



Meeting of the PHPDA Governing Council
September 10, 2013 5:30-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

MEMBERS PRESENT			ALSO PRESENT
Marite Butners (phone)	Nate Dreon (until 5:57)	Marc Provence (from 5:39)	Jeff Natter
Mike Heinisch (phone from 5:35)	Theresa Rambosek	Dan Lessler (phone from 5:38)	Christina Bernard
Judy Tobin	Kevin Fox	Diane Narasaki (phone from 5:36)	Denise Stiffarm
			Michael Finch (until 6:00)

Theresa Rambosek called the meeting to order at 5:32 p.m. A quorum was present.

The Governing Council approved the August 13, 2013 Governing Council minutes and the September 4, 2013 Special Governing Council minutes (Moved/2nded by Tobin/Fox. 5 of 5 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from August 13, 2013 and the Planning Committee minutes from June 5, 2013

Executive Director Update

Executive Director Jeff Natter reported on his activities and accomplishments in his first few weeks on the job, including meeting with several community leaders. He also noted that much of his immediate upcoming work will revolve around the work of the nominating committee, drafting the 2014 operating budget with the Finance & Program Analyst, and working with the Planning Committee on the grantmaking plans for 2014.

Property Management

Property Management Services (Res 16-2013)

The Executive Director reported that five applications had been received in response to the property management RFP and that three finalists were interviewed – Jones Lang Lasalle, Urban Renaissance, and Unico. The ad hoc committee, made up of staff, board members, and real estate advisors, all agreed that each of the three candidates would be able to do the job well. They all brought proposed staff teams to the interviews, including property managers and engineers. Ad hoc committee members then discussed each of the three finalists and their qualifications. While the committee had a preference among the three finalists, there is not yet a fully agreed-upon contract with the top choice. Resolution 16-2013, therefore, does not name a specific firm, but rather authorizes the Executive Director to execute a contract with a chosen firm. This is to ensure that a firm is in place on October 1, and allows the ability to contract with the second or third choice if the contract cannot be agreed upon with the first choice. A draft contract form is attached to the resolution, and the executed contract must be substantially in the form of that contract.

The Governing Council adopted Resolution 16-2013 (Moved/2nded by Tobin/Provence. 9 of 9 in favor).

Summary of Marx Okubo report on Tower conditions

The Executive Director provided a summary of the recent Marx Okubo report on the conditions of the Tower, which was commissioned in order to set a baseline for the current Tower condition. There are no major items that must be addressed immediately, but several that should be addressed soon, and



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over the next several years. Once a property management firm is finalized, they will be able to begin incorporating some of this work into their 2014 budget.

Grantmaking

Department of Commerce Grant to PHPDA – likely projects to be funded

The Executive Director and Finance & Program Analyst summarized a plan for use of the \$250,000 grant from the DOC. The grant is to fund PHPDA’s mission and must be expended by January 15, 2014. The Executive Director suggested that the funds be used for existing and renewing grants, thereby freeing up funding for future projects. After reviewing the suggested action from staff, the Planning Committee recommended that course of action to the Governing Council. The Council voted to use the Department of Commerce grant to satisfy the outstanding amounts on two existing grants (Project Access NW Dental and Public Health), and to hold the remainder in anticipation of a proposal from Project Access Northwest for 2014 funding (Moved/2nded by Heinisch/Fox. 8 of 8 in favor). The PANW grant renewal application will be due in mid-November for consideration at the December Planning Committee and Governing Council meetings.

Board Governance

Update from Nominating Committee

The Executive Director and nominating committee members updated the Governing Council on their work to recruit replacements for two outgoing Governing Council members. They are particularly focused on those with financial skills, as both departing members sit on the Finance Committee. They are also focused on adding diversity to the composition of the Council. The Council discussed some potential candidates and additional considerations.

Adjournment

The meeting was adjourned at 6:35 p.m.

Minutes approved _____ (Date)