

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
May 2, 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  
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  
David Kleitsch, City of Lynnwood  
Council Member Shannon Sessions, City of Lynnwood

**Guest**

David Mach, City of Lynnwood

---

**C. MINUTES**

Board Member Fuller moved, seconded by Board Member Melby, to approve the April 4, 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 Olsen, to approve the Accounts Payable Report in the amount of \$534,760.48. Motion passed, unanimously.

**F. BUSINESS ITEMS**

**1. 196<sup>th</sup> Street SW**

David Mach, the City's Capital Project Engineer, provided an overview of pending work to widen and improve 196<sup>th</sup> ST SW.

**2. FINANCIAL STATEMENTS**

ED Dull presented the financial statements for March 2017. Net income for the month of March was \$245,690 (before depreciation), which is \$18,544 better than budget.

Sales tax revenue received in late April reflects retail sales in the City of Lynnwood during the month of February 2017. Sales tax receipts generated within the City of Lynnwood were down 3.7% from one year ago.

While the Convention Center's adjusted gross revenue for March and for the year to date are both slightly less than budget, indirect expenses are 10% under budget for the month and 8% under budget year to date. Net income for the year to date is \$17,815, while the budget

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
May 2, 2017

projected a subsidy for the first three months of \$14,663. Net income for the first quarter of 2016 was \$48,180.

Net income for the Convention Plaza for the month of March was \$57,693, which 2% better than budget. Lease revenue will continue to be less than budget due to a lease amendment made at the end of 2016.

### **3. CONVENTION CENTER REPORT**

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

- The net income for the month of March was \$63,378.
- March guest feedback surveys scored an average of 4.7 without Parking. Food and Beverage scored a 4.6. Audio visual scored 4.2.
- For the month of March, the Convention Center generated an estimated 1,481 room nights and approximately \$1.6 million in direct and indirect economic impact.

### **4. CONVENTION CENTER FOOD AND BEVERAGE OVERVIEW**

GM Blayne and Rebecca Monaghan, the Convention Center's Food and Beverage Director, presented an overview of the food and beverage function at the Convention Center. The Board has expressed an interest in learning more about this topic.

### **5. PFD BOARD RETREAT**

ED Dull presented to the Board the schedule and agenda for the Friday, June 23<sup>rd</sup> Board Retreat.

### **6. FINANCIAL ADVISOR RFP**

The PFD may wish to consider options for financing future work which may be enabled by the Legislature's extension of the PFD sales tax rebate. Advice from a Financial Advisor would be helpful in the consideration of any future financing options. ED Dull suggests issuing an RFP in order to hear from Financial Advisors.

Motion made by Board Member Fuller, seconded by Board Member Melby, to approve the issuance of an RFP for a Financial Advisor. Motion passed, unanimously.

### **G. EXECUTIVE DIRECTOR'S REPORT**

The Lynnwood PFD will be hosting the annual meeting of the WA State Association of PFDs. The meeting will occur on September 27 and 28.

The office of the Washington State Auditor has begun its work. The estimated cost of the audit is \$18,000, and the audit is expected to be complete by the end of May.

### **H. EXECUTIVE SESSION**

The Board went into Executive Session at 7:55 pm for 5 minutes as authorized by RCW42.30.110(1) (i) to discuss pending litigation with legal counsel. At 8:00 pm, the Board came out of Executive Session.

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
May 2, 2017

Motion made by Board Member Fuller, seconded by Board Member Olsen, to authorize the Executive Director to settle the insurance claim for the Dry Cleaning Clean up. Motion passed, unanimously.

**I. ADJOURN**

The meeting adjourned at 8:01 pm.

---

George Sherwin, Chairman