

BOARD MEETING AGENDA

Wednesday, June 15, 2022

12:00 – 12:55 pm


<https://us02web.zoom.us/j/88609861641?pwd=VThPbGMzb1lGaWhkYjVEW>
Virtual:[WoiVnptQTo9](#)

Meeting ID: 886 0986 1641

Passcode: 306267

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Due to the extraordinary public health circumstances related to the ongoing COVID-19 (coronavirus) outbreak, participation in this meeting will be telephonic. Board members will participate remotely and may choose to participate in person, as can 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"> • Approve May Meeting Minutes • Accept April and May 2022 Expenditure Reports • Approve May Concurrence Requests 3. Bond Resolutions – North Lot Development Project – Josh Park
12:15	Discussion/ Approval	4. Board Business <ul style="list-style-type: none"> • Committee Updates <ul style="list-style-type: none"> • Transition Committee – Cindy Ju/Jan Glick • Resolution to Amend Transition Committee Charter • Community Initiatives – Lisa Nitze • Board Recruitment – Mindy Au • Good of the Order – Mindy Au
12:55	Action	5. 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) | |

Resolution 22-06-15-01

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 May Meeting Minutes
- Accept April and May Expenditure Reports
- Approve May Concurrence Requests

Board President

Date

Board Secretary

Date

SCIDpda Board Meeting Minutes

May 17th, 2022

Virtual:

<https://zoom.us/j/88609861641>

+1 (253) 215.8782 , 88609861641#

+1 (669) 900.6833 , 88609861641#

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

Board Present (via Phone Conference Call-in): Mindy Au, Casey Huang, Wayne Lau, Aileen Balahadia, Miye Moriguchi, May Wu, Elliot Sun, Tiernan Martin, Cindy Ju, David Della

Staff Present: Vern Wood, Jamie Lee, Jared Jonson, An Huynh, Marc Le, Auriza Ugalino, Janet Smith, Naomi Saito

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 22-05-17-01: We, the Board of the Seattle Chinatown International District Preservation and Development Authority Board, via consent agenda:

- Approve April Meeting Minutes
- Accept Q1 2022 Financial Reports
- Approve Resolution re: HDC Charity Federation
- Approve May Concurrence Requests

Moved: Wayne Lau

Seconded: Casey Huang

Board Approved: Mindy Au, Casey Huang, Wayne Lau, Aileen Balahadia, Miye Moriguchi, May Wu, Elliot Sun, Tiernan Martin, Cindy Ju

Abstained: 0

Absent: 4

Resolution was approved.

3. Resident Survey Results – Marc Le, An Huynh and Auriza Ugalino

- Marc Le and An Huynh summarized the results of the Resident Satisfaction Survey.
- The incoming Resident Services Coordinator Auriza Ugalino introduced themselves to the board and shared progress in the Resident Services intern role.
- Jared Jonson shared insights into how SCIDpda will use the results of the survey, especially in considering SCIDpda's new development projects.

4. Board Business

- **Committee Updates**

- Transition Committee – Cindy Ju
 - Cindy Ju informed the board that the committee has officially selected a search firm and retained them as well as details related to next steps.
- Community Initiatives – Tiernan Martin
 - Tiernan Martin updated the board on fundraiser progress as well as how board members can support fundraising and sponsorship efforts.
 - Jamie Lee gave a quick update on details for the in-person fundraiser and how board members can use virtual tables this year.
- Committee work plans – Mindy Au
 - Mindy Au reviewed committee work plans and opened the floor for feedback on committee work from board members.
 - Board members shared insight into their work on their committees and discussed board recruitment.

- **Changes to Open Public Meetings Act – Mindy Au**

- Mindy shared the updated Open Public Meetings Act with board members and staff.

5. Adjourn

The meeting was adjourned by Mindy, Board Chair, at 6:12 p.m.

Seattle Chinatown International District Preservation and Development Authority
409 Maynard Ave S, Ste P2
Seattle, WA 98114

Expenditure Certification Memorandum

DATE: 4/28/2022
TO: Board of Directors
FROM: Jody McCorkle, Director of Finance
RE: April 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	1941	to	1948	\$	7,625.54
Electronic Funds Transfers	General Checking		eft		\$	48,666.33
		Bush Hotel Commercial			\$	56,291.87
Computer Run Checks	General Checking	1803	to	1808	\$	27,505.27
		Bush Hotel Condo			\$	27,505.27
Computer Run Checks	General Checking	211	to	211	\$	4,550.00
Electronic Funds Transfers	General Checking		eft		\$	19,671.87
		Bush Hotel QalicB			\$	24,221.87
Computer Run Checks	General Checking	1274	to	1293	\$	49,185.25
Electronic Funds Transfers	General Checking		eft		\$	14,436.40
		Bush Hotel Residential			\$	63,621.65
Computer Run Checks	General Checking	241	to	241	\$	1,494.00
				CIDpda	\$	1,494.00
Computer Run Checks	General Checking	3894	to	3907	\$	46,203.03
Electronic Funds Transfers	General Checking		eft		\$	21,320.98
				DVA	\$	67,524.01
Electronic Funds Transfers	General Checking		eft		\$	184.33
				Hinghay	\$	184.33
Computer Run Checks	General Checking	892	to	910	\$	109,954.52
		IDVS1 Commercial			\$	109,954.52
Computer Run Checks	General Checking	332	to	339	\$	26,079.80
		IDVS2 Condo			\$	26,079.80

Computer Run Checks	General Checking	492	to	498	\$	24,059.00
Electronic Funds Transfers	General Checking		eft		\$	2,784.38
		IDVS2 Library & Parking			\$	26,843.38
Computer Run Checks	General Checking	634	to	642	\$	15,662.87
Electronic Funds Transfers	General Checking		eft		\$	5,006.80
		IDVS2 Commercial			\$	20,669.67
Computer Run Checks	General Checking	1025	to	1039	\$	11,617.79
Electronic Funds Transfers	General Checking		eft		\$	61,295.62
		New Central Commercial			\$	72,913.41
Computer Run Checks	General Checking	277	to	280	\$	16,064.94
Electronic Funds Transfers	General Checking		eft		\$	19,549.92
		New Central Hotel			\$	35,614.86
Electronic Funds Transfers	General Checking		eft		\$	2,522.37
		New Central Master Tenant			\$	2,522.37
Computer Run Checks	General Checking	1210	to	1220	\$	18,808.66
Electronic Funds Transfers	General Checking		eft		\$	25,114.55
		New Central Residential			\$	43,923.21
Computer Run Checks	General Checking	3108	to	3153	\$	109,919.02
Electronic Funds Transfers	General Checking		eft		\$	6,634.87
EFTs for Payroll	General Checking	04/07/2022 & 04/21/2022			\$	165,406.91
		SCIDpda			\$	281,960.80
					\$	861,325.02

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,design21,diageo,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,loumural,ncentcom,ncentres,nchotel,ncmmanagr,ncmaster,pdacmnty,pdadedv,pdamaint,pdaopacc,scid AND mm/yy=04/2022-04/2022
AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note
bhcommop - General Checking				
1941	pdamaint - SCIDpda Maintenance Dept	4/7/2022	5,171.75	WOs
1942	cedgro - Cedar Grove Organics Recycling	4/14/2022	50.60	Garbage/Waste Removal
1943	kinco - King County Treasury	4/14/2022	643.60	Real Estate Tax
1944	repser - Republic Services	4/14/2022	555.06	Garbage/Waste Removal
1945	verwir - Verizon Wireless	4/14/2022	9.31	Telecomm
1946	wasman - Waste Management of Seattle	4/14/2022	405.06	Garbage/Waste Removal
1947	lowes - Lowe's	4/21/2022	95.16	Supplies
1948	finnei - Finney Neill & Co. P.S.	4/28/2022	695.00	Audit Fees
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	4/28/2022	39,083.33	Rent
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	4/14/2022	9,583.00	Condo Billing
Total bhcommop - General Checking			56,291.87	
bhcondop - General Checking				
1803	citseacu - City of Seattle-Combined Utilities	4/14/2022	10,485.14	Garbage/Waste Removal
1804	ipfscorp - IPFS Corporation	4/14/2022	4,618.82	Insurance
1805	seacitli - Seattle City Light	4/14/2022	2,050.91	Electricity - 03/2022
1806	pugsou - Puget Sound Energy	4/14/2022	3,703.26	Natural Gas
1807	seacitli - Seattle City Light	4/28/2022	2,040.07	Electricity - 04/2022
1808	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/28/2022	4,607.07	HVAC/Boiler Maint - Contract
Total bhcondop - General Checking			27,505.27	
bhqalop - General Checking				
211	finnei - Finney Neill & Co. P.S.	4/28/2022	4,550.00	Audit Fees
ACH	bannymel - The Bank of New York Mellon Trust Co.	4/15/2022	3,000.00	Loan Management Fee - Annual
ACH	bannymel - The Bank of New York Mellon Trust Co.	4/15/2022	10,833.33	Deposits with Other Entities - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	4/15/2022	738.54	Interest Expense - Monthly
ACH	thecomm - The Commerce Bank of WA	4/30/2022	5,100.00	Loan Payment - Monthly
Total bhqalop - General Checking			24,221.87	
bhresope - General Checking				
1274	busimp - Business Impact NW	4/7/2022	1,604.68	Loan Payment - Monthly
1275	hdsupp - HD Supply Facilities Maintenance, LTD	4/7/2022	151.81	Supplies
1276	welfar - Wells Fargo	4/7/2022	229.87	Supplies
1277	pdamaint - SCIDpda Maintenance Dept	4/14/2022	18,728.75	WOs
1278	cenlin - CenturyLink	4/14/2022	67.71	Telecomm
1279	hdsupp - HD Supply Facilities Maintenance, LTD	4/14/2022	91.38	Supplies
1280	kinco - King County Treasury	4/14/2022	643.60	Real Estate Tax
1281	scidpda - SCIDpda	4/14/2022	13,660.96	ID Billing
1282	seacitli - Seattle City Light	4/14/2022	495.00	Electricity
1283	seacitli - Seattle City Light	4/14/2022	190.04	Electricity
1284	seacitli - Seattle City Light	4/14/2022	14.42	Electricity
1285	seacitli - Seattle City Light	4/14/2022	716.70	Electricity
1286	searub - Seattle Rubbish Removal	4/14/2022	480.19	Garbage/Waste Removal
1287	verwir - Verizon Wireless	4/14/2022	175.20	Telecomm
1288	lowes - Lowe's	4/21/2022	2,382.51	UTO - Other Vendors
1289	buihar - Builders' Hardware & Supply Co	4/28/2022	92.17	Locks/Keys
1290	citseacu - City of Seattle-Combined Utilities	4/28/2022	70.57	Water/Sewer
1291	finnei - Finney Neill & Co. P.S.	4/28/2022	8,400.00	Audit Fees
1292	paclam - Pacific Lamp & Supply Company	4/28/2022	221.60	Supplies

		Check	Total	
Check#	Vendor	Date	Check	Note
1293	seacitli - Seattle City Light	4/28/2022	768.09	Electricity
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	4/14/2022	10,372.40	Condo Billing
ACH	thecom - The Commerce Bank of WA	4/30/2022	4,064.00	Loan Payment - Monthly
Total bhrospe - General Checking			63,621.65	
cidpdao3 - General Checking				
241	welfar - Wells Fargo	4/7/2022	1,494.00	Direct Fund Raising
Total cidpdao3 - General Checking			1,494.00	
dvaop - General Checking				
3894	idvs2lib - IDVS2 Library/Parking	4/1/2022	17,863.33	Loan Payment - Monthly
3895	pdamaint - SCIDpda Maintenance Dept	4/7/2022	8,021.54	WOs
3896	cenlin - CenturyLink	4/7/2022	30.00	Telecomm
3897	coment - Commercial Entry Systems, Inc.	4/7/2022	213.61	Access Control Systems
3898	welfar - Wells Fargo	4/7/2022	261.22	Supplies
3899	hdsupp - HD Supply Facilities Maintenance, LTD	4/14/2022	478.60	Janitorial - Supplies
3900	kinco - King County Treasury	4/14/2022	495.46	Real Estate Tax
3901	pugsou - Puget Sound Energy	4/14/2022	4,064.00	Natural Gas
3902	scidpda - SCIDpda	4/14/2022	13,570.36	ID Billing
3903	verwir - Verizon Wireless	4/14/2022	101.33	Telecomm
3904	watsec - Watson Security	4/21/2022	339.90	Locks/Keys
3905	wavbro - WAVE	4/21/2022	94.64	Telecomm
3906	wesext - Western Exterminator Company	4/21/2022	294.92	Pest Control
3907	paclam - Pacific Lamp & Supply Company	4/28/2022	374.12	Supplies
ACH	idvs2con - IDVS2 Condo Association	4/14/2022	21,320.98	Condo Billing
Total dvaop - General Checking			67,524.01	
hingop2 - General Checking				
ACH	paypal - PayPal	4/1/2022	184.33	Bank Fees
Total hingop2 - General Checking			184.33	
idvs2op4 - General Checking				
634	pdamaint - SCIDpda Maintenance Dept	4/7/2022	3,432.50	WOs
635	coment - Commercial Entry Systems, Inc.	4/7/2022	213.61	Access Control Systems
636	welfar - Wells Fargo	4/7/2022	19.30	Supplies
637	idvs2con - IDVS2 Condo Association	4/14/2022	2,206.10	Condo Billing
638	kinco - King County Treasury	4/14/2022	495.46	Real Estate Tax
639	repser - Republic Services	4/14/2022	1,929.39	Garbage/Waste Removal
640	scidpda - SCIDpda	4/14/2022	4,956.41	ID Billing
641	verwir - Verizon Wireless	4/14/2022	1.94	Telecomm
642	wasman - Waste Management of Seattle	4/14/2022	2,408.16	Garbage/Waste Removal
ACH	herban - Heritage Bank	4/20/2022	5,006.80	Loan Payment - Monthly
Total idvs2op4 - General Checking			20,669.67	
nccomop2 - General Checking				
1025	pdamaint - SCIDpda Maintenance Dept	4/7/2022	3,009.25	WOs
1026	citseacu - City of Seattle-Combined Utilities	4/14/2022	4,152.54	Water/Sewer
1027	kinco - King County Treasury	4/14/2022	871.08	Real Estate Tax
1028	seacitli - Seattle City Light	4/14/2022	17.95	Electricity
1029	seacitli - Seattle City Light	4/14/2022	505.32	Electricity
1030	verwir - Verizon Wireless	4/14/2022	6.55	Telecomm
1031	wasman - Waste Management of Seattle	4/14/2022	124.36	Garbage/Waste Removal
1032	wesext - Western Exterminator Company	4/14/2022	117.97	Pest Control
1033	finnei - Finney Neill & Co. P.S.	4/28/2022	775.00	Audit Fees
1034	seacitli - Seattle City Light	4/28/2022	463.12	Electricity

		Check	Total	
Check#	Vendor	Date	Check	Note
1035	seacitli - Seattle City Light	4/28/2022	462.14	Electricity
1036	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/28/2022	715.00	HVAC/Boiler Maint - Contract
1037	wasman - Waste Management of Seattle	4/28/2022	94.06	Garbage/Waste Removal
1038	wavbro - WAVE	4/28/2022	78.32	Telecomm
1039	wesext - Western Exterminator Company	4/28/2022	225.13	Pest Control
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/14/2022	1,350.48	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/14/2022	20,350.00	Rent
ACH	newcentr - SCIDPDA New Central Apartments, Inc	4/28/2022	206.60	Fire Systems/Sprinkler - Service Call
ACH	newcenth - New Central Hotel LLC	4/28/2022	38,306.18	Replacement Reserve Recovery
ACH	scidpda - SCIDpda	4/14/2022	1,082.36	ID Billing
Total nccomop2 - General Checking			72,913.41	
nchotop - General Checking				
277	easwes - East-West Investment Co.	4/7/2022	4,068.82	Ground Lease Expense - 02/2022
278	easwes - East-West Investment Co.	4/14/2022	5,746.16	Ground Lease Expense - 03/2022
279	ipfscorp - IPFS Corporation	4/14/2022	2,349.96	Insurance
280	finnei - Finney Neill & Co. P.S.	4/21/2022	3,900.00	Audit Fees
ACH	welfar - Wells Fargo	4/10/2022	19,549.92	Loan Payment - Monthly
Total nchotop - General Checking			35,614.86	
ncmaster - General Checking				
ACH	newcenth - New Central Hotel LLC	4/14/2022	2,522.37	Insurance
Total ncmaster - General Checking			2,522.37	
ncresop - General Checking				
1210	citseacu - City of Seattle-Combined Utilities	4/14/2022	4,379.91	Garbage/Waste Removal & Water/Sewer
1211	kincou - King County Treasury	4/14/2022	435.54	Real Estate Tax
1212	verwir - Verizon Wireless	4/14/2022	102.16	Telecomm
1213	cenlin - CenturyLink	4/21/2022	64.16	Telecomm
1214	citseacu - City of Seattle-Combined Utilities	4/21/2022	75.97	Water/Sewer
1215	finnei - Finney Neill & Co. P.S.	4/21/2022	7,900.00	Audit Fees
1216	lowes - Lowe's	4/21/2022	20.39	UTO - Other Vendors
1217	pugsou - Puget Sound Energy	4/21/2022	908.98	Natural Gas
1218	wavbro - WAVE	4/21/2022	78.32	Telecomm
1219	seacitli - Seattle City Light	4/28/2022	3,954.46	Electricity
1220	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/28/2022	888.77	HVAC/Boiler Maint - Contract
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/14/2022	1,171.89	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/14/2022	16,650.00	Rent
ACH	newcentc - SCIDPDA New Central Commercial, Inc	4/21/2022	93.32	Telecomm
ACH	scidpda - SCIDpda	4/14/2022	7,199.34	ID Billing
Total ncresop - General Checking			43,923.21	
pdaopacc - General Checking				
3092	kaifou - of Washington Options Inc	4/1/2022	23,889.81	Payroll Benefits - Medical (post dated)
3100	nwiglo - NWI Global	4/1/2022	178.94	Program - Professional Fees/Consulting (post dated)
3101	stogar - Gary S Stofle	4/1/2022	200.00	Training/Education (post dated)
3102	visser - Vision Service Plan	4/1/2022	331.98	Payroll Benefits - Vision (post dated)
3103	wasden - Delta Dental of Washington	4/1/2022	2,221.60	Payroll Benefits - Dental (post dated)
3108	newcentc - SCIDPDA New Central Commercial, Inc	4/1/2022	1,145.00	Rent
3109	forinc - Forterra, Inc	4/7/2022	468.46	Dues/Subscriptions - Quarterly
3110	idvs2lib - IDVS2 Library/Parking	4/7/2022	145.00	Employee Parking
3111	infris - Inflection Risk Solutions, LLC DBA GoodHire	4/7/2022	35.55	Credit Screening Fee
3112	lasdav - David L. Lasky	4/7/2022	1,000.00	Program - Professional Fees/Consulting
3113	navben - Navia Benefit Solutions	4/7/2022	100.00	Payroll Benefits
3114	newstares - New Star Restaurant	4/7/2022	770.00	Program Expenses/Resident Food Relief

		Check	Total	
Check#	Vendor	Date	Check	Note
3115	ricoh - Ricoh USA, Inc	4/7/2022	12.63	Copier Lease/Maintenance
3116	ricusa - Ricoh USA, Inc	4/7/2022	9.11	Copier Lease/Maintenance
3117	tecave - Techie Avenger Inc	4/7/2022	2,359.79	Computer - Maintenance
3118	wavbro - WAVE	4/7/2022	88.47	Telecomm
3119	welfar - Wells Fargo	4/7/2022	2,267.75	Office Supplies, Postage, Licenses/Permits & Staff Appreciation
3120	welfar - Wells Fargo	4/7/2022	69.16	Supplies
3121	welfar - Wells Fargo	4/7/2022	958.22	Computer Software, Employee Meals & Staff Appreciation
3122	welfar - Wells Fargo	4/7/2022	78.99	Training/Education & Bank Fees
3123	welfar - Wells Fargo	4/7/2022	113.78	Staff Appreciation
3124	brinew - Bricklin & Newman, LLP	4/14/2022	180.00	Legal - Administrative
3125	bushcomm - SCIDpda Bush Hotel Commercial	4/14/2022	15,304.52	Rent
3126	cenlin - CenturyLink	4/14/2022	131.03	Telecomm
3127	dajjou - Daily Journal of Commerce	4/14/2022	184.00	Program - Subcontracts
3128	dimsum - Dim Sum King	4/14/2022	780.00	Program Expenses/Resident Food Relief
3129	edgdev - EDGE DEVELOPERS LLC	4/14/2022	2,625.00	Professional Fees/Consulting
3130	farcon - Farallon Consulting, LLC	4/14/2022	3,600.00	Development Project - North Lot Housing
3131	ipfscorp - IPFS Corporation	4/14/2022	483.47	Insurance
3132	nwiglo - NWI Global	4/14/2022	274.99	Translation/Interpreters
3133	seacitli - Seattle City Light	4/14/2022	111.80	Electricity
3134	verwir - Verizon Wireless	4/14/2022	589.61	Telecomm
3135	wasthous - WA State Housing Finance Commission	4/14/2022	4,000.00	Development Project - North Lot Housing
3136	louhot - Louisa Hotel Master Tenant LLC	4/21/2022	165.00	Employee Parking
3137	net2ph - Net2Phone Inc.	4/21/2022	660.54	Telecomm
3138	thipla - Third Place Design Co-operative Inc.	4/21/2022	6,698.57	Development Project - North Lot Housing
3139	tonkia - Ton Kiang Barbeque Noodle House	4/21/2022	810.00	Program Expenses/Resident Food Relief
3140	webtho - Weber Thompson	4/21/2022	6,621.12	Development Project - North Lot Housing
3141	woocom - Woodburn Company	4/21/2022	0.39	Office Supplies/Equipment
3142	yarsys - Yardi Systems, Inc.	4/21/2022	7,134.38	Computer Licenses - Commercial Rentcafe
3146	colint - Colliers International Valuation & Advisory Services	4/28/2022	6,500.00	Development Project - North Lot Housing
3147	finnei - Finney Neill & Co. P.S.	4/28/2022	8,225.00	Audit Fees
3148	gtgcon - GTG Consultants Inc.	4/28/2022	7,348.95	Development Project - North Lot Housing
3149	louhot - Louisa Hotel Master Tenant LLC	4/28/2022	150.00	Employee Parking
3150	ricoh - Ricoh USA, Inc	4/28/2022	22.05	Copier Lease/Maintenance
3151	ricusa - Ricoh USA, Inc	4/28/2022	612.06	Copier Lease/Maintenance
3152	seacitli - Seattle City Light	4/28/2022	129.00	Electricity
3153	seacitli - Seattle City Light	4/28/2022	133.30	Electricity
ACH	Paylocity	4/7/2022	81,506.77	Payroll
ACH	impcap - Impact Capital	4/10/2022	4,458.91	Interest Expense - North Lot Housing - Monthly
ACH	Paylocity	4/21/2022	83,900.14	Payroll
ACH	citsearc - City of Seattle	4/25/2022	366.46	Business Taxes Payable
ACH	pdamaint - SCIDpda Maintenance Dept	4/6/2022	1,809.50	WOs
Total pdaopacc - General Checking			281,960.80	
vs1op - General Checking				
888	lowes - Lowe's	4/1/2022	0.00	Void
892	pdamaint - SCIDpda Maintenance Dept	4/7/2022	2,872.00	WOs
893	welfar - Wells Fargo	4/7/2022	37.52	Supplies
894	bushcomm - SCIDpda Bush Hotel Commercial	4/14/2022	5,521.00	Correct rent deposit made in error
895	cenlin - CenturyLink	4/14/2022	81.00	Telecomm
896	idvs2com - IDVS 2 Commercial	4/14/2022	7,219.50	Correct rent deposit made in error
897	ipfscorp - IPFS Corporation	4/14/2022	3,238.04	Insurance
898	kinco - King County Treasury	4/14/2022	3,414.63	Real Estate Tax
899	pugsou - Puget Sound Energy	4/14/2022	2,493.37	Natural Gas
900	repser - Republic Services	4/14/2022	2,389.90	Garbage/Waste Removal
901	scidpda - SCIDpda	4/14/2022	38,881.15	ID Billing

		Check	Total	
Check#	Vendor	Date	Check	Note
902	seacitli - Seattle City Light	4/14/2022	14,226.11	Electricity
903	verwir - Verizon Wireless	4/14/2022	28.25	Telecomm
904	wasman - Waste Management of Seattle	4/14/2022	2,652.62	Garbage/Waste Removal
905	alegow - Alexander Gow Fire Equipment Co	4/21/2022	171.99	Fire Systems/Sprinkler - Service Calls
906	atlsup - Atlas Supply	4/21/2022	327.30	Supplies
907	citseacu - City of Seattle-Combined Utilities	4/21/2022	9,472.58	Water/Sewer
908	atlsup - Atlas Supply	4/28/2022	56.67	Supplies
909	mckser - McKinstry Service	4/28/2022	4,853.00	Fire Systems/Sprinkler - Contract
910	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/28/2022	12,017.89	HVAC/Boiler Maint - Contract
Total vs1op - General Checking			109,954.52	
vs2conop - General Checking				
330	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/1/2022	0.00	Void
332	pdamaint - SCIDpda Maintenance Dept	4/7/2022	676.00	WOs
333	cenlin - CenturyLink	4/14/2022	64.15	Telecomm
334	ipfscorp - IPFS Corporation	4/14/2022	6,037.38	Insurance
335	seacitli - Seattle City Light	4/14/2022	2,358.32	Electricity
336	seacitli - Seattle City Light	4/14/2022	245.50	Electricity
337	seacitli - Seattle City Light	4/14/2022	256.10	Electricity
338	citseacu - City of Seattle-Combined Utilities	4/28/2022	14,070.41	Garbage/Waste Removal & Water/Sewer
339	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/28/2022	2,371.94	HVAC/Boiler Maint - Contract
Total vs2conop - General Checking			26,079.80	
vs2lpop - General Checking				
492	usbank - US Bank/TFM/97298300/Mainyua Yang	4/1/2022	14,753.13	Loan Payment - Monthly
493	scidpda - SCIDpda	4/7/2022	6,594.00	Accrued Payroll - 2021 Incentive Payout
494	pdamaint - SCIDpda Maintenance Dept	4/7/2022	1,342.25	WOs
495	cenlin - CenturyLink	4/14/2022	270.81	Telecomm
496	kincoy - King County Treasury	4/14/2022	990.92	Real Estate Tax
497	verwir - Verizon Wireless	4/14/2022	40.66	Telecomm
498	bulhar - Builders' Hardware & Supply Co	4/28/2022	67.23	Supplies
ACH	idvs2con - IDVS2 Condo Association	4/14/2022	2,784.38	Condo Billing
Total vs2lpop - General Checking			26,843.38	
			861,325.02	

Seattle Chinatown International District Preservation and Development Authority
409 Maynard Ave S, Ste P2
Seattle, WA 98114

Expenditure Certification Memorandum

DATE: **5/31/2022**
 TO: **Board of Directors**
 FROM: **Jody McCorkle, Director of Finance**
 RE: **May 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	1949	to	1962	\$	14,617.35
Electronic Funds Transfers	General Checking		eft		\$	50,116.13
				Bush Hotel Commercial	\$	64,733.48
Computer Run Checks	General Checking	1809	to	1809	\$	3,830.58
				Bush Hotel Condo	\$	3,830.58
Computer Run Checks	General Checking	212	to	212	\$	57,446.00
Electronic Funds Transfers	General Checking		eft		\$	5,100.00
				Bush Hotel QalicB	\$	62,546.00
Computer Run Checks	General Checking	1294	to	1307	\$	33,548.74
Electronic Funds Transfers	General Checking		eft		\$	15,194.10
				Bush Hotel Residential	\$	48,742.84
Electronic Funds Transfers	General Checking		eft		\$	47,841.54
				CIDpda	\$	47,841.54
Computer Run Checks	General Checking	3908	to	3923	\$	55,092.09
Electronic Funds Transfers	General Checking		eft		\$	18,801.96
				DVA	\$	73,894.05
Electronic Funds Transfers	General Checking		eft		\$	287.63
				Hinghay	\$	287.63
Computer Run Checks	General Checking	911	to	923	\$	71,385.16
				IDVS1 Commercial	\$	71,385.16
Computer Run Checks	General Checking	340	to	345	\$	32,170.04
				IDVS2 Condo	\$	32,170.04
Computer Run Checks	General Checking	499	to	512	\$	20,046.80
Electronic Funds Transfers	General Checking		eft		\$	2,160.45
				IDVS2 Library & Parking	\$	22,207.25

Computer Run Checks	General Checking	643	to	657	\$	14,244.27
Electronic Funds Transfers	General Checking		eft		\$	5,006.80
				IDVS2 Commercial	\$	19,251.07
Computer Run Checks	General Checking	1040	to	1050	\$	4,789.88
Electronic Funds Transfers	General Checking		eft		\$	22,825.01
				New Central Commercial	\$	27,614.89
Computer Run Checks	General Checking	281	to	282	\$	10,239.39
Electronic Funds Transfers	General Checking		eft		\$	19,549.92
				New Central Hotel	\$	29,789.31
Computer Run Checks	General Checking	1221	to	1225	\$	1,107.54
Electronic Funds Transfers	General Checking		eft		\$	24,105.07
				New Central Residential	\$	25,212.61
Computer Run Checks	General Checking	3154	to	3200	\$	173,834.90
Electronic Funds Transfers	General Checking		eft		\$	6,046.79
EFTs for Payroll	General Checking	05/05/2022 and 05/19/2022			\$	158,640.80
				SCIDpda	\$	338,522.49
					\$	868,028.94

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,design21,diageo,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,loumural,ncentcom,ncentres,nchotel,ncmmanagr,ncmaster,pdammty,pdadev,pdamaint,pdaopacc,scid AND mm/vy=05/2022-05/2022 AND All Checks=Yes

Check#	Vendor	Date	Total	Note
bhcommop - General Checking				
1949	subsol - Submeter Solutions Inc.	5/5/2022	200.00	Water/Sewer
1950	wesext - Western Exterminator Company	5/5/2022	160.08	Pest Control
1951	mckser - McKinstry Service	5/12/2022	826.96	Plumbing
1952	pdamaint - SCIDpda Maintenance Dept	5/12/2022	4,935.00	Wos
1953	repser - Republic Services	5/12/2022	553.33	Garbage/Waste Removal
1954	verwir - Verizon Wireless	5/12/2022	9.31	Telecomm
1955	cedgro - Cedar Grove Organics Recycling	5/19/2022	50.60	Garbage/Waste Removal
1956	davdis - Davidson Distributing Corp.	5/19/2022	2,373.30	Janitorial - Supplies
1957	wasman - Waste Management of Seattle	5/19/2022	416.57	Garbage/Waste Removal
1958	welfar - Wells Fargo	5/19/2022	3.24	Telecomm
1959	welfar - Wells Fargo	5/19/2022	46.97	Small Tools/Equipment & Supplies
1960	pacclam - Pacific Lamp & Supply Company	5/26/2022	57.11	Supplies
1961	proins - Propel Insurance	5/26/2022	4,864.62	Insurance
1962	thepar - The Part Works, Inc.	5/26/2022	120.26	Supplies
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	5/19/2022	39,083.33	Rent
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	5/26/2022	11,032.80	Condo Billing
Total bhcommop - General Checking			64,733.48	
bhcondop - General Checking				
1809	pugsou - Puget Sound Energy	5/12/2022	3,830.58	Natural Gas
Total bhcondop - General Checking			3,830.58	
bhqalop - General Checking				
212	scidpda - SCIDpda	5/12/2022	57,446.00	Distribution
ACH	thecomm - The Commerce Bank of WA	5/31/2022	5,100.00	Loan Payment - Monthly
Total bhqalop - General Checking			62,546.00	
bhresope - General Checking				
1294	busimp - Business Impact NW	5/5/2022	1,604.68	Loan Payment - Monthly
1295	mckser - McKinstry Service	5/12/2022	826.97	Plumbing
1296	scidpda - SCIDpda	5/12/2022	13,312.24	ID Billing
1297	verwir - Verizon Wireless	5/12/2022	233.28	Telecomm
1298	pdamaint - SCIDpda Maintenance Dept	5/12/2022	8,580.50	Wos
1299	seacitli - Seattle City Light	5/19/2022	155.56	Electricity
1300	seacitli - Seattle City Light	5/19/2022	490.32	Electricity
1301	welfar - Wells Fargo	5/19/2022	31.10	Telecomm
1302	welfar - Wells Fargo	5/19/2022	71.64	Small Tools/Equipment
1303	wesext - Western Exterminator Company	5/19/2022	294.92	Pest Control
1304	citseaci - City of Seattle	5/26/2022	603.00	HVAC/Boiler Maint - Service Calls
1305	hdsupp - HD Supply Facilities Maintenance, LTD	5/26/2022	577.81	Supplies
1306	proins - Propel Insurance	5/26/2022	6,094.19	Insurance
1307	sou gla - Southeast Glass, Inc	5/26/2022	672.53	Maintenance - Other Vendors
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	5/26/2022	11,130.10	Condo Billing
ACH	thecomm - The Commerce Bank of WA	5/31/2022	4,064.00	Loan Payment - Monthly
Total bhresope - General Checking			48,742.84	
cidpdao3 - General Checking				
ACH	scidpda - SCIDpda	5/5/2022	3.23	ID Billing
ACH	scidpda - SCIDpda	5/5/2022	47,838.31	Donation Distribution - Q1
Total cidpdao3 - General Checking			47,841.54	
dvaop - General Checking				
3908	idvs2lib - IDVS2 Library/Parking	5/1/2022	17,863.33	Loan Payment - Monthly
3909	davdoo - Davis Door Service, Inc.	5/5/2022	40.87	Maintenance - Other Vendors

Check#	Vendor	Date	Total	Note
3910	hdsupp - HD Supply Facilities Maintenance, LTD	5/5/2022	991.60	Janitorial - Supplies
3911	watsec - Watson Security	5/5/2022	50.24	Locks/Keys
3912	coment - Commercial Entry Systems, Inc.	5/12/2022	527.44	Access Control Systems
3913	pugsou - Puget Sound Energy	5/12/2022	3,887.27	Natural Gas
3914	scidpda - SCIDpda	5/12/2022	12,017.78	ID Billing
3915	verwir - Verizon Wireless	5/12/2022	102.65	Telecomm
3916	wesext - Western Exterminator Company	5/12/2022	294.92	Pest Control
3917	pdamaint - SCIDpda Maintenance Dept	5/12/2022	7,849.78	WOs
3918	t0005485 - Leong	5/19/2022	1,096.00	Move Out Refund
3919	welfar - Wells Fargo	5/19/2022	18.46	Telecomm
3920	welfar - Wells Fargo	5/19/2022	561.81	Small Tools/Equipment & Supplies
3921	wavbro - WAVE	5/26/2022	94.64	Telecomm
3923	idvs2con - IDVS2 Condo Association	5/26/2022	9,695.30	Insurance
ACH	idvs2con - IDVS2 Condo Association	5/12/2022	18,801.96	Condo Billing
Total dvaop - General Checking			73,894.05	
hingop2 - General Checking				
ACH	paypal - PayPal	5/1/2022	287.63	Bank Fees/Charges
Total hingop2 - General Checking			287.63	
idvs2op4 - General Checking				
643	scidpda - SCIDpda	5/5/2022	725.51	ID Billing
644	pdamaint - SCIDpda Maintenance Dept	5/12/2022	1,923.25	WOs
645	coment - Commercial Entry Systems, Inc.	5/12/2022	263.71	Access Control Systems
646	idvs2con - IDVS2 Condo Association	5/12/2022	2,798.30	Condo Billing
647	repser - Republic Services	5/12/2022	2,111.01	Garbage/Waste Removal
648	seacitli - Seattle City Light	5/12/2022	324.77	Electricity
649	verwir - Verizon Wireless	5/12/2022	1.94	Telecomm
650	wesext - Western Exterminator Company	5/12/2022	129.76	Pest Control
651	bushcomm - SCIDpda Bush Hotel Commercial	5/19/2022	2,118.03	Garbage/Waste Removal
652	davdis - Davidson Distributing Corp.	5/19/2022	472.97	Janitorial - Supplies
653	wasman - Waste Management of Seattle	5/19/2022	2,437.13	Garbage/Waste Removal
654	welfar - Wells Fargo	5/19/2022	1.94	Telecomm
655	welfar - Wells Fargo	5/19/2022	39.65	Supplies
656	guasec - Guardian Security Systems, Inc	5/26/2022	468.57	Fire Systems/Sprinklers - Service Calls
657	idvs2con - IDVS2 Condo Association	5/26/2022	427.73	Insurance
ACH	herban - Heritage Bank	5/20/2022	5,006.80	Loan Payment - Monthly
Total idvs2op4 - General Checking			19,251.07	
nccomop2 - General Checking				
1040	hdsupp - HD Supply Facilities Maintenance, LTD	5/5/2022	64.82	Supplies
1041	wesext - Western Exterminator Company	5/5/2022	129.76	Pest Control
1042	pdamaint - SCIDpda Maintenance Dept	5/12/2022	2,077.50	WOs
1043	seacitli - Seattle City Light	5/12/2022	12.18	Electricity
1044	verwir - Verizon Wireless	5/12/2022	6.55	Telecomm
1045	wasman - Waste Management of Seattle	5/19/2022	128.00	Garbage/Waste Removal
1046	welfar - Wells Fargo	5/19/2022	4.86	Telecomm
1047	welfar - Wells Fargo	5/19/2022	135.97	Fire Systems/Sprinklers - Service Calls & Small Tools/Equipment
1048	davdis - Davidson Distributing Corp.	5/26/2022	2,072.48	Janitorial - Supplies
1049	hdsupp - HD Supply Facilities Maintenance, LTD	5/26/2022	79.44	Supplies
1050	wavbro - WAVE	5/26/2022	78.32	Telecomm
ACH	newcenth - New Central Hotel LLC	5/19/2022	1,350.48	Insurance
ACH	newcenth - New Central Hotel LLC	5/19/2022	20,350.00	Rent
ACH	scidpda - SCIDpda	5/5/2022	1,124.53	ID Billing
Total nccomop2 - General Checking			27,614.89	
nchotop - General Checking				
281	easwes - East-West Investment Co.	5/19/2022	4,668.26	Ground Lease Expense

Check#	Vendor	Date	Total	Note
282	proins - Propel Insurance	5/26/2022	5,571.13	Insurance
ACH	welfar - Wells Fargo	5/10/2022	19,549.92	Loan Payment - Monthly
Total nchotop - General Checking			29,789.31	
nresop - General Checking				
1221	wesext - Western Exterminator Company	5/5/2022	294.92	Pest Control
1222	cenlin - CenturyLink	5/12/2022	64.03	Telecomm
1223	verwir - Verizon Wireless	5/12/2022	102.98	Telecomm
1224	welfar - Wells Fargo	5/19/2022	258.51	Fire Systems/Sprinklers - Service Calls & Small Tools/Equipment
1225	hdsupp - HD Supply Facilities Maintenance, LTD	5/26/2022	387.10	Supplies
ACH	newcenth - New Central Hotel LLC	5/12/2022	1,171.89	Insurance
ACH	newcenth - New Central Hotel LLC	5/12/2022	16,650.00	Rent
ACH	scidpda - SCIDpda	5/5/2022	6,283.18	ID Billing
Total nresop - General Checking			25,212.61	
pdaopacc - General Checking				
3043 voided	aspcn - Aspect Consulting, LLC	5/9/2022	-12,430.43	Void; re-issued 3169
3143 post-dated	visser - Vision Service Plan	5/1/2022	314.72	Payroll Benefits - Vision
3144 post-dated	wasden - Delta Dental of Washington	5/1/2022	2,112.40	Payroll Benefits - Dental
3145 post-dated	kaifou - of Washington Options Inc	5/1/2022	22,029.96	Payroll Benefits - Medical
3154	busrhi - Bush, Roed & Hitchings, Inc.	5/5/2022	3,500.00	Development Project - North Lot Housing
3155	daveva - David Evans and Associates, Inc.	5/5/2022	1,622.60	Development Project - North Lot Housing
3156	fenliy - Liyan Feng	5/5/2022	220.50	Staff Appreciation
3157	frilit - Friends of Little Saigon	5/5/2022	3,771.04	Program - Subcontract
3158	hartfo - The Hartford	5/5/2022	771.68	Payroll Benefits - Life Insurance
3159	heapub - Public Health	5/5/2022	229.00	Advertising/Marketing
3160	louhot - Louisa Hotel Master Tenant LLC	5/5/2022	0.00	Void
3161	minhay - Minnick-Hayner	5/5/2022	2,555.00	Development Project - North Lot Housing
3162	navben - Navia Benefit Solutions	5/5/2022	100.00	Payroll Benefits
3163	newcentc - SCIDPDA New Central Commercial, Inc	5/5/2022	1,145.00	Rent
3164	newstares - New Star Restaurant	5/5/2022	840.00	Program Expenses - Resident Food Relief
3165	q5des - Amanda G Quinn	5/5/2022	2,603.00	Program - Professional Fees/Consulting
3166	wesext - Western Exterminator Company	5/5/2022	114.16	Pest Control
3167	idvs2lib - IDVS2 Library/Parking	5/5/2022	145.00	Employee Benefits Payable
3168	louhot - Louisa Hotel Master Tenant LLC	5/5/2022	315.00	Employee Benefits Payable
3169	aspcn - Aspect Consulting, LLC	5/12/2022	23,835.73	Program - Professional Fees/Consulting
3170	bartre - Bartlett Tree Experts	5/12/2022	7,938.00	Development Project - North Lot Housing
3171	besron - Ron Best, LLC DBE: Pro-Tection Seattle	5/12/2022	50,000.00	Program - Subcontracts_Window Security Film Project
3172	brinew - Bricklin & Newman, LLP	5/12/2022	1,087.50	Legal - Administrative
3173	bushcomm - SCIDpda Bush Hotel Commercial	5/12/2022	18,425.74	Rent
3174	dimsum - Dim Sum King	5/12/2022	860.00	Program Expenses - Resident Food Relief
3175	minhay - Minnick-Hayner	5/12/2022	588.00	Development Project - North Lot Housing
3176	ricoh - Ricoh USA, Inc	5/12/2022	22.05	Copier Lease/Maintenance
3177	ricusa - Ricoh USA, Inc	5/12/2022	303.89	Copier Lease/Maintenance
3178	thipla - Third Place Design Co-operative Inc.	5/12/2022	1,246.38	Development Project - North Lot Housing
3179	verwir - Verizon Wireless	5/12/2022	658.52	Telecomm
3180	wavbro - WAVE	5/12/2022	88.47	Telecomm
3181	webtho - Weber Thompson	5/12/2022	8,423.75	Development Project - North Lot Housing
3182	welfar - Wells Fargo	5/12/2022	552.38	Employee Benefits Payable
3183	davdis - Davidson Distributing Corp.	5/19/2022	685.76	Janitorial - Supplies
3184	edgdev - EDGE DEVELOPERS LLC	5/19/2022	5,025.00	Professional Fees/Consulting
3185	hohose - Zhi Yen, Inc.	5/19/2022	860.00	Program Expenses - Resident Food Relief
3186	welfar - Wells Fargo	5/19/2022	361.62	Office Supplies/Equipment & Postage
3187	welfar - Wells Fargo	5/19/2022	2,600.83	Training/Education, Job Posting, Computer & Telecomm
3188	welfar - Wells Fargo	5/19/2022	3,386.70	Development Project - North Lot Housing, Computer & Telecomm
3189	welfar - Wells Fargo	5/19/2022	16.53	Accounts Receivable
3190	welfar - Wells Fargo	5/19/2022	46.16	Office Supplies/Equipment & Dues/Subscriptions
3191	aspcn - Aspect Consulting, LLC	5/26/2022	4,191.74	Program - Professional Fees/Consulting

Check#	Vendor	Date	Total	Note
3192	barpau - Paul De Barros	5/26/2022	200.00	Program - Subcontracts
3193	jangli - Jan Glick & Associates LLC	5/26/2022	9,000.00	Professional Fees/Consulting
3194	newstares - New Star Restaurant	5/26/2022	870.00	Program Expenses - Resident Food Relief
3195	proins - Propel Insurance	5/26/2022	1,253.69	Insurance
3196	ricusa - Ricoh USA, Inc	5/26/2022	328.33	Copier Lease/Maintenance
3200	farcon - Farallon Consulting, LLC	5/26/2022	1,019.50	Development Project - North Lot Housing
ACH	Paylocity	5/5/2022	78,661.73	Payroll
ACH	pdmaint - SCIDpda Maintenance Dept	5/8/2022	1,609.75	WOs
ACH	impcap - Impact Capital	5/10/2022	4,315.07	Interest
ACH	Paylocity	5/19/2022	79,979.07	Payroll
ACH	stwab&o - Department of Revenue	5/24/2022	121.97	B&O Taxes
Total pdaopacc - General Checking			338,522.49	
vs1op - General Checking				
911	cenlin - CenturyLink	5/5/2022	81.00	Telecomm
912	pdmaint - SCIDpda Maintenance Dept	5/12/2022	3,069.55	WOs
913	pugsou - Puget Sound Energy	5/12/2022	2,615.70	Natural Gas
914	repser - Republic Services	5/12/2022	2,382.48	Garbage/Waste Removal
915	scidpda - SCIDpda	5/12/2022	27,301.19	ID Billing
916	seacitli - Seattle City Light	5/12/2022	14,320.74	Electricity
917	verwir - Verizon Wireless	5/12/2022	28.25	Telecomm
918	wasman - Waste Management of Seattle	5/19/2022	2,701.73	Garbage/Waste Removal
919	welfar - Wells Fargo	5/19/2022	13.56	Postage
920	welfar - Wells Fargo	5/19/2022	1.94	Telecomm
921	welfar - Wells Fargo	5/19/2022	272.70	Fire Systems/Sprinkler-Service Calls & Supplies
922	citseacu - City of Seattle-Combined Utilities	5/26/2022	10,637.74	Water/Sewer
923	proins - Propel Insurance	5/26/2022	7,958.58	Insurance
Total vs1op - General Checking			71,385.16	
vs2conop - General Checking				
340	cenlin - CenturyLink	5/5/2022	64.01	Telecomm
341	seacitli - Seattle City Light	5/5/2022	258.54	Electricity
342	seacitli - Seattle City Light	5/5/2022	2,392.69	Electricity
343	pdmaint - SCIDpda Maintenance Dept	5/12/2022	450.26	WOs
344	citseacu - City of Seattle-Combined Utilities	5/26/2022	14,746.75	Garbage/Waster Removal & Water/Sewer
345	proins - Propel Insurance	5/26/2022	14,257.79	Insurance
Total vs2conop - General Checking			32,170.04	
vs2lpop - General Checking				
499	usbank - US Bank/TFM/97298300/Mainyua Yang	5/1/2022	14,690.63	Loan Payment - Monthly
500	cenlin - CenturyLink	5/5/2022	270.08	Telecomm
501	davdoo - Davis Door Service, Inc.	5/5/2022	253.50	Maintenance - Other Vendors
502	hdsupp - HD Supply Facilities Maintenance, LTD	5/5/2022	37.08	Supplies
503	watsec - Watson Security	5/5/2022	337.63	Locks/Keys
504	coment - Commercial Entry Systems, Inc.	5/12/2022	527.44	Access Control Systems
505	pdmaint - SCIDpda Maintenance Dept	5/12/2022	1,345.00	WOs
506	verwir - Verizon Wireless	5/12/2022	40.26	Telecomm
507	idvs2con - IDVS2 Condo Association	5/19/2022	0.00	Void
508	jondon - Jon-Don	5/19/2022	197.24	Janitorial - Supplies
509	welfar - Wells Fargo	5/19/2022	7.77	Telecomm
510	hdsupp - HD Supply Facilities Maintenance, LTD	5/26/2022	58.92	Supplies
512	idvs2con - IDVS2 Condo Association	5/26/2022	2,281.25	Insurance
ACH	idvs2con - IDVS2 Condo Association	5/12/2022	2,160.45	Condo Billing
Total vs2lpop - General Checking			22,207.25	
			868,028.94	

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.*

June 2022 Items

Property Operations – Bush Hotel Commercial Lease - Jared Jonson lead

Bush Hotel – Enterprise Community Partners new lease of space 201 (formerly 21 Progress Offices) for a term of 5 years with one 5-year renewal option. Tenant is making substantial improvements to the office space and is granted \$50k rent concession. Rent schedule is as follows:

From June 2, 2022 until March 8, 2023, the minimum monthly rent will be \$0.00 plus NNN.
From March 9, 2023 until April 8, 2023, the minimum monthly rent will be \$753.70 plus NNN.
From April 9, 2023 until June 30, 2023, the minimum monthly rent will be \$3,383.58 plus NNN.
From July 1, 2023 until June 30, 2024, the minimum monthly rent will be \$3,485.09 plus NNN.
From July 1, 2024 until June 30, 2025, the minimum monthly rent will be \$ 3,590.16 plus NNN.
From July 1, 2025 until June 30, 2026, the minimum monthly rent will be \$3,697.86 plus NNN.
From July 1, 2026 until June 30, 2027, the minimum monthly rent will be \$3,808.80 plus NNN.

Friends of Little Saigon – \$15K - An Huynh lead

As part of our small business window repair and protection project, FLS is subcontracting with SCIDpda to pay for broken windows at select businesses in Little Saigon. We will be working with contractor A&C Glass. This contract will expire on 12/31/22

Crescent Collaborative - \$30K – Jamie Lee lead

SCIDpda was awarded a \$30K grant from the Crescent Collaborative (this is part of a larger grant to the Crescent from the Seattle Foundation). This work will fund SCIDpda's time to work, in conjunction with the Crescent, on policy level changes at the city, county, and state level to preserve small businesses. This grant is through the end of 2022.

Edge Developers, North Lot Development - \$1.975 million – Jamie Lee lead

The North Lot developer fee has increased to \$9.7 million from a \$5.75 million amount included in an executed Development Services Agreement between SCIDpda and Edge Developers. This increase of \$3.95 million or almost 70% due to the budget growing significantly due to an expanded scope related to project environmental features, construction cost increases, and higher interest rates. Due to Edge's expanded role as personal guarantor and role as developer, it is recommended the increased fee be shared equally between SCIDpda and

Edge Developers at \$1.975 million per organization. The amount will be paid on a deferred cashflow basis. Overall fee is projected at 63% SCIDpda and 39% Edge.

**RESOLUTION OF
SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND
DEVELOPMENT AUTHORITY,
A WASHINGTON PUBLIC CORPORATION
(North Lot)**

RESOLUTION NO. 22-06-15-02

WHEREAS, Seattle Chinatown-International District Preservation and Development Authority, a Washington public corporation (“**SCIDpda**”), is organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110;

WHEREAS, SCIDpda was organized for the purpose, among others, of affording a structure to work for the conservation and renewal of the unique cultural and ethnic characteristic of the area historically known as the Chinatown-International District, including developing and operating affordable low income housing;

WHEREAS, SCIDpda desires to acquire and develop real property located at 1224 12th Avenue S., Seattle, WA (the “**Property**”) as a mixed-use building to be developed as 160 apartment dwelling units with associated office and amenity space (the “**Housing Unit**”), approximately 24,800 square feet as a senior care facility (the “**AiPACE Unit**”), approximately 10,000 square feet as an early childhood education center (the “**Childcare Unit**” or the “**Childcare Space**”), and 53 parking spaces (collectively, the “**Project**”). The Housing Unit improvements and the Childcare Space are collectively referred to as the “**Residential Project**”);

WHEREAS, SCIDpda has caused the formation of Lot on the Hill LLLP, a Washington limited liability limited partnership (the “**Partnership**”), to serve as owner of the Housing Unit and the Childcare Unit;

WHEREAS, SCIDpda serves as general partner of the Partnership (the “**General Partner**”) and Edge Developers LLC, a Washington limited liability company, currently serves as initial limited partner of the Partnership;

WHEREAS, the Property is currently owned by Pacific Hospital Preservation and Development Authority, a public corporation chartered by the City of Seattle (“**PHPDA**”). PHPDA has subjected the Property to a boundary line adjustment to create three parcels, “**Parcel X**” to be owned by PHPDA, “**Parcel Y**” to be acquired by the Partnership and upon which the Project will be constructed and “**Parcel Z**” to be acquired by SCIDpda and developed as a future affordable housing project. The Property shall be deemed to refer only to Parcel Y;

WHEREAS, Parcel Y and Parcel Z are currently encumbered by a loan from King County in the original principal amount of \$3,000,000, which is intended to be amended to release Parcel Y and to be assumed by SCIDpda in connection with the acquisition of Parcel Z (the “**Existing County Loan**”);

WHEREAS, Parcel Y will be purchased by the Partnership and Parcel Z will be purchased by SCIDpda pursuant to the terms of that certain Agreement of Purchase and Sale between PHPDA and SCIDpda dated October 16, 2019 (including any amendments thereto and/or assignments thereof, the “**Purchase Agreement**”);

WHEREAS, upon sufficient progress in construction of the Project, the Partnership desires to subject the Property to a condominium regime (the “**Condominium**”) created pursuant to a Condominium Declaration for the Condominium (the “**Condominium Declaration**”), which will establish three separate condominium units consisting of (i) Unit 1, i.e. the Housing Unit, (ii) Unit 2, i.e. the Childcare Unit, and (iii) Unit 3, i.e. the AiPACE Unit;

WHEREAS, the Partnership desires to lease the Childcare Space to SCIDpda pursuant to a prime lease (the “**Childcare Prime Lease**”);

WHEREAS, the Childcare Prime Lease will allow SCIDpda to sublease the Childcare Space to El Centro de la Raza, a Washington nonprofit corporation (“**El Centro**”) pursuant to a sublease of the Childcare Space (the “**Childcare Sublease**”);

WHEREAS, the Partnership intends to enter into a Condominium Purchase and Sale Agreement with Aging in Pace Washington, a Washington nonprofit corporation (“**AiPACE**”), pursuant to which the Partnership will sell and convey the AiPACE Unit to AiPACE (the “**AiPACE Purchase Agreement**”) upon completion of the AiPACE Unit in shell condition.

WHEREAS, SCIDpda will serve in several capacities in this transaction including, but not limited to, (i) in its own capacity as a public corporation, (ii) in its capacity as General Partner, (iii) in its capacity as General Partner of the Partnership on behalf of the Partnership, (iv) in its capacity as a sponsor of the Project, (v) in its capacity as guarantor under the various guarantees required in connection with the financing of the Project, and (vi) in its capacity as property manager of the Project (together, the “**Capacities**”);

WHEREAS, SCIDpda, in its applicable Capacities, desires that the Partnership purchase the Property from PHPDA, and in connection therewith, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Purchase Agreement and any documents related to the purchase of the Property, including but not limited to the Purchase Agreement;

WHEREAS, SCIDpda, in capacity as a public corporation, desires to acquire Parcel Z from PHPDA, and in connection therewith, SCIDpda, in capacity as a public corporation, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Purchase Agreement and any documents related to the purchase of the Parcel Z, including but not limited to the Purchase Agreement;

WHEREAS, SCIDpda, in its applicable Capacities, desires that the Partnership subject the Property to the Condominium, and in connection therewith, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Condominium Declaration and any documents related to the Condominium, including but not limited to the Condominium Declaration and any formation documents of the Condominium association;

WHEREAS, SCIDpda, in its applicable Capacities, desires that the Partnership lease the Childcare Space to SCIDpda, and in connection therewith, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Childcare Prime Lease and any documents related to the leasing of the Childcare Space, including but not limited to the Childcare Prime Lease;

WHEREAS, SCIDpda, in capacity as a public corporation, desires to sublease the Childcare Space to El Centro, and in connection therewith, SCIDpda desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Childcare Sublease and any documents related to the subleasing of the Childcare Space;

WHEREAS, SCIDpda, in its applicable Capacities, desires that the Partnership sell the AiPACE Unit to AiPACE, and in connection therewith, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the AiPACE Purchase Agreement and any documents related to the sale of the AiPACE Unit, including but not limited to the AiPACE Purchase Agreement;

WHEREAS, SCIDPDA, in its applicable Capacities, desires to negotiate, enter into, execute, deliver a Regulatory Agreement (Extended Use Agreement) and such other documentation as may be reasonably required in connection with obtaining the allocation of Federal Low-Income Housing Tax Credits (the “**Tax Credits**”) for the Residential Project (collectively, the “**Tax Credit Documents**”);

WHEREAS, SCIDpda, in its applicable Capacities, executed the letter of intent dated July 28, 2021, from Enterprise Housing Credit Investments (“**Enterprise**”), setting forth the preliminary terms under which Enterprise or its designee (the “**Limited Partner**”) will make an equity investment in and be admitted as a limited partner of the Partnership (the “**Equity Investment**”);

WHEREAS, the Limited Partner requires that its admission to the Partnership and the rights and obligations of the general partners of the Partnership, developers, property manager and guarantors be governed by a First Amended and Restated Agreement of Limited Partnership and those Equity Documents listed on **Exhibit A**, together with such other documentation as may be reasonably required in connection with the admission of the Limited Partner to the Partnership (collectively, the “**Equity Documents**”);

WHEREAS, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Equity Documents;

WHEREAS, SCIDpda, pursuant to a resolution anticipated to be adopted concurrently herewith, has separately approved the issuance, sale and delivery of its (i) Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022A, in the original aggregate principal amount of approximately \$18,600,000 (the “**Series 2022A Bonds**”), (ii) Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022B, in the original aggregate principal amount of approximately \$27,905,000 (the “**Series 2022B Bonds**”) and (iii) Taxable Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022C, in the original aggregate principal amount of approximately \$18,445,000 (the “**Series 2022C Bonds**,” and together with the Series 2022A Bonds and the Series 2022B Bonds, collectively the “**Bonds**”), the proceeds of which will be used to make a loan (“**Bond Loan**”) to the Partnership to provide financing for a portion of the cost of the acquisition and development of the Project, evidenced by three promissory notes: (i) that certain promissory note of the Partnership related to the Series 2022A Bonds (the “**Series 2022A Note**”), (ii) that certain promissory note of the Partnership related to the Series 2022B Bonds (the “**Series 2022B Note**”), and (iii) that certain promissory note of the Partnership related to the Series 2022C Bonds (the “**Series 2022C Note**,” and together with the Series 2022A Note and the Series 2022B Note, collectively referred to herein as the “**Notes**”). The Series 2022A Bonds will be acquired by Mizuho Capital Markets LLC (“**Mizuho**”) and the Series 2022B Bonds and Series 2022C Bonds will be acquired by JP Morgan Chase Bank, N.A., a national banking association

(“**Chase**” and together with Mizuho, the “**Bondholders**”) and the Notes will be assigned to and held by U.S. Bank Trust Company, National Association, as trustee on behalf of the Bondholders (the “**Trustee**”);

WHEREAS, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform its obligations under any documents related to the issuance of the Bonds, including but not limited to those Bond Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, has executed a term sheet dated April 15, 2021 from Bellwether Enterprise Real Estate Capital, LLC (“**Bellwether**”), originator and servicer for Mizuho, setting forth the preliminary terms of construction and permanent financing to be provided to the Partnership pursuant to the Bond Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, has executed a term sheet dated February 28, 2022 from Chase, setting forth the preliminary terms of construction financing to be provided to the Partnership pursuant to the Bond Documents listed on **Exhibit A**;

WHEREAS, the proceeds of the Bonds will be loaned to the Partnership and used solely to pay costs for the development of the Project and certain costs of issuing the Bonds;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (i) have the Partnership obtain financing from the City of Seattle Office of Housing (“**OH**”) in the approximate aggregate principal amount of \$18,900,000 and not to exceed \$25,000,000 (the “**OH Loan**”) to be used to pay for costs of the development of the Housing Unit and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the OH Loan Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (i) have the Partnership obtain financing from King County (the “**County**”) in the approximate amount of \$1,000,000 (the “**County Loan**”) to be used to pay for costs of the development of the Housing Unit and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the County Loan Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, may desire to (i) have the Partnership or SCIDpda obtain Connecting Housing to Infrastructure Program funds from the County in an approximate amount of up to \$1,700,000 (“**CHIP Funds**”), which CHIP Funds will be loaned by the County to the Partnership or granted by the County to SCIDpda, to be used to pay for costs of development of the Project, (ii) in the event the CHIP Funds are granted or loaned to SCIDpda, have SCIDpda contribute or re-loan the proceeds of the CHIP Funds to the Partnership, and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the County CHIP Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (i) have the Partnership obtain Housing Trust Fund financing from the Washington State Department of Commerce (the “**State**”) in the approximate amount of \$3,000,000 (the “**State HTF Loan**”) to be used to pay for costs of the development of the Project and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the State HTF Loan Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (1) have SCIDpda make a capital contribution to the Partnership in the approximate amount of \$9,000,000 to be used to pay for costs of development of the Project as costs are incurred (the “**GP Contribution**”), with the proceeds of a direct appropriation award from the State (or, in the alternative have SCIDpda loan the proceeds of such State award to the Partnership) and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the State Appropriation Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (i) have SCIDpda make an upfront lease payment under the Childcare Prime Lease in the approximate amount of \$950,000 (the “**State Operating Grants**”) with the proceeds of two grants from the State and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the State Operating Grant Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (i) have SCIDpda make an upfront lease payment under the Childcare Prime Lease with proceeds from an upfront lease payment by El Centro under the Childcare Sublease with Child Care Bonus funds in the approximate amount of \$3,000,000 (the “**HSD Funds**”) from the City of Seattle Human Services Department (“**HSD**”) and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the HSD Documents listed on **Exhibit A**;

WHEREAS, SCIDpda, in its applicable Capacities, desires to (1) have SCIDpda make an upfront lease payment under the Childcare Prime Lease with proceeds from an upfront lease payment by El Centro under the Childcare Sublease with funds from the State in the approximate amount of \$1,275,000 (the “**State ELF Funds**”) and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the State ELF Documents listed on **Exhibit A**;

WHEREAS, the Partnership’s obligations with respect to the Bonds, Bond Loan, OH Loan, County Loan, CHIP Funds (if obtained), State HTF Loan, GP Contribution, State Operating Grants, HSD Funds, and State ELF Funds (the “**Project Loans**”) will be evidenced by those Documents listed on **Exhibit A** attached hereto, and such other documentation as may be reasonably required in connection with the making of the various loans or payments to the Partnership, all with terms as approved by the Authorized Representative (as defined herein) (collectively, the “**Financing Documents**”);

WHEREAS, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Financing Documents;

WHEREAS, SCIDpda may be asked to act as guarantor for any of the Project Loans or the Equity Investment, and SCIDpda has found it to be in the best interests in its applicable Capacities to act as guarantor for any of the Project Loans and Equity Investment, as applicable, in furtherance of the foregoing;

WHEREAS, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under any documents related to the design, development and construction of the Project, including but not limited to those Development Documents listed on **Exhibit A**;

WHEREAS, SCIDpda has advanced funds for predevelopment costs for the Project, which

funds shall be reimbursed to SCIDpda upon the closing of the Bond Loan;

WHEREAS, SCIDpda, in its applicable Capacities, desires to have SCIDpda serve as the property manager of the Project; and

WHEREAS, the Board of SCIDpda deems it to be in the best interest of SCIDpda to take all actions reasonably necessary or advisable to (i) form the Partnership; (ii) serve as General Partner of the Partnership; (iii) cause the Partnership to enter into the Purchase Agreement and acquire the Property from PHPDA and cause SCIDpda to acquire Parcel Z from PHPDA; (iv) form or cause the Partnership to form the Condominium; (v) enter into the Childcare Prime Lease and Childcare Sublease; (vi) cause the Partnership to sell the AiPACE Unit to AiPACE; (vii) close on the Project Loans and Equity Investment; (viii) serve as guarantor for any of the Project Loans and Equity Investment; (ix) serve as property manager of the Project; and (x) conduct predevelopment work in furtherance of the development of the Project.

RESOLUTIONS

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

1. The above recitals are hereby incorporated into these Resolutions.
2. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to form the Partnership and to enter into, execute, and deliver all such documents as may be required or advisable to form the Partnership.
3. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to serve as the General Partner and to enter into, execute, and deliver all such documents as may be required or advisable to be admitted as a general partner of the Partnership.
4. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to take such actions as may be reasonably required in order for the Partnership to construct, develop and operate the Residential Project and to construct the AiPACE Unit for AiPACE.
5. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for the Partnership to acquire the Property from PHPDA, including, but not limited to, the Purchase Agreement.
6. That SCIDpda, in its capacity as a public corporation, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for SCIDpda to acquire Parcel Z from PHPDA, including, but not limited to, the Purchase Agreement (as amended) and the assumption of the Existing County Loan.
7. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for the Partnership to form the Condominium, including, but not limited to, the Condominium Declaration and any formation documents of the Condominium association.

8. That SCIDPDA, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for the Partnership to lease the Childcare Space to SCIDpda, including, but not limited to, the Childcare Prime Lease.
9. That SCIDPDA, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for SCIDpda to sublease the Childcare Space to El Centro, including, but not limited to, the Childcare Sublease.
10. That SCIDPDA, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for the Partnership to sell the AiPACE Unit to AiPACE, including, but not limited to, the AiPACE Purchase Agreement, deed, real estate excise tax affidavit and any other documents reasonably required to convey the AiPACE Unit to AiPACE pursuant to the AiPACE Purchase Agreement.
11. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, enter into, execute and deliver the Tax Credit Documents listed on **Exhibit A** and such other documents as may be required in connection with the award of the Tax Credits.
12. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, enter into, execute and deliver the Equity Documents listed on **Exhibit A** and such other documents as may be required by the Limited Partner in connection with the Limited Partner's admission to the Partnership.
13. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, enter into, execute and deliver the Financing Documents listed on **Exhibit A**, including, but not limited to, the Bond Documents, OH Loan Documents, County Loan Documents, County CHIP Documents, State HTF Loan Documents, State Appropriation Documents, State Operating Agreement Documents, HSD Documents, State ELF Documents, and any such other documents as may be required with respect to the Bonds, Bond Loan, OH Loan, County Loan, CHIP Funds, State HTF Loan, State Appropriation, State Operating Grant, HSD Funds, and State ELF Funds.
14. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to serve as the guarantor under, and negotiate, enter into, execute and deliver, the guarantees listed on **Exhibit A** and such other documents as may be required by the Limited Partner, Mizuho, Chase and any other party providing financing for the Project.
15. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to execute and deliver such documents as may be required for the design, construction, and development of the Project, including, but not limited to, the Development Documents listed on **Exhibit A**.
16. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to serve as the property manager of the Project and to execute and deliver such documents as may be required to serve as property manager of the Project, including but not limited to the Property Management Agreement listed on **Exhibit A** and such other documents as may

be required by the Limited Partner, Mizuho, Chase and any other party providing financing for the Project.

17. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to execute and deliver any other documents as may be required to finance the development and construction of the Project, including but not limited to those Miscellaneous Documents listed on **Exhibit A**.
18. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to undertake such further acts and to execute and deliver such other documents as may be deemed reasonably necessary or proper in order to carry into effect any of the provisions of these Resolutions.
19. That any and all documents hereby authorized to be executed on behalf of SCIDpda are authorized to be executed or taken by any one of the following individuals, acting alone, or their duly appointed successors (the “***Authorized Representatives***”):

Veronica Wood, Interim Executive Director

Mindy Au, Board President
20. Any one Authorized Representative is authorized, empowered and directed to take such further action on behalf of the SCIDpda, in its applicable Capacities, as such Authorized Representative may deem necessary to effectuate the foregoing.
21. That any and all acts authorized pursuant to these Resolutions and performed prior to the passage of these Resolutions are hereby ratified and affirmed.

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CERTIFICATE

I, _____, certify that I am the _____ of Seattle Chinatown-International District Preservation and Development Authority (“Corporation”) and that the foregoing Resolutions were duly adopted at a meeting of the Board of the Corporation held on _____, 2022, in accordance with the Charter and Rules and Regulations of the Corporation upon proper notice and at which time a quorum was present and that the above named officers are officers of the Corporation and occupy the position set opposite their name.

Dated _____, 2022

By: _____

Name: _____

Title: _____

Exhibit “A”
List of Documents

A. Property Documents

1. Agreement of Purchase and Sale
2. Amendment and Partial Assignment of Agreement of Purchase and Sale
3. Amended and Restated Reciprocal Easement Agreement
4. Continuing Property Conditions Agreement
5. Condominium Declaration
6. Condominium Association Articles of Incorporation
7. Condominium Association Bylaws
8. AiPACE Purchase Agreement
9. Childcare Prime Lease
10. Memorandum of Lease
11. Childcare Sublease
12. Memorandum of Sublease

B. Existing County Loan Documents

1. Second Amendment to Promissory Note
2. Second Amended and Restated Deed of Trust
3. Third Amendment to Affordable Covenant
4. Assignment and Assumption Agreement
5. Hazardous Substances Indemnity (Parcel Z)

C. Organizational Documents

1. Incumbency Certificates

D. Equity Documents

1. First Amended and Restated Agreement of Limited Partnership
2. Development Services Agreement
3. Guaranty Agreement
4. Partnership Administration Agreement
5. Investor Services Agreement
6. Right of First Refusal Agreement
7. Transfer Agreement
8. Such other additional documents as reasonable or required by the Limited Partner

E. Bond Documents

1. Indenture of Trust
2. Loan Agreement
3. Regulatory Agreement
4. Bond Purchase Agreement
5. Initial Funding Requisition
6. Series 2022A Promissory Note
7. Series 2022B Promissory Note
8. Series 2022C Promissory Note

9. Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing (With Power of Sale) and Future Advance
10. Environmental Indemnity Agreement
11. Assignment of Management Agreement
12. Assignment of Project Documents
13. Assignment of Deed of Trust Documents
14. Limited Guaranty, Pledge of Partnership Interests and Security Agreement
15. Assignment of Capital Contributions
16. Assignment of Leases, Rents and Other Income
17. Replacement Reserve and Security Agreement
18. Guaranty of Debt Service and Stabilization
19. Guaranty of Completion
20. Guaranty of Recourse Obligations
21. Such other additional documents as reasonable or required by Mizuho
22. Such other additional documents as reasonable or required by Chase

F. OH Loan Documents

1. Loan Agreement
2. Promissory Note
3. Deed of Trust, Assignment of Rents, Security Agreement, and Fixture Filing
4. Certificate and Indemnity Agreement Regarding Hazardous Substances and Building Laws
5. Regulatory Agreement
6. Subordinate Assignment of Architect's Agreement and Plans and Specifications
7. Subordinate Assignment of Construction Contracts
8. FIRPTA Certification

G. County Loan Documents

1. King County Housing and Community Development Contract
2. Promissory Note
3. Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing
4. Affordable Housing Covenant Agreement
5. Certificate and Indemnity Agreement Regarding Hazardous Substances and Building Laws
6. Assignment, Assumption and Consent Agreement

H. County CHIP Documents

1. Contract or Funding Agreement
2. Assignment and Assumption Agreement
3. Deed of Trust (if any)
4. Promissory Note (if any)
5. Low Income Housing Covenant Agreement (if any)
6. Such other additional documents as reasonable or required by the County
7. Such other additional documents as reasonable or required by SCIDpda in the event CHIP Funds are re-loaned by SCIDpda to the Partnership

I. State HTF Loan Documents

1. Contract
2. Promissory Note
3. Deed of Trust

4. Assignment, Assumption and Consent Agreement
5. Low Income Housing Covenant Agreement

J. State Appropriation Documents

1. Contract
2. Promissory Note
3. Deed of Trust
4. Low Income Housing Covenant Agreement

K. State Operating Grant Documents

1. Contract No. 21-46128-001
2. Contract No. 22-36704-001

L. HSD Documents

1. Covenants and Restrictions for Child Care Space

M. State ELF Documents

1. Contract
2. Promissory Note
3. Leasehold Deed of Trust

N. Tax Credit Documents

1. Regulatory Agreement (Extended Use Agreement)
2. Tax Credit Application

O. Development Documents

1. A102 and A201 Construction Contract
2. B101 Architect Agreement
3. Engineering Contracts

P. Miscellaneous Documents

1. Priority and Subordination Agreement
2. Reliance Certificate
3. Owner Title Affidavit(s)
4. Non-Imputation Affidavit and Indemnity
5. Estimated Closing Statement(s)
6. Property Management Agreement
7. Assignment and Assumption of Work Product Agreements (SCIDpda and the Partnership, the Partnership and PHPDA, SCIDpda and PHPDA)
8. Assignment and Assumption of Agreement regarding Funding (HSDPDA Grant Obligations)

SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND
DEVELOPMENT AUTHORITY

RESOLUTION NO. 22-06-15-03

(North Lot Building A)

ADOPTED JUNE 15, 2022

This document was prepared by:

Pacifica Law Group LLP
1191 Second Avenue, Suite 2000
Seattle, Washington 98101

RESOLUTION NO. 22-06-15-03

(North Lot Building A)

A RESOLUTION of the Board of Directors of the Seattle Chinatown-International District Preservation and Development Authority providing for the issuance of tax-exempt and taxable multifamily revenue bonds in multiple series in the aggregate principal amount of not to exceed \$65,000,000, the proceeds of which will be used to make a loan or loans to Lot on the Hill LLLP, a Washington limited liability limited partnership, to finance a portion of the cost of acquiring, constructing and equipping a mixed-use multifamily rental housing project to contain approximately 160 residential units and commercial and community facilities, located in the City of Seattle, to provide housing for low income persons; determining the terms and covenants of the bonds; authorizing the execution and delivery of an indenture of trust, a loan agreement, a regulatory agreement, a bond purchase agreement, a tax certificate and other bond documents; appointing a bond trustee for the bonds; authorizing and directing appropriate officers of Seattle Chinatown-International District Preservation and Development Authority to execute such documents as are useful or necessary to the purposes of this resolution; and determining related matters.

WHEREAS, RCW 35.21.730 provides that a city may form a public corporation “in order to improve...the general living conditions in the urban areas of the state...”; and

WHEREAS, The City of Seattle, Washington (the “City”), acting in accordance with RCW 35.21.730, formed the Seattle Chinatown-International District Preservation and Development Authority (“SCIDPDA”), a public corporation, for such purposes; and

WHEREAS, RCW 35.21.745 provides that a public corporation may be empowered to issue bonds and other instruments evidencing indebtedness; and

WHEREAS, SCIDPDA’s charter provides that SCIDPDA shall have and exercise all powers necessary or convenient to effect the purposes for which it is organized including, without limitation, the power to lend and borrow money and to issue bonds to provide sufficient funds for achieving its purposes; and

WHEREAS, SCIDPDA seeks to encourage the provision of rental housing for low income persons by financing a portion of the costs of acquiring land and constructing and equipping a portion of a mixed-use multifamily rental housing project to be known as the North Lot Apartments Building A, containing approximately 160 residential units and ancillary commercial and early education facilities, to be located at 1224 12th Avenue South in the City (the “Project”); and

WHEREAS, the Project will be owned by Lot on the Hill LLLP (the “Borrower”), a Washington limited liability limited partnership, of which SCIDPDA will serve as the general partner; and

WHEREAS, the Board of Directors (the “Board”) of SCIDPDA deems it necessary and advisable and in the best interest of SCIDPDA to issue bonds in an aggregate principal amount of not to exceed \$65,000,000 in one or more tax-exempt and taxable series (the “Bonds”), the proceeds of which will be used to make a loan or loans to the Borrower for the purposes described herein; and

WHEREAS, it is anticipated that Mizuho Capital Markets LLC and JPMorgan Chase Bank, N.A. (together, the “Bond Purchasers”) will purchase the Bonds pursuant to the terms of a Bond Purchase Agreement (the “Bond Purchase Agreement”) among SCIDPDA, the Borrower and Stern Brothers & Co., as placement agent;

NOW, THEREFORE, BE IT RESOLVED by the Board of Seattle Chinatown-International District Preservation and Development Authority as follows:

Section 1. Definitions. As used in this resolution, the following terms have the following meanings:

“Authorized Officers” means any of the following officers of SCIDPDA or their duly appointed successors: Chair, Vice Chair, Secretary or Executive Director.

“Board” means the SCIDPDA Board of Directors.

“Bond Documents” means, collectively, the documents or instruments evidencing, securing or relating to the Bonds, set forth in Exhibit A hereto.

“Bond Purchasers” means Mizuho Capital Markets LLC and JPMorgan Chase Bank, N.A., as the purchasers of the Bonds.

“Bond Trustee” means the entity serving as trustee under the Indenture, initially U.S. Bank Trust Company, National Association.

“Bonds” means, collectively, the Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022A, Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022B, and Taxable Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022C of SCIDPDA, issued pursuant to, under the authority of and for the purposes provided in the Indenture and this resolution.

“Borrower” means Lot on the Hill LLLP, a Washington limited liability limited partnership, of which SCIDPDA is to be the general partner.

“Code” means the Internal Revenue Code of 1986, as amended.

“Indenture” means the Indenture of Trust between SCIDPDA and the Bond Trustee.

“Loan” means, collectively, the three loans in an aggregate principal amount not to exceed \$65,000,000 to be made by SCIDPDA to the Borrower.

“Project” means, depending on the context, (1) the acquisition, construction and equipping of the North Lot Apartments, Building A, a multifamily rental housing project to contain approximately 160 residential units located at 1224 12th Avenue South, Seattle, Washington, together with functionally related and subordinate facilities, and commercial and community facilities, or (2) the multifamily rental housing project and facilities so acquired, constructed and equipped.

“SCIDPDA” means Seattle Chinatown-International District Preservation and Development Authority, a Washington public corporation, organized pursuant to Seattle Municipal Code (SMC) 3.110 and RCW 35.21.660 and .670, and 35.21.730-.755.

All other capitalized terms used but not defined herein shall have the meanings assigned to them in the Indenture.

Section 2. Authorization of Bonds and Application of Proceeds. For the purpose of providing financing for a portion of the costs of the Project and of issuing the Bonds, SCIDPDA shall issue the Bonds in an aggregate principal amount of not to exceed \$65,000,000 in one or more tax-exempt and taxable series. The Board hereby determines and declares that (a) the location of the Project is within the service area described in SCIDPDA’s charter, (b) the Project, and the financing for the Project to be accomplished through the issuance of the Bonds, will further the purpose of SCIDPDA, (c) such financing is important for the feasibility of the Project, and (d) it is in the best interest of SCIDPDA to issue the Bonds for the purposes set forth in this resolution. The Board approves SCIDPDA’s participation in activities relating to the Project and its financing. All proceeds from the Bonds shall be loaned to the Borrower for those purposes.

Section 3. Description of Bonds. The Bonds shall be named the Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022A, Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022B, and Taxable Multifamily Housing Revenue Bonds (North Lot Apartments Project), Series 2022C, of SCIDPDA, or such other series or naming convention as necessary, shall be in an aggregate principal amount not to exceed \$65,000,000 and shall be dated their date of delivery. The Authorized Officers, and each of them acting alone, are authorized to determine and approve the final terms of the Bonds. The Bonds shall be issued in registered form; and shall be in such denominations, shall bear interest

payable on such dates and at such rates, shall mature at such times and in such amounts, shall have such prepayment or redemption provisions and shall have such other provisions consistent with the purposes of this resolution as set forth in the Bonds and the Indenture. The Board finds that the issuance of the Bonds on the terms described herein and to be set forth in the Bonds and the Indenture, and the execution of the Bond Documents to which SCIDPDA is a party, are necessary and appropriate to provide sufficient funds for achieving the purposes of SCIDPDA. The execution of such instruments by an Authorized Officer shall be conclusive evidence of approval of the terms of the Bonds as set forth therein.

Section 4. Security for the Bonds. The Bonds and the obligations of SCIDPDA under the Indenture shall be special, nonrecourse obligations of SCIDPDA payable solely from the revenues and other funds and money pledged and assigned under the Indenture as the Security (as therein defined), including but not limited to (a) all rights, title and interest of SCIDPDA in the moneys paid by the Borrower pursuant to the Loan Agreement, the Notes (as defined in Exhibit A), and the other Bond Documents (with certain reservations and exceptions noted in the Indenture), and (b) moneys held by the Bond Trustee under the Indenture, except for funds, money or securities in the Rebate Fund, and (c) all other rights and interests in property from time to time pledged, assigned or transferred as and for additional security for the Bonds, all as set forth in the Indenture.

SCIDPDA is organized pursuant to Seattle Municipal Code (SMC) 3.110 and RCW 35.21.660, 35.21.670, and 35.21.730-.755. RCW 35.21.750 provides as follows: “[A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such

corporation, commission, or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.”

Neither SCIDPDA nor any of the officers or employees of SCIDPDA or any members of the Board shall be personally liable for the payment of the Bonds or the obligations of SCIDPDA under the Indenture.

Section 5. Form and Execution of Bonds. The Bonds shall be in a form consistent with the provisions of the Indenture and State law, shall bear the manual or facsimile signature of the Chair of SCIDPDA and shall be attested by the manual or facsimile signature of the Secretary of SCIDPDA.

The Bonds shall be authenticated by the Bond Trustee as set forth in the Indenture. No Bonds shall be valid for any purpose until so authenticated. The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered and are entitled to the benefits of this resolution and the Indenture.

Section 6. Preservation of Tax Exemption for Interest on Tax-Exempt Bonds. Subject to the second paragraph of this section, SCIDPDA covenants that it will take all actions necessary to prevent interest on the tax-exempt Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of Bonds treated as proceeds of the Bonds at any time during the term of the Bonds that would cause interest on the tax-exempt Bonds to be included in gross income for federal income tax purposes. SCIDPDA also covenants that, to the extent arbitrage rebate requirements of Section 148 of the Code are applicable to the tax-exempt Bonds, it will take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the tax-exempt Bonds, including the calculation and payment of

any penalties that SCIDPDA has elected to pay as an alternative to calculating rebatable arbitrage, and the payment of any other penalties if required under Section 148 of the Code to prevent interest on the tax-exempt Bonds from being included in gross income for federal income tax purposes (but only from amounts received by SCIDPDA from the Borrower as payments for those purposes).

The Loan Agreement shall require the Borrower to reimburse SCIDPDA for all costs to SCIDPDA of its compliance with the covenants contained in this section, and SCIDPDA shall not be required to expend any funds, other than such reimbursement or other money received under the terms of the Loan Agreement, in so complying.

Section 7. Approval of Issuance and Delivery of Bonds to Bond Purchasers. It is anticipated that the Bond Purchasers will purchase the Bonds under the terms and conditions contained in the Bond Purchase Agreement. The Board finds that such offer is in the best interest of SCIDPDA, and therefore approves the execution of the Bond Purchase Agreement. The Bonds will be delivered to the Bond Purchasers through the Placement Agent with the approving legal opinion of Pacifica Law Group LLP regarding the Bonds.

Section 8. Authorization of Documents and Execution Thereof. The Board authorizes the Authorized Officers, and each of them acting alone, to negotiate and approve the Bond Documents and the form of Bonds. The signature of any Authorized Officer on a Bond Document shall be construed as SCIDPDA's approval of such Bond Document and the terms set forth therein. The Board authorizes and approves the execution and delivery of, and the performance by SCIDPDA of its obligations contained in, the Bonds, the Bond Documents to which it is a party, and this resolution and the consummation by SCIDPDA of all other transactions contemplated by this resolution in connection with the issuance of the Bonds. The Board authorizes and directs the Authorized Officers, and each of them acting alone, to execute

on behalf of SCIDPDA such financing statements and other documents, instruments, and agreements as may be necessary or desirable in connection with the issuance of the Bonds or required by the Bond Purchasers as a condition to the transactions contemplated by this resolution.

Section 9. Acting Officers Authorized. Any action authorized or directed to be taken by the Secretary, Vice-Chair or Chair of SCIDPDA or the Executive Director of SCIDPDA may, in his or her absence, be taken by the acting Secretary, Chair, Vice-Chair or Executive Director of SCIDPDA, respectively.

Section 10. Ratification and Confirmation. Any actions of SCIDPDA or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 11. Changes to Titles or Parties. While the titles of and parties to the various documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form.

Section 12. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Seattle Chinatown-International District Preservation and Development Authority at an open public meeting thereof this 15th day of June, 2022.

SEATTLE CHINATOWN-INTERNATIONAL
DISTRICT PRESERVATION AND
DEVELOPMENT AUTHORITY, a Washington
public corporation

By: _____
Chair

ATTEST:

Secretary

EXHIBIT A
BOND DOCUMENTS

1. Indenture of Trust between the Seattle Chinatown-International District Preservation and Development Authority (the “Issuer”) and U.S. Bank Trust Company, National Association (the “Bond Trustee”)
2. Loan Agreement between the Issuer and Lot on the Hill LLLP (the “Borrower”)
3. Regulatory Agreement between the Issuer and Borrower
4. Regulatory Agreement (Extended Use Agreement) between the Washington State Housing Finance Commission and the Borrower
5. Bond Purchase Agreement by and among the Issuer, the Borrower and Stern Brothers & Co.
6. Series 2022A Promissory Note by Borrower in favor of Issuer
7. Series 2022B Promissory Note by Borrower in favor of Issuer
8. Series 2022C Promissory Note by Borrower in favor of Issuer (items 6-8 are collectively, the “Notes”)
9. Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing (With Power of Sale) and Future Advance (the “Security Instrument”)
10. Environmental Indemnity Agreement, by the Borrower, Seattle Chinatown-International District Preservation and Development Authority, Joel Ing, Don Mar, Evan Chan, and Edge Developers (collectively, the “Guarantor”) in favor of the Bond Trustee
11. Assignment of Deed of Trust Documents by SCIDPDA, assigning its interest in the Loan Agreement, Notes and Security Instrument to the Bond Trustee
12. Guaranty of Completion
13. Guaranty of Debt Service and Stabilization
14. Guaranty of Recourse Obligations

15. Priority and Subordination Agreement
16. Non-Arbitrage Certificate of Issuer
17. Certificates, instruments, agreements, financing statements, receipts and other documents related to the Bond Documents

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary of Seattle Chinatown-International District Preservation and Development Authority (“SCIDPDA”) and keeper of the records of SCIDPDA, CERTIFY:

1. That the attached Resolution No. _____ (the “Resolution”) is a true and correct copy of the resolution of the SCIDPDA Board of Directors (the “SCIDPDA Board”), as adopted at a meeting of the SCIDPDA Board held on June 15, 2022, and duly recorded in the minute books of SCIDPDA.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the SCIDPDA Board present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2022.

Secretary

Resolution 22-06-15-04

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 attached Amended SCIDpda Transition Committee Charter.

Board President

Date

Board Secretary

Date

Amended 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.
- ~~Select Present slate of final candidateists and and present~~ recommend~~ation~~ ~~ation~~ to the Board of Directors for approval.
- 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.