



## BOARD MEETING AGENDA

Wednesday, February 16, 2022

12:00 – 12:55 pm

### Virtual:

<https://us02web.zoom.us/j/88609861641?pwd=VThPbGMzb1lGaWhkYjVEWVW01VnptQT09>  
Meeting ID: 886 0986 1641  
Passcode: 306267  
[+12532158782](tel:+12532158782), [+16699006833](tel:+16699006833), [+188609861641](tel:+188609861641)

*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.*

12:00	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>
12:02	Approval	2. Consent Agenda Resolution <ul style="list-style-type: none"> <li>• Approve January Meeting Minutes</li> <li>• Accept January 2022 Expenditure Reports</li> <li>• Accept Meeting Schedule (Full, Finance Executive)</li> <li>• Approve Resolution re: LGIP authorized individuals</li> </ul>
12:05	Discussion/ Approval	3. Board Business <ul style="list-style-type: none"> <li>• Finance Committee (<i>note: Treasurer May Wu will not be attending</i>) <ul style="list-style-type: none"> <li>• Resolution – 2022 Incentive Plan</li> </ul> </li> <li>• Committee Structure – Mindy Au</li> <li>• Ad Hoc Transition Committee – Cindy Ju</li> <li>• Executive Session – <i>to discuss the performance of a public employee (time allotment to be announced at the start of session)</i> <ul style="list-style-type: none"> <li>• Resolution – Transition Committee Charter</li> <li>• Resolution – Interim Executive Director Appointment</li> </ul> </li> </ul>
12:55	Action	4. Adjourn – Mindy Au

#### \*\*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 22-02-16-01**

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

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

- Approve January Meeting Minutes
- Accept January 2022 Expenditure Reports
- Accept Meeting Schedule (Full, Finance Executive)
- Approve Resolution re: LGIP authorized individuals

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **SCIDpda Board Meeting Minutes**

January 18th, 2022

Virtual:

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

(669) 900.6833, 359459577#

(346) 248.7799, 359459577#

The January 2022 SCIDpda board meeting was hosted virtually via a Zoom conference.

**Board Present (via Phone Conference Call-in):** Mindy Au, Casey Huang, Jerilyn Young, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, May Wu, Tiernan Martin, Lisa Nitze, Cindy Ju, Wayne Lau

**Staff Present:** Maiko Winkler-Chin, Jamie Lee, Jared Jonson, Vern Wood, Naomi Saito, Jody McCorkle, Janet Smith, Julia Feng

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

The meeting was called to order by Mindy Au, Board Chair, at 05:31 PM.

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. Consent Agenda Resolution**

**Resolution 22-01-18-01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority Board, via consent agenda:

- Approve December Meeting Minutes
- Accept November and December 2021 Expenditure Reports
- Accept 4<sup>th</sup> Q Investment Report

**Board Approved:** Mindy Au, Casey Huang, Jerilyn Young, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, May Wu, Tiernan Martin, Lisa Nitze, Cindy Ju

**Abstained:** 0

**Absent:** 2

Resolution was approved.

### **3. Resolution re: 2021 Incentive Pay – May Wu**

May Wu gave a brief overview of the resolution.

**Resolution 22-01-18-02:** Whereas, the SCIDpda Board (Board) established an Incentive Compensation Plan for 2021 in order to reward positive performance of the staff by providing an incentive to all eligible permanent staff for meeting and/or exceeding the specified Authority goals.

The Board authorizes one exception to the incentive distribution. Samantha Mararac, who met the criteria of employment before June 30, 2021 but died tragically in a car accident on December 4, 2021, will be entitled to receive her proportion of 10% (6% incentive and 4% retirement) as an incentive payment to her estate.

Checks (or direct deposit) will be delivered to employees on January 27, 2022.

Further the Board authorizes the incentive to be distributed as follows:

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

**Moved:** David Della

**Seconded:** Casey Huang

**Board Approved:** Mindy Au, Casey Huang, Jerilyn Young, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, May Wu, Tiernan Martin, Lisa Nitze, Cindy Ju

**Abstained:** 0

**Absent:** 2

Resolution was approved.

#### **4. Resolution re: bank account signers and bank admin functions – May Wu**

May Wu gave a brief overview of the resolution.

**Resolution 22-01-18-03:** We, the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) Board, approve that the following members of the staff and Board are authorized to sign disbursements and provide telephone authorizations to banking institutions on behalf of SCIDpda; in addition, the staff are authorized to request the opening or closure of bank accounts on behalf of SCIDpda.

Further, we authorize the transfer of banking administrative functions from Veronica Wood to Jody McCorkle.

Staff

Jared Jonson  
Jamie Lee  
Jody McCorkle  
Veronica Wood

Board

Miye Moriguchi  
Wayne Lau  
Philip Sit  
May Wu

**Moved:** Jerilyn Young  
**Seconded:** David Della

**Board Approved:** Mindy Au, Casey Huang, Jerilyn Young, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, May Wu, Tiernan Martin, Lisa Nitze, Cindy Ju

**Abstained:** 0  
**Absent:** 2

Resolution was approved.

**5. Board Business**

- **Committee Updates**
  - Board members confirmed committee meeting times and committee member makeup.
  - Maiko confirmed Sound Transit 3 Committee details with David Della, Lisa Nitze, and Tiernan Martin.
- **Executive Session – to discuss the performance of a public employee**
  - Executive meeting discussion for 30 minutes began at 5:52 pm.

**6. Adjourn**

The meeting was adjourned by Mindy, Board Chair, at 6:24p.m.

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

**Expenditure Certification Memorandum**

DATE: 1/31/2022  
 TO: Board of Directors  
 FROM: Jody McCorkle, Director of Finance  
 RE: January 2022 Expenditure Certification

I, Jody McCorkle, 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.

  
 Jody McCorkle, Director of Finance

Computer Run Checks	General Checking	1893	to	1908	\$	61,783.14
Electronic Funds Transfers	General Checking		eft		\$	85,733.86
				<b>Bush Hotel Commercial</b>	\$	<b>147,517.00</b>
Computer Run Checks	General Checking	1790	to	1792	\$	9,440.35
				<b>Bush Hotel Condo</b>	\$	<b>9,440.35</b>
Electronic Funds Transfers	General Checking		eft		\$	65,267.26
				<b>Bush Hotel QalicB</b>	\$	<b>65,267.26</b>
Computer Run Checks	General Checking	1206	to	1226	\$	42,248.53
Electronic Funds Transfers	General Checking		eft		\$	13,593.39
				<b>Bush Hotel Residential</b>	\$	<b>55,841.92</b>
Computer Run Checks	General Checking	238	to	239	\$	368.37
				<b>CIDpda</b>	\$	<b>368.37</b>
Computer Run Checks	General Checking	3850	to	3865	\$	46,684.69
Electronic Funds Transfers	General Checking		eft		\$	22,586.79
				<b>DVA</b>	\$	<b>69,271.48</b>
Electronic Funds Transfers	General Checking		eft		\$	116.46
				<b>Hinghay</b>	\$	<b>116.46</b>
Computer Run Checks	General Checking	839	to	854	\$	54,889.61
				<b>IDVS1 Commercial</b>	\$	<b>54,889.61</b>
Computer Run Checks	General Checking	306	to	314	\$	32,467.03
				<b>IDVS2 Condo</b>	\$	<b>32,467.03</b>
Computer Run Checks	General Checking	468	to	476	\$	24,823.41
Electronic Funds Transfers	General Checking		eft		\$	491.75
				<b>IDVS2 Library &amp; Parking</b>	\$	<b>25,315.16</b>

Computer Run Checks	General Checking	606	to	613	\$	9,792.79
Electronic Funds Transfers	General Checking		eft		\$	5,006.80
				<b>IDVS2 Commercial</b>	<b>\$</b>	<b>14,799.59</b>
Computer Run Checks	General Checking	985	to	997	\$	8,277.83
Electronic Funds Transfers	General Checking		eft		\$	38,537.10
				<b>New Central Commercial</b>	<b>\$</b>	<b>46,814.93</b>
Computer Run Checks	General Checking	269	to	271	\$	37,694.02
Electronic Funds Transfers	General Checking		eft		\$	19,549.92
				<b>New Central Hotel</b>	<b>\$</b>	<b>57,243.94</b>
Electronic Funds Transfers	General Checking		eft		\$	69,136.17
				<b>New Central Master Tenant</b>	<b>\$</b>	<b>69,136.17</b>
Computer Run Checks	General Checking	1159	to	1175	\$	23,735.76
Electronic Funds Transfers	General Checking		eft		\$	32,726.99
				<b>New Central Residential</b>	<b>\$</b>	<b>56,462.75</b>
Computer Run Checks	General Checking	2939	to	2998	\$	248,877.83
Electronic Funds Transfers	General Checking		eft		\$	7,087.91
EFTs for Payroll	General Checking	01/13/2022 and 01/27/2022			\$	361,916.28
				<b>SCIDpda</b>	<b>\$</b>	<b>617,882.02</b>
						<b>\$ 1,322,834.04</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 \_\_\_\_\_ 2022.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chair

## SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,design19,diageo,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacmnty,pdaded,pdamaint,pdaopacc,scid AND mm/yy=01/2022-01/2022 AND All Checks=Yes

		Check	Total	
Check#	Vendor	Date	Check	Note
<b>bhcommop - General Checking</b>				
1893	bushllc - SCIDpda Bush Residential LLC	1/6/2022	4,487.17	Water/Sewer paid by residential in error
1894	turcon - Turner Construction Company	1/6/2022	41,272.40	Maintenance-Other Vendors - DSK Storefront
1895	welfar - Wells Fargo	1/6/2022	3.94	Telecomm
1896	pdamaint - SCIDpda Maintenance Dept	1/13/2022	5,483.50	WOs
1897	allcit - Koch Holdings Inc.	1/13/2022	3,274.43	Maintenance-Other Vendors - temporary fencing for plaza level entrance
1898	pugsou - Puget Sound Energy	1/13/2022	1,898.02	Natural Gas
1899	repser - Republic Services	1/13/2022	509.30	Garbage/Waste Removal
1900	seacitli - Seattle City Light	1/13/2022	2,107.88	Electricity
1901	shewil - Sherwin-Williams Co.	1/13/2022	179.07	Supplies
1902	souglu - Southeast Glass, Inc	1/13/2022	1,334.03	WOs
1903	subsol - Submeter Solutions Inc.	1/13/2022	550.00	Water/Sewer
1904	wasman - Waste Management of Seattle	1/13/2022	405.06	Garbage/Waste Removal
1905	cedgro - Cedar Grove Organics Recycling	1/20/2022	46.40	Garbage/Waste Removal
1906	verwir - Verizon Wireless	1/20/2022	9.32	Telecomm
1907	cenlin - CenturyLink	1/27/2022	77.09	Telecomm
1908	wesext - Western Exterminator Company	1/27/2022	145.53	Pest Control
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	1/10/2022	37,833.33	Rent - 12/2021
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	1/27/2022	37,833.33	Rent - 01/2022
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	1/20/2022	10,067.20	Condo Billing
<b>Total bhcommop - General Checking</b>			<b>147,517.00</b>	
<b>bhcondop - General Checking</b>				
1790	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/6/2022	4,346.33	HVAC/Boiler Maint - Contract
1791	ipfscorp - IPFS Corporation	1/13/2022	4,618.82	Insurance
1792	citsea - City of Seattle	1/27/2022	475.20	BIA Assessment
<b>Total bhcondop - General Checking</b>			<b>9,440.35</b>	
<b>bhqalop - General Checking</b>				
ACH	bushcomm - SCIDpda Bush Hotel Commercial	1/12/2022	37,833.33	Rent
ACH	bannymel - The Bank of New York Mellon Trust Co.	1/18/2022	10,833.33	Deposits with Other Entities - 12/2021
ACH	bannymel - The Bank of New York Mellon Trust Co.	1/18/2022	319.65	Interest Expense - 12/2021
ACH	bannymel - The Bank of New York Mellon Trust Co.	1/20/2022	10,833.33	Deposits with Other Entities 01/2022
ACH	bannymel - The Bank of New York Mellon Trust Co.	1/20/2022	347.62	Interest Expense - 01/2022
ACH	thecomm - The Commerce Bank of WA	1/31/2022	5,100.00	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>65,267.26</b>	
<b>bhresope - General Checking</b>				
1206	busimp - Business Impact NW	1/6/2022	1,604.68	Loan Payment - Monthly
1207	welfar - Wells Fargo	1/6/2022	19.83	Office Supplies/Equipment
1208	welfar - Wells Fargo	1/6/2022	102.33	License & Telecomm
1209	ahmwas - AHMA of Washington	1/13/2022	288.00	Dues/Subscriptions
1210	hdsupp - HD Supply Facilities Maintenance, LTD	1/13/2022	156.80	Supplies
1211	kelsup - Keller Supply Company	1/13/2022	60.64	Supplies
1212	lowes - Lowe's	1/13/2022	106.41	Supplies
1213	pmjans - Phnouk	1/13/2022	525.00	UTO - Other Vendors
1214	pugsou - Puget Sound Energy	1/13/2022	2,751.25	Natural Gas
1215	seacitli - Seattle City Light	1/13/2022	1,153.60	Electricity
1216	shewil - Sherwin-Williams Co.	1/13/2022	50.44	Supplies



		Check	Total	
Check#	Vendor	Date	Check	Note
1217	t0005458 - Kassa	1/13/2022	566.00	Move Out Refund
1218	welfar - Wells Fargo	1/13/2022	115.51	Supplies
1219	wesext - Western Exterminator Company	1/13/2022	3,031.88	Pest Control
1220	pdamaint - SCIDpda Maintenance Dept	1/20/2022	15,109.80	WOs
1221	citseacu - City of Seattle-Combined Utilities	1/20/2022	87.60	Water/Sewer
1222	scidpda - SCIDpda	1/20/2022	14,425.58	ID Billing
1223	verwir - Verizon Wireless	1/20/2022	257.86	Telecomm
1224	wesext - Western Exterminator Company	1/20/2022	791.05	Pest Control
1225	citsea - City of Seattle	1/27/2022	840.66	BIA Assessment
1226	paclam - Pacific Lamp & Supply Company	1/27/2022	203.61	Supplies
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	1/20/2022	9,529.39	Condo Billing
ACH	thecomm - The Commerce Bank of WA	1/31/2022	4,064.00	Loan Payment - Monthly
<b>Total bhresope - General Checking</b>			<b>55,841.92</b>	
<b>cidpdao3 - General Checking</b>				
238	welfar - Wells Fargo	1/6/2022	61.00	License
239	guajos - Jospheh Guanlao	1/27/2022	307.37	Direct Fund Raising Expense
<b>Total cidpdao3 - General Checking</b>			<b>368.37</b>	
<b>dvaop - General Checking</b>				
3850	cenlin - CenturyLink	1/6/2022	440.83	Telecomm
3851	idvs2lib - IDVS2 Library/Parking	1/6/2022	17,863.33	Loan Payment - Monthly
3852	pugsou - Puget Sound Energy	1/6/2022	3,797.97	Natural Gas
3853	welfar - Wells Fargo	1/6/2022	19.84	Office Supplies/Equipment
3854	welfar - Wells Fargo	1/6/2022	83.48	License & Telecomm
3855	pdamaint - SCIDpda Maintenance Dept	1/13/2022	7,218.54	WOs
3856	ahmwas - AHMA of Washington	1/13/2022	171.00	Dues/Subscriptions
3857	idvs2lib - IDVS2 Library/Parking	1/13/2022	1,950.00	Bond Trustee Fee - Annual
3858	welfar - Wells Fargo	1/13/2022	0.00	Void
3859	welfar - Wells Fargo	1/13/2022	16.93	Supplies
3860	cenlin - CenturyLink	1/20/2022	440.83	Telecomm
3861	pugsou - Puget Sound Energy	1/20/2022	1,670.49	Natural Gas
3862	scidpda - SCIDpda	1/20/2022	12,323.34	ID Billing
3863	verwir - Verizon Wireless	1/20/2022	149.73	Telecomm
3864	wavbro - WAVE	1/20/2022	94.64	Telecomm
3865	cenlin - CenturyLink	1/27/2022	443.74	Telecomm
ACH	idvs2con - IDVS2 Condo Association	1/20/2022	22,586.79	Condo Billing
<b>Total dvaop - General Checking</b>			<b>69,271.48</b>	
<b>hingop2 - General Checking</b>				
ACH	paypal - PayPal	1/1/2022	116.46	Bank Fees/Charges
<b>Total hingop2 - General Checking</b>			<b>116.46</b>	
<b>idvs2op4 - General Checking</b>				
606	welfar - Wells Fargo	1/6/2022	2.37	Telecomm
607	pdamaint - SCIDpda Maintenance Dept	1/13/2022	1,792.50	WOs
608	repser - Republic Services	1/13/2022	1,788.69	Garbage/Waste Removal
609	scidpda - SCIDpda	1/13/2022	1,105.60	ID Billing
610	wasman - Waste Management of Seattle	1/13/2022	2,293.86	Garbage/Waste Removal
611	welfar - Wells Fargo	1/13/2022	25.23	Supplies
612	idvs2con - IDVS2 Condo Association	1/20/2022	2,782.60	Condo Billing
613	verwir - Verizon Wireless	1/20/2022	1.94	Telecomm
ACH	herban - Heritage Bank	1/20/2022	5,006.80	Loan Payment - Monthly
<b>Total idvs2op4 - General Checking</b>			<b>14,799.59</b>	

		Check	Total	
Check#	Vendor	Date	Check	Note
<b>nccomop2 - General Checking</b>				
985	pdamaint - SCIDpda Maintenance Dept	1/6/2022	141.00	WOs
986	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/6/2022	674.53	HVAC/Boiler Maint - Contract
987	welfar - Wells Fargo	1/6/2022	5.92	Telecomm
988	pdamaint - SCIDpda Maintenance Dept	1/13/2022	2,306.00	WOs
989	scidpda - SCIDpda	1/13/2022	679.56	ID Billing
990	wasman - Waste Management of Seattle	1/13/2022	124.36	Garbage/Waste Removal
991	wesext - Western Exterminator Company	1/13/2022	206.50	Pest Control
992	seacitli - Seattle City Light	1/20/2022	649.62	Electricity
993	verwir - Verizon Wireless	1/20/2022	6.56	Telecomm
994	wesext - Western Exterminator Company	1/20/2022	117.97	Pest Control
995	citsea - City of Seattle	1/27/2022	254.42	BIA Assessment
996	citseacu - City of Seattle-Combined Utilities	1/27/2022	3,033.07	Water/Sewer
997	wavbro - WAVE	1/27/2022	78.32	Telecomm
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/10/2022	18,187.10	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/10/2022	20,350.00	Rent
<b>Total nccomop2 - General Checking</b>			<b>46,814.93</b>	
<b>nchotop - General Checking</b>				
269	proins - Propel Insurance	1/6/2022	31,446.80	EQ Insurance - Annual - WF waived; 9 months to be refunded
270	easwes - East-West Investment Co.	1/13/2022	3,897.26	Ground Lease Expense
271	ipfscorp - IPFS Corporation	1/13/2022	2,349.96	Insurance
ACH	welfar - Wells Fargo	1/10/2022	19,549.92	Loan Payment - Monthly
<b>Total nchotop - General Checking</b>			<b>57,243.94</b>	
<b>ncmaster - General Checking</b>				
ACH	newcenth - New Central Hotel LLC	1/10/2022	33,969.17	Insurance
ACH	newcenth - New Central Hotel LLC	1/10/2022	35,167.00	Rent
<b>Total ncmaster - General Checking</b>			<b>69,136.17</b>	
<b>ncresop - General Checking</b>				
1159	pmjans - Phnook	1/6/2022	1,050.00	UTO WOs
1160	seacitli - Seattle City Light	1/6/2022	4,654.40	Electricity
1161	t0000976 - Bravo	1/6/2022	614.00	Move Out Refund
1162	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/6/2022	10,025.59	HVAC/Boiler Maint - Contract
1163	welfar - Wells Fargo	1/6/2022	2,016.25	Supplies
1164	welfar - Wells Fargo	1/6/2022	1,506.24	Supplies
1165	ahmwas - AHMA of Washington	1/13/2022	84.00	Dues/Subscriptions
1166	evepow - Evergreen Power Systems, Inc	1/13/2022	1,526.96	HVAC/Boiler Maint - Service Calls
1167	lowes - Lowe's	1/13/2022	288.83	UTO Window Coverings
1168	orcinf - Orca Information Inc	1/13/2022	47.00	Credit Screening Fee
1169	welfar - Wells Fargo	1/13/2022	58.65	Supplies
1170	cenlin - CenturyLink	1/20/2022	63.35	Telecomm
1171	pugsou - Puget Sound Energy	1/20/2022	658.34	Natural Gas
1172	verwir - Verizon Wireless	1/20/2022	126.60	Telecomm
1173	citsea - City of Seattle	1/27/2022	334.75	BIA Assessment
1174	contec - Convergent Technologies LLC	1/27/2022	385.88	Fire Systems/Sprinkler - Service Calls
1175	wesext - Western Exterminator Company	1/27/2022	294.92	Pest Control
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/10/2022	15,782.07	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/10/2022	16,650.00	Rent
ACH	newcentc - SCIDPDA New Central Commercial, Inc	1/27/2022	294.92	Pest Control paid by commerical in error
<b>Total ncresop - General Checking</b>			<b>56,462.75</b>	

		Check	Total	
Check#	Vendor	Date	Check	Note
<b>pdaopacc - General Checking</b>				
2644	taigou - Taiwanese Gourmet	1/10/2022	-790.00	Void; reissued Check 2970
2746	joysea - Joyale Seafood Restaurant	1/20/2022	-8,796.30	Void; reissued Check 2993
2923	eggtoo - Eggcellent Too, Inc.	1/3/2022	-8,796.30	Void; reissued Check 2944
2939	visser - Vision Service Plan	1/1/2022	323.35	Payroll Benefits - Vision
2941	kaifou - of Washington Options Inc	1/1/2022	22,085.81	Payroll Benefits - Medical
2942	wasden - Delta Dental of Washington	1/1/2022	2,167.00	Payroll Benefits - Dental
2943	bushcomm - SCIDpda Bush Hotel Commercial	1/6/2022	12,022.18	Rent
2944	eggtre - Eggcellent Tree Inc.	1/6/2022	8,796.30	Program Expenses - Business Relief
2945	taigou - Taiwanese Gourmet	1/10/2022	-780.00	Void; reissued Check 2970
2946	idvs2lib - IDVS2 Library/Parking	1/6/2022	145.00	Employee Parking
2947	magcon - Magnum Construction Services, LTD.	1/6/2022	4,893.46	Program - Subcontracts
2948	dimsum - Dim Sum King	1/6/2022	1,219.00	Rent
2949	ricoh - Ricoh USA, Inc	1/6/2022	5.47	Copier Lease/Maintenance
2950	ricusa - Ricoh USA, Inc	1/6/2022	371.16	Copier Lease/Maintenance
2951	tonkia - Ton Kiang Barbeque Noodle House	1/6/2022	780.00	Program Expenses - Resident Food Relief
2952	wavbro - WAVE	1/6/2022	88.47	Telecomm
2953	welfar - Wells Fargo	1/6/2022	8.66	Accounts Receivable
2954	welfar - Wells Fargo	1/6/2022	16.48	Accounts Receivable
2955	welfar - Wells Fargo	1/6/2022	1,103.02	Staff Appreciation & Office Supplies/Equipment
2956	welfar - Wells Fargo	1/6/2022	1,956.65	Employee Benefits, Computer Software & Office Supplies/Equipment
2957	yarsys - Yardi Systems, Inc.	1/6/2022	28,825.01	Computer Licenses
2958	pdamaint - SCIDpda Maintenance Dept	1/13/2022	2,021.00	WOs
2959	ahmwaa - AHMA of Washington	1/13/2022	250.00	Dues/Subscriptions
2960	edgdev - EDGE DEVELOPERS LLC	1/13/2022	5,000.00	Professional Fees/Consulting
2961	forinc - Forterra, Inc	1/13/2022	460.94	Dues/Subscriptions
2962	hohose - Zhi Yen, Inc.	1/13/2022	750.00	Program Expenses - Resident Food Relief
2963	intexa - International Examiner	1/13/2022	500.00	Community Outreach
2964	lanlin - LanguageLine Solutions	1/13/2022	518.32	Translation/Interpreters
2965	malpet - Peter Malarkey Painting Conversation Inc	1/13/2022	6,148.64	Program - Subcontracts
2966	navben - Navia Benefit Solutions	1/13/2022	100.00	Payroll Benefits
2967	q5des - Amanda G Quinn	1/13/2022	2,500.00	Program - Professional Fees/Consulting
2968	ricoh - Ricoh USA, Inc	1/13/2022	22.05	Copier Lease/Maintenance
2969	ricusa - Ricoh USA, Inc	1/13/2022	243.87	Copier Lease/Maintenance
2970	taigou - Taiwanese Gourmet	1/13/2022	1,570.00	Program Expenses - Resident Food Relief
2971	thoreu - Thomson Reuters Inc - R&G	1/13/2022	630.96	Training/Education
2972	welfar - Wells Fargo	1/13/2022	33.08	Telecomm
2973	welfar - Wells Fargo	1/13/2022	400.06	Development Project - North Lot Housing, Council Expenses & Travel-Local
2974	welfar - Wells Fargo	1/13/2022	1,477.41	Staff Appreciation, Computer Software & Program Expenses
2975	wesext - Western Exterminator Company	1/13/2022	114.16	Pest Control
2976	woover - Wood	1/13/2022	21.80	Employee Meals
2977	yarsys - Yardi Systems, Inc.	1/13/2022	1,072.83	Computer Licenses
2978	hartfo - The Hartford	1/13/2022	873.01	Payroll Benefits - Life Insurance
2979	ipfscorp - IPFS Corporation	1/13/2022	483.47	Insurance
2980	aspcon - Aspect Consulting, LLC	1/20/2022	52,740.21	Program - Professional Fees/Consulting
2981	brinew - Bricklin & Newman, LLP	1/20/2022	180.00	Legal - Administrative
2982	cenlin - CenturyLink	1/20/2022	280.74	Telecomm
2983	citseaci - City of Seattle	1/20/2022	22,546.50	Development Project - North Lot Housing
2984	dimsum - Dim Sum King	1/20/2022	750.00	Program Expenses - Resident Food Relief
2985	hrdire - HRdirect	1/20/2022	93.57	Office Supplies/Equipment
2986	marcon - Marpac Construction LLC	1/20/2022	59,392.00	Development Project - North Lot Housing
2987	net2ph - Net2Phone Inc.	1/20/2022	661.78	Telecomm
2988	seacitli - Seattle City Light	1/20/2022	130.57	Electricity
2989	verwir - Verizon Wireless	1/20/2022	1,467.13	Telecomm

			Check	Total	
Check#	Vendor	Date	Check	Note	
2990	woocom - Woodburn Company	1/20/2022	0.39	Office Supplies/Equipment	
2991	yarsys - Yardi Systems, Inc.	1/20/2022	7,638.82	Computer Licenses	
2993	joypal - DKJ & LI Corp.	1/20/2022	8,796.30	Program Expenses - Business Relief	
2994	citsea - City of Seattle	1/27/2022	256.36	BIA Assessment	
2995	guajos - Josephe Guanlao	1/27/2022	11.00	Program Expenses	
2996	houdep - Housing Development Consortium	1/27/2022	2,144.00	Dues/Subscriptions	
2997	offdep - Office Depot	1/27/2022	202.44	Office Supplies/Equipment	
2998	tonkia - Ton Kiang Barbeque Noodle House	1/27/2022	750.00	Program Expenses - Resident Food Relief	
ACH	impcap - Impact Capital	1/10/2022	4,458.91	Interest Expense	
ACH	stwab&o - Department of Revenue	1/24/2022	1,814.68	B&O Taxes	
ACH	citsearc - City of Seattle	1/27/2022	814.32	B&O Taxes	
ACH	Paylocity	1/13/2022	86,794.97	Payroll	
ACH	Paylocity	1/27/2022	275,121.31	Payroll - including 2021 Incentive payout	
<b>Total pdaopacc - General Checking</b>			<b>617,882.02</b>		
<b>vs1op - General Checking</b>					
839	pdamaint - SCIDpda Maintenance Dept	1/6/2022	208.00	WOs	
840	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/6/2022	11,445.60	HVAC/Boiler Maint - Contract	
841	welfar - Wells Fargo	1/6/2022	2.37	Telecomm	
842	pdamaint - SCIDpda Maintenance Dept	1/13/2022	3,926.75	WOs	
843	kelsup - Keller Supply Company	1/13/2022	39.49	Supplies	
844	pugsou - Puget Sound Energy	1/13/2022	3,389.08	Natural Gas	
845	repser - Republic Services	1/13/2022	2,040.13	Garbage/Waste Removal	
846	shewil - Sherwin-Williams Co.	1/13/2022	191.11	Supplies	
847	wasman - Waste Management of Seattle	1/13/2022	2,627.22	Garbage/Waste Removal	
848	welfar - Wells Fargo	1/13/2022	201.68	Small Tools/Equipment & Supplies	
849	ipfscorp - IPFS Corporation	1/13/2022	3,238.04	Insurance	
850	cenlin - CenturyLink	1/20/2022	81.00	Telecomm	
851	citseacu - City of Seattle-Combined Utilities	1/20/2022	10,683.95	Water/Sewer	
852	scidpda - SCIDpda	1/20/2022	16,154.89	ID Billing	
853	verwir - Verizon Wireless	1/20/2022	28.28	Telecomm	
854	citsea - City of Seattle	1/27/2022	632.02	BIA Assessment	
<b>Total vs1op - General Checking</b>			<b>54,889.61</b>		
<b>vs2conop - General Checking</b>					
245	seacitli - Seattle City Light	1/29/2022	-3,238.82	Voided - reissued Check 315 on 2/3/22	
306	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/6/2022	2,237.71	HVAC/Boiler Maint - Contract	
307	pdamaint - SCIDpda Maintenance Dept	1/13/2022	19.25	WOs	
308	idvs2com - IDVS 2 Commercial	1/13/2022	4,965.16	Electricity paid by IDVS2com in error	
309	ipfscorp - IPFS Corporation	1/13/2022	6,037.38	Insurance	
310	cenlin - CenturyLink	1/20/2022	62.76	Telecomm	
311	citseacu - City of Seattle-Combined Utilities	1/20/2022	18,337.77	Garbage/Waste Removal & Water/Sewer	
312	seacitli - Seattle City Light	1/20/2022	490.81	Electricity	
313	citsea - City of Seattle	1/27/2022	451.56	BIA Assessment	
314	seacitli - Seattle City Light	1/27/2022	3,103.45	Electricity	
<b>Total vs2conop - General Checking</b>			<b>32,467.03</b>		
<b>vs2lpop - General Checking</b>					
468	usbank - US Bank/TFM/97298300/Julie Kammuller	1/6/2022	14,753.13	Loan Payment - Monthly	
469	welfar - Wells Fargo	1/6/2022	9.46	Telecomm	
470	pdamaint - SCIDpda Maintenance Dept	1/13/2022	520.75	WOs	
471	usbank1 - US Bank	1/13/2022	3,900.00	Bond Trustee Fee - Annual	
472	welfar - Wells Fargo	1/13/2022	1,545.00	Supplies	
473	cenlin - CenturyLink	1/20/2022	262.28	Telecomm	
474	idvs2con - IDVS2 Condo Association	1/20/2022	2,780.88	Condo Billing	

		Check	Total		
Check#	Vendor	Date	Check	Note	
475	verwir - Verizon Wireless	1/20/2022	40.91	Telecomm	
476	idvs2lib - IDVS2 Library/Parking	1/20/2022	1,011.00	Parking Income	
ACH	citseafa - City of Seattle FAS	1/24/2022	491.75	B&O Taxes	
<b>Total vs2lpop - General Checking</b>			<b>25,315.16</b>		
			<b>1,322,834.04</b>		

## Resolution 22-02-16-02

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

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the following 2021 meeting schedule, with all meetings to be held at SCIDpda Main Offices, 409 Maynard Ave. S., Plaza Level and telephonic due to the public health circumstances related to the ongoing COVID-19 outbreak.

**Board Meetings** – *alternating between third Tuesday of the month at 5:30 or third Wednesday at noon unless otherwise noted by \*\**

March 15 at 5:30	August 17 at noon
April 20 at noon	September 20 at 5:30
May 17 at 5:30	October 19 at noon
June 15 at noon	November 15 at 5:30
July 19 at 5:30	December 14 at noon**

**Executive Committee** – *second Tuesday of the month at noon unless otherwise noted by \*\**

March 8	August 9
April 12	September 13
May 10	October 11
June 7**	November 8
July 12	December 6

**Finance Committee** – *Friday before board meeting at 1 pm unless otherwise noted by \*\**

March 11	August 19**
April 15	September 16
May 6**	October 14
June 10	November 10**
July 15	December 2 (noon – 2 pm)**

---

Board President

---

Date

---

Board Secretary

---

Date

**Resolution 22-02-16-03**

**RESOLUTION AUTHORIZING INVESTMENT OF  
SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY (SCIDpda) MONIES IN THE  
LOCAL GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, SCIDpda, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of SCIDpda shall be first duly authorized by the Board of Directors, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of SCIDpda has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of SCIDpda monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Jody McCorkle and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates the Director of Finance, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the SCIDpda Board on this 16th day of February 2022.

---

Board Chair

---

Board Secretary



# LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

<b>Entity Name:</b>
<b>Mailing Address:</b>

**Statement Delivery Options:**

☐ EMAIL: \_\_\_\_\_ ☐ FAX: \_\_\_\_\_ ☐ BOTH

**Note:** Statements can only be emailed to **ONE** address due to system restrictions

**Bank account where funds will be wired when a withdrawal is requested.**

(Note: Funds **will not** be transferred to any account other than listed)

<b>Bank Name:</b>
<b>Branch Location:</b>
<b>Bank Routing Number:</b>
<b>Accounting Number:</b>
<b>Account Name:</b>

**ACH Authorization:** ☐ Yes ☐ No  
**Account Type:** ☐ Checking ☐ Savings ☐ General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

**Persons authorized to make deposits and withdrawals for entity listed above.**

<b>Name:</b>	<b>Title:</b>	<b>Phone Number:</b>	<b>Signature:</b>

**Online TM\$ Access:** ☐ Yes ☐ No

If you selected yes, please complete the online section on page 2

If you selected no, skip the online access section

## TM\$ Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. [Please do not fill out the greyed-out areas]

					Access Type:	
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OST Staff	
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date

**By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.**

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

**Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.**

OFFICE OF THE STATE TREASURER  
[STACI.ASHE@TRE.WA.GOV](mailto:STACI.ASHE@TRE.WA.GOV)  
 PHONE: (360) 902-9017  
 CELL: (360) 333-1238

**Date Received:**    \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**OK'd by:** \_\_\_\_\_

*(For OST use only)*      **04/26/19**

State of Washington    )  
 County of \_\_\_\_\_ ) ss.  
 Signed or attested before me by \_\_\_\_\_.  
 Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Notary*

SEAL OR STAMP \_\_\_\_\_  
*Typed or printed name of Notary*  
 Notary Public in and for the State of Wash.

My appointment expires: \_\_\_\_\_

## **Resolution 22-02-16-04**

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

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) recognizes and values SCIDpda's skilled and committed staff, maintains a goal to improve staff benefits, and thereby wishes to authorize an incentive compensation plan for 2022 for all eligible staff. Eligible staff are permanent employees on the award date of December 31, 2022 who have worked full or part-time for SCIDpda for at least six months.

The Board desires SCIDpda to make contributions to the Authority's 401a Plan on behalf of each eligible employee at a maximum of 4% of the employee's 2022 salary/wages. The contributions are to be made after the award date of December 31, 2022 and no later than March 31, 2023.

Additionally, the Board desires to reward positive performance for meeting and/or exceeding specified Authority goals for 2022 as outlined below.

#### **Affordable Housing is developed and CID properties preserved to meet community needs.**

- Incorporate new development KPIs in reporting to Real Estate and Finance Committees by April 15, 2022.
- Develop marketing plan for the Yesler Family Housing Project and begin implementation by December 31, 2022.
- Close on construction financing for the North Lot Project by December 31, 2022.

#### **Systems operate better to serve CID community needs.**

- Submit comment letter on Sound Transit 3 draft environmental impact statement by June 30, 2022.
- By June 30, 2022, develop a screen for identifying priority types of businesses in the CID to target and assist. Implement screen and re-evaluate method by December 31, 2022.
- Identify at least two contractors by June 30, 2022 for the window protection project. Begin the process of installing window protective measures with at least 10 businesses by December 31, 2022.
- Help make people feel safer by completing three lighting projects and moving forward an additional three lighting projects by December 31, 2022.

#### **PDA organization and lines of business are developed to achieve intended impact and sustainability.**

- Departmental work teams report quarterly on their established KPIs and adjust their work or KPIs if needed.
- Implement Yardi RentCafe's online rent payment portal for tenants by June 30, 2022

- Management teams determine which tools and procedures – learned through management trainings – to implement across the organization by June 30, 2022, and hold work teams accountable through demonstrated use of tools and procedures throughout the year.
- Conduct a resident experience survey by September 30, 2022, analyze for change over 2021 baseline results, and use data to identify target improvements for 2023 by December 31, 2022.
- Conduct a staff satisfaction survey by September 30, 2022, analyze for change over 2021 baseline results, and use data to identify target improvements for 2023 by December 31, 2022.
- Commercial Operations and Accounting implement GASB 87 Lease Accounting by December 31, 2022.
- Develop 5-year organizational forecast by December 31, 2022.

Rewards are to be made to eligible employees after the award date of December 31, 2022 and no later than March 31, 2023, as outlined below.

- Staff earning < \$30/hour will receive a maximum of 7% of the employee's 2022 salary/wages.
- Staff earning > \$30/hour will receive a maximum of 5% of the employee's 2022 salary/wages.

The total amount of the incentive compensation will be determined by recommendation of the Director of Finance to the Finance Committee of the Board, who will review both performance against goals and available cash for award payment.

We, the Governing body of the SCIDpda, authorize and approve an incentive compensation plan for 2022 as outlined above. Further, we authorize the Director of Finance and the Finance Committee of the Board to make recommendations on the total amount of the award to be granted.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Treasurer

\_\_\_\_\_  
Date

**Resolution 22-02-16-05**

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

We, the Seattle Chinatown International District Preservation and Development Authority (“SCIDpda”) Board of Directors (1) authorize and approve the formation of the SCIDpda Transition Committee for the purposes set forth in the SCIDpda Transition Committee Charter (the “Charter”), and (2) appoint the persons listed below as members of the SCIDpda Transition Committee, and (3) authorize the SCIDpda Transition Committee to take such actions on behalf of SCIDpda that are consistent the Charter or related to the transition planning, executive search, hiring, onboarding and initial orientation and support of the Executive Director of the Seattle Chinatown International District Preservation Development Authority.

SCIDpda Transition Committee Members

Sue Taoka

Mike Omura

Scott Yasui

Vern Wood

Tiernan Martin (board member)

Miye Moriguchi (board member)

Cindy Ju (board member, committee chair)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **SCIDpda Transition Committee Charter**

**Name:** Seattle Chinatown International District Preservation Development Authority (SCIDpda)  
Transition Committee

### **Committee Members:**

Sue Taoka  
Mike Omura  
Scott Yasui  
Vern Wood  
Tiernan Martin  
Miye Moriguchi  
Cindy Ju

### **Description and Purpose**

The SCIDpda Transition Committee is established to support the transition planning, executive search, hiring and onboarding and initial orientation and support of the Executive Director (ED) of the Seattle Chinatown International District Preservation Development Authority.

### **Search Oversight**

- Present recommendation for the Interim Executive Director to be voted on by the Board of Directors.
- Establish the process, timeline and determine if SCIDpda will select an external consultant to help guide the search process. If applicable, select and retain a search consultant who will assist the committee throughout the process.
- Present a Search Timeline and Communications Plan to the Board of Directors.
- Assess the current position of SCIDpda, including its short and long-term plans, immediate needs, and current priorities, in deciding which characteristics are absolute requirements, and which are not essential but “nice to have.”
- Solicit feedback from the SCIDpda community including board members, staff, funders and community partners and other stakeholders regarding attributes and qualifications desired in the next leader.
- Ensure that the search process that adheres to SCIDpda’s organizational hiring practices and aligns with SCIDpda’s mission of preserving, promoting, and developing the Seattle Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood.
- Review and approve the final job description and profile to be published and disseminated as appropriate.
- Conduct a comprehensive search to recruit well-qualified candidates which may include candidates from the SCIDpda community (staff, members) and from outside the community.
- Screen candidates based on agreed upon criteria.
- Select and interview as semi-finalists those candidates who present the strongest qualifications.
- Present slate of finalists and recommendation to the Board of Directors.
- Manage the offer delivery for the selected candidate.

### **Onboarding and Orientation**

- Working in collaboration with the Executive Committee, ensure that the newly hired ED has a successful onboard and orientation process, ensuring that they have a well-planned onboarding to SCIDpda's programs, people, funders, business model, budget, etc.
- Make introductions to key community contacts in program, funding and philanthropic circles that are important to SCIDpda's financial sustainability.

### **Goal Setting and Strategic Priority Alignment:**

- Within the first 45 days following hire, in collaboration with the Executive Committee, establish annual goals for the ED to be reviewed and approved by the SCIDpda board.
- Build a shared leadership agenda and strategic priorities – ensuring that SCIDpda's short and long range plans, including key initiatives outlined in the Strategic Plan, are shared between ED and the board, along with any likely challenges that the ED will face.
- Support the ED and ensure they establish themselves successfully in the role.

### **Time Commitment**

The Transition Committee will meet regularly to support planning efforts, and will determine recurring meeting times based on its agreed upon deliverables. During the period of the search (6-9 months) the committee may have a significant commitment of 6-10 hours/month or more in hiring the search firm, supporting the development of a job description and interviewing candidates.

**Resolution 22-02-16-06**

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

*Regarding Appointment of Interim Executive Director*

SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY, a Washington public authority (the "Authority"), hereby appoints Veronica Wood as its Interim Executive Director, and hereby provides her with the authority, including but not limited to executing and delivering documents, and taking all other actions in the ordinary course of the Authority's activities.

The Interim Executive Director is hereby authorized to take all other actions authorized on behalf of the Authority, both in its individual capacity and as general partner, managing member, and/or non-member manager of any other entity related to the Authority.

ADOPTED this \_\_\_\_ day of February, 2022.

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

**CERTIFICATE**

I, \_\_\_\_\_, certify that I am the President of the Seattle Chinatown International District Preservation and Development Authority Board of Directors and that the foregoing Resolution was duly adopted at a meeting of the Board of Directors of the Authority held on February 16<sup>th</sup>, 2022, in accordance with Articles of Incorporation and Bylaws of the Authority upon proper notice and at which time a quorum was present.

DATED the \_\_\_\_ day of February, 2022.

By: \_\_\_\_\_

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

Title: \_\_\_\_\_