

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
December 3, 2019

**A. CALL TO ORDER**

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

**B. Board Members Present**

Wally Webster II, Chair  
Taylor Nordby, Vice Chair  
Shawn Walker, Secretary  
Rosario Reyes  
Loren Simmonds  
Sonja Springer, ex-officio 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 absence)  
David Kleitsch, City of Lynnwood

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**C. AGENDA**

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

**D. MINUTES**

Board Member Simmonds moved, seconded by Board Member Walker, to approve the November 5, 19, 2019 minutes as presented. Motion passed, unanimously.

**E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS**

None

**F. CONSENT AGENDA**

Board Member Walker moved, seconded by Board Member Rosario, to approve the Accounts Payable Report in the amount of \$97,497.97. Motion passed, unanimously.

**G. BUSINESS ITEMS**

**1. INTERVIEW EXECUTIVE SEARCH FIRMS**

During it's meeting on November 5, the Board authorized the Executive Director to issue a Request for Qualifications for Executive Search services. Board Chair Webster asked Board Members Nordby and Simmonds to review the RFQ responses and to select firms for interview. Prothman and The Falconer Group each presented to the Board and answered questions.

**2. SELECT EXECUTIVE SEARCH FIRM**

The Board discussed the candidates and had a few more questions they needed answered before they could make a final decision. They postponed the decision to the end of the Board Retreat on December 6, 2019.

**3. 2020 BUDGET APPROVAL**

The draft 2020 budget was presented to the Board on October 1. The Personnel Committee reviewed the budget on October 9th and recommended changing the budgeted

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COLA from 2.9% to 1.53%. The Personnel Committee also asked SMG to develop an employee retention plan. The full Board met to review the draft budget on October 23. No further changes were recommended.

Barring any unforeseen circumstances, 2020 should be a good year for the Lynnwood Public Facilities District. Sales tax revenues are growing, the Convention Center's booking pace is quite healthy, and Convention Plaza is nearly fully occupied. Nevertheless, rising labor rates could squash some of the optimism about 2020.

Motion made by Board Member Reyes, seconded by Board Member Nordby, approved the 2020 PFD Budget as presented. Motion passed, unanimously.

**4. 2019 BUDGET AMENDMENT**

As required per the agreement between SMG and the LPPD, when expenses are higher than budget, the facility must request a budget amendment. GM Blayne requested to increase the FY2019 total budgeted expenses by \$204,351, for a year-end total of \$4,044,259. This also allows for potential additional revenue growth and associated expenses in December. GM Blayne continues to project a positive year-end net income of approximately \$30,000, which is \$20,000 less than budget.

Motion made by Board Member Webster, seconded by Board Member Reyes, to approve the 2019 Budget Amendment as presented. Motion passed, unanimously.

**5. 2020 MEETING CALENDAR**

Motion made by Board Member Walker, seconded by Board Member Simmonds, to approve the 2020 Board Meeting calendar as presented. Motion passed, unanimously.

**6. MOTION APPROVING COLA FOR EXECUTIVE DIRECTOR**

Motion made by Board Member Reyes, seconded by Board Member Nordby, to approve a 2020 Cost of Living Increase of 1.53% to the current Executive Director.

**7. CONVENTION CENTER REPORT**

None

**H. OLD BUSINESS/NEW BUSINESS**

None

**I. EXECUTIVE SESSION**

None

**ADJOURN**

Meeting adjourned at 8:43 pm.

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Wally Webster II, Chair Board Member