

**Historic South Downtown Meeting Minutes
July 25, 2017
Wing Luke Museum**

Board Members present: Jim Kelly, Al Poole, Liz Stenning, Chris Arkils, Maiko Winkler-Chin, Nancy Fulwiler, Wren Wheeler, Heidi Hall

Maiko called the meeting to order at 515. Draft agenda approved.

Reviewed Consent Agenda consisting of June minutes, current financials, expenditure report, and administrative report.

Resolution 2017-06-20-01 Approval of Consent Agenda

Moved – Jim Kelly

Seconded – Chris Arkils

Motion passes unanimously

Nancy would like to see contract between HSD and PHPDA, and Exec Committee will forward out once King County reviews it.

Union Station HUB - Liz Stenning

Background for future reference -

HSD had worked with the Seattle Office of the Waterfront, funded by the State Department of Commerce, to look at the area surrounding State waterfront property, and its connection to Seattle's future waterfront park. This became the Jackson Street Connections project, conducted by Frameworks.

The Office of the Waterfront approached HSD in fall 2016 to collaborate and co-fund a planning project targeting King Street and Union Stations and Jackson Street. HSD had previously agreed to fund \$100,000 towards the project. Office of the Waterfront was getting their match from previously allocated State Department of Commerce funds.

This would build upon the Alliance for Pioneer Square's Parks and Gateways, currently funded by an anonymous donor. The Alliance hired Walker/Macy to do further the overall Parks and Gateway project with design work around "gateways" to Pioneer Square, including King Street Plaza, and the triangle park north of King Street Plaza on the 2nd Avenue Extension.

Since passing the resolution, a state staffing change led Dept. of Commerce to now say that the funds could not be used for this project.

At the June board retreat, Liz agreed to pull together preliminary costs for a robust design and planning process around 4th and Jackson, incorporating King and Union Station plazas. Costs included Framework and Walker/Macy design work, project management and coordination costs. Framework would build off their previous Jackson Street Connections plan, and

Walker/Macy would further their current design work to develop a matching level of schematics for the whole area.

Liz provided 3 separate documents and went over the budget, Framework's and Walker/Macy's scopes and costs, and an estimated budget with TBD costs for the Alliance for Pioneer Square for project management and SCIDpda for coordination.

Liz also noted that the original match from the Office of the Waterfront was tied up in the State Capital Budget. The funds had to be re-appropriated as the budget year had ended. Likelihood on receiving the match was unknown.

Board Questions:

- Can Framework and Walker/Macy work together? They have before on a Pioneer Square project when Framework worked on the street concept plans and Walker Macy worked on the Parks & Gateways concept plan.
- Who would fund the implementation? - public sources related to the One Center City project (Metro, City, Sound Transit); Pioneer Square's anonymous funder may also donate. HSD may want to fund elements,
- We're designing sidewalks? Is that what we're paying for? - If we do not provide guidance for this work, the guidance will never occur or come piecemeal from various agencies without the surrounding neighborhoods vision. It can be extremely complicated, especially when this area has multiple projects and agencies. This is the guiding document on what could be done, One Center City knows we are contemplating this work, and we want to take the lead. This project is setting the stage for infrastructure improvements and activation work.

Deliberation ensued with some having a desire to wait, some wanting to move the work forward because we move so slowly, and skepticism as to whether agencies would implement this work.

The Board approved the following:

- We approve a budget up to \$250,000 to advance a plan thru concept/schematic/action plans with design and outreach
- We empower the exec committee to enter contract, scope out the work -
- We empower the exec committee to obtain project funds from King County

Jim moved -

Heidi seconded-

Motion carries unanimously

Hiring Plan - Liz Stenning

Liz distributed hiring plan, job description, and non-profit salary information. Liz updated the board:

- Selection Committee is comprised of Nancy, Wren, Heidi, and Liz; will also ask Gary and Brendan. Heidi is happy to sit out if she is not needed.
- HSD website will be updated by Friday; the board agreed that we cannot post the job until website is updated

Board discussed and...

- Need to schedule interview times now to get on committee member's calendars. Agreed to 2 rounds of interviews right after Labor Day, with 3 to 4 people included in the first round
- Job posting – one month
- Interviews at 4 culture
- Hiring committee to come up with interview questions and hiring criteria
- Will not ask salary history; Heidi will obtain City Race and Social Justice Initiative documentation to assist in process
- 2 rounds of interviews after Labor Day - 3 or 4 folks for first round.
- Final comments to Liz on job description and hiring plan by Wednesday this week.
- Salary range - \$85 - 110K
- Benefits - we want the ED to figure out once they're in. We anticipate that ED would research an appropriate health plan. In the meantime before it's up and running, HSD can reimburse a Cobra plan/other coverage to be negotiated. We'll discuss actual elements of a benefit package next month.

Nominating Committee - tabled for the next month.

Meeting adjourned 6:42pm.

Administrative Report

From Maiko Winkler-Chin

PHPDA Contract – attached is the PHPDA Contract that will be forwarded to PHPDA. King County reviewed and had no comments. This contract is an edited version of the contract that was created in October 2016, but not used as we could not enter into agreement quickly enough with King County to meet PHPDA’s timing. The document has been edited to:

- Include the term “sustainable workforce opportunity”, which is language King County specifically requested, which is the language used in the state legislation
- Not burden the PACE program with repayment in the event their program does not locate on site. In the event this occurs, PHPDA will need to discuss how to put in a program that benefits HSD’s catchment area.

Gift for Retreat Facilitator – we thanked Leslie Smith for her facilitation of our retreat in June by giving her two- \$50 gift certificates for area businesses (Girin and Kobo) after conferring with Leslie’s colleagues.

From Leslie Haynes

Relocation Tasks:

- ✓ Connect HSD to Hing Hay Coworks community
- ✓ Update HSD website and work with vendor to create an efficient application process and make the site more user-friendly
- ✓ Worked with potential IT vendor Gia Valente to make current equipment usable
- ✓ Conduct file forensics to problem-solve discrepancies in URM contract
- ✓ Reconcile account with Unico

Upcoming Priorities:

- Recommended Gia Valente at Hing Hay Coworks to digitize records and move them to the cloud; on hold per Executive Committee
- Put together an office manual that documents processes and protocols
- Continue to organize archival material
- Digitize seminal documents that continue to be culled from archives (ruling from the Attorney General; letter of clarification from IRS)

Office Furniture	Proposed Plan
1 Computer monitor and external drive	Awaiting recommendation
1 Brother printer	Awaiting recommendation
1 2-Drawer file cabinet	Awaiting recommendation
Recommendation: Delay decision per Executive Committee until new ED is on board	