

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT  
PUBLIC FACILITY DISTRICT MEETING MINUTES  
SNOHOMISH COUNTY MAIN CAMPUS  
3000 Rockefeller Ave., Everett, WA 98201  
January 22, 2015  
3:00 P.M.

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**Board:**

Travis Snider, Chairman, District #4  
Bruce Gandal, District #2  
Steve Shelton, District #3

**Interested Parties:**

Susan Kern, Snohomish County Airport  
Bonnie Hilory, Future of Flight  
Grant Dull, Lynnwood Convention Center

**Staff:**

Doug Ferguson, Anderson Hunter  
Brad Cattle, Anderson Hunter  
Sharyl Raines, Snohomish County Finance Department  
Nancy Miller, Snohomish County Finance Department  
Laura Brown, Snohomish County Public Works

**Call to Order**

Travis Snider called the meeting to order at 3:05 p.m.

**Public Comment**

No public comments.

**Approval Items**

Bruce Gandal moved to approve the October 23, 2014 minutes. Steve Shelton seconded the motion and it passed unanimously.

After review of the vouchers, Steve Shelton moved to approve the vouchers for July through December, 2014 in the amount of \$526,623.29. Bruce Gandal seconded the motion and it passed unanimously.

The following vouchers/warrants are approved for payment:

**Disbursements:**

Fund X10

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Voucher/warrant numbers in range: 1832106 through 1832562 Total \$23,919.00  
Voucher/warrant numbers 1834657 through 1834679, 1834759 and 1834766 Total \$350.00  
Voucher/warrant numbers in range: 1834686 through 1834757 Total \$163,578.93  
Voucher/warrant numbers in range: 1838330 through 1838348 Total \$163,578.93  
Voucher/warrant numbers in range: 1842523 through 1843275 Total \$163,578.93  
Voucher/warrant numbers in range: 5004436 through 5004819 Total \$11,617.50

**Financial Report and Old Business**

Nancy Miller presented the financial reports. Year to date sales tax growth for 2014 was 8.48%, while fourth quarter growth dropped to 5.87%. Sharyl Raines said this is in line with the county's year to date growth rate of 8% and that the drop in fourth quarter growth is consistent with 2015 projections. All of the projects were over budget due to Tier II disbursements not being included in the 2014 budget. Going forward, we may need to amend the budget annually in the first quarter to show Tier II payments once we have a finalized fund balance.

Administrative expenses are also over budget because of work done for the Public Records administrative agreement. Doug Ferguson added that it might be wise to budget extra money for administrative expenses in case there is a complicated Public Records Request. Sharyl Raines talked to Snohomish County's Human Resources Department about possibly hiring a paid or unpaid intern to assist with organizing records, and suggested that the County and the PFD could split the cost. This will be discussed at a later date.

Doug Ferguson presented the administrative agreement with Grant Weed, which will provide staff and space available for the public to make Public Records Requests. This service will cost \$750 per quarter for standard requests, with the contract stipulating additional hourly charges for more cumbersome requests. Bruce Gandal moved to approve the administrative agreement. Steve Shelton seconded the motion and Travis Snider signed.

Each of the board members will have a Gmail account for PFD business. As Public Records Officer (PRO), Boyd McPherson should have everyone's passwords. If somebody prefers, they can receive emails at their personal email address, forward them to the Gmail account, and then delete them from their personal email account. Travis suggested including this information in a small operating manual that includes basic policies and procedures. Doug recommended having a PRO report as a standing agenda item.

**Project Financial Updates**

Lynnwood Convention Center – Grant Dull

- Preliminary 2014 numbers look good for convention center with operating net gain of \$214,000
- Shopping center not doing as well – projected to contribute \$1 million in 2014, but number is actually half that

- Plan to refinance debt with contingent loan agreement with City of Lynnwood, so we should get a credit rating similar to theirs and better interest rate; debt payments should go down about \$2.5 million in the next 3 years
- Looking to make significant changes to property – plan to tear down buildings and gain parking stalls
- Long term goals include expansion potential for building, addressing parking needs, and making it possible for a hotel to be built on the property
- City of Lynnwood would like to put a new street through northern part of property to alleviate traffic from other streets – would take up parking and evict major tenant

#### Future of Flight – Bonnie Hilory

- The new education guide has been hand delivered to over 150 schools
- Boeing company career program for school groups gives children exposure to equipment and types of careers employees have
- Good year financially, seeing 12-14% ticket growth annually
- Hoping for additional 100-110 parking spots this spring
- Hired a contractor to help with new marketing plan that allows us to measure metrics
- Need better identity for the nonprofit, defining what our story is
- Now have 168 members in our membership program, lots of families who come regularly to weekend workshops
- Ticket sales are up over 13% from 2013

#### New Business

##### **Board Presidency**

After 14 years, Travis Snider stepped down from presidency of the Board and nominated Steve Shelton as president going forward. Bruce Gandal seconded the nomination and it passed unanimously.

##### **Reappointing Board Positions**

According to policy this should be done annually. This will be addressed at the next meeting.

##### **2015 Tier II Distributions**

Now that we have the final numbers for 2014, there is more that can be distributed for Tier II among the four projects. Nancy Miller will look at working the new expenditures into the budget and bring a few scenarios to the next meeting.

##### **Assistant Auditing Officer**

Nancy Miller suggested Steve Shelton have a backup as Auditing Officer. Bruce Gandal moved to make Travis Snider the PFD's Assistant Auditing Officer. Steve Shelton seconded the motion and it passed unanimously.

##### **Primary Legal Counsel**

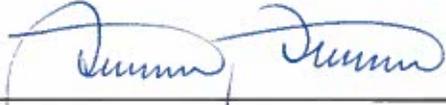
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Doug Ferguson requested Brad Cattle be designated as primary legal counsel going forward after this meeting. Travis Snider motioned, Bruce Gandal seconded, and it passed unanimously.

Travis adjourned the meeting at 4:53 p.m.

The April 23, 2015 meeting will be held at the Snohomish County main campus.

  
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Chairperson Signature

4/23/15  
Date