

## In Attendance

- Present (Board): Dr. Rayburn Lewis, Mr. Gerald Bradford, Mr. John Yasutake, Rev. Dr. Phyllis Beaumonte, Ms. Patricia Hayden, Mr. Lewis Rudd, Dr. Carver Gayton, Mr. Kelly Jefferson, Mr. Chukundi Salisbury
- Staff: James King Jr., MaryKate Ryan
- Absent: Ms. Shaude' Moore, Dr. Ben Danielson
- Guests: none

### **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

- ❖ Motion to accept the Agenda, Dr. Gayton, 2<sup>nd</sup> Ms. Hayden, and approved

### **9/8/2021 Meeting Minutes -**

- ❖ Motion made to **Accept** the Minutes, Dr. Gayton, 2<sup>nd</sup> Mr. Yasutake, and approved

## New Business

**None brought forward.**

## Committee Reports

### **Finance: *chaired by Mr. Yasutake***

- Financial Management report covers profit & loss, balance sheet, cash flow, through August 2021. Department of Commerce reimbursements are coming soon. It was determined that the report was incorrect. o **Motion** to defer acceptance of the report to the 13 October meeting, Dr. Gayton, 2<sup>nd</sup> Mr. Bradford, approved.
- Operations budget overview for FY2022 (July 2021-June 2022). Annual deficit of \$192,020 for the year, based on current projection, which includes a \$250,000 fundraising budget. The more information learned about the building, the higher the costs are getting, not lower. Which costs are fixed? Which are based on current actual numbers? One example: likely some maintenance costs will become capital, but the building assessment (to be finished next week) will give actual numbers to costs like the elevators. With this budget, it is estimated that the cash flow will dry up in May 2022 (budget cycle ends June 30).
  - o Motion made to approve the operations budget as presented by the finance committee, by Dr. Gayton, 2<sup>nd</sup> by Mr. Rudd. Motion failed.
  - o **Motion** to amend the budget as follows: cut maintenance budget in half, and increase fundraising by \$50,000, by Dr. Gayton, 2<sup>nd</sup> by Mr. Bradford. Motion approved unanimously. [See attached budget.](#)
- Capital budget still in progress.
- Finance committee meets 1 pm, 1st and 3rd Fridays; invoice payments, 1st and 3rd Wednesdays.
- (state) Budget appropriations process begins in January 2022.

### **Facilities: *chaired by Mr. Bradford, report given by Mr. King***

- Maintenance: HVAC -- cleaning and weatherizing the cooling towers. Bids for weatherizing before November. Facilities manager Collins is looking at estimates.
- Project management will receive the building assessment by the end of September, with the intent to be sent out to board members by Oct 8. Will also receive a charter from project management based on the assessment that will address prioritization of capital projects.
- Is there a better way to make projections on maintenance costs? The building assessment should do this by providing critical paths and more details on conditions and costs.
  - ❖ Motion to accept the Facilities Report, 2nd by Mr. Yasutake. Motion carries.

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

- No report this meeting.

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

- New standing meeting, to be held every other Friday at 4 pm. The next one is 9/24.
- Working on design palette, design consultant to work on social media management.
- Town Hall -- required once per year. Talk to the community about what the CDCPDA has done in the year. Can it be pushed to January 2022, or is it required in 2021? 27 October through 6 November suggested to get it done before the holiday season starts. 27 October (Board meeting), 30 October (Saturday), 6 November (Saturday) -- the last is also an MLK III Town Hall. Will it be online or in-person? Not yet determined. The committee will prioritize this work.
  - ❖ Motion to accept the Community Communications Report – 2nd Mr. Bradford. Motion carries.

Chair Lewis requested Board discretion to choose from the remaining agenda in order to finish on time. The Board agreed. Government Affairs report will not be made tonight.

**Presidents' Report**

- Andres Mantilla, Director of the Department of Neighborhoods, interviewed to fill a board seat. His resume will be shared, and he has been asked to speak to the board on October 13th.

Abbreviated Business Plan Rationale sent to the board this weekend. Basic components of the business plan [included](#).

- Item 1: Motion to accept the real estate business assumptions (A-J in the outline) and prepare the building for market rate leases, Class B+ space. Motion made by Mr. Yasutake, 2nd Mr. Bradford.
  - During the discussion, the question was asked “what is the purpose of the CPDA, to be in the real estate business or the community service business?”
  - Item 1 approved, with Dr. Gayton abstaining...
- Motion to tie the timeline and SWOT (strengths, weaknesses, opportunities, and threats) analysis to the real estate business motion as an addendum, informational only. Made by Dr. Gayton, 2nd by Mr. Bradford. Motion carries.
- Item 2: Request to refer fundraising to the finance committee (interested board members invited to attend). Committee meets the first and third Thursdays. Approved by consensus.
- Item 3: Mission Delivery adopted by the board from Programs and Partnerships presentation. No further vote needed.
- Item 4: Org chart referred back to the Executive Committee to continue to update as the business plan develops.
- Motion to rent the building for its highest and best use, made by Mr. Rudd, 2nd by Ms. Hayden. This was the second motion tied to Item 1, which failed initially to be moved.

- Discussion: How is this different from item 1? Does this motion lock the board into the highest rent versus community benefit? This points to the importance of everyone being involved in this discussion and the development of the plan. How are “highest” and “best” defined?
- Motion to postpone vote on this motion definitely until October 13th, by Mr. Rudd. Unknown second. Dr. Gayton abstained. Motion passes.

Motion to extend the Oct 13th board meeting to discuss the building assessment and discuss the “highest and best use” question as it relates to the CDCPDA’s mission made by Ms. Hayden. 2nd by Gerald Bradford. Motion carries. Any option to start earlier? Not all Board can make an earlier time.

Request by MLK planning coalition to use 4th floor meeting space for planning. Cannot use the 4th floor at this point -- only the 1<sup>st</sup> and 2nd floor are accessible and have restrooms. Short term rentals decisions referred to the executive committee.

## Public Comment

- No public on this call.

## Adjournment

- Motion to adjourn at 8 PM;
- Next meeting 10/13/21, 6:00 pm

