



Pike Place Market Preservation and Development Authority (PDA)

ASSET MANAGEMENT COMMITTEE
Meeting Minutes

Monday April 9th, 2012
4:30 p.m. to 6:00 p.m.
Atrium Conference Room

Committee Members Present: Patrick Kerr, John Finke, Jill Andrews, David Ghoddousi, Bruce Lorig

Other Council Members Present: Gloria Skouge

Staff Present: Ryan Yale, John Turnbull, Jennifer Maietta, , Steve Nelson, Joe Parr, Bob Beckstrom, John Macklin, Brittany Farrow, Matt Holland, Dianna Goodsell

Others Present:

The meeting was called to order at 4:30 p.m. by Patrick Kerr, Chair

I. Administration

- A. Approval of Agenda.
The agenda was approved by acclamation
- B. Approval of March 12th, 2012 Minutes
The minutes were approved by acclamation.
- C. Announcements and Community Comments
None

II. Levy Phase III Update

Joe Parr updated the committee on the status of Levy Phase III. He stated overall we are half way through project. He noted that there was discovery of structural rotting under IL Bistro, which is being corrected. There is also Seismic and structural work in progress in the Soames Dunn Building. He concluded that there will be more concentration placed on addressing the Leland and Fairley windows; he is anticipating the starting date of these projects after Labor Day.

A question and answer period followed

III. Key Issues & Discussion Items

- A. Update on Proposed Capital Projects
 - I. Soames Dunn Reconfiguration-
John Turnbull handed out a design layout for the Soames Dunn reconfiguration. He stated that The Knife Shop has been extended 8 feet, extending in the frontage for retail space and sacrificing some seating in the back.

A brief question and answer period followed

II. Hillclimb Planter Boxes-

John Turnbull handed out potential design sketches for the Hillclimb Planter Boxes. He stated he is still creatively working on design for the planter boxes and suggested ideas for 40 individual planter box units. He also discussed irrigation system ideas for the planter box design.

III. Public Seating for Hillclimb -

John mentioned wanting to purchase additional seating for Hillclimb since he liked the seating that was previously purchased. He passed out designs for the Hill Climb Public Seating.

IV. Economy Atrium Demonstration Kitchen Update -

John Turnbull discussed the updates regarding the Economy Atrium demonstration kitchen. He handed out a discussion draft letter for the Kitchen proposal. He noted he was approached by a group called Leadership Tomorrow. Leadership tomorrow said they would like to help with the kitchen model. The group would like to do a presentation demo on May 7th. He has received a drafting budget and business plan, which is estimated around \$360k in costs plus operating expenses. He concluded that there seems to be a substantial demand for the demonstration kitchen and noted plans in getting the project prepared for the summer, pending permit approvals.

V. Fish Ice Melting Station- Action Item(s)

Action Item: Proposed Resolution **12-18:** Authorization for Contract Authority – Fabrication of Ice Melt Tank

Steve Nelson introduced the resolution which proposes that the PPMPDA has determined that the installation of an ice thaw melt tank running in conjunction with the PDA HVAC Plant will provide significant savings and provide additional energy efficiency to the central plant. The PPMPDA has executed a competitive bid process to fabricate a stainless steel ice melt tank. It be requested that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with **Ballard Sheet Metal Works, Inc.** in an amount not to exceed **\$32,028.75**, for the execution of fabricating an ice melt tank. The funds for this project will be drawn from “Other Projects.” **Accounting Code I 10325-00.**

John moved, Bruce seconded

Approve: Patrick Kerr, David Ghoddousi, Jill Andrews, John Finke, Bruce Lorig

Against: 0

Abstain: 0

Resolution 12-18 passed unanimously

Action Item: Proposed Resolution **12-19:** Authorization for Contract Authority – Install Condenser Lines to Ice Melt Tank

Bob Beckstrom Introduced the resolution which proposes that the PPMPDA has determined the installation of an ice melt tank running in conjunction with the PDA HVAC plant will provide significant savings and provide additional energy efficiency to the central plant. The PPMPDA has executed a competitive bid process to run condenser piping to the ice melt tank. It be requested that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with **Merit Mechanical, Inc.** in an amount not to exceed **\$22,129.07** for the execution of installing condenser lines to the ice melt tank. The funds for this project will be drawn from the “Other Project.” **Accounting Code I 10325-00.**

John moved, Bruce seconded

Approve: Patrick Kerr, David Ghoddousi, Jill Andrews, John Finke, Bruce Lorig

Against: 0

Abstain: 0

Resolution 12-19 passed unanimously

B. Security- Quarterly Report

John Macklin presented the Quarterly 2012 Security report which included an itemization of activities reported to security. The security report was divided into 8 documented categories including: PDA Assistance, Medic 1/First Aid Responses, Construction Assists/Access Granted, Drug Activity, Disturbance, Equipment Check, Lock Ups and Escorts. He summarized the presentation by noting 2 fluctuations of reported events in the Construction Assists/ Access Granted and Drug Activity categories. John stated there was a drastic decrease in construction assists due to the conclusion of Renovation. He also stated that there was a drastic increase of hard drug use in the market. The escalation of drug use incidents reported has been correlated with the opening of the additional bathrooms added to the Market. John specifically stated there was increased drug use in the Sanitary Market restrooms.

Patrick inquired about staffing arrangements and accommodations for security at the Market. John commented he will be adding a new security shift by the end of the month, totaling 4 shifts. Patrick asked if the 19 security employees were enough to address the Market's security needs. John replied that he prefers to have 5-7 employees on staff for each security shift.

Steve added that there is a No Tolerance policy in the Market, indicating no warnings to offenders. He stated that the overall goal is to create an environment where the offenders are not tempted to do anything illegal and destructive to the Market.

A discussion then followed

IV. Action Item(s)

A. Action Item: Proposed Resolution 12-25: Corner Market Windowpane Replacement

Tyler introduced the resolution which proposes that the PPMPDA has determined that a number of windowpanes have failed at the South and West elevations and need to be replaced. The PPMPDA has executed a competitive bid process for replacing the failed windowpanes. It be requested that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with **Herzog Glass** in an amount not to exceed **\$33,230.95** for the execution of replacing the failed windowpanes. The funds for this project will be drawn from the Capital Projects Budget, Paint Underside of Skybridge **Accounting Code 163710-00**.

David moved, Bruce seconded

Approve: David Ghoddousi, Jill Andrews, John Finke, Bruce Lorig

Against: Patrick Kerr

Abstain: 0

Resolution 12-25 passed by a vote of 4-1

V. Property Management

A. Residential Property Management Report

John Turnbull briefly discussed the Residential Management Report. He stated that there has been increased move-ins this month due to the Renovation completion. Overall, the staff is trying to work on the communal areas including purchasing new furniture. He additionally noted possible plans in adding a 20 year contract with HUD.

Closed session began at 5:25 p.m.

B. Closed Session (RCW 42.30.110 [c])

i. Review of Lease Proposals

ii. New Lease - 6H Consulting - 93 Pike St #312

New Lease - Bella Umbrella - 1535 1st Ave #8

New Lease - Pike Place Taqueria Y Cantina - 1521 1st Ave

New Lease - Los Agaves - 1514 Pike Place Ave #7

New Lease - Britt's Pickles - Pike Place #415

Lease Renewal - Bavarian Meats - 1920B Pike Place

Lease Renewal - Cedar River Group - 93 Pike St #315

Lease Renewal - Lisa Harris Gallery - 1922 Pike Place

Lease Renewal - Lionheart Bookstore - 1501 Pike Place

- Lease Renewal - Maggie's Shoes - 1927 1st Ave
- Lease Renewal - Market Coins - 1501 Pike Place #422
- iii. Review of Delinquency Report
 - a) Vacancy Report
 - b) Current Lease Negotiations
- C. Open Session: Approval of Lease Proposals

Closed session ended at 5:55p.m.

- D. **Action Item:** Proposed Resolution **12-26:** Lease Proposals - April 2012:
Jennifer introduced the resolution which states the Lease Proposals for April 2012 below:

6H Consulting / Paul Neal	5 Years	May 1, 2012
Bella Umbrella / Jodell Egbert	3 Years	April 27, 2012
Los Agaves / Sophia Mendez & Jaime Mendez	1 Year	May 2, 2012
Pike Place Taqueria Y Cantina	3 Years	May 1, 2012
Britt's Pickles/Kansha Natural Foods, LLC	1 Year	May 10, 2012
Bavarian Meats / Lynn Hofstatter & Lyla Ridgeway	5 Years	June 1, 2012
Cedar River Group / Thomas Byers & John Howell	3 Years	April 1, 2012
Lisa Harris Gallery / Lisa Harris	5 Years	March 1, 2012
Lionheart Bookstore / David Ghoddousi	5 Years	March 1, 2012
Maggie's Shoes / Maggie Tsang & Tak Tsang	5 Years	May 1, 2012
Market Coins / Darrell Strand	3 Years	May 1, 2012

Bruce moved, David seconded

Approve: Patrick Kerr, David Ghoddousi, Jill Andrews, John Finke, Bruce Lorig

Against: 0

Abstain: 0

Resolution 12-26 passed unanimously.

David Ghoddousi abstained from voting for the Lionheart Bookstore lease renewal section only.

V. Items for the Consent Agenda

Resolutions 12-18, 12-19, 12-25 and 12-26 were moved to the Consent Agenda

VI. Public Comment

Buddy Foley addressed his concerns regarding the Renovation process and its impacts on the Stewart House building and tenants. He stated there were problems with the moving process, citing damages to the tenant's personal items. He also noted a concern with security protocols, citing that tenants do not wish to have their window shades pulled down after hours. He lastly stated he felt the Stewart House Tenants do not participate in the Council meetings due to a fear of retaliation.

VII. Adjournment

The meeting was adjourned at 6:08 p.m. by Patrick Kerr