

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE  
REGULAR MEETING  
APRIL 26, 2023**

**MINUTES**

Attendance: Mike Bowers (for Bill Glasgow); Nikki Dean Brown; Chuck Burger, Chair; Monte Edwards, Secretary; Steve Hagedorn; Robyn Hinson-Jones; Tom Kuchenberg, Treasurer; Anita Jefferson; Jackie Krieger; Brian Pate; and Jerry Sroufe

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, April 29, 2023, at 7:00 P.M., in person in the Yards Meeting Room at 700 Pennsylvania Ave SE and via Zoom. The Chair called the meeting to order at 7:17 P.M.

**Adoption of the Agenda**

The agenda was adopted as distributed.

**Report of the Treasurer**

Mr. Kuchenberg, the Treasurer, reported a balance of \$1,097 in EMCAC's bank account, with no deposits or withdrawals.

**Approval of the Minutes**

Mr. Kuchenberg moved that the minutes be approved. The minutes of the regular meeting on March 29, 2023, were approved.

**Report of the Chair**

Emergency Response Plan Review Ad Hoc Subcommittee: Ms. Krieger reported on the status of the emergency response plans review report. Ms. Krieger moved that the report be used as a framework for the development of an action plan. The motion was adopted. The Chair moved that he circulate a draft letter to EMCAC for approval that would be sent to individuals involved in the decision-making process along with the emergency response plans review report.

Capital Budget Report: Mr. Edwards reported on the results of the DC Council's Committee on Facilities & Family Services' budget oversight hearing on April 6, 2023, process where Eastern Market's funding was not increased, but unspent funding not swept. Eric Salmi of Councilmember Charles Allen's office made comments on the status of Eastern Market's budget and the DC Council's budget process. By unanimous consent, it was agreed that, after research on any funding discrepancy, Mr. Edwards circulate a draft letter to EMCAC for approval that would be sent to DC Council Chairman Phil Mendelson regarding Eastern Market's budget.

Eastern Market 150<sup>th</sup> Anniversary Ad Hoc Subcommittee: Mr. Pate reported that two successful events were held -- Blossoms at the Market funded by a grant by the Capitol Hill Community Foundation and the Capitol Hill Restoration Society's "Celebrating Eastern Market for 150 Years" lecture by Robert Pohl, the release a beer for the 150<sup>th</sup> anniversary is on track, and the DC Events grant has been delayed.

Proposed Committee Structure: The Chair reported on the following proposed subcommittee structure proposed by Mr. Kuchenberg and him.

#### Events

- Special Holiday/Social
- Promo Events
- Fundraising Activities
  - Solicitation
  - Campaigns
  - Potential Products

#### Outreach

- Strategies & Execution
  - Advertising Campaign/Focus
  - Branding
  - General Promotion
- Building Community Membership in Market and Committees
- Explore "Friends of Eastern Market"

#### Web and Technology

- Build Internet Presence
- Responsible for all Internet Activities re: Website to Social Media
- Provide Technical Suggestion and Advice to Committees and Market
- Metric Measurements
- Support Outreach and Outreach Activities
- New Technologies for Committees and All Aspects of Market Operations

#### Capital Improvements

To be determined

#### Operations

- Overall Management Structure and Operations
- Daily Operations
- Share Holder Communication
- Merchandise Mix and Activities
- Community Input

The Chair stated that he would circulate a draft news release to EMCAC to publicize to the community opportunities to serve on the subcommittees.

Nominations & Membership Committee Appointment: The Chair appointed Mr. Kuchenberg as Chair of the Subcommittee on Nominations, Credentials and Membership. He requested that EMCAC members who are interested in being nominated as Vice Chair of EMCAC contact Mr. Kuchenberg.

**Report of the Market Manager**

Barry Margeson, Market Manager, presented a written report of the Market Manager, which is attached to these minutes. Mr. Margeson agreed to provide the tenants and merchants a weekly update on the HVAC evaluation and repair process.

**Report of the Tenants Council**

Ms. Jefferson, Chair of the Tenants Council, requested that a report regarding the Marketspread meeting held with the Tenants Council be placed at the beginning of the proposed agenda for the next regular meeting, and the Chair agreed to do so.

**Adjournment**

The meeting adjourned at 9:26 P.M.

Monte Edwards, Secretary



## Eastern Market Manager's Report to the EMCAC

April 26, 2023

### Eastern Market Finances:

Last year, revenues through March were \$355,773.20. We are on track to surpass last year's revenues.

	October	November	December	January	February	March	Grand Total
<b>REVENUE</b>	\$ 42,236.00	\$ 47,468.50	\$ 32,442.50	\$ 114,665.65	\$ 65,341.23	\$ 64,327.50	\$ 366,481.38
<b>EXPENSES</b>							
<b>NON-PERSONNEL SERVICES</b>							
EASTERN MARKET SERVICES				\$ (8,548.16)	\$ (2,325.95)	\$ (2,664.39)	\$ (13,538.50)
ELECTRICITY			\$ (12,328.26)	\$ (6,902.33)	\$ (5,980.19)	\$ (5,926.71)	\$ (31,137.49)
NATURAL GAS			\$ (726.83)	\$ (2,192.42)	\$ (4,118.46)	\$ (3,486.04)	\$ (10,523.75)
WASTE MANAGEMENT					\$ (15,697.00)	\$ (6,688.00)	\$ (22,385.00)
WATER		\$ (1,447.74)	\$ (6,420.74)	\$ (5,147.11)	\$ (5,038.79)	\$ (9,598.65)	\$ (27,653.03)
<b>NON-PERSONNEL SERVICES Total</b>		\$ (1,447.74)	\$ (19,475.83)	\$ (22,790.02)	\$ (33,160.39)	\$ (28,363.79)	\$ (105,237.77)
<b>PERSONNEL SERVICES Total</b>	\$ (37,350.89)	\$ (38,171.69)	\$ (41,193.42)	\$ (39,028.16)	\$ (35,177.40)	\$ (39,199.78)	\$ (230,121.34)
<b>Grand Total</b>	\$ 4,885.11	\$ 7,849.07	\$ (28,226.75)	\$ 52,847.47	\$ (2,996.56)	\$ 22,523.55	\$ 56,881.89

### Budget for FY23:

Description	FY23 Budget
Water	\$ 87,624
Gas	\$ 12,961
Electric	\$ 69,229
Sustainable Energy	\$ 14,201
Waste Management	\$ 62,390
Personnel	\$ 467,301
Support Staff	\$ 44,213
Direct Voucher for EMCAC Office Support - Per legislated requirement	\$ 5,000
Merchant Services MOU with OCFO, Office of Finance and Treasury	\$ 2,793
Marketing (Pcard)	\$ 21,080
Maintenance and Repairs (Pcard)	\$ 7,000
Sewage Ejection Pit	\$ 4,385
<b>Total</b>	<b>\$ 798,177</b>
Description	Unbudgeted
Snow	\$ 5,000
Janitorial	\$ 200,278
Extermination	\$ 12,207
<b>Total</b>	<b>\$ 217,485</b>
<b>Total Projected Operational Costs of EM</b>	<b>\$ 1,015,662</b>

### Leases

Since the execution of the Calomiris lease, no news.

### Operations:

**Outdoor Market:**

The market is full. We are adding new vendors regularly.

**Soliciting at the market by non-profits:**

No news on the following currently: Placement service for nonprofits who solicit customers (Doctors without Borders, Nature Conservancy, etc): Grow Fundraising. Map face to face fundraisers in DC. Our area is now blacked out on their maps and we've asked them to forward interested nonprofits to us so that we can map them ourselves (and receive payment of \$120 for being in our space).

**Security Update:**

No current update.

**Marketspread:**

We have spent a significant amount of time working through potential scenarios so that we are ready for various potential eventualities with the new system. There is some follow-up work to be done on our part (Management) and the part of Marketspread. OCFO is waiting on Contracting for a signature that waives the exclusive contract with JPMorgan.

**Parking:**

Consistent usage of Trader Joe's on weekends.

**Capital Improvements****HVAC:**

Updates:

- All fan coil units are in place: Both offices, basement pottery studio;
- Compressor room is complete. Just needs to go on the BMS.
- Chiller current status:
  - The goal was to turn the system on April 24 so we are running late. There were a few surprise issues that have held things back but there is continued progress. Fortunately, the weather for the next two weeks looks mild;
  - The three chiller modules (2<sup>nd</sup> floor) are in place;
  - Support system for rooftop condensers were built and the three condenser units are in place;
  - Both plumbing and electrical work is complete (a significant job);
  - Refrigerant piping is installed and each discrete closed piping system is being tested for contaminants (water) using a wait to rise test. Each of the three modules has two compressors so there are a total of six closed refrigerant systems that need to be tested. So far, three of them have passed the test and one module is ready to go.
  - Power monitoring system will come later;
  - Photos attached.

## Interior and Exterior Construction Projects

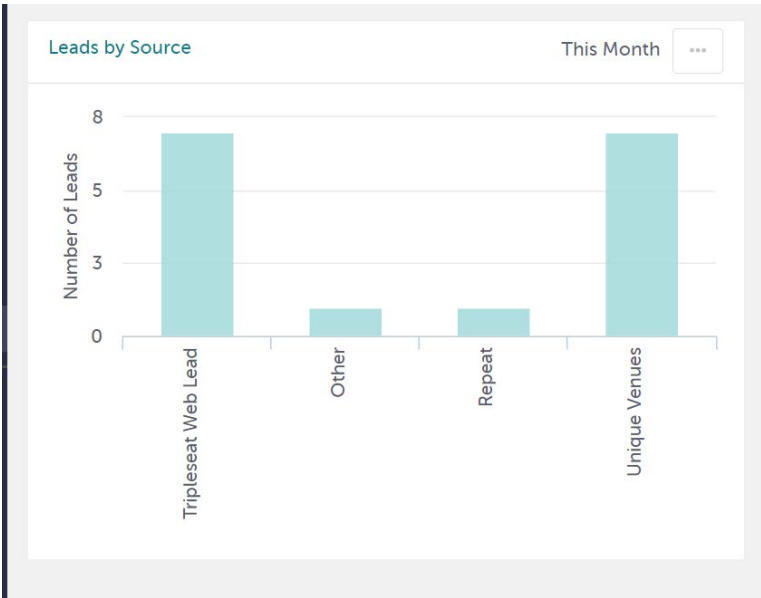
ATMOS Inc was chosen as the contractor and the kick-off meeting was today. Subprojects include:

Stonework  
 Signage Work  
 Mezzanine 2 Part Roof Access Ladder  
 Replacement of Lost Bricks and Application of Plaster and Paint in Basement Piers  
 Basement Moisture Penetration  
 Roadway Lines  
 Receptacles deteriorated due to use - North Hall  
 Repair of sealant on skylight  
 Metal Deck Work  
 Bollards  
 Freight Lift Replacement  
 Electronic Security System Upgrade  
 Fire Alarm Systems, Control Equipment, Public Address System

## North Hall

Inquiries are coming in and events are being booked for summer of FY23 and fall of FY24. We anticipate more bookings for FY24 in the coming months.

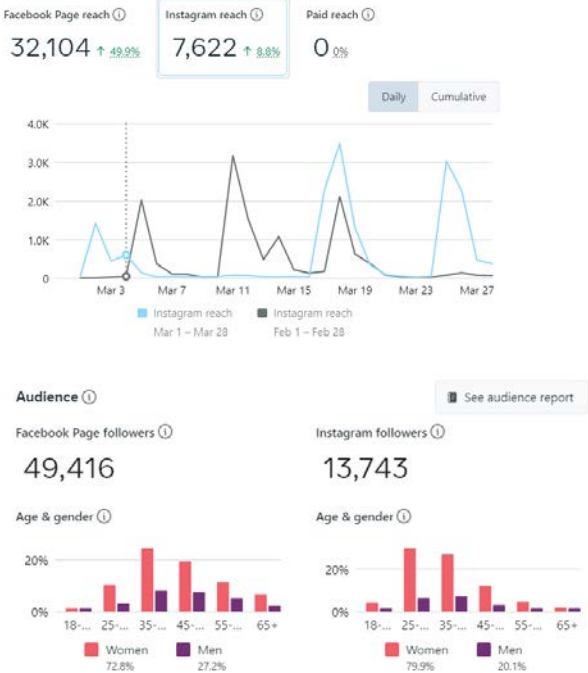
Event	Event Start	Event End	Owner	Actual Amount	Grand Total
<b>North Hall at Eastern Market</b>					
<b>DEFINITE</b>					
Toyota Cocktail Reception A/V Set-up	04/25/2023 09:00 tt	04/26/2023 01:00 tt	Nicole Aiken	\$15,600	\$16,100
Toyota Cocktail Reception	04/26/2023 09:00 tt	04/27/2023 01:00 tt	Nicole Aiken		
Boogie Thursdays	04/27/2023 10:00 tt	04/27/2023 12:00 tt	Nicole Aiken		
Spring Fling	04/28/2023 17:00 tt	04/29/2023 01:00 tt	Nicole Aiken	\$1,000	\$1,500
SWS Prom & Auction	04/29/2023 15:00 tt	04/30/2023 01:00 tt	Nicole Aiken	\$1,400	\$1,900
<b>DEFINITE Total</b>				<b>\$18,000</b>	<b>\$19,500</b>
<b>CLOSED</b>					
Capital Art Book Fair	04/01/2023 08:00 tt	04/02/2023 01:00 tt	Nicole Aiken	\$2,550	\$2,550
Capital Art Book Fair	04/02/2023 09:00 tt	04/02/2023 17:00 tt	Nicole Aiken		
Puppet Show Tuesdays - April 2023	04/04/2023 10:00 tt	04/04/2023 12:00 tt	Nicole Aiken	\$300	\$300
Boogie Thursdays - April 2023	04/06/2023 10:00 tt	04/06/2023 12:00 tt	Nicole Aiken	\$400	\$400
DC Rawhides Country Dancing	04/08/2023 17:00 tt	04/09/2023 01:00 tt	Nicole Aiken		
Puppet Show Tuesdays	04/11/2023 10:00 tt	04/11/2023 12:00 tt	Nicole Aiken		
Boogie Thursdays	04/13/2023 10:00 tt	04/13/2023 12:00 tt	Nicole Aiken		
Puppet Show Tuesday	04/18/2023 10:00 tt	04/18/2023 12:00 tt	Nicole Aiken		
Boogie Thursdays	04/20/2023 10:00 tt	04/20/2023 12:00 tt	Nicole Aiken		
DC Rawhides Country Dancing	04/22/2023 17:00 tt	04/23/2023 01:00 tt	Nicole Aiken		
<b>CLOSED Total</b>				<b>\$3,250</b>	<b>\$3,250</b>
<b>LOST</b>					
DC Firefighters Burn Foundation Spring Benefit/Gala (Night at the Market)	04/15/2023 15:00 tt	04/16/2023 01:00 tt	Nicole Aiken	\$1,375	\$1,375
<b>LOST Total</b>				<b>\$1,375</b>	<b>\$1,375</b>
<b>North Hall at Eastern Market Total</b>				<b>\$22,625</b>	<b>\$24,125</b>



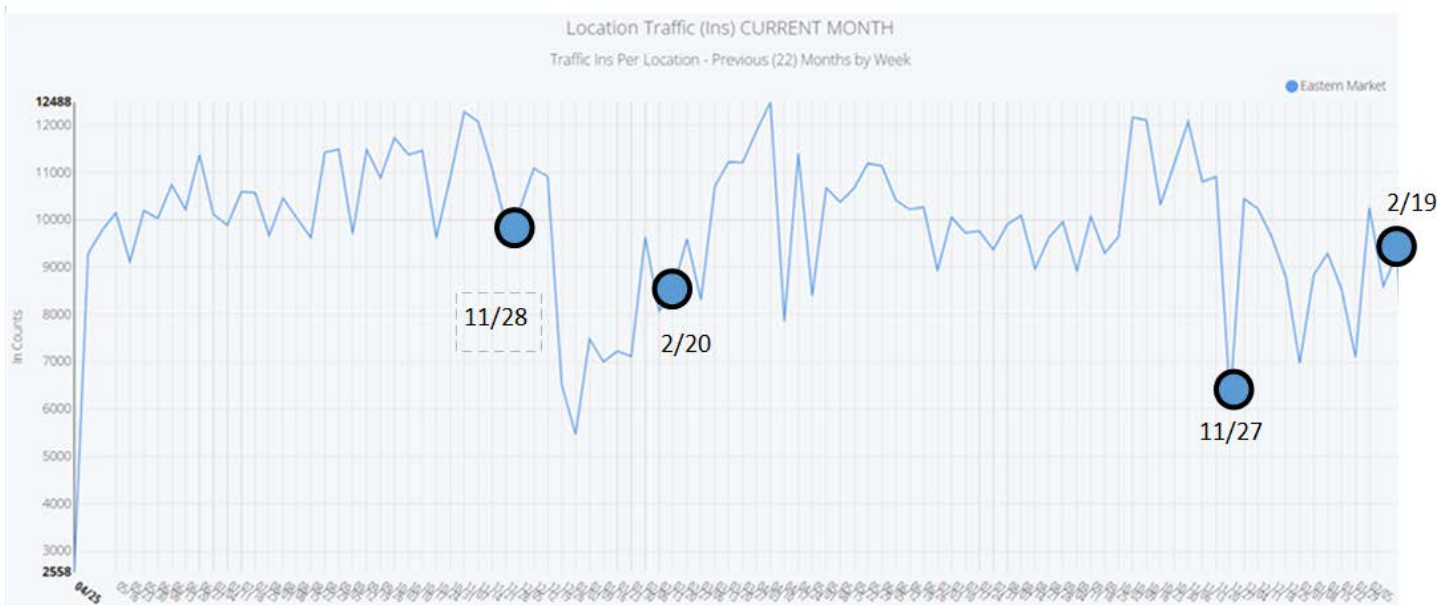
Cherry Blossom Experience was well received.

# Marketing

Meeting scheduled for April 4 at 7pm



## Customer Counts



Average 11/28-2/20/21 7,808 customers

Average 11/27-2/19/22 8,781 customers

## 150th Anniversary

- Capitol Hill Community Foundation was extremely generous and provided the Eastern Market Main Street with a \$10,000 grant;
- Events DC has postponed award and there is no information currently.
- With lack of clarity from Events DC, we will focus on street signage, the Friday events, and November 12 event.
- Eastern Market 150 beer will be brewed by Atlas;
- Banner quote came in at \$12,038.





## Strategic Plan

New update will come out soon.

## Eastern Market Main Street

Just wrapped up Blossoms at Eastern Market, funded by CHCF. Looked beautiful and events by CHAW and CHRS were well attended.

## Thank you's

- Jackie for work on strategic plan, emergency plan, and HVAC.
- Tenants Council for focused involvement with Marketspread

## HVAC

## Last month's progress:

Demolition

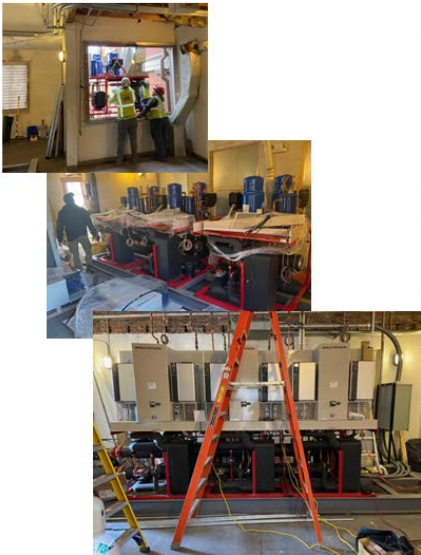


Waterproofing

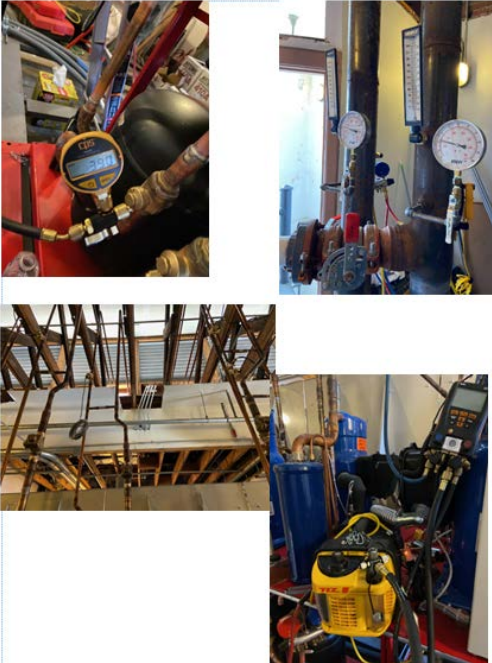


**Now:**

Bringing in the compressor modules



**Gauges, Vacuum Equipment and Piping**



**Jackie and Condenser Units, Helicopters from rooftop, Rooftop Refrigerant Piping**

