

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
July 9, 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 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 (excused absence)
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

Guests

Wendy Choy, WA State Auditor's Office
Alex Beherndt, WA State Auditor's Office
Sheri Campbell, WA State Auditor's Office

C. AGENDA

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

D. MINUTES

Board Member Melby moved, seconded by Board Member Webster, to approve the June 18 and 25, 2019 minutes as presented. Motion passed, unanimously.

E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

None

F. CONSENT AGENDA

Board Member Webster moved, seconded by Board Member Melby, to approve the Accounts Payable Report in the amount of \$320,212.70. Motion passed, unanimously.

G. BUSINESS ITEMS

1. STATE AUDITOR REPORT

ED Dull introduced Washington State Auditors Wendy Choy, Alex Beherndt and Sheri Campbell and thanked them for attending the Board meeting.

The Auditors discussed the scope of the audit and how the audit was performed. The Auditors informed the Board that they did issue a finding that would also be included in the City's Annual Report. The PFD's financial statements understated Net Investment in Capital Assets and overstated Unrestricted Net position, each by \$5,581,190. All corrections were made to the financial statements and an unmodified opinion was given to the PFD.

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2. LONG RANGE PLANNING

Stakeholder meetings are scheduled to begin on July 30th by Hunden Strategic Partners.

GeoEngineers has finished installing and sampling from two new wells in the alley to the east of Washington Energy Services. Data appears to be consistent with the evolving site model. The Feasibility Study, which describes and ranks the cleanup options, should be complete in August.

The Board discussed holding a retreat this fall when new Board Members have been appointed.

3. AMENDMENT TO RESOLUTION 05-01

In March 2005, the PFD Board adopted a Resolution recommending to the City of Lynnwood certain criteria for the appointment of future members of the Board of Directors. When Andy Olsen was on the Board, he was the Board member with specific knowledge in the area of "hotel/hospitality management and marketing." Other convention centers around the country typically have a local hotelier on its Board. Such an appointment connects the convention center directly to the local lodging community.

Motion made by Board Member Melby, seconded by Board Member Nordby to approving Resolution 19-05, an amendment to Resolution 05-01, which deletes Section 4. Motion passed, unanimously.

4. CONVENTION CENTER REPORT

GM Blayne presented survey scores with the overall event average of a 4.7 excluding parking.

5. 2020 BUDGET PROCESS

The preliminary planning process for the 2020 Budget will follow the same model used in prior years. State law requires the PFD to adopt a 2020 budget by the end of December 2019.

6. SMG 2020 GOALS

ED Dull presented proposed Convention Center Goals for 2020. The first step in the 2020 budget process is for the PFD to determine goals for the Convention Center. SMG will then use these adopted goals to prepare the budget document. The Board determined to appoint Board Members Webster and Nordby to a committee to recommend 2020 SMG Goals for adoption.

H. EXECUTIVE DIRECTOR'S REPORT

The Association of Washington State PFD's conference is being held in Yakima October 29th and 30th and encouraged any Board Members that are interested to attend.

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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

None

ADJOURN

Meeting adjourned at 8:01 pm.

George Sherwin, Chair Board Member