

**BOARD MEETING AGENDA**

Tuesday, March 18, 2025

4:45 – 5:15 p.m.

Beacon Pacific Village

935 Golf Drive S  
Seattle, WA 98144

*Participation in this meeting is in person.*

The board meeting concludes at 5:15pm, at which point the board will transition to a board retreat where board members will have discussion but take no action.

4:45	Action	1. Call to Order – Cindy Ju Agenda Approval  Public Comment – <i>public may sign up to address the board for up to 2 minutes on matters on this agenda</i>
4:47	Approval	2. Consent Agenda Resolution <ul style="list-style-type: none"><li>• Approve February Board Meeting Minutes</li><li>• Approve March Concurrence Requests</li><li>• Accept February Expenditure Reports</li></ul>
4:50	Discussion/Approval	3. Real Estate Development – Josh Park <i>Executive Session – To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price</i> <ul style="list-style-type: none"><li>• Resolution: Victorian Row MOU</li><li>• Resolution: 8<sup>th</sup> and Lane Purchase and Sale Assignment</li></ul>
5:15	Action	4. Adjourn – Cindy Ju

Important meeting dates:

- 50<sup>th</sup> Anniversary Tour – March 29
- Next Board Meeting & Board Retreat – April 22, 2025 - Virtual

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

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

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

## FINANCE COMMITTEE MEETING AGENDA

March 14, 2025

1. February Expenditure Report – Winston/Hiwot
2. February Management Reports
  - a. Commercial - Sophia
  - b. Affordable – Sophia
  - c. Payroll Gauges - Winston
3. Dept of Commerce request for Corrective Action - Winston



## Expenditure Certification Memorandum

DATE: **02/28/2025**  
 TO: **Board of Directors**  
 FROM: **Winston Samson, Director of Finance**  
 RE: **February 2025 Expenditure Certification**

I, Winston Samson, 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.

  
 \_\_\_\_\_  
 Winston Samson, Director of Finance

Computer Run Checks	General Checking	626	to	667	\$	213,019.08
Electronic Funds Transfers	General Checking		eft		\$	130,401.22
				<b>13th &amp; Fir</b>	<b>\$</b>	<b>343,420.30</b>
Computer Run Checks	General Checking	175	to	190	\$	25,291.86
				<b>Atlas</b>	<b>\$</b>	<b>25,291.86</b>
Computer Run Checks	General Checking	2377	to	2387	\$	66,340.91
Electronic Funds Transfers	General Checking		eft		\$	13,705.80
				<b>Bush Hotel Commercial</b>	<b>\$</b>	<b>80,046.71</b>
Computer Run Checks	General Checking	1979	to	1982	\$	25,626.78
				<b>Bush Hotel Condo</b>	<b>\$</b>	<b>25,626.78</b>
Computer Run Checks	General Checking	248	to	248	\$	1,020.69
Electronic Funds Transfers	General Checking		eft		\$	19,354.87
				<b>Bush Hotel QalicB</b>	<b>\$</b>	<b>20,375.56</b>
Computer Run Checks	General Checking	1940	to	1960	\$	66,139.20
Electronic Funds Transfers	General Checking		eft		\$	24,727.37
				<b>Bush Hotel Residential</b>	<b>\$</b>	<b>90,866.57</b>
Computer Run Checks	General Checking	184	to	185	\$	107.22
				<b>CIDPDA</b>	<b>\$</b>	<b>107.22</b>
Computer Run Checks	General Checking	4484	to	4496	\$	45,845.18
Electronic Funds Transfers	General Checking		eft		\$	39,640.51
				<b>DVA</b>	<b>\$</b>	<b>85,485.69</b>
Computer Run Checks	General Checking	1455	to	1465	\$	48,913.28
				<b>IDVS1 Commercial</b>	<b>\$</b>	<b>48,913.28</b>
Computer Run Checks	General Checking	586	to	591	\$	21,249.40
				<b>IDVS2 Condo</b>	<b>\$</b>	<b>21,249.40</b>
Computer Run Checks	General Checking	829	to	838	\$	26,309.25
Electronic Funds Transfers	General Checking		eft		\$	4,347.65
				<b>IDVS2 Library &amp; Parking</b>	<b>\$</b>	<b>30,656.90</b>

Computer Run Checks	General Checking	938	to	944	\$	12,634.95
Electronic Funds Transfers	General Checking		eft		\$	5,257.14
IDVS2 Commercial					\$	17,892.09
Computer Run Checks	General Checking	374	to	377	\$	238,414.79
Lot on the Hill					\$	238,414.79
Computer Run Checks	General Checking	1547	to	1562	\$	45,222.66
New Central Commercial					\$	45,222.66
Computer Run Checks	General Checking	338	to	338	\$	4,557.40
Electronic Funds Transfers	General Checking		eft		\$	17,368.30
New Central Hotel					\$	21,925.70
Computer Run Checks	General Checking	1767	to	1782	\$	49,588.29
New Central Residential					\$	49,588.29
Computer Run Checks	General Checking	1142	to	1204	\$	288,720.98
Electronic Funds Transfers	General Checking		eft		\$	8,258.49
EFTs for Payroll	General Checking	02/06/25 & 02/20/25			\$	294,559.75
SCIDpda					\$	591,539.22
						\$ 1,736,623.02

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 \_\_\_\_\_ 2025.

## SCID Check Summary

Property=13res,13com,atlas,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,diagoe,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,lothill,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacmity,pdadev,pdamaint,pdaopacc,scid AND mm/yy=02/2025-02/2025 AND All Checks=Yes

		Check	Total		
Check#	Vendor	Date	Check	Note	Comments
13resop - General Checking					
626	buihar - Builders' Hardware & Supply Co	2/6/2025	896.18	Locks & Keys	
627	citseacu - City of Seattle-Combined Utilities	2/6/2025	13,087.66	Garbage/Waste Removal/Water & Sewer	
628	guasec - Guardian Security Systems, Inc	2/6/2025	48,627.71	Access Control Systems	
629	gulcoa - Gulf Coast Bank and Trust Company	2/6/2025	-540.72	Voided/Double Payment & Wrong Vendor	
629	gulcoa - Gulf Coast Bank and Trust Company	2/6/2025	540.72	Access Control Systems	
630	pbseng - PBS Engineering and Environmental Inc.	2/6/2025	9,857.69	Professional Fees & Consulting	
631	pmjans - Phnoux	2/6/2025	905.00	UTO - Other Vendors	
632	scidpda - SCIDpda	2/6/2025	921.80	Management Fee	
633	seacitli - Seattle City Light	2/6/2025	1,507.15	Electricity	
634	seacitli - Seattle City Light	2/6/2025	274.16	Electricity	
635	seacitli - Seattle City Light	2/6/2025	19.52	Electricity	
636	seacitli - Seattle City Light	2/6/2025	2,174.38	Electricity	
637	seacitli - Seattle City Light	2/6/2025	189.71	Electricity	
638	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/6/2025	2,816.13	HVAC/Boiler Maint - Contract	
639	wasthous - WA State Housing Finance Commission	2/6/2025	6,975.00	Prepaid Expenses/20-71A 2025 Annual HFC Compliance Fees	
641	welfar - Wells Fargo	2/6/2025	525.50	Office Supplies & Equipment/Janitorial - Supplies	
642	welfar - Wells Fargo	2/6/2025	430.29	Small Tools & Equipment/Supplies	
643	apallc - Apartments, LLC	2/13/2025	1,129.00	Advertising and Marketing	
644	finnei - Finney Neill & Co. P.S.	2/13/2025	6,175.00	Prepaid Expenses/Audit of 12/31/2024 FS	
645	guasec - Guardian Security Systems, Inc	2/13/2025	1,827.40	Prepaid Expenses/CCTV/Open Eye	
646	ricusa - Ricoh USA, Inc	2/13/2025	212.50	Copier Lease/Maintenance	
647	usbank1 - US Bank	2/13/2025	1,750.00	Prepaid Expenses/231418000 - Bond Series 2021 A&B	
648	verwir - Verizon Wireless	2/13/2025	417.82	Telecomm	
649	welfar - Wells Fargo	2/13/2025	190.55	Admin/Filing License Fees	
650	scidpda - SCIDpda	2/19/2025	27,464.00	Payroll Benefits/Incentive Pay	
651	comcas - Comcast Business	2/20/2025	566.45	Access Control Systems	
652	pdamaint - SCIDpda Maintenance Dept	2/20/2025	2,040.33	Maintenance WOs	
653	pugsou - Puget Sound Energy	2/20/2025	2,895.85	Natural Gas	
654	scidpda - SCIDpda	2/20/2025	-51,188.05	Voided/Wrong Amount	
654	scidpda - SCIDpda	2/20/2025	51,188.05	ID Billing	
655	pdamaint - SCIDpda Maintenance Dept	2/20/2025	140.00	Maintenance WOs	
656	scidpda - SCIDpda	2/20/2025	51,187.69	ID Billing	
657	intres - Interstate Restoration, LLC	2/27/2025	6,594.48	00173525/Water Damage Repaired U #522 - AR	
658	kirele - Kirby Electric Inc.	2/27/2025	1,512.00	Maintenance - S25-0157/Replacing 12 GFCI Receptacles	
659	pbseng - PBS Engineering and Environmental Inc.	2/27/2025	4,998.10	Professional Fees & Consulting	
660	ricusa - Ricoh USA, Inc	2/27/2025	260.97	Copier Lease/Maintenance	
661	seacitli - Seattle City Light	2/27/2025	185.73	Electricity	
662	seacitli - Seattle City Light	2/27/2025	764.11	Electricity	
663	seacitli - Seattle City Light	2/27/2025	20.48	Electricity	
664	seacitli - Seattle City Light	2/27/2025	2,350.16	Electricity	
665	seahou - Housing Authority of the City of Seattle	2/27/2025	9,613.56	Garbage/Waste Removal	
666	teciteas - Tyler Jay	2/27/2025	1,358.53	Computer - Maintenance	
667	kirele - Kirby Electric Inc.	2/27/2025	156.49	Maintenance - S25-0157/Replacing 12 GFCI Receptacles	
ACH	capone - CapitalOne Bank	2/10/2025	130,401.22	Loan/Escrow - Restricted	Monthly Capital One Loan payment & escrow
Total 13resop - General Checking			343,420.30		
atlasop1 - Bank of America Operating Acct					
175	scidpda - SCIDpda	2/6/2025	42.66	Management Fee	
176	wesext - Western Exterminator Company	2/6/2025	898.20	Pest Control	
177	welfar - Wells Fargo	2/6/2025	11.02	Access Control Systems	
178	citseacu - City of Seattle-Combined Utilities	2/13/2025	2,466.15	Garbage/Waste RemovalWater & Sewer	
179	citseacu - City of Seattle-Combined Utilities	2/13/2025	91.73	Water/Sewer	
180	citseacu - City of Seattle-Combined Utilities	2/13/2025	86.51	Water/Sewer	
181	verwir - Verizon Wireless	2/13/2025	53.23	Telecomm	
182	scidpda - SCIDpda	2/19/2025	2,261.00	Payroll Benefits/Incentive Pay	
183	pdamaint - SCIDpda Maintenance Dept	2/20/2025	11,150.00	Janitorial WOs	
184	reninc - RentGrow, Inc.	2/20/2025	18.00	Credit Screening Fee	
185	scidpda - SCIDpda	2/20/2025	5,213.48	ID Billing	
186	wasman - Waste Management of Seattle	2/20/2025	800.20	Janitorial - Supplies	
187	jhkel - JH Kelly, LLC	2/27/2025	988.74	HVAC/Boiler Maint - Contract	
188	seacitli - Seattle City Light	2/27/2025	2.28	Electricity	
189	seacitli - Seattle City Light	2/27/2025	897.52	Electricity	
190	wesext - Western Exterminator Company	2/27/2025	311.14	Pest Control	
Total atlasop1 - Bank of America Operating Acct			25,291.86		
bhcommop - General Checking					
2377	pdamaint - SCIDpda Maintenance Dept	2/6/2025	9,008.14	Maintenance WOs	
2378	seacitli - Seattle City Light	2/6/2025	3,263.95	Electricity	
2379	welfar - Wells Fargo	2/6/2025	12.89	Supplies	

## SCID Check Summary

Property=13res,13com,atlas,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,diagoe,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,iothill,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacrmity,pdadev,pdamaint,pdaopacc,scid AND mm/yy=02/2025-02/2025 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note	Comments
2380	verwir - Verizon Wireless	2/13/2025	20.26	Telecomm	
2381	pdamaint - SCIDpda Maintenance Dept	2/20/2025	9,538.26	Maintenance WOs	
2382	bushqali - SCIDpda Bush Hotel QALICB LLC	2/20/2025	43,089.38	Rent	
2383	cedgro - Cedar Grove Organics Recycling LLC	2/27/2025	60.80	Garbage/Waste Removal	
2384	cenlin - CenturyLink	2/27/2025	80.23	Telecomm	
2385	repser - Republic Services	2/27/2025	704.29	Garbage/Waste Removal	
2386	searub - Seattle Rubbish Removal	2/27/2025	129.09	Maintenance - Disposal of Rary's Desk	
2387	wasman - Waste Management of Seattle	2/27/2025	433.62	Garbage/Waste Removal	
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/20/2025	13,705.80	Condo Billing	
<b>Total bhcommop - General Checking</b>			<b>80,046.71</b>		
<b>bhcondop - General Checking</b>					
1979	firins - First Insurance Funding Corp.	2/20/2025	11,637.65	Insurance	
1980	pugsou - Puget Sound Energy	2/27/2025	5,641.69	Natural Gas	
1981	seacitli - Seattle City Light	2/27/2025	3,407.07	Electricity	
1982	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/27/2025	4,940.37		
<b>Total bhcondop - General Checking</b>			<b>25,626.78</b>		
<b>bhqalop - General Checking</b>					
248	coapac - Pacific Coast Electrical Contractors, Inc	2/27/2025	1,020.69	Capitalized Rehab Expenditures	
ACH	bannymel - The Bank of New York Mellon Trust Co.	2/13/2025	12,416.67	Deposits with Other Entities	
ACH	bannymel - The Bank of New York Mellon Trust Co.	2/13/2025	1,838.20	Interest Expense	
ACH	thecomm - The Commerce Bank of WA	2/28/2025	5,100.00	Loan	
<b>Total bhqalop - General Checking</b>			<b>20,375.56</b>		
<b>bhresope - General Checking</b>					
1940	busimp - Seattle Economic Development Fund	2/6/2025	1,604.68	Loan	
1941	guasec - Guardian Security Systems, Inc	2/6/2025	327.08	Access Control Systems	
1942	hdsupp - HD Supply Facilities Maintenance, LTD	2/6/2025	47.89	Locks & Keys	
1943	pdamaint - SCIDpda Maintenance Dept	2/6/2025	128.00	Maintenance WOs	
1944	raienv - Yong Zhang	2/6/2025	678.04	Pest Control	
1945	seacitli - Seattle City Light	2/6/2025	874.48	Electricity	
1946	seacitli - Seattle City Light	2/6/2025	287.05	Electricity	
1947	seacitli - Seattle City Light	2/6/2025	987.35	Electricity	
1948	t0002159 - Huang	2/6/2025	32.00	Move Out Refund	
1949	welfar - Wells Fargo	2/6/2025	1,276.75	Small Tools & Equipment/Supplies	
1950	verwir - Verizon Wireless	2/13/2025	154.26	Telecomm	
1951	scidpda - SCIDpda	2/20/2025	6,099.00	Payroll Benefits/Incentive Pay	
1952	pdamaint - SCIDpda Maintenance Dept	2/20/2025	22,770.00	Maintenance WOs	
1953	cenlin - CenturyLink	2/20/2025	161.38	Telecomm	
1954	citseacu - City of Seattle-Combined Utilities	2/20/2025	73.00	Water/Sewer	
1955	reninc - RentGrow, Inc.	2/20/2025	36.00	Credit Screening Fee	
1956	scidpda - SCIDpda	2/20/2025	19,590.62	ID Billing	
1957	coapac - Pacific Coast Electrical Contractors, Inc	2/27/2025	9,672.23	Capitalized Rehab Expenditures	
1958	raienv - Yong Zhang	2/27/2025	339.02	Pest Control	
1959	seacitli - Seattle City Light	2/27/2025	860.72	Electricity	
1960	seacitli - Seattle City Light	2/27/2025	139.65	Electricity	
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/20/2025	20,663.37	Condo Billing	
ACH	thecomm - The Commerce Bank of WA	2/28/2025	4,064.00	Loan	
<b>Total bhresope - General Checking</b>			<b>90,866.57</b>		
<b>cidpdao4 - General Checking</b>					
184	welfar - Wells Fargo	2/6/2025	97.02	Program - Food Cost	
185	scidpda - SCIDpda	2/13/2025	10.20	ID Billing	
<b>Total cidpdao4 - General Checking</b>			<b>107.22</b>		
<b>dvaop - General Checking</b>					
4484	hdsupp - HD Supply Facilities Maintenance, LTD	2/6/2025	419.44	Supplies	
4485	idvs2lib - IDVS2 Library/Parking	2/6/2025	17,831.25	Loan	
4486	searub - Seattle Rubbish Removal	2/6/2025	878.37	Garbage/Waste Removal	
4487	wesext - Western Exterminator Company	2/6/2025	363.71	Pest Control	
4488	welfar - Wells Fargo	2/6/2025	389.20	Supplies	
4489	guasec - Guardian Security Systems, Inc	2/13/2025	616.12	Prepaid Expenses - 03/01/25-05/31/25 Open Eye/API&Voip & Access Control Systems	
4490	pugsou - Puget Sound Energy	2/13/2025	5,797.12	Natural Gas	
4491	verwir - Verizon Wireless	2/13/2025	112.33	Telecomm	
4492	wavbro - WAVE	2/13/2025	110.72	Telecomm	
4493	scidpda - SCIDpda	2/20/2025	3,629.00	Payroll Benefits/Incentive Pay	
4494	pdamaint - SCIDpda Maintenance Dept	2/20/2025	13,031.84	Maintenance WOs	
4495	cenlin - CenturyLink	2/27/2025	1,049.52	Telecomm	
4496	idvs2com - IDVS 2 Commercial	2/27/2025	1,616.56	Fire Systems/Sprinklers - Contract	

## SCID Check Summary

Property=13res,13com,atlas,bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalibc,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,iolithill,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacmity,pdadev,pdamaint,pdaopacc,scid AND mm/yy=02/2025-02/2025 AND All Checks=Yes

		Check	Total		
Check#	Vendor	Date	Check	Note	Comments
ACH	idvs2con - IDVS2 Condo Association	2/20/2025	39,640.51	Condo Billing	
Total dvaop - General Checking			85,485.69		
idvs2op4 - General Checking					
938	subsol - Submeter Solutions Inc.	2/6/2025	121.00	Water/Sewer	
939	idvs2con - IDVS2 Condo Association	2/13/2025	2,650.23	Condo Billing	
940	verwir - Verizon Wireless	2/13/2025	4.21	Telecomm	
941	pdamaint - SCIDpda Maintenance Dept	2/20/2025	2,469.00	Janitorial WOs	
942	repser - Republic Services	2/27/2025	3,294.13	Garbage/Waste Removal	
943	subsol - Submeter Solutions Inc.	2/27/2025	121.00	Water/Sewer	
944	wasman - Waste Management of Seattle	2/27/2025	3,975.38	Garbage/Waste Removal	
ACH	herban - Heritage Bank	2/20/2025	5,257.14	Loan	
Total idvs2op4 - General Checking			17,892.09		
lotconst - Construction Account					
374	parjosh - Joshua S. Park	2/13/2025	3,407.11	Water/Sewer	
375	welfar - Wells Fargo	2/13/2025	6,589.96	Utilities	
376	depcom - Dept of Commerce	2/20/2025	225,000.00	Loan Payable	Return of funds to Dept of Commerce
377	teciteas - Tyler Jay	2/27/2025	3,417.72	Development Project-North Lot Housting	
Total lotconst - Construction Account			238,414.79		
nccomop2 - General Checking					
1547	buihar - Builders' Hardware & Supply Co	2/6/2025	283.82	Locks & Keys	
1548	newcenth - New Central Hotel LLC	2/6/2025	7,422.00	Replacement Reserve Recovery	
1549	pdamaint - SCIDpda Maintenance Dept	2/6/2025	32.00	Maintenance WOs	
1550	wesext - Western Exterminator Company	2/6/2025	283.60	Pest Control	
1551	firins - First Insurance Funding Corp.	2/13/2025	3,002.80	Insurance	
1552	subsol - Submeter Solutions Inc.	2/13/2025	133.00	Water/Sewer	
1553	verwir - Verizon Wireless	2/13/2025	14.25	Telecomm	
1554	pdamaint - SCIDpda Maintenance Dept	2/20/2025	6,614.00	Janitorial WOs	
1555	newcenth - New Central Hotel LLC	2/20/2025	21,596.00	Rent	
1556	scidpda - SCIDpda	2/20/2025	1,262.32	ID Billing	
1557	wavbro - WAVE	2/20/2025	63.14	Telecomm	
1558	citseacu - City of Seattle-Combined Utilities	2/27/2025	2,424.70	Water/Sewer	
1559	seacitli - Seattle City Light	2/27/2025	987.18	Electricity	
1560	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/27/2025	807.32	HVAC/Boiler Maint - Contract	
1561	wasman - Waste Management of Seattle	2/27/2025	133.21	Garbage/Waste Removal	
1562	wesext - Western Exterminator Company	2/27/2025	163.32	Pest Control	
Total nccomop2 - General Checking			45,222.66		
nchotop - General Checking					
338	easwes - East-West Investment Co.	2/27/2025	4,557.40	Ground Lease Expense	
ACH	welfar - Wells Fargo	2/10/2025	17,368.30	Loan	
Total nchotop - General Checking			21,925.70		
ncresop - General Checking					
1767	hdsupp - HD Supply Facilities Maintenance, LTD	2/6/2025	47.89	Locks & Keys	
1768	newcenth - New Central Hotel LLC	2/6/2025	17,669.00	Rent	
1769	seacitli - Seattle City Light	2/6/2025	6,621.73	Electricity	
1770	wesext - Western Exterminator Company	2/6/2025	363.71	Pest Control	
1771	welfar - Wells Fargo	2/6/2025	290.81	Small Tools & Equipment	
1772	citseacu - City of Seattle-Combined Utilities	2/13/2025	43.92	Water/Sewer	
1773	firins - First Insurance Funding Corp.	2/13/2025	2,605.72	Insurance	
1774	guasec - Guardian Security Systems, Inc	2/13/2025	380.71	Prepaid Expenses/Open Eye/Access/CCTV	
1775	pugsou - Puget Sound Energy	2/13/2025	502.01	Natural Gas	
1776	verwir - Verizon Wireless	2/13/2025	96.61	Telecomm	
1777	scidpda - SCIDpda	2/20/2025	1,352.00	Payroll Benefits/Incentive Pay	
1778	scidpda - SCIDpda	2/20/2025	8,898.33	ID Billing	
1779	wavbro - WAVE	2/20/2025	112.15	Telecomm	
1780	citseacu - City of Seattle-Combined Utilities	2/27/2025	2,842.00	Garbage/Waste Removal/ Water & Sewer	
1781	seacitli - Seattle City Light	2/27/2025	6,758.18	Electricity	
1782	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/27/2025	1,003.52	HVAC/Boiler Maint - Contract	
Total ncresop - General Checking			49,588.29		
pdaop1 - General Checking					
1126	kaifou - of Washington Options Inc	2/1/2025	49,611.09	Employee Benefits - Medical	
1127	visser - Vision Service Plan	2/1/2025	504.26	Employee Benefits - Vision	
1128	wasden - Delta Dental of Washington	2/1/2025	2,959.20	Employee Benefits - Dental	
1137	newcentc - SCIDpda New Central Commercial, Inc	2/1/2025	1,087.00	Rent	
1138	scidpda - SCIDpda	2/1/2025	2,187.50	Monthly LH Replacement Reserve Deposit	



## SCID Check Summary

Property=13res,13com,atlas,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,diagoe,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,lothill,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacmity,pdadev,pdamaint,pdaopacc,scid AND mm/yy=02/2025-02/2025 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note	Comments
1142	bushcomm - SCIDpda Bush Hotel Commercial	2/6/2025	14,497.18	Rent	
1143	fugwe - Gwen Fu	2/6/2025	71.99	Staff Appreciation/Travel	
1144	hartfo - The Hartford	2/6/2025	1,656.36	Payroll Benefits - Life Insurance	
1145	idvs2lib - IDVS2 Library/Parking	2/6/2025	180.00	Employee Parking Benefits	
1146	intpark - Interim Parking Services	2/6/2025	280.00	Employee Parking Benefits	
1147	intrea - Integra Washington, Inc.	2/6/2025	4,100.00	Professional Fees & Consulting	
1148	leehil - Hilary Lee	2/6/2025	400.00	Program/Teaching Artist Installment 1	
1149	louhot - Louisa Hotel Master Tenant LLC	2/6/2025	350.00	Employee Parking Benefits	
1150	parjosh - Joshua S. Park	2/6/2025	500.00	Other Liabilities/Enterprise Speaker Fee	
1151	pbseng - PBS Engineering and Environmental Inc.	2/6/2025	9,445.22	SpicNSpan - AR	
1152	seacitli - Seattle City Light	2/6/2025	158.17	Electricity	
1153	welfar - Wells Fargo	2/6/2025	562.37	Program - Food Cost & Supplies	
1154	welfar - Wells Fargo	2/6/2025	2,529.08	Computer Software & Hardware/Tenant Retenention/Training & Education	
1155	agesof - Kenneth J Tanzer	2/13/2025	8,415.00	Program - Prof Fees & Consulting	
1156	agesof - Kenneth J Tanzer	2/13/2025	3,000.00	Program - Prof Fees & Consulting	
1157	bresha - Shanti Breznau Consulting, LLC	2/13/2025	7,400.00	Program - Prof Fees & Consulting	
1158	cenlin - CenturyLink	2/13/2025	136.38	Telecomm	
1159	coupor - Coughlin Porter Lundeen Inc.	2/13/2025	370.00	Program - Other Expenses	
1160	fugwe - Gwen Fu	2/13/2025	292.81	Supplies/Staff Appreciation	
1161	hoofam - Amlag & Quibuyen, LLC	2/13/2025	112.59	Training & Education	
1162	icda - Interim CDA	2/13/2025	300.00	Program - Leasing Partner for BVP	
1163	nisoph - Shuang Ni	2/13/2025	2,000.00	Training & Education	
1164	padlaw - Pacifica Law Group	2/13/2025	1,416.00	Legal	
1165	ricoh - Ricoh USA, Inc	2/13/2025	25.56	Copier Lease/Maintenance	
1166	ricusa - Ricoh USA, Inc	2/13/2025	328.63	Copier Lease/Maintenance	
1167	tiajes - Jesse Tabora Tiamson Jr.	2/13/2025	500.00	Advertising and Marketing	
1168	verwir - Verizon Wireless	2/13/2025	789.91	Telecomm	
1169	wavbro - WAVE	2/13/2025	521.51	Telecomm	
1170	wavbro - WAVE	2/13/2025	159.58	Telecomm	
1171	welfar - Wells Fargo	2/13/2025	225.27	Computer Licenses	
1172	yanali - Jade Yan	2/13/2025	348.09	Program - Food Cost & Other Expenses	
1173	206uni - 206 Universal DBA 206 Zulu	2/20/2025	9,345.20	Program - D.Mitchell Reimbursement/Don/13&Fir	
1174	bushcomm - SCIDpda Bush Hotel Commercial	2/20/2025	50,000.00	Distributions	For cash flow purposes
1175	cenmul - Center for MultiCultural Health	2/20/2025	400.00	Program - Prof Fees & Consulting	
1176	chiinf - Chinese Information & Service Center	2/20/2025	200.00	Program - Prof Fees & Consulting	
1177	chowa - BrienChow	2/20/2025	400.00	Program - Prof Fees & Consulting	
1178	cidbia - Chinatown-International District Business Improv	2/20/2025	200.00	Program - Prof Fees & Consulting	
1179	clogeo - George Cloy	2/20/2025	400.00	Program - Prof Fees & Consulting	
1180	denlou - Denise Louie Education Center	2/20/2025	1,500.00	Nonoperational Expense	
1181	firins - First Insurance Funding Corp.	2/20/2025	37,775.07	Insurance	
1182	frilit - Friends of Little Saigon	2/20/2025	400.00	Program - Prof Fees & Consulting	
1183	hischi - Historic Chinatown Gate Foundation	2/20/2025	200.00	Program - Prof Fees & Consulting	
1184	hopsin - Paul Z. Wu	2/20/2025	400.00	Program - Prof Fees & Consulting	
1185	ichs - International Community Health Services	2/20/2025	400.00	Program - Prof Fees & Consulting	
1186	interim - Interim Community Dev. Association	2/20/2025	400.00	Program - Prof Fees & Consulting	
1187	leehil - Hilary Lee	2/20/2025	520.00	Program - Teaching Artist/Supplies Reimbursement	
1188	net2ph - Net2Phone Inc.	2/20/2025	852.48	Telecomm	
1189	newcentc - SCIDpda New Central Commercial, Inc	2/20/2025	50,000.00	Distributions	For cash flow purposes
1190	pitbowes - Pitney Bowes Inc	2/20/2025	93.78	Postage/Delivery/Courier	
1191	scidpda - SCIDpda	2/20/2025	400.00	Program - Prof Fees & Consulting	
1192	senact - Seniors in Action Foundation	2/20/2025	400.00	Program - Prof Fees & Consulting	
1193	tecave - Techie Avenger Inc	2/20/2025	1,300.83	Computer - Maintenance	
1194	wesext - Western Exterminator Company	2/20/2025	160.60	Pest Control	
1195	winkluk - Wing Luke Memorial Foundation	2/20/2025	800.00	Program - Prof Fees & Consulting	
1196	yeefun - Yee Fung Toy Family Association of Seattle	2/20/2025	400.00	Program - Prof Fees & Consulting	
1199	finnei - Finney Neill & Co. P.S.	2/27/2025	5,175.00	Accrued Expenses - Audit of Dec 31, 2024 FS	
1200	hischi - Historic Chinatown Gate Foundation	2/27/2025	200.00	Program - Prof Fees & Consulting	
1201	intpark - Interim Parking Services	2/27/2025	280.00	Employee Parking Benefits	
1202	seacitli - Seattle City Light	2/27/2025	170.97	Electricity	
1203	sou gla - Southeast Glass, Inc	2/27/2025	811.07	replaced Window For AA Travel/Kingcom - AR	
1204	teciteas - Tyler Jay	2/27/2025	7,715.23	Computer - Maintenance	
ACH	acccms - Accrue Solutions Holding Company, LLC	2/2/2025	36.00	Payroll Benefits	
ACH	acccms - Accrue Solutions Holding Company, LLC	2/6/2025	639.60	Employee Benefits Payable - FSA/Trasit/DCAP Payroll Deduction	
ACH	pdamaint - SCIDpda Maintenance Dept	2/18/2025	5,552.88	Maintenance WOs	
ACH	acccms - Accrue Solutions Holding Company, LLC	2/20/2025	639.60	Employee Benefits Payable - FSA/Trasit/DCAP Payroll Deduction	
ACH	leallic - LeaseCrunch LLC	2/13/2025	1,390.41	Computer Software	
<b>Subtotal pdaop1 - General Checking</b>			<b>296,979.47</b>		
	Paylocity	2/6/2025	146,579.82	Payroll	
	Paylocity	2/20/2025	147,979.93	Payroll	
<b>Subtotal pdaop Subtotal pdaop1 - General Checking - Payroll</b>			<b>294,559.75</b>		
<b>Total pdaop1 - Total pdaop1 - General Checking</b>			<b>591,539.22</b>		

## SCID Check Summary

Property=13res,13com,atlas,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,lothill,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacrmity,pdadev,pdamaint,pdaopacc,scid AND mm/yy=02/2025-02/2025 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note	Comments
vs1op - General Checking					
1455	cenlin - CenturyLink	2/6/2025	86.55	Telecomm	
1456	ichs - International Community Health Services	2/6/2025	2,500.00	Tenant Retention	
1457	seacitli - Seattle City Light	2/6/2025	22,296.24	Electricity	
1458	paclaw - Pacifica Law Group	2/13/2025	915.50	Legal	
1459	verwir - Verizon Wireless	2/13/2025	61.47	Telecomm	
1460	scidpda - SCIDpda	2/20/2025	14,069.53	ID Billing	
1461	pugsou - Puget Sound Energy	2/27/2025	582.20	Natural Gas	
1462	pugsou - Puget Sound Energy	2/27/2025	197.25	Natural Gas	
1463	pugsou - Puget Sound Energy	2/27/2025	2,527.89	Natural Gas	
1464	repser - Republic Services	2/27/2025	2,809.94	Garbage/Waste Removal	
1465	wasman - Waste Management of Seattle	2/27/2025	2,866.71	Garbage/Waste Removal	
Total vs1op - General Checking			48,913.28		
vs2conop - General Checking					
586	seacitli - Seattle City Light	2/6/2025	283.51	Electricity	
587	seacitli - Seattle City Light	2/13/2025	4,007.17	Electricity	
588	pdamaint - SCIDpda Maintenance Dept	2/20/2025	469.76	Janitorial WOs	
589	firins - First Insurance Funding Corp.	2/20/2025	13,867.47	Insurance	
590	cenlin - CenturyLink	2/27/2025	76.82	Telecomm	
591	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/27/2025	2,544.67	HVAC/Boiler Maint - Contract	
Total vs2conop - General Checking			21,249.40		
vs2lpop - General Checking					
829	guasec - Guardian Security Systems, Inc	2/6/2025	595.89	Access Control Systems	
830	kone - KONE	2/6/2025	139.25	Elevator - Service Calls	
831	usbank - US Bank/TFM/97298300/Mainyua Yang	2/6/2025	15,023.96	Loan	
832	welfar - Wells Fargo	2/6/2025	9.68	Postage	
833	guasec - Guardian Security Systems, Inc	2/13/2025	550.50	Prepaid Expenses - 03/01/25-05/31/25 Open Eye	
834	verwir - Verizon Wireless	2/13/2025	19.38	Telecomm	
835	scidpda - SCIDpda	2/20/2025	7,568.00	Payroll Benefits/Incentive Pay	
836	pdamaint - SCIDpda Maintenance Dept	2/20/2025	1,348.00	Janitorial WOs	
837	idvs2com - IDVS 2 Commercial	2/27/2025	958.59	Accrued Expenses - 2024 Fire System Contract	
838	pdamaint - SCIDpda Maintenance Dept	2/27/2025	96.00	Maintenance WOs	
ACH	idvs2con - IDVS2 Condo Association	2/13/2025	4,347.65	Condo Billing	
Total vs2lpop - General Checking			30,656.90		

1,736,623.02



# SCIDpda Dashboard - Commercial February 2025

## Highlights

- PDA Occupancy is 94%.
- New Lease Negotiations
  - IDVS1 – Chinese Information Service Center (CISC) signed 5yr lease March 1.
  - Muracom (Osami Barber) - The WTA (Washington Trails Association) has signed a 3yr lease March 1, but may renegotiate for a different location.
  - Sixth and King (New Management Building) 304 - We Deliver Care signed 1yr lease March 1.
  - 13th & Fir - Dong Hing is interested in viewing space. Commercial Team is meeting with WCCR bi-weekly to discuss leads, marketing, and strategy.
  - SCIDpda owned properties has 3 vacant units and 13th and Fir.
  - Bush Hotel - FANHS (Filipino American National Historical Society) Society signed a 3yr lease commencing Feb. 1, 2025, but may consider a different location which is currently under negotiation.
- Outstanding AR Balances
  - ICHS replacement reserve – awaiting the attorney’s feedback on provided details.
  - Bahtoh – Received \$3k payment in late February. Working with tenant to resolve balance over the next 3mo.
  - Royal San Tan – Tenant agreed to pay full balance in January but no response since February after multiple attempts to meet. Will continue to reach out to Tenant, then escalate.
  - Gourmet Noodle & Crawfish King (IDVS2) – Tenant agreed to pay majority of the balance by March, but no response since early February. Preparing for early termination and looking for new tenant.

SCIDpda	Occupancy			Economic					
	Days Vacant	Units Vacant (as of EOM)	% of Total SF Occupied	Collection Rate	AR >60 Days	*Adjusted AR Total	>60 Days AR Change from Prior Mo	% >60 Days	Tenants with >60 Days Balance
Bush Hotel	1,520	1	96%	96%	\$32,969	\$61,176	-10%	54%	2
IDVS 1	547	1	96%	103%	\$251,872	\$595,488	-31%	42%	2
IDVS 2, Library, CC	690	1	98%	179%	\$78,700	\$114,768	32%	69%	4
New Central	2,912	5	81%	69%	\$23,134	\$44,514	2%	52%	3
PDA Summary	5,669	8	94%	108%	\$386,674	\$815,947	-20%	47%	11

Target 25%

### Managed

13th & Fir Commercial	232	4	20%	0%	\$0	\$1,010	0%	0%	1
Jackson	2,494	2	50%	61%	\$12,849	\$22,474	-27%	57%	2
Kingcom	-	-	100%	0%	\$0	\$0	0%	0%	-
Muracom	-	-	92%	176%	\$0	\$8,128	0%	0%	-
Wellcom	-	-	100%	0%	\$0	\$0	0%	0%	-
Managed Summary	2,726	6	65%	186%	\$12,849	\$30,602	-27%	42%	3

Target 25%



# SCIDpda Dashboard - Commercial February 2025

PDA Tenants Aged Receivables >60 Days		Amount Owed > 60 Days		% 60+ Days of Total AR (Goal 25%)	Actions
Bush Hotel	ICHS CMP (Meal Program)	<div><div></div><div></div><div></div></div>	\$32,307	74%	Awaiting the attorney's feedback on provided details.
	Dim Sum King	<div><div></div><div></div><div></div></div>	\$662	7%	\$8,184 check received 03/03, 0 balance now.
IDVS 1	ICHS Exp. II	<div><div></div><div></div><div></div></div>	\$1,028	13%	Awaiting the attorney's feedback on provided details.
	ICHS Legacy House	<div><div></div><div></div><div></div></div>	\$250,845	57%	
IDVS 2	Gourmet Noodle	<div><div></div><div></div><div></div></div>	\$33,902	76%	Tenant agreed to pay majority of the balance by March but no response since early February. Preparing for early termination and actively searching for new tenant.
	Crawfish King, Parking	<div><div></div><div></div><div></div></div>	\$36,338	66%	
	Parks Dept Community Ctr	<div><div></div><div></div><div></div></div>	\$6,905	61%	Commercial team working with our accounting team to provide supporting documents.
	Seattle Parks & Recreation	<div><div></div><div></div><div></div></div>	\$1,554	50%	Commercial team following up with our accounting team and their AP team
New Central	Royal San Tan	<div><div></div><div></div><div></div></div>	\$19,342	85%	Tenant agreed to pay full balance in January but no response since February after mutiple attempts to meet. Will continue to reach out to tenant. then escalate.
	OneWorld Now	<div><div></div><div></div><div></div></div>	\$384	100%	Tenant has questions about the WO charge and Commercial team is following up. Tenant is paying rents on time.
	Massage Parlor Outreach Project	<div><div></div><div></div><div></div></div>	\$3,407	45%	They take time to apply for the fund, Commercial team is following up. Check received 02/27.
Jackson (Jackcom)	Mei Ying Jue	<div><div></div><div></div><div></div></div>	\$2,258	37%	\$1.7 check received every month. Commercial team following up on remaining balance.
	Bahtoh	<div><div></div><div></div><div></div></div>	\$10,591	69%	\$3K check received 2/27. Working with tenant to resolve balance over the next 3 months.

Key:

Over 75% Collectability

Between 50% and 75% Collectability

Under 50% Collectability



# SCIDpda Dashboard - Affordable February 2025

## Highlights

- PDA occupancy rate is 99%, with Jackson @ 100%, 13th & Fir @ 95%, and Atlas @ 96%.
- PDA collection rate stands @ 75%. New Central's 16% rate impacted by delayed HUD subsidy transfers.
- AR over 60 Days: Bush property @ 59% and DVA @ 68%, both showing improvement compared to last month (75%, 74% respectively).
- Jackson's HUD units payments have been processed and will be in the system soon.
- 13th & Fir residential AR over 60 days is 72%. To improve timely rent payments, we are rolling out an incentive program.
- The REAC inspection for Bush Hotel scored 96%, reflecting our commitment to provide safe and quality living conditions for residents.
- BPV1 (Beacon Pacific Village) currently has 155 units occupied and 156 units leased with one remaining studio unit available. Total of 146 units have been occupied.
- Staffing updates: Christoper Huie has been promoted to Atlas Building Manager, and Mayra Marroquin has joined as the new Assistant Building Manager for 13th & Fir.

SCIDPDA	Occupancy				Economic					
	# Units Vacant (EOM)	Days Vacant	Occupied %	Lost Rent Opportunity	Collection Rate (%)	* Adjusted AR \$ > 60 days	* Adjusted AR Total	>60 AR Change from Prior Mo	AR > 60 days % of AR	# of Residents >60 Days
Bush	2	45	98%	\$1,350	87%	\$35,641	\$60,063	-7%	59%	6
DVA	0	0	100%	\$0	96%	\$22,411	\$33,072	-4%	68%	14
New Central	0	0	100%	\$0	16%	\$0	\$43,786	0%	0%	0
PDA Summary	2	45	99%	\$1,350	75%	\$58,052	\$136,921	-6%	42%	20
Target									25%	
Managed										
13th & Fir Residential	7	607	95%	\$34,453	79%	\$310,072	\$432,869	-4%	72%	62
Atlas	2	180	96%	\$4,666	87%	\$24,457	\$39,367	-11%	62%	7
Jackson	0	0	100%	\$0	11%	\$7,769	\$50,628	-94%	15%	10
Managed Summary	9	787	96%	\$41,087	71%	\$342,297	\$522,864	-29%	65%	79
Target									25%	

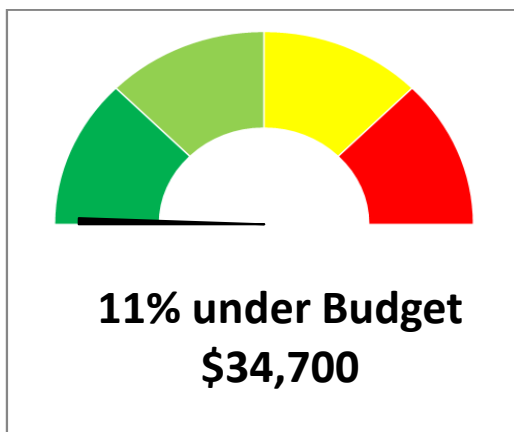
\* Adjusted = Residents with aged AR at risk for non-payments. Excludes billing credits not yet taken.

## SCIDpda Dashboard – February YTD Payroll 2025

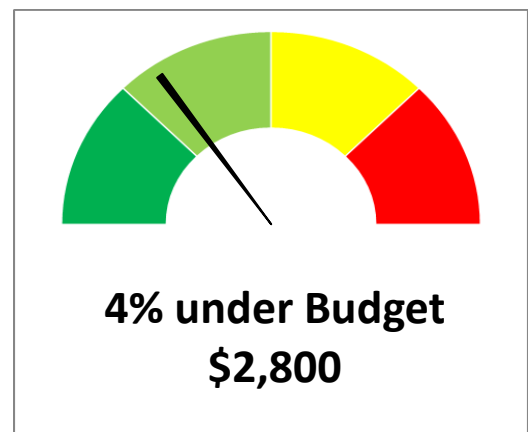
Overall, Payroll through February is **6% favorable to budget or \$51k for the organization** due to delays in hiring 3 staff (1 hired in mid-February), and a position vacated February that was replaced in March.

- Admin is favorable to budget at 11% or \$34.7k due to delay in hiring 2 positions totaling \$32k: Asset Manager and Accountant.
- Community Initiatives are 4% under budget or \$2.8k due to \$2k timing issue for PTO accruals.
- Property Management's favorable variance is 2.5% or \$11k due to the vacated Atlas Building Manager position replaced in mid-March, 6-week delay in hiring the Commercial Coordinator, and Properties PTO accruals posted in Property Management.
- Properties variance is 5% favorable to budget or \$2.7k as PTO accruals were not posted in Properties but remained in Property Management.

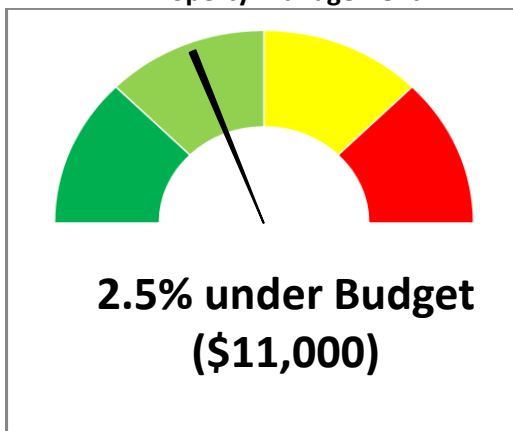
Admin



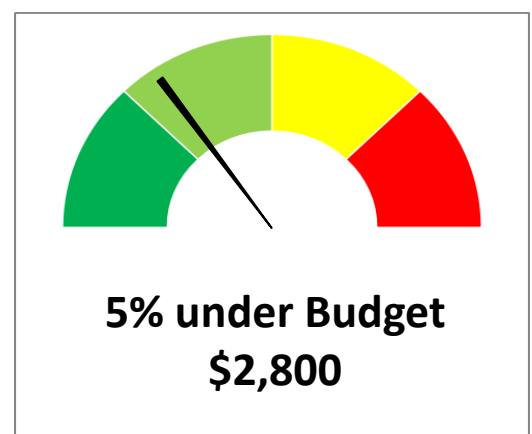
Community Initiatives



Property Management



Properties





## Department of Commerce- Corrective Actions on contract

### Background:

- Two contracts with funding of \$225K each were granted for the construction costs of Beacon Pacific Village.
- The Dept of Commerce discovered that the \$225K was claimed twice by SCIDpda with similar vendor invoices resulting to a Dept of Commerce's request for corrective action.
- Letter of acknowledgement and apology was issued with the corrective actions SCIDpda will undertake to address the Dept of Commerce's concerns.

### Corrective action plans required by the Dept of Commerce:

Concerns	Actions Taken by SCIDpda
Reimburse \$225 to Dept of Commerce	Issued Lothill check 376 on Feb 20, 2025
Provide documentation of implementing internal controls to ensure compliance with all contracts and funding requirements as well as staff capacity	SCIDpda will improve the requisition tracker and double checking of invoices and costs. Recruitment is already in place to address capacity concerns (Asset Manager, and Staff Accountant).
Take appropriate steps to add the remaining 2025 fiscal yr balance of \$225	Due to project completion, SCIDpda elects to de-enlist the balance of \$225K as the project has enough cost savings and has no need for the \$225K.
Participate in monthly check-ins with MHU and HPSI staff to provide SCIDpda opportunity to ask and seek technical assistance related to contracts	SCIDpda's Director of Finance and Director of Real Estate held an initial meeting with MHU and HPSI staff on Tuesday (3/14/2025). At that meeting, it was agreed to meet on the first Tuesday of each month, with the last meeting scheduled of 6/3/2025 to coincide with the end of the contract period.

# **Resolution 25-03-18-01**

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

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

- Approve February Board Meeting Minutes
- Approve March Concurrence Requests
- Accept February Expenditure Reports

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**RESOLUTION OF  
SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY,  
A WASHINGTON PUBLIC CORPORATION  
(8<sup>th</sup> and Lane Acquisition)**

**RESOLUTION NO. \_\_\_\_\_**

**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 has identified certain real property and improvements located thereon at 615 8th Avenue S., Seattle, Washington (the “**Property**”) as a potential development site for affordable housing and/or mixed-use project (the “**Project**”).

**WHEREAS**, Seattle Development Partners, LLC, a Washington limited liability company (“**SDP**”) and MacDougall-Thomas L.L.C., a Washington limited liability company (the “**Seller**”) previously entered into a Commercial & Investment Real Estate Purchase & Sale Agreement dated as of June 5, 2024 , as amended by that Addendum/Amendment to Purchase and Seale Agreement executed as of June 14, 2024 (collectively, as amended, the “**Purchase Agreement**”) for the purchase by SDP of the Property for a purchase price of \$6,453,860 (the “**Purchase Price**”).

**WHEREAS**, SCIDpda desires to assume SDP’s interests and obligations as buyer under the Purchase Agreement and pay SDP certain reimbursement and assignment fees in the aggregate amount of \$300,000 pursuant to an Assignment of Commercial & Investment Real Estate Purchase & Sale Agreement (the “**PSA Assignment**”).

**WHEREAS**, following the PSA Assignment, SCIDpda desires to purchase the Property from the Seller pursuant to the terms of the Purchase Agreement.

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

**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) assume SDP’s interests and obligations as buyer under the Purchase Agreement; (ii) acquire the Property from Seller according to the terms of the Purchase Agreement; (iii) apply for financing for the Project; and (iv) ratify and affirm all steps already taken in connection with the foregoing.

**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 individual corporate capacity, is authorized, empowered and directed to enter into, execute, and deliver the PSA Assignment and all such documents as may be required or advisable to assume SDP's interests and obligations in the Purchase Agreement.
3. That SCIDpda, in its individual corporate capacity, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order to acquire the Property from the Seller, including, but not limited to, the Purchase Agreement and any amendments thereto, the PSA Assignment, real estate excise tax affidavit, title affidavits and indemnities, and a settlement statement.
4. That SCIDpda, in its individual corporate capacity, is authorized, empowered and directed to apply for loans and/or grants on behalf of the Project for acquisition, predevelopment and development of the Project from both public and private sources, including specifically but without limitation the following:
  - a. City of Seattle
  - b. State of Washington Department of Commerce
  - c. King County
  - d. Private loans and grants as required for the development of the Project
  - e. Low Income Housing Tax Credits allocated through the Washington State Housing Finance Commission
  - f. Tax Exempt Bond Private Activity Volume Cap
5. That SCIDpda, in its individual corporate capacity, 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.
6. 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 Representative***"):

Jamie Lee, Co-Executive Director

Jared Johnson, Co-Executive Director
7. Any one Authorized Representative is authorized, empowered and directed to take such further action on behalf of SCIDpda, in its individual corporate capacity, as such Authorized Representative may deem necessary to effectuate the foregoing.
8. While the titles of and parties to the various documents described in this resolution may change, no change to such titles or parties will affect the authority conferred by this

resolution to negotiate, execute, deliver and perform under the documents in their final form.

9. That any and all acts authorized pursuant to these Resolutions and performed prior to the passage of these Resolutions are hereby ratified and affirmed.

*[Remainder of Page Intentionally Blank]*

## CERTIFICATE

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of Seattle Chinatown-International District Preservation and Development Authority (“***Authority***”) and that the foregoing Resolutions were duly adopted at a meeting of the Board of the Authority held on \_\_\_\_\_, 2025, in accordance with the Charter and Rules and Regulations of the Authority upon proper notice and at which time a quorum was present and that the above named representatives are representatives of the Authority and occupy the position set opposite their name.

Dated \_\_\_\_\_, 2025

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

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

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

**RESOLUTION OF  
SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY,  
A WASHINGTON PUBLIC CORPORATION  
(Victorian Row Acquisition)**

**RESOLUTION NO. \_\_\_\_\_**

**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 has identified certain real property located thereon at 1234 South King Street, Seattle, WA 98144 (the “**Property**”) containing 14 existing low income housing units commonly known as “Victorian Row Apartments” owned by Historic Seattle Preservation and Development Authority, a Washington public corporation (“**HSPDA**”).

**WHEREAS**, SCIDpda desires to expand its affordable housing portfolio through potential acquisition of the Project.

**WHEREAS**, SCIDpda desires to enter into a Memorandum of Understanding with the HSPDA to formalize its interest in acquiring the Property and continue due diligence efforts (the “**MOU**”);

**WHEREAS**, following execution of the MOU, SCIDpda desires to enter in to a donation or conveyance agreement with HSPDA (the “**Conveyance Agreement**”) outlining the terms of the conveyance of the Property to SCIDpda or an affiliate entity.

**WHEREAS**, the Property is encumbered with existing financing from: (i) Beneficial State Bank in the original principal amount of \$350,000 (the “**Bank Loan**”); and (ii) City of Seattle (“**City**”) in the original principal amount of \$672,841 (the “**City Loan**”).

**WHEREAS**, the Property is further encumbered by a Regulatory Agreement in favor of the City regarding use and operation of the Property as low income housing for a period of forty years (the “**Regulatory Agreement**”).

**WHEREAS**, SCIDpda desires to assume HSPDA’s interests and obligations in the City Loan and Regulatory Agreement (the “**City Loan Assumption**”).

**WHEREAS**, SCIDpda desires to retire the Bank Loan through negotiation of a loan payoff (the “**Bank Loan Payoff**”).

**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) enter into the MOU; (ii) enter into the

Conveyance Agreement; (iii) assume HSPDA's interests and obligations in the City Loan and Regulatory Agreement; (iv) retire the Bank Loan; and (v) ratify and affirm all steps already taken in connection with the foregoing.

## 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 individual corporate capacity, is authorized, empowered and directed to enter into, execute, and deliver the MOU and all such documents as may be required or advisable in connection with formalizing its interest in acquiring the Project and continuing due diligence efforts.
3. That SCIDpda, in its individual corporate capacity, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order to acquire the Property from HSPDA, including, but not limited to, the Conveyance Agreement and any amendments thereto, real estate excise tax affidavit, title affidavits and indemnities, and a settlement statement.
4. That SCIDpda, in its individual corporate capacity, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order to assume HSDPDA's interests and obligations in the City Loan and Regulatory Agreement, including, but not limited to, an assignment, assumption and consent agreement, and all such documents as may be required or advisable in connection with the City Loan Assumption.
5. That SCIDpda, in its individual corporate capacity, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order to retire the Bank Loan and facilitate the Bank Loan Payoff.
6. That SCIDpda, in its individual corporate capacity, 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.
7. 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 Representative***"):

Jamie Lee, Co-Executive Director

Jared Johnson, Co-Executive Director

8. Any one Authorized Representative is authorized, empowered and directed to take such further action on behalf of SCIDpda, in its individual corporate capacity, as such Authorized Representative may deem necessary to effectuate the foregoing.
9. While the titles of and parties to the various documents described in this resolution may change, no change to such titles or parties will affect the authority conferred by this resolution to negotiate, execute, deliver and perform under the documents in their final form.
10. That any and all acts authorized pursuant to these Resolutions and performed prior to the passage of these Resolutions are hereby ratified and affirmed.

*[Remainder of Page Intentionally Blank]*

## CERTIFICATE

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of Seattle Chinatown-International District Preservation and Development Authority (“***Authority***”) and that the foregoing Resolutions were duly adopted at a meeting of the Board of the Authority held on \_\_\_\_\_, 2025, in accordance with the Charter and Rules and Regulations of the Authority upon proper notice and at which time a quorum was present and that the above named representatives are representatives of the Authority and occupy the position set opposite their name.

Dated \_\_\_\_\_, 2025

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

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

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



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.*

**March 2025 Items**

**Community Initiatives**

<b>Amount</b>	<b>Funder</b>	<b>Recipient</b>	<b>Description</b>
\$11,250	CIDBIA	SCIDpda	SCIDpda is continuing to provide district management for the CIDBIA in 2025 until June 31, 2025
\$469,053	Dept. Of Neighborhoods	SCIDpda	Support CID Visioning Group work. Includes (1) Coalition-Building and establishment of Governance Structure of the CID Visioning Advisory Group (2) CID Implementation Plan: Collaboration Strategy, Stakeholder Coordination, and Implementation (3) Future Capacity and Sustainability for Continued Coalition Building
\$16,000	One Roof Foundation	SCIDpda	Funding to be used for small business relief efforts (Crime Prevention Through Environmental Design (CPTED) Matching Fund Project).
\$13,600	Friends of Little Saigon	SCIDpda	Funds will go towards Crime Prevention Through Environmental Design (CPTED) Matching Fund Project
\$75,000	Historic South Downtown	SCIDpda	World Cup capacity building funding for the CID Small Business Relief Team
\$145,000	Office of Economic Development	SCIDpda	Only In Seattle Program – supports SCIDpda's small business program, small business retention & recruitment consultant, and public realm work
\$91,000	SCIDpda	Shanti Breznau Consulting LLC	SCIDpda continues to work with Shanti Breznau on CID small business retention and recruitment
\$57,036.20	WA State Dept. Of Commerce – Small Business Resiliency Network	SCIDpda	Support staff implementing outreach, engagement, and programming for CID small businesses

## Property Operations

Chinese Information Service Center (CISC) signed a five-year and four-month lease commencing Mar. 1, 2025, at 803 S Lane St. IDVS1 (Old Denise Louie space). This is a big win since the space has been vacant since June 2023. By placing another youth learning organization there, we avoid the cost of improving the unit into a standard commercial space.

<b>C.I.S.C.</b>		
<b>Rent Year</b>	<b>Base Rent</b>	<b>Total</b>
Mar. 1, 2025 – Feb. 28, 2026	\$4600.41	\$46,004.10 2 month's rent concession
Mar. 1, 2026 – Feb. 28, 2027	\$4738.42	\$56,861.04
Mar. 1, 2027 – Feb. 28, 2028	\$4880.57	\$58,566.84
Mar. 1, 2028 – Feb. 28, 2029	\$5026.99	\$60,323.88
Mar. 1, 2029 – Jun. 30, 2030	\$5177.80	\$82,844.80
		<b>\$304,600.66</b>

Washington Trails Association signed a three-year lease commencing Mar. 1, 2025, at Muracom in the old Pioneer Barber space. This will bring new retail foot traffic activity to the area.

<b>Washington Trails Association</b>		
<b>Rent Year</b>	<b>Base Rent</b>	<b>Total</b>
Mar. 1, 2025 – Feb. 28, 2026	\$1300	\$15,600
Mar. 1, 2026 – Feb. 28, 2027	\$1339	\$16,068
Mar. 1, 2027 – Feb. 28, 2028	\$1379	\$16,548
		<b>\$48,216</b>

We Deliver Care signed a one-year lease commencing Mar. 1, 2025, at Sixth and King. A building we signed a contract to manage starting Feb. 1, 2025. This could evolve into a longer lease depending on funding after the first year.

We Deliver Care		
Rent Year	Base Rent	Total
Mar. 1, 2025 – Feb. 28, 2026	\$2,500	\$30,000
		\$30,000

**Real Estate Development**

## SCIDpda Board Meeting Minutes

February 18, 2025

Online via Teams

The February 2025 SCIDpda Board Meeting was hosted online via Teams.

**Board Present (in-person):** Cindy Ju, Mindy Au, Kevin Cao, Casey Huang, Lisa Nitze, Michelle Villafuerte, Regina Wang

**Staff Present:** Jared Jonson, Jamie Lee, Janet Smith, Winston Samson, Marion Emme, An Huynh, Crystal Ng

### 1. Call to Order

The meeting was called to order by Cindy Ju, Board President, at 6:01PM.

### 2. Consent Agenda

#### Resolution 25-02-18-01

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

- Approve January Board Meeting Minutes
- Approve January and February Concurrence Requests

Moved: Kevin Cao

Seconded: Regina Wang

Board Approved: 7

Abstained: 0

Absent: 5

The resolution was approved.

### 3. Staff Updates

#### Resolution 25-02-18-02

We, the Board of SCIDpda, authorize and approve this incentive compensation plan for 2025 as outlined above. Further, we authorize the Director of Finance and the Finance Committee of

the Board to make recommendations on the total amount of the award to be granted.

Moved: Casey Huang

Seconded: Regina Wang

Board Approved: 7

Abstained: 0

Absent: 5

The resolution was approved.

#### 4. Adjourn

The meeting was adjourned by Cindy Ju, Board President, at 6:30PM.