

10/13/2021 @ 6:16PM

Meeting called to order by President Dr. Rayburn Lewis

In Attendance

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Present (Board): Dr. Rayburn Lewis, Mr. Gerald Bradford, Rev. Dr. Phyllis Beaumonte, Ms. Patricia Hayden, Mr. Lewis Rudd, Dr. Carver Gayton, Mr. Chukundi Salisbury

Staff: James King Jr., Marykate Ryan, Benita Thomas, Amber Lawson, *Torey Robinson*, Adrian Collins, Kathleen Porch

Absent: Ms. Shaude' Moore, Mr. John Yasutake, Dr. Ben Danielson, Mr. Kelly Jefferson

. **Guests: Laura Jenkins, Department of Neighborhoods; Andrés Mantilla, Department of Neighborhoods; James Bush, Seattle Public Schools;**

Acknowledgement of Our Presence on First Nations Land

"We the Central District Community Preservation & Development Authority acknowledge that we are on indigenous

land, the unceded ancestral lands of the Duwamish people, Seattle's Host Tribe. A people that has occupied this land since time immemorial. A people who are still living right here today, fighting for federal recognition and bringing to light the Duwamish Tribe's rich heritage."

Approval of the Agenda & Minutes

Notes on the agenda -- Some timing changes.

• Addition to Agenda - none

* Motion to accept the Agenda, Mr. Rudd. 2nd Mr. Bradford. Motion **carries. 9/22/2021**

Meeting Minutes -

* Motion made to Accept the Minutes, Mr. Bradford. 2nd Dr. Hayden. Motion **carries.**

New Business

Laura Jenkins (she/her); Community Engagement Coordinator - Seattle Department of Neighborhoods; Cell: 206-437-3735; Email: laura.jenkins@seattle.gov

Committee Reports

Finance: chaired by Mr. Yasutake presented today by James King and Kathleen Porch

- **Revised and corrected** report for August presented. Link for board.
- **Uncategorized expenses recorded have since been categorized and will show up on next statement. Next**

reports will also show the Department of Commerce deposit.

○ Motion to accept the August Financial Report. 2nd Mr. Bradford. Motion carries.

- **Operations budget was approved last meeting, but additional information shows the changes made to the**

fundraising projection, the cash flow projection. Remember that the Project Management line item listed will **come out of the separate appropriation** for Capitol. Cash flow by books will vary from cash flow by bank because the books track checks as they are written and the bank tracks checks paid.

- **katie Porch can create a dashboard** for the Board members to use. Let her know if you want specific

metrics tracked. Can we track budget-to-actual expenses going forward? Yes.

Along with over/under **budget percentage.**

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How will Commerce billing work going forward? As bills are paid, anything over \$1K gets tracked and **sent to Commerce for reimbursements from one of three different accounts.** CDCPDA is being served like **a vendor, not a department, by the state at this time.** Discussions with the Office of Financial Management are in the works.

Facilities: chaired by Mr. Bradford

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- **Lobby has been cleared for tours. AT&T has done some work on the towers.**

PROJECT MANAGEMENT TEAM REPORT, Benita Thomas and Amber Lawson

- Findings from the building **assessment**, conducted in September. 46 corrective actions were identified, 24 **critical items are recommended** to be completed in 2022.

- With the overall goal of tenants beginning improvements in Q3 2022, ADA, health and safety, and

building occupancy were the criteria for determining critical actions. All 24 will be **required for**

occupancy. ○ Estimates include labor, materials, design & engineering, and soft costs. \$4.2 -\$7 million estimated. ○ Procurement timelines include the public posting and process for selecting contractors. Timelines also include COVID-related supply chain issues. The **aggressive schedule** requires beginning procurement in

November to complete most work by summer 2022. ○ Like-for-like **replacement costs were estimated**, but engineering will explore other options to redesign and upgrade **systems**, particularly for energy efficiency.

- By accepting this report, the board is signaling a commitment to raising the money to carry out this plan. This

vote will inform the **finance committee's capital budget, to be presented at the next meeting.**

* Motion to accept the building **assessment & Facilities Report**, 2nd, Dr. Hayden. Motion **carries.**

○ The Board would like to commend the project management team for this excellent report.

Programs & Partnerships: chaired by Co Chairs Patricia Hayden and Lewis Rudd

- **No report at this meeting.**

Community Communications: chaired by Kelly Jefferson & Chukundi Salisbury

- **No report at this meeting.**

Town Hall likely to be planned for early 2022.

Government Affairs: chaired by President Lewis

- **No report at this meeting**

Presidents' Report

Business Plan Presentation Rationale, Part 2: Outline of a future business plan. Is the CDCPDA a:

• **A community service organization with a valuable real estate asset**

• A community-owned **real estate company** creating a profit that supports a community mission

○ **How does community** have space in this building? How does it help bring people back to the Central

District? ○ **We are not a real estate agency.** ○ **Strike a balance between marketable** space and community space. Unpack option 1 -- what does it mean **to be a community service organization** when choosing tenants? How can tenants who cannot afford

market rent also have space in the building? ○ How do we fund repairs and maintenance? The budget is an important part of this decision. ○ **Does “real estate**

company” reflect what we have been called to do? Is it **how we create**

revenue? ○ Can you be a non-profit real **estate** company? Are we a land trust?

Our mission is economic

empowerment. What mix of tenants will do this?

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This building is a means to an end, not the end. Don't lock us into a **capitalistic end.** **HOW do we do this?** That's either part of the financials plan or part of the long-term plan (items 5 & 6 in the outline). If we don't manage this building well, it will fail.

Depending on the type of funding secured, the **break-even** point is 3-5 years out until the building is self-sustaining.

The YWCA is a community service organization with **real estate assets.** Dr. Hayden can help with this language. **add ways to support the community and achieve**

sustainability to the business plan. Next draft will be sent to the Board by 10/22, for discussion at the 10/27 meeting.

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Introduction of Potential Board Candidates

Andrés Mantilla, Director, Department of Neighborhoods

James Bush, Assistant Superintendent of Equity, Partnerships, and Engagement,

Seattle Public Schools

- **The search committee recommends both candidates be appointed members of the board in the two government seats.** Note that Mr. Mantilla will serve **at the pleasure of the mayor.**

- Motion that **these two candidates** for the Board of Directors for the CD CPDA, to fill the **government seats, be accepted, by Rev. Beaumonte. 2nd by Mr. Rudd. Motion carries.**

The Board approved hiring the executive search firm, Walker and Associates. Signing the contract was delayed due to cash flow at the time, but with the reimbursement from the Department of Commerce, we can now sign.

Public Comment

- No public comment.

Adjournment

- Meeting adjourned at 8:18 PM;
- **next meeting 10/27/21, 6:00 pm**

