

**MINUTES**  
**Spokane Public Facilities District**  
**Board of Directors**  
**Webinar**  
**Wednesday, June 24, 2020**  
**12:30 PM**

**ITEM #1 TO ORDER**

Board Chair Larry Soehren convened the 782<sup>nd</sup> Meeting of the Spokane Public Facilities District at 12:30 PM.

**ITEM #2 ATTENDANCE**

In attendance via webinar was Board Chair Larry Soehren along with members Marty Dickinson, Travis Tramp, and Mick McDowell. Nate Greene was excused. District personnel included Stephanie Curran, Mike Gaffaney, Stephanie Huff, Brittany Garwood, Jessica Deri, Ryan Wilson and Matt Meyer. Guests included Mayor Nadine Woodward from the City of Spokane, Andrew Brenner with Lydig Construction, Dave Pier with Brett Sports and Entertainment, Stuart Boylin with Lilac City Decorators, Karen Corkins with Spokane County, and Toby Hatley from the Washington Hospitality Association.

Board Chair Larry Soehren reviewed the Spokane Public Facilities District (SPFD) Board Meeting webinar and call-in process and technology. He added the SPFD Board Meeting minutes and agenda are posted on [spokanepfd.org/board](http://spokanepfd.org/board). Mr. Soehren further explained the PFD Board and Panelists are open on the call. During Public Discussion, the meeting is open to all attendee's. Roll call will not be taken as attendee's registered for the meeting.

**ITEM #3 ARENA SHELTER – Mayor Woodward**

Mayor Woodward provided a report on the Arena Shelter and future plans.

The city is looking at leasing a building to transition to when the Arena Shelter contract concludes in August. The Cannon Street Shelter is under construction and will be most utilized in the winter months.

The city has hosted weekly Spokane Good Neighbor meetings maintaining a good relationship with area businesses, PFD, city officials, parks department, SRHD, CSC security, and the Guardians Foundation. The meetings have been brief and free of complaints.

Ms. Dickinson inquired about the search for new shelters and if the city needs to keep the focus for facilities Covid specific and/or is there a long term permanent model in place.

The Mayor reported the city is planning a continuous-stay model called "Bridge Housing Centers" with the focus on rehabilitation.

Individuals must be referred to the Centers and can stay 30, 60, or 90 days in order to stabilize and transition them out of homelessness. The Centers will operate similar to the Salvation Army homeless program. The city is looking at purchasing a building for a young adult center for those 18-24. This is an age group not currently addressed and has a greater chance of success if individuals are helped early on.

This model will address varied age groups and address needs specific to the individual with the goal of moving out of homelessness. The city is working with Spokane Valley and Spokane County on this model.

The Cannon Street Shelter will be a drop-in facility. Due to colder months, this type of facility is needed.

Mr. Soehren noted he and Mr. McDowell toured the Arena Shelter, found it clean and well-run, and were thanked by an individual staying at the facility.

Mayor Woodward added thanks from the city on this partnership in a time of unique need.

**ITEM #3 CONSENT AGENDA**

Mr. Soehren presented the Consent Agenda items and noted that reallocation of hours in Witherspoon-Kelley invoices for May 2020 will be needed in relation to the Admin and Sportplex categories. This does not affect approval of invoices as the total amounts remain the same.

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

- Approval of Minutes from June 10, 2020
- Witherspoon-Kelley Invoices for April 2020
- Approval of Expenditures for May: Payroll Vouchers: #3771-3797 + 2 Wire Transfers  
Accounts Payable Vouchers: #107664-107666, #107668-107670,  
#107672-107711, #107713-107765, #107770-107778, #107780-107783,  
#107785, #107787-107799, #107807-107809

**ITEM #4 DISTRICT BUSINESS**

**Finance Committee**

Ms. Garwood reported for the month of May the PFD received \$11,000 for the State B merchandise settlement, \$53,000 for the Arena Shelter rent, and \$10,000 for a University of Idaho honorarium from NCAA. Year-to-date the PFD is -\$1.4 million.

**Operations Committee**

Mr. Tramp stated the Operations Committee will meet with the F & B Committee to review vendors that have submitted RFP's and are under consideration for the SPFD Food and Beverage contract which expires at the end of the year. There are four (4) vendors expected to furnish presentations. An update will be provided after those presentations.

**Project Committee**

**Sportsplex:**

Mr. Brenner provided an overview of the Sportsplex and presented a slideshow reviewing construction progress. Steel erection is proceeding quickly and a few days ahead of schedule. Large steel truss members will be visible in mid-July. He noted this is the Field House area.

The primary effort and focus is steel erection and shipments are arriving as planned.

The Sportsplex project is on budget.

Steel decking is down and concrete will start tomorrow.

The bleacher system is taking shape as breakers are installed.

The ramp feature is developing nicely.

The final height of structure can be viewed with steel that is in place.

Mr. McDowell added the project is going well and noted appreciation for Lydig and the entire team.

**Papillon Reciprocal Easement Agreement with Revised Exhibit C:**

Mr. Koch explained this is a three-party perpetual reciprocal easement agreement between Selkirk Development, the developer of Papillon Towers, the City of Spokane, and the PFD.

The purpose of the agreement is to facilitate the construction and maintenance of improved pedestrian access for the general public from north to south. Selkirk will submit construction plans to the Park Board and PFD for approval. Selkirk is solely responsible for all maintenance and permitted improvement repairs to this area.

The District is part of this agreement as a portion of the area encroaches on parks property that is covered under the Ground Lease which the District holds with the city.

The southern portion which is 32 ½' wide of the easement, will have an open patio and a stairwell. This will create a connection between the Sportsplex and vacated Cataldo Alley.

The northern portion which is 20' wide of the easement is a 15' no-build easement for the Papillon south tower wall treatment to improve the look of the area. This 15' section cuts through the District service yard and will not impede District plans.

Exhibit C illustrates the proposed area and initial plans. Section #17 (yellow area) is the patio, #3 is a stairwell to meet the SW plaza of the Sportsplex with an elevation of 20'. In Cataldo Alley, sections #22 and #29 are transformers and cooling towers.

This has not been approved by Park Board. It was drafted by PFD legal Stanley Schwarz and City Attorney James Richman.

Mr. McDowell moved to authorize the CEO to execute the Papillon agreement, Ms. Dickinson seconded and the motion was approved unanimously.

## **ITEM #5 MISCELLANEOUS.**

### **Lobbyist Contract:**

Ms. Curran reported our long-time lobbyist partner Tom Parker is retiring and Tom McBride of McBride Public Affairs will assume the business. Mr. McBride is joined by his partner Intisar Surur.

Mr. Parker thanked the Board for 20 years of partnership and the contributions and partnerships with city, county, and state. Mr. Parker explained the District was the first PFD in the state and has continued its leadership with the development of AWSPFD and in relationships with officials.

Mr. McBride is a Gonzaga gradate, worked both public and private sectors, and understands tax law and economic development. Ms. Surur is a U of W and Seattle University graduate with strong legal and public policy experience.

Mr. McBride noted terrific support from our legislators and appreciates the opportunity to represent the PFD and Spokane in Olympia. Ms. Surur has worked closely with Mr. Parker and PFD the last few years.

Mr. McDowell moved to approve the McBride Public Affairs agreement, Mr. Tramp seconded, and the motion was unanimously approved.

Discussion resulted in Ms. Curran noting the terms and compensation are the same as Mr. Parker's agreement.

### **CEO Update:**

#### **ESD/Employment Security Department:**

A few issues remain with ESD fraud. Ms. Huff has been addressing with ESD and working with staff.

#### **Covid/Business:**

Due to the delay in moving to the next Phase and mask mandates, fall business is not as stable as previously planned. A few events remain, however, focus is on 2021. This is in line with event partners across the state. In reference to finances, the District has ongoing payroll, and 24 Hour Security. Utilities expenses have been cut back as much as possible.

Hotel occupancy is about 30%. This is higher than areas like Salt Lake City, Seattle, and Boise which are about 10%.

S & P downgraded the PFD from an A rating to BBB+. This may impact refinancing of 2013 bonds, however, there is no additional debt at this point.

#### **Re-Opening:**

Ms. Curran has been meeting with a Convention Center specific group for Washington State Coalition, creating re-opening guidelines and developing a letter to go to the Governor. Matt Meyer is on Arena and PAC specific groups. He is looking at creative ways to host events.

Food & Beverage Contract Process:

Four Food and Beverage vendors will present to the F & B Committee via Zoom tomorrow. Our current provider has been in place since 1995 and the contract due to expire in June 2020 was extended to the end December 2020. The Operations Committee will be in attendance.

Funding:

Ms. Curran is working on potential funding. The PFD has not been not qualifying for anything available.

Ms. Dickinson inquired about county noting funds to the PFD and is this to address bond payment or go directly to PFD.

The \$91 million CARES money was initially thought to be a resource, however, these funds have limitations and cannot be used for budgeted expenses or revenue losses. Funds must be Covid related.

The county is working to potentially provide funds to Visit Spokane for marketing Spokane which would increase sales tax revenue and lodging tax. Due to criteria on funding, there are no plans for direct funding from the county at this time.

Ms. Dickinson inquired about the potential for co-location efforts between Spokane Sports Commission, Visit Spokane, and PFD.

Ms. Curran stated the Sports Commission recently leased new office space after looking at partnering with Visit Spokane.

Visit Spokane is working remotely right now.

The PFD sales team is partnering with Visit Spokane and the Spokane Sports Commission on sales and client outreach efforts.

Mr. McDowell offered appreciation to the PFD staff for managing expenses. He expressed caution relating to the facilities needing regular maintenance and exercising of elevators, escalators, restrooms, cooling towers, fans and motors and chillers.

Ms. Curran stated Mr. Koch has done a great job of spear-heading these efforts. In looking at areas to save expenses, essential building operations has not been affected. She added there have been discussions of a PFD staff clean session and meeting once the District is in an appropriate phase to facilitate.

**ITEM #6 PUBLIC DISCUSSION**

Mr. Soehren opened the Board Meeting for Public Discussion and the conference call was open for all meeting attendees.

There was no Public Discussion.

The next SPFD Board Meeting is scheduled for Wednesday, 7.8.2020 at 12:30 p.m. It will most likely be of a virtual nature and not at the Spokane Veterans Memorial Arena.

**ITEM #7 ADJOURNMENT**

There being no further business the Board adjourned at 1:12 PM.

Michelle McIntyre  
Clerk of the Board

Approved by the  
Board of Directors