



Executive Committee Meeting Agenda

Date: Wednesday, January 17th, 2018

Time: 4:30 p.m. – 5:45 p.m.

Location: Goodwin Library (Economy Building)

Committee Members: Matt Hanna (Chair), Ray Ishii, Rico Quirindongo, Betty Halfon, Gloria Skouge, and David Ghoddousi

4:30pm	I. Administrative:	Chair
	A. Approval of Agenda	
	B. Approval of the October 18 th , 2017 Executive Committee Meeting Minutes	
4:35pm	II. Announcements and/or Community Comments	Chair
4:40pm	III. Council Chair Report	Chair
5:00pm	IV. Committee Chair's Report	
	A. Market Connections	Rico Quirindongo
	B. Market Programs	Betty Halfon
	C. Finance & Asset Management	Ray Ishii
	D. Executive Director Hiring Committee	Rico Quirindongo
5:20pm	V. Executive Director's Report	Mary Bacarella
5:30pm	VI. Action Items	
5:35pm	VII. Public Comment	Chair
5:40pm	VIII. Concerns of Committee Members	Chair
5:45pm	IX. Adjournment	Chair



Executive Committee Meeting Minutes

Wednesday, October 18th, 2017
4:30 p.m. to 5:45 p.m.
Goodwin Library

Committee Members Present: Matt Hanna (Chair), Ray Ishii, Rico Quirindongo, David Ghoddousi, Betty Halfon, and Gloria Skouge

Other Council Members Present: Mark Brady

Staff Present: Karin Moughamer

Others Present: Howard Aller, Elizabeth Coppinger

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

I. Administration

A. Approval of the Agenda

Matt Hanna proposed reordering the order of the Committee Chair Reports to be: Market Programs, FAM, Market Connections, and Executive Director Hiring Committee. The agenda was approved as amended by Acclamation.

B. Approval of the September 20th, 2017 Executive Committee Meeting Minutes

The September 20th, 2017 Executive Committee Meeting Minutes were approved by Acclamation.

II. Announcements and Community Comments

Howard Aller mentioned his comments during the previous meeting on returning to general use the shaded areas on First Avenue. Howard referenced a conversation with Ben Franz-Knight in which he said the new Executive Director will need to address this. In his own research Howard determined it is no longer required by state liquor control board that people who serve alcohol have to have permanent fences. In addition he spoke with Heather at Historic Commission and Howard will be speaking to Historic Commission so that on new leases they make sure fencing is temporary. Howard noted a conversation with Jennifer at the PDA who said that this topic will need to go through the new ED and Council for approval to alter lease language. He concluded by saying there is no way to remove permanent fencing that is already in place.

Elizabeth Coppinger, a Market Foundation Board member, has been working on the Services Agreement with the PDA. She thanked the Council for their work on the Services Agreement and noted it's been a real learning experience and has learned a lot about the PDA and the processes. She hopes that the PDA better understands the Foundation a little better. She looks forward to continuing to work together and it's gratifying to see it come together.

III. Council Chair's Report

Matt Hanna provided an update on the Market Foundation Services Agreement. Related to the Services Agreement is a budget proposal and request of the PDA to allocate funds to the Foundation,

as has been the historic practice. Matt Hanna suggested that at full Council someone will need to move the Proposed Resolution to pass the budget and then someone, possibly Matt, will move to amend the resolution to include the Foundation proposal.

Matt Hanna requested the budget proposal be included in the Council packet. They are asking for the salary of the Executive Director and salary of the Market Coordinator and some items are lower or eliminated resulting in a decrease from last year.

In addition Matt asked for the Services Agreement to be included in the full Council packet.

Matt Hanna continued by reporting on conversations between he, Ben, Rico, and Marshall Foster at Office of the Waterfront to close out the MarketFront Development Agreement with the City. Marshall Foster believes the PDA is 98.9% there but there are a few items to follow-up on, in particular to enter into negotiations with the City to consider a role in the Overlook Walk and the larger waterfront project. That opened a preliminary discussion on what that could look like with the PDA. Friends of the Waterfront has an interest in programming and operating the Overlook Walk but there is discussion on whether they are best suited for the maintenance and operations aspects. He noted however there is only so much that can be discussed prior to the elections, as things will most likely change. The goal for the PDA is to participate so that the Overlook Walk is a well-functioning and healthy area next to MarketFront.

Matt Hanna provided an update on Ben Franz-Knight staying on as interim ED. Due to real and perceived conflicts of interest, Ben's last day will be October 27th. Ben is open to coming back as a consultant to help with the transition once a new ED has started.

David Ghoddousi asked if hiring Ben Franz-Knight as a consultant is in the 2018 budget. Matt Hanna believes there will be funds for consulting services that could support that expenditure.

David Ghoddousi asked if there has been any additional conversations about elevator service at Overlook Walk, noting his concern for only having one elevator servicing MarketFront to Overlook Walk. Having two elevators next to each other is important so that when one goes down there is still a working elevator. Matt Hanna said that is part of the conversation with Office of the Waterfront.

A. Review and Approval of PDA Council Retreat Agenda
Matt Hanna tabled this topic until full Council.

IV. Committee Chair's Report

A. Market Programs

Betty Halfon provided an update on the Market Programs Committee meeting, noting the holiday events and gift guide currently being created by Justin Huguet. Betty reviewed October programs and recent earned and unearned media.

There was a discussion about the future of Behind the Table.

B. Finance & Asset Management

Ray Ishii noted the passing of Proposed Resolution 17-52, adoption of the budget, which passed unanimously, even without the Foundation numbers. The financial statements for September were reviewed, noting not a lot of change from previous reports, including the parking revenue shortfall. Ray mentioned the report prepared by Ben Franz-Knight on Native American Designs sold in Pike

Place Market. He reviewed the Lease Proposals. Proposed Resolutions 17-53, 17-54 and 17-55 were added to Consent Agenda.

David Ghoddousi and Ray Ishii shared some of the statistics Sabina Proto shared on Ben Franz-Knight's financial accomplishments.

Betty Halfon asked if advertising focused on parking would help the parking garage revenue shortfall.

A conversation continued discussing the parking revenue 2017 projections, mid-year budget adjustments, and potential year-end revenue total.

Matt Hanna noted that one of the reasons the city contributed funds to the MarketFront parking garage was due to the loss of City parking once the viaduct comes down. Matt also believes the payoff for the garage won't be realized until after the viaduct comes down in 2019.

Betty Halfon asked when access to the parking garage through the west entrances would be closed and wants to ensure it doesn't happen during the busiest months at the Market, especially if First Avenue Streetcar construction occurs at the same time. Ray Ishii stated it's an ongoing conversation Ben Franz-Knight has been having with the City.

C. Market Connections

Rico Quirindongo updated the Committee on the short meeting that included the MHC briefing and general approval for the removal of the skybridge and experimental programming to take place on the MarketFront pavilion. In addition, a draft letter regarding the Pike Pine Renaissance was reviewed and Justine Kim attended to provide MarketFront updates, including an update on tenant improvements and warranty walk thru.

Matt Hanna asked about the status of Jarr Bar (Little Fish). Mark Brady believes it's slated to open in March, 2018.

Rico Quirindongo noted his suggestion to present MarketFront closeout to City Council in 2018.

David Ghoddousi asked about the leak above Little Fish and if Sellen is responsible and what the timeline is. Rico Quirindongo believes it's under warranty and they have until March to fix.

D. Executive Director Hiring Committee

Rico Quirindongo noted there was no meeting this week. The next meeting is October 25th and HFH is getting good responses to the job profile. PDA staff is working to get the job profile up on the website.

V. Executive Director's Report

Matt Hanna reviewed the transition plan Ben Franz-Knight provided for Committee review. PDA leadership staff are stepping up and he is not concerned about the gap in ED leadership.

David Ghoddousi commented his approval of having more than one staff person assigned to the Active Project Management list.

Ray Ishii asked is staff is ok with this plan. Matt Hanna stated that Ben Franz-Knight has been working with staff and they are aware of the plan. Ray Ishii clarified that Matt Hanna is in charge to make executive decisions should that need arise. Matt Hanna said yes.

Rico Quirindongo asked for clarification that all leadership team members will attend full Council in November and December. Matt Hanna responded that is the expectation. Rico also asked if there would be discussion on the transition plan at full Council. Matt responded it's probably a good idea and asked to have that topic added under New Business.

Betty Halfon gave a vote of confidence to the PDA leadership team.

Rico Quirindongo added the Council is committed to filing that vacancy as quickly as possible.

VI. Closed Session

The Committee Chair stated that the committee would go into closed session at 5:22 p.m. to discuss the draft Market Foundation Services Agreement and return into open session at approximately 5:42 p.m.

The committee entered into closed session at 5:23 p.m.

The committee entered into open session at 5:52 p.m.

The committee discussed the pending Market Foundation Services Agreement during the closed session.

VII. Action Items

Proposed Resolution 17-56: Approval of Services Agreement between the Pike Place Market PDA and the Pike Place Market Foundation.

A draft resolution was not provided to the Committee. However, Matt Hanna opened the floor to approve the Draft Services Agreement between the Pike Place Market PDA and the Pike Place Market Foundation.

Betty Halfon moved the proposed resolution and Rico Quirindongo seconded the motion.

Approve: Matt Hanna, Betty Halfon, Rico Quirindongo, David Ghoddousi and Gloria Skouge
Against: 0
Abstain: Ray Ishii

The Draft Services Agreement passed with a vote of 5-0-1

VIII. Public Comment

None.

IX. Concerns of Committee Members

Betty Halfon commented on her frustration with the PDA phone system. Every time she calls it goes straight to voicemail and asks her to punch in the extension number or staff name. If she got the wrong name it asks to retype in numbers or letters, however, it sends her to the same, wrong, extension. She stated she would like someone answering the phones.

David Ghoddousi agreed that the phone system is not the easiest to navigate.

Matt Hanna asked Betty to talk with Ben Franz-Knight about the phone glitch. In addition, she asked Betty to raise the issue in January for the new ED's consideration.

Rico Quirindongo stated that what the Council does during the gap in November and December, and into the first quarter of 2018, matters a great deal. The Council needs to maintain the charge during the interim and during the next five months the Council may have more working responsibilities.

Matt Hanna, and Rico Quirindongo agreed, the Council needs to be more alert.

Rico Quirindongo added that a conversation does need to take place about the plan for when the Market is hemmed in by First Avenue Streetcar construction and viaduct removal. He noted that there will be a new SDOT director and absent an Executive Director, the Council will need to be in front of the City loudly and consistently. One Center City is a place where that can happen but it also needs to happen in council chambers and special meetings the Council should call.

Ray Ishii asked for clarification on whether staff will step into roles Ben Franz-Knight has served, such as meetings with City departments.

Matt Hanna believes that anything that pops up between now and the hiring of the new ED should be discussed by the Council – either at full Council meeting, Committee meetings, or through individual conversations – to determine the best course of action.

Betty Halfon is concerned how the Market is going to help small business during times of stress, such as major downtown construction. What is the Council doing to help marginal businesses – the farmers and crafts people.

Matt Hanna asked to add 10 minutes under New Business at full Council to discuss the retreat agenda.

David Ghoddousi believes it's a good idea to present MarketFront closeout to City Council.

X. Adjournment

The meeting was adjourned at 6:03 p.m. by Matt Hanna, Chair.

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator