



# Executive Committee Meeting Agenda

**Date:** Wednesday, March 23, 2016

**Time:** 4:30 p.m. – 5:45 p.m.

**Location:** Goodwin Library (Economy Building)

**Committee Members:** Matt Hanna (Chair), Rico Quirindongo, Betty Halfon, Gloria Skouge, David Ghoddousi and Ann Magnano

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|---------------|---|-------------------------|
| <b>4:30pm</b> | <b>I. Administrative:</b>   | <b>Chair</b>            |
|               | A. Approval of Agenda   |                         |
|               | B. Approval of the January 20, 2016 Executive Committee Meeting Minutes |                         |
| <hr/>         |   |                         |
| <b>4:35pm</b> | <b>II. Announcements and/or Community Comments</b>                      |                         |
| <hr/>         |   |                         |
| <b>4:40pm</b> | <b>III. Council Chair Report</b>  | <b>Matt Hanna</b>       |
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| <b>5:00pm</b> | <b>IV. Committee Chair's Report</b>                                     |                         |
|               | A. Finance & Asset Management   | <b>Gloria Skouge</b>    |
|               | B. Market Programs  | <b>Betty Halfon</b>     |
|               | C. MarketFront  | <b>Rico Quirindongo</b> |
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| <b>5:25pm</b> | <b>V. Reports and Action Items</b>                                      |                         |
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| <b>5:25pm</b> | <b>VI. Executive Director's Report</b>                                  | <b>Ben Franz-Knight</b> |
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| <b>5:35pm</b> | <b>VII. Public Comment</b>  |                         |
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| <b>5:40pm</b> | <b>VIII. Concerns of Committee Members</b>                              |                         |
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| <b>5:45pm</b> | <b>IV. Adjournment</b>  | <b>Chair</b>            |

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# Executive Committee Meeting Minutes

Wednesday, January 20<sup>th</sup>, 2016  
4:30 p.m. to 5:45 p.m.  
Salish Room

**Committee Members Present:** Matt Hanna, Gloria Skouge, Betty Halfon, David Ghoddousi

**Other Council Members Present:**

**Staff Present:** Ben Franz-Knight, Dianna Goodsell

**Others Present:** Howard Aller

The meeting was called to order at 4:38 p.m. by Matt Hanna, Chair.

## I. Administration

- A. Approval of the Agenda  
The agenda was approved by Acclamation
- B. Approval of the Executive Committee November 11, 2015 Meeting Minutes.  
The minutes were approved by Acclamation

## II. Announcements and Community Comments

None

## III. Council Chair's Report

Matt Hanna presented the Council Chair report for the month of January. He focused his report on the recent activities with the MarketFront project including the advancement of work with Miller Hull regarding alternatives for the project such as the interim conditions studies and Western stair slab options. Matt said that the advancement of work with Miller Hull could help provide great connections with or without the Overlook Walk. He noted that there was a brief update on the MarketFront Neighborhood Center from Lillian Sherman at the January MarketFront Committee meeting. He added that when we talk about activation of Western Avenue and One-Market concepts, he believed that the Neighborhood Center could help with these connections as well as serving as a pivot point for the Market; he highlighted the importance of looking at the Neighborhood Center as a whole Council and not just as a Committee. He lastly reported that the MarketFront project in itself is advancing well and is looking forward in the next several months to attending to the other strategic issues identified for 2016.

Betty Halfon inquired on the previous reference of building a connection from the MarketFront to the Waterfront; she was curious in where the steps from the MarketFront would connect to and from.

Ben Franz-Knight responded to Betty noting that the initial look and idea that we are advancing a little further is decking over the Westside portion of our existing garage to connect to the elevator and stairs as a better interim condition; this was in referenced to the signage package presented at the January 19<sup>th</sup> Finance & Asset Management Committee meeting. Ben noted that we have decided to hold off on the construction of the slabs or stairs at this time. He added if we end up not finding a viable option, we would approach the City of having to spend funds on an unfeasible solution to the Market's connection to the Waterfront.

Ben Franz-Knight separately noted that we have enough clarity at this time regarding the budget gap for the housing portion of the MarketFront and how that gap could be filled. He said we are very close to being able to present to the Council the resolutions for the construction contracts for the housing components. He said that we are comfortable at this point in time in taking money from some of the contingencies for the project and applying it to the housing budget shortfall adding that we are through a significant amount of risks with the project. If a resolution would be presented, it would be conditioned upon review of all the final documents. He commented on the schedule noting that we would most likely need to hold a special meeting regarding the New Markets Tax Credit financing. He recommended in completing the housing business prior to the Special Meeting for the NMTC; he would know by the end of the day tomorrow if we would have enough of this information finalized.

#### IV. **Committee Chair's Report**

##### A. Finance & Asset Management Committee

Gloria Skouge provided a report to the Executive Committee on the recent Finance and Asset Management Committee meeting held the prior evening. Reports and Key Items that were discussed during the meeting included a review of the PC-1 South Elevator Signage and a review of the financial statements for December 2015. Actions Items presented at the meeting included the approval Resolution **16-03**: Authorization for Contract Authority – Installation of Garage LED Lighting Fixtures – Beach Electric, Resolution **16-04**: Authorization for Contract Authority – North Arcade Storage Project – Harkness Construction LLC, Resolution **16-05**: Authorization for Contract Authority – Trial Installation of Harvester – Wiserg Corporation and approval of Resolution **16-06**: New lease proposal for Sea Breeze Farm and lease renewal for Animal Gifts.

Ben Franz-Knight commended Tamra Nisly, Senior Project Manager for her outstanding work with the Wiserg Harvester project including efforts navigating through the Market Historic Commission on this front. He briefly provided a summary of the PC-1 South Elevator Signage discussion.

Matt Hanna commented on the PC-1 South Elevator Signage discussion. He noted that he has always felt like the railing for the stairs were slightly low and frightening. He said that if we are aiming to draw more people, he encouraged staff to think about the safety of the stairs for future users.

Ben Franz-Knight separately noted that the pending commercial lease with Seabreeze Farm is very exciting for the Market. He noted that the current tenant BB Ranch would be leaving the Market in pursuit of their own personal interests.

**B. Market Programs Committee**

Betty Halfon was not present at the January 12<sup>th</sup> Market Programs Committee meeting; Patrice Barrentine chaired the meeting in her place. Betty briefly reported on the items discussed at January Market Programs Committee meeting including a Holiday Marketing Recap, review on the marketing efforts for the first Quarter of 2016, Farm Update and discussion on the Locals Evening Farmers Market concept. Action items presented at the meeting included the approval of Resolution **16-02: Authorization for Non-Exclusive Trademark Licensing Agreement with Aegis of Queen Anne.**

Betty Halfon commended the work of the Marketing team, including the leadership and enthusiasm of Emily Crawford, Director of Marketing & Communications and social media and graphic design work from Justin Huguet, Digital Marketing Program Manager.

**C. MarketFront Committee**

Rico Quirindongo was not present at the evenings meeting to report on the January 11<sup>th</sup> MarketFront Committee meeting.

**V. Executive Director's Report**

Ben Franz-Knight presented the Executive Director's Report for the month of January 2016. He highlighted a few major milestones for the MarketFront project including the pouring the first slab on grade Friday, January 15<sup>th</sup>. He noted the excellent progress on the construction side including the completion of all of the excavation, shoring and drilled piers are completed. He noted that the Market Foundation had also delivered the initial philanthropic contribution to the MarketFront with a \$2.4million check and over \$4.1million in total pledges to date; he added that they were well over fifty percent of their goal for the capital campaign. He briefly mentioned a recent film shoot in the Market with Toyota in conjunction with Toyota online as well as Auto week. He noted that they had featured three of our tenants as well as utilizing the Market bag with their film shoot; he referenced that this was a perfect example of the type of film shoot we would want to do in the future. He said that Emily Crawford and Sue Gilbert-Mooers have been in conversation with the Office of Film with the City because they would like to film more commercials; he noted that we would want to host film shoots that actually further our mission and our message.

**VI. Public Comment**

Howard Aller commented on the trademark resolution with Aegis stating that he has dealt with them in the past noting that they were extremely sharp operators and bottom-line people. He said that if we are going to deal with Aegis, they should be willing to pay more. He separately mentioned a concern he had heard regarding the Night Market and its possible impacts to Crafters.

Betty Halfon suggested in assembling a few community meetings to address concerns or questions regarding the Night Market concept.

**VII. Closed Session**

- A. Executive Director Annual Review (*Closed Session Per (RCW 42.30.110(1)(b))*)

*The Committee entered into Closed Session at 5:22p.m.*

The Chair reported that the Executive Committee would be in Closed Session for approximately twenty minutes to discuss the Annual Review for Executive Director Ben Franz-Knight.

*The Committee entered into Open Session at 5:37p.m.*

The Chair reported that the Executive Committee discussed the Executive Director's Annual Review as well as pending tenant issues.

Matt briefly reviewed the possible approach for the ED Annual Review this year. The review process would be a similar format to what we have done in recent years including a subset of questions to ask through a survey with PDA Staff and Merchants. He noted that we would like to do some broader outreach possibly with the contacts Ben has connected with outside of the Market; hopefully we will have a larger set of inputs for his review.

**VIII. Concerns of Committee Members**

None

**IX. Adjournment**

The meeting was adjourned at 5:45 pm by Matt Hanna, Chair

Meeting minutes submitted by:  
Dianna Goodsell, Executive Administrator