



Pike Place Market Preservation and Development Authority (PDA)

ASSET MANAGEMENT COMMITTEE
Meeting Minutes

Monday November 12th, 2012
4:30 p.m. to 6:00 p.m.
Elliott Bay Room

Committee Members Present: Patrick Kerr, John Finke, David Ghoddousi, Bruce Lorig, Gerry Kumata, Betty Halfon, Joshua Anderson

Other Council Members Present: Gloria Skouge

Staff Present: Ben Franz-Knight, Steve Nelson, John Turnbull, Jeff Jarvis, Jennifer Maietta, Matt Holland, Tyler Jamieson, Dianna Goodsell

Others Present: Howard Aller

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

I. Administration

- A. Approval of the Agenda.
The agenda was approved by acclamation

- B. Approval of the October 8th, 2012 Minutes
The minutes were approved by acclamation.

II. Announcements and Community Comments

Patrick Kerr thanked John Finke for his chairing at the October 8th Asset Management Committee meeting.

III. Levy Phase III Update

Ben Franz-Knight reported a brief update for Levy Phase III. There are several items on the agenda that involve levy work including conclusion of work with SRG Architects. The work on the windows on Western has also commenced.

IV. Key Issues & Discussion Items

- A. Facilities Presentation and Review
Jeff Jarvis provided a presentation on the Facilities Department. The presentation overviewed the fundamental functions of the Facilities Department, Departmental Personnel and Metrics for 2012. The presentation has been included with the minutes. A summary of the Facilities presentation is as follows:

Betty Halfon entered in at 4:36p.m

Fundamental Functions of the Facilities Department:

1. To provide 24-hour, 365 day-a-year cleaning services, maintain supplies and equipment for all common and residential areas in order to keep the Market a clean and safe place to live, do business, park and shop.
2. To provide garbage and recycling services, maintain contracts for window cleaning and pest control services for all commercial and residential building tenants and for the all the daystallers in the Market.
3. To stock, clean and maintain the South, North, East and Northeast Public restrooms and 34 tenant and residential restrooms throughout the Market.
4. To maintain an inventory of all types of lights in the Market and change them as necessary.
5. To plant and tend all seasonal rooftop planter boxes, hanging baskets, and the planter boxes and landscaped areas of the parking garage and hillclimb.
6. To provide personnel for the setup and takedown necessary for all special events and other Market activities.

Personnel:

There are 25 full-time staff members in the Facilities Department including the departmental manager. The various shifts are broken down to the following: The Day shift is staffed with 9 employees, the Night shift staffed with 11 employees and the Graveyard shift is staffed with 4 employees.

Metrics 2012:

- 4.55 miles of TP per case. Mileage ranged from 109 miles in February to 182 miles in July; total of 1,550 miles through October
- Garbage ranged from 145 tons in January to 210 tons in August; 1828 tons through Oct.
- Mixed Recycling ranged from 231 cubic yards to 471 cubic yards; 3,211 yards through Oct.
- Compostable Materials ranged from 146 cubic yards to 203 cubic yards; 1627 yards through October

There was a brief question and answer period that followed.

Patrick Kerr stated that the facilities and maintenance staff are doing a great job. He had commented though on the odor issue with the lower Arcade levels and inquired on the steps being taken to address the odor.

Ben Franz-Knight noted that odor issue in the lower Arcade levels is being addressed.

Steve Nelson stated that the Ice melting station has been working very well. He noted that he would provide more data on the ice melting station as the system is used more.

V. Action Item(s)

- A. **Action Item:** Proposed Resolution **12-82:** Authorization for Contract Authority - Old Brewery Tenant Improvement - LaSalle Building

Tyler Jamieson introduced this resolution which states that in order to maintain the viability of the Pike Place Market buildings the PPMPDA contracted work to remodel the Old Brewery space to accommodate a new tenant. The PPMPDA contracted the work for \$9,679.80 and while the work was taking place, discovered unforeseen conditions, requiring an additional \$824.76 change order to complete the work, for a total of \$10,504.56. It be requested that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to pay Experienced Construction, Inc. in an amount of \$10,504.56 for the execution of remodeling work at the Old Brewery. The funds for this project will be drawn from the Tenant Improvements: Old Brewery TI, Accounting Code 160280-00

David Ghoddousi moved, Gerry Kumata seconded

There was a brief discussion that followed about the scope of work to be completed on the space.

Approve: Patrick Kerr, John Finke, David Ghoddousi, Bruce Lorig, Betty Halfon, Gerry Kumata
 Against: 0
 Abstain: 0

Resolution 12-82 passed unanimously

- B. **Action Item:** Proposed Resolution **12-86:** Authorization for Contract Authority - SRG Partnership, Inc. - Architectural Services

Ben Franz-Knight introduced the resolution which states that in order to maintain the viability of the Pike Place Market buildings the PMPDA has undertaken a major renovation of the Pike Place Market buildings, and many of the building systems have now reached the end of their useful life and are in need of major repair. The PMPDA contracted with SRG Partnership for Design and Architectural Services for this major renovation in February 2009 as authorized by the PDA Council in Resolutions 08-51 and 08-61 and now wishes to amend that contract to include additional Contract Administration expenses for Leland and Fairley windows (\$159,000) and Construction Administration expenses for Food Bank (\$16,000) for a total contract amendment of \$175,000. It be requested that the PMPDA Council authorizes the PMPDA Executive Director or her designee to execute an amendment to the existing SRG contract in an amount not to exceed \$175,000. Note \$159,000 towards account 163200-00 Levy Design and Misc. Expenses and \$16,000 towards account 163214-00 Non-Levy Design Work.

Gerry Kumata motioned, David Ghoddousi seconded

There was a brief discussion that followed.

David Ghoddousi inquired about the levy funds available to date. Ben noted that he could bring the monthly progress report (MPR) at next month's committee meeting.

Approve: John Finke, Bruce Lorig, Gerry Kumata
Against: Betty Halfon, David Ghoddousi, Patrick Kerr
Abstain: 0

Resolution 12-86 did not pass with a vote 3-3-0

Patrick Kerr requested to have Proposed Resolution 12-86 brought to the November 29th, 2012 PDA Full Council meeting under new business items.

David Ghoddousi motioned to modify the current meeting date of the Asset Management Committee to meet on the 2nd Tuesday of every month instead of Monday.

Bruce Lorig seconded David's motion.

There was a brief discussion that followed.

Patrick Kerr noted that he would not be available for the Asset Management Committee meetings on Tuesdays.

David Ghoddousi amended his motion with modifying the Asset Management Committee date on the 2nd Thursday of every month instead of Tuesday.

The motion failed.

VI. **Property Management**

- C. Residential Property Management Report

John Turnbull noted that we are moving along pretty well with less than 3% vacancy anticipated by the end of the month. He added that the Residential staff has been spending much time with tenant relations. Lastly he noted that there is a new Assistant Residential Manager for the LaSalle building.

Closed Session started at 4:55 p.m.

- D. Closed Session (RCW 42.30.110 [c])

- i. Review of Lease Proposals
 - ii. New Lease - Flair - 1501 Pike Place #317
Lease Renewal - Ageless Acupuncture - 1515 First Avenue
Lease Renewal - Miniature Car Dealer - 1501 Pike Place #525
Lease Renewal - Rings N Things - 87 Pike Street
 - iii. Review of Delinquency Report
 - a) Vacancy Report
 - b) Current Lease Negotiations
- E. Open Session: Approval of Lease Proposals

Closed Session ended at 5:07p.m.

Open Session started at 5:08p.m

- F. **Action Item:** Proposed Resolution **12-87:** Lease Proposals - November 2012:
Jennifer introduced the resolution which states the Lease Proposals for November 2012 below:

Flair Andrea Barrowman	One (1) Year	November 15, 2012
Ageless Acupuncture Maria Portnaya	One (1) Year	December 1, 2012
Minature Car Dealer Jaime Huizar	Three (3) Years	December 1, 2012
Rings N Things Chad Trichler	Three (3) Years	January 1, 2013

David Ghoddousi moved, Betty Halfon seconded

Approve: John Finke, David Ghoddousi, Bruce Lorig, Betty Halfon, Patrick Kerr, Gerry Kumata

Abstain: 0

Resolution 12-87 passed unanimously

VII. Items for the Consent Agenda

Resolutions 12-82 and 12-87 were moved to the Consent Agenda.

VIII. Public Comment

None

IX. Concerns of Committee Members

Patrick Kerr inquired about the parking garage rates and the performance of the garage with the newly adjusted rates. He requested for Ben to prepare an update and report regarding the garage performance for a future committee meeting.

Bruce Lorig requested to have the garage update and report materials distributed in advance to the meeting it would be presented at.

Ben Franz-Knight noted that the City would like to discuss a renewal of the parking agreement with the PDA.

X. Adjournment

The meeting was adjourned at 5:14 p.m. by Patrick Kerr, Chair

Meeting minutes submitted by:
Dianna Goodsell, Administrative Services Coordinator