community Initiatives variance).

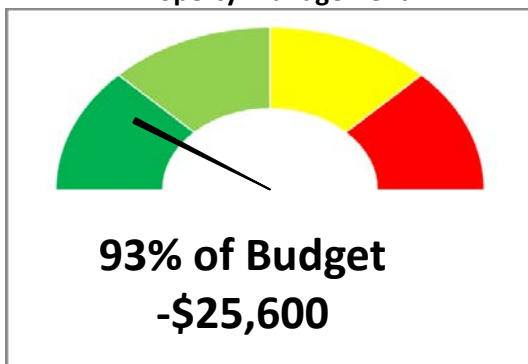
Admin



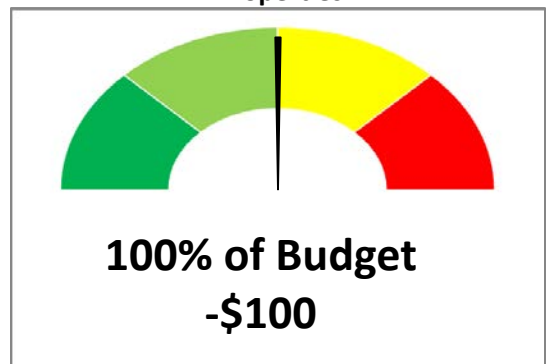
Community Initiatives



Property Management



Properties





## **Resolution 21-04-20-2**

### **INCENTIVE COMPENSATION PLAN 2021**

Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs approximately 37 full and part-time individuals. The SCIDpda Board (Board) has long recognized and valued the SCIDpda skilled and committed staff. An employee must be a permanent employee who works full or part-time and has worked for SCIDpda over six (6) months in order to be eligible to participate in this Incentive Plan.

The Board has maintained a goal to improve employee benefits. To that end, the Board is authorizing SCIDpda to make a contribution on behalf of each eligible employee to the Authority's 401a plan. The amount contributed per eligible employee will be maximum of 4% of the employee's salary/wages. The award date will be December 31, 2021 to employees who are employed as of that date. The amount will be funded into the 401a plan by March 31, 2022.

Additionally, the Board desires to reward positive performance of the staff by providing an incentive to permanent staff for meeting and/or exceeding the specified Authority goals outlined for 2021. The Board wishes to provide incentive compensation to all permanent eligible employees as of the award date.

For 2021, the award date will be December 31, 2021. The Board wishes to provide incentive compensation if the following goals are met:

#### **Administration:**

- In coordination with the Board and Senior Management, develop strategic plan for 2022-2026 by October 31, 2021.
- Integrate "Achieving Excellence" and Enterprise Finance Checkup recommendations into daily operations of SCIDpda. Complete by December 31, 2021.
- Determine succession plan for the Finance Department by November 30, 2021.

#### **Finance:**

- Develop compensation structure and guidelines to determine employee total compensation by August 31, 2021.
- Evaluate current KPI's and identify new KPI's or metrics to achieve meaningful buy-in and measurable progress for the Organization. Complete by June 30, 2021.
- Engage and train SCIDpda users for 2022-2026 Budget Plan using Yardi software to ensure a completed package is ready to present to Finance Committee by December 3, 2021.

#### **Development:**

- Secure strategic partners in the development of the North Lot Project by December 31, 2021.

**Property Operations:**

- Develop and implement deferred rent repayment plans with affected commercial tenants by May 30, 2021.
- Develop and distribute resident experience survey to assess overall resident experience, performance of property operations team, and resident/building/neighborhood needs. Begins Q2 and ends Q3.
- 20-year Capital Needs Assessment completed for all PDA properties. Begins Q2 and completed Q3.
- Create and implement measures to communicate operating expenses to commercial tenants more timely and accurately. Complete by December 31, 2021.

**Community Initiatives:**

- Complete public disclosure request policy by August 31, 2021.
- Develop small business data tracking system with project partners by December 31, 2021.
- Execute modified SCIDpda Bash (75 in attendance) and the annual SCIDpda fundraiser with a 10% growth in revenue by November 30, 2021.

The amount of award will be allocated based on a percentage of each employee's salary/wages as follows:

- staff earning less than \$16/hour will receive a maximum of 8% of the employee's salary/wages for 2021,
- staff earning between \$16/hour and \$30/hour will receive a maximum of 6% of the employee's salary/wages for 2021,
- staff earning over \$30/hour will receive a maximum of 5% of the employee's salary/wages for 2021.

The total amount of 401a contribution and incentive award for 2021 will be determined by recommendation of the Deputy Director to the Finance Committee who will review performance against goals and available cash for award payment.

We the Governing body of the SCIDpda, authorize and approve the Incentive Compensation Plan (Plan) for 2021 as outlined above. Further, we authorize the Deputy Director and the Finance Committee of the Board to make recommendations on the amount of award to be granted as of the award date listed in the Plan.

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Board President

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Date

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Board Treasurer

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Date