

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
September 13, 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
(excused absence)
Andy Olsen
Lynn Melby
Lorenzo Hines, ex-officio Treasurer
(unexcused absence)

Others

Grant Dull, Executive Director
Arletta Voter, Finance Analyst
Matt Hendricks, PFD Attorney
Kelvin Moore, General Manager
Angie Mykel, LCC Director of Sales & Marketing
Will Christison, LCC Director of Operations & Events
Tracey Morrison, LCC Director of Finance
Allyson Jackson, SMG

Guests

Andy Colson and Dan Robillard, Deloitte Tax
Greg Lowry, SMG

C. MINUTES

Board member Olsen moved, seconded by Board member Fuller, to approve the August 2, 2011 Board Meeting Minutes. Motion passed.

D. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATION

Executive Director Dull introduced Andy Colson and Dan Robillard with Deloitte Tax. SMG Regional General Manager, Allyson Jackson introduced Greg Lowry with SMG, Director of Sales and Marketing at the Denver Convention Center.

E. CONSENT AGENDA

Board member Fuller moved, seconded by Board member Olsen, to approve the Accounts Payable report in the amount of \$142,914.82. Motion passed.

F. BUSINESS ITEMS

1. EXECUTIVE SESSION – State B & O Tax

The Board went into Executive Session at 6:03 pm for thirty minutes to discuss possible litigation. The Executive Session was extended at 6:33 pm for ten minutes; and again at 6:43 pm for ten minutes. The Board came out of Executive Session at 6:52 pm.

Board member Fuller moved, seconded by Board member Olsen, to authorize Executive Director Dull to appeal a portion of DOR's B & O assessment. Motion passed.

LYNNWOOD PUBLIC FACILITIES DISTRICT
MEETING MINUTES
September 13, 2011

2. Financial Statements

Executive Director Dull presented the financial statements for July 2011 and noted the growth of the General Fund balance. Convention Plaza revenue reflects revenue accrued, but not yet received due to a tenant delinquency. The Convention Center year-to-date subsidy through July 2011 is \$74,000 better than budget and \$41,000 better than last year.

ED Dull also updated the Board on the latest Sales Tax receipts received in August 2011 for the month of June 2011; year-to-date receipts through August 2011 are 4.7% higher than the same time last year.

3. Convention Center Report

General Manager Moore provided an overview of business for the month of July:

- July's net income was \$9,706 better than budget;
- The average score for July customer comment cards was 4.75 out of 5;
- Indirect Expenses were under budget by \$57,771 year-to-date; and
- The Economic Impact Analysis Report indicates an estimated \$10.5 million in economic impact through July 2011.

4. City Center Development Regulations

ED Dull updated the Board on the proposed revised City Center development regulations. The Planning Commission voted to forward the amended documents to the City Council for review and approval. Many of the original concerns of the PFD have been addressed in the revised document. These concerns include the Floor Area Ratio, the Pedestrian Promenade, and the mid-block crossing of 196th. Still unresolved are the implications of the proposed extension of 194th, which would eliminate 150 parking stalls and significantly reduce Convention Plaza lease revenue. City staff intends to present the revised City Center documents to the City Council before year-end. ED Dull will be working with the Real Estate Committee, with the objective of preparing a site-wide development agreement with the City.

5. 2012 Budget – Five Year Projections

ED Dull presented a summary of year-end financial projections which were reviewed by the Finance Committee in preparation for the 2012 budget process. The projections remain conservative. ED Dull noted that the PFD's past estimates have been much more accurate than those prepared by most local governments. ED Dull is working with Financial Advisor Alan Dashan to explore refinancing options.

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; since a majority of the Board is attending, a Public Meeting posting is required.

ED Dull discussed the possible elimination of the City position of Cultural Arts Supervisor. The Convention Center has relied on this position to facilitate the Convention Center Art Program. Board Chair Echelbarger instructed ED Dull to write a letter to the Mayor concerning the importance of the position.

LYNNWOOD PUBLIC FACILITIES DISTRICT
MEETING MINUTES
September 13, 2011

H. ADJOURN

The meeting adjourned at 7:51 pm.

Mike Echelbarger, Chairman