

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
JANUARY 31, 2024**

MINUTES

Attendance: Nikki Dean Brown; Chuck Burger, Chair; Steve Hagedorn; Robyn Hinson-Jones; Jackie Krieger, Vice Chair; Anita Jefferson; Brian Pate; and Jerry Sroufe. Mike Bowers (for Bill Glasgow) joined the meeting after it began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, January 31, 2024, at 7:00 P.M., in person in the North Hall and via Zoom. The Chair called the meeting to order at 7:01 P.M.

Approval of the Minutes

The minutes of October 25, 2023, and November 29, 2023, were approved.

Report of the Chair

The Chair reported that: the enhancement request is on hold pending decisions regarding whether funding is needed for risk assessment and risk management; he issued another round of invitations to Councilmembers to tour Eastern Market, and Council Chair Phil Mendelson is planning to visit; and, if established, a Subcommittee on Communications would assist in building a full calendar for Eastern Market and the market area, publicizing special events, maintaining a media contact list, promoting Eastern Market products, and working on social media.

The Vice Chair moved that a Subcommittee on Communications be established. The motion was adopted.

Report of the Tenants Council

Anita Jefferson, Chair of the Tenants Council, presented a written report, which is attached to these minutes.

Report of the Market Manager

Barry Margeson, Market Manager, presented a written report, which is attached to these minutes. He agreed to share year-to-year financial information at the next EMCAC meeting.

Executive Session

By unanimous consent, EMCAC entered into executive session with Sam Pastore, Chair of the Public Safety Ad Hoc Subcommittee.

Adjournment

Following the executive session, the meeting adjourned at 8:37 P.M.

Jackie Krieger, Secretary Pro Tem

January 17, 2024 Tenants Council Agenda

Repeated flooding of Pottery studio

Application Review process

Working with the Chair to have new applications reviewed. Address complaints around quality of new vendor products, question of handmade or computerized art for arts and crafts vendors. Provide the master list of types of products being sold and number of vendors selling same type of product. (example how many vendors are selling plants, wooden tables, purses etc).

Safety and security

Bathrooms

Snow removal – A great deal of time and effort went into creating a snow removal plan for management to follow. While we haven't had to use it in the last year or two, we need to bring that plan out and make sure all management team, service providers/contractors are well versed in the process.

Update on inherited business procedures

Review of December 15 night market

Survey from 150th what were best practices and lessons learned

Marketing Calander for year

lead times, deadlines, events and advertising planned. Cherry Blossom should be in the planning stages or complete by now.

January 17, 2024 Tenants Council Agenda

Repeated flooding of Pottery studio

Barry: This requires a new control panel, which is on order. Once we have a delivery and installment date, we will notify the pottery studio.

More than just a control panel the suggestions made to make sure that this issue is resolved but also that measures are taken to make sure it does not happen again because when it does happen, there is loss to the business in lost time, replacement of damaged goods, cost of cleaning.

There is not alarm to Management to let them know when this flooding/sump pump is happening so proactive not reactive. Need a plan to mitigate recurrences. Need early warning system.

The solution seems to be an engineering issue. An auxiliary sump p to pump to expel outside. May need Capital expense budget to address on higher level. What things have been done in past to address flooding (Chuck Brome tenure) look at what worked what didn't.

If there is an alarm on pump to notify of problem also need to have back up power supply.

There was some mold remediation due to how long water sat and it cause mold in some drywall etc. Solution was sprayed. Is that enough to keep mold from spreading/returning. Is encapsulation needed to prevent spread?

Why exactly is a new control panel needed/the correct solution? Was it a power surge? Is fuse replacement the only solution. Back up power source for sump pump for future failure. Battery back up is desired.

Can we get a more detailed explanation of what the problem is from a maintenance/electrician/viewpoint.

How to prevent or address back flow.

Application Review process

Working with the Chair to have new applications reviewed. Address complaints around quality of new vendor products, question of handmade or computerized art for arts and crafts vendors. Provide the master list of types of products being sold and number of vendors selling same type of product. (example how many vendors are selling plants, wooden tables, purses etc) - **Barry**: We hear the concern and are in complete agreement. We are not admitting any more new vendors with products that are designed then printed, etched, laser cut, burned, 3D printed, etc. we will provide a list of products and categories sold

1. Applications have not been shared with AARC chair Sola for about a year. However new vendors have been introduced.
2. Those new vendors were not juried. Management asked for AARC Chair to say if things are handmade or not but those applications were already accepted. Concern for the process of jurying in new vendors that is separate from Management.
3. Issues raised are items that were previously maxed out have been showing up like jewelry. Issues also raised with computer generated arts and crafts that are more like graphic tees as opposed to uniquely made arts or crafts.

4. Where is the master list of products sold at market so that any new applications can be reviewed as what value is added to the market rather than more of same or very similar.
5. Issues raised are many same or similar types of products are coming in at the same time for example several plant sellers came it same time, wood worker/products came in at same time.
6. How is management managing the product additions?
7. Accepting in new products that are not only high quality but also unique make the market more vibrant, interesting to customers.
8. There may need to be pruning of what is in the application where a person may be asked to only bring in a portion of what they are applying for.

Safety and security - Barry: PSD was at the market throughout the month of December. Two officers each weekend day. we are waiting on the base building permit, after which we will be able to install key card entry to the market and a number of interior spaces. We had to reschedule an active threat training class. We will let folks know when it is rescheduled.

What does base building permit mean? Who gets key cards and where would these readers be installed. Who will have access to key cards? How much longer do we expect to have the PSD and MPD patrolling in pairs or at all? Just because there are less vendors outdoor on days when many go indoors, does that mean less management walking around and less officers outside? Are we less safe if we choose to set up outside on bad weather days? What is the critical mass for less security and management presence outside if it is a market day?

Cameras at Market? Has security expert recommended where cameras SHOULD be located? What is the resolution of the images of the cameras. Where are they g/where are they pointed and do they cover enough area? Are the cameras recording? How long are recordings kept? Are they being reviewed regularly or only if an incident is reported?

Do we need to be keeping record of how many and what types of theft we are aware of like break ins, theft from stands, pick pocketing, snatching of products off tables from stands.

Bathrooms - Barry: New sink top level soap dispensers have been installed In both the men's and women's restrooms. Flooding in bathrooms what was cause/solution? What is the expected date of fixing the hot water knob on the first sink in ladies room. Is there a maintenance schedule for keeping the bathrooms operational? How quickly out of order stalls are repaired, latches are often broken, if sinks or soap dispensers are broken a sign indicating non-operational.

Snow removal – A great deal of time and effort went into creating a snow removal plan for management to follow. While we haven't had to use it in the last year or two, we need to bring that plan out and make sure all management team, service providers/contractors are well versed in the process. **Barry:** I can bring that to the next impact meeting. **Back alley not cleared of ice. Parking and deliveries as well as elderly and handicapped park in back.**

Update on inherited business procedures - Barry: no update as of now.

How much longer and what/who/where is bottleneck? What has been done? Can we get a target date?

Review of December 15 night market - Barry: the vendors we heard from were pleased with sales. The Eastern market management team and eastern market Main Street saw this as a success and plan to do it again next year. **We would like for more data driven decisions and use of best practices which would more likely come from some specifics as opposed to people we talked to were happy. Money from the grant was spent on this. How much? Was it spent well ROI/metrics?**

Survey from 150th what were best practices and lessons learned Management agreed to seek out additional responses in last EMCAC meeting - **Barry:** my apologies. I did not get around to this. **What is plan to get this valuable information to base future decisions and events on success and not speculation. Money from the grant was spent on this. How much? Was it spent well ROI/metrics?**

Marketing Calander for year

lead times, deadlines, events and advertising planned. Cherry Blossom should be in the planning stages or complete by now.

Barry: We are working on cherry blossom festival and other events with the Eastern market Main Street. Looking at budget right now.

Welcoming committee exploration

Tracy Phillips of Tracy Tumblers has volunteered to look into a welcoming committee of businesses to welcome new vendors. We look forward to hearing from her in February on her thoughts on how something like this might work.

Hot water issue and Health Dept shut down(Calomaris and Market Poultry.)

One stand is missing a hot water heater so they are sharing so when inspector comes in if one has run the hot water out, the other stand has cold water till it heats back up making them non compliant. How is DGS addressing this because they did the original install and missed a hot water heater for one stall causing them to have to share one between them.



Eastern Market Manager’s Report to the EMCAC

January 31, 2024

Happy New Year!

Eastern Market Finances for FY23:

Revenue Categories	FY23 Total
SOUTH HALL	\$ 240,650.24
ATMS	\$ 9,106.56
NORTH HALL	\$ 182,555.00
FLEA MARKET	\$ 27,450.00
APPLICATION FEES	\$ 2,398.00
300 BLOCK	\$ 60,516.50
OUTDOOR VENDORS	\$ 163,024.00
WEEKEND FARMERS	\$ 78,485.00
TUESDAY FARMERS	\$ 1,516.00
Total	\$ 765,701.30

***Note on revenues:** There are revenues that are not accounted for in the above table. We are working to reconcile. Total should be \$772,127*

Sum of Amount	Column Labels			
Row Labels	1	2	3	4 Grand Total
CONTRACTUAL SERVICES - OTHER	\$ 13,538.50	\$ 9,190.48	\$ 35,985.60	\$ 58,714.58
IT SOFTWARE ACQUISITIONS			\$ 2,500.00	\$ 2,500.00
P-CARD CLEARING ACCOUNT			\$ -	\$ -
PROF SERVICE FEES & CONTR			\$ 4,198.73	\$ 4,198.73
PROFESSIONAL SERVICES			\$ 540.00	\$ 540.00
WASTE MANAGEMENT	\$ 22,385.00	\$ 21,736.00	\$ (124.04)	\$ 43,996.96
ELECTRICITY	\$ 12,328.26	\$ 18,809.23	\$ 17,598.59	\$ 74,873.54
GAS	\$ 726.83	\$ 9,796.92	\$ 6,455.06	\$ 16,978.81
WATER	\$ 7,868.48	\$ 19,784.55	\$ 11,731.86	\$ 32,112.53
PERSONNEL	\$ 116,716.00	\$ 113,405.34	\$ 115,069.79	\$ 119,703.83
Grand Total	\$ 137,639.57	\$ 197,719.54	\$ 181,781.78	\$ 269,790.19

Eastern Market Finances for FY24:

Revenues	Oct 2024	Nov 2024	Dec 2024	Grand Total
OTHER REVENUE FROM 300 BLOCK		\$ (8,922.35)	\$ (6,588.18)	-\$15,510.53
OTHER REVENUE FROM APPLICATION FEES	\$ (35.00)	\$ (70.00)	\$ (70.00)	-\$175.00
OTHER REVENUE FROM NORTH HALL	\$ (3,550.00)	\$ (18,200.00)	\$ (6,800.00)	-\$28,550.00
OTHER REVENUE FROM OUTDOOR VENDORS	\$ (14,512.88)	\$ (20,159.17)	\$ (12,005.46)	-\$46,677.51
OTHER REVENUE FROM TUESDAY FARMERS		\$ (176.00)	\$ (976.59)	-\$1,152.59
OTHER REVENUE FROM WEEKEND FARMERS		\$ (9,738.50)	\$ (12,993.05)	-\$22,731.55
RENTALS - OTHER	\$ (20,299.00)	\$ (2,000.00)	\$ 5,506.00	-\$16,793.00
Grand Total	\$ (38,396.88)	\$ (59,266.02)	\$ (33,927.28)	-\$131,590.18

Expense	Oct 2024	Nov 2024	Dec 2024	Grand Total
CONTRACTUAL SERVICES - OTHER			\$ 2,486.01	\$ 2,486.01
ENERGY COMM & BLDG RENTALS	\$ (8,294.95)	\$ 1,075.47	\$ 19,803.66	\$ 12,584.18
P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$ (650.00)	\$ 650.00	\$ (2,486.01)	\$ (2,486.01)
CONTINUING FULL TIME	\$ 32,497.15	\$ 31,048.46	\$ 32,727.19	\$ 96,272.80
ADDITIONAL GROSS PAY		\$ 1,816.62	\$ (838.42)	\$ 978.20
FRINGE BENEFITS - CURR PERSONNEL	\$ 7,052.31	\$ 6,999.58	\$ 6,996.07	\$ 21,047.96
OVERTIME PAY	\$ (168.90)	\$ 967.40	\$ (446.48)	\$ 352.02
Grand Total	\$ 30,435.61	\$ 42,557.53	\$ 58,242.02	\$ 131,235.16

Capital Improvements

Rain water leaking in the women's restroom from HVAC work. It HVAC contractor is working on this. Bottom line: The second floor chiller room is not waterproof as was required by the contract and they need to fix.

Bollards: We will be providing you all with the proposed bollard plan shortly. It is likely that this work will take until November. The Department of Building is extremely backed up and approvals are taking time.

Stonework approved by Committee on Fine Arts and Historic Preservation Office. There were two choices of stone: A brownstone/sandstone from Massachusetts, and a brownstone/sandstone from India. The Indian one:

1. Is harder;
2. Has more available immediately so we will not need to piece stone together to make a slab;
3. Can be replenished more reliably;
4. From an aesthetic standpoint: Has less inclusions, variability and is less orange.

Waiting on Base building permit for: Elevator, Fire alarm, Stonework, mag locks.

Operations:

Sewage Ejection Pit:

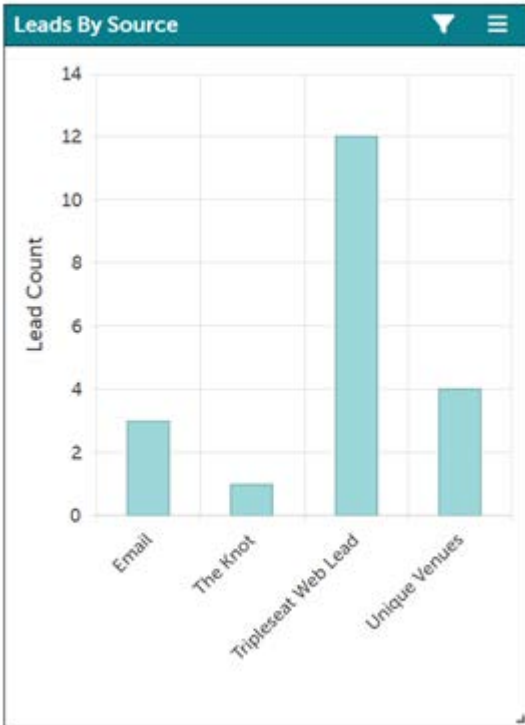
An expert in Ames pumps and Siemens control boards came out and reviewed the issue. A microprocessor needs replacing. We're waiting on a part. The pump is currently operating as it should be again.

Security Update:

- Recent issues:
 - Theft from Clothes Encounters across the way.
- Active Threat Training class cancelled due to weather. We'll reschedule.
- Text message communication by marketspread is activated.

North Hall

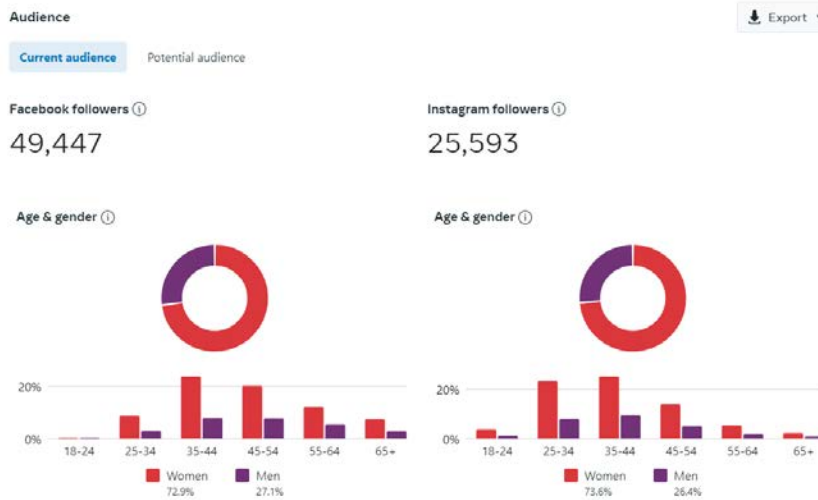
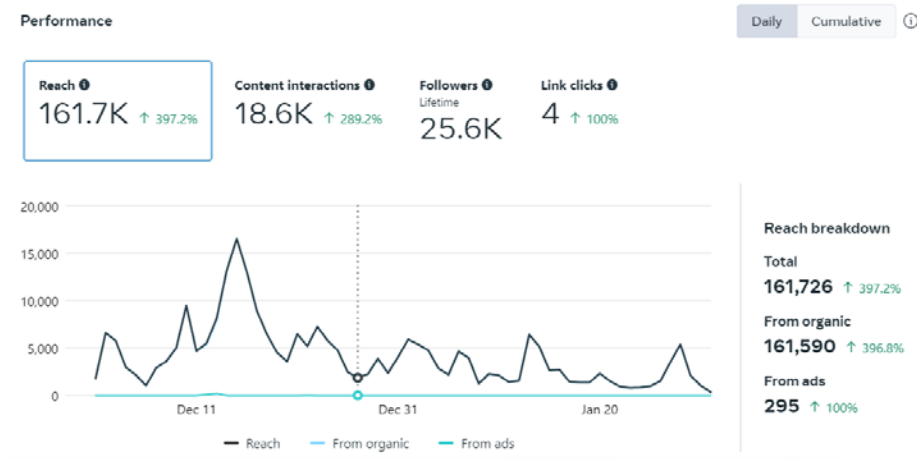
Name	Date	Event Grand Total	Amount Due
Aerobic Fitness - January 2024	1/3/2024	\$450.00	\$0.00
Boogie Thursday - January 2024	1/4/2024	\$400.00	\$0.00
Aerobic Fitness	1/5/2024		
Puppet Show Tuesday - January 2024	1/9/2024	\$200.00	\$0.00
Aerobic Fitness	1/10/2024		
Boogie Thursdays	1/11/2024		
Aerobic Fitness	1/12/2024		
DC Rawhides Country Dancing	1/13/2024		
Puppet Show Tuesdays	1/16/2024		
Aerobic Fitness	1/17/2024		
Boogie Thursdays	1/18/2024		
Aerobic Fitness	1/19/2024		
Puppet Show Tuesdays	1/23/2024		
Aerobic Fitness	1/24/2024		
Boogie Thursdays	1/25/2024		
Aerobic Fitness	1/26/2024		
DC Rawhides Country Dancing	1/27/2024		
Puppet Show Tuesdays	1/30/2024		
Aerobic Fitness	1/31/2024		
Grand Total		\$1,050.00	\$0.00



Marketing and events:

- Every Sunday of the holidays was a rain-day, unfortunately.
- Regardless, we moved forward with all of the proposed events and decorations:
 - Wreathes;
 - Calendar of activities including:
 - Easton Marche rang in the holiday season and awakened the Yeti;
 - Santa Claus came out 3 times over the holiday season;

- Caroling Marathon;
- Santa’s Mailbox at Bowers Fancy Dairy;
- Friday Night Market on Friday the 15th promoted on WAMU and more;
- Weekday arts and crafts market on the last two weeks before Christmas;
- Holly Days courtesy of Eastern Market Main Street.



150th Continued ...

- Together with the Eastern Market Main Street, we are currently gearing up for the next set of activities, which will include:
 - Blossoms at the Market from March 20-April 14
 - 150th Anniversary Market Weekend Event June 21st-23rd

Thank you!

- Nicole Dean: Setting up meeting with appropriate OCFO folks to resolve revenue detail issues;