



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

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**EXECUTIVE COMMITTEE  
Meeting Minutes**

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**Wednesday December 11<sup>th</sup>, 2013  
4:30 p.m. to 5:45 p.m.  
Goodwin Library**

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

**Other Council Members Present: Patrick Kerr**

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

**Others Present: Brian Lloyd, Joan Paulson, Ernie Sherman**

The meeting was called to order at 4:30 p.m. by Matt Hanna, Chair

**I. Administration**

- A. Approval of the Agenda  
The agenda was approved by acclamation.
- B. Approval of the November 13<sup>th</sup>, 2013 Minutes.  
The minutes were approved by acclamation.

**II. Announcements and Community Comments**

None

**III. Council Chair's Report**

Matt Hanna discussed this month's Council Chair's Report for December. He discussed the evening's agenda and agenda items for the PDA Council meeting. He provided an update on the discussions from the State Legislatures with Ben Franz-Knight and Lillian Hochstein regarding the PPM-WE Project support. He also discussed the details for the PDA Council Retreat. The Retreat would include discussions on next steps with our Development Project in terms of programming, funding, maintenance and safety costs; there would also be ample time for Council discussion on Market Authenticity. He lastly reported that the Retreat date was scheduled for Wednesday, December 18<sup>th</sup>, from 11:30a.m. to 4:30p.m. in the Elliott Bay Room.

**III. Committee Chair's Report**

- A. Market Programs  
Bruce Burger presented a brief report on the Market Programs Committee. He noted that Committee would be meeting the following day with review of the current PPM PDA Trademark Guidelines and Policy as requested by several PDA Councilmembers.

- B. Finance & Asset Management  
Gloria Skouge presented a brief report on the Finance & Asset Management Committee. She reported that the committee would be meeting the following Tuesday which would be reviewing lease proposals for December and reviewing a resolution regarding installation of cameras in the Skybridge Elevator Cabs.
- C. Waterfront Redevelopment  
There was an update on the Housing application status for the low-income housing portion of the PPM-WE Project.

**IV. Executive Director's Report**

Ben Franz-Knight presented a brief Executive Directors Report from the month of December. He reported on several items including the PPM-WE Housing application status, events at the PPM Atrium Kitchen and ongoing capital projects in the Market.

**V. Other Reports and Action Items**

- A. Beacon Development Group Draft Agreement
  - I. **Action Item:** Proposed Resolution **13-76:** Authorization for Contract Authority - Beacon Development Group - Low-Income Housing Finance Consultant - PPM-WE

Ben Franz-Knight Introduced the resolution which states that the Pike Place Market Preservation and Development Authority (PPMPDA) was chartered by the City of Seattle pursuant to RCW 35.21.730 et. seq with the mission of, among other things, preservation and rehabilitation of the structures and open spaces in the Market Historic District, and; WHEREAS, in order to maintain the viability of the Pike Place Market the PPMPDA has undertaken an effort to identify and address issues and opportunities related to the design of the Central Waterfront and the development of parcels adjacent to the Market including PC-IN that may directly affect the future of the Market, WHEREAS, the PPMPDA has determined that Low-Income Housing Finance Consultant services are necessary for the design, development and funding of the PC-IN project; and, WHEREAS, the PPMPDA conducted a public process and issued a Request for Qualifications (RFQ) for Low-Income Housing Finance Consultant Services in accordance with its Purchasing Guidelines and received four (4) proposals, and conducted interviews of four (4) finalists, Beacon Development Group was identified as the best qualified; and, WHEREAS, the PPMPDA approved resolution 13-35 authorizing a contract with Beacon Development Group in an initial amount not to exceed \$27,000 for services as specified in the contract for Low-Income Housing Finance Consultant Services for PCIN; and, WHEREAS, Beacon Development group provided critical contributions to the low-income housing design for PPMWE and prepared applications to the Seattle Office of housing seeking initial funding to support securing Low Income Housing Tax Credits; and, WHEREAS, the Seattle Office of Housing has awarded \$1.4 million for the housing component of PPMWE; and, WHEREAS, the PDA wishes to pursue Low-Income Housing Tax Credits and requires the continued consultant and development services of Beacon Development Group; and,

NOW THEREFORE, BE IT RESOLVED that the PDA Council authorizes the PDA Executive Director or his designee to enter into a Development Management Agreement (substantially in the form attached as exhibit A) with Beacon Development Group for securing funding, financing and providing project management services for Western Avenue Low-Income Housing, the low-income housing component of PPMWE; and, BE IT FURTHER RESOLVED, that the fee paid to Beacon Development Group shall be 50% of the maximum total Development Fee authorized by the Washington State Housing Finance Commission in an amount not to exceed 10% of total project development cost pursuant to its schedule included in Exhibit B (Compensation) to the attached Development Management Agreement.

Jackson Schmidt moved, John Finke seconded

There was a discussion that followed regarding the Beacon Development Group Consulting agreement.

For: Matt Hanna, Gloria Skouge, John Finke, Bruce Burger, Jackson Schmidt, David Ghoddousi  
Against: 0  
Abstain: 0

Resolution 13-76 passed unanimously

B. 2014 PDA Council & Committee Schedule Review

II. **Action Item:** Proposed Resolution **13-75:** 2014 PDA Annual Council & Council Committee Meeting Schedule

Ben Franz-Knight introduced the resolution which states that 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
Market Programs:	2 <sup>nd</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
Executive:	Wednesday, One week prior to PDA Council – 4:30pm to 5:45pm

WHEREAS, certain Council and Committee meeting dates have been adjusted for holidays, which will include;

- November Market Programs Committee Meeting - November 6th, 2013
- November Finance & Asset Management Committee Meeting - November 11th, 2013
- November Waterfront Redevelopment Committee Meeting - November 13th, 2013
- November PDA Council Meeting - November 20th, 2013
- December Market Programs Committee Meeting - December 4th, 2013
- December Finance & Asset Management Committee Meeting - December 9th, 2013
- December Waterfront Redevelopment Committee Meeting - December 11th, 2013
- December PDA Council Meeting - December 18th, 2013

NOW THEREFORE BE IT RESOLVED, that the PDA Council hereby amends its meeting schedule by setting the meetings for the year (an example of which is attached to this resolution as Exhibit A – 2014 PDA Council and Council Committee Meeting Calendar).

Bruce Burger moved, John Finke seconded

For: Matt Hanna, Gloria Skouge, John Finke, Bruce Burger, Jackson Schmidt, David Ghoddousi

Against: 0

Abstain: 0

Resolution 13-75 passed unanimously.

**VI. Items for the Consent Agenda**

None

**VII. Public Comment**

Joan Paulson inquired about the PPM-WE project funding and timeline.

**VIII. Closed Session**

*Closed Session started at 5:23p.m.*

A. Executive Director Annual Review (*Closed Session Per (RCW 42.30.110(l)(b))*)

The committee discussed the Annual Review for Executive Director Ben Franz-Knight during Closed Session.

*Closed Session ended at 5:40p.m.*

*Open Session started at 5:40p.m.*

**X. Concerns of Committee Members**

None

**XI. Adjournment**

The meeting was adjourned at 5:42 p.m. by Matt Hanna, Chair

Meeting minutes submitted by:

Dianna Goodsell, Administrative Services Coordinator