

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
October 1, 2019

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:38 p.m. by Board Chair George Sherwin at the Lynnwood Convention Center.

B. Board Members Present

George Sherwin, Chair
Wally Webster II, Vice Chair
Taylor Nordby, Secretary
Lynn Melby
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
Council Member Ian Cotton (Excused)
David Kleitsch, City of Lynnwood

Guests

Council Member George Hurst, City of Lynnwood
Shawn Walker
Peter Zink
Loren Simmonds

C. AGENDA

Board Member Melby moved, seconded by Board Member Webster, to approve the Agenda as presented. Motion passed, unanimously.

D. MINUTES

Board Member Reyes moved, seconded by Board Member Nordby, to approve the September 10, 2019 minutes as presented. Motion passed, unanimously.

E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

SMG is merging with AEG.

F. CONSENT AGENDA

Board Member Webster moved, seconded by Board Member Melby, to approve the Accounts Payable Report in the amount of \$81,674.06. Motion passed, unanimously.

G. BUSINESS ITEMS

1. LONG RANGE PLANNING

ED Dull provided the Board with an update on the Hunden Strategic Partners project. The initial draft of HSP's report is expected in late October.

2. 2020 BUDGET INTRODUCTION

ED Dull presented the Board with the 2020 Budget and provided them a brief introduction. Committee meetings will be held in the month of October and the Board will review any suggested changes and review the budget at the November meeting.

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3. CONVENTION CENTER REPORT

GM Blayne presented survey scores with the overall event average of a 4.8 excluding parking.

4. SLATER INSURANCE SCHOOL LEASE

The PFD's lease with the Slater Insurance School expires January 31, 2020. The Real Estate Committee has reviewed the proposed lease amendment and recommends that the PFD executes the amendment.

H. EXECUTIVE DIRECTOR'S REPORT

The City Council will discuss an increase in the Tourism Promotion Area (TPA) fee from \$1/room/night to \$2/room/night. The Snohomish County Department of Parks, Recreation and Tourism has asked for this increase in order to fund a new indoor sports facility. The County had hoped to fund the new indoor sports facility with this TPA money, but legal counsel found that TPA funds cannot be used for capital purposes. Therefore, the County plans to shift funding of the Tourism Bureau from the Large Fund to the TPA fund. This shift will then allow the County to use Large Fund money to back a future debt issuance to support the proposed indoor sports facility. The County has not disclosed the location of the new facility, how much it will cost, or its financial proforma.

Earlier this year, the County Department of Parks, Recreation and Tourism and the Snohomish County Tourism Bureau decided to close the Visitor Information Center at Heritage Park. The City's Tourism Coordinator then asked the Convention Center to host Visitor Information Services at the Convention Center. The PFD's legal counsel drafted an Interlocal Agreement ("ILA") that articulates how the City and the PFD would cooperate to host Visitor Services at the Convention Center. The ILA is pending review by the City of Lynnwood.

I. COMMENTS FROM COUNCIL MEMBER COTTON

None

J. COMMENTS FROM DIRECTOR DAVID KLEITSCH

David Kleitsch updated the Board on different projects going on within the City.

K. OLD BUSINESS/NEW BUSINESS

None

L. EXECUTIVE SESSION

The Board went into Executive Session at 8:25 pm for 5 minutes as authorized by RCW42.30.110(1) (i) to discuss potential litigation with counsel. At 8:30 pm, the Board came out of Executive Session to extend an additional 5 minutes. At 8:35 pm, the Board came out of Executive Session. No action was taken.

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ADJOURN

Meeting adjourned at 8:36 pm.

Wally Webster, Chair Board Member