

**MINUTES OF THE PUBLIC MEETING OF THE
BELLINGHAM-WHATCOM PUBLIC FACILITIES DISTRICT
THURSDAY, July 17, 2025**

CALL TO ORDER

Daniel Larner, President, called the meeting to order at 12:03 p.m.

• **ROLL CALL**

Members present: Daniel Larner (President), Brent Walker, Dunham Gooding, Loraine Boland, Mark Asmundson, and Sati Mookherjee.

City Staff Present: Andrew Asbjornsen, Carol Rofkar, Forrest Longman, Heather Aven, Maria Coltharp, and Tara Sundin

Also Present: John Purdie

OPEN PUBLIC COMMENT PERIOD

No public comment received.

APPROVAL OF MINUTES

MARK ASMUNDSON MOVED TO APPROVE THE MINUTES OF THE APRIL 17, 2025 BOARD MEETING. LORRAINE BOLAND SECONDED. VOTE: MOTION CARRIED 6-0.

BUSINESS

1. BWPFD Administration and Financial Report:

A. Financial Report:

Andrew Asbjornsen, Finance Director for the City of Bellingham, provided an overview of the 5-year historical and current sales tax revenue for the PFD (2020-2025). He shared that the figures for 2025 are always a couple months behind, and YTD (through April) we are at 1,069,115. He noted we are just slightly under budget at this time, and mentioned some of the economic issues that could be affecting the decline.

Andrew Asbjornsen also reviewed the budget, including revenues, expenses and administrative costs. There was general consensus that the format of the sales tax report that went out prior to the July meeting is acceptable and would like to be received monthly.

B. Authorization of expenditures for the second quarter of 2025:

Expenditures for the second quarter of 2025 total \$590,102, consisting of \$12,747 in operating expenses and \$577,356 in debt service. This amount is within the legally appropriated budget.

MOTION: Mark Asmundson moved to authorize expenditures for the second quarter of 2025 in the amount of \$590,102.00. Brent Walker seconded. VOTE: ALL AYES (Motion passes 6-0).

2. Capital Needs Assessment Update / Mount Baker Theatre Roof Repair:

A. Capital Needs Assessment

Tara Sundin, City of Bellingham mentioned the capital needs assessment was not ready for review by PFD but assured the members there would be an opportunity to do a deeper dive into both facilities and the assessment will be ready for review at that time.

B. Mount Baker Theatre Roof Repair

Tara Sundin shared that it is now official, the PFD received a 30-year extension allowing for an additional 30 years of revenue. She mentioned the existing agreements between the City, the Mount Baker Theatre and the PFD. She spoke to the City's current financial constraints and explained the reasons for bringing the needs of this PFD asset to the attention of the Board.

Carol Rofkar, City of Bellingham noted that of the 11 roofs this asset has, there are still 8 roofs that need to be replaced.

Tara Sundin explained the next step would be to issue a Request for Qualifications to select a consultant that will be able to refine the roof replacement cost estimate. She noted that while that process is underway, she will be working with the legal department to determine what actions need to be done by each entity (City, PFD, and Theatre). She also stated that conversations related to alternative options for financing the repair will be had with the City's Finance Director, the Bond Council and the City's Financial Advisor.

John Purdie, Mt. Baker Theatre explained that they have received a Historic Preservation Grant, which is a 2:1 match. If the PFD or City is able to provide the 2 million for the roof repair – that would allow them to get 1 million from the grant. John shared some of the items that would be addressed with the grant.

MOTION: Mark Asmundson moved to reiterate the Board agrees that addressing this capital need is an appropriate use of PFD funds. Dan Larner seconded. VOTE: ALL AYES (Motion passes 6-0).

3. Responses to Board Questions

There was clarity provided on the authority of the PFD Board, as well as the decision-making process that should be followed. The members shared different ways they could contribute. There was a brief conversation about how the Museum and the Theatre were chosen as PFD assets.

Tara Sundin shared the City's intentions with regard to the public facilities, the City Center, the Arts District, the Waterfront and the creation of a cultural place.

4. Proposed Fall 2025 PFD Meeting Schedule

Tara Sundin proposed that two special meetings be held, one in September at the Theatre and one in November at the Museum. Tara reviewed the proposed topics of discussion at each of these meetings which would provide a deeper dive into each of those assets.

MOTION: Mark Asmundson moved to approve the special September meeting. Sati Mookherjee seconded. VOTE: ALL AYES *(Motion passes 6-0).*

MOTION: Mark Asmundson moved to approve the special November meeting. Sati Mookherjee seconded. VOTE: ALL AYES *(Motion passes 6-0).*

5. PFD BOARD

It was decided to postpone the elections of the 2026 President, Vice-President and Treasurer to the October 30, 2025 meeting.

Announcements:

Daniel Larner's term with the PFD has concluded, and this was his last meeting.

ADJOURNMENT

Daniel Larner adjourned the meeting at 1:45 p.m.

Respectfully submitted,
Heather Aven, Administrative Assistant.

Final Minutes Approved:

**Dunham Gooding (for Daniel Larner),
President**