
SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT
PUBLIC FACILITY DISTRICT MEETING MINUTES
JACKSON BOARD ROOM
FEBRUARY 28, 2003
3:00 P.M.

Roll Call:

Board:

Steve Juntwait, District #2
Boyd McPherson, District #1
Travis Snider, District #4

Interested Parties:

Stephen Clifton, City of Edmonds
Linda Dixon, Campbell & Company
Bill Evans, Lynnwood PFD
Kjris Lund, Edmonds PFD
Andrew Rardin, Snoh. County Arpt.
Fred Safstrom, Everett PFD
Dave Waggoner, Snoh. County Arpt.

Staff:

Dan Clements, Finance
Sylvia DeZordo, Finance
Doug Ferguson, Anderson Hunter
Wanda Johnson, Finance

Call to Order:

Travis Snider, President, called the meeting to order at 3:05 P.M.

Project Up-Dates:

Everett. Fred Safstrom, Director of Everett PFD, stated that he would like to provide the PFD Board with a tour of the facility. Sylvia DeZordo would contact the Board members and Fred in the near future with a proposed tour date.

Fred stated that the roof has been completed on the main arena. He is confident that the Everett PFD would meet the October completion date and discussed the construction occurring on site

The Sports Facility Marketing Group (SFMG) has been selected to sell the commercial rights of the building. A company named Center Plate has been selected for food and beverage service. Fred discussed the projection on purchased season tickets; and, they are negotiating with Snohomish County on the lodging tax agreement.

Fred pointed out that if additional financial resources are available through Snohomish County PFD, there is a need for a LED Fascia Ring costing \$600,000. This would allow the Everett PFD to do more advertising. There would also be a need for additional event parking during the day for the facility.

Travis stated that a written request needs to be provided by the Everett PFD facility regarding their additional needs. Travis also stated if revenues are meeting our expectations and have provided the financial

needs for each project, the PFD Board could then review potential needs/requests of facilities.

Edmonds. Kjris Lund introduced Linda Dixon, from Campbell and Company, who will handle the fund raising for the project. Linda stated that there is a lot of enthusiasm and interest in the Edmonds community.

Kjris distributed a press release in which UNOCAL awarded a matching grant to Edmonds Center for the Arts totaling \$100,000. Kjris also stated that the Edmonds PFD now has a web site. Kjris distributed a copy of a draft letter to Legislators requesting support of \$2.5 million in the capital budget for the \$15.5 million Center of the Arts.

Kjris provided a Project Fact Sheet and discussed the sale of surplus properties. They would be making a selection of a contractor by April 11. They have begun the process of choosing a company for hazardous material abatement. Kjris explained that the facility presently has tenants; therefore, earning a profit which covers unexpected expenses. The Snohomish County PFD Board would receive a letter from their attorney regarding commencement of construction. Construction would begin in April.

The Edmonds PFD priority at this time would be fund raising. Linda discussed the process to create and choose the team leaders for the community campaign. Linda's job would be to raise money and to get the community involved in the fund raising.

Terry Vehrs stated that the Edmonds PFD has a list of grants they would be pursuing. Kjris stated that they are looking at corporations for donations. Linda would be providing additional information on fund raising at the next PFD meeting.

Lynnwood. Bill Evans, Lynnwood PFD, stated that they now have a two-party agreement between Snohomish County and the City of Lynnwood. Bill provided the PFD Board members with information regarding property acquisition, design, scheduling, and financing.

Bill stated that demolition would begin on March 12, 2003 with the first event occurring by April 27, 2005. He would provide a financial statement to the PFD Board by the middle of March. A Request for Proposal is being sent out for the operation of the Convention Center. The Operation's person would be hired in approximately three months.

Columbia Hospitality has completed a Marketing Plan which discusses the Lynnwood PFD being competitive with convention centers in the State of Washington. Bill would provide a copy of the Marketing Plan to the

Snohomish County PFD Board members. Dan Clements mentioned that the Lynnwood PFD would receive the most money from the Hotel/Motel Tax which would help offset any deficit of the facility incurs.

Paine Field/Museum of Flight. Dave Waggoner introduced Andrew Rardin, Airport Environmental Coordinator.

Dave stated that a sole source has been selected for the Museum of Flight which would be the Operator of the proposed NFIC Museum. Dave also stated that they have received the letter of intent from the Museum of Flight, but would like to request an additional one-month extension for the letter of intent from Boeing.

Steve Juntwait made a motion to extend the deadline date for the Letter of Intent from Boeing Company to March 31, 2003. Boyd McPherson seconded the motion. Motion carried unanimously.

Dave has submitted an overview of their Marketing Plan. The NFIC needs to begin marketing their plan 1-½ years prior to the proposed facility opening. Travis stated that good information has been provided to date and suggested the Overview Marketing Plan be called the Preliminary Marketing Plan. Boyd McPherson agreed with the suggestion.

Dave presented an Overview of the Contingent Viability Plan. Travis stated that they need to move forward with the viability issue so that the Snohomish County PFD Board can support the project. Travis asked Dave Waggoner to provide the PFD Board members with an update regarding their next steps for the project at the PFD meeting on April 4.

Dave stated that they have a plan for meeting PFD "start of construction" requirement prior to December 2003. Actual project construction by the general contractor, separate from the PFD construction requirement, is scheduled to begin in March or April of 2004.

Dave stated that the fully executed letters of intent from both Boeing and Museum of Flight would be submitted by March 31. He would also provide drafts by April 30 of the Interlocal with the Snohomish County PFD and the draft of the Boeing Land & Building Lease. Snohomish County financially supports the project. The Capital Campaign Feasibility by consultant Paul Smith has been submitted and that report identifies the potential of \$2.6 million in private donations to NFIC rather than the \$1,489,319 projected by the Business Plan.

Travis stated he would like to contact Bill Lewallen to discuss the business plan and cash flows. Dave agreed and stated that the project feasibility plan has not changed much.

New Business: **Approval of Minutes.** Boyd McPherson moved the minutes of January 17, 2003 be approved, seconded by Steve Juntwait. Motion carried unanimously.

Vouchers. Travis Snider reviewed the voucher packet with the Snohomish County PFD Board. A motion was made by Boyd McPherson, seconded by Steve Juntwait to approve the vouchers through February 10, 2003 totaling \$51,797.33.

2003 Budget. Dan Clements requested that the budget information be presented at the next PFD meeting. Snohomish County PFD Board members agreed.

Sales Tax Revenue. Dan had provided the PFD Board with Snohomish County's PFD Sales Tax Receipts and stated sales tax revenue for 2003 is up over 5% from last year

Correspondence: Snohomish County PFD Board members were provided with the current list of Public Facilities Districts in the State of Washington updated on February 28, 2003.

Old Business: **Revenue Summary Update.** Dan provided a Revenue Summary update to the Snohomish County PFD Board members.

Public Comments: None

Meeting Adjourned: Meeting adjourned at 5:10 P.M.

Next Meeting: April 4, 2003 at 3:00 P.M.

Follow-up Items:

- 1) Discussion by PFD Board Members is needed on additional event parking for Everett PFD during the day.
- 2) Linda Dixon would offer additional information on fund raising
- 3) Bill Evans would provide a financial statement to the PFD Board by the middle of March. He would also provide a Marketing Plan.
- 4) Dave Waggoner would submit Letter of Intent from Boeing by March 31. April 30 would provide drafts of the Interlocal with PFD and the draft of the Boeing Land & Building Lease. Dave would also provide a progress report on the next steps for the NFIC project.
- 5) Wanda Johnson would present the updated 2003 Budget.


