



# Executive Committee Meeting Agenda

**Date:** Wednesday, March 18<sup>th</sup>, 2015

**Time:** 4:30 p.m. – 5:45 p.m.

**Location:** Salish Room (Economy Building)

**Committee Members:** Matt Hanna (Chair), Bruce Burger, Rico Quirindongo, Betty Halfon, Gloria Skouge, and David Ghoddousi

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<b>4:30pm</b>	<b>I. Administrative:</b>	<b>Chair</b>
	A. Approval of Agenda	
	B. Approval of the Executive December 10 <sup>th</sup> , 2014 Committee Meeting Minutes	
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<b>4:35pm</b>	<b>II. Announcements and/or Community Comments</b>	
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<b>4:40pm</b>	<b>III. Council Chair Report</b>	<b>Matt Hanna</b>
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<b>4:50pm</b>	<b>IV. Committee Chair's Report</b>	
	A. Finance & Asset Management	<b>Gloria Skouge</b>
	B. Market Programs	<b>Betty Halfon</b>
	C. MarketFront	<b>Rico Quirindongo</b>
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<b>5:10pm</b>	<b>V. Reports and Action Items</b>	
	A. Review of Electronic Communication procedures for PDA Council & Committee Public Meetings	<b>Ben Franz-Knight</b>
	B. Market Authenticity	<b>Ben Franz-Knight</b>
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<b>5:25pm</b>	<b>VI. Executive Director's Report</b>	<b>Ben Franz-Knight</b>
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<b>5:35pm</b>	<b>VII. Public Comment</b>	
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<b>5:40pm</b>	<b>VIII. Concerns of Committee Members</b>	
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<b>5:45pm</b>	<b>IX. Adjournment</b>	<b>Chair</b>

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# Executive Committee Meeting Minutes

**Wednesday, December 10<sup>th</sup>, 2014**  
**4:30 p.m. to 5:45 p.m.**  
**Salish Room**

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

**Other Council Members Present:** Jim Savitt

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

**Others Present:**

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

## **I. Administration**

### **A. Approval of the Agenda**

Proposed Resolutions 14-77 & 14-78 were removed from the meeting agenda and will be placed under New Business items at the December 18<sup>th</sup> Full Council meeting.

The agenda, as amended, was approved by Acclamation

### **B. Approval of the Executive October 22<sup>nd</sup>, 2014 Meeting Minutes.**

The minutes were approved by Acclamation

## **II. Announcements and Community Comments**

None

## **III. Council Chair's Report**

Matt Hanna presented a brief Council Chair Report for December. He briefly discussed the MarketFront project and the progress of the Development Agreement and ongoing negotiations with the City. He inquired with Ben on the Market Front finishing materials and had asked for deliberate input on this issue since we would be looking at the finished materials for several decades.

Ben Franz-Knight noted that he and staff have been actively publicizing several public meetings regarding the design and material options for the MarketFront project.

## **IV. Committee Chair's Report**

### **A. Finance and Asset Management**

Gloria Skouge presented a brief report on the Finance & Asset Management Committee. She provided a brief overview on the resolutions that were on the meeting's agenda

including; Proposed Resolution 14-76: Approval of Insurance and Risk Management Broker for Pike Place Market PDA and Proposed Resolution 14-79: Approval of Acceptance of USDA Grant Funding and Contract Approval for Lease of Farm Program Vehicle. She provided a brief review of the Residential Property report with vacancies at 4%. She lastly noted that all the resolutions presented at the FAM meeting were passed unanimously.

**B. Market Programs**

The Market Programs Committee did not meet this month.

**C. Waterfront Redevelopment**

Jackson Schmidt provided a report on the Waterfront Redevelopment Committee Meeting for December. He noted that we are still struggling in having a development agreement with the City. He announced that he would be resigning from the Waterfront Redevelopment Committee. He strongly recommended that Rico Quirindongo be his successor due to his current knowledge and experience.

Bruce Burger separately mentioned news he had heard regarding lawsuits with the Waterfront project.

Matt Hanna had hoped he could have convened a Nominating Committee regarding the Waterfront Redevelopment Committee Renaming and Committee Restructure. He stated that the Nominating Committee would have to meet before a vote could be made regarding the renaming and restructure of the Waterfront Redevelopment Committee Meeting. He inquired if the Nominating Committee Meeting could meet telephonically. He had removed Proposed Resolution 14-77 from the Agenda.

**V. Reports and Actions Items**

Proposed Resolutions 14-77: and 14-78: were removed from the Executive Committee meeting agenda; these items will be placed under the New Business Items for the December Full Council meeting.

**VI. Executive Director's Report**

Ben Franz-Knight presented the Executive Director's Report for the month of December. He provided an update on the odors coming out of the garbage room. He reported that we had brought in a consultant regarding the garbage room odors and had noted that we do not anticipate this work to be over \$5k. He lastly reported that RGA has been contracted to do some air quality control testing; he hopes to have that report completed before the holidays.

Ben Franz-Knight discussed some preventative measures regarding the garbage room odor issues. He noted that we have adjusted protocols for when the bay doors are opened and utilizing active venting through elevators.

David Ghoddousi asked if we looked at shutting down the Fish ice melting station for a week to narrow in on the odors.

There was a discussion that followed.

Ben Franz-Knight lastly reported on the Figgy Pudding event and the preventive measures staff conducted in a proposed protest. He reported that Emily Crawford worked with the Senior Center to ensure the Figgy Pudding event would get not be interrupted by the protestors. He thanked Emily for her efforts and reported that the event raised roughly 105k.

**VII. Public Comment**

None

**VIII. Closed Session**

*The Committee entered into Closed Session at 5:05p.m.*

A. Executive Director Annual Review (*Closed Session Per (RCW 42.30.110(1 (b))*)

*The Committee entered into Open Session at 5:41p.m.*

The Executive Committee discussed the performance of the Annual Executive Director Review during the Closed Session.

There were two resolutions presented to the Executive Committee for approval regarding the Annual Executive Director Review.

**Action Item:** Proposed Resolution **14-82:** Executive Director Assessment

Bruce Burger introduced the resolution which states that WHEREAS the Pike Place Market PDA Council Executive Committee is charged by the PDA's Operating Procedures and Policies with reviewing the performance of the PDA's Executive Director; and WHEREAS the Executive Committee formed a subcommittee to review the Executive Director's performance; the subcommittee interviewed 30 council members, staff members, merchants, and other people who work with the Executive Director; and the subcommittee has analyzed the interview results and prepared a draft written performance assessment;

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee authorizes the Council Chair to provide Executive Director Ben Franz-Knight with a performance assessment substantially similar to the draft accepted at this meeting.

Bruce Burger moved, Jackson Schmidt seconded

It was noted that the resolution would be approved by the Executive Committee with no further action required after the approval by the Committee.

For: Matt Hanna, Gloria Skouge, Jackson Schmidt, Bruce Burger

Against: 0

Abstain: David Ghoddousi

Resolution 14-82: Approval of Executive Director Salary passed with a vote of 4-0-1.

**Action Item:** Proposed Resolution: **14-81: Approval of Executive Director Salary**

Bruce Burger introduced the resolution which states that the WHEREAS the Pike Place Market PDA Council Executive Committee is charged by the PDA’s Operating Procedures and Policies with reviewing the performance of the PDA’s Executive Director; and WHEREAS the Executive Committee formed a subcommittee to review the Executive Director’s performance; the subcommittee interviewed 30 council members, staff members, merchants, and other people who work with the Executive Director; and the Executive Committee reviewed and accepted a performance assessment at its meeting of December 10, 2014; and WHEREAS the PDA wishes to compensate its Executive Director and other employees fairly and competitively; and WHEREAS the Executive Committee has researched compensation for a wide variety of comparable positions; and NOW, THEREFORE, BE IT RESOLVED that the Executive Director’s salary will be increased by 10% effective January 1, 2015, and a further 4% on January 1, 2016 and 4% on January 1, 2017, contingent upon the Executive Director’s continued employment in good standing at that time. The PDA Council authorizes the PDA Council Chair to enter into a revised employment agreement with Executive Director Ben Franz-Knight reflecting these changes

Bruce Burger moved, Jackson Schmidt seconded

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

Against: 0

Abstained: 0

Resolution 14-81: Approval of Executive Director Salary passed unanimously

The Committee talked about documenting these policies as we continue in years and the retention of the ED Review records outside of the PDA.

**VIII. Concerns of Committee Members**

None

**IX. Adjournment**

The meeting was adjourned at 5:49 pm by Matt Hanna, Chair

Meeting minutes submitted by:  
Dianna Goodsell, Administrative Services Coordinator