

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
October 3, 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 (excused absence)  
Andy Olsen, Secretary  
Lynn Melby  
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  
Council Member Shannon Sessions

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**C. MINUTES**

Board Member Olsen moved, seconded by Board Member Melby, to approve the September 12, 2017 Board Meeting Minutes. Motion passed, unanimously.

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

None

**E. CONSENT AGENDA**

Board Member Olsen moved, seconded by Board Member Melby, to approve the Accounts Payable Report in the amount of \$243722.61. Motion passed, unanimously.

**F. BUSINESS ITEMS**

**1. FINANCIAL STATEMENTS**

ED Dull presented the financial statements for August 2017. Net income for the month of August was \$162,812 (before depreciation), which is \$58,765 better than budget.

The Convention Center required a subsidy in August, but less than what was budgeted and less than what was required in August 2016.

Convention Plaza net income for the month of August was \$52,080, which is 6% better than budget. Lease revenue was slightly better than budget. Operating and non-operating expenses were also slightly less than budget.

PFD overhead expenses were less than budget for the month of August, and are 6% below budget year-to-date.

**2. CONVENTION CENTER REPORT**

GM Blayne provided an overview of business for the month of August:

- The net loss for the month of August was \$42,749.
- August guest feedback surveys scored an average of 4.6 without parking. Food and Beverage scored a 4.3. Audio Visual scored a 4.5.

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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- For the month of August, the Convention Center generated an estimated 387 room nights and approximately \$778k in direct and indirect economic impact.

**3. UPDATED GUEST SURVEY**

GM Blayne proposed a new guest survey. The current guest survey is extremely high level and without proper questions to delve into specifics, can lead to parties making assumptions as to the meaning of both questions and answers. After discussion, the Board expressed concern that the new survey may be too long and may deter guests from completing the survey.

**G. EXECUTIVE DIRECTOR'S REPORT**

The next art reception, featuring work by the Korean American Art Association, will take place on September 20th, 2017, from 6-8pm.

**H. OLD BUSINESS/NEW BUSINESS**

Motion made by Board Member Reyes, seconded by Board Member Sherwin, to elect Board Member Olsen as the Vice Chair and Board Member Melby as the Secretary of the Board for the remainder of this two year cycle. Motion passed, unanimously.

**I. EXECUTIVE SESSION**

The Board went into Executive Session at 7:38 pm for 10 minutes as authorized by RCW42.30.110(1) (b) to discuss real estate matters. At 7:48 pm, the Board came out of Executive Session to extend for an additional 2 minutes. At 7:50 pm, the Board came out of Executive Session. No action was taken.

**J. ADJOURN**

The meeting adjourned at 7:50 pm.

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George Sherwin, Chairman