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**Pike Place Market Preservation and Development Authority (PDA)**

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**ASSET MANAGEMENT COMMITTEE**  
**Meeting Minutes**

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**Monday January 14<sup>th</sup>, 2013**  
**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**

**Other Council Members Present: Gloria Skouge**

**Staff Present: Ben Franz-Knight, John Turnbull, Jennifer Maietta, Tamra Nisly, Matt Holland, 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.**

Patrick Kerr proposed to include a discussion on Market Security and an update on the windows on Western under Section IV.

The agenda, as amended, was approved by acclamation

**B. Approval of the December 10<sup>th</sup>, 2012 Minutes**

The minutes were approved by acclamation.

**II. Announcements and Community Comments**

None

**III. Levy Phase III Update**

Ben Franz-Knight noted that we are nearing the completion of the first phase of renovation for the windows on Western.

**IV. Key Issues & Discussion Items**

Patrick Kerr discussed an update on the Quarterly Security Report and an update on the Windows on Western. He noted that he hasn't had a quarterly Security Report presented to the committee in some time. He expressed his concerns with the presence of security in the Market and the potential need in increasing the staffing in security. He requested to have a Security Report presented next month from the head Security Manager. Patrick discussed an update on the windows on Western. He noted that he had met with Heather McAuliffe from the Market Historical Commission (MHC) to discuss the windows on Western; Heather provided past meeting minutes from the MHC regarding the windows and a list of companies who repair and or replace historic windows. Patrick added that he would like to have the committee consider having PDA staff consult a professional regarding the need to repair or replace the

windows on Western. Patrick Kerr submitted the materials received from the MHC and submitted a list of companies who provide servicing for historic windows to the meeting minutes.

There was a brief discussion that followed.

Ben Franz-Knight noted that he would be happy to come back next month with an update on the windows on Western. He also noted that the City Planning Department is in the process of adopting some energy efficiency requirements in new and restoration projects.

**V. Action Item(s)**

**A. Action Item: Proposed Resolution 13-04: Additional Funds for Reconfiguration of Soames Dunn Interior and Retail Spaces**

John Turnbull introduced the resolution which states that the PDA Council has previously reviewed the PDA Other Funds and Capital Projects Priority list; and in Resolution 12-53 authorized the expenditure of \$80,000 for miscellaneous costs associated with the reconfiguration of the Soames Dunn Interior and retail spaces, and this work has been completed with additional costs incurred by the PDA to complete the renovation of the building common areas according to approved plans, relocation of utilities and preparation of shell spaces for occupancy by retail tenants, additional costs totaling \$15,800. It be requested that the Pike Place Market PDA Council authorizes the allocation of an additional \$15,800 from the PDA Other Projects (account code 163221-00) to fund the Soames-Dunn Improvements.

John Finke moved, Gerry Kumata seconded

There was a brief discussion that followed.

For: John Finke, David Ghoddousi, Bruce Lorig, Betty Halfon, Gerry Kumata

Against: 0

Abstain: Patrick Kerr

Resolution 13-04 passes with a vote 5-0-1.

**B. Action Item: Proposed Resolution 13-05: Approval of Contract Authority for Specialty Door Inc. and Amendment to Resolution 12-44 - TI Reimbursement for Chocolate and Ice Cream**

John Turnbull introduced the resolution which states that the PDA Council previously approved Resolution 12-44 providing for the reimbursement to Chocolate and Ice Cream for tenant incurred expenses up to \$135,000 for the relocation and construction of their store including installation of glazed garage doors approved as part the design for a new storefront, and the Capital Projects coordinator for the PDA determined that the vendor selected by the tenant would not provide a door of acceptable quality and condition and recommended instead that the sourcing of this portion of the project include other vendors, and due to the critical timing and engineering complexity a sole source bid was obtained by the PDA from Specialty Door Inc. based on their expertise and availability in the amount of \$14,708.59 including state tax and this contractor has performed satisfactory work as a small works contractor for the PDA, BE IT RESOLVED that the Pike Place Market PDA Council authorizes a contract for the fabrication and installation of 2 glazed garage doors for the Soames Dunn interior improvements in the amount of \$14,708.59 and amends Resolution 12-44 reducing the amount of reimbursement for tenant expenses by \$14,708.59 to \$120,291.41.

David Ghoddousi moved, Gerry Kumata seconded

There was a discussion that followed.

There was an amendment to the resolution regarding the TI reimbursement for Chocolate and Ice Cream reducing the amount of reimbursement for tenant expenses by \$12,708 to \$122,292.

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

Proposed Resolution 13-05 passed with a vote 5-0-1.

**VI. Property Management**

**A. Residential Property Management Report**

John Turnbull gave a brief update on the Residential Property Management Report. He noted that we are at a steady state that we can continue to maintain throughout the year. He noted that year end we are doing better than budgeted. He added that vacancy rates are about 3%; he would like to get tenant turnover rates lowered though.

*Closed Session started at 4:54p.m.*

**B. Closed Session (RCW 42.30.110 [c])**

**i. Review of Delinquency Report**

a) Vacancy Report

b) Current Lease Negotiations

Lease Renewal - Kitchen Basics - 1514 Pike Place #10

Lease Renewal - Saffron Spice - 93 Pike Street

ii. Real Property Negotiations - 1501 Western avenue

*Closed Session ended at 5:13p.m.*

**C. Open Session: Approval of Lease Proposals**

*Open Session started at 5:14p.m*

**D. Action Item: Proposed Resolution 13-06: Lease Proposals - January 2013**

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

Kitchen Basics Ruby Myint Haq	Five (5) Years	February 1, 2013
Saffron Spice Cajetan Mendonca	Five (5) Years	January 1, 2013

David Ghoddousi moved, John Finke seconded

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

Against: 0

Abstain: Patrick Kerr

Resolution 13-06 passed unanimously

**VII. Items for the Consent Agenda**

Resolutions 13-04, 13-05 and 13-06 were placed on the Consent Agenda.

**VIII. Public Comment**

None

**IX. Concerns of Committee Members**

None

**X. Adjournment**

The meeting was adjourned at 5:15 p.m. by Patrick Kerr, Chair

Meeting minutes submitted by:  
Dianna Goodsell, Administrative Services Coordinator