

Minutes

Washington State Convention Center
Public Facilities District

Regular Meeting of the Board of Directors
March 28, 2017

I. CALL TO ORDER

Frank K. Finneran, Board Chairman, convened a regular meeting of the Washington State Convention Center Public Facilities District (WSCC) at 2:00 p.m., in Room 303, of the Convention Center.

MEETING ATTENDANCE

Board Directors in Attendance

Frank K. Finneran, Chair
Deryl Brown-Archie, Vice Chair
J. Terry McLaughlin
Craig Schafer
Denise Moriguchi

Board Directors Absent

Jerry Hillis
Robert Flowers
Susana Gonzalez-Murillo
Nicole Grant

Officers in Attendance

Jeffrey A. Blosser, President / CEO
Linda Willanger, Vice President of Administration / AGM
Ed Barnes, Vice President of Operations
Chip Firth, Director of Finance and Administration / CFO

Consultants / Vendors in Attendance

Brian McFadin, ARAMARK
Keith Hedrick, ARAMARK
Becky Bogard, Bogard & Johnson, LLC
Matthew Hendricks, Hendricks - Bennett, PLLC
Matt Griffin, Pine Street Group
Matt Rosauer, Pine Street Group
Fred Eoff, Public Financial Management, Inc.
Colin Green, PSAV
Tom Norwalk, Visit Seattle
Rob Hampton, Visit Seattle
Patrick Smyton, Visit Seattle
Kelly Saling, Visit Seattle
Kris Cromwell, Visit Seattle

Staff in Attendance

David Cononetz	Krista Daniel
Daniel Johnson	Zachary Lau
Michael McQuade	Robert Markewicz
Paul Smith	Lorrie Starkweather
Earl J. Taylor	Susnios Tesfaye
Ron Yorita	

Visitors in Attendance

Anna Boone, Seattle Hotel Association
Abby Lawlor, UniteHere Local 8

II. APPROVAL OF MINUTES

January 24, 2017 WSCC PFD Regular Meeting and February 28, 2017 WSCC PFD Special Meeting

Mr. Schafer made a motion to approve the minutes of the January 24, 2017 Regular Board meeting and the February 28, 2017 Special Meeting as presented. Ms. Brown-Archie seconded and the motion was carried by the unanimous affirmative vote of all Directors present.

III. PUBLIC COMMENTS

Mr. Finneran advised that anyone wishing to speak before the Board, either as an individual or as a member of a group, may do so at this time. Individuals desiring to speak shall give their name, address, and the group they represent, if any.

Members of the public wishing to address the WSCC PFD Board were:

- 1) Ms. Abby Lawlor, representing UniteHere Local 8.

1 Thank you. My name is Abby Lawlor, 2800 First Avenue, and I'm with UniteHere Local 8. We are the
2 union of hotel and hospitality workers, and also the food service workers at the Convention Center. As
3 you all probably know, we're currently in bargaining along with a coalition of other unions and have put
4 forth a proposal that would offer protection for our members who are immigrant workers. Members are
5 scared. Service workers in the city are scared. We've seen folks harassed and detained. In some cases,
6 these are folks who are undocumented but also people who have both formalized their status and their
7 rights. It's incumbent on all of us to be doing what we can in this moment to step up and protect
8 immigrant workers, and immigrant members of our community. We've seen the City and the County
9 refuse to back down to the federal government in this regard and we've seen the Governor step up and
10 offer support for immigrants. We would just ask for that same leadership from all of you as you look at
11 what you can do to help protect workers' rights here at this facility. Thank you.

Mr. Finneran thanked Ms. Lawlor for addressing the Board, and being no further public comments, the meeting was brought back on to the agenda.

IV. CHAIRMAN'S REPORT

A. Board Appointments

Mr. Finneran advised that Ms. Denise Moriguchi was appointed to the WSCC PFD Board of Directors by the Mayor of Seattle effective February 27, 2017, to complete the four-year term ending July 30, 2020. Ms. Moriguchi replaces board member Ms. Karen Wong whose term ended July 30, 2016.

B. Board of Directors 2017 Committee Assignments (superseding Resolution 2016-20), Resolution #2017-4

A RESOLUTION ratifying recommendations related to the appointment of the Washington State Convention Center Public Facilities District ("District") Committees for 2017, amending and superseding Resolution 2016-20.

Mr. Finneran advised that the Board of Directors Committee Assignments for 2017 have been amended to reflect the appointment of Ms. Moriguchi to the WSCC PFD Board.

Ms. Brown-Archie made a motion to approve Resolution 2017-4 ratifying the membership on the Board Committees for 2017, amending and superseding Resolution 2016-20. Mr. Schafer seconded and the motion was carried by the unanimous affirmative vote of all the Directors present.

C. WSCC Board 2017 Strategic Planning Retreat

Mr. Finneran advised that staff has begun the planning process for the Strategic Planning Retreat to be held Monday, October 30 and Tuesday, October 31, 2017. These dates were previously confirmed with the Directors, and the meetings will take place at the Sheraton Seattle Hotel. By consensus, the Directors were unanimous in their agreement to these dates and location for the 2017 Strategic Planning Retreat.

D. LEED Certification Report

Mr. Finneran advised that WSCC has received some very good news related to our work on getting the existing facility LEED Silver Certified and asked Mr. Barnes to provide an update. Mr. Barnes reported that this was a 5-year process for the Center to work towards LEED Certification. LEED stands for “Leadership in Energy and Environmental Design” and the governing body, USGBC, is the only group to administer project certifications and professional credentials and certificates within the framework of the U.S. Green Building Council’s LEED Green Building Rating System. Mr. Barnes advised that receiving this certification was also an important marketing piece for WSCC within the convention community with Green Meeting Initiatives. WSCC now joins the list of approximately twelve other convention centers currently certified and this certification will enhance our marketing capabilities going forward. Mr. Barnes wished to recognize and thank the WSCC Operations team members for their efforts in getting this done. Team members introduced were: David Cononetz, Plant Services Manager; Robert Markewicz, Building Operating Engineer Foreman; Zachary Lau, Electrical Foreman; and Earl J. Taylor, Special Services Manager. Without their support and work behind the scenes, this project would not have been completed. A special note of credit to them – this building was difficult to be certified as we’re open to the public 362 days a year, and we are benchmarked against other convention centers that do not have that requirement. WSCC had to go above and beyond in other areas to complete our certification. We were recognized as ‘exemplary’ in four different factions with the governing body in the top 5% of operating facilities in the areas of waste diversion rates and water savings through all the fixtures and plumbing, our LED retro-fit, other construction recycling initiatives that we undertook, and for our green cleaning program. Mr. Barnes advised that in four years WSCC will start the recertification process, and staff will bring recommendations to the Board if a decision is made to pursue a higher rating going forward. Mr. Norwalk advised that, from a marketing perspective, the LEED certification is a critical piece as it relates to selling the building. It is one of the criteria that many meeting planners now have on their check-list and they are looking at cities and facilities as part of all the corporate social responsibility issues. The LEED Silver certification is a notable thing that we can talk about. Mr. Blosser stated that from a client standpoint, the certification allows them to understand that WSCC walks-the-talk for environmental issues and sustainable practices. Mr. Blosser added that the team deserved a lot of credit as the process took a long time due to the age of the existing building, it being connected to the office tower and the garage, and other factors that made things more difficult than if it were a stand-alone brand new building. The Board extended their congratulations on a job well done.

E. Consent Agenda

Mr. Finneran presented the Consent Agenda to the Board. The following action items and informational reports had been sent to the Board for review prior to today’s meeting:

Action Items:

1. Ratification of Additional Facility Project Contract List
2. Approval of Additional Facility Project Draw Schedule Payment

Informational Items:

1. WSCC Sales Productivity Report
2. WSCC Monthly Expenditures Auditing Officer Certification

3. Benefits Committee – 2016 Summary Report

Mr. McLaughlin made a motion to approve the Consent Agenda as presented. Ms. Brown-Archie seconded and the motion was carried by the unanimous affirmative vote of all Directors present.

VI. PFD COMMITTEE REPORTS

A. Addition Committee

1. Update

Mr. Finneran requested Mr. Griffin provide the Board with an update on the Addition Project. Mr. Griffin provided an update and reiterated that the critical path to getting construction started on this project is working through the entitlements process, the alley vacations and below-street vacations. To date, there have been seven meetings with the Seattle Design Commission, and the project has passed the tests to do with Urban Design Merit. The next meeting with the Seattle Design Commission will be regarding the Public Benefits associated with the vacations. Mr. Griffin advised that they are hoping to get through the Seattle Design Commission process shortly, and then it moves to the Seattle City Council for the final steps on those vacations which are necessary to receive the Master Use Permits. Mr. Griffin provided an update on the land component and advised that the Purchase & Sale Agreement for the Convention Place Station property along with the necessary piece of legislation has been transmitted by the King County Executive to the King County Council for their review/approval. Mr. Griffin provided a brief update on the total project budget (\$1.6 Billion) and the guaranteed MACC (Maximum Allowable Construction Cost) budget (\$900 Million). Estimated costs from the design drawings in December 2016 have come in just over budget and the contractor and team are working to refine it closer to the budget number. Pine Street Group continues to be pleased with the work performed by LMN Architects, MKA Engineers, the GC/CM Clark-Lewis team, and other contractors.

Mr. Rosauer provided a brief overview of the slide presentation that was given to the Seattle Design Commission regarding Urban Merit which outlined more detail on the neighborhood and pedestrian benefits which would result from the Addition Project.

2. Approval of First Amendment to GC/CM Preconstruction Agreement, Resolution #2017-8

A RESOLUTION of the Washington State Convention Center Public Facility District (“District”) approving the first amendment to the General Contractor / Construction Manager contract for preconstruction services.

Mr. Finneran requested Pine Street Group to provide the Board with an explanation regarding Resolution #2017-8. Mr. Rosauer advised that Resolution #2017-8 is an extension to the Clark-Lewis pre-construction agreement and for the most part, is a time and materials agreement to extend until the project starts. Once the project starts moving forward, it will be contained within the Construction Budget. This extension is already accounted for within the Addition Budget (\$900 Million). This extension is for \$9 Million; the current agreement is for \$5 Million; increasing the not to exceed amount of the Agreement to \$14 Million. Mr. Finneran advised that the Addition Committee reviewed this item earlier today and is recommending to the full Board that approval be granted at the Board level since the expenditure is within the Board’s purview.

Ms. Brown-Archie made a motion to approve Resolution #2017-8 approving the first amendment to the General Contractor / Construction Manager contract for preconstruction services to increase allowable compensation for preconstruction services in the amount of \$9,000,000.00, increasing the not to exceed amount of the agreement to \$14,000,000.00. Ms. Moriguchi seconded and the motion was carried by the unanimous affirmative vote of all Directors present.

3. Approval of Addition Project Labor Agreement, Resolution # 2017-9

A RESOLUTION of the Washington State Convention Center Public Facilities District (“District”) approving a Project Labor Agreement for the Facility Addition Project.

Mr. Finneran requested Pine Street Group to provide the Board with an explanation regarding Resolution #2017-9. Mr. Rosauer advised that Resolution # 2017-9 is related to the Project Labor Agreement (PLA) that the Board has heard about for some time. This Agreement has been negotiated

with the help of Mr. Otto Klein, the Convention Center's labor attorney. This Agreement includes primarily a no-strike clause; outlines the scopes between the various trades so people don't take over other people's work; normalizes a lot of the work rules in the various trades agreements. The Agreement also comes with other benefits to the unions, like free-parking, and the Agreement also comes with other benefits to the Convention Center like helping prioritize apprentices, minorities and women in the workplace. We believe the Agreement is in its final form, and Mr. Klein and Mr. Rosauer would both back it and recommend approval by the Board. Mr. Finneran called for the motion.

Mr. McLaughlin made a motion to approve the Project Labor Agreement for the District's Addition Project in substantially the form attached as Exhibit "A", and authorizing and directing the Chairman to execute the agreement. Mr. Schafer seconded and the motion was carried by the unanimous affirmative vote of all Directors present.

B. Facility Committee

1. Project Updates

Mr. McLaughlin reported that the Facility Committee met March 9, 2017 to discuss several items. Mr. Barnes presented the final design elements for the Sales Salon space to be located in Room 206. This room will be a flexible use space for clients to be met and greeted, and a place to present both facilities for selling purposes. There will be three screens, location for a facility model, conference table, kitchen for refreshments, and comfortable furniture for the group to relax, as needed. The cost of the project is approximately \$375,000 and is part of the overall \$4 Million which is appropriated each year in our Capital Maintenance Budget. The project is expected to be completed in September. The Committee approved staff to start the construction on this project.

The Facility Committee was also presented the Level 1 Retail update on the former "Salon" space to be converted into a flexible space to be utilized by staff for events, client needs, special food and beverage options and other types of activities. The Committee authorized staff to bring on a design firm to prepare space configuration drawings and bring back the design plans to the Facility Committee for their approval. The current "Moby's Restaurant" space will be part of this review and re-design as well. The Committee will review recommendations and give direction to staff on what to proceed with and report back to the Board.

The Facility Committee also met with the new naming/branding consultant, Hornall Anderson, to discuss how to proceed with the naming process of the facilities related to the Addition Project. The decision was made to postpone this work until June 2017 given the political nature of issues surrounding the King County property purchase and the State legislative work for funding needs. The Committee will take up this item in June and report back to the Board on progress.

C. Marketing Committee

1. Update

Mr. Schafer reported that the Marketing Committee met earlier today to discuss and review items and options related to the booking priority guidelines, booking revenue guidelines, rating business sheet, and dynamic revenue strategies to help the WSCC staff and Visit Seattle determine the best piece of business for Seattle and the WSCC. Both teams are testing these options, will make adjustments to the process going forward and report back to the Marketing Committee. The WSCC Booking Policy will need to be adjusted this year prior to the selling of the Additional Facility, and the Marketing Committee will come back to the Board with its recommendations.

2. Exemption to Booking Policy (PAX), Resolution # 2017-5

A RESOLUTION designating an exemption to the Booking Policy stated in Resolution 2013-23, for Penny Arcade Expo (PAX).

The WSCC Booking Policy was designed to maximize the benefits outlined in the Board of Directors Mission Statement through prioritization of events and booking approach and the Board of Directors may find that it is in the best interest of the Center to review and evaluate booking conditions that might increase benefits for the Center and the community. Staff of WSCC and Visit Seattle brought a recommendation to the Marketing Committee requesting an exception for Penny Arcade Expo (PAX) to

be classified as a “Convention” instead of a “Consumer Show” for the sole purpose of booking or scheduling the business farther out, based upon the solid business case that increases occupancy in local hotel rooms and unique value to the Center and the stakeholders of the Center.

Mr. Schafer made a motion to approve Resolution # 2017-5, approving an exemption to the Booking Policy and the exception for Penny Arcade Expo (PAX) to be classified as a “Convention” instead of a “Consumer Show”. Ms. Brown-Archie seconded and the motion was carried by the unanimous affirmative vote of all the Directors present.

D. Government Affairs Committee

1. Update

Ms. Brown-Archie reported that the Government Affairs Committee met earlier today to discuss and review items, issues or actions necessary with respect to City, County, or State legislation relating to the Convention Center. Ms. Bogard provided a brief update on the Bills currently before the House and Senate that are of particular interest to the Convention Center. Ms. Brown-Archie advised that a lot of the Committee’s activities have been centered around trying to get some legislative action to address the financial shortfalls for the Addition Project. The lobbyist team has been expanded to include Joe Woods with Pacific Public Affairs, who was brought on to work at the County level with the King County Councilmembers to ensure they understand the agreement that WSCC has with King County. There are three other lobbyists working with Ms. Bogard in Olympia: Cliff Webster, Tim Boyd and Cody Arledge. Ms. Brown-Archie advised that the Committee is also talking through legislative strategy for moving both the Bills and the Agreement forward. The Committee is also tasked with looking at initiatives, ordinances and items related to the homelessness problem in the area. Staff briefed the Committee on some meetings that they have been attending and keeping track of, in particular the 3-part series “*The State of Homelessness: The Path Forward*”, being sponsored by the Downtown Seattle Association (DSA), Visit Seattle and the Seattle Chamber of Commerce. Mr. Blosser is a member of the DSA and Visit Seattle taskforces that are working on this important issue in our community.

2. Consultant Update Report

Ms. Brown-Archie advised that the consultant update report from Ms. Bogard is contained within the Board packets.

VI. VISIT SEATTLE & WSCC Sales Reports

A. Visit Seattle Destination Overview

Mr. Norwalk reported that Smith Travel Research report for February 2017 YTD provides comparisons for revenue per available room (RevPAR), average daily room rate (ADR) and occupancy variances for hotels in Seattle Downtown, San Francisco Market Street, Denver Downtown, Portland Central City, Austin CBD, San Diego CBD, Boston CBD/Airport, Nashville CBD and Los Angeles CBD. Downtown Seattle finished February with an occupancy rate of 74.4%, up 5.2% from the same period in 2016; RevPAR saw an increase of 12.4% and ADR had an increase of 6.9% as compared to the same period last year. In February 2017, San Francisco Market Street topped the competitive set for the month with an ADR of \$270.70. Downtown Seattle ADR’s (\$178.73) finished the month in the sixth spot. Year to-date, San Francisco remains in the lead in the categories of Occupancy, Average Room Rate, and RevPar. Seattle numbers continued to track strongly with the eight other cities in the group.

B. Visit Seattle Sales Report

Mr. Hampton reported that Visit Seattle WSCC sales production combined for the months of January and February 2017 (year-to-date 2017) was 115.96% of goal and Hotel Production was 68.36% of goal.

Mr. Hampton reviewed year-to-date WSCC lost and waived room nights. Year-to-date, of 39 groups, 16 were in the lost category and 23 in the waived category; 90,449 room nights were lost (business bid on, but was not awarded) and 185,447 room nights were waived (business that wanted Seattle to bid, but we were unable to bid for various reasons).

Lost opportunities:

- PASS – Professional Association for SQL Server - (November 2020, 2021, 2022):
5,000 delegates per year, 9,086 room nights per year, \$16 million economic impact per year
- American Society for Surgery of the Hand - (September 2023):
2,727 delegates, 5,665 room nights, \$9 million economic impact

Waived opportunities:

- American Society for Microbiology - (November 2018):
4,100 delegates, 9,196 room nights, \$11.5 million economic impact
- American Statistical Association - (August 2024):
5,000 delegates, 16,625 room nights, \$16.8 million economic impact

C WSCC Sales Report

Mr. McQuade reported that for February 2017, WSCC & Visit Seattle Sales staff combined top-line rent totaled \$791,176 for Convention Center contracted bookings. Groups hosted February YTD realized 6,291 in hotel room night bookings, with 80,862 delegates, and an estimated \$2,099,786 in top-line revenues.

During February, WSCC Sales staff booked 21 new events into the Center to infill around convention business booked by Visit Seattle. Cumulatively, these 21 WSCC booked events represent over 17,775 in estimated attendance, 5,835 associated room nights, and combined topline revenues of over \$621,263 for rent, food & beverage, parking and subcontractor services. Mr. Blosser wished to commend Mr. McQuade and his staff as January and February there were no dates or space available to infill around the convention business booked by Visit Seattle. Mr. McQuade and the WSCC Sales Team do a great job with their relationships with our local clients and keeping them here at the Center for future dates.

VII. PRESIDENT'S REPORT

A. Report of Performance-based Compensation Program

Mr. Blosser advised that during the performance review process, we had Compensation Connection review our pay schedules and pay ranges. This analysis had not been undertaken since 2013, and we wanted to ensure our pay ranges were competitive in the marketplace. The 2016 year-end performance reviews for all non-represented staff were completed. Mr. Blosser approved increases for all non-represented staff per their performance-based scores and the market adjustments made to approximately 5 positions, and all increases fall just over the approved 4% budget line item for 2017, coming in at 4.15%. Increases were effective March 1, 2017, and employees received the monies on their March 25th paycheck.

B. Taste Washington: Marketing Event Participation

Mr. Blosser reported that WSCC and ARAMARK once again participated in the Taste Washington trade show event, held March 25 & 26, 2017 at CenturyLink Field and Event Center. This event provides a terrific opportunity to talk to attendees about our meeting capabilities and to promote the Center and our operations, as well as showcase WSCC's culinary expertise and use of locally grown products. Thank you to our ARAMARK team and the WSCC Sales team for their efforts to showcase the WSCC space. This year the ARAMARK team did an outstanding job providing desserts to the Taste Washington attendees. It is a good opportunity to get our name known in the local community and to support Visit Seattle.

VIII. STAFF REPORTS

A. WSCC Parking Report

Mr. Tesfaye reported that parking revenues for February 2017 were down 1% from the revenues reported in February 2016; and February YTD revenues were down 2.0% from the same period in 2016,

mainly due to the event mix in the building. WSCC's monthly parking for the main garage is currently at full capacity. There is a small wait-list for both garages.

As per the Chairman's request, Mr. Tesfaye provided a report showing the average income per stall / per category / per month – public versus monthly parking per building and employee parking. For the month of February 2017, average rate per day per stall was:

- Freeway Park garage has 660 stalls available. There are 3 categories: Monthly Parking (375 parkers) at an average rate per stall of \$252.93 per month; Employee Debit Card (609 card holders) at an average daily rate per stall of \$17.27; and Daily Parkers with an average daily rate per stall of \$60.47. Monthly Parking usage was 310 per day (47%); Employee Debit Card usage was 77 per day (12%); and Daily Parking usage was 125 per day (19%). Total stalls occupied on average were 512 per day, or 78%.

- WSCC garage had 815 stalls available. There are 5 categories: Monthly Parking (114 parkers) at an average rate per stall of \$263.77 per month; Daily Parkers at an average monthly rate per stall of \$210.56; Validations (64 average per day) with an average rate per stall of \$26.22; HCF, Admin & Validation (9 average per day) at an average rate per stall of \$3.69; Employee & Retail Monthly Parking at an average monthly rate per stall of \$133.19; and Carpool and Unassigned Monthly Parking (14 average per day). Daily Parkers average usage was 514 per day (63%); Validations average usage was 64 per day (8%); HCF, Admin & Validation average usage was 9 per day (1%); Monthly Parking (Employee & Retail) average usage was 39 per day (5%); and Monthly Parking (Carpool & Unassigned) average usage was 14 per day (2%). Total stalls occupied on average were 640 per day, or 79%.

B. Food Service Report

Mr. McFadin reported total sales for February 2017 were up \$258,998 from re-forecast, however down \$503,797 from prior year. Total costs for February 2017 were higher than re-forecast by \$11,508 primarily due to the event mix in-house. February 2017 total WSCC PFD profit was down \$325,408 over prior year and \$247,490 better than re-forecast. Year-to-date sales are \$477,600 above re-forecast and \$225,048 above prior year. Food service return to WSCC PFD year-to-date is up \$212,965 from forecast and up \$404,750 from prior year. ARAMARK continues to focus on the Food Management and Labor Management programs and reports are showing positive results.

X. FINANCIAL REPORT

Mr. Firth reported that the format for the financial report was revised in March to isolate the Marketing Revenues and Expenses from the Operating and Non-Operating categories. The In-House Marketing Expenses are now also included under the Marketing Expenses category.

February 2017 total operating revenues were down 11.9% compared to the same period in 2016, and ahead of budget by 12.3%. For the month of February 2017, Food Service revenues were ahead of budget by 27.9%. Retail revenue was down 20.9%, Building Rent revenue was down 27.3% due to food and beverage discount, Parking revenue was down 0.3%, and Facility Services revenue was down 2.5%. Year-to-date Operating Revenues were 8.3% ahead of budget at \$6,679,732, and ahead of prior year by 2.8%.

Operating expenses for February 2017 were above budget for the month by 9.1%; and the corresponding sales were up 12.3%. Staff continue to conservatively manage expenses in FY2017. Operating surplus for February 2017 was \$840,143, a decrease of 27.6% over the same period in 2016. Year-to-date the operating surplus through February totaled \$530,971.

For the month of February 2017, marketing revenues were below budget by 10.8%; and the monthly marketing expenses totaled \$661,986, below budget by 9.5%. Year-to-date February 2017 total Marketing revenues were up 9.9% compared to the same period in 2016, however under budget by 1.2%. Marketing expenses for year-to-date 2017 totaled \$1,526,144, below budget by 1.8%. Marketing loss for February was \$802, a decrease of 98.5% over the same period in 2016. Year-to-date the marketing surplus through February totaled \$31,506, up from budget by 45.2%.

In 2013, the Board authorized a funding mechanism to support efforts necessary to explore expansion feasibility, now called Addition Budget. Addition Project Fund expenditures for February 2017 were \$5,024,105.

Non-Operating Revenues for the month of February was \$4,363,465, below budget by 9.9%. Non-Operating Revenues year-to-date through February 2017, for regular and additional lodging taxes, totaled \$10,089,377. Non-Operating Expenses during the month for transfer of additional lodging tax, debt service, capital improvement projects, and addition budget totaled \$8,399,929, over budget by 9.5%. Non-Operating Expenses year-to-date through February 2017, which includes transfer of additional lodging tax, debt service, capital improvement projects and the addition budget, totaled \$14,203,501, below budget by 27.1%.

Mr. Firth advised that the forecast for the 2017 fiscal year is tracking positively for WSCC.

XI. ADJOURNMENT

Mr. McLaughlin moved to adjourn the March 28, 2017 Board meeting at 3:41 p.m. Ms. Brown-Archie seconded and the motion was carried by the unanimous affirmative vote of all Directors present.