



# Executive Committee Meeting Agenda

**Date:** Wednesday, June 22<sup>nd</sup>, 2016

**Time:** 4:30 p.m. – 5:45 p.m.

**Location:** Goodwin Library (Economy Building)

**Committee Members:** Matt Hanna (Chair), Rico Quirindongo, Betty Halfon, Gloria Skouge, David Ghoddousi and Ann Magnano

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| <b>4:30pm</b> | <b>I. Administrative:</b><br>A. Approval of Agenda<br>B. Approval of the May 18, 2016 Executive Committee Meeting Minutes | <b>Chair</b>   |
| <b>4:35pm</b> | <b>II. Announcements and/or Community Comments</b>  |  |
| <b>4:40pm</b> | <b>III. Council Chair Report</b><br>A. Council Nominating Committee Update  | <b>Matt Hanna</b>  |
| <b>4:50pm</b> | <b>IV. Committee Chair's Report</b><br>A. Finance & Asset Management<br>B. Market Programs<br>C. MarketFront              | <b>Gloria Skouge<br/>Betty Halfon<br/>Rico Quirindongo</b> |
| <b>5:05pm</b> | <b>V. Reports and Action Items</b>  |  |
| <b>5:05pm</b> | <b>VI. Executive Director's Report</b>  | <b>Ben Franz-Knight</b>                                    |
| <b>5:15pm</b> | <b>VII. Public Comment</b>  |  |
| <b>5:20pm</b> | <b>VIII. Closed Session</b><br>A. Executive Director Annual Review ( <i>Closed Session Per (RCW 42.30.110(1)(b))</i> )    | <b>Chair</b>   |
| <b>5:40pm</b> | <b>IX. Concerns of Committee Members</b>  |  |
| <b>5:45pm</b> | <b>X. Adjournment</b>   | <b>Chair</b>   |

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# Executive Committee Meeting Minutes

**Wednesday, March 18, 2016**

**4:30 p.m. to 5:45 p.m.**

**Salish Room**

**Committee Members Present:** Matt Hanna, Gloria Skouge, Betty Halfon

**Other Council Members Present:**

**Staff Present:** Ben Franz-Knight, Tamra Nisly

**Others Present:** Howard Aller

The meeting was called to order at 4:31 p.m. by Matt Hanna, Chair.

## **I. Administration**

### **A. Approval of the Agenda**

The agenda was approved by Acclamation

### **B. Approval of the Executive March 23<sup>rd</sup>, 2016 Meeting Minutes.**

The minutes were approved by Acclamation

## **II. Announcements and Community Comments**

Howard Aller noted that there has recently been a decent amount of discussion regarding Commercial Tour Groups in the Market. He said that the tour group sizes must be kept smaller in number, especially since he was almost swept off the street by the masses of the tour groups. He added that the tours should be monetized since they do utilize Market resources and charge a substantial amount for those tours. He noted that we may want to limit the tours per day like we limit the number of daystalls each day.

## **III. Council Chair's Report**

Matt Hanna presented a Council Chair Report for May 2016. He spoke briefly about the ongoing discussions with Marshall Foster including the connections with Steinbrueck Park and the Waterfront and how the City and the Market moves forward as both the projects progress. He referenced the letter drafted by Ben Franz-Knight and the PDA Council in response to the Supplemental Draft EIS which was articulately written. He noted that hopefully we can get some clarity regarding the status of the Overlook Walk. Another item under his Council Chair report was regarding the status of the Commercial tours. He noted that he had not had the opportunity to dive deeply into the issue yet. He wanted to signal to the Council that it has been his view that we entrust our staff to make appropriate judgment calls in terms with negotiations with prospective and current tenants, adding that we do need to exercise an appropriate amount of oversight as the Council as well. He was hoping that we could talk during Closed Session about any leases that were

controversial and any elements that would have been problematic in closed session during the recent Finance & Asset Management Committee meeting. He had asked Gloria to provide an update on the Finance & Asset Management Committee report, including an overview of the tour group discussion.

#### **IV. Committee Chair's Report**

##### **A. Finance and Asset Management**

Gloria Skouge presented a report on the Finance & Asset Management Committee. She provided a summary of the discussion regarding the Commercial Tour Groups in the Market. She noted that there was possibly a desire to establish some type of Ad Hoc Committee to further discuss commercial tours in the Market. She mentioned the issues of the growing number of tour groups and size of the tour groups in the Market and how might the Tour Groups affect the authenticity component with the Market. She referenced several of the folks who were at the recent Finance & Asset Management Committee meeting, including those for and against the commercial tours. She stated that the members of the Committee had many thoughts on the tour groups. She mentioned that we need to be careful about the number of tours we allow in and what information is accurately shared about the Market. Ben noted that the feedback received by the Committee included proceeding with an interim solution. Permits would be temporary issued on a month to month basis with the requirements of utilizing the wristbands. He noted that wristbands would allow us to get a clearer sense of the number of folks involved with the tours as well as to help differentiate the active tour groups and identifying those tour groups who are not registered. He mentioned that the wristbands was indeed not an elegant solution but would be an effective method until a long term solution and regulatory framework could be established.

Gloria Skouge separately provided an overview on the resolutions that were on the meeting's agenda including the review and approval of the 2015 PDA Audit by Peter Sullivan with Resolution **16-27**: Approval of 2015 PDA Audited Financial Statements. Other resolutions reviewed at the meeting including Resolution **16-28**: 1st Contract Amendment with Harkness Construction - North Arcade Storage Project, Resolution **16-29**: Authorization for Contract Authority – Replacement of Rooftop Air Handler - 1st & Pine Building and Resolution **16-30**: Lease Proposals with Dot's Butcher & Deli, Pike's Pit BBQ, Pike Place Bakery and WA State Farmers Market Association. There would be a closed session included under the Full Council meeting for May to discuss lease negotiations for Pike's Pit BBQ. She lastly noted lastly that the residential vacancy rate was roughly at 4%.

##### **B. Market Programs**

Betty Halfon, Market Programs Chair, provided a report on the May 10<sup>th</sup>, Market Programs Committee meeting. She noted that there was a presentation regarding Farm Advertising and Promotion which included the Evening Market Communications Strategy. She distributed a copy of the presentation shown at the Market Programs meeting involving the newer bus ads for the Farmer's Markets promotional efforts. There was also a presentation on the new Visitor's Guide in the works for the Pike Place Market. Betty had reported that the Evening Market would start Wednesday, June 1<sup>st</sup>.

There was brief discussion surrounding the opening ceremony for the MarketFront and what it would look like. There were no action items at the recent Market Programs Committee meeting.

Matt Hanna briefly mentioned the status of Ben Franz-Knight's annual Executive Director Review. He noted that we should be in the position to share the draft ED Review at Executive for June's meeting.

C. **MarketFront**

Rico Quirindongo was not available to provide a report on the May 9<sup>th</sup> MarketFront Committee meeting.

V. **Reports and Actions Items**

None

VI. **Executive Director's Report**

Ben Franz-Knight presented the Executive Director's Report for the month of May. He noted that the MarketFront project is moving along incredibly well and we are finalizing the lease negotiations with the core tenants. He said that we are continuing to track the RFI's and submittal log, noting that the number of RFI's has been high. He reported that this project has been incredibly complicated and the teams are working incredibly well. He highlighted the importance of the team dynamics with the Architects, Construction Management and Project Management team. Ben reported great news regarding the levy dollars. He reported that we received approval from the Director of Finance with the City in use of the remaining levy dollars which would help with the Seismic work for the Desimone Bridge. He noted that we had our annual bond rating's review. He noted that they were typically impressed with our Capital Reserves fund and our Parking performance. Lastly he reported on the parking front, noting that rates would be appropriately adjusted for the summer season. He had mentioned a brief update at the recent PDA Council with the plans to adjust the parking rates and has been active in informing the community.

VII. **Public Comment**

Howard Aller was curious if he could be given a copy of Ben's response to the Office of the Waterfront regarding the Draft EIS.

VIII. **Concerns of Committee Members**

Betty Halfon mentioned her concern with the lack of Council members attending the monthly committee meetings. She noted her concern of those folks who have desired expertise but do not regularly attend the monthly Committee meetings. She has felt like a fourth of the PDA Council is not actively present at the meetings.

Gloria Skouge asked if we needed to establish a Nominating Committee soon.

IX. **Adjournment**

The meeting was adjourned at 5:26 pm by Matt Hanna, Chair

Meeting minutes submitted by:  
Dianna Goodsell, Executive Administrator