

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
October 4, 2011

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:00 p.m. by Board Chair Mike Echelbarger at the Lynnwood Convention Center

B. Board Members Present

Mike Echelbarger, Chair
Bob Fuller, Vice Chair
George Sherwin, Secretary
Andy Olsen
Lynn Melby
Lorenzo Hines, ex-officio Treasurer

Others

Grant Dull, Executive Director
Arletta Voter, Finance Analyst
Matt Hendricks, PFD Attorney
Will Christison, LCC Director of Operations & Events
Tracey Morrison, LCC Director of Finance
David Kleitsch, City of Lynnwood

Guests

Casey Dwyer, Audit Manager, SAO
Kristina Baylor, Audit Supervisor, SAO
Judy Powell, Audit Lead, SAO

C. MINUTES

Board member Olsen moved, seconded by Board member Fuller, to approve the September 13, 2011 Board Meeting Minutes. Motion passed.

D. CONSENT AGENDA

Board member Fuller moved, seconded by Board member Melby, to approve the Accounts Payable report in the amount of \$62,379.44. Motion passed.

E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATION

None

F. BUSINESS ITEMS

1. Exit Conference-Washington State Auditor

Executive Director Dull introduced Washington State Auditors Casey Dwyer, Audit Manager; Kristina Baylor, Audit Supervisor; and Judy Powell, Audit Lead, and thanked them for attending the Board meeting.

The Auditors discussed the scope of the audit and how the audit was performed. The Auditors informed the Board that it was a clean audit; there was no findings and no management letter issues. There also were no material misstatements or uncorrected immaterial misstatements, which is unusual.

The Auditor made one exit comment: the District should be kept informed of the results of all exit comments made by the management company's audit and follow up with the management company to ensure that recommendations made are appropriately addressed. ED Dull and the Board thanked Analyst Voter and Director Morrison for all of their hard work on the audit.

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2. Financial Statements

Executive Director Dull presented the financial statements for August 2011 and noted the Convention Center year-to-date subsidy through August 2011 is \$97,560 better than budget and \$75,281 better than last year.

ED Dull also updated the Board on the latest Sales Tax receipts received in September 2011 for the month of July 2011; year-to-date receipts through September 2011 are 7.1% higher than the same time last year.

3. Convention Center Report

Director of Finance Morrison provided an overview of business for the month of August:

- August net income was \$23,403 better than budget;
- The average score for August customer comment cards was 4.95 out of 5;
- Indirect Expenses were under budget by \$55,689 year-to-date; and
- The Economic Impact Analysis Report indicates an estimated \$11,085,633 million in economic impact through August 2011.

4. State B & O Tax

ED Dull updated the Board on the State B & O Tax appeal process. The RFQ for firms to assist the PFD with the appeal process are due October 5, 2011. The PFD has not yet received the formal assessment from DOR.

5. Art Committee Report

ED Dull discussed the Art Committee meeting and the possible elimination of the position of Cultural Arts Supervisor at the City of Lynnwood. Board member Melby recommended that a letter be sent to the Mayor about the value of the position. This position has been crucial to the rotating art exhibits displayed at the Convention Center.

G. EXECUTIVE DIRECTOR REPORT

Executive Director Dull discussed the upcoming PFD Conference in Spokane; the agenda will include a discussion on a possible extension of the PFD sales tax. Board members Echelbarger, Fuller and Melby are registered to attend; Matt Hendricks, legal counsel, determined that even though the majority of the Board is attending, no Public Meeting posting is required as no official decisions will be made at the PFD Conference.

ED Dull reviewed the budget process and will be scheduling Committee meetings in late October. The 2012 budget will be discussed at the November 1, 2011 meeting.

H. EXECUTIVE SESSION

The Board went into Executive Session at 7:49 pm for three minutes to discuss personnel matters. The Board came out of Executive Session at 7:52 pm.

I. ADJOURN

The meeting adjourned at 7:52 pm.


Mike Echelbarger, Chairman