

Minutes

Washington State Convention Center
Public Facilities District

Regular Meeting of the Board of Directors
July 24, 2018

I. CALL TO ORDER

Frank K. Finneran, Board Chairman, convened a regular meeting of the Washington State Convention Center Public Facilities District (WSCC) at 12:30 p.m., in Room 211, of the Convention Center.

MEETING ATTENDANCE

Board Directors in Attendance

Frank K. Finneran, Chair
Deryl Brown-Archie, Vice Chair
Susana Gonzalez-Murillo
Nicole Grant
Jerry Hillis
J. Terry McLaughlin
Denise Moriguchi

Board Directors Absent

Robert Flowers
Craig Schafer

Officers in Attendance

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

Consultants / Vendors in Attendance

Keith Hedrick, ARAMARK
David Dolquist, ARAMARK
Melinda Altamirano, ARAMARK
Matthew Hendricks, Hendricks - Bennett, PLLC
Colin Green, LMG
Jill Hashimoto, LMG
Fred Eoff, PFM Financial Advisors, LLC
Arnetta Libby, Pine Street Group
Matt Rosauer, Pine Street Group
Regina Glenn, Pine Street Group / PCC
Tom Norwalk, Visit Seattle
Kelly Saling, Visit Seattle
Kris Cromwell, Visit Seattle
Patrick Smyton, Visit Seattle

Guests in Attendance

Ollie Garrett, Tabor 100
Nancy Locke, Tabor 100

Staff in Attendance

Clare Canzoneri
Lisa Irwin
Michael Murphy
Susnios Tesfaye

Krista Daniels
Daniel Johnson
Paul Smith
Ron Yorita

Rebecca Emmons
Michael McQuade
Lorrie Starkweather

II. APPROVAL OF MINUTES

May 22, 2018 WSCC PFD Regular Board Meeting and June 26, 2018 Special Board Meeting

Mr. Hillis made a motion to approve the minutes of the May 22, 2018 Regular Board meeting and the June 26, 2018 Special Board meeting as presented. Ms. Gonzalez-Murillo 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. There were no public comments.

IV. CHAIRMAN'S REPORT

A. Board Appointments

Mr. Finneran advised that WSCC has received official notification that Mr. Hillis has been reappointed by Governor Inslee; Mr. Finneran and Ms. Brown-Archie have been reappointed by the King County Executive/King County Council. All three positions are for the terms July 31, 2018 to July 30, 2022.

B. Consent Agenda

Mr. Finneran presented the Consent Agenda to the Board. The following action item 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, July 2018
2. Approval of Additional Facility Project Draw Schedule Payments, #43 (June 20, 2018)
3. Approval of Additional Facility Project Draw Schedule Payments, #44 (July 19, 2018)

Informational Items:

1. WSCC Sales Productivity Report
2. WSCC Monthly Expenditures Auditing Officer Certification
3. WSCC 2017 Annual Report
4. Visit Seattle Sales Report
5. WSCC Sales Report
6. Government Relations Consultant Report
7. Parking Report
 - a. Monthly Parking Report
 - b. Monthly Occupancy Report
 - c. Mid-Year Parking Report
8. Food Service Report

Mr. Hillis 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.

V. PFD COMMITTEE REPORTS

A. Addition Committee

1. Tabor 100 Presentation

Mr. Rosauer recognized Ms. Regina Glenn, President/CEO of Pacific Communications Consultants, Inc. (PCC). Ms. Glenn is assisting Pine Street Group as an outreach consultant, communicating to the

outreach community and key stakeholders and she is a Tabor 100 member. Ms. Glenn introduced Ms. Nancy Locke and Ms. Ollie Garrett from Tabor 100. Ms. Locke and Ms. Garrett provided a brief overview of Tabor 100, a business-oriented non-profit business association. Tabor 100 has been in continuous operation since 1999 and has a legacy African-American Seattle-based history, with a business mission for construction, consultants and entrepreneurs. Ms. Garrett spoke regarding Tabor 100's Equity Empowerment Center which is being created as a first-in-the-nation resource for launching intensive support to small and WMBE firms. The Center will be located at 1130 Rainier Avenue S, in the historical central District. This is a significant new regional initiative within the State, City of Seattle and King County, with endorsements/partnerships coming from the likes of the Urban League, Seattle Chamber of Commerce, National Association of Minority Contractors, Seattle Vocational Institute, Seattle University, OMWBE, Civil Rights Coalition, among others. Tabor 100 is seeking the WSCC Board's consideration for annual sponsorship of the Equity Empowerment Center for launching by 2019. Ms. Garrett thanked the Board and advised their sponsorship consideration is greatly appreciated and very valuable to the minority community and all who are committed to visible progress in contracting equity.

Discussion occurred. Mr. Finneran assigned Tabor 100's request to the Outreach Committee for review and consideration.

2. Update

Mr. Finneran advised that bench-mark achievements have been reached whereby the Addition project has been approved by all the essential governmental agencies, the project has received its Master Use Permit, and we have released the contractor to proceed with construction. It is good to note that after many years, much effort, and significant amount of monies, construction is underway on our project. On behalf of the WSCC Board, Mr. Finneran extended congratulations to WSCC staff, Pine Street Group and the whole team, and everyone involved in the project to date. Mr. Finneran requested Mr. Rosauer and Ms. Libby provide the Board with an overview of the Addition Project.

Mr. Rosauer reported that the schedule and the entitlements are in place and the Master Use Permit was received by the end of June which allowed for the permits to be in place to hold Metro to a March 2019 date for the busses to exit the tunnel. The Notice to Proceed to the contractor that the Board previously authorized the Chair to sign at the Special Meeting dated June 26, 2018, is dated July 23, 2018. This triggers the contractors 36-month schedule and barring any unforeseen conditions, we look to open the new building in three years. Pine Street Group has been working with Mr. Blosser and WSCC staff and a matrix has been created for when the convention center could theoretically start booking shows based on how much risk is behind and ahead of us. This matrix to be closely monitored by Mr. Blosser and Pine Street Group. With the notice to proceed and with these permits, the busses officially started on schedule using a temporary ramp to 9th Avenue and are operating a layover loop out and around the Convention Center.

Mr. Rosauer advised that Seattle Department of Transportation (SDOT) has recently revisited previously approved street use plans and permits due to area traffic concerns around the Addition site. Pine Street Group is working closely with SDOT on how the work can be sequenced in order that it can be kept off the critical path. This utility work around the site directly impacts the opening of the convention center loading dock and when the co-development towers can start. The original goal was for co-development to end concurrently with the convention center. It now appears as if the co-development towers are ending a year past the completion of the convention center addition.

Regarding land, the Convention Place Station closing date is July 25, 2018. Mr. Griffin continues to work with WSDOT regarding the lease for the property at the corner of Boren and Pine and is targeting lease execution in September.

Ms. Libby provided an update on the finance and budget and advised that the current financing plan was updated to reflect increased construction estimates and increased design costs which will be offset by additional estimated proceeds from the sale of the co-developments. A full budget update will be done in August which will reflect the actual financing proceeds from the bond issuance on August 9,

2018, and an update will be provided to the Board after that. Ms. Libby advised that Pine Street Group is targeting going to market with the co-development in approximately one month, and it is expected to be a three-month process. The goal is to complete the sale of the co-development by the end of the year.

Mr. Rosauer advised that with the pulling of the foundation permit, an estimated \$40 million in community benefits payments will start to take place in August through October.

Regarding public process and outreach, Mr. Rosauer reported that the Outreach goal is \$80 million and the project currently appears to be within \$10 million of that goal. With approximately 1/3 of the project remaining to bid, the contractor is working to supplement current subcontractors with additional WMBE subcontractor support. Mr. Rosauer advised that PSG is working with labor and within the PLA on the Priority Hire Program and starting the process of interviewing/recruiting to grow the project's apprentices to meet or beat the 15% goal.

The Art Program, headed by Ms. Lewis, has been reviewed and will be worked in coordination with the WSCC Board Art Committee, the Addition Art Advisors and 4Culture, with the Art Committee reporting to the WSCC Board. The program is now starting to pick up momentum.

3. Discussion and Potential Approval to the GC/CM Agreement with Clark-Lewis and Acknowledge and Approve Renumbering of Change Orders 20 and 21

Mr. Rosauer advised that the Addition Committee had approved a recommendation to the Board to delegate authority to the Chair to execute a Change Order to the GC/CM Agreement with Clark-Lewis for Low Voltage Electrical work with Prime Electric in an amount not to exceed \$40 million. This amount was not included in the change orders that led up to the notice to proceed as originally planned. As well, Mr. Rosauer advised that Addition Committee had approved the renumbering of Change Orders No. 20 and No. 21 to No. 24 and No. 25 in the amounts of \$83,133,285 and \$242,470,540 respectively, because of the sequencing of other prior smaller change orders. Going forward, future change orders requiring WSCC Board approval will not be approved by specific numbers but by specific scopes of work.

Mr. Hillis made a motion to authorize the Board Chair to execute a Change Order to the GC/CM Agreement with Clark-Lewis for Low Voltage Electrical work with Prime Electric in an amount not to exceed \$40 million and to acknowledge and approve the renumbering of Change Orders No. 20 and No. 21 to Change Orders No. 24 and No. 25 in the amounts of \$83,133,285 and \$242,470,540 respectively. Mr. McLaughlin seconded and the motion was carried by the unanimous affirmative vote of all Directors present.

4. Ground-breaking Events

Mr. Blosser advised that the date of Tuesday, August 14, 2018 at 10:00 a.m. has been selected as the Ground-Breaking date. King County Executive Dow Constantine can attend on this date, and invitations have been extended to the Mayor, Governor, and local legislators. An invitation list is being compiled. Staff is working with Pine Street Group on the site for the celebration, and with Visit Seattle on an event for our clients. At the present time, we anticipate 3 separate events over 2 to 3 days: 1 civic event, 1 client-based event, and an event for WSCC staff.

B. Government Affairs Committee

1. Mid-Year Report

Ms. Brown-Archie provided a mid-year report for the Government Affairs Committee, and advised the highlights were:

- The passage of HB-2015 to tax hotels under 60 rooms to remove this exemption and new taxes will be collected starting January 2019;
- The Government Affairs Committee worked with Pine Street Group and our Lobbyists to secure passage of the Public Benefits Package and the Streets & Alley Vacations approval by Seattle City Council to enable the Master Use Permit process to get underway.

- The Government Affairs Committee will continue to work with staff on the Street Safety and Civility Issues during the remainder of 2018.

C. Finance Committee

1. Mid-Year Report

In Mr. Flowers absence, Mr. Blosser provided a mid-year report for the Finance Committee, and advised the highlights were:

- The WSCC operating financial reports have been reviewed monthly and are tracking well ahead of budget for the first half of 2018;
- Government Portfolio Advisors, WSCC's contracted investment advisor, provided the Finance Committee with first quarter and second quarter investment fund presentations.
- The Finance Committee assisted the Addition Finance Team in the underwriter selection process, with Citi-Bank and Goldman Sachs being selected as Co-Senior Managers.
- The Finance Committee recommended the Finance Plan for the Addition Project to be financed and this was approved by the Board.
- Sale of Bonds were approved at the June 26, 2018 WSCC PFD Board Special Meeting as recommended by the Finance Committee to the Board.

2. Investment Report

Mr. Blosser advised that the Finance Committee met today and reviewed the 2018 second quarter investment update on the WSCC PFD portfolio of investments currently managed by Government Portfolio Advisors (GPA). The Committee discussed potential investment options for the monies resulting from the sale of the bonds on August 9, 2018 to be invested over the course of the construction period under the policies/procedures that the WSCC has in place. GPA will provide an explanatory document and list that will be forwarded to the Board members for their information. Mr. Firth will review each of the items as the scenarios reach the approval stage. Mr. Finneran requested that questions regarding the document and list be directed to Mr. Blosser.

D. Outreach Committee

1. Mid-Year Report

Ms. Moriguchi provided a mid-year report for the Outreach Committee, and advised the highlights were:

- The Outreach Committee has been tracking the Addition Project Outreach Program to ensure there is inclusion in the contracting and workforce. Goals were changed from \$60-\$70 million to \$80 million for the Project.
- The WSCC Board approved the Priority Hire Outreach Plan for selecting workforce for the Project by zip code.
- WSCC Annual Report for 2017 was published in June 2018 and is available on the WSCC website.
- WSCC Outreach Reports for first quarter and second quarter have been published.
- WSCC launched its social media presence in June 2018 in conjunction with the WSCC 30th Anniversary event and is now posting on Face Book and Twitter. Mr. Blosser advised that discussion has occurred with the Long-Range Planning Committee on potentially increasing our involvement with social media. Staff to provide a report at the WSCC Board Strategic Planning Retreat.

E. Marketing Committee

1. Marketing & Sales Mid-Year Report

In Mr. Schafer's absence, Ms. Gonzalez-Murillo advised that the Marketing Committee recently met and Visit Seattle and WSCC Sales Plans and Goals were reviewed as to progress. At the mid-year mark, the Marketing Goals are on target. The Committee also reviewed the 5-Year Blue-Print Planning document.

2. Discussion and Potential Approval of Naming / Branding, Resolution # 2018-7

A RESOLUTION adopting "Seattle Convention Center" as the District's tradename and authorizing the President / CEO to implement use of the tradename at such time as he deems all the necessary preparation for successful introduction of the tradename has been completed.

Ms. Gonzalez-Murillo advised that the Marketing Committee and staff have been working with Hornall Anderson all year to solidify and determine the new logo and branding for the Convention Center. The recommended name change from Washington State Convention Center to Seattle Convention Center and the corresponding logos had been provided to the Board in their packets for review prior to the meeting. Mr. Finneran and Ms. Gonzalez-Murillo provided an update on the process that was undertaken by the Committee, staff, and consultants to reach this decision. Staff will create talking points of why this change is important and provide to the Board in the next month. Mr. Blosser advised we will continue to use the current Washington State Convention Center name in our marketing efforts until we are ready to launch the new name with all the required collateral. Mr. Blosser stated Resolution # 2018-7 gives the President / CEO the authority to start the process for the many items required to be in place prior to implementing the name and logo changes. The target date for completion of these items is by year end 2018 / early 2019, and the Marketing Committee will provide a report at the WSCC Board Strategic Planning Retreat.

Discussion occurred regarding wayfinding, and where The Conference Center (TCC) would fall within the naming of the two buildings. Mr. Blosser advised that TCC would remain part of the Arch building (current facility). Mr. Blosser emphasized that wayfinding for our attendees was a vital component and all the various entry points were being taken into consideration in the wayfinding design and development to ease the transition.

Ms. Brown-Archie, while in agreement with the name Seattle Convention Center in terms of the marketing of the Center, hopes the Marketing Committee and Board also considers that the Convention Center is in Martin Luther King County and is actually a county public facilities district, and while maybe not for the name of the Center as a whole, but would like to see some type of recognition of M.L. King County somewhere in the buildings down the road. Ms. Brown-Archie requested to know if by approving this resolution the Board was approving the logo design as shown as well as the name change. Discussion followed with Mr. Finneran advising that the resolution is for the approval of the name change, and that the designs presented today are representative of the name so far as the consultants are concerned and is their best recommendation as to how it should be presented to the marketplace, for example the clients that Visit Seattle and the sales teams are dealing with on a day-to-day basis, as well as how it is represented in print ads. This would not preclude other input into the way that it is represented. The arrow which represents "forward movement" is an important part of the Committee's iteration.

Mr. Finneran advised that, as was discussed at the 2017 WSCC Board Strategic Board Retreat, the Marketing Committee was tasked with the Naming / Branding Project and the Committee has been meeting with staff, Hornall Anderson, and Visit Seattle throughout the year. Ms. Brown-Archie expressed that the full Board should have been included in making the decision from the final three options selected by the Marketing Committee. Ms. Gonzalez-Murillo noted Ms. Brown-Archie's opinion. Mr. Finneran requested that Mr. Blosser, with Mr. Schafer and Ms. Gonzalez-Murillo show the final Hornall Anderson presentation to any of the Board directors who request a viewing and report back any questions or concerns.

Ms. Gonzalez-Murillo moved approval of Resolution 2018-7, adopting "Seattle Convention Center" as the District's tradename and authorizing the President / CEO to implement use of the tradename when he deems all the necessary preparation for successful introduction of the tradename has been completed. Ms. Brown-Archie seconded and the motion was carried by the unanimous affirmative vote of all Directors present.

F. Art Committee

1. Mid-Year Report

Ms. Gonzalez-Murillo provided a mid-year report for the Art Committee, and advised the highlights were:

- The Art Committee last met on July 18.
- The Addition Art is moving forward with meetings scheduled for a final selection panel for Urban Design Merit, a final selection panel for the Olive and Boren art; Addition Art Advisors monthly meetings; a meeting concerning the 9th & Pike Art on the existing building Shortlist. Ms. Gonzalez-Murillo provided explanation to the Board regarding the various art buckets:
 - a. Public Benefit Art:
 - Boren Avenue Garden Works
 - Olive Way Art Works – 5 glass vitrines from the building facade
 - 9th and Pike Street large wall at existing WSCC building
 - b. Urban Design Merit:
 - Areas identified as potential art opportunities through the Seattle Design Commission process
 - c. WSCC Art Program
- The WSCC Art Foundation met in March 2018. No future meeting dates have been set yet.
- WSCC Rotating Art: The Call for Artists is due in August and WSCC will set a jury panel to review the rotating art which will be in the facility for April 2019 through 2020.

Ms. Gonzalez-Murillo stated that this is a very busy time for WSCC and the Board, and the Art Committee will support and collaborate on the Addition Project with the Addition Art Advisors and project team. Ms. Gonzalez-Murillo wished it noted that as the plans and decisions progress for the Art Program, that the Art Committee is responsive to keep the WSCC Board apprised and supportive of the Art Plans as they develop to ensure our total art program will be exceptional and one that all can be proud of when the building opens for guests in Spring of 2022.

G. Facility Committee

1. Mid-Year Report

Mr. Hillis advised the Facility Committee met today, and requested Mr. Blosser to summarize the mid-year report. Mr. Blosser reported that all but two of the 2018 operating capital improvement projects are tracking to goal. There are two items that will possibly not be finished in 2018 and will need to carry forward into the 2019 Capital Projects Budget. We are in design for these 2 items: 1) is the WSDOT improvements to the freeway lighting system underneath the Freeway Park. 2) the Freeway Park Garage Elevator Project, with the elevator from the garage to the park being updated and revamped.

H. Long-Range Planning Committee

1. Mid-Year Report

Mr. McLaughlin advised that the Long-Range Planning Committee met twice this year and established four principle goals to be focused on over the next one to three years. These goals were provided to the Board in their packets for review:

a. Board & Senior Management Strategic Development Planning: Staff updated the Board Prospectus document and provided to the appropriate agencies for the 5 Board appointments currently due to expire at the end of July.

b. Strengthen Neighborhood Connections and Activation to Positively Effect Operations for WSCC: The Committee and Executive team reviewed the groups that WSCC currently participates with and additional potential organizations that we could join or become more involved with in the future.

c. Establish Plan that includes and defines the mix of Public Relations, Public Affairs, and Corporate Communications for the public positioning of WSCC messaging: Staff is developing this plan with the help of a social media consultant and are working with Visit Seattle. A draft plan to be brought back to the Committee later this year for review. As was mentioned in Ms. Moriguchi's Outreach Report, WSCC's Social Media Presence was launched in June with the WSCC's 30th Anniversary Event.

I. Benefits Committee

1. Mid-Year Update

Mr. McLaughlin advised that the WSCC Benefits Committee, comprised of WSCC non-represented employees and Mr. McLaughlin as Board Liaison, have met quarterly to review materials including a market review, performance reports, cash flow reports, fund scorecard, and fund analytics. The Benefits Committee, based on the recommendation of investment broker RBC, approved changes to the non-represented employee retirement plans.

VI. PRESIDENT'S REPORT

A. Foodservice Personnel

Mr. Blosser called upon Ms. Altamirano to introduce ARAMARK's new executive team member. Ms. Altamirano introduced Mr. David Dolquist, Executive General Manager for ARAMARK here at the Center. Mr. Dolquist brings with him a wealth of experience in the hotel industry. On behalf of the Board, Mr. Finneran welcomed Mr. Dolquist to the WSCC team.

B. 2017 Annual Report Feedback

Mr. Blosser advised that the 2017 Annual Report was launched electronically at the end of June and thanked all involved for a job well done.

C. Retail Mid-Year Report

There are 17 retail spaces within the Convention Center. Currently, 15 of these spaces are rented. Mr. Blosser provided some highlights from the report provided to the Directors:

- "GoNetYourself" opened for business in February after completing their tenant buildout of the space on Level 1.
- In February, Addition project subcontractor VECA Electric leased the vacant space on Pike Street between 8th & 9th Avenues.
- Following extensive discussions with a potential tenant for the former Goldberg's deli space on Level 1, negotiations were broken off and the space remains available for lease.
- The owners of the Noodle Library (on 9th Avenue) determined that they were unable to make their Asia eatery concept work fiscally and requested that they be relieved of the lease for the space. Given the need for subcontractor space in support of the Addition project, WSCC agreed to terminate the lease in May. Rent payments were extended beyond the business' closing so that the Tenant Improvement allowance the WSCC had provided upon lease execution could be recouped.
- Staff prepared a master lease to cover all Addition subcontractors in WSCC retail spaces as subtenants of Pine Street Group. This arrangement would allow Pine Street Group and Clark-Lewis to more carefully manage the limited space to the best advantage of the project.
- WSCC extended the lease term of La Creperie Voila, a current retail tenant.

Mr. Blosser advised that goals for the next six months include:

- Plan/prepare new street-front retail spaces adjacent to the WSCC administrative offices on Pike Street between 8th Avenue and Convention Place for leasing during 2018.
- Renew lease(s) for the following current retail tenant(s), including modifications to the leases to incorporate the now-standard WSCC relocation provision: FastSigns; FedEx Office; Tougo Coffee.

D. 2018 Operating Goals Mid-Year Report

Mr. Blosser provided a mid-year report on the 2018 Operating Goals. A document containing updates on all eleven Operating Goals with attachments for additional detail was provided to the Board

in their electronic packets. The Board Committee structure was changed for 2018 to no longer have an Operating Goals Committee, but have the individual Committees review and discuss progress on the specific goals. As such, staff has met with all Committees to discuss progress towards the goals. Mr. Blosser provided highlights of each goal, with all but one goal being on track for completion by end of year. Goal # 4 - Facility Committee Goal, is on track except for two 2018 Capital Projects that will need to be carried into the 2019 budget for completion (Freeway Park Elevator and the WSDOT Freeway Lighting Project).

IX. FINANCIAL REPORT

Mr. Firth reported June 2018 total operating revenues were up 3.7% compared to the same period in 2017 and ahead of budget by 2.0%. For the month of June 2018, Food Service revenues were above budget by 3.3%. Retail revenue was up 2.7%, Building Rent revenue was down 8.2%, Parking revenue was down 6.9%, and Facility Services revenue was under budget by 25.4%. Year-to-date Operating Revenues were 8.4% ahead of budget at \$22,820,055, and above prior year by 9.8%.

Operating expenses for June 2018 were below budget for the month by 5.1%. Expenses Year-To-Date are 2.9% over budget. Operating surplus for June 2018 was \$31,765, an increase of 116.3% over budget. Year-to-date the operating surplus through June totaled \$2,934,636.

For the month of June 2018, marketing revenues were below budget by 0.3%; and the monthly marketing expenses totaled \$1,067,890, above budget by 0.8%. Year-to-date June 2018 total Marketing revenues were up 4.6% compared to the same period in 2017, and below budget by 1.5%. Marketing expenses for year-to-date 2018 totaled \$5,383,795, below budget by 1.5%. Marketing surplus for June was \$10,152, a decrease of 77.4% over the same period in 2017. Year-to-date the operating and marketing surplus through June totaled \$2,963,886, over budget by 67.4%.

Addition Project Fund expenditures for June 2018 were \$11,181,670.

Non-Operating Revenues for the month of June were \$6,827,015, below budget by 3.6%. Non-Operating Revenues year-to-date through June 2018, for regular and additional lodging taxes, totaled \$34,512,688. Non-Operating Expenses during the month for transfer of additional lodging tax, debt service, capital improvement projects, and addition budget totaled \$14,310,238, below budget by 3.9%. Non-Operating Expenses year-to-date through June 2018, which includes transfer of additional lodging tax, debt service, capital improvement projects and the addition budget, totaled \$76,234,162, below budget by 37%.

Mr. Firth advised that the forecast for the 2018 fiscal year is tracking positively for WSCC.

X. ADJOURNMENT

Ms. Brown-Archie made a motion to adjourn the July 24, 2018 Board meeting at 2:29 p.m. Ms. Gonzalez-Murillo seconded and the motion was carried by the unanimous affirmative vote of all Directors present.