

Williams & Russell Project Working Group Meeting Minutes Wednesday August 5, 2020, 12:00 - 1:30 pm

Meeting desired outcomes:

The purpose of the meeting is to provide updates on the Williams and Russell project, share information with other African American groups within the community and create a better understanding of the community led development of the property.

- Update on the RFP
- Conversation on Ownership
- Environmental Phase Impact Study/Appraisal Update/Topographic Survey
- Code of Conduct Update

Meeting Minutes: On August 5, 2020, **Dr. Steven Holt** opened the Project Working Group (PWG) public meeting via Zoom and the following is a brief outline of what was discussed.

- 1. Co-Chair Updates: Bryson Davis** reported to the committee that the ownership subcommittee met on Monday and are planning to summarize their discussions into a document to present to the PWG in the next week or so. The goal is for the full PWG to discuss the details of the non-profit recommendation and structure in the next month. He also noted that the RFP subcommittee is meeting next week to continue drafting the RFP.
- 2. Environmental Phase I Site Assessment: Mjayi Mernahkem** screenshared a PowerPoint presentation that was sent out to the PWG for reference during the meeting. **Jill Betts**, Coles + Betts, presented a summary of the environmental study and the reasons for conducting a Phase 1 environmental site assessment. The study is done to identify potential environmental risks on the property during development.

Jill shared that the study is required by lenders and needed in order to support financing of the project. Jill presented Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) files that exist on and near the project property lines. She expressed that the areas of historical concern were connected to previous property uses that existed on the land (dry cleaners, gas stations, church and old residences etc.). She presented that the ground water is really deep on the site which is good news. Concerns will be primarily any old tanks and contaminated soil and whether or not they have been removed.

Recommended next steps are for a Phase 2 analysis to see if any environmental concerns are in fact there and to do a geophysical survey which will cost \$3,700. Eventually the project will need to get an No Further Action (NFA) letter from DEQ. This can take 6 months, but one can apply for expedited review. If contamination and old

tanks are found on site, DEQ will determine if they can be removed or left as construction begins. Jill indicated there are different options to deal with potential contamination issues. She discussed insurance options that can be used to cover the cost of the environmental work. She indicated the best option to move forward will be determined after the Phase 2 analysis is complete.

Dr. Holt opened the floor to questions. **Jillian Saurage** asked if Prosper typically includes environmental assessments during the RFP process to be provided to the developer. **Wendy Wilcox** confirmed for the group that, yes, a phase 2 is recommended to provide additional certainty about the conditions of the site.

- 3. Appraisal Update:** Sam Romanaggi, Romanaggi Valuation Services, gave an update to the group and shared a PowerPoint presentation summarizing the appraisal of land value. He described the size of the property as approximately equivalent to 2 city blocks – 1.75 acres. The site is zoned CM3 commercial mixed use (approved) with an estimated value of \$120 per sq. ft. – or \$10.3 million. Using a 5% adjustment due to coronavirus concerns, the final estimated appraised value based on the current market is \$9.8 million (or \$114 per sq. ft.). Sam indicated that market value will be further determined and impacted by the final environmental studies and conditions of the site.

Dr. Holt opened the discussion for questions. **Stephen Green** asked Sam if the area on the presentation represents the Russell and Williams Hill block development area. Sam confirmed the parcel that was appraised. Jillian inquired who owns the site next door. Sam indicated the land to the north and the adjacent parking lot are both owned by Legacy Health. Stephen requested to see the reports prior to the meeting so that committee members have time to review before the presentation. **Lakeitha Elliott** asked about future development plans Legacy Health might have on the adjoining properties. **Charles Wilhoite** indicated that Legacy Health has contemplated some development ideas for the adjoining properties. The committee reinforced that Prosper should prioritize black owned businesses to do the environmental and other site assessment studies and .

- 4. Boundary Topographic Survey Update/ALTA Survey:** **Schuyler Dury**, KPFF, presented his PowerPoint presentation. He indicated that the ALTA survey might need to be updated. The ALTA survey is a national standard that lenders use to support financing for development. Schuyler showed the group the pdf of the 2 reports and indicated that there will need to be some clean up of the boundary lines based on the survey. He shared there were a few encroachments of property lines near the sidewalk (SW & SE corners) and showed the underlying lot lines on the report from the 1900. He indicated the lots will need to be addressed and potentially consolidated to one big

lot in preparation for land transfer and development. He recommended an early assistance meeting with the Bureau of Development Services (BDS); pulling a chain of title report; and initiating a property line adjustment.

Dr. Holt opened the discussion for questions. **Justice Rajee** inquired if the plot change needs to happen prior to the Request for Proposals (RFP), asked for a BDS point of contact, and posed the question of where this work sits in the PWG committee structure. Mjayi agreed to get contact information for BDS and report to the group. **Lisa Abuaf** indicated that the plot change does not need to happen prior to the RFP process.

Jillian asked a question about budget for a phase 2 assessment. Mjayi indicated this will be funded by Prosper. Jillian also asked about a procurement process to support reaching out to black owned businesses providing site assessment services. Lisa shared with the group that there is a state list of COBID certified firms and existing partnerships with NAMC-Oregon and PBDG that Prosper has to support this work. Wendy told the group about the partnerships that Prosper currently has with NAMAC, PBDG and Latino Build and opportunities to hire consulting firms via Prosper's flexible service contracts.

Jillian asked about the timing for a Phase 2 Assessment. Mjayi shared the RFP could be drafted and released with a statement of due diligence in motion in order to continue to move forward.

5. PWG Discussion:

Dr. Holt summarized the next steps are for the Ownership and RFP subcommittees to meet. Stephen restated that having more black contractors working on this project is a priority. Mjayi asked the group to share any black consultants with him and the group agreed.

Lakeitha indicated the need for the meeting time to change so more members can attend. She suggested to continue with the Wednesday evening time. The Committee decided to switch off between midday and evening meetings.

PWG - Meeting Attendance Record

	Name	Representing	Email
✓	Bryson Davis, CoChair	Soul District Business Association (SBDA)	bryson.davis@harrang.com
✓	Lakeitha Elliott, CoChair	Community at large	lakeithaelliott@gmail.com
	Cupid Alexander	City of Portland, Mayor's Office	cupid.alexander@portlandoregon.gov
	Michael Alexander	Black United Fund & Portland Opportunities Industrialization Center (POIC)	mcalexhog@aol.com
✓	Joy Alise Davis	Portland African-American Leadership Forum (PAALF)	joy@paalf.org
✓	Anthony Deloney	Self Enhancement Inc (SEI)	anthonyd@selfenhancement.org
✓	James Faison	Professional Business Development Group (PBDG)	info@faisonconstruction.com
	Leslie Goodlow	City of Portland, Portland Housing Bureau	Leslie.Goodlow@portlandoregon.gov
✓	Stephen Green	Black Investment Consortium for Economic Progress (BICEP)	greenerpasturesnw@gmail.com
	Tony Hopson	Self Enhancement Inc (SEI)	tonyh@selfenhancement.org
✓	E.D. Mondainé	Portland National Association for the Advancement of Colored People (NAACP)	edmondaine@ctoregon.org
✓	Justice Rajee	Portland Opportunities Industrialization Center (POIC)	jrajee@portlandoic.org
✓	Walter Robinson	Portland African-American Leadership Forum (PAALF) & Urban League	wlrii45@gmail.com
✓	Jillian Saurage	North/Northeast Housing Strategy Committee	jily99@gmail.com
	Karis Stoudamire Phillips	North/Northeast Community Development Initiative Oversight Committee	karis.stoudamirephillips@modahealth.com
✓	Chabre Vickers	Wells Fargo	Chabre.L.vickers@wellsfargo.com
✓	Charles Wilhoite	Legacy Health, Board of Directors	cawilhoite@willamette.com

Additional Attendees:

✓	Brian Terrett	Legacy Health	bterrett@lhs.org
✓	Vicki Guinn	Legacy Health	vguinn@lhs.org
✓	Nancy Wilson	Prosper Portland	wilsonn@prosperportland.us
✓	Kimberly Branam	Prosper Portland	branamk@prosperportland.us
✓	MinNefer Mernahkem	Prosper Portland	mernahkem@prosperportland.us
✓	Lisa Abuaf	Prosper Portland	abuaf@prosperportland.us
✓	Jill Betts	Coles + Betts	jill@colesandbetts.com
✓	Sam Romanaggi	Romanaggi Valuation Services	sromanaggi@gmail.com
✓	Schuyler Dury	KPFF	Schuyler.Dury@kpff.com

Action Item Log

1.	Subcommittee report out of non-profit structure
2.	Subcommittee report out of RFP process
3.	Pursue geotechnical analysis, prioritize black owned and COBID certified firms

4.	Determine next steps for additional due diligence: environmental Phase 2, BDS early assistance, lot line adjustments
5.	Change every other meeting times to evenings