



Executive Committee - Meeting Agenda

Date: Wednesday January 23rd, 2013

Time: 4:30 p.m. – 5:45 p.m.

Location: Goodwin Library

Committee Members: James Savitt (Chair), Bruce Burger, Matt Hanna, Patrick Kerr, Jackson Schmidt

4:30pm	I. Administrative	Chair
	A. Approval of Agenda	
	B. Approval of October 17 th , 2012 Minutes	

4:35pm	II. Announcements and Community Comments	
---------------	---	--

4:40pm	III. Council Chair's Report	James Savitt
---------------	------------------------------------	---------------------

4:55pm	IV. Committee Chair's Report	
	A. Asset Management	Patrick Kerr
	B. Finance	Matt Hanna
	C. Market Programs	Bruce Burger
	D. Waterfront Redevelopment	Jackson Schmidt

5:05pm	V. Executive Director's Report	Ben Franz-Knight
---------------	---------------------------------------	-------------------------

5:15pm	VI. Other Reports and Action Items	
	A. Executive Director Annual Review (<i>Closed Session Per (RCW 42.30.110(1)(b))</i>)	Chair

5:35pm	VII. Public Comment	
---------------	----------------------------	--

5:40pm	VIII. Concerns of Committee Members	
---------------	--	--

5:45pm	IX. Adjournment	Chair
---------------	------------------------	--------------



Pike Place Market Preservation and Development Authority (PDA)

**EXECUTIVE COMMITTEE
Meeting Minutes**

**Wednesday October 17th, 2012
4:30 p.m. to 5:45 p.m.
Goodwin Library**

Committee Members Present: James Savitt, Jackson Schmidt, Patrick Kerr, Matt Hanna, Bruce Burger

Other Council Members Present:

Staff Present: Ben Franz-Knight, Dianna Goodsell

Others Present:

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

I. Administration

A. Approval of the Agenda

It was proposed to add Closed Session regarding discussion of Heritage House after Section V, Public Comment as new item VI, A.

The agenda, as amended, was approved by acclamation.

B. Approval of the September 19th, 2012 Minutes.

The minutes were approved by acclamation.

II. Announcements and Community Comments

None

III. Council Chair's Report

James Savitt discussed the month's Council Chair's Report. He reported that there will be a presentation at the Full Council meeting regarding the Market wide Wayfinding Signage project as well as a presentation on Social Services: roles and responsibilities between The Market Foundation and the PDA. There would be a brief update on the 2013 Budget; the 2013 Budget will be a key item for the November full Council meeting. He discussed planning for December's PDA Council agenda items as well as the 2012 Full Council Retreat. He lastly noted that he and Jackson Schmidt would be meeting with Charley Royer and Margaret Walker from the Central Waterfront Committee on Monday; they would review what was approved and would inform Charley Royer and Margaret Walker on the Council's position as discussed from the most recent closed session.

Matt Hanna entered at 4:35p.m

Patrick Kerr inquired about the meeting on Monday with Charley Royer and Margaret Walker regarding the Waterfront.

James Savitt requested to go into Closed Session to discuss prior and current negotiations with the City of Seattle regarding the Waterfront.

Closed Session started at 4:36p.m

- A. PCI-North MOU Negotiations (*Closed Session Per (RCW 42.30.110(1)(b))*)
There was a discussion of the ongoing negotiations with the City of Seattle regarding PCI-North during closed session.

Closed Session ended at 5:01p.m

Open Session started at 5:02p.m

III. Committee Chair's Report

- A. Asset Management

Patrick Kerr had not been present for the October 8th Asset Management Committee meeting. There was not a Committee Chair report given.

Ben Franz-Knight noted that there was a request from the Asset Management Committee members at the October 8th meeting to return back to the committee and provide two separate resolutions for the Atrium Kitchen and Event Spaces in the Economy Building.

- B. Finance

Matt Hanna discussed the Finance Committee Chair Report noting the productive October 16th meeting. He reviewed the process of the meeting, noting that PDA Directors and Managers were available for questions and discussion of each Department's proposed budget. He added that a new element of the proposed budget for him was the auditing of percent rent for commercial tenants for 2013. He noted that routine audits help maintain honesty; this would be a good business practice for the PDA. He lastly added that there was concern from Bruce Lorig regarding involvement and oversight with the budget process. He suggested having Ben Franz-Knight to provide Bruce Lorig a closer look in what the Executive Director does with oversight of the budget process and operations of the PDA.

There was a brief discussion regarding the proposed audits for commercial tenants.

Patrick Kerr commented on the proposed audits. He noted that he does not like the idea of auditing of the merchants the PDA depends on. He noted his uncertainty about the criteria and process of the proposed audits.

Matt Hanna noted that there are criteria on which management use to determine who should be an audit candidate; it is essentially focusing on those tenants who should be audited.

Ben Franz-Knight noted that the PDA is routinely audited six times a year. We have a responsibility to conduct regular audits from our major revenue streams.

James Savitt inquired if there would be a presentation for the November's Full Council Meeting that would discuss the line items in the budget, including the audits in Commercial. He noted the possibility of voting on the line items. He lastly noted that he would like to ensure that the auditing notion is not a surprise for the Market tenants.

- C. Market Programs

Bruce Burger discussed the Market Programs Chair report. At the last Market Programs committee meeting there was a Market wide Wayfinding Signage presentation which received valuable feedback from the committee members and public. He noted that there was a proposed resolution that was approved at the recent meeting regarding the continuation and expansion of the Satellite Markets. He lastly noted that next month there will be discussions on housing and other Social Services for PCI-North.

James Savitt stated the importance of having each Council member's input for the review of the satellite market concept before voting on Proposed Resolution 12-81; Authorization for Continuation and Expansion of Pike Place Market Express-branded Satellite Farmers Markets at City Hall Plaza, South Lake Union and One Additional Location in Summer 2013 and Beyond. He noted that the subject will be discussed at the Full Council Retreat.

There was a brief discussion that followed regarding Social Services and the PDA.

Matt Hanna noted the need of continually being mindful of what the PDA can do for social services; come up with creative ideas to benefit social services despite some of the PDA constraints.

Jackson Schmidt noted that more low-income housing is one of the overwhelming needs for social services in the Market.

D. Waterfront Redevelopment

Jackson Schmidt briefly discussed the Waterfront Redevelopment Committee Chair report. He noted that WRC is anticipating revised drawings from Miller Hull involving reconfiguration of the PCI-North space. He added that the committee will discuss and plan what they can do productively until January regarding PCI-North. Lastly, he noted that we have begun the GC/CM procurement process and have started discussions on the food hub concept for the Market.

IV. Executive Director's Report

Ben Franz-Knight briefly discussed the Executive Director's report. He distributed an annual report regarding Market Security as well as document with the proposed reorganization of the daystall and farm program departments; both documents have been included with the minutes. He gave a commercial update noting the construction for Storyville Coffee, Radiator Whiskey and Roberto's Venetian Ristorante & Bar underway.

V. Items for the Consent Agenda

None

VI. Public Comment

None

VII. Other Reports and Action Items

Closed Session started at 5:49p.m

A. Heritage House Discussion (*Closed Session Per (RCW 42.30.110(1)(b))*)

There was a discussion regarding Heritage House negotiations with both SHA and Providence. There were no decisions reached during closed session.

Closed Session ended at 5:57p.m

Open Session started at 5:58p.m

VIII. Concerns of Committee Members

None

IX. Adjournment

The meeting was adjourned at 5:59 pm by James Savitt

Meeting minutes submitted by:
Dianna Goodsell, Administrative Services Coordinator