

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

MINUTES

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

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, July 31, 2024, at 7:00 P.M., in person in the North Hall and via Zoom. The Chair called the meeting to order at 7:04 P.M.

Adoption of the Agenda

The agenda was adopted as distributed.

Report of the Treasurer

The Chair reported that no checks have been written.

Report of the Chair

The Chair reminded members that EMCAC needs to elect a Treasurer. He stated that he continues to work on recruiting individuals to serve on the Subcommittee on Communications, EMCAC will not meet in August, and work continues on the public safety and emergency response plan report with recommendations for planned release on August 15, 2024.

The Chair introduced Matthew Marcou, Chief of Staff, District Department of Transportation (DDOT), who made comments regarding DDOT's involvement in the Eastern Market bollards project. Mr. Marcou stated that he plan to attend the September EMCAC meeting.

Report of the Tenants Council

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

By unanimous consent, Tenants Council Resolution 07172024 "to call upon the EMCAC to request that DGS make structural changes to their processes to address systemic issues with maintaining a historic market building" was referred to the Subcommittee on Operations and Budget.

Report of the Subcommittee on Nominations, Credentials, and Membership

Jackie Krieger, Chair of the Subcommittee on Nominations, Credentials, and Membership, reported that notices regarding the vacancy in the Independent Community Resident Member were issued and any interested individuals may submit resumes to her by September 15, 2024. She also reported that the election of the Independent Community Resident Member is scheduled for the EMCAC meeting in September.

Report of the Subcommittee on Operations and Budget

Susan Oursler, Chair of the Subcommittee on Operations and Budget, announced that the subcommittee is seeking members and individual subcommittee members can choose to work on projects for which they have expertise or particular interest.

Report of the Ad Hoc Subcommittee on Public Safety

Sam Pastore, Chair of the Ad Hoc Subcommittee on Public Safety, reported that the subcommittee is finalizing the public safety and emergency response plan report with recommendations. He stated that the subcommittee plans to meet with the Market Manager to review the recommendations before release.

Report of the Market Manager

Barry Margeson, Market Manager, presented a written report, which is attached to these minutes. Mr. Margeson agreed to provide a projected expenditures figure so that the projected surplus may be calculated, information on how prior year cost recovery relates to other revenues, and an overview of Eastern Market weaknesses that affect not being chosen as an event site.

Community Comments and Concerns

Ellen Oppenheimer requested documents from the meeting and information on Eastern Market consultants.

Mike Bowers inquired about a nearby project on North Carolina Avenue SE.

Jerry Sroufe inquired about Eastern Market tours that will cover the basement, pottery studio, and chiller room.

Adjournment

The meeting adjourned at 9:21 P.M.

Monte Edwards, Secretary

July 17, 2024 Tenants Council Meeting Agenda

Attendance

Attendance:

Present	Name	Role/Position
X	Anita Jefferson	Acting Chair, Arts and Crafts/Flea Market
X	Sola Ope	Outdoor arts and crafts vendor
X	Mike Bowers	South Hall
X	Sarah Buffaloe	Pottery
	Angie Brunson	Farmer's Line
	Tracy Philips	
	Cam	outdoor vendor
X	Nicole Brown "Nikki Dean"	Arts and Crafts/ Flea Market
X	Kem	
X	Barry Margeson	Market Management
X	Katrina Cuffey	Market Management

Vote on Resolution 07172024

- to call upon the EMCAC to request that DGS make structural changes to their processes to address systemic issues with maintaining a historic market building.

Ay – Sarah, Nikki, Mike, Anita, Angie in absentia

Resolution is passed with unanimous vote

Expectations of attendance for new vendors.

- What does the application indicate?
 - Language is in the agreement, not the application
 - Vendor him or herself at the market, not sending an employee
 - This is included in the application

- Barring inclement weather what is expected or if not, can we start requiring it, and acting upon it.
 - How often they come to the market
 - No requirement for how often or how long you have to come
 - Does say missing ¼ of weekends will cause them to lose their “regular spot”
- Issue: when new vendors apply with similar products to a recently admitted vendor who is coming sporadically, it eliminates a newer vendor who may be more regular or if two are let in it floods the category with same products. Recent observations that are accepted we don't see
 - Many vendors are up front with management their limitations when they are accepted
 - Are applications being rejected due to similar product? Is there a lost opportunity for new vendors?

Action Item: management and AARC to meet to discuss how to balance of product diversity when new vendors are not coming regularly

review new applications with AARC (Sola) to clarify if they still indicate the actual maker/business owner is showing up and not employees to establish the business.

Create a way to make sure there are not several of repeat similar products when accepting in new businesses that only plan to come infrequently and those who plan to come regularly with similar items.

Homeless man who is encamped next to medstar

- What is being done since reports of him using bathroom in public while encamped by medstar, and he is also coming over to the Market special use district side.
 - This person is barred from going inside the market, efforts have been made to bar them from outside the market
 - Behavioral health has been contacted, the homeless encampment, etc. No action can be taken
 - Who issues public space permits for the sidewalk in front of Medstar/Boxcar? Is there a path through DDOT permits.
 - Management looking for photos of public urination, trash in sewer, and other illegal activities so they can be charged.
 - **ACTION ITEM: Barry to send out communication to all saying what has been observed, the steps that have been taken, and what anyone should do if they see him on the market side public urination or other behaviors that are illegal in public space.**

- What can be done if he is on market special used area.
 - During market hours call Barry and call the police

Market Manager Last Meeting action items follow up:

- Marketing: please share your plan for the remainder of the year with marketing and advertising/promotion and events planned.
- Meeting has not been held regarding the holidays with Eastern market Main Street
- Action items – let tenants council know when meeting has been set
- A calendar with details that was presented a while back would be the ideal format.

Action Items:

- Barry to level set the expectations and understanding with a single topic email to all regarding the 4:30 deadline for vehicles parked next to shed to move off, AND explain the reason why so the understanding of the process is understood.
 - **Email was sent, resolved.**
- Katrina to discuss options with Ma Brown for either compliance with 4:30 or a different location for her vehicle to park.
 - **Katrina connected with Ma Brown, noticed change in behavior, resolved.**

Action Item:

- Barry to send a single topic email to all vendors to level set expectations that at 4:30 any items that were set up outside of the 10x10 space must be brought within the tent and not be spread out either behind or next to tents. Space behind tents on the street cannot be used for storage or packing up of items. Reason should be clear that the area between tents and farmers shed is used by vehicles entering onsite for load out for vendors either on Broadway, or under the shed (whose vehicles were parked off-site). Removing items outside of the 10x10 space helps keep their belongings as well as others tires safe.
 - **Email was sent setting expectations.**
 - **New issue emerging when vendors are not in their usual space**
 - **Action Item revised: follow-up with vendors making it clear if they request to set up in a different location, they are still responsible for knowing set-up requirements for that space.**
- A change/refinement to current practices needs to be communicated to all first, prior to enforcement.

Action Item:

- Barry and management team to craft language regarding definition of the odor rule to limit to hazardous sprays and rotten food, smoke like incense and cigarettes etc so that is clear, not subjective, and cannot be weaponized between vendors who may just want to harm others business
- Barry to follow-up with draft language for Tenants Council review and discussion
 - Language reviewed, management feels it is as specific as it can be for enforcement.
 - The two incidents of complaint have been directly addressed
- **Action item: Barry to be proactive in communicating this rule to all as new vendors come on board, so we do not wait for someone to be non-compliant because they didn't read the document they signed.**
- Action Item: Barry to send communication reiterating existing rule and enforcing that the red line needs to include customer space, tables cannot sit on the line and that vendors are to not block circulation when interacting with customers
 - Content included in orientation
 - Recent violation was observed within last 2 weeks, including a long-time vendor under the shed. **Action Item: Management to focus on all under sheds not just those near the ramp so no one is using the space beyond the red line to transact business.**
- Request to include either with the application and/or orientation for new vendors/farmers/producers that they need to have a smaller set up for days they request to be under the shed. Level-set the expectation with all, prior to enforcing.
 - Reminder in person for new vendors in the specific challenging location each weekend

Next Steps

- Management to create a best practices playbook to ensure events take advantage of what has worked well, and course corrects on things that did not.
 - No progress made after the last 150th anniversary event
 - **Action item: Management to make these reflections ahead of the end of the year meeting Marketing and Promotions planning meeting with EMMS**
- TC requests Manager focus less on “we don’t have any money for marketing” and more on being creative and planning early for doing things that are low cost or no

cost and not always do the same things but shoot for stellar Holiday season rather than we will do the same things as before.

- Meetings with EMMS and executive committee to be held

Security and Safety updates

- Defibrillator (AED) tower being installed soon, email going out
 - Management team will be trained to use it
 - Recommendation to highlight the location in communication
 - July update who has been trained? What happens if we hear the alarm?
Yes there is an alarm
No, there has not been a training. The unit talks you through it. There is a training video, management has all watched the video
Recommend getting on the location of the AED in Google Maps
- Bollard progress?
 - Recommend sending the management update from the EMCAC to everyone
 - July update what is start date?
 - No progress on the bollards

The breakdown of the new a/c and all things physical building

Action Item: Management agreed to provide weekly Updates to Tenants Council and EMCAC regarding the following issues with the building.

- Status and workplan for stone repair (scheduled to start 7/10)
 - Anticipated to start this week
 - Plan for access during the day to the pottery is for workers to pause work while occupants pass. They will work around our class schedule.
- Manager assessment of dishwater intrusion into basement and plan for permanent repair
 - Permanent repair has been made
- Lack of signage is remarkable. No flags at entrances, no entrance signage, no lighting fixtures to draw customers to entrance
 - If flags are provided management will put them up.

- HVAC performance
 - Engineers are working on this, there are some issues they are resolving.
 - **Action Item: management to request report from engineers of issues found and actions taken in this round of repairs to share with EMCAC and Tenants Council**
- Compressor room airflow and excessive heat
 - Many compressors are upstairs, when air conditioners are out the compressor room doesn't get conditioned air.
 - 2 doors to room are open for now This is a short-term solution.
 - Long term solution may be to cage the area and add high ventilation fans to exhaust air out and use the subterranean basement air. **Action item for Design engineer and DGS**
- Status of Elevator repairs
 - Final electrical work has been completed, Wednesday 7/18 installation contractors are scheduled to return to confirm operation.
 - After operational verification final inspection can be scheduled, anticipated to take up to 2 weeks
- Use of natural ventilation as a back-up when needed
 - Procedure and structure for when ridge vent and attic fans can be turned on needs to be more clear. Fans are on now
 - Management talking to contractor on opening the oculus windows. BMS system locked them and needed to be released
 - Shades can be adjusted as well.
 - Consider opening outside doors on shade side if outside temp is less than inside temp
- **Status of Sewage Ejection**
 - Operational for now, waiting on new electrical panel. Management to locate status of panel replacement
 - Updates to come through Tenants Council and EMCAC plus Pottery
 - Management to follow up on potential of battery backup with contracting officer
 - Pump replacement was due to a clog
 - Bi-annual cleanup of ejection pit of solids

Poultry Walk in – Market Poultry

- In general units are the responsibility of the vendor. However, This was an original DGS repair/retrofit a long time ago to the original install that's never been resolved – management to discuss with Susan

Policy and Procedure Project

Entire project is meant to be complete by the end of September

Survey is written with a focus on DGS as Mkt Management and their current processes, many vendors do not have the information being asked

- Just tell them what you know and what you want to see

Action Item: TC Request management to distribute any existing policies and procedures and/or processes so there can be some understanding of exactly what the consultants might be trying to improve upon.



Eastern Market Manager's Report to the EMCAC

July 31, 2024

Eastern Market Finances To-Date for FY24:

FY24 Budget and Actuals	1st Quarter		2nd Quarter		3rd Quarter		First 3 Quarters		4th Quarter		FY24	
Income	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Updated Projections
South Hall Rent	\$ 69,519	\$ 53,755	\$ 69,519	\$ 33,545	\$ 69,519	\$ 131,927	\$ 208,557	\$ 219,227	\$ 69,519		\$ 278,076	\$ 288,746
Exhibitors & Farmers Line	\$ 79,326	\$ 86,072	\$ 44,461	\$ 46,130	\$ 95,393	\$ 103,027	\$ 219,180	\$ 235,230	\$ 98,573		\$ 317,752	\$ 333,802
North Hall	\$ 78,000	\$ 28,550	\$ 34,000	\$ 133,375	\$ 58,000	\$ 61,950	\$ 170,000	\$ 223,875	\$ 30,000		\$ 200,000	\$ 253,875
Application and Event Fees	\$ 162	\$ 175	\$ 1,342	\$ 420	\$ 619	\$ 385	\$ 2,123	\$ 980	\$ 377		\$ 2,500	\$ 1,357
Flea Market	\$ 9,318	\$ 6,268	\$ 3,106	\$ -	\$ 9,150	\$ 15,530	\$ 21,574	\$ 21,798	\$ 9,150		\$ 30,724	\$ 30,948
ATM	\$ 2,845	\$ 2,491	\$ 2,422	\$ -	\$ 1,556	\$ 1,153	\$ 6,822	\$ 3,644	\$ 2,178		\$ 9,000	\$ 5,821
Other Revenue	\$ 22,455			\$ (7,985)		\$ 5,467	\$ -	\$ 19,936				\$ 19,936
Total Income	\$239,169	\$199,765	\$154,850	\$205,485	\$234,237	\$ 319,439	\$ 628,256	\$ 724,690	\$209,796		\$ 838,052	\$ 934,486

What the bottom line (Other Revenue) includes:

1. Prior Year Cost Recovery is the excess/unused FY23 accrual for electricity and water (we accrued more than the actual expenditures)
2. Monthly interest earned by Eastern Market bank account.
3. North Hall security deposit and unearned revenue. These transactions are reclassified to liability every month.

Expense Description	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Grand Total
ELECTRICITY	\$ (2,395)		\$ 15,238		\$ 8,114	\$ 5,823	\$ 5,620	\$ 7,370	\$ 14,051	\$ 53,821
GAS			\$ 623	\$ 2,152	\$ 2,872	\$ 4,158	\$ 3,166	\$ 2,035	\$ 1,199	\$ 16,205
WATER	\$ (5,900)	\$ 1,075	\$ 3,943	\$ 4,398	\$ 8,259		\$ 11,247	\$ 6,221		\$ 29,243
PERSONNEL	\$ 39,381	\$ 40,832	\$ 38,438	\$ 34,816	\$ 42,205	\$ 40,073	\$ 40,336	\$ 39,670	\$ 38,748	\$ 354,500
CONTRACTUAL SERVICES - OTHER			\$ 2,486	\$ 3,143	\$ 91	\$ 14,474	\$ 2,157	\$ 1,317	\$ 2,916	\$ 26,584
WASTE MANAGEMENT						\$ 2,933	\$ 2,709			\$ 5,643
P-CARD CLEARING ACCOUNT	\$ (650)	\$ 650	\$ (2,486)	\$ (657)	\$ 3,052	\$ 91			\$ 40	\$ 40
Grand Total	\$ 30,436	\$ 42,558	\$ 58,242	\$ 43,853	\$ 64,593	\$ 67,552	\$ 65,235	\$ 56,613	\$ 56,955	\$ 486,035

Capital Improvements

Interior and Exterior Construction:

- Bollards: Discussion with DDOT Chief of Staff;
- Elevator should be complete in two weeks;
- Stonework: Project started;
- Security work: Meeting on Friday to discuss programming of system;
- Fire alarm work: Most of this is operational.

Operations:

HVAC System: One of the condenser units on the roof is not working and the replacement part is on order. There is another compressor unit that needs a part that is also on order. A.L. Merton, who has worked with us in the past on HVAC system and also guided us to buy the huge grease traps in the basement (then installed them) is the contractor that was chosen for the job.

Compressor Room: We've decided to keep the door to the basement compressor room open. This door is located right before the last 6 compressors and allows us to have a more consistent temperature range throughout the room. The last 6 compressors were the ones getting the hottest time and time again.

Advisory Review Subcommittee: Photos of new vendors are at the end of report. We will continue to provide these in forthcoming reports.

Security Update:

- SaveStation AED Tower: Ribbon cutting event was a success. There is an online video that explains how to use the SaveStation. There was an issue with a controller that has been resolved. This has been sent to vendors and merchants. .
- Security work inside the market continues.
- This summer, so far, has had relatively few incidents to date.

North Hall

Name	Date	Event Grand Total
DC Rawhides Country Dancing	6/1/2024	
Presidential Primary Election Set-up	6/3/2024	
Presidential Primary Election	6/4/2024	
Presidential Primary Election Tear Down	6/5/2024	
Boogie Thursdays - June 2024	6/6/2024	\$400.00
Aerobic Fitness - June 2024	6/7/2024	\$350.00
Richard Wright's Annual Sundresses, Sneakers, & Stogies 2024 (SET-UP)	6/7/2024	
Richard Wright's Annual Sundresses, Sneakers, & Stogies 2024	6/8/2024	\$6,000.00
Puppet Show Tuesdays - June 2024	6/11/2024	\$300.00
Aerobic Fitness	6/12/2024	
Boogie Thursdays	6/13/2024	
Aerobic Fitness	6/14/2024	
DC Rawhides Country Dancing	6/15/2024	
Puppet Show Tuesdays	6/18/2024	
Aerobic Fitness	6/19/2024	
Boogie Thursdays	6/20/2024	
Eastern Market Milonga	6/20/2024	
Aerobic Fitness	6/21/2024	
Puppet Show Tuesdays	6/25/2024	
Aerobic Fitness	6/26/2024	
Boogie Thursdays	6/27/2024	
Aerobic Fitness	6/28/2024	
DC Rawhides Country Dancing	6/29/2024	
Puppet Show Tuesdays - July 2024	7/2/2024	\$500.00
Aerobic Fitness - July 2024	7/3/2024	\$450.00
Boogie Wednesdays - July 2024	7/3/2024	\$200.00
Aerobic Fitness	7/5/2024	
Puppet Show Tuesdays	7/9/2024	
Aerobic Fitness	7/10/2024	
Boogie Thursdays - July 2024	7/11/2024	\$200.00
Aerobic Fitness	7/12/2024	
DC Rawhides Country Dancing	7/13/2024	
Puppet Show Tuesdays	7/16/2024	
Aerobic Fitness	7/17/2024	
Boogie Wednesdays	7/17/2024	
Puppet Show Tuesdays	7/23/2024	
Aerobic Fitness	7/24/2024	
NDSS Caring with Congress	7/24/2024	\$3,200.00
Boogie Thursdays	7/25/2024	
Aerobic Fitness	7/26/2024	
DC Rawhides Country Dancing	7/27/2024	
Puppet Show Tuesdays	7/30/2024	
Aerobic Fitness	7/31/2024	
Grand Total		\$11,600.00

\$6,550

June Definite Event Bookings

15

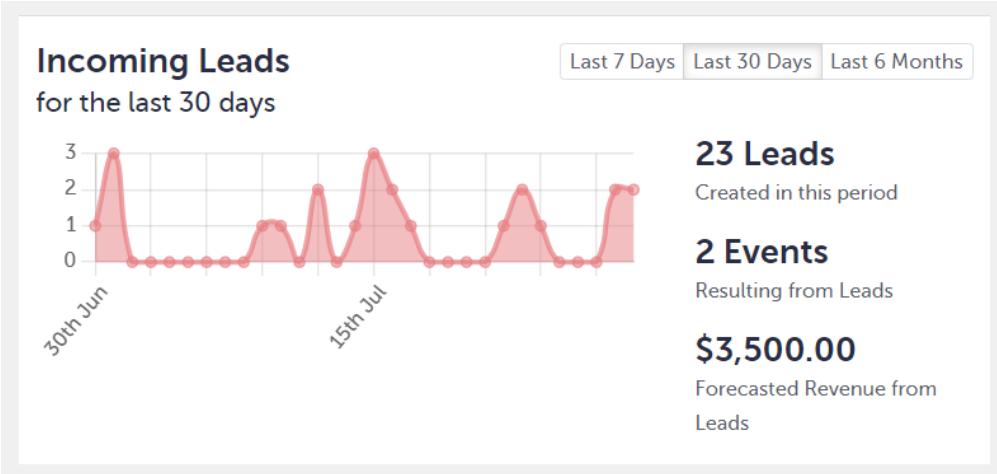
June New Leads

\$602,810

All-time Sales Managed by Tripleseat

1,208

All-time Leads Delivered by Tripleseat

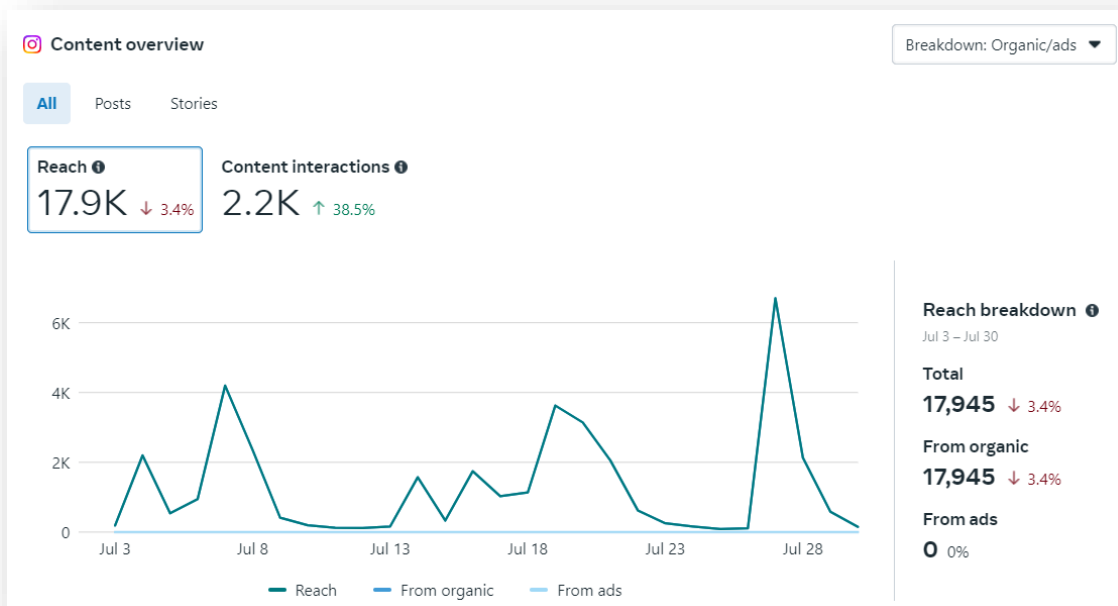
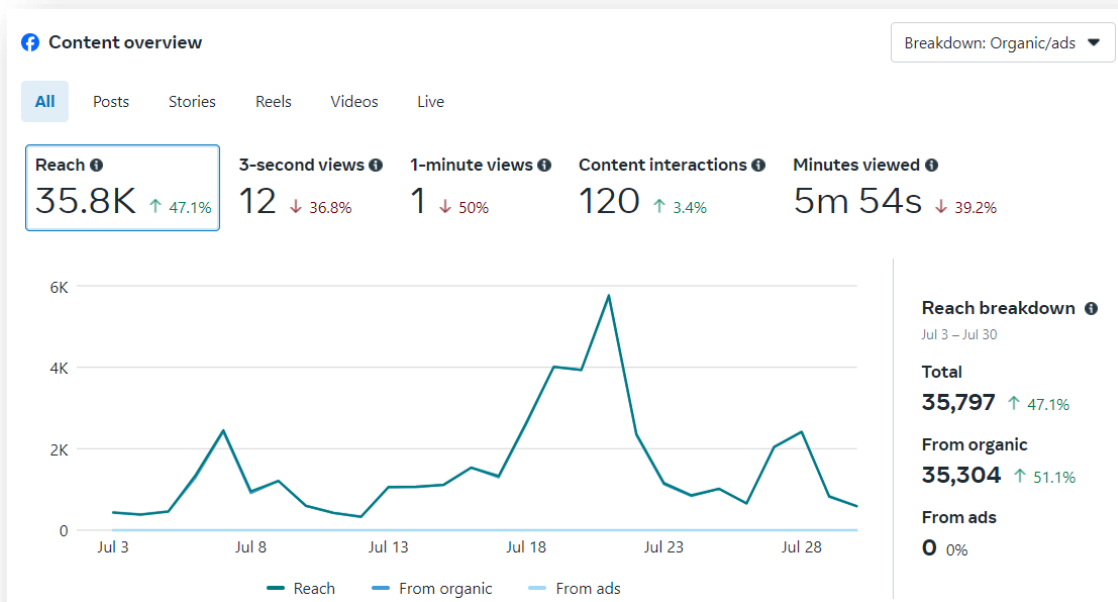


Marketing and events:

- **150th Anniversary Event June 21st-23rd.** The weekend was extremely hot and the Mayor suggested that residents stay inside. Perhaps for both of these reasons, there were far less attendees than for the November weekend. On the June 21st Friday night event, we invited all vendors to come for a night market. There were about 20 vendors and many of them had good sales. Advertising included WAMU, Washingtonian, Hill Rag, and more. It will be the same advertising as last time, minus the postcards. See bottom of report for collateral.
- **Fox Five Zip Trip – Friday, July 19 (morning).** This event was a success based on turn-out and anecdotal evidence of people who saw the show.
- **Steel Drum Band from Trinidad.**

DCA store named “Eastern Market” will open in August. A visual of what it will look like is below. Soon, I will put vendors in touch with the Marshall Group so that they can understand what the merchandising requirements are.





Thank you!

- Nicole Aiken went above and beyond for the Fox Five Zip Trip. It was a lot of work and rightfully, she received a lot of positive feedback for how smoothly the day went.
- The Eastern Market Main Street for taking the lead on the 150th celebration.
- Malika from Malika Rachelle Designs LLC for introducing us to the Providence Girls Catholic School and Queen's Royal College Steel Orchestra.