

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
January 9, 2018

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:00 p.m. by Board Vice Chair Andy Olsen at the Lynnwood Convention Center.

B. Board Members Present

George Sherwin, Chair (via phone)
Andy Olsen, Vice Chair
Lynn Melby, Secretary (via phone)
Wally Webster II
Rosario Reyes
Sonja Springer, Treasurer

Others

Grant Dull, PFD Executive Director
Judy Powell, PFD Finance Analyst
Matt Hendricks, PFD Attorney
Sara Blayne, LCC General Manager
Tracey Morrison, LCC Finance Director
David Kleitsch, City of Lynnwood
Council Member Shannon Sessions (ex. absence)

Guest

Rafael Vinoly, LMN Architects

C. MINUTES

Board Member Sherwin moved, seconded by Board Member Melby, to approve the December 5, 2017 minutes as presented. Motion passed, unanimously.

D. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

Councilmember Shirley Sutton will be the new PFD liaison from the City.

E. CONSENT AGENDA

Board Member Melby moved, seconded by Board Member Sherwin, to approve the Accounts Payable Report in the amount of \$153,924.91. Motion passed, unanimously.

F. BUSINESS ITEMS

1. LMN PRESENTATION

The Board, at its September meeting, authorized the ED to retain LMN Architects to develop concept level planning related construction cost analysis for an expansion of the LCC and a structured parking garage. Rafael Vinoly from LMN Architects presented to the Board the results of the study.

2. FINANCIAL STATEMENTS

ED Dull presented the financial statements for November 2017. Net income for the month of November was \$160,111 (before depreciation), the budget projected net income of \$146,668.

Sales tax revenue received in late December reflects retail sales in the City of Lynnwood during the month of October 2017. Sales tax receipts generated within the City of Lynnwood were up 10.7% from one year ago. Year to date, sales tax revenue is now up 1.9% from one year ago.

The Lynnwood PFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.

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Year to date the Convention Center remains well ahead of budget. Net income through November is \$331,575; the 2017 budget projected net income for the year to be \$129,413.

Convention Plaza net income for the month of November was \$59,592, which is 12% better than budget. Through November, net income for the Plaza is 9% ahead of budget.

PFD overhead expenses were under budget for the month, and are expected to be under budget for the year.

3. CONVENTION CENTER REPORT

GM Blayne provided an overview of business for the month of November:

- The net income for the month of November was \$45,034.
- November guest feedback surveys scored an average of 4.6 without parking. Food and Beverage scored a 4.6. Audio Visual scored a 4.6.
- For the month of November, the Convention Center generated an estimated 679 room nights and approximately \$2.25 million in direct and indirect economic impact.

4. MANAGER ON DUTY PROCESS

This agenda item was moved to the February 2018 meeting.

5. LEGAL SERVICES CONTRACT

After issuing a Request for Proposals in 2007, the PFD selected the firm of Hendricks-Bennett LLC to provide Attorney services. The contract, dated December 28, 2007, calls for a review by the Board at two-year intervals. The contract was subsequently reviewed in December 2009, 2011, 2013 and 2015. Compensation for the coming two-year period is recommended to be \$260 per hour. Motion made by Board Member Webster, seconded by Board Member Reyes to extend the PFD's contract with Hendricks-Bennett LLC for two more years at an hourly rate of \$260 per hour. Motion passed, unanimously.

6. 2018 BOARD OFFICERS AND BOARD COMMITTEES

Elections of officers take place annually at the first regular meeting each year. The elected officers shall assume their positions and serve two years, or until a successor is elected. The current Board Officers are as follows:

Board Chair	George Sherwin
Board Vice Chair	Andy Olsen
Board Secretary	Lynn Melby
Treasurer	Sonja Springer (ex-officio Board Member)

Motion made by Board Member Melby, seconded by Board Member Sherwin, for the current Board Members to retain their positions for 2018 with another election of officers to occur in January 2019. Motion passed, unanimously.

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Current Board Committees are as follows:

Budget and Finance	Andy Olsen and Wally Webster II
Personnel	Lynn Melby and Rosario Reyes
Real Estate	George Sherwin and Mike Echelbarger
Investment	Sonja Springer and Wally Webster II
Art	Lynn Melby

G. EXECUTIVE DIRECTOR'S REPORT

The Washington State Department of Ecology ("Ecology") has responded to the PFD's request of an opinion on the Remedial Investigation Report. Ecology has concluded that the PFD's characterization of the Alderwood Laundry and Dry Cleaner Site ("Site") is sufficient to establish cleanup standards and to evaluate cleanup alternatives. At the same time, Ecology is asking for further clarification of several portions of the PFD's report.

The PFD's new Art Curator – Ann Morgan – hung new art in the Convention Center during the first week of January. The next artists' reception is scheduled for February 21, from 6:00 to 8:00 pm.

H. OLD BUSINESS/NEW BUSINESS

None

I. EXECUTIVE SESSION

The Board went into Executive Session at 7:43 pm for 5 minutes as authorized by RCW 42.30.110(1) (g) to review performance of a public employee. The Board came out of Executive Session at 7:48 pm.

Motion made by Board Member Melby, seconded by Board Member Reyes, to authorize a contract amendment to increase the Executive Director's salary for 2018 to include a COLA of 2.25%. Motion passed unanimously.

J. ADJOURN

The meeting adjourned at 7:50 pm.

George Sherwin, Chairman