Mike Heinisch called the meeting to order at 5:31 p.m. A quorum was present. There was no public comment.

The Governing Council approved the January 10 Governing Council minutes (Moved/2nd by Judy Tobin/Nancy Sugg, 8 of 8 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from January 10 and the Program Committee minutes from January 4.

Executive Director and Staff Report

The Executive Director updated the Governing Council on the ED/Staff Report for January. PHPDA staff continued to conduct site visits for the 2016 New Major Grants. Staff conducted a webinar for the 2017 Major Grant applicants. Jeff Natter removed himself from the COO Interim board, but will maintain a relationship with the organization. Christina Bernard was accepted as a board member to the Mockingbird Society.

Grantmaking
Report on LOI Review and Proposal Invitations

Christina Bernard updated the Governing Council on the 2017 Major Grant LOI Review and Proposal Invitations. A total of 36 LOIs were submitted on January 19th. A panel of 7 reviewers met on February 1st, during the normally scheduled Program Committee meeting. The review panel agreed to invite 14 LOIs to apply for a full proposal. The majority of the LOIs addressed the PHPDA foci in one or more areas. Invitations/denials were sent out the same day. PHPDA staff conducted a webinar for the invited organizations.

Property Management
Revised contract for Parking Lot Management

The Executive Director reviewed the Parking Operation contract with Republic Parking. The notice for contract termination was changed from 30 days prior written notice to 90 days’ notice.

The Governing Council voted to approve the Executive Director to enter into a contract with Republic Parking Northwest LLC (Moved/2nd by Ellie Menzies/Sue Taoka, 9 of 9 in favor.)
Meeting of the PHPDA Governing Council
February 14th, 2017 5:30-7:30 p.m.
Quarters 2 Building, Beacon Hill
1200 12th Ave South  Seattle, WA 98144

Consideration of amortization of Tower reimbursements

The Executive Director reviewed the Commerce amortization proposal. The proposal will allow the Department of Commerce to amortize payments to the PHPDA for capital projects initiated by and initially paid for by the PHPDA. All requests for amortization will be made by Commerce in writing to the PHPDA. Any project cost in excess of $100,000 can be amortized over a period not to exceed one year, based on a mutual agreement between the PHPDA and the Department of Commerce. Amortized costs will not exceed $500,000 in total outstanding payments. The PHPDA will charge interest of a minimum 1%, and rounded to .25% based on the most recent LGIP rate. The PHPDA will ask for minimum monthly payments. The Executive Director will have the authority to extend the amortization if needed. Finance Committee accepted this proposal and forwarded their recommendation to the Governing Council.

The Governing Council voted to authorize the Executive Director to enter into negotiations with the Department of Commerce to establish amortization of Tower reimbursements (Moved/2nded by Doris Koo/Susan Crane, 8 of 8 in favor).

Charges for use of Pacific Tower images

The Executive Director discussed the potential to establish a policy for requests for use of the Tower image. The Governing Council agreed that in the event the image of the Tower is used in a commercial way, a fee should be charged. Establishing a policy will also give the PHPDA recourse if the image is used inappropriately. Different fees should be charged to non-profits, public service, or commercial use. The Governing Council agreed that the Executive Director should move forward with PHPDA legal counsel to establish a policy.

Real Estate
Update on North Lot Development Project

The Executive Director advised that the PHPDA will hold off on entitlement until a broader scope of work and fee schedule is established with Barrientos, LLC. The Governing Council and Finance Committee need to be better informed about the potential role the PHPDA will have in the development of the North Lot. Maria Barrientos presented information with options for the PHPDA role. She reviewed the risks, responsibilities, costs and benefits to each option.

Extension of Development Consultant Services

The Governing Council decided to hold a Special Meeting with a study session before extending the contract with Barrientos LLC. Therefore, the extension of the contract was tabled until the Special Meeting.

Governance
Executive Director diagnostic report on PHPDA

The diagnostic report on the PHPDA was tabled until the March 14th Governing Council meeting.
Meeting of the PHPDA Governing Council
February 14th, 2017 5:30-7:30 p.m.
Quarters 2 Building, Beacon Hill
1200 12th Ave South Seattle, WA 98144

Adjournment
The meeting was adjourned at 7:01 p.m.

Minutes approved

3/4/17
(Date)