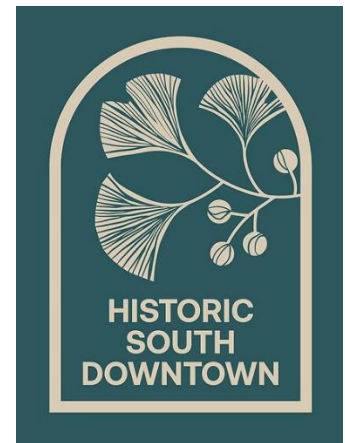


# Historic South Downtown Board of Directors Meeting Tuesday, May 23, 2023



Present: Shava Lawson, Diane Le, Aleksa Manila, Dana Phelan, Jessica Rubenacker, Jennifer Tam, Tuyen Than, Jessa Timmer

Staff: Kathleen Barry Johnson, MaryKate Ryan, Ellen Ta

Public:

Gary Lee, CID Public Safety Council and Block Watch

## **CALL TO ORDER** (Action)

Dana Phelan called the meeting to order at 5:02pm.

Public Comment: None

## **CONSENT AGENDA** (Action)

Presenter: Dana Phalen

- *Treasurer's Reports (March 2023 and April 2023)*
- *Material on Reading Financials*

*Motion by Tuyen Than to accept the updated agenda with the removal of the April Minutes from the Consent Agenda. Second from Jennifer Tam. Approved by all. Motion passes.*

*Motion by Shava Lawson to approve the consent agenda. Second from Aleksa. Approved by all. Motion passes.*

## **CURRENT YEAR ALLOCATION & BUDGET AMENDMENT** (Action)

Presenter: Kathleen Barry Johnson

- *Overview*
- *Pension/Prior Service Periods\**
- *Identifying Potential Additional Community Investments*
- *Requesting motions to approve:*
  - *Pension plan/PERS motions\**
  - *Voluntary Social Security Coverage\**
  - *Amendment to 2023 Budget (including prior period purchase)*

- Received word in April that we would not be able to use funding for grantmaking; this left funds in the budget which HSD couldn't spend down through our grantmaking program; same situation for FY24 and FY25
- Staff has been looking in ways to spend down the pot of money: qualified expenses that meet the needs of operations but also meet the needs of the community and don't incur long-term expenses for HSD
- Requested amendments:
  - \$163,810.00
    - Pension Plan: PERS, part of the benefits package from 2021, holding off on pension because it is expensive due to prior period of buy back (how much would have been paid by the employer); would apply to all current staff as well as James King Jr.; one-time payment to cover the employees contributions that would have been made in the past as well as the employer's payments;
    - Second option is for HSD to just play employer payments, and not employee payments;
    - Third option is that we wouldn't pay either but that employees would be able to back pay
    - Would help with stability of staffing, great benefit
    - Would not be a recurring cost; one time cost to initiate the program and allow staff to
  - \$30,000
    - Communications/social media consulting through the summer to help promote the arts and culture grants and events; helping market people visiting the neighborhoods
    - Working with Madrona Group who did HSDs rebrand
  - \$2,500
    - New chairs and other office supplies
  - \$18,100
    - Convening space: Near the Alliance offices (same building) 105 S Main, 2nd floor. meeting space, assist in adding capacity, asking for access to this space as well, invest in this for the gap funding until Alliance can pick up this expense
  - \$5000
    - Retreat facilitation
  - \$7000
    - Memberships to support organizations
  - \$12,500.00
    - Advertising – more for our advertising efforts, more about elections/mixer etc.
  - \$20000
    - Marketing collateral to use in the long-term; roll-up banner
  - \$1500
    - Rental storage
- Community Investments
  - \$40000
    - Transportation Study
  - \$40,000
    - Economic Study
  - \$40,000
    - Outreach Purchases for Partners/vendors (4@10000)
  - \$100,000
    - Public Safety Contracts

From Gary Lee: Perhaps you can contribute to the design/construction of the Off-Leash-Area Dog Park, in the I-5 corridor between King Street and Weller. We met with WSDOT and Seattle Parks! Kathleen says she could look into supporting some sort of coordination for this project.

- 1) *The HSD Board of Directions approves the proposed amendments to the 2023 Fiscal Year of Budget, including the payment fo prior employment periods, both employee and employer shares*

*Aleksa Manila moves. Jennifer Tam seconds. Conflicts of interest due to employment by the State of WA – Jessa Timmer, staff person at Alliance of Pioneer Square who would receive fund throughs the amended budget; Jessica Rubenacker, staff person at Wing Luke Museum, who may receive funds through this amended budget. All approve. Motion Passes*

- 2) *HSD board of directors approves motion PERS Resolution 20230523-1 PS CiD District CPDA participation in PERS.*

*Shava Lawson moves. Diane Le seconds. All approve. Motion passes.*

*The HSD Board of Directions approves Motion #202305231: Its eligible employees shall participate in PERS as allowed by RCW 41.40.06 2. The necessary funds shall be made available to cover its proportionate share for participation in PERS 3. PERS membership shall begin on June 1, 2023, et. Seq.*

- 3) *Board of Directors approves motion 202305232 regarding voluntary social security for HSD staff.*

*Aleksa Manila moves. Tuyen Than seconds. Approved by all. Motion passes.*

## **RETREAT DEBRIEF** (Information)

Presenter: Kathleen Barry Johnson; Norma Timbang

- *Ad hoc Committees*
  - *Partners/Strategy*
  - *Lay of the Land*
  - *Deadline*
- Norma shared her notes from the retreat: board skills and experience and gaps, opportunities, responsibility and accountability (track results?)
- Ad hoc committees
  - Lay of the Land Committee: Quyhn, Tuyen, Jennifer, Jessa
    - Goals: Who is doing what, connected to HSD's work, either directly or peripherally, entities to recognize. Research any pertinent community needs assessment and current legislation that might be of interest
  - Partnerships Committee: Aleksa, Leesa, Dana, Derek
    - Goals: who are we partnering with and who to partner with in the near future? What does a successful partnership look like? Practices/policies that have worked well in partnerships?
  - Create diagrams/matrix
    - Deadline: July 20 – create a timeline to reach the goal (overlap with both committees)

Who are our grantees? Who are our partners who don't have a fiscal relationship?  
How do you want your partnership to be defined?

Kathleen would love to attend these meetings if that's helpful to the committees.

## SECOND BUDGET PRESENTATION (Information)

Presenters: MaryKate Ryan; Kathleen Barry Johnson

- *Overview*
  - *Budget Review Schedule*
- *Key Issues*
  - *Community Investment Fund*
- *Questions*
  
- See Kathleen's Budget Document
- Budget in the future will be project-centered.
- Two-year budget (two-year allocation)
- Making sure that in the future we can spend money on grantmaking in FY25
- Community Investment Funds: once it's passed, July 1, start to plan on how we're going to work with our community for needs of investment. Will have to be restricted to operations and qualified expenses. Would like to do this by September to amend the budget in September.
- Next meeting we will be voting to approve the budget. If there are items/questions that come up, reach out to Kathleen and Finance Committee

## WSBLE UPDATE (Information)

Presenter: MaryKate Ryan

- Hold until next month

## FOR THE GOOD OF THE ORDER (Information)

Presenters: All

- *Comment period on ISRD Changes*
  
- *Comment period on ISRD Changes: Started some amendments to the ISRD design guidelines in 2019 and had just gone through their SEPA checklist this month for public comment on the SEPA checklist process. Comments need to be in by June 1, SEPA document June 8. A lot of CID orgs have worked on this in the past, but they haven't been brought up since 2019. Community members are concerned this process is moving really quickly. Checklist hasn't been translated at all. Doesn't stop the process being concerning (even though it's more administrative). Asked for an extension to explain the process and how it changes the.*
- *Budget Process: going to be sending out board member feedback/review forms for Kathleen's performance over the past year. Dana will send it out this week. Exec Committee will be reviewing.*
- *Pride ASIA Fest - Sunday, May 28 Noon to 4PM Hing Hay Park [www.prideasia.org](http://www.prideasia.org) FREE & ALL AGES - I believe Mary Kate will be tabling and speaking 😊*

## ADJOURN (Action)

Meeting adjourned by Dana Phelan at 6:31pm.

## ZOOM COMMENTS

17:10:39 From @ALEKSAMANILA (She/They) to Everyone:  
aye

17:22:13 From Jessa Timmer to Everyone:  
 

17:23:12 From Jessa Timmer to Everyone:  
13th!

17:23:32 From Diane Le to Everyone:  
shouldn't there be an amendment for postage? 😊 per Jessa, we should stock up on stamps

17:23:45 From Tuyen Than (she), HSD CID Resident to Everyone:  
Reacted to "shouldn't there be a..." with 🤔

17:23:46 From Jessa Timmer to Everyone:  
Replying to "shouldn't there be a..."

Still REALLY into this idea

17:25:15 From Jessica Rubenacker (she/her), WLM to Everyone:  
Where was the convening space? I missed it

17:25:30 From MaryKate (she/her), HSD to Everyone:  
Near the Alliance offices, I think in the same building.

17:25:35 From Jessica Rubenacker (she/her), WLM to Everyone:  
Reacted to "Near the Alliance of..." with 👍

17:25:45 From Jessa Timmer to Everyone:  
Across the hall from the Alliance for PSQ offices - 105 S Main, 2nd floor.

17:26:03 From Jessica Rubenacker (she/her), WLM to Everyone:  
Reacted to "Across the hall from..." with 👍

17:26:41 From Tuyen Than (she), HSD CID Resident to Everyone:  
Roll up banner

17:34:04 From Tuyen Than (she), HSD CID Resident to Everyone:  
Not sure what the scope of work is with Madrona, but I would like to plant the seed of hiring a staff person that's focused on website maintenance, graphic design, social media. Especially after the two month contract is up

17:34:23 From Kathleen Johnson HSD (she/her) to Everyone:  
Reacted to "Not sure what the sc..." with 👍

17:34:35 From Jessa Timmer to Everyone:  
Reacted to "Not sure what the sc..." with 👍

17:35:13 From Shava Lawson (she/her) Seattle Parks Foundation to Everyone:  
Reacted to "Not sure what the sc..." with 👍

17:36:41 From Jessa Timmer to Everyone:  
And on June 30th, we buy ALL THE STAMPS!

17:38:01 From Jessica Rubenacker (she/her), WLM to Everyone:  
Reacted to "And on June 30th, we..." with 🤔

17:38:16 From Gary Lee to Everyone:  
Perhaps you can contribute to the design/construction of the Off-Leash-Area Dog Park, in the I-5 corridor between King street and Weller. We have met with WSDOT and Seattle Parks!!

17:39:35 From Tuyen Than (she), HSD CID Resident to Everyone:  
Reacted to "Perhaps you can cont..." with ❤️

17:44:11 From Jessa Timmer to Everyone:  
Do I need to state conflict?

17:48:23 From Jessica Rubenacker (she/her), WLM to Everyone:  
Kathleen, will you be able to share these docs with me or at least the motions so I can include in the minutes? Thanks!

17:48:43 From Jessica Rubenacker (she/her), WLM to Everyone:

I can type fast but not that fast ;)

17:53:48 From Kathleen Johnson HSD (she/her) to Everyone:

For the last, let's add the number 202305232 and the motion should be: HSD Board of Directors approves motion 202305232 regarding voluntary social security for HSD staff.

17:55:31 From Jessica Rubenacker (she/her), WLM to Everyone:

Reacted to "For the last, let's ..." with 👍

17:55:42 From Jessa Timmer to Everyone:



17:56:04 From MaryKate (she/her), HSD to Everyone:

Did we put the baby to sleep?

17:57:00 From Shava Lawson (she/her) Seattle Parks Foundation to Everyone:

Is anyone having issues with zoom, or is that just me?

17:57:02 From Jessa Timmer to Everyone:

Replying to "Did we put the baby ..."

Nope! He's complaining about how crazy this government funding thing is!

17:57:18 From Diane Le to Everyone:

Reacted to "Nope! He's complaini..." with 😂

17:57:23 From Shava Lawson (she/her) Seattle Parks Foundation to Everyone:

Reacted to "Nope! He's complaini..." with 😂

17:57:25 From Jessa Timmer to Everyone:

Replying to "Is anyone having iss..."

My zoom is ok

17:57:27 From MaryKate (she/her), HSD to Everyone:

Reacted to "Nope! He's complaini..." with 🙄

17:58:28 From Shava Lawson (she/her) Seattle Parks Foundation to Everyone:

Replying to "Is anyone having iss..."

Ok, well, my camera is off to decrease choppiness.

18:14:05 From Kathleen Johnson HSD (she/her) to Everyone:

I would love to attend and help as I can, if that's helpful to the committees.

18:14:16 From @ALEKSAMANILA (She/They) to Everyone:

Reacted to "I would love to atte..." with ❤️

18:14:47 From Jenn Tam to Everyone:

Reacted to "I would love to atte..." with ❤️

18:17:00 From Jessa Timmer to Everyone:

Yes - thank you for this overview! Excited for the Lay of the Land committee

18:17:10 From Tuyen Than (she), HSD CID Resident to Everyone:

Reacted to "Yes - thank you for ..." with ❤️

18:17:59 From Jessa Timmer to Everyone:

Oh wait - I am on Partnerships. Whoops

18:18:08 From Dana Phelan (she/her) to Everyone:

Reacted to "Oh wait - I am on Pa..." with 😂

18:18:09 From Kathleen Johnson HSD (she/her) to Everyone:

Reacted to "Oh wait - I am on Pa..." with 👍

18:25:36 From Jenn Tam to Everyone:

Reacted to "Yes - thank you for ..." with ❤️

18:28:37 From @ALEKSAMANILA (She/They) to Everyone:

Pride ASIA Fest - Sunday, May 28 Noon to 4PM Hing Hay Park [www.prideasia.org](http://www.prideasia.org) FREE & ALL AGES - I believe Mary Kate will be tabling and speaking 😊

18:28:43 From Tuyen Than (she), HSD CID Resident to Everyone:

Reacted to "Pride ASIA Fest - Su..." with ❤️

18:28:46 From Kathleen Johnson HSD (she/her) to Everyone:

Reacted to "Pride ASIA Fest - Su..." with ❤️

18:29:31 From Jessica Rubenacker (she/her), WLM to Everyone:

Reacted to "Pride ASIA Fest - Su..." with ❤️

18:29:40 From Jessa Timmer to Everyone:

This is why I have mom brain

18:29:47 From Kathleen Johnson HSD (she/her) to Everyone:

Reacted to "THIS is why I have m..." with ❤️

18:31:04 From Gary Lee to Kathleen Johnson HSD (she/her)(Direct Message):

Please send me a link to the ISRD SEPA info too. Thanks

18:31:08 From @ALEKSAMANILA (She/They) to Everyone:

Reacted to "THIS is why I have m..." with ❤️