

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT  
PUBLIC FACILITY DISTRICT MEETING MINUTES  
EDMONDS CENTER FOR THE ARTS  
410 4<sup>th</sup> Ave N, Edmonds, WA 98020  
April 25, 2013  
3:00 P.M.

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**Board:**

Travis Snider, District #4  
Boyd McPherson, District #1  
Debbie Emge, District #5  
Steve Shelton, District #3

**Interested Parties:**

Ulla Johnson, Future of Flight Foundation  
Joe McIalwain, Edmonds Center for the Arts  
Kelly Pinkerton, Comcast Arena  
Grant Dull, Lynnwood Convention Center  
Peter Bro, Future of Flight Foundation

**Staff:**

Roger Neumaier, Finance Department  
Sharyl Raines, Finance Department  
Nancy Miller, Finance Department  
Doug Ferguson, PFD Attorney  
Karina Viltova, Department of Public Works

**Call to Order:** Travis Snider called the meeting to order at 3:33 PM and thanked Joe for the tour of the Center.

**Public Comment**

No public comments.

**Approval Items**

Steve Shelton moved to approve the January 24, 2013 meeting minutes. Debbie Emge seconded the motion and it passed unanimously.

After review of the vouchers, Boyd McPherson moved to approve the vouchers for January, February and March, 2013 in the amount of \$478,355.73. Steve Shelton seconded the motion and it passed unanimously.

The following vouchers/warrants for Board member reimbursement are approved for payment:

(Funds) X10  
Voucher(warrant) numbers: 1745072 through 1745538  
Total \$ 250.00

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The following vouchers/warrants for claims are approved for payment:

(Funds) X10

Voucher(warrant) numbers: 1744096 through 1745466

Total \$ 478,105.73

### **Financial Report**

Nancy Miller reviewed the first quarter financial report and the 2012 Annual Financial Report. Economic trends are improving and we expect that to continue. Travis asked Roger to comment on the trends. Roger noted that even though the numbers look better than we expected, we will stick with our projections. Keep your eyes on growth rates and personal sales.

We need to make sure we don't lose our long-term focus because the economy will continue to ebb and flow, let's manage – not react.

Our first goal is to restore the \$250,000 reserve.

### **New Business**

Nancy summarized each of the following three resolutions –

- SnoCo PFD Resolution 2013-01: Establishing Regular Meeting Schedule for 2013
- SnoCo PFD Resolution 2013-02: Establishing a travel and expense reimbursement policy, and contracting, hiring, purchasing and disbursing policies
- SnoCo PFD Resolution 2013-03: Amending Section 8.5 of the PFD Charter

Boyd McPherson moved to adopt SnoCo PFD Resolution 2013-01. Debbie Emge seconded the motion and it passed unanimously.

Debbie Emge moved to adopt SnoCo PFD Resolution 2013-02. Steve Shelton seconded the motion and it passed unanimously.

Steve Shelton moved to adopt SnoCo PFD Resolution 2013-03. Boyd McPherson seconded the motion and it passed unanimously.

Doug Ferguson commented on the question posed by Joe about the Interlocal Agreement between the Edmonds PFD and the County PFD regarding future improvement phases and the requirement that a joint board unanimously approve the phases.

### **Project Financial Updates**

EDMONDS PFD – Joe Mclalwain

- Distributed a brief overview of the 2012-2013 season so far and comparison to previous years

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- They feel ready for and are looking forward to this year's audit
- Have partnered with the Red Cross to become an emergency recovery center
- Edmonds PFD approved a strategic plan today for 2013-2017
- Annual Sponsorship event will be on May 2<sup>nd</sup> at 5:30PM

EVERETT PFD – Kelly Pinkerton

- Distributed the Financial Operating Income Summary
- Reviewed some of the events coming up this year and recapped the events that have taken place so far

FUTURE OF FLIGHT PFD – Peter Bro and Ulla Johnson

- Distributed PFD Quarterly Report
- So far they are 11% ahead of last year but they are cautious to not rely on these numbers to continue at this rate
- Thousands of Twitter and Facebook followers receive daily updates on what is going on at the Future of Flight
- Several new exhibits this year and more being planned
- Submitting for grants from new foundations they haven't contacted before
- Annual Gala will be on November 9<sup>th</sup>

LYNNWOOD PFD – Grant Dull

- Commented briefly on the financials for the Lynnwood Convention Center – for the first time their operations were profitable
- They are looking at refinancing their debt – 2 reasons, to free the City of Lynnwood from the burden and take advantage of the low interest rates
- Statewide Association of PFDs is having their annual meeting on May 13<sup>th</sup> this year

**The July 25<sup>th</sup> meeting will be at the Future of Flight Foundation**

Travis adjourned the meeting at 4:55pm.

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Chairperson Signature

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Date