

SNOHOMISH COUNTY PFD MEETING MINUTES  
OCTOBER 15, 2020

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**This meeting was held via Skype teleconference to comply with physical distancing requirements due to COVID-19.**

**Board Members Present:**

Dave Earling, President  
Mark Beales, Vice President  
Tim Menzies, Secretary / Treasurer  
David Hambelton, Audit Officer  
Mason Ruthledge, Public Records Officer

**Staff Present:**

Brad Cattle, Anderson Hunter Law Firm  
Sharyl Raines, Snohomish County Finance Department  
Jan Hawley, Snohomish County Finance Department  
Stacy Forte-Smith, Snohomish County Finance Department

**Stakeholders Present:**

Matt Keller, Edmonds Center for the Arts (ECA)  
Joe McIalwain, Edmonds Center for the Arts (ECA)  
Janet Pope, Lynnwood Convention Center  
Corey Margolis, Angel of the Winds Arena (AOW)  
Nick Landgraff, Snohomish County Airport and Future of Flight (FOF)  
Christin Medlyn, Future of Flight (FOF)

**Call to Order**

Dave Earling called the meeting to order at 3:05 p.m.  
Roll was called.  
Introduction were made.

**OLD BUSINESS:**

Dave asked for any public comment, there was none.  
Dave asked Jan or Stacy if there has been any public correspondence, there was none.

**Approval Items**

Minutes for July 16, 2020 meeting were presented for approval. Dave called for a motion to approve. Mark moved to approve; Tim second. No comments were made and passed unanimously.

Jan explained to the new board how the Payment voucher process works. A county designee will sign a list of payments made for the previous quarter. Once the board approves the report, then the board President and Treasurer will sign.

Payment Voucher report Q3 2020 was presented for approval. Dave called for a motion to approve. Mark moved to approve; Tim second. No comments were made and passed unanimously.

Jan pointed out that the Financial Statement contains a lot of information, but one point of interest would be the growth in YTD sales vs last year is up 5.62% and growth in Q3 vs Q3 2019 is up 9.6%, which

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is surprising given the current climate. We should be looking very good if the trend continues. Dave called for a motion to approve. Mark moved to approve; Dave E seconded. The motion passed unanimously.

Budget Status report approval for Q3. Jan asked that the board review the 2020 budget report. There was a calculation error on the original budget worksheet that once corrected is going to net each PFD a small remainder of allowance to be included with their October payments. Because of the change in the budget, it will have to be approved. Dave called for a motion to approve. Tim moved to approve; Mark second. No comments were made and passed unanimously.

2021 Budget Revision is in the packet for approval. Jan explained to the new board members that an approval of the 2021 budget is done during the Q3 meeting. In January after the year end actuals are completed, a final revised 2021 budget is submitted for approval. She pointed out that one major change under the attorney fees, insurance and board reimbursement line item has increased for 2021 because of the financial audits being required by the WA State Auditor. The Auditors office has provided an estimate of the costs for both the Financial Audit and the Accountability Audit. The Accountability audit used to occur every three years but now occurs every other year due to Moody's requiring it for credit ratings, so WA State Auditors are following suit. This audit will increase our budget by approximately \$14,000 that does not include travel fees for the audit team. Dave called for a motion to approve. Dave Hambelton moved to approve; Mark second. No comments were made and passed unanimously.

**New Business:**

Meeting dates and locations are next to be determined. Dave asked for Volunteers from the entities to host the 2021 meetings for publication. January 20, 2021 will be hosted for an in-person meeting at Lynnwood Convention Center.

The 2021 meeting schedule:

| Date             | Location                    | Representing   |
|------------------|-----------------------------|----------------|
| April 15, 2021   | Angel of the Winds Arena    | 2021 Quarter 1 |
| July 15, 2021    | Edmonds Center for the Arts | 2021 Quarter 2 |
| October 21, 2021 | Future of Flight            | 2021 Quarter 3 |
| January 20, 2022 | Lynnwood Convention Center  | 2021 Quarter 4 |

2022 meetings will be held at the Snohomish County Campus.

Dave took a moment to discuss the opportunity to take a more active role in Olympia and support issues that pertain to the PFD's. He requested additional discussion and comments from the board. All board members agreed that the SCPFD should be more involved and that they welcome the learning and are very willing to participate. Additional discussion to be had offline.

Joe M from Edmonds mentioned that the WA Association of PFD's has an open board position and encouraged anyone who is interested to contact him, and he can put them in touch. It would be in SCPFD best interest to have someone from our PFD to be on the board there.

Dave will reach out to all the board members individually to discuss their involvement further.

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**Facility Updates:**

*Edmond Center for the Arts, Matt Keller and Joe McLalwain;* reviewing monthly report for September revenue is 678K behind budget YTD and 500K behind 2019. Expenses are also lower by 640K from lesser payroll and artist expenses. When compared with last year, they are almost equal to 2019 and ended up net positive. Tax revenues have been strong and overall considering what is going on all year they have been able to mitigate the bleeding.

They remain in a are currently in the middle of remodeling the main orchestra level to move the sound board back and create new ADA seating and much needed egress. Ultimately, they lose four seats on the main floor but gain much needed side to side access. The online Gala netted \$310K and total they have had over \$1M in donations this year. They are very thankful for all this support they have seen from the community this year. They continue to work on long term visioning, what does the next 3-5 years look like and reimagining their vision.

*Angel of the Winds, Corey Margolis;* Everett YTD operating loss of 447K which is 462K behind 2019. 850K reduction in event income and 340K in other income including advertising and ice rink items but there is some offset by indirect expense savings at 730K year over year. Everett expenses are lower by reducing indirect expenses, like the other PFD's.

District revenue is down 116K from loss of admission ticket taxes and interest income. Expenses up 420K due to higher debt service expense and depreciation expenses on completed capital projects. Overall, 671K total loss, which is 1M over 2019.

Ice Rinks are back operating and with hockey games and other ice events. Each Monday the Snohomish County Superior court is utilizing space at the Edward D. Hansen Convention center for jury training until February 2021 and most likely longer. This is allowing them to catch up much faster than other Superior Courts and are very grateful to have the space just across the street. They have been able to host some retail events, making sure to comply with the retail guidance standards set forth and there are two more through the end of the year. They have hosted blood drives for Bloodworks NW and are hosting multi day trainings for Seahurst Electric that will be their first under the new in meetings guidelines.

Silvertips and WHL have announced a revised season start on 1/8, no idea if these will include fans but they are working closely with WA state to make sure to comply with guidelines and will be ready to welcome back guests to the games. 2M loss on events with confirmed cancelations and anticipating more due to concerts not being able to recover quickly.

Recently, 8 employees on furlough were officially laid off. They hope to have them return when events start again.

Engineering and Operations crews have completed the retractable seating capital project and are now applying for the LTAC grant. The fans should love the new seating.

They are in the process of discussing submitting to Snohomish County for CARES funding for HVAC updates, cleaning equipment and supplies and for other COVID related efforts. Edmonds and Lynnwood PFD are included in this discussion.

*Lynnwood Convention Center PFD, Janet Pope;* Janet was excused however, she provided the following narrative to the board as an update. "We are very excited about the Governor's latest announcement

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allowing events with 30% of capacity or 200 people whichever is smaller. Our venue holds approximately 700. Expenditures continue to be reduced as much as possible at the PFD and the Convention Center per GM's report and lost bookings continue to be rebooked for next year. Next year is showing higher rates of business for June through November. The PFD overall is in a fairly strong cash position with over \$11 million dollars in cash and investments. Note that overall, the PFD includes our Convention Plaza tenants and the PFD office. Total Convention Center loss for 2020 is currently projected at \$1.1 million. Projected cash balance end of year is (778,796). We will have our first event later in October and have been conducting some wonderful community events including a blood drive and in-kind donations for nonprofits."

**Future of Flight, Christin Medlin;** Katherine Overby retired over the summer. FOF reopened to the public October 8. During the closure, they redirected public to the website where they were engaging in virtual experiences primarily around STEM learning and gained many followers to their newsletter. They spent much of the closure to do deep cleaning and tenant improvements this summer. They made improvements to the Café and store. The building is in great shape and they are excited to show it off beginning in September. Staff safety training and changes in leadership and have hosted a new Boeing VP to the FOF.

Now open to the public are the Café, store, gallery and sky deck. They are offering interactive drone and robotics experiences daily. A new gallery walk tour that gives a deeper level of knowledge of the gallery. Hosted a media day on October 8, with positive media turnout including TV, radio and print media that exceeded expectations. They also offered a friends and family preview day.

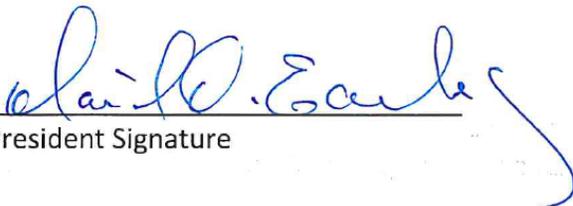
The factory tour is not open, and they are currently investigating a live stream or virtual tour including a live tour guide and have received positive internal feedback. No private or internal events are being scheduled.

We will begin next meeting with a sign in attendance sheet going forward.

Good of the order, Brad Cattle gave an update on Amendments 2 and 3 to the ILA. They are in route through the county process. All have been signed by the PFD and the Executive. He is going to provide an update to all board members via email.

Dave Earling adjourned the meeting at 4:12 p.m.

**Next scheduled meeting: January 21, 2021 virtually via SKYPE**

  
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President Signature

2-11-2021  
Date