

BOARD MEETING AGENDA

Tuesday, December 13, 2022

5:30 – 6:30 pm

Virtual:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTlINGlxZTctNDQ1My00ZDdhLTkzYmMtMGVmY2Y3OGNmMzhi%40thread.v2/0?context=%7b%22id%22%3a%220a5376b2-b919-40e2-bfa3-b4b75fda823f%22%2c%22oid%22%3a%224f089a85-c857-4d1d-8012-16100951d81a%22%7d

Meeting ID: 259 652 436 554

Passcode: ScQSiD



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

5:30	Action	1. Call to Order – Mindy Au Agenda Approval Public Comment – <i>public may sign up to address the board for up to 2 minutes on matters on this agenda</i>
5:32	Approval	2. Consent Agenda Resolution <ul style="list-style-type: none">• Approve November Meeting Minutes• Approve November Concurrence Reports• Approve Line of Credit Renewal with Commerce Bank• Accept Management Rec Letter to State Auditor• Accept 2023 meeting schedule (Full, Finance, Exec, CI, RED)
5:35	Approval/ Discussion	3. Staff Updates <ul style="list-style-type: none">• Staff request on Check Signers – Jody McCorkle<ul style="list-style-type: none">• Resolution – check signers• Co-ED workplan 2023 – Jared Jonson and Jamie Lee• Sound Transit 3 – Jared Jonson
6:00	Approval/ Discussion	4. Board Business <ul style="list-style-type: none">• 2023 Board Officer Election - Mindy Au<ul style="list-style-type: none">• Resolution – Elect 2023 Officers• Committee Updates<ul style="list-style-type: none">• Finance Committee – May Wu (budget update)• Board Recruitment – Mindy Au• Good of the Order – Mindy Au
6:25	Action	5. Adjourn – Mindy Au

Important meeting dates:

- January Board meeting (pending approval) – January 17, 5:30pm
- Staff Holiday Party – TBD – January 2023

Resolution 22-12-13-01

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 November Meeting Minutes
- Approve November Concurrence Reports
- Approve Line of Credit Renewal with Commerce Bank
- Accept Management Rec letter to State Auditor
- Accept 2023 meeting schedule (Full, Finance, Exec, CI, RED)

Board President

Date

Board Secretary

Date

SCIDpda Board Meeting Minutes

November 15, 2022

Virtual:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTIINGIxZTctNDQ1My00ZDdhLTkzYmMtMGVmY2Y3OGNmMzhi%40thread.v2/0?context=%7b%22Tid%22%3a%220a5376b2-b919-40e2-bfa3-b4b75fda823f%22%2c%22Oid%22%3a%224f089a85-c857-4d1d-8012-16100951d81a%22%7d

Meeting ID: 259 652 436 554

Passcode: ScQSiD

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

Board Present (via Phone Conference Call-in): Mindy Au, Casey Huang, Jerilyn Young, Wayne Lau, Miye Moriguchi, May Wu, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Staff Present: Jamie Lee, Jared Jonson, Jody McCorkle, Naomi Saito, Janet Smith

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 22-11-15-01: We, the Board of the Seattle Chinatown International District Preservation and Development Authority Board, via consent agenda:

- Approve October Meeting Minutes
- Accept October Expenditure Reports
- Accept Q3 2022 Financial Reports
- Approve November Concurrence Reports

Moved: Cindy Ju

Seconded: Jerilyn Young

Board Approved: Mindy Au, Jerilyn Young, Wayne Lau, May Wu, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Abstained: 0

Absent: 4

Resolution was approved.

3. Staff Updates

- **King County Shelter – Jamie Lee**

- Jamie Lee provided a summary of the King County Shelter plans and the current status with KC no longer moving forward on the project. Jamie Lee and Jared Jonson also updated the board on actions that have come out of this project from the CID community and SCIDpda. Board members had a conversation about SCIDpda's stance on the shelter and homelessness in the CID.
- Lisa Nitze shared details for a meeting on December 13th from 1:30-2:30 at for a dialogue on addressing homelessness in Seattle and invited board members to attend.

- **Sound Transit – Jared Jonson**

- Jared Jonson provided an update on work done by SCIDpda during the DEIS and outreach period as well as next steps ahead of the important Sound Transit decision dates in 2023. Jared expressed that the Sound Transit ad hoc committee will need to regroup at the beginning of 2023.

4. Board Business

- **Resolution – Appoint new board members– Mindy Au**

- Cindy Ju, Mindy Au, Jamie Lee, and Jared Jonson shared their impressions and experiences with each of the new board member candidates.

Resolution 22-11-15-02: We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, elect the following to the Board of Directors:

- Myron Ramirez
- Kevin Cao

Moved: Casey Huang

Seconded: Tiernan Martin

Board Approved: Mindy Au, Casey Huang, Jerilyn Young, Wayne Lau, May Wu, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Abstained: 0

Absent: 3

Resolution was approved.

- **Officer Nominations – Mindy Au**

- Mindy Au will be reaching out to board members for nominations for officer roles and also seeing what committees board members would like to stay on or join.
- **Committee Updates**
 - Finance Committee – May Wu
 - May Wu shared that the final finance committee meeting of the year will be on December 2 from noon-2 pm.
 - Transition Committee – Cindy Ju
 - Cindy Ju updated the board that the committee is winding down and shared that the committee has identified an executive coach for the Co-Executive Directors.
 - Board Recruitment – Mindy Au
 - Mindy Au shared that there is one other potential board candidate but board recruitment is ongoing.
- **Good of the Order – Mindy Au**
 - Tiernan Martin will be taking some time away from the board to focus on becoming a parent.
 - Jamie Lee shared that since the last board meeting, SCIDpda has closed on the North Lot project.

5. Adjourn

The meeting was adjourned by Mindy, Board Chair, at 6:11 p.m.

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.*

December 2022 Items

Community Initiatives

Seattle Department of Transportation (SDOT) – \$1,000,000 – Rebuild a structural sidewalk on the east side of 5th Avenue S. between S. Weller Street and S. King Street in to improve mobility and safety– An Huynh lead

The location at east side of 5th Avenue S. between S. Weller Street and S. King Street (in front of the Publix Hotel and Hood Famous Café + Bar) pools up with water every time it rains and for days afterward. SDOT has agreed to pay for costs related to the replacement of the public sidewalk in front of The Publix Hotel at 504 5th Ave. S., including below grade systems repairs. SCIDpda will act as project manager and receive a project and fiscal management fee. The scope of work will be complete in 2024.

Resolution 22-12-13-02

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

We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize and approve the renewal of the line of credit between The Commerce Bank of Washington and SCIDpda in an amount up to \$500,000. The purpose of the credit line is to provide financing to bridge the timing gap between grants and contract payments received by borrower. Further, we authorize either of the Co-Executive Directors to sign loan documents with respect to the foregoing on behalf of the agency.

Board President

Date

Board Secretary

Date



Seattle Chinatown
International District
Preservation and
Development Authority

December 7, 2022

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Seattle Chinatown International District Preservation and Development Authority for the period from January 1, 2020 through December 31, 2021. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.

P 206.624.8929
F 206.467.6376
409 Maynard Ave S
Suite 200
Seattle, WA 98104

P.O. Box 3302
Seattle, WA 98114

www.SCIDpda.org



- e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
-
- 2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
 - 3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
 - 4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
 - 5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
 - 6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
 - 7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
 - 8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
 - 9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.


Jamie Lee, Eo-Executive Director


Jody McCorkle, Director of Finance

Resolution 22-12-13-03

RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the following 2023 meeting schedule, with all meetings to be held at SCIDpda Main Offices, 409 Maynard Ave. S., Plaza Level and telephonic due to the public health circumstances related to the ongoing COVID-19 outbreak.

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

January 17 at 5:30	July 18 at 5:30
February 22 at noon**	August 16 at noon
March 21 at 5:30	September 19 at 5:30
April 19 at noon	October 18 at noon
May 16 at 5:30	November 14 at 5:30pm**
June 21 at noon	December 12 at 5:30pm**

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

January 10	July 11
February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 7**
June 13	December 5**

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

January 13	July 14
February 17	August 11
March 17	September 15
April 14	October 13
May 12	November 10
June 16	December 1**

Community Initiatives Committee – *Thursday before Board meeting at 3:30pm unless otherwise noted by ***

January 12	July 13
February 16	August 10
March 16	September 14
April 13	October 12
May 11	November 9**
June 15	December 7**

Real Estate Dev Committee – *4th Tuesday of each month at noon unless otherwise noted by ***

January 24	July 25
February 28	August 22
March 28	September 26
April 25	October 24
May 23	November 28
June 27	December 19**

Board President

Date

Board Secretary

Date

Resolution 22-12-13-04

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

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

Staff

Jared Jonson
Jamie Lee
Jody McCorkle

Board

Mindy Au
Wayne Lau
Miye Moriguchi
May Wu

Board Chair

Date

Board Secretary

Date



2023 SCIDpda Co-Executive Director Work Plan

In addition to the overall leadership of the organization and responsibility for advancing SCIDpda's mission, values, and strategic plan, we identify the following goals/outcomes as our highest priorities for 2023.

GOAL/OUTCOME	DELIVERABLE
13 th & Fir Family Housing Lease Up	Lease up by end of 2023 and convert to permanent loan
North Lot Project Management	Achieve project & construction milestones; sell 25k commercial space (first choice), lease (2 nd choice)
Organizational Administration	Track, achieve, and adjust progress on strategic plan, key performance indicators, and incentive goals
Advocacy	Lead and advocate for SCIDpda & CID in Sound Transit 3 mitigation process <ul style="list-style-type: none">• Comment letter submittal for FEIS• Articulating desired mitigation targets as a key step toward community mitigation agreement (or be on track to do so)
Property Operations	Hire Director of Property Operations and hire 4 new staff positions for 13 th & Fir Family Housing