

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
March 3, 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 (via phone)
Shawn Walker, Secretary
Rosario Reyes (via phone)
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
Tracey Morrison, LCC Finance Director

Guests

Becky Mackenstadt, Vine Dahlen PLLC
Arlene Ho, Vine Dahlen PLLC

C. AGENDA

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

D. MINUTES

Board Member Walker moved, seconded by Board Member Simmonds, to approve the January 4 and 18, 2020 minutes as presented. Motion passed, unanimously.

E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

None

F. CONSENT AGENDA

Board Member Walker moved, seconded by Board Member Simmonds, to approve the Accounts Payable Report in the amount of \$105,070.57. Motion passed, unanimously.

G. BUSINESS ITEMS

1. CONVENTION CENTER AUDIT

Becky Mackenstadt and Arlene Ho of Vine Dahlen PLLC presented the LCC's audited financial statement report for 2019. Becky stated that they are issuing an unqualified opinion on the LCC's special purpose statements.

2. CONVENTION CENTER REPORT

GM Blayne proved an overview of business for January 2020:

- The LCC had a net subsidy of \$82,787. Cost of goods came in higher than budget due to increased labor expenses in all departments. Fewer events drove some labor inefficiencies.

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- Guest feedback surveys scored an average of 5.0 without parking. Food and Beverage Quality scored a 5.0. Audio Visual scored a 5.0.
- The Convention Center generated an estimated 1,804 room nights and approximately \$1.2 million in direct and indirect economic impact.

3. CONSULTANT FOR CONVENTION CENTER MANAGEMENT RFP

The current contract for the management of the LCC expires at the end of 2020 and can only be extended for a nominal amount of time. John Christison, the former manager of the Seattle Convention Center and a long-time convention center management consultant, is prepared to help the Board issue an RFP and award a new contract to manage the LCC. In the previous Board Meeting the Board authorized ED Dull to execute an agreement with Christison not to exceed \$15,000. ED Dull worked with Christison to further develop a scope of services; the revised not to exceed amount is \$20,000. The Board determined to put this on hold until after the new ED was hired.

4. STATUS OF EXECUTIVE DIRECTOR SEARCH

Candidate notebooks were delivered to the Board at the meeting. The Board is scheduled to discuss candidates and select finalists during its meeting on March 10.

5. MASTER PLAN STATUS

The Board reviewed A-P Hurd's summary memo and discussed next steps. The Board decided that they would like to schedule a work session to discuss the PFD's goals and objectives.

6. CONSULTANT REVIEW

ED Dull reviewed all consultant related expenses over the past year with the Board.

H. EXECUTIVE DIRECTOR REPORT

The Lynnwood City Council has approved Addendum No. 2 to the Interlocal Agreement to Allocate "Surplus" monies from the Snohomish County Public Facilities District to the Lynnwood Public Facilities District. ED Dull will now take it to the County for final execution.

The Snohomish County PFD has two of the five positions are currently vacant, and two of the remaining three board members hope to step down later this year. The Board is therefore seeking four new members.

I. OLD BUSINESS/NEW BUSINESS

None

J. EXECUTIVE SESSION

The Board went into Executive Session at 8:10 pm for 20 minutes as authorized by RCW42.30.110(1) (d) to discuss matters on the performance of a publicly bid contract. At 8:30 pm and at 8:40 pm, the Board extended the session for 5 minutes each time. At 8:40 pm, the Board came out of Executive Session.

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Board Member Simmonds moved, seconded by Board Member Webster, to pay the incentive fee in the amount of \$45,500 to ASM Global as discussed in Executive Session. Motion passed, unanimously.

ADJOURN

Meeting adjourned at 8:42pm.

Wally Webster II, Chair Board Member