

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
January 10, 2017

**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  
Bob Fuller, Vice Chair  
Andy Olsen, Secretary (excused)  
Lynn Melby (via phone)  
Rosario Reyes  
Sonja Springer, Treasurer (ex-officio)

**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  
Councilmember Shannon Sessions, City of Lynnwood

**Guest**

Lori Saleba, Director of Interior Design Freiheit & Ho

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**C. MINUTES**

Board Member Fuller moved, seconded by Board Member Melby, to approve the December 6, 2016 Board Meeting Minutes as presented. Motion passed, unanimously.

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

ED Dull introduced Councilmember Shannon Session from the City of Lynnwood. Councilmember Sessions will be the City's liaison to the PFD for 2017.

**E. CONSENT AGENDA**

Board Member Fuller moved, seconded by Board Member Reyes, to approve the Accounts Payable Report in the amount of \$124,554.66. Motion passed, unanimously.

**F. BUSINESS ITEMS**

**1. FRONT DESK REMODEL**

Although the adopted 2017 Budget contains authorization for a remodel of the front desk of the Convention Center, the Board has asked for additional detail and cost analysis on the project. The overall objectives of the project are to create a more welcoming space, to allow better interaction with guests, and to improve building security. The new desk allows for two work stations, improves storage, addresses security issues, and encourages easy eye contact with Convention Center guests. Lori Saleba, the Director of Interior Design for Freiheit & Ho Architects, has met on several occasions with GM Blayne and ED Dull to plan this project. Lori presented to the Board pictures and samples of materials proposed for the remodel.

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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**2. FINANCIAL STATEMENTS**

ED Dull presented the financial statements for November 2016. Net income for the month of November was \$134,643 (before depreciation). Net working capital at the end of November 2016 was \$6,988,857. Sales tax receipts received in late December, reflecting sales in October were up 5.9% from one year ago. Sales tax receipts for the year to date are up 9% from 2015.

The Convention Center had a good month, though the bottom line was slightly below budget. Year to date, the Convention Center is well ahead of budget. The building is now expecting year end net income to be right around \$250,000.

Net revenue for the month of November was \$52,591, which was \$5,785 less than budget. While lease revenue was slightly higher than budget, legal fees associated with the eviction of a tenant and a variety of miscellaneous CAM expenses resulted in month-end revenue being 10% less than budget. Overall net income for the year through November – \$574,751 – is 5% better than budget.

**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 \$28,353.
- November guest feedback surveys scored an average of 4.9 without Parking. Food and Beverage scored a 4.8. Audio visual scored 5.
- For the month of November, the Convention Center generated an estimated 864 room nights and approximately \$1,873,000 in direct and indirect economic impact.

**4. GEOENGINEERS SCOPE OF WORK**

ED Dull presented to the Board Scope of Work #7 to execute angled borings, prepare a Remedial Investigation and Feasibility Study, and to draft a Cleanup Action Plan. This work will allow the PFD to plan and budget for future environmental remediation work on PFD property. Staff anticipates that the result of GeoEngineer's work will be presented to the Board in a Board retreat, tentatively planned for late spring or early summer 2017.

Motion made by Board Member Fuller, seconded by Board Member Reyes, to authorize the Executive Director to execute Scope of Work #7 with GeoEngineers, Inc. in the amount of \$128,600. Motion passed, unanimously.

**5. FREIHEIT & HO SCOPE OF WORK**

ED Dull presented to the Board a scope of work that authorizes Freiheit & Ho Architects to develop architectural, civil and electrical drawing to obtain reliable construction cost estimates, and prepare a preliminary construction cost budget. This work will allow the PFD to plan and budget for future work on PFD property. Staff anticipates that the result of Freiheit & Ho's work will be presented to the Board in a Board retreat, tentatively planned for late Spring or early Summer 2017.

Motion made by Board Member Fuller, seconded by Board Member Melby, to authorize

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the Executive Director to execute a scope of work with Freiheit & Ho Architects in the amount of \$50,000. Motion passed, unanimously.

**6. 2017 AGENDA TOPICS**

During several Board meetings over the past year, the Board has asked for topic-specific information pertaining to a variety of issues. ED Dull presented the Board with a list of these topics and the month in which an in-depth Board briefing is proposed.

**7. SAFETY AND SECURITY OVERVIEW**

GM Blayne presented to the Board the LCC's Three-Year Security Plan Overview and the response to the Lynnwood Police Department's Assessment.

**8. EXECUTIVE DIRECTOR CONTRACT**

The PFD's Personnel Committee has met to review the Executive Director's Employment Agreement and recommends certain amendments to that Agreement. Motion made by Board Member Fuller, seconded by Board Member Melby, to authorize Board Chair to execute a revised Executive Director Employment Agreement as recommended by the PFD's Personnel Committee. Motion passed, unanimously.

**G. EXECUTIVE DIRECTOR'S REPORT**

ED Dull reported that most of the Silver Platters work on the building itself is complete. Outstanding items include: the replacement of several windows; the installation of spandrel glass panels above the windows; the repair and painting of window frames; and, minor roof, post and metal trim details. These items should be complete in January. Curb-cutting and asphalt work in front of the building requires warmer weather, and will occur before April 1.

ED Dull attended an Executive Committee meeting of the AWSPFD on December 16. The Committee feels quite optimistic about the passage of legislation to extend the PFD sales tax rebate. Lynnwood is hosting the next meeting of the Association this fall.

Bamboo Tree Pho & Sandwich wishes to extend their lease. Motion made by Board Member Fuller, seconded by Board Member Reyes, to authorize Executive Director to execute a lease option with Bamboo Tree as presented. Motion passed, unanimously.

**H. EXECUTIVE SESSION**

None

**I. ADJOURN**

The meeting adjourned at 8:13 pm.

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George Sherwin, Chairman