

**MINUTES**  
**Spokane Public Facilities District**  
**Board of Directors**  
**Spokane Veterans Memorial Arena Board Room**  
**Wednesday, February 12, 2020**  
**12:30 PM**

**ITEM #1 TO ORDER**

Board Chair Larry Soehren convened the 775<sup>th</sup> Meeting of the Spokane Public Facilities District at 12:30 PM.

**ITEM #2 ATTENDANCE**

In attendance was Board Chair Larry Soehren along with members Mick McDowell, and Travis Tramp. Marty Dickinson, and Nate Greene were excused. District personnel included Stephanie Curran via conference call, Mike Gaffaney, Monte Koch, Brittany Garwood, Stephanie Huff, Ryan Wilson, Jessica Deri, Jene Iceberg, Andrew Dolan, and Betsy Hammond. Meg Winchester, Ruth Fitzgerald, and Jamie Rand from Visit Spokane, Colin Anderson and Andrew Brenner from Integrus Architecture, Dave Pier from Brett Sports and Entertainment, Roy Koegen from Kutak Rock, LLP, Toby Hatley from Washington Hospitality Association.

**ITEM #3 CONSENT AGENDA**

Mr. Tramp moved to approve the consent agenda, Mr. McDowell seconded and the motion was approved unanimously, including the following:

- Approval of Minutes from January 22

**ITEM #4 DISTRICT BUSINESS**

**Art Committee**

No Report

**Finance Committee**

**Operations Committee**

**Spokane Public Facilities District Drone Policy & Procedure #5.30 (First Reading)**

Mr. Gaffaney explained the policy needed as more clients and vendors have expressed interest in flying drones inside and outside our facilities. The SPFD policy was in need of revised verbiage. Mr. Soehren suggested document be sent to Enduris to specify minimum level of insurance.

**Project Committee.**

**Lydig January Application for Payment #16**

This Lydig application has been approved by the project committee.

The District Board has reviewed pay application #16 from Lydig for the Sportsplex Project. Mr. McDowell moved to approve payment of the application in the amount \$2,109,710.27 Mr.

Tramp seconded and the motion was passed unanimously.

### **Resolution 20-01 A Resolution of the Spokane Public Facilities District Amending Resolution 19-07**

Mr. Koegen explains the Resolution 20-01 and Spokane Public Facilities District Hotel/Motel Tax and Sales/Use Tax Subordinate Note Series 2019 was created as a bond bank. The County would match penny for penny and the District would pay back at 5%. Now the District is paying the County back \$37,000,000 at 2.8% matching penny for penny.

Mr. Tramp moved to approve Resolution 20-01 A Resolution of the Spokane Public Facilities District Amending Resolution 19-07. Mr McDowell seconded and the motion was passed unanimously.

### **Visit Spokane Quarter 4 2019 Report:**

Ms. Fitzgerald presented the Visit Spokane Q4 2019 Report. 17.1k in room nights, 71k in leads. Q4 in 2022 and 2023 is good in booked room nights already.

Mr. Rand revealed marketing strategy plans. In the first six weeks of Q4 2019, Visit Spokane received 33 soft leads (no RFP) and 4 RFP's. Visit Spokane is also experimenting with LinkedIn.

### **Convention Center Quarter 4 2019 Report:**

Ms. Deri runs through the Convention Center 2019 4<sup>th</sup> Quarter. 4 RFP's to date with hosted ACLS Fam trip including (40) planners. The Convention Center has eight Sales Trips and (19) Site Visits. Ms. Deri described how the teams of Sales, Event Managers and CenterPlate outside events volunteered at Santa Express benefitting Vanessa Behan Crisis Nursery.

Ms. Deri explained Ungerboeck had not been pulling all contracts signed. Q4 resulted in 1.9 million in contracts signed and Q4 Rental and F&B actualized came in higher than ordered with a variance of 115%. There was a total economic impact of \$11,000,000 with 15,496 room nights.

Mr. Gaffaney gave a report on Event Operations. There were close to 68,000 attendee's including NW Credit Union Association, AASHE Conference & Expo, Department of Defense, WPRC, Bigfoot Battle Wrestling, Spokane Sizzler.

Mr. Gaffaney summarized Customer Survey Response Surveys. PFD 4.72, Contracted Services 4.45 Overall 4.69. There were (44) surveys sent, (15) returned, 34.1% response rate. Secret Mystery Shopper average was 4.79.

Ms. Huff stated that the 2019 Secret Shopper and Meeting Planner ratings surpass the minimum requirements established by the Board for the Value of Experience Award. This award will be distributed to eligible District Staff on February 28, 2020.

### **Sportsplex:**

Mr. Koch stated the footing and foundation permit has been issued by the city.

Meetings continue with Parks on connector.

Mr. Anderson stated the Design Committee has vetted several option of materials. Final options are outside Mr. Koch's office. Color focus is on the spine of the building with terracotta pulling off of the basalt and a blue scheme off of the sky.

Mr. Anderson presented a 3D animation rendering of the Sportsplex. The design is built to be efficient for athletes, patrons, and staff.

Flooring is sealed concrete, there are open railing staircases, niches of drinking fountains and furniture and art, and an expansive space for dining area.

Event area: 3,000 fixed seats with an option for 1,000 more not that are not fixed.

There is a conference room/multi-use area including 1,600 sq. ft. looking over Dean, enclosed in glass.

**ITEM #5 MISCELLANEOUS.**

Mr. Koch explained that on Monday, 2.10 a Request for Proposal was sent for the FICA regarding a Fly Rail Counterweight System Replacement and Fire Curtain Update. This is a specialty item. Two replies have been received. Proposals will be evaluated March 2 and a report given to the Board March 9. The existing fly rail system is in working order but is in need of a total replacement due to age. The system retains original head and loft blocks and arbors but does not run smoothly. The Fire curtain is in working order but is in need of an update. Work is expected June 22, 2020 – August 1, 2020 pending events.

**ITEM #6 PUBLIC DISCUSSION**

None.

**ITEM #7 ADJOURNMENT**

There being no further business the Board adjourned at 1:17

Michelle McIntyre  
Clerk of the Board

Approved by the  
Board of Directors

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The SPFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.