

MINUTES
Spokane Public Facilities District
Board of Directors – Via Webinar
Wednesday, December 8, 2021 at 12:30pm

ITEM #1 TO ORDER

Board Marty Dickinson convened 815th Meeting of the Spokane Public Facilities District at 12:30 PM.

ITEM #2 ATTENDANCE

In attendance was Board Chair Marty Dickinson and Board Members Nate Greene, Paul Read and Ed Bruya. District personnel attending in-person included CEO Stephanie Curran, Brittany Garwood, Jessica Deri, Mike Gaffaney, Matt Meyer, Paul Christiansen, and Jeni Daniel. District Personnel attending virtually included Kay Riplinger, Nic Lawrence, Andrew Dolan, Jamie Gwinn, and Sue Stoll. Guests attending virtually included Colin Anderson from Integrus Architecture, Freddie Mercer with TicketsWest, Dave Pier with Brett Sports and Entertainment, Intisar Surur from McBride Public Affairs, Scott Taylor from The Car Park, Toby Hatley with Hatley and Associates, and Thomas Reese with MGAC.

ITEM #3 CONSENT AGENDA

Board Chair Dickinson presented the Consent Agenda items.

- **Approval of Minutes from November 16, 2021**

Mr. Read moved approve the November 16 Minutes, Mr. Greene seconded and the motion was approved unanimously.

- **Approval of Expenditures October 2021**

PAYROLL VOUCHERS: #4283-4292, 4295, 4297, 4307-4308, 4300-4303, 4305-4306, 4310 + 2 WIRE TRANSFERS; ACCOUNTS PAYABLE VOUCHERS: #110765-110794, 110796-110820, 110822-110823, 110826-110829, 110831-110856, 110858-110888, 110890-110922, 110924-110941, 110943-110948, 110950-110972, 110974-110993, 110995-111000, 111093-111150

Mr. Greene moved approve Expenditures for October 2021, Mr. Read seconded and the motion was approved unanimously.

- **Approval of Witherspoon-Kelley Invoices for October 2021**

Mr. Read moved approve Expenditures for October 2021, Mr. Read seconded and the motion was approved unanimously.

- **Approval of Axiom Division 7 Invoice for November 2021**

Mr. Gwinn explained work on the Arena Roof including the work was replacements and repairs of the original roof. The November 2021 invoice is in the amount of \$61,234.95 and one more invoice is expected in the amount of \$6,500 plus retainage.

Mr. Greene moved to approve Axiom Division 7 November 2021 invoice in the amount of \$61,234.95, Mr. Read seconded and the motion was approved unanimously.

ITEM #4 DISTRICT BUSINESS

District Board Nominee's - HMA:

Ms. Curran provided an overview of the process of procuring the District Board 5th position which per bylaws is a member of the lodging industry. The PFD received (2) nominations from the Spokane Hotel Motel Association.

Ms. Dickinson expressed the need for more time to review these nominations, and requested clarity from legal on any conflict of interest. Further discussion of by-laws stated the PFD is allowed to consider lodging candidates outside of SHMA nominations.

Ms. Curran reviewed the PFD Board of Director's policy for the board and policies in regards to conflict of interest and confidentiality. Ms. Curran stated that the The Podium will add to number sports events already scheduled at the PFD in the Convention Center, resulting in an expanded PFD regional presence.

Finance Committee

Ms. Garwood reviewed October Financials noting a profit of \$307,468.00.

The District is awaiting the funds awarded by SVOG (Shuttered Venues Operators Grant) which was applied for in April. The Arena and FICA had a strong October.

Ms. Garwood provided an overview changes made since the last board meeting including a forecast column, and the inclusion of SVOG. Board Chair Dickinson had requested a 5% increase in salaries, updated insurance costs and utilities, reallocation of staff percentages to buildings all of which were implemented. Staff allocation for The Podium was revised.

Ms. Curran added a potential issue with CARES funding adding the District worked closely with the County on each purchase. The Auditors are having discussions with the PFD on some marketing re-opening expenditures.

Mr. Greene moved to approve the Second Reading of the 2022 PFD Budget as presented, Mr. Read seconded and the motion was approved unanimously.

Operations Committee

No report.

Project Committee:

Lydig Pay App for September 2021 – Convention Center Exhibit Halls Loading Dock Ramp Repair

The Lydig Pay App for September 2021 for the Convention Center Exhibit Halls Loading Dock Repair work is in the amount of One Hundred Thirty-Seven Thousand, Four Hundred Seventy-One dollars, Eighty-Nine cents.

On August 11, 2021 the PDF Board approved an emergency declaration to begin repair work as scheduled events were a within a few weeks. The initial proposal from Lydig was \$ 143,601.00.

The invoice is lower than the proposal as the emergency work has been completed and time did not allow for a few non-emergency repair items still needed to the man door and surrounding concrete. Lydig will send a proposal when repair can be scheduled.

Mr. Read moved to approve the Lydig Pay App for September for the Exhibit Halls as presented in the amount of \$137,471.89. Mr. Greene seconded and the motion was approved unanimously.

Lydig Pay App #37 for October 2021

This Pay App includes accent lighting that was had delayed shipping issues. This lighting had been previously approved by the Project Committee and the PFD Board in July 2021, and is in the amount of \$249,938.20.

One more Pay App is expected to bring the project administratively to a close approximately in the upper \$100k – lower \$200k. A final GMP is expected.

Mr. Greene moved to approve the Lydig Pay App #37 as presented, Mr. Read seconded and the motion was approved unanimously.

CEO Update/Ms. Curran:

Events: Newly onsale events are Cole Swindell, Stars on Ice, Santana, Tim Allen, Gabriel Iglesias.

Podium: The first event is this weekend at The Podium. It is a collegiate event including (800) participants from local colleges.

Stadium: Official Groundbreaking was last week. A few agreements are expected including Parking, and Quit Claim Deed to present at a future Board Meeting.

STA Shuttle Program: The STA Shuttle program is moving to Lot B.

Civic Theater: Working with Civic Theater on an expected easement.

Properties: Closed on Diamond Property December 7, 2021. Value Village scheduled to close in January as seller has found a property and is awaiting finalization.

HR Director: A new HR Director will start in January. The District has a temporary HR vendor onsite full-time through January, 2022 as needed.

Security: Focusing on security procedures and protocols with events returning and The Podium opening. In addition, the District is evaluating metal detector implementation and event guidelines.

Ms. Deri added CSC has Homeland Security certification requiring metal detectors.

American Rescue Plan: PFD/SSC/VS made a combined effort for funding to replace the \$1.6m lodging tax loss. The program is delayed until 2024 with funding release in 2026.

Vaccine Mandate: Ms. Curran was in a meeting discussing potential implementation of vaccine mandate for companies over (50) staff. Discussion about staff vaccinations and testing. The District has a fairly high vaccination percentage among staff and has been researching potential Covid testing vendors.

ITEM #5 PUBLIC COMMENTS

Board Chair Dickinson opened the Board Meeting for Public Discussion.

The next SPFD Board of Directors Meeting is scheduled Tuesday, December 14 at 10:30 AM.

Mr. Kobluk stated the Ridgefield Amphitheater is in Vancouver, WA seats with 18,000 and is considered the Portland/Vancouver market.

ITEM #6 ADJOURNMENT

There being no further business the Board adjourned at 1:31 PM.

Michelle McIntyre, Clerk of the Board

Approved by the Board of Directors

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.