

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
April 4, 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 absence)  
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  
David Kleitsch, City of Lynnwood  
Council Member Ruth Ross, City of Lynnwood

**Guests**

Dana Carlisle, GeoEngineers  
Bill Joyce, Joyce Ziker Parkinson  
Doug Swan, DSA - PFD Project Manager

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**C. MINUTES**

Board Member Fuller moved, seconded by Board Member Melby, to approve the March 7, 2017 Board Meeting Minutes as presented with one correction. Motion passed, unanimously.

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

None

**E. CONSENT AGENDA**

Board Member Fuller moved, seconded by Board Member Melby, to approve the Accounts Payable Report in the amount of \$226,125.35. Motion passed, unanimously.

**F. BUSINESS ITEMS**

**1. REMEDIAL INVESTIGATION REPORT**

Dana Carlisle (a partner at GeoEngineers, the PFD's environmental consultant) and Bill Joyce (the PFD's environmental attorney) discussed the draft Remedial Investigation report.

**2. PROJECT BUDGET AMENDMENT**

The current approved budget for the Silver Platters project - \$600,000 – reflected the low bid of \$503,519 plus a contingency of close to \$100,000. The approved budget amount did not include soft costs: architectural, structural and project management fees. In addition, the bid amount did not include sales tax. The Board has been told on several occasions that final total project costs will exceed \$600,000. With the project close to completion, it should be possible to make reliable final cost estimates.

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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Motion made by Board Member Fuller, seconded by Board Member Reyes, to amend the Silver Platters budget to \$900,000. Motion passed, unanimously.

**3. FINANCIAL STATEMENTS**

ED Dull presented the financial statements for February 2017. Net income for the month of February was \$228,113 (before depreciation), which is \$1,133 less than budget.

Sales tax revenue received in late March reflects retail sales in the City of Lynnwood during the month of January 2017. Sales tax receipts generated with the City of Lynnwood were up 4.9% from one year ago.

Although the Convention Center's net income in February fell short of budget, the facility is ahead of budget year-to-date. The subsidy for the first two months of 2017 is \$45,563 while the budgeted subsidy for the first two months is \$68,871.

Net income for the month of February was \$61,566, which was slightly better than budget. Lease revenue will continue to be less than budget due to a lease amendment made at the end of 2016. However, since expenses in both January and February were under budget, net income for the Plaza remains ahead of budget year-to-date.

**4. CONVENTION CENTER REPORT**

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

- The net income for the month of February was \$10,037.
- February guest feedback surveys scored an average of 4.7 without Parking. Food and Beverage scored a 4.9. Audio visual scored 4.4.
- For the month of February, the Convention Center generated an estimated 1,971 room nights and \$1,545,809 in direct and indirect economic impact.

**5. BANKING SERVICES AGREEMENT**

The PFD's current banking agreement with Umpqua bank expires in April 2017. The PFD has concluded a RFP process for banking services and determined that the winning bid was submitted by Umpqua Bank. The new banking services banking agreement will be for three years, with three options to extend for another three years.

Motion made by Board Member Fuller, seconded by Board Member Melby, to authorize the ED to execute a banking services agreement with Umpqua Bank. Motion passed, unanimously.

**6. CONVENTION CENTER RECEPTION AREA REMODEL**

ED Dull presented to the Board the apparent low bidder for the Reception Area Remodel. Final selection will be dependent on a thorough review of the winning bid, which could take several days.

Motion made by Board Member Fuller, seconded by Board Member Reyes, to authorize the ED to execute a public works contract for the remodel of the Convention Center's reception area with a budget not to exceed \$130,000. Motion passed unanimously.

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**7. CONVENTION CENTER GENERAL TRAINING OVERVIEW**

The Board has expressed an interest in learning more about Convention Center staff, particularly about how part-time and temporary staff are trained. The term “on boarding” is used by the Convention Center to describe the process of training and informing new hires. GM Blayne gave a brief presentation to the Board explaining the process and answering questions.

**G. EXECUTIVE DIRECTOR’S REPORT**

The Senate Ways and Means Committee held a hearing on EHB 1201, the PFD Association bill to extend the sales tax rebate by fifteen years, has passed both the House and the Senate and has been sent to the Governor’s office for signature.

**H. EXECUTIVE SESSION**

The Board went into Executive Session at 7:50 pm for 5 minutes as authorized by RCW42.30.110(1) (g) to review performance of a public employee. At 7:55 pm, the Board came out of Executive Session.

No action was taken.

**I. ADJOURN**

The meeting adjourned at 7:57 pm.

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George Sherwin, Chairman