

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
January 7, 2020

**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  
David Kleitsch, City of Lynnwood

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**C. AGENDA**

Board Member Simmonds 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 Reyes, to approve the December 3 and 6, 2019 minutes as presented. Motion passed, unanimously.

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

None

**F. CONSENT AGENDA**

Board Member Reyes moved, seconded by Board Member Simmonds, to approve the Accounts Payable Report in the amount of \$176,063.30. Motion passed, unanimously.

**G. BUSINESS ITEMS**

**1. RETREAT REVIEW**

ED Dull reviewed a goals matrix showing progress toward achieving the PFD's strategic goals, as contained in the adopted Statement of Mission, Vision, Goals and Values. The Board discussed several of the supporting activities and requested a Special Meeting with A P Hurd, a development consultant.

**2. CONVENTION CENTER FIVE YEAR PLAN**

GM Blayne presented SMG's updated five-year financial forecast. SMG's 2020 Goals contain a requirement that they report on this annually.

**3. CONVENTION CENTER REPORT**

GM Blayne presented overall guest survey scores for November 2019 of 4.9 and YTD of 4.8.

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**4. LODGING TAX REVIEW**

ED Dull explained that under current interlocal agreement, the lodging tax commitment from Snohomish County to the City of Lynnwood will end in 2027. The continuation of these funds will be a critical component of the Lynnwood PFD's ability to finance an expansion of the Lynnwood Convention Center, the construction of a parking garage, and the improvement of its property. The Board discussed the recent developments in the allocation of future County lodging tax revenue.

**H. EXECUTIVE DIRECTOR REPORT**

The current contract for the management of the Lynnwood Convention Center expires at the end of 2020 and cannot be extended. John Christison, a consultant, is prepared to help the Board issue an RFP and award a new contract to manage the Lynnwood Convention Center. The proposed schedule for doing so is roughly as follows –

Through April	Board education
May	Draft RFP
June	Issue RFP
RFP Responses Due	Mid-August
Interview Finalists	September / October
Select Management Firm	November
Notice to SMG	December 1, 2020

**I. OLD BUSINESS/NEW BUSINESS**

None

**J. EXECUTIVE SESSION**

The Board went into Executive Session at 9:00 pm for 5 minutes as authorized by RCW42.30.110(1) (i) to discuss real estate matters. At 9:05 pm, the Board came out of Executive Session to extend an additional 2 minutes. At 9:07 pm, the Board came out of Executive Session. No action was taken.

**ADJOURN**

Meeting adjourned at 9:09 pm.

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Wally Webster II, Chair Board Member