



Pike Place Market Preservation and Development Authority (PDA)

ASSET MANAGEMENT COMMITTEE
Meeting Minutes

Monday May 13th, 2013
4:30 p.m. to 6:00 p.m.
Elliott Bay Room

Committee Members Present: Patrick Kerr, David Ghoddousi, John Finke, Betty Halfon, Gerry Kumata, Betty Halfon

Other Council Members Present: Gloria Skouge

Staff Present: Ben Franz-Knight, John Turnbull, Tamra Nisly, Steve Nelson, Jennifer Maietta, Brady Morrison, Matt Holland, Kelly Lindsay, Teri Wheeler, Dianna Goodsell

Others Present: Joshua Anderson, Howard Aller, Tristin Papenfuse, Angela Shen, Mark Breitfuss, Zenebework Lulu

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 April 8th, 2013 Minutes
The minutes were approved by acclamation.

Betty Halfon entered at 4:02pm

II. Announcements and Community Comments

Howard Aller extended his appreciation to the Market Security Department on their quick and thorough response regarding a medical emergency he experienced on Mother's Day in the Market.

III. Levy Phase III Update

- A. Update on Windows on Western
Ben Franz-Knight provided a brief update on the windows on Western. He noted that the Constituency windows were installed over the weekend. He added that he anticipates having the windows application submitted to the Market Historical Commission by the end of the week.

IV. Key Issues & Discussion Items

- A. Emergency Response Planning
There was a draft Emergency Response and Preparedness Plan for the Pike Place Market PDA that was distributed to the Committee. Ben Franz-Knight noted that we are looking at the month of September in performing Market wide drills; September is "Emergency Awareness Preparedness Month". Once the

Emergency Response and Preparedness Plan is finalized, copies would be distributed both internally and externally throughout the PDA Office and the Market.

There was a brief discussion that followed.

B. Annual Maintenance and Operations Report

Steve Nelson and Brady Morrison gave the Annual Maintenance Operations Report. Brady Morrison provided a summary of the Department Overview and a breakdown on various Maintenance duties. He noted that Maintenance Department is made up of 10 employees; 6 maintenance mechanic, a carpenter, a painter, an operations specialist and a maintenance manager. He noted that one of this year's projects in the 30 Year Capital Needs Assessment in the Market; the first rough draft of the assessment is due in June. Several highlights of the Annual Maintenance and Operations Report included:

- Averaged 200 Preventive Maintenance work orders a month, roughly 2500 work orders a year.
- Addition of 3 new elevators for a total of 16 elevators in the Market
- Increased public restrooms; 8 public and 34 tenant restrooms
- Increased grease interceptors; roughly 46 in all food based businesses
- Increase in number of back flow prevention devices
- 15 Commercial hooked into the Central Plant for HVAC
- There are over 30 coolers and freezers using our condenser loop
- 31 apartment rehabs completed in 2012
- Certification and Training Updates; One grade 3 & Two grade 4 boiler licenses, two 07 electrical licenses and one FEX4 fire inspector.

There was a brief discussion that followed

David Ghoddousi inquired since the renovation, what kind of training has staff done regarding the updated systems in the Market.

Betty Halfon inquired about the amount of work orders and maintenance help requests since the renovation.

Steve Nelson noted that we have started hiring more experienced maintenance workers and mechanics than in the past since the Market operations have changed; there is an increase of in-house work in the Market with the more experienced workers. He presented an overview of the Central Plant and how the system operates in real time.

C. Tour Group Update

John Turnbull provided an update on the Market Tour Organization and Guide registration process with the PDA. He noted that this month registration had begun for pedestrian tours in the Market. He distributed a copy of the 2013-2013 Tour Organization & Guide Registration. He provided details on the tour group registration process noting that the registration for the Market tour groups would provide accurate information of the registered tours, code of conduct and general liability insurance.

There was a brief discussion that followed.

Betty Halfon inquired about any recent opposition regarding the establishment of an administrative fee and tour regulation in the Market.

V. Action Item(s)

A. Action Item: Proposed Resolution 13-31: Authorization for Contract Authority - Atrium Loft and Elliott Bay Room Sound System - Economy Atrium

Kelly Lindsay introduced the resolution which states that the in order to maintain the viability of the Pike Place Market buildings the PMPDA has determined that installation of a professional grade audio/visual system is necessary for the conference meeting rooms to effectively function as spaces for programs and events; WHEREAS, the PMPDA has executed a competitive bid process for installing a new sound and video system in the Atrium Loft and Elliot Bay conference rooms; BE IT RESOLVED that the PMPDA

Council authorizes the PMPDA Executive Director or his designee to enter into a contract with Guitar Center Professional in an amount not to exceed \$13,370 for the execution of adding audio and visual equipment to the Atrium Loft and Elliot Bay conference rooms. \$10,000 for this project will be drawn from the Capital Projects Budget, Economy Atrium Event Improvements, Accounting Code 163730-00, and the remaining \$3,370.00 will be drawn from the Capital Inventory, Accounting Code 160170-00.

Kelly Lindsay made a clarification that the resolution was only for audio equipment, not video.

David Ghoddousi moved, Gerry Kumata seconded

There was a brief discussion that followed

Bruce Lorig inquired about the budget for the event Rooms. He would like a complete package of the total costs of the event room renovation including the expertise of an acoustic engineer. He was not in favor of it of the proposed resolution.

Gerry Kumata mentioned that installation of drapery in the meeting rooms would not be good for dampening sound.

For: 0

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

Abstain: Patrick Kerr

Proposed Resolution 13-31 failed with a vote 0-5-1

Patrick Kerr requested to have a future presentation on a comprehensive audio and sound package for total costs of event room improvements to be made.

VI. Public Comment

None

VII. Property Management

A. Residential Property Management Report

John Turnbull briefly discussed the Residential Property Management Report. He noted that the vacancy rate last month was at 6% and this month at 4%.

Closed Session started at 5:36p.m.

B. Closed Session (RCW 42.30.110 [c])

I. Review of Lease Proposals

II. New Lease - Paintings by Ethan Jack Harrington - 1501 Pike Place # 328

New Lease - Rachel's Ginger Beer - 1530 Post Alley

New Lease - Washington State Farmers Market Association - 93 Pike Street #316

Lease Renewal - Art Stall Gallery - 97 Pike Street

Lease Renewal - Earth, Wind and Fire - 1514 Pike Place #13

Lease Renewal - The Great Wind Up - 1506 Pike Place #15

Lease Renewal - Manzo Brother's Produce - 1509 Pike Place #516

Lease Renewal - Sisters European Café - 1525 Post Alley #2

III. Review of Delinquency Report

a. Vacancy Report

b. Current Lease Negotiations

IV. Heritage House - 1533 Western Avenue

Closed Session ended at 6:14p.m.

C. Open Session: Approval of Lease Proposals

Open Session started at 6:15p.m

D. Action Item: Proposed Resolution **13-30:** Lease Proposals - May 2013

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

Paintings by Ethan Jack Harrington Ethan Jack Harrington	One (1) Year	June 13, 2013
Rachel's Ginger Beer RGB Market, LLC	Five (5) Years	June 1, 2012
Washington State Farmers Market Assoc. Karen Kinney	Three (3) Years	June 17, 2013
Art Stall Gallery Elizabeth McPhaden & Lauren Andrews	Three (3) Years	June 1, 2013
Earth, Wind & Fire Kathleen Devon	Three (3) Years	June 1, 2012
The Great Wind Up Alan Downhour	Five (5) Years	June 1, 2013
Manzo Brothers' Produce Mario Manzo	Five (5) Years	July 1, 2013
Sisters European Cafe Babak (Bob) Hodaie	Five (5) Years	May 1, 2012

David Ghoddousi moved, Betty Halfon seconded

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

Against: 0

Abstain: Patrick Kerr

Resolution 13-30 passed with a vote 5-0-1

VIII. Items for the Consent Agenda

Resolution 13-30 was moved to the consent agenda.

IX. Concerns of Committee Members

None

X. Adjournment

The meeting was adjourned at 6:17p.m. by Patrick Kerr, Chair

Meeting minutes submitted by:

Dianna Goodsell, Administrative Services Coordinator