



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

---

**COUNCIL MEETING MINUTES – APRIL 29<sup>th</sup>, 2010**

---

**Thursday, April 29<sup>th</sup>, 2010  
4:00 p.m. to 6:00 p.m.  
PDA Conference Room**

**Council Members: James Savitt, John Finke, Ann Magnano, Gloria Skouge, Patrick Kerr, Jackson Schmidt, Theresa Alexander, Bruce Burger, David Ghoddousi, Matt Hanna, Bruce Lorig**

**Staff Present: Carol Binder, Anita Neill, Teri Wheeler, Ryan Hostetler, John Turnbull, Tamra Nisly, Thomas Arnold, Cecilia Hall, Kateesha Atterberry, Brittney Farrow, Marlys Erickson**

**Others Present: Bruce Jensen, Jan Cooper, Tom Graham, Liza Couchman, Ellen von Wandruszka, Dale Wittner**

The meeting was called to order at 4:00 p.m. by James Savitt, Chair.

**I. Administration**

**A. Adoption of Agenda**

Proposed resolution 10-23, Contract with Jensen & Cooper Executive Search and Assessment, was added to IIIc of the agenda.

The agenda was approved, as amended, by acclamation.

**B. Review and Approval of Minutes of March 25<sup>th</sup>, 2010**

The Minutes were approved by acclamation.

**II. Public Comment Including the Market Community**

Tom Graham reported that the constituency has voted to retain the maintenance of their membership registry instead of the PDA office coordinator.

**III. Executive Director Hiring: Issues, Status and Public Input**

**A. Report on Status of Search / Hiring Effort**

Jim reported that the outreach for community input on the hiring process had been very successful particularly at the constituency meeting. A draft brochure of the Executive Director Job profile had been created and was distributed at the meeting. Jim asked that Council members review the document and recommend any changes keeping in mind that the brochure was a general outline and Council did not need to pick on the specifics that would be reviewed with potential candidates on an individual basis. The intent of the brochure was to attract the best possible candidates for the position. Jim continued to describe the input and review which was conducted by the Executive Director Hiring Committee at their last meeting; in general everyone was very pleased with the document. Jim continued to describe in detail the recruiting and interviewing process as set by Jansen and Cooper and the hiring committee. He also noted that the committee would abide by the required public process but felt it necessary to keep applicants resumes confidential for the privacy of the candidates.

- B. Public Comment and Input regarding Experience, Skills and Other Qualifications Sought  
Tom Graham handed out a list of qualifications that the constituency desired of the new Executive Director. There were 16 attributes, ranked in order of importance. Tom reviewed the top five picks from the list noting that the constituency did not feel that #3 (No connection to real estate development, or associations with major contractors) was necessary due to experience already existing on the Council.

Liza Couchman wanted to note that #3 was a point of contention with the constituency but it was decided it was best to have an all inclusive list. Additionally Liza noted that if there was an Interim Director hired, that person should be consideration for the Executive Director position as this was very common and excluding an Interim from applying was not in the best interest of a search process.

- C. Council Discussion on Development of Job Profile and Search / Hiring Effort  
Carol handed out proposed resolution 10-23 which was added to the agenda during the administration and adoption of the agenda portion of the meeting.

**Action Item:** Proposed Resolution 10-23: Contract with Jensen & Cooper Executive Search and Assessment.

There was some review and discussion of the draft job description. Several Council members voiced their concerns and requested some changes to the document. Some of the changes included the removal of the wording that the Executive Director 'directs' because it was felt that it was the Council that directed the Executive Director, the addition of more information about the Charter and its mission and the responsibility that rests with Council to the 2<sup>nd</sup> paragraph on page 2,

Bruce B asked if it was regular practice to leave the salary information blank. Bruce Jensen responded that it was and further explained why.

Gloria felt that there should be some clarification on when the Market Foundation was started. Other suggestions from Council included further explanation of the commercial and residential tenants and community affairs of the Market and it should be noted somewhere that the current Executive Director was leaving the position on good terms.

Jim noted that the document was intended to be a synopsis of the Market and its community and a position description and Council should not get caught up in the details because they would be discussed with applicants individually.

Jim made a motion that the Council directs the Executive Director Hiring Committee to finalize the job description brochure, with the suggested changes, at their meeting on May 4<sup>th</sup>.

Theresa Alexander moved and Bruce Burger seconded.

For: James Savitt, John Finke, Ann Magnano, Gloria Skouge, Patrick Kerr, Jackson Schmidt, Theresa Alexander, Bruce Burger, David Ghoddousi, Matt Hanna, Bruce Lorig

Against:

Abstain:

The motion passed unanimously.

Jim further noted that September 1<sup>st</sup> was the target start date for the new Executive Director. This would leave a two month lag time from Carol's departure and it may be necessary to hire an interim director. There was some discussion as to this and it was decided that the EDHC would be given the charge by the full Council to finalize the job description in their meeting to be held on May 4<sup>th</sup>, and to bring forward options to fill the gap between Carol's retirement and the new ED's start date to the May 28<sup>th</sup> full Council meeting. It was also agreed that the final job description document would be circulated to Council members so they could distribute and network the document.

John Finke moved proposed resolution 10-23 David Ghoddousi seconded.

For: James Savitt, John Finke, Ann Magnano, Gloria Skouge, Patrick Kerr, Jackson Schmidt, Theresa Alexander, Bruce Burger, David Ghoddousi, Matt Hanna, Bruce Lorig  
Against:  
Abstain:

Proposed resolution **10-23** passed unanimously.

#### **IV. New Market Tax Credit Status and Issues**

Carol handed out three documents relating to the NMTC structure and possible projects for the funds to be spent on, these documents had been handed out at prior meetings. She noted that the Preschool had been removed from the possible use list because they received funding through the state budget. Carol continued to review the other projects on the list which included the relocation of tenants displaced by the renovations, improvements to the Market that included an increase in farm stands and lighting on Pike Place to increase evening activities, replacement of the Stewart House façade. Other possible uses not on the narrative could be the possible refill of the atrium and other tenant improvements. Carol continued to describe the financing steps and structure. Bruce B asked about the timeline of completing the NMTC transaction. Carol responded that specific Pike Place Market disclosure practices were required and started 45 days prior to Council's final vote on the transaction which was tentatively set for the June 24<sup>th</sup> full Council meeting.

At this point in the meeting questions were asked about how the funds would be used, how they could be used and how funds from the first NMTC transaction were being utilized and a discussion ensued around these issues.

Carol continued with the presentation of the Phase II NMTC structure.

Carol then distributed a report that showed the to date allocation of the Phase I NMTC funds and the proposed uses of additional funds as specified in proposed resolution 10-19 as approved by the Cap Ren committee. Carol described the projects and answered questions and confirmed that with the approval of this resolution there would be \$1.9 million that could be available for tenant improvements and reconfiguration of the 3<sup>rd</sup> level Down Under when the Preschool vacates, and some amenities to the new Hillclimb plazas and Western Avenue spaces.

Jim made a motion to direct staff to continue to explore and pursue Phase II financing through NMTC that was consistent with what was discussed and approved at last months full Council meeting.

Bruce Burger moved and Ann Magnano seconded.

For: James Savitt, Ann Magnano, Gloria Skouge, Patrick Kerr, Jackson Schmidt, Bruce Burger, David Ghoddousi, Matt Hanna, Bruce Lorig  
Against:  
Abstain: Theresa Alexander, John Finke (recused)

The motion passed.

#### **A. Action Item: Proposed Resolution 10-19: Commitment of Certain New Market Tax Credit Funds to Specific Renovation Projects.**

Carol reviewed proposed resolution 10-19 noting that the Preschool had been removed from the list of proposed uses for the NMTC's because they received funding through the state budget. She continued to review the handout and explained in detail the proposed use of the funds.

John Finke moved and Bruce Lorig seconded.

For: James Savitt, John Finke, Ann Magnano, Gloria Skouge, Patrick Kerr, Jackson Schmidt, Theresa Alexander, Bruce Burger, David Ghoddousi, Matt Hanna, Bruce Lorig  
Against:

Abstain:

Proposed resolution **10-19** passed unanimously.

**B. Action Item: Proposed Resolution 10-20: Authorization for Contract Authority – Contract Project Management Services.**

There was some question if it was necessary to approve all the projects associated with the resolution or if they could wait. Carol and John T agreed that they were critical to be approved as to complete Phase I on time.

Bruce Burger moved and John Finke seconded.

Carol reviewed the resolution noting that the resolution was to approve the Executive Director to execute contracts with named companies for project management services for various small projects related to the renovation.

For: James Savitt, John Finke, Ann Magnano, Gloria Skouge, Patrick Kerr, Jackson Schmidt, Theresa Alexander, Bruce Burger, David Ghoddousi, Matt Hanna, Bruce Lorig

Against:

Abstain:

Proposed resolution **10-20** passed unanimously.

**V. Reports and Information Items**

**A. Council Chair Report**

Jim reported that as chair he was charged with naming the nominating committee. The members for 2010-2011 consisted of Bruce Burger as chair, David Ghoddousi, Bruce Lorig, Ann Magnano and Jackson Schmidt. Jim asked the committee when selecting chairs and vice chairs to consider changing up the committees. Bruce B would keep Council updated on the process.

**B. Executive Director Report / Questions from Councilmembers**

Jim asked Carol if she had anything further to report that wasn't already in the report included in the packet. Carol had nothing further to report and Jim advised Council to read the report included in the packet.

**C. Reports from Committee Chairs (re Non-Action Items)**

Jim asked if chairs of committees had anything further to report, there were no further reports from committee chairs.

**VI. Resolutions and Other Action Items (Old and New Business)**

**A. Consent Agenda**

Jackson noted that proposed resolution 10-24, lease proposals, was placed on the consent agenda by the OPSCOM committee but it was not reflected in the minutes.

On the consent agenda was proposed resolution 10-21 and 10-24, it passed unanimously.

**B. Action Items**

**i. OPSCOM**

**Action Item: Proposed Resolution 10-24: Lease Proposals.**

This item was placed on the consent agenda.

**ii. Finance**

**Action Item: Proposed Resolution 10-22: Insurance Renewal and Premium Payments.**

Theresa Alexander moved and Matt Hanna seconded. Carol noted that she would email Council members a copy of the policy and a breakdown of costs etc. Matt relayed the discussion that was held in the Finance committee regarding purchasing additional earthquake insurance with the premium savings over what was budgeted and inquired if we had heard back with any quotes. Carol replied that one had come in and it was quite high. She further explained that the broker

stated whenever you add on to the initial quote after the fact, you will not get good rates. He recommended evaluating our earthquake coverage comprehensively after Phase II of the renovation. All agreed that this was a good plan, but were happy we had looked into it.

Proposed resolution **I0-22** passed unanimously.

- C. Other New Business  
None

**VII. Final Public Comment**  
None

**VIII. Concerns of Councilmembers**  
None

**IX. Adjournment**  
The meeting was adjourned at 6:06 p.m. by James Savitt, Chair.

Meeting minutes submitted by:  
Anita Neill, Executive Assistant