

MINUTES

Edmonds Public Facilities District Board of Directors Virtual Online Special Meeting July 8, 2021

The Edmonds Public Facilities District Board virtual special meeting convened at 3:01 p.m. via Zoom.

EPFD Board Members Present

David Brewster, President
Ray Liaw, Vice President
Suzy Maloney

EPFD Board Members Absent

Greg Hinton
Bill Willcock

ECA Staff Present

Joseph Mclalwain, Executive Director

ECA Board Members Present

David Schaefer, President
Lindsay Geyer, Vice President
Rick Canning, Secretary/Treasurer
Mike Meeks, Emeritus Board Member

1. Call to Order

Board President Brewster called the meeting to order.

2. PFD Board Business

• **FY 2021 Budget Revision Approval**

Executive Director Joe Mclalwain explained the purpose of the budget adjustment is to bring the team back closer to full-time and minimize the financial impact to the organization while taking care of employees and giving them the time necessary to get ready for the season in September as well as providing them financial support. ECA Secretary/Treasurer Rick Canning and Lead Accountant Glenna Mueller prepared a plan to bring the team (8 exempt employees who qualify for the State's Shared Work Program) back to 90% (36 hours). Those employees would continue to be eligible for Shared Work for the remaining 4 hours as well as the \$300 federal unemployment stipend. He referred to the updated cashflow report prepared by Mr. Canning.

Mr. Canning explained employees would work 90% for 7 weeks and then return to full-time approximately September 1 which is when the federal unemployment stipend ends. There are a total of 15 exempt employees in the organization, some have already returned at 80% and 100%. (Employees currently at 50% would go to 90%, those at 80% would go to 90% and the employees working 100% would remain at 100%.) The two new hires, Director of Finance and Operations and a Technical Services Supervisor/Manager, would be hired at 100%.

Mr. Canning reviewed the following report that reflects reevaluation of the line items in the April projections based on the current timeframe and improved cash (deficit) to (\$79,000):

Reconcile Ending Cash Deficit at 12/31 as projected at April and July 7	Amount (rounded)
Cash (deficit) as projected at December 31 as of April 2021	\$111,000
Increased payroll costs per proposal (cash basis)	(\$30,000)
Estimated improved sales tax collections	22,000
Major donor contributions not projected as of April received June 2021	45,000

(Eliz=25k, Gittinger=20k)	
Marketing expenses (net of revenue) budget in 2012 (July-Dec) not included in April projection	(31,000)
Rental activity changes July-Dec	
Rental costs not projected as of April, but included in budget	(13,000)
Increase rental receipts	14,000
Reconciled current fall presented events and summer series with Joe	
Projected increase in ticket sales July-Dec	41,000
Presented event expense reduce by 68k	68,000
Adjust upward other monthly recurring expenses in line with first 6 months of actuals	(82,000)
Operating cash as of April 30, a portion classified as restricted that is operating	15,000
Other not analyzed	(17,000)
Cash (deficit) as projected at Dec 31 as of July 7	<u>\$(79,000)</u>

Questions and discussion followed regarding how increased payroll costs were calculated, April 2021 budget assumptions regarding staffing (staff working 75% beginning June 1 and 100% September 1), cost savings due to Mr. Keller's resignation and Ms. Jones' state funded leave, concern with the board approving a budget that shows an operating loss, and plans for the Admin & Finance Committee to consider whether other budget adjustments are necessary.

**BOARD VP LIAW MOVED TO APPROVE THE 2021 REVISED BUDGET AS PRESENTED.
BOARD MEMBER MALONEY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

Mr. McIlwain relayed he has communicated with staff that a shift to more hours might be happening; staff plans to start with two days/week in the office. This will allow the building to be open on a regular basis and opportunity for more in-person meetings. He hoped to see everyone at the shows on Saturday.

3. Adjourn

The meeting was adjourned at 3:34 p.m.

Next EPFD Board Meeting: Thursday, July 22, 2021 @ 7:30 AM