

MINUTES
Spokane Public Facilities District
Board of Directors - Via Webinar
Wednesday, December 2nd, 2020 at 12:30 PM

ITEM #1 TO ORDER

Board Chair Larry Soehren convened the 789th 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, Nate Greene and Mick McDowell. District personnel included CEO Stephanie Curran, Mike Gaffaney, Monte Koch, Stephanie Huff, Brittany Garwood, Jessica Deri, Matt Meyer, Ryan Wilson, Kay Riplinger, Andrew Dolan, Holly Williams, Jene Iceberg, and Nicole Foley-Litz. Guests included Sean Keatts with Barclay's, Scott Bauer with Northwest Municipal Advisors, Marc Greenough with Foster Garvey PC, Andrew Brenner with Lydig Construction, Dave Pier with Brett Sports and Entertainment, Ryan Nackers with Levy, Justin Kobluk with West Coast Entertainment, Harold Froewiss with Centerplate, Eric Sawyer from the Spokane Sports Commission, Tom McBride and Intisar Surur from McBride Public Affairs, Stuart Boylan with Lilac City Decorators, Tom Stebbins with Vision Marketing, and Toby Hatley with Toby Hatley and Associates.

Board Chair Larry Soehren communicated that SPFD Board information is posted on spokanepfd.org/board.

ITEM #3 CONSENT AGENDA

Board Chair Soehren presented the Consent Agenda items.

- Approval of Minutes from November 11, 2020
- Approval of Expenditures – October 2020 – Payroll Vouchers: # #3920-3924, #3926-3928, #3932- 3933, #3935, #3936-3940, #3942-3943, #3946, #3948 + 2 WIRE TRANSFERS
Accounts Payable Vouchers: #108393-108419, #108421-108438, #108440-108455, #108457-108470, #108472-108477, #108480- 108496, #108498-108501, #108504-108507, #108511-108514, #108516-108520, #108522-108527, #108529-108535, #108537

Mr. Tramp moved to approve the Consent Agenda, Mr. Greene seconded and the motion was approved unanimously.

Board Elections:

Board Chair Soehren introduced 2021 SPFD Board Elections and requested a motion.

Mr. McDowell moved to elect Mr. Soehren as 2021 SPFD Board Chair and Ms. Dickinson as 2021 Vice-Chair, Mr. Tramp seconded and the motion was approved unanimously.

ITEM #4 DISTRICT BUSINESS

Finance Committee

Resolution 20-04 - Sales and Lodging Tax Refunding Bonds:

Mr. Greene indicated the PFD is looking to refund bonds as discussed in previous Board Meetings, and introduced the PFD Underwriter Sean Keatts, Financial Advisor Scott Bauer, and Bond Counsel Marc Greenough.

Mr. Keatts detailed the bond refund process, current market conditions, and the purpose of Resolution 20-04.

District Board Members initiated discussion regarding the bond refunding and expected outcome for the District.

Ms. Dickinson moved to approve Resolution 20-04 - Sales and Lodging Tax Refunding Bonds, Mr. Greene seconded and the motion was approved unanimously.

Financials/Revenues – October:

Mr. Greene provided an overview of October 2020 financials.

The District was at a \$203,000 loss for the month of October and is down \$2.4 million YTD. District staff has worked diligently to keep costs down.

Ms. Garwood added that there were a few events at the Convention Center and Arena.

SPFD 2021 Budget:

Ms. Garwood compared the PFD 2020 and 2021 budgets.

Operating Budget:

Event revenue and expenses budgeted at 35% is based on an estimation of partial events in 3rd Quarter and a full 4th Quarter of 2021. Currently events booking in 3rd and 4th quarter next year are double a normal year of events.

Suites, Club, and advertising revenue has been cleared out due to Covid closure.

The Podium budget reflects an estimated October 2021 open.

November Sales Tax Revenues are up 5% over 2019 and YTD at 1.15% over 2019. The budget was prepared with an estimated 10% decrease in Sales Tax Revenue.

The PFD is able to make the 2021 debt service payment with this budget.

R & R/CIP/FFE Budget:

There are a few projects in the budget that are more efficiently facilitated during a shut-down including the Arena Roof, CCX Rigging Grid Install, and Arena Upper Deck Curtain. Ms. Curran added the budget was reviewed multiple times and only essential projects needed to operate are included.

Mr. Greene stated the intent is to approve the budget at this meeting and, in doing so, is in compliance with Finance Policy.

Mr. Greene moved to approve the 2021 SPFD Budget. Ms. Dickinson seconded and the motion was approved unanimously.

Operations Committee

Mr. Tramp reported the Food and Beverage Agreement has been presented to Levy and they are currently reviewing.

Ms. Huff reviewed the transition process including weekly Levy and District management transition meetings and added, we are on track for operations to begin on January 1, 2021.

Project Committee

Sportsplex/The Podium:

Lydig Pay Application for October 2020 #25

Mr. Koch presented the September Application previously approved by the Project Committee in the amount of \$ 2,485,360.63.

Mr. McDowell moved to approve the Lydig Pay App for October 2020 #25. Mr. Tramp seconded and the motion was approved unanimously.

Sportsplex (The Podium) Project Update:

Mr. Koch reported the project is approximately 70% complete.

Mr. Brenner presented a slideshow of current work.

Glass install is underway.

Pit excavation has begun for the track hydraulics and the steel structure. 1,200 cubic yards of back-fill is moving from the south area to the west side of building to create the Plaza that intersects with the top of the Park ramp.

Bleacher work is wrapping up and vertical surfaces begin next week.

Emergency egress lighting is being installed to illuminate the building through winter.

GMP Amendment #6 will be presented at the December 9 meeting.

CEO Update:

Board Chair Soehren offered congratulations to Ms. Curran for being recognized by Visit Spokane as an ‘Un-Sung Hero’ hospitality partner during Covid.

Ms. Curran stated District focus has been on the budget, re-evaluating expenses, and generating revenue.

Starting next week the Arena will host a drive-thru/drive-up Covid testing site for CHAS. Some CARES Act Funding has been secured for this.

The District is working to secure CARES Covid purchases by the end of the year.

The PFD is on GSI Legislative Agenda for the State Capital Budget, and Ms. Curran met with representatives last week and will next week.

The PFD will revise verbiage regarding the District’s Sick Leave Buy Back program in the SPFD Employee Handbook. It will now read buy back to occur in the month of December versus buy back to occur the last pay period of the year. This will allow flexibility in what pay period it falls.

ITEM #6 PUBLIC COMMENTS

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

The last SPFD Board Meeting of 2020 is scheduled next Wednesday, December 9, 2020 at 12:30p.m. via Webinar and not at the Spokane Veterans Memorial Arena.

ITEM #7 ADJOURNMENT

There being no further business the Board adjourned at 1:25PM.

Michelle McIntyre
Clerk of the Board

Approved by the
Board of Directors