

## In Attendance

- Board Members Present: Dr. Rayburn Lewis, Mr. Gerald Bradford, Mr. John Yasutake, Ms. Shaude' Moore, Rev. Dr. Phyllis Beaumonte, Dr. Carver Gayton, Ms. Patricia Hayden, Mr. Kelly Jefferson, Mr. Andrés Mantilla, Mr. Lewis Rudd, Mr. Chukundi Salisbury
  - Board Members Absent: Dr. Ben Danielson, Mr. James Bush
  - CDCPDA Staff and Contractors: MaryKate Ryan, Adrian Collins, Benita Thomas, Amber Lawson ●
- Community Members and Public Guests: State Rep. Sharon Tomiko Santos, Alan Mayes, Valerie Perine

### 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

Addition to Agenda – Rep. Tomiko Santos is here, so President Lewis requested the Board move the President's Report up to the first item on the agenda. Consensus to rearrange the agenda.

- **Motion to accept the Amended Agenda, Mr. Rudd. 2<sup>nd</sup> Ms. Hayden. Motion carries.**

### *10/27/2021 Meeting Minutes*

**Motion made to accept the Minutes, Treasurer Yasutake. 2<sup>nd</sup> Ms. Hayden. Motion carries.**

## President's Report

Board is joined by Rep. Sharon Tomiko Santos, Dist 37 WA State House.

- Recapped the OFM meeting on the status of CPDAs.
- We are still seeking a CPDA definition by the attorney general's office -- seeking written agreement on "component unit" definition. This will clarify access to the Public Employee Benefits Board, Department of Enterprise Services, whether an AG will be assigned to the "agency."
- Importantly, this affects future financing options for the McKinney Center building improvements. ○ Would the AG work done for CDCPDA be paid for by the state or by the CPDA? Rep. Santos will ask. **Motion to accept the President's Report, Mr. Rudd. 2<sup>nd</sup>, Ms. Hayden. Motion carries.**

## Committee Reports

**Finance: chaired by Mr. Yasutake** presented by Dr. Lewis tonight

- Profit & loss, balance sheet, statement of cash flows.
- Preview of first draft of accounting's dashboard, which will cover the Commerce balances, fundraising, and bank balances. Key finance discussions are scheduled for both December meetings.
  - "Instrumentality of the state" or "component unit" definition may affect insurance access/costs? ○ Fundraising or other funding sources are needed to balance the operations budget.

**Committee report stands as the motion to approve. 2<sup>nd</sup>: Mr. Rudd. Motion carries.**

### Facilities: chaired by Mr. Bradford

Adrian Collins: Facilities Manager

- The cooling tower was cleaned and winterized this week.
- Guardian will be fixing front door security, as it is not latching or connecting properly.
- CenturyLink and Eltec are still trying to fix the elevator phones. May be an electrical problem.
- If there is a problem or you need to get into the building, AC prefers call or text to email.

Benita Thomas, Project Manager, Amber Lawson

- May-Oct: Charter, project management plan, building assessment.
- Nov '21-Mar '22: Design construction scopes of work, project schedule, comprehensive plan for construction ○  
How much of the comprehensive plan is durable? 100%. Depending on how long the work stops, some updates, including code changes if work stopped for long enough.
  - Comprehensive plan is the key to funding, maybe to fundraising. Will address long-term, short-term, and variables. It will include design work for all major projects, space planning.
- Apr-May: Procurement, 8 weeks, ends in executed construction contracts.
- June 2022: Construction ends in a Tenant Improvement Ready building. Functional, occupiable building. ● 24 critical items identified in building assessment, in about 9 scope packages. The current funding covers the comprehensive construction plan. The plan is just to bring what is already there up to code or health/safety standards.
- Commerce funding will cover the comprehensive construction plan, which includes architectural and engineering drawings and plan, as well as plumbing repairs (identified as the number 1 priority).
- Note that we're already one month delayed from the original timeline, where design would have started at the beginning of November.
  - If CDCPDA doesn't have the money to do the capital improvements, why do the planning for all of it now? Should do the planning for only as much work as we can afford to do. What's the best use of the money we have in hand right now?
  - This plan would be the best use of the money and what the money was appropriated for -- it is taking the right steps towards getting a tenant. It is also a plan with which we can ask for funding. All of the systems are interconnected, so planning for the whole building as a system allows you to move forward on any one piece of the plan knowing how it will affect the other individual systems.
  - Is there additional information the board needs to make a decision? Do you wish to hear from Dan Harris who helped write the capital budget?
  - Every additional delay costs more money in terms of utility and maintenance costs.
  - There are three parts of the plan -- the comprehensive program plan (aka strategic plan), the business plan, and the comprehensive construction plan. These should add up to a comprehensive plan for the CDCPDA.
  - These plans are how we gain buy in from funders and the community.

**Committee report stands as the motion to approve. Clarified as a motion to support the next phase of comprehensive construction planning and plumbing construction. Motion fails for lack of a second.**

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

- Committee created a draft RFQ for tenant selection shared with the board, with the intent that it be added to the business plan when that is next reviewed.

**Committee report stands as the motion to approve. 2nd: Secretary Moore. Motion carries.**

### Community Communications: chaired by Kelly Jefferson & Chukundi Salisbury

- Next meeting is Dec 3rd, 4 pm. Please join to help plan the Town Hall.

**Committee report stands as the motion to approve. 2nd: Secretary Moore. Motion carries. Page 2**

### Government Affairs: chaired by President Lewis

- Continued introductory meetings with city of Seattle directors, to let them know about the CDCPDA and McKinney Center and promote mutually-beneficial partnerships.
  - Director Dwane Chappelle, Department of Education and Early Learning.
  - Director Lily Wilson-Codega, Office of Intergovernmental Relations
  - Director Pamela Banks, Office of Economic Development
- OFM window for possible additional state funding, discussed with Rep. Santos

**Committee report stands as the motion to approve. 2nd: Secretary Moore. Motion carries.**

### Administrative and Training By-Laws: co-chaired by Secretary Moore and Rev. Dr. Beaumonte

- Will be updating the website
  - Need headshots and bios for new board members for website -- James and Andres
    - Please also update the contact book
  - 2022 calendar
- Bylaws update, almost ready to go to lawyer for review
  - Board member terms -- 2 or 3 years depending on appointment. This update is in part based on last year's legislation.
- Officers need to be re-elected at the Dec 8th Board meeting. Should have been done in September; are currently out of compliance with by-laws.

**Committee report stands as the motion to approve. 2nd:**

### Adjournment

- Meeting adjourned at 8:05 PM;
- Next meeting 12/8/21, 6:00 pm