



Pike Place Market Preservation and Development Authority (PDA)

ASSET MANAGEMENT COMMITTEE
Meeting Minutes

Monday July 8th, 2013
4:30 p.m. to 6:00 p.m.
Elliott Bay Room

Committee Members Present: Gloria Skouge, Betty Halfon, Patrick Kerr, David Ghoddousi

Other Council Members Present:

Staff Present: Ben Franz-Knight, John Turnbull, Tamra Nisly, Jennifer Maietta, Bob Beckstrom, Tyler Jamison, Matt Holland, Kateesha Atterberry, Dianna Goodsell

Others Present: Bob Messina, Howard Aller

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

I. Administration

- A. Approval of the Agenda.
The agenda was approved by acclamation
- B. Approval of the June 10th, 2013 Minutes
The minutes were approved by acclamation.

II. Announcements and Community Comments

Bob Messina commented on the upcoming Fairley Wall Replacement and inquired about clarification on how the wall would be replaced.

Ben Franz-Knight reported that the Fairley Wall would be replaced in kind as it appears today.

III. Key Issues & Discussion Items

- A. Pike Place Uses/Wall Replacement Project Update
Tamra Nisly gave an update on the wall replacement project and Pike Place Uses. She commented that Market Grille has started to do outdoor seating. She noted that we are working with a company regarding a waste and recycling proposal. There will be tracking of the garbage bins and the actions of recycling and collection on specific areas in the Market with the waste and recycling study.

David Ghoddousi noted that the Pike Place Market is a working market and that we have limited space to store trash.

- B. Residential Department Review
Elsie Janson, Residential Portfolio Manager at the PPM PDA presented the Annual Residential Department Review. A copy of the Residential Department Review was included with the meeting minute's record. Elsie reported updates for July 2013 which covered residential topics including; Aging in Place, Occupancy,

Common Area Improvements, Tenant Community Involvement, Residential Staff and Challenges. A summary of the report included the following:

New for 2013

- Focus on coordination and improvement of services for elderly residents to provide for a special support called “Aging in Place”
- Retain Full occupancy post renovation
- Coordinate continuing improvements in building common areas and opportunities for residential involvement

Aging in Place

- Emphasized identifying potential social services requirements for our elderly residents
- Referred tenants to Social Services Advocate, Sandra Dunn, for various services
- Conducted “Coffee Time” with Residential Manager and Sandra Dunn to provide an atmosphere of openness and casual conversation highlighting general and social services requirements, and appointment setting for confidential meetings
- Identified tenants with housekeeping issues and assisted them in any way possible to avoid eviction
- Encouraged tenants to connect with Pike Clinic to their health provider for wellness check-up; invited Pike Clinic personnel to join residents get-together to connect/re-connect with our residents
- Worked with tenants with financial issues who are behind or having problems paying their rent on time to avoid eviction

Occupancy

- Maintained occupancy rate between 95% to 98% from January to June 2013
- Processed all scheduled rent increases
- Continued standard high compliance with HUD reporting requirements, EIV and investor audits

Common Area Improvements

- Provided internet service at LB, Stewart House, LaSalle, and Market House buildings
- Opened up a LaSalle community room
- Bought new chairs (paid in part by donation) and decorations for community rooms and lobby

Tenant Community Involvement

- Encouraged tenants to use the community room for their private functions
- Encouraged tenants to start “tenant initiated activities” - LaSalle tenants started a journaling class
- Started a newsletter called “Residential Insider”
- Organized occasional tenant get-together - Summer BBQ, Thanksgiving/Harvest Feast, Holiday Party

Residential Staff

- Fully staffed
- Staff attended Fair Housing class this year
- All Managers attended the Affordable Housing Conference
- All Managers attended Landlord Tenant Laws class
- All Managers attended Tenant Screening Session

Challenges

- Tenants who refused to get help or accept assistance
- Tenants who have problems complying with their lease agreement and the house rules
- Compliance with new “no smoking” policy
- Reducing downtime for unit turnovers

There was a brief discussion that followed.

David Ghoddousi inquired about arrangements for current smokers in the residential buildings. He is concerned about existing locations for smokers in the Market.

Ben Franz-Knight noted that we can certainly look at other options regarding alternative smoking locations.

C. **Atrium Meeting Plans Review**

Ben Franz-Knight reported that we the Atrium Kitchen construction bid results would be ready by the next Finance Committee meeting on July 16th. He noted to have committee members notify him if they were interested in viewing the Atrium Kitchen construction bid package in detail.

John Turnbull briefly discussed an update on the Atrium Kitchen plans. He also discussed about the components of the kitchen for its potential uses and users.

IV. **Action Item(s)**

A. **Action Item:** Proposed Resolution **13-44:** Authorization for Contract Authority - Repair Pike Place Window and Siding - Fairley Building

Tyler Jamison introduced the resolution which states that in order to maintain the viability of the Pike Place Market buildings the PMPDA has determined that the wood windows and wood siding have deteriorated and needs to be repaired, WHEREAS, the PMPDA has executed a public bid process for the repairing of the wood windows and wood siding, BE IT RESOLVED that the PMPDA Council authorizes the PMPDA Executive Director or his designee to enter into contract with Stetz Construction in an amount not to exceed \$260,116.81, for the execution of repairing the wood windows and wood siding at the Fairley Building. The funds for this project will be drawn from the Capital Projects Budget, Repair Pike Place Window and Siding Accounting Code 163731-00

Tyler Jamison noted that we anticipate starting the construction work in September and finishing the project by the start of November.

David Ghoddousi moved, Betty Hafon seconded

There was a brief discussion that followed.

Patrick Kerr inquired about the results from the bids; he was skeptical about the large discrepancy of the bids amounts.

For: David Ghoddousi, Betty Halfon, Gloria Skouge

Against: Patrick Kerr

Abstain: 0

Proposed Resolution 13-44 passed with a vote 3-1-0

B. **Action Item:** Proposed Resolution **13-46:** Authorization for Contract Authority - Restore Sanitary Market Building Exterior

Bob Beckstrom introduced the resolution which states in order to maintain the viability of the Pike Place Market buildings the PMPDA has determined the Sanitary Market Building exterior is in need of painting and crack repairs. WHEREAS, the PMPDA has executed a competitive bid process to restore the Sanitary Market Building exterior including paint, re-lettering, and crack repairs. BE IT RESOLVED that the PMPDA Council authorizes the PMPDA Executive Director or his designee to enter into a contract with Grund and Co. in an amount not to exceed \$47,294.70 for the execution of painting and repairing the Sanitary Market Building Exterior. The funds for this project will be drawn from the Capital Projects Budget, Accounting Code 163745-00.

David Ghoddousi moved, Betty Hafon seconded

There was a brief discussion that followed.

For: Gloria Skouge, David Ghoddousi, Betty Halfon, Patrick Kerr
Against: 0
Abstain: 0

Proposed Resolution 13-46 passed unanimously

Betty Halfon inquired if the the Economy Market Atrium Kitchen could be formally named as the Pike Place Market Atrium Kitchen.

John Turnbull presented a brief overview on the details of the Atrium Kitchen construction bid package.

V. **Public Comment**

Howard Aller made a suggestion in having the kitchen wall tiled with the wording Pike Place Market.

Bob Messina inquired about the public area outside of the kitchen and whether the area would be affected by overflow from the kitchen.

VI. **Property Management**

A. Residential Property Management Report

John Turnbull briefly discussed the Residential Property Management Report. He noted that we are tracking right on budget and making sure we can turn the units over promptly. He reported that the vacancy is roughly around 3.5%. He lastly noted that the Livingston Baker apartments are fully occupied now.

Closed Session started at 5:21p.m.

B. Closed Session (RCW 42.30.110 [c])

- I. Review of Lease Proposals
- II. Lease Renewal - Chukar Cherries - 1529B Pike Place
Lease Renewal - Constatino's Produce - 1509 Pike Place #7
Lease Renewal - Ed Newbold Wildlife Artist - 93 Pike Street #1
Lease Renewal - J & J Gifts - 1427 First Avenue
- III. Review of Delinquency Report
 - a. Vacancy Report
 - b. Current Lease Negotiations

Closed Session ended at 5:34p.m.

C. Open Session: Approval of Lease Proposals

Open Session started at 6:35p.m.

D. **Action Item:** Proposed Resolution **13-47:** Lease Proposals - June 2013

Jennifer Maietta introduced the resolution which states the Lease Proposals for June 2013 below:

Chukar Cherries Chukar Cherries, Inc.	Five (5) Years	August 1, 2013
Constantino's Produce Lina Constantino Fronda	Five (5) Years	August 1, 2013
Ed Newbold Wildlife Artist Ed Newbold	Five (5) Years	August 1, 2013
J & J Gifts	Three (3) Years	September 1, 2013

Sung Hwang

Betty Halfon moved, David Ghoddousi seconded

For: Gloria Skouge, David Ghoddousi, Betty Halfon, Patrick Kerr

Against: 0

Abstain: 0

Resolution 13-47 passed unanimously

VIII. Items for the Consent Agenda

Resolutions 13-46 and 13-47 were moved to the consent agenda.

IX. Concerns of Committee Members

None

X. Adjournment

The meeting was adjourned at 5:39p.m. by Gloria Skouge, Chair

Meeting minutes submitted by:

Dianna Goodsell, Administrative Services Coordinator