



## **Executive Committee - Meeting Agenda**

**Date:** Wednesday, November 13<sup>th</sup>, 2013

**Time:** 4:30 p.m. – 5:45 p.m.

**Location:** The Classroom (Economy Building)

**Committee Members:** Matt Hanna (Chair), Gloria Skouge, John Finke, Bruce Burger, Jackson Schmidt, David Ghoddousi

---

<b>4:30pm</b>	<b>I. Administrative</b>	<b>Chair</b>
	A. Approval of the Agenda	
	B. Approval of the October 23 <sup>rd</sup> , 2013 Minutes	
<hr/>		
<b>4:35pm</b>	<b>II. Announcements and Community Comments</b>	
<hr/>		
<b>4:40pm</b>	<b>III. Council Chair Report</b>	<b>Matt Hanna</b>
<hr/>		
<b>4:50pm</b>	<b>IV. Committee Chair's Report</b>	
	A. Finance & Asset Management	<b>Gloria Skouge</b>
	B. Market Programs	<b>Bruce Burger</b>
	C. Waterfront Redevelopment	<b>Jackson Schmidt</b>
<hr/>		
<b>5:05pm</b>	<b>V. Executive Director's Report</b>	<b>Ben Franz-Knight</b>
<hr/>		
<b>5:15pm</b>	<b>VI. Other Reports and Action Items</b>	
	A. Review Draft Annual Plan and Strategic Issues for 2014	<b>Ben Franz-Knight</b>
<hr/>		
<b>5:30pm</b>	<b>VII. Items for the Consent Agenda</b>	<b>Chair</b>
<hr/>		
<b>5:35pm</b>	<b>VIII. Public Comment</b>	
<hr/>		
<b>5:40pm</b>	<b>IX. Concerns of Committee Members</b>	
<hr/>		
<b>5:45pm</b>	<b>X. Adjournment</b>	<b>Chair</b>

---



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

---

**EXECUTIVE COMMITTEE  
Meeting Minutes**

---

**Wednesday October 23<sup>rd</sup>, 2013  
4:30 p.m. to 5:45 p.m.  
Goodwin Library**

**Committee Members Present: Matt Hanna, Gloria Skouge, John Finke, Bruce Burger, David Ghoddousi**

**Other Council Members Present: Betty Halfon**

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

**Others Present: Howard Aller**

The meeting was called to order at 4:32 p.m. by Matt Hanna, Chair

**I. Administration**

- A. Approval of the Agenda  
The agenda was approved by acclamation.
- B. Approval of the September 18<sup>th</sup>, 2013 Minutes.  
The minutes were approved by acclamation.

**II. Announcements and Community Comments**

Howard Aller commented on the restructuring of the PDA Committees and noted he did not wish for the Finance and Asset Management Committee's to be combined.

**III. Council Chair's Report**

Matt Hanna discussed this month's Council Chair's Report for October. He discussed a few items including the start of the Annual Review Process for the Executive Director, planning for the Full Council Retreat and the 2014 Budget. Matt reported that Bruce Burger has volunteered to assist with the Annual Executive Review Process in the creation of a survey form for the Committee. Matt added that the committee will provide a final report for review for the Executive Director from the feedback received from the PDA Council. Matt discussed preparations for the PDA Council Retreat with the Committee. He noted that content of the Retreat would include discussion on the status, timing and next steps for the PPM-WE project. There was a request to circulate the tentative PDA Council Retreat date for December 13<sup>th</sup>, 2013. Matt lastly reported on the 2014 Budget Process. He gave a brief overview on the 2014 Budget schedule which included; a Public Budget meeting on November 4<sup>th</sup>, final review of the Proposed 2014 Budget at the November 19<sup>th</sup> Finance meeting and a final vote of the 2014 Budget at the November 21<sup>st</sup> PDA Council meeting.

### III. Committee Chair's Report

#### A. Asset Management

Gloria Skouge presented a brief report on the Asset Management Committee. She noted that the committee met with the New PDA Security Manager Randy Stegmeier. She reported that Tamra Nilsy gave an update on motorcycle parking and that Jennifer Maietta presented the Annual review of the Commercial Department.

#### B. Finance

John Finke noted that he was not available for the chairing of the October 15<sup>th</sup> Finance Committee meeting.

Ben Franz-Knight gave a brief update on the October 15<sup>th</sup> Finance Committee meeting. He noted that there was a full discussion on the 2014 Budget. Highlights from the Budget meeting included; discussion on tracking future Marketing promotions, investment strategy, Capital Needs reserves and the addition of two positions for the PDA and Market Foundation.

David Ghoddousi inquired about the Seattle City Light charges.

Ben Franz-Knight noted that he had met with City Light yesterday and added that it has been a frustrating process. He is hopeful that Seattle City Light will answer a few questions at a meeting scheduled next week. He noted that there is a proposed 2% increase in CAUT charges due to the increase in the utility costs. He discussed the next steps if the meeting with Seattle City Light does not place any results; he would be requesting a meeting with the CEO from Seattle City Light.

There was a discussion that followed.

David Ghoddousi inquired why we are raising the CAUT/COMA charges if we have not definitively resolved the Seattle City Light increased rate charges.

Ben Franz-Knight noted that he hopes that tenants give feedback regarding the impacts from the proposed increase of CAUT/COMA charges.

Matt Hanna inquired that if the Seattle City Light issue would be resolve, would the CAUT/COMA rates be lowered in the 2014 Budget. He noted at some point there would need to be notification to the Market tenants regarding the rate increases for 2014.

#### C. Market Programs

Bruce Burger gave a brief report on the Market Programs Committee. He noted that there was a discussion regarding aggregation; CSA and Market wholesale. He added that there was a presentation on the 2013 Market Holiday promotions and that there was a trademark resolution that was approved unanimously.

Matt Hanna noted that there would be a resolution for approval of Strategic Direction for Development of Farm Product Aggregation Programs at the Full Council meeting.

#### D. Waterfront Redevelopment

Jackson Schmidt was absent from the Waterfront Redevelopment Committee. John Finke gave a brief report on the Waterfront Redevelopment Committee. He reported that there was a presentation from Miller Hull regarding the Plaza and Canopy design. He added that there was also a presentation from Lillian Hochstein regarding the PPM-WE Campaign and Public Art Process.

There was a brief discussion that followed.

John Finke commented if the PPM-WE Plaza is a home for Art or a home for Commerce. He noted that the Waterfront Redevelopment Committee has not had the discussion on the size of Art for the PPM-WE project.

#### IV. Executive Director's Report

Ben Franz-Knight presented a brief Executive Directors Report from the month of October. He reported that there was an analysis published on the Market website and made public on the Acquisition of the Heritage House; there would be a final vote from the PDA Council in November regarding the approval of the purchase. He lastly reported on the WSDOT draft parking agreement. He noted that the WSDOT parking mitigation agreement would keep the parking rates at \$3; WSDOT would like the agreement extended up to 2016.

#### V. Other Reports and Action Items

##### A. Action Item: Proposed Resolution 13-62: Adoption of the PDA Council Committee Restructure Recommendation

Matt Hanna introduced the resolution which states that the in order to ensure the optimal functioning of the Market and the PDA council, and to fulfill the PPMPDA's mission, the PDA Council has undertaken an effort to review, assess and restructure the committees as discussed and considered by the Council during the September 26<sup>th</sup> PDA Full Council meeting; and WHEREAS, the PPMPDA Council adopted PDA Council Operating Procedures and Policies with Resolution 94-02 in January 1994 with subsequent amendments with resolutions including; 94-49, 96-36, 98-28, 01-11, 04-47 and 11-92, which shall now be amended in part by this resolution 13-62; and to the extent that the Prior Resolutions are inconsistent with Provisions of this Resolution 13-62 they are hereby superseded and replaced; and WHEREAS, in 2004 Resolution 04-28 was approved establishing the current committee structure, which was amended in 2011 by Resolution 11-92, which shall now be amended by this resolution 13-62.

THEREFORE, BE IT RESOLVED that:

1. The PDA Council hereby replaces the committees adopted by Resolution 04-28 and amended by Resolution 11-92, which is now amended and superseded effective October 31, 2013 insofar as they are inconsistent with the provisions of this Resolution 13-62, and replaces its current committees, with the committees and committee structure as set forth herein (an example of which is attached to this resolution as Exhibit A).

2. Until amended by a subsequent duly enacted resolution of this Council, effective October 31, 2013 the committees of the PPMPDA Council shall be the following four standing committees (the "PDA Committees");

- a. Executive Committee
- b. Finance & Asset Management Committee
- c. Market Programs Committee
- d. Waterfront Redevelopment Committee

3. The PDA Council hereby amends its Rules and Regulations, Article III Section(7), first paragraph – Executive Committee as follows:

- a. The Executive Committee shall be comprised of six members, as follows; the Chairperson of the PDA Council (who shall serve as Chair of the Executive Committee) the Chairperson of each of the PDA Council's three standing committees (other than the Executive Committee), and two at- large members. The election, qualifications and term of office of the member at-large of the Executive Committee shall be identical to those of officers of the Council as provided herein in Section 2, 4, and 5 of this Article III.

4. The PDA Council hereby amends its Operating Procedures and Polices as follows:

- a. Section (I) first point – The Executive Committee shall be comprised of six members, as follows: the Chairperson of the PDA Council (who shall serve as chair of the Executive Committee), the Chairperson of each of the PDA Council's three standing committees (other than the Executive Committee, and two at-large members.

BE IT FURTHER RESOLVED that:

The PDA Council hereby amends its meeting schedule set forth by Amended Resolution 12-98 by setting the meetings for the year; and

WHEREAS, the PDA Council and Council Committee meeting schedule is currently determined by setting the meeting of the full PDA Council generally on the last Thursday of each month with standing Committee meetings scheduled prior to that date throughout the month as follows:

Waterfront Redevelopment:	3 <sup>rd</sup> Thursday of the Month – 4:00 pm to 6:00 pm
Finance & Asset Management:	3 <sup>rd</sup> Tuesday of the Month – 4:00 pm to 6:00 pm
Market Programs:	2 <sup>nd</sup> Thursday of the Month – 4:00 pm to 6:00 pm
Executive:	Wednesday, One week prior to PDA Council – 4:30pm to 5:45pm

BE IT FURTHER RESOLVED that:

The PDA Council amends the Council Officers and Committee Chair set forth by Resolution 13-45 by appointing John Finke to the 2<sup>nd</sup> At-Large position on the Executive Committee.

Bruce Burger motioned, David Ghoddousi seconded

For: Bruce Burger, John Finke, Gloria Skouge

Against: 0

Abstain: Matt Hanna, David Ghoddousi

Resolution 13-62 passed with a vote of 3-0-2

Matt Hanna commented on the possibility of a consolidated report from Sabina Proto on any highlights and changes to the financials for the future combined Finance & Asset Management Committee meetings.

- B. Executive Director Annual Review  
This item was reviewed under the Council Chair Report.

**VI. Items for the Consent Agenda**

None

**VII. Public Comment**

None

**VIII. Concerns of Committee Members**

Gloria Skouge commented on having experiencing two committee meetings in the Economy Classroom. She noted in looking at options in improving the sound quality in the Economy Classroom.

**IX. Adjournment**

The meeting was adjourned at 5:45 p.m. by Matt Hanna, Chair

Meeting minutes submitted by:  
Dianna Goodsell, Administrative Services Coordinator