



Central District Preservation and Development Authority, CDCPDA
located at the McKinney Center for Community and Economic Development

07/19/2023 @ 6:03p quorum achieved | *Meeting called to order by* Gerald Bradford

In Attendance

Board Members Present: Ms. Shaude' Moore, Mr. Lewis Rudd, Bro. Truth Allah, Mr. Gerald Bradford, Ms. Marissa McDowell, Mr. John Yasutake, Mr. James Bush, Mr. Kelly Jefferson, Dr. Rayburn Lewis

Board Members/Staff Absent: N/A

CDCPDA Staff and Contractors Present: Benita Thomas, Adrian Collins III, James King Jr, Myeka Lindsey, Kathy Mulady, Debbie Schorzman, Kris Larsen

CDCPDA Staff and Contractors Absent: Joel Davis, George Griffin

Community Members and Public Guests: Mellody, Colin Campbell (Seattle Parks & Recreation), Pollene Speed DDS, Neil Nicholson DDS, Tuvache, DeChelle Henderson (City Group Solutions), Tatiana Shiffer, Bruce Wall, Daylon Pleasant, Durrell Jones, Bobby Lament, Justin West

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 Coast Salish Peoples, including the Duwamish, Suquamish, Puyallup and Muckleshoot tribes. A people that has occupied this land since time immemorial. We pledge to continue to follow the leadership of tribes to achieve their vision for the lands and the waters that they have stewarded for generations. We continue our journey with gratitude and in honor of the past, the present and future with the First Peoples of Seattle."

Approval of the Agenda & Minutes

- July Agenda approved, amendment with executive session.

Motion to approve.; Mr. John Yasutake, 2nd Mr. Lewis Rudd. Motion carries.

- June Meeting Minutes approved, No additional comments or additions.

Motion to approve.; Mr. John Yasutake, 2nd Mr. Lewis Rudd. Motion carries.

Public Comments

Debbie Schorzman:

- Assigned to us from Archbright an HR consultant firm
- Going to be building out our systems and foundations for HR moving forward
- Been moving through the current onboarding process
 - Three organizations were consulted: 501Commons, Reverb, and Archbright. Archbright was considered to be the most comprehensive, and able to fill several of our needs. A timeline has been created:
 - Creating HR policies, recruiting
 - Onboarding including assigning a cdcpda.org email and OPMA PMA training.
 - Ms Schorzman will be meeting staff and touring building on Monday July 24t

DeChelle Henderson (City Group Solutions)

- Has previously done work at the building, wants to put in a bid, and noticed large discrepancies with the presented bids.
- Quoting for floors 1-6 instead of the bid just looking for floors 1&2

Open Forum:

- Melody (Community Member) -
- With DBE pre apprenticeship program/ WatchDog for 35 years.
- Melody - retired from WSDOT - she worked with Staff to support people who were entering into the construction field.
- Providing graduating students with gear to work in the construction field.
- Interested in doing work in the community.
- Interested in bringing this program to the center to prepare the youth for after graduation.

Colin Campbell (Seattle Parks & Rec)

- Planner with Seattle Parks
- Looking to partner with Seattle through Kaboom. Works with cities to build playgrounds in communities that need them. Looking to revamp the play area that neighbors the center.
- Agreement between Seattle parks and undisclosed financial backing
 - July 31st is the deadline for agreement, can provide more details.
 - 2 events happening at the park, week of August 14th. To bring the community to brainstorm changes and provide input.
 - Aug 18th - Aug 24th brainstorm design. Then in 3 days with 20 volunteers - 50 volunteers, cleaning and picking up building the park.
 - James: SVI - Seattle Parks, SVI having MOU to be able to use it for programming as long as we have programming at the center. Looking to establish new MOU with Seattle Parks
 - Bro. Truth : Is this an opportunity for us to regain control of this park? Is the design of the park going to affect any of the other aspects of that area.
 - Just to the Southend where that area is, will not be touching the amphitheater or other areas.
 - Gerald Bradford:
 - That piece of property is grandfathered as a playground with a standing MOU between SVI and Seattle Parks & Rec.
 - Requested additional information on how to move internally.

James Bush & Guest Tuvache Button

- Business Development Manager for Kastle Systems, 30 year old company; security leaning
 - Access control and remote video guarding
 - Can take over existing systems, or install, partnered with apple,
 - Provided [link](#) for overview

Kristopher Larson; Director of community infrastructure (Filipino Community Center) & Broadband Technicians:

- Kris Larson was tasked with creating a program centered around tech and chose to do it with formerly incarcerated people.
 - Created another program for homeless, bringing them into the tech sector, getting them their comp certifications and employed with Comcast.
 - <https://youtube.com/shorts/sRXBWMFLmV4?feature=share>
 - Shaude': Looking forward to developing the relationship; planning for a future relationship of bringing on technicians when their training is complete.

Committee Reports

Finance, chaired and presented by Dr. Lewis & James King Jr.

- Recommend: The previously approved limit of \$2500 be raised to \$10,000 for discretionary decision making and contract signature by the officers, CEO, and COO, without the need for specific board approval of the amount.
 - Why? Repairs, maintenance, and purchases for operations and small capital items need decisions more frequently than monthly. This is tied to a discussion on "small works" with our attorney.
 - Assuming no conflict of interest.

- James Bush (Via Chat): “Having a clear sign-off process is important. I agreed that a combination of the CEO, CEO, Treasurer would streamline the process and maintain our fiduciary responsibilities.”
- Dr. Lewis: Although a policy/procedure needs to be outlined, there is urgency due to expenses accruing at a rapid pace at the building over the next two weeks.

Committee request for approval. Dr. Lewis motioned; 2nd Bro Truth. Motion carries.

- Recommended: We apply for a line of credit (\$250,000) which allows us to bridge those reimbursement delays of 30-60 days.
- Cash flow is currently entering a critical phase. Many of our funders require that we spend our own funds for accounts payable, then be reimbursed. Obviously, without revenue, building a reserve operating fund is currently not possible. This is particularly important for capital expenses.
- John Yasutake: Who would have access?
- Dr. Lewis: CEO and Finance Committee
- **Motion to approve request; Dr. Lewis motioned, 2nd, Shaude Moore’. Motion carries.**
- Report only: Send the department of commerce our expenditures and operating budget for approval. This will allow us to access FY 24 funds proactively.

Request for approval of full Finance Committee report.; Dr. Lewis motioned, 2nd, John Yasutake. Motion carries.

Facilities, chaired by Mr. Bradford, reports given by Adrian Collins III & Benita Thomas

- Facilities Approval:
 - Toured 2 janitorial companies through the site:
 - Cleaning 1 & 2nd floor restrooms
 - 2 conference rooms are clean
 - Cleaning exterior and parking lot twice monthly
- Report given by Mr. Collins:
 - Inline contract was completed this week.
 - Tools in the maintenance room are locked up and have been inventoried.
 - Cintas has installed all AED and will be coming back to install signage.
 - Pressure washing was completed. Had received a notice from the City to remove graphite within 10 days.
 - Shaude’: Have been working with AC and Inline on a start time.
 - Start date Aug 15th - Sept 16th. Between signing of contract and start date they will be ordering parts.
- Report given by Ms. Thomas:
 - MAJOR ACCOMPLISHMENT: On schedule and under budget!
 - Building has heat through operable Fan VAV units on floors 1-4. On floors 5-6, heat pumps are providing heat with the new boiler system.
 - Boiler and Transformer replacement work is complete and working well.
 - Boiler training was completed in January.
 - Complete assessment of building’s HVAC system performed. Both AHUs are beyond their useful life and only partially functional. Repairs in progress.
 - Potentially approximately \$140,508 in remaining funds (i.e., bids came under budget).
 - Have developed a strategy for using remaining funds (e.g. Air Handler repair, plumbing, etc.).
 - Completed change order from Pinchiff Mechanical for repairing Air Handlers 1 and 2 necessary to communicate with the new building automation system on March 14th.
 - Planning to install architectural fencing for facility security.
 - Bids were announced for Hazmat survey and then withdrawn in order to facilitate qualifications. A future Request for Qualifications (RFQ) to be prepared and advertised next month.
 - New Services Agreement to update Capital Facilities Plan: Phase 3 FY 2023/2024.
 - Upon the CDCPDA board approval of the project management team's proposed services for FY 2023/2024, a series of planning workshops will be facilitated to develop and review planning options that may be responsive to the City's determination of substantial alteration with recommendations from the project management to the CDCPDA that will determine the future

[design for the McKinney Center.](#)

Motion to approve report. Dr. Lewis Moved 2nd; Shaude' Moore. Motion carries.

Programs & Partnerships, Mr. Rudd/James King Jr./Shaude'

- Business Plan Task Force Meeting:
 - Had a meeting with staff and board members on the second floor last Thursday. To review business plan; hadn't been reviewed since October of last year.
 - Reviewed: Goals, Tenant Structure, Mission/vision, Cost Analysis,
 - Archbright will assist with staffing model plan, HR structure and handbook
 - Another meeting taking place in August.
 - Business plan developed will need to be brought back to the meeting and voted on.
 - By November 2023
- Rental space fee:
 - There is nothing tied back to cleaning services.
 - Working on new language, looking at possibility of recreating form with elite collective for website.
 - Looking to obtain a retainer fee.
 - Will bring back up for vote at next meeting

Motion to approve report. 2nd; Bro. Truth. Motion carries.

Community Communications, co-chaired by Mr. Jefferson/James King Jr.

- August 1, is our tentative launch date for our website, photos needed for the website.
- Public safety is a main concern. We have been reaching out to homeless organizations in regard to best practices with the homeless community.
 - Contacting Crime Prevention Unit - John Yasutake

Motion to approve report. Shaude' 2nd; Bro. Truth. Motion carries.

Government Affairs, chaired by Dr. Lewis

- Kathy (G3)[Reported]:
 - Applied for grants:
 - One from King County 3M+, waiting to hear back.
 - Work on the application for Equitable development grant from city of Seattle; deadline is Sunday.
 - Need: Capital Budget, Capacity Building info, Schedule of the work (Tom & Joel from Sazan working on it).
 - Will send out questions from the grant for feedback.
 - Sending press on new CEO on Monday.
 - Forms of media: Mainstream newspaper, community media, radio ect.

Motion to approve report. 2nd Dr. Lewis; 2nd; James Bush. Motion carries.

Executive Report

Executive Session began 8:16 — ended 8:45

- Adjournment

Meeting adjourned at 8:48 PM