

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
September 10, 2019

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
Wally Webster II, Vice Chair
Taylor Nordby, Secretary
Lynn Melby
Rosario Reyes
Sonja Springer, 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, City of Lynnwood
David Kleitsch, City of Lynnwood

Guests

Shawn Walker
Peter Zink
Loren Simmonds

C. AGENDA

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

D. MINUTES

Board Member Melby moved, seconded by Board Member Reyes, to approve the July 9 and September 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 Nordby, to approve the Accounts Payable Report in the amount of \$256,891.84. Motion passed, unanimously.

G. BUSINESS ITEMS

1. LONG RANGE PLANNING

Hunden Strategic Partners presented a report to the Board at the September 6, 2019 Special Meeting. The Board discussed the report in greater length and asked ED Dull to pass along that they would like to see the financial projections that support the projects proposed. They also wanted to know what a phased approach to the project would look like.

2. CONVENTION CENTER REPORT

GM Blayne presented survey scores with the overall event average of a 4.9 excluding parking. GM Blayne also announced that a new Food and Beverage Director has been chosen and will start soon.

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3. 2020 BUDGET PROCESS

The preliminary planning process for the 2020 Budget will follow the same model used in prior years. State law requires the PFD to adopt a 2020 budget by the end of December 2019. ED Dull presented a tentative schedule for the committee meetings to occur in October. Once new Board Members have been selected, ED Dull will reach out to them to invite them to the different meetings.

H. EXECUTIVE DIRECTOR'S REPORT

Two applications have been received for each Board Position #2 and #3. Council interviews are tentatively scheduled during the Council Work Session on September 30. A Council vote to appoint candidates to Position #2 and Position #3 is tentatively scheduled to occur during a Council Business Meeting for October 7.

The District completed an application for the County Large Fund Grant and submitted it Friday September 6th.

I. COMMENTS FROM COUNCIL MEMBER COTTON

Council Member Ian Cotton updated the Board on different happenings within the City.

J. COMMENTS FROM DIRECTOR DAVID KLEITSCH

David Kleitsch updated the Board on different projects going on within the City.

K. OLD BUSINESS/NEW BUSINESS

None

L. EXECUTIVE SESSION

The Board went into Executive Session at 8:15 pm for 10 minutes as authorized by RCW42.30.110(1) (b) to discuss real estate matters. At 8:25 pm, the Board came out of Executive Session to extend an additional 5 minutes 5 different times. At 8:50, the Board came out of Executive Session. No action was taken.

ADJOURN

Meeting adjourned at 8:51 pm.

George Sherwin, Chair Board Member