

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT  
PUBLIC FACILITY DISTRICT MEETING MINUTES  
Lynnwood Convention Center  
3711 196<sup>th</sup> Street SW, Lynnwood, WA 98036  
January 25, 2018  
3:00 P.M.

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**Board Members Present:**

Steve Shelton, President, District #3  
Tim Menzies, District #1  
Bruce Gandal, District #2  
Mark Beales, District #4  
Debbie Burton, District # 5

**Interested Parties Present:**

Nickolis Landgraff & Jeff VanDyck, Snohomish County Airport  
Grant Dull & Sonja Springer, Lynnwood Convention Center  
Joe McIalwain & Matt Keller, Edmonds Center for the Arts  
Gary Weikel & Rich Stewart, Angel of the Winds Arena

**Staff Present:**

Brad Cattle, Anderson Hunter Law Firm  
Robin Selfridge, Snohomish County Finance Department  
Misty Terry, Snohomish County Public Works

**Guests:**

Scott Bauer, Northwest Municipal Advisors  
Tom Teigen, Snohomish County Parks, Recreation and Tourism  
Ken Klein, Snohomish County Executive's Office  
George Sherwin, LPFD Board Chair

**Call to Order**

Steve Shelton called the meeting to order at 3:04 p.m.  
Introductions were made.

**Public Comment / Correspondence**

No public comments.

**Approval Items**

Debbie Burton moved to approve the October 26, 2017 minutes. Mark Beales seconded the motion and it passed unanimously.

4/27/18  
ORIGINAL SENT  
TO ROBIN SELFIDGE  
JK

SNODHOMISH COUNTY PFD MEETING MINUTES  
JANUARY 25, 2018

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After review of the vouchers, Debbie Burton moved to approve the vouchers for October - December 2017 in the amount of \$770,462.28. Mark Beales seconded the motion and it passed unanimously.

Mark Beales moved to approve the 2018 modified budget. Debbie Burton seconded the motion and it passed unanimously.

Debbie Burton moved to approve the Q4 Financials. Tim Menzies seconded the motion and it passed unanimously.

**Disbursements:**

Fund X10

(October through December 2017)

Voucher/warrant numbers: 1971524, 1974900, 1978240 Total \$240,717.50

Voucher/warrant numbers: 1971510, 1974891, 1978142 Total \$200,342.47

Voucher/warrant numbers: 1971553, 1974911, 1978347 Total \$166,175.60

Voucher/warrant numbers: 1971505, 1974889 Total \$120,198.50

Voucher/warrant numbers: 197155, 1974877, 1978024 Total \$35,659.50

Voucher/warrant numbers: 5011738, 5011908, 5012068 Total \$4,168.75

Voucher/warrant numbers: 1971483 Total \$2,250.00

Voucher/warrant numbers: 1971563 Total \$750.00

Voucher/warrant numbers: 1974901, 1974887, 1974880, 1974913 Total \$200.00

**Financial Report**

Q4 Financial Report

Discussion took place regarding another good quarter with 8.74% growth in year to date sales tax.

**Old Business**

Northwest Municipal Advisors

Scott Bauer with Northwest Municipal Advisors presented an Allocation of Additional Sales & Use Tax Revenues Status Report. Discussion took place regarding the report and what the expected outcome of the services Northwest Municipal Advisors is to provide. Steve Shelton discussed the need of the PFDs to provide Scott with as much information as possible as Northwest Municipal Advisors next step is to meet with the individual PFDs over the next three months and present a much more in depth report at the April meeting.

**Project Financial Updates**

Edmonds Center for the Arts – Joe McIalwain

- In the process of bond refinancing
- Starting a new Strategic Planning Process
- Staffing Reorganization
  - Development Director retiring at the end of January
  - Joe will work in this role for the next year or so

SNOHOMISH COUNTY PFD MEETING MINUTES  
JANUARY 25, 2018

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- Roof Replacement Project
  - Should be completed in April
- Special Fundraising Initiative at the end of February
  - Goal is to raise \$200K

Angel of the Winds Arena – Rich Stewart

- New naming contract with Angel of the Winds Arena for next 10 years
- YTD Net income (\$364,935 loss)
  - Hard time with weeknight tickets
- Finished retractable seating project in fall of 2017
- Several good events planned for 2018
- 2018 Projects
  - Replace upper level reader boards and glass as requested by WHL
  - Install metal detectors

Future of Flight – Nickolis Landgraff

- Financial Summary Handout
- Institute of Flight Contract cancelled as of 6/13/18
  - Museum of Flight Letter of Intent expired at the end of December
  - Looking at other options
  - Could extend Institute of Flight Contract an extra 4 months
- Annual Board Meeting 1/26/2018 – should have some answers after that
- Tickets sales down 2%; roughly 7,000 tickets

Lynnwood Convention Center – Grant Dull

- Income Statement Handout
  - Convention Plaza & Convention Center had good revenues
- There were over 500 events in 2017
- Over 111,000 attendees in 2017
- Convention Center Parking Handout

**New Business**

**Format of Quarterly PFD Project Financial Reports**

Discussion took place regarding the quarterly financial reports and the possibility of having the same format for each of the projects. Steve Shelton said he would work with the Snohomish County Finance Department to see if there are past examples that may be used. He asked that the PFDs think about this and bring any ideas to the next meeting.

**Northwest Municipal Advisors Additional Scope of Work**

Discussion took place regarding adding additional scope of work for Northwest Municipal Advisors. There is some hesitation to allocate additional funds without knowing the full scope of what is expected. Steve Shelton reminded everyone of the level of complexity for the 15 year extension regarding evaluation and analysis and that Northwest Municipal Advisors was referred to the Snohomish County PFD Board by one of our PFDs.

SNY HOMISH COUNTY PFD MEETING MINUTES  
JANUARY 25, 2018

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A question was raised about the value Northwest Municipal Advisors was adding. Scott Bauer discussed that they were going to help coordinate efforts, figure out what makes sense and how funds are to be allocated.

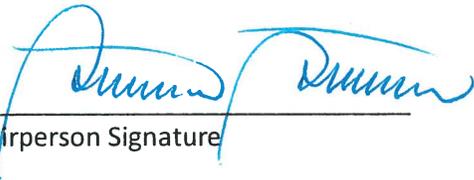
There was discussion on how the Tier II allocations came about in 2008. A few reasons were for the PFDs to be able to count on the revenue, protect revenue and be able to plan for the future. Tim Menzies posed the question on whether or not the PFDs would be happy continuing the same allocations as those developed in 2008 or if they were willing to develop additional resources.

There are a lot of unanswered questions and prudent decisions to make. The PFDs will meet with Northwest Mutual Advisors over the next several months. The Board and PFDs look forward to the next status report in April.

State PFD Board Meeting  
Hosted by the Washington State Convention Center  
Wednesday, September 12, 2018 and Thursday, September 13, 2018

Steve Shelton adjourned the meeting at 4:31 p.m.

**The April 26, 2018 meeting location is at the Angel of the Winds Arena, Everett.**

  
\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Date