DUE TO THE EXTRAORDINARY PUBLIC HEALTH CIRCUMSTANCES RELATED TO THE ONGOING COVID-19 (CORONAVIRUS) OUTBREAK, PARTICIPATION IN THIS MEETING WILL BE TELEPHONIC OR VIRTUAL. ALL PDA COUNCILMEMBERS WILL PARTICIPATE REMOTELY.

Date: Wednesday, October 21, 2020  
Time: 4:30 p.m. – 5:45 p.m.  
Location: Join Zoom Meeting:  
https://us02web.zoom.us/j/82445176017?pwd=Z3Q5SjRacWc0RFJKWjNlMEdWTGNldz09 OR dial +1 253 215 8782 US (Tacoma), Meeting ID: 824 4517 6014, Passcode: 302814

Committee Members: Rico Quirindongo (Chair), Devin McComb, Patrice Barrentine, David Ghoddousi and Mark Brady

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Chair</th>
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<tbody>
<tr>
<td>4:30pm</td>
<td>I. Administrative</td>
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<tr>
<td></td>
<td>A. Approval of Agenda</td>
<td>Chair</td>
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<td></td>
<td>B. Approval of the September 16, 2020 Executive Committee Meeting Minutes</td>
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<tr>
<td>4:35pm</td>
<td>II. Announcements and/or Community Comments</td>
<td>Chair</td>
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<tr>
<td>4:40pm</td>
<td>III. Council Chair Report</td>
<td>Chair</td>
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<td>4:55pm</td>
<td>IV. Committee Chair’s Report</td>
<td>Patrice Barrentine, Devin McComb</td>
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<td></td>
<td>A. Market Programs</td>
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<td>B. Finance &amp; Asset Management</td>
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<tr>
<td>5:15pm</td>
<td>V. Executive Director’s Report</td>
<td>Mary Bacarella</td>
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<td>5:25pm</td>
<td>VI. Discussion Items</td>
<td>Chair</td>
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<tr>
<td></td>
<td>A. Nomination Committee Update</td>
<td>Colleen Bowman</td>
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<tr>
<td>5:35pm</td>
<td>VII. Public Comment</td>
<td>Chair</td>
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<tr>
<td>5:40pm</td>
<td>VIII. Concerns of Committee Members</td>
<td>Chair</td>
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<tr>
<td>5:45pm</td>
<td>IX. Adjournment</td>
<td>Chair</td>
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Executive Committee Meeting Minutes

Wednesday, September 16, 2020
4:30 p.m. to 5:45 p.m.
Location: Join Zoom Meeting:
https://us02web.zoom.us/j/89646085564?pwd=c1ppVDVJU0phN09WbkVaWDg3SnhYQT09
OR Dial +1 253 215 8782 US (Tacoma), Meeting ID 896 4608 5564, Passcode 359985

DUE TO THE EXTRAORDINARY PUBLIC HEALTH CIRCUMSTANCES RELATED TO THE ONGOING COVID-19 (CORONAVIRUS) OUTBREAK, PARTICIPATION IN THIS MEETING WILL BE TELEPHONIC OR VIRTUAL. ALL PDA COUNCILMEMBERS WILL PARTICIPATE REMOTELY.

Committee Members Present: Rico Quirindongo, David Ghoddousi, Devin McComb, Mark Brady

Other Council Members Present: Colleen Bowman, Gordie McIntyre, Ray Ishii

Staff Present: Mary Bacarella, Karin Moughamer

Others Present:

The meeting was called to order at 4:35 p.m. by Rico Quirindongo, Chair.

I. Administration
   A. Approval of the Agenda
      Approval of the August 19, 2020 Executive Committee Meeting Minutes
      The August 19, 2020 Executive Committee Meeting Minutes were approved by acclamation.

II. Announcements and/or Community Comments
    None.

III. Council Chair Report
    Rico Quirindongo began his report with the following:
    • A plan for the 2020 PDA Council retreat will be prepared by Mary and Rico. There will not be a full day retreat like in past years. A consultant will be selected by Mary to help with the topics selected. Hopefully a plan will be shared next month.
    • The MarketFront leak investigation and repairs have been put on hold until January.
    • There will be an elevator presentation at the next council meeting.
    • The Overlook Walk design is underway. The PDA is still being considered for an Operations and Maintenance Plan but we aren’t clear what that looks like.
    • There is no final determination on the Local Improvement District (LID) and what the PDA will be required to pay. The PDA payment to the LID in 2020 has been removed from the budget. Mary Bacarella thinks the payments may be delayed until 2022.
    • Rico welcomed new council member Gordie McIntyre. Colleen Bowman will be giving a report later in the meeting on the nomination committee process.
Due to conflicts, Rico noted the September council meeting is being pushed back to October 1, 2020 at 4 pm.

One family. One mission. One love.

Mark Brady asked if Matt Hanna is only staying on thru December. Rico Quirindongo responded that Matt has returned to occupy the mayoral seal until there is a replacement.

IV. **Committee Chair’s Report**
   A. **Market Programs**
      Mary Bacarella provided an update in lieu of Patrice Barrentine. Marketing provided a calendar of the current marketing campaign and updates on how the campaign is going so far. Council can find that in the Market Programs packet. There were two big stories in August – Outdoor Dining and Market Birthday. The outdoor dining piece got coverage on the major news stations. The new blogs included outdoor dining, Market birthday and lunchtime tunes. Lunchtime Tunes will continue through October. The new Advertising Co-op program has launched and a number of people participated on a webinar. A digital toolkit is being provided to tenants. Another new program is the Safe Shopper Pledge, which businesses and customers can take to help keep the community healthy at the Market. David Dickinson provided an update the Daystall program and provided an overview of the daystall since the beginning of COVID. He shared a map of the current table layout which includes a buffer between crafters. Farm provided an update on the Pike Box Season 1 recap which had 195 customers. Nearly $45,000 was paid out to farmers. Season two starts October 2 and so far has 159 shares.

Rico Quirindongo encouraged council members to review the Market Programs packet which has good information on social media and public relations numbers.

B. **Finance & Asset Management**
   Devin McComb thanked Ray Ishii for chairing the meeting. Ray Ishii noted it was a pretty light agenda relatively speaking. An overview of the August financials was provided. There weren’t any significant surprises. Capital Projects have been put on hold with the exception of a few projects that need to be completed before winter. The 2021 budget schedule was introduced. Ray encouraged council members to attend the community and committee meetings to listen and share thoughts on priorities for the coming year. Ray believes it will be an interesting budget year due to all the uncertainties. John Turnbull provided a residential report. The trend continues with an increase in vacancies due to lose of jobs. Staff are working to fill the vacancies as well as to turn over the units as quickly as possible. Lastly, there was a motion approved to terminate the lease of Steelhead Diner.

Rico Quirindongo encouraged council members to review the Finance & Asset Management packet which includes the 2021 budget schedule.

Rico Quirindongo was disconnected from the meeting.

Colleen Bowman noted that Joan Paulson entered the meeting and believes that Joan thought the meeting started at 5 pm due to a typo on the posted agenda. She invited Joan to provide public comment.

Joan Paulson thanked the committee with the outline for the nomination committee and how a new council member is going to be brought onboard. She would still like to understand the content of the type of person the council is looking for.
Rico Quirindongo returned to the meeting after losing signal.

Colleen Bowman updated Rico Quirindongo on Joan Paulson’s public comment.

V. **Executive Director’s Report**

Mary Bacarella provided the following updates:

- Garage modifications will begin in November and run for seven to eight months per the agreement with the City. The Alaskan Way entrance and exit will close from January through May and then pick up again in November through January 2022. She is working with the city to update the agreement in place for this work.
- There is one more bit of work to do on the MarketFront but that is being moved until January to allow for outdoor patios to stay open for Old Stove, indi chocolate, and Honest Biscuits.
- Rico, Ron Wright and the PDA team recently met to discuss the elevator plans and those will be presented at the next Council meeting.
- There will be an update on the retreat very soon.
- The resolution regarding rent credits have been very well received.
- Outdoor dining is going well, however, due to the air quality, some are choosing not to open.
- As a result of a recent lawsuit (which the Market was not a part of), DSA is working to provide three free hours for people shopping along the waterfront. The DSA would advertise the Market garage as an option and then reimburse the Market for those parking charges. That plan is still in the works.
- There will be a foundation report at council.
- UW is offering free COVID-19 testing in Victor Steinbrueck Park every Wednesday through October (except today, which was cancelled due to air quality.)
- The Overlook Walk design continues and she’ll be getting an update during a monthly call tomorrow with Marshall Foster.
- The LID numbers aren’t finalized but they are getting close. Payment may be put on hold until 2022.

Colleen Bowman asked how long the three free hour parking program will last. Mary Bacarella responded she doesn’t know yet but anticipates a couple months.

David Ghoddousi asked what is the maximum amount that can be spent on the free parking. Mary Bacarella responded currently they are committed to $10,000.

VI. **Discussion Topics**

A. Nomination Committee Update

Colleen Bowman noted the first nomination committee meeting has taken place and she thanked Rico for the thoughtful placement of committee members. The committee is deep in conversation about process refinement, but it won’t be a big deviation from previous process. The criteria will need refinement based on the current landscape of the City. The committee believes it will remain about a four month process from start to finish. The schedule included in the packet has not been discussed by the committee yet. It’s a pretty aggressive schedule but they will do their best to stay on track. They hope to have all resumes for considered candidates by October 5th and will be reaching out to council members for feedback very soon.

Rico Quirindongo asked that the nomination committee schedule be included in the Council packet. He hopes the committee can stick to the aggressive schedule. He does have some concern the mayor’s office will not be able to respond quickly to the recommendation.
Colleen Bowman noted that on average it’s take three months to get a response from the mayor’s office and this seat need to be filled as soon as possible.

VII. Public Comment
Joan Paulson emphasized that the Market needs to think about a 2-3 year strategy to heal at the Market. She would like to see a process and look at a 1-3 year time frame strategy that was used during the 07-08 economic downturn in order to replenish lost tenants. She would also like to know where to go to get more money to sustain the Market.

VII. Concerns of Committee Members
Colleen Bowman welcome Gordie McIntyre and asked that if he has any questions or suggestions on how to make orientation better that he can share them with the council or the nomination committee.

Devin McComb noted the reason the council works so well is that it’s comprised of people with a variety of skill sets and expertise. He believes it might helpful to have someone with financial analysis or merchandising experience able to weigh in. That expertise could come from new council members or the council could consider external resources through an ad hoc committee or advisory group to help with specific needs. Devin suggested to Colleen that the nomination committee consider the relationship between the council member nomination process and how to supplement council expertise in other ways. Rico Quirindongo noted that an advisory board is an interesting idea and not something that he’s aware the council has done before.

Mary Bacarella added the idea of an advisory committee is being considered for the retreat agenda and thinks it would be good to have other people with specific expertise be able to weigh in on the Market.

David Ghoddousi noted that during renovation there were two developers assigned to the renovation committee to help advise the council and staff. Having an ad hoc committee to discuss strategies is a good idea. He does not believe there is a rolodex of special businesses that are a home run. The Market has been here for 100 years and we support marginal businesses and the Market takes risks. There is no miracle cure but having people advise the Market is a good idea. It’s a step in the process and it’s up to the property managers to decide what businesses are brought into the Market.

Mark Brady noted that next year three council members are up for reelection – Devin McComb, Paul Neal, and himself. That might have an effect on the type of people are being considered for the council this year and next.

Gordie McIntyre thanked everyone for the warm welcome. He added that during the Market Programs meeting it was noted that Daystall roll call is being done by Zoom which was well received, however there were several comments that in-person roll call should start again when possible due to historical and traditional considerations.

Rico Quirindongo noted that he had a nice talk with Gordie McIntyre and welcomed him to the council.

Mary Bacarella asked if council members are considering doing new council member buddy system as in years past. She thinks that worked well in the past. Rico Quirindongo noted he was passionate about that and it would be good to pair Gordie up with a council member and that could be discussed during the full council meeting.

Gordie McIntyre said he would appreciate that.
Mark Brady commented that he would like to see Constituency representatives paired together as each organization is a different entity with different points of view. He offered to help Gordie McIntyre. He did not like that Ali Mowry was paired with Colleen Bowman and it wasn’t a good outcome for the Constituency.

Rico Quirindongo commented that council members are able to communicate with any other council member at any time. He is welcome to talk with Gordie and he encourages any council member to do that. The buddy system was not intended to be specific to the nominating organization but to pair a new person with someone who has been on the council for some time. He believes cross-pollination is a good thing and again encouraged council members to spend time with Gordie.

David Ghoddousi understands where Mark is coming from but disagrees. If Gordie has a preference with being paired up with that’s his choice. He believes if they choose to be paired up with someone outside the nominating organization that is ok.

Rico Quirindongo noted that he discussed with Gordie about his committee preferences. He would like to be a part of the Finance & Asset Management committee based on his skill set. He would like Colleen to look at the balance of the committees and provide some feedback.

Gordie McIntyre would prefer Finance & Asset Management but is happy to serve where he is needed.

Rico Quirindongo thanked everyone for attending.

VIII. Adjournment
The meeting was adjourned at 5:33 p.m. by Rico Quirindongo, Chair.

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
The following calendar outlines a proposed schedule for the 2020 Nominations Committee to deliver their recommendation to Full Council. This is a working document of the Committee. **All Proposed dates are subject to the availability of Committee Members, the ED, and applicants.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>August 27th</td>
<td>PDA Council Chair appointed the ad-hoc Nomination Committee</td>
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<tr>
<td>September 9th</td>
<td>Nominations Committee Meeting #1 - Focus: Process Refinement</td>
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<tr>
<td>September 16th</td>
<td>Nominations Committee Update at Executive Committee</td>
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<tr>
<td>September 22nd</td>
<td>Nominations Committee Meeting #2 - Focus: Process Refinement (continued)</td>
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<tr>
<td>September 24th - October 5th</td>
<td>Nominations Committee gathers inputs from Councilmembers</td>
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<tr>
<td>October 1st</td>
<td>Nominations Committee Update at Special Meeting of the Council</td>
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<tr>
<td>October 7th</td>
<td>Nominations Committee Meeting #3 - Focus: Survey Review, Stakeholder Outreach, Evaluation Tools</td>
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<tr>
<td>October 18th</td>
<td>Deadline for all interested parties’ application materials (resumes/CVs/Bios) to be submitted to Executive Administrator (EA)</td>
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<tr>
<td>October 19th</td>
<td>Nominations Committee Meeting #4 - Focus: Candidate Evaluation</td>
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<tr>
<td><strong>October 21st</strong></td>
<td><strong>Nominations Committee Update at Executive Committee</strong></td>
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<tr>
<td>October 27th</td>
<td>Nominations Committee Meeting #5 - Candidate Evaluation (continued), Committee selects candidates to interview</td>
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<tr>
<td>October 28th - Nov 9th</td>
<td>Nominations Committee works with ED, EA and applicants to schedule and conduct interviews</td>
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<tr>
<td><strong>Proposed - Week of November 9th</strong></td>
<td>Nominations Committee Meeting #6 – Focus: Interviewee Evaluations, formation of the Nominations Committee’s recommendation to Full Council</td>
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<td>November 12th</td>
<td>Nomination Committee update at Executive Committee</td>
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<tr>
<td><strong>Proposed - November 19th - PDA Council Meeting</strong></td>
<td>Nominations Committee delivers recommendation to Full Council; Proposed Resolution for recommendation to Mayor’s Office for selected candidate.</td>
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<tr>
<td><strong>Proposed - November/December</strong></td>
<td>ED one-on-one meetings with new councilmember; orientation with current councilmembers.</td>
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<tr>
<td><strong>Proposed - November/December</strong></td>
<td>Chair provides Nominations Committee tools and resources to ED and EA, for reference of future committees</td>
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Nominations Committee Chair Update

THANK YOU to all Councilmembers and leaders of Market organizations who participated in our Nominations Committee Survey! Your participation has enhanced our collective understanding of desired skill sets and criteria to guide our candidate search. We will continue to reference and incorporate your valuable input into our committee work.

THANK YOU to all Committee Members for finding space in your very busy schedules to continue the process in a thorough yet efficient manner. Our committee continues to meet frequently and move forward. Despite taking extra time to focus on process refinement, we are on track for a typical 3- to 4-month process. A BIG thanks to all Committee Members, Mary and Karin for your time, energy and thoughtfulness.

Committee Action Items Completed to Date:

- Preliminary discussions of process refinement ideas and methods
- Reviewed former 2020 Nominations Committee defined criteria
- Redefined criteria list using a “critical issues first” approach
- Conducted Councilmember and other Market organizations’ Leadership survey
- Reviewed survey results, prioritized criteria, and created a weighted decision matrix
- Reviewed an audit of current Councilmembers’ skill sets and recruitment path
- ED conducted outreach to a few external stakeholders for candidate recruitment
- Received and compiled all application materials by October 18th deadline
- Began review and evaluation of a robust pool of applicants during our October 19th meeting

Next Steps:

- Continuation of applicant evaluation with target to select interviewees on Oct. 27th
- Work with EA to schedule and conduct interviews, evaluate candidates
- Committee interview debriefing, decision matrix review, discussion and formulation of recommendation to full Council

Goal: Delivery of a process summary and final recommendation to Full Council at our November 19th Council meeting (subject to committee member and candidate availability).