

**LYNNWOOD PUBLIC FACILITIES DISTRICT**

**JULY BOARD MEETING**

**TUESDAY JULY 12TH**

**10 AM-12:15 PM**

**HYBRID MEETING WITH ZOOM AND AT THE LYNNWOOD CONVENTION CENTER 3711 196<sup>TH</sup> ST SW**

**JOIN ZOOM MEETING**

**[HTTPS://US02WEB.ZOOM.US/J/81580483222?PWD=QKFXQURYNOWRUQRMTZJRNPOtNPHUT09](https://us02web.zoom.us/j/81580483222?pwd=QKFXQURYNOWRUQRMTZJRNPOtNPHUT09)**

**MEETING ID: 815 8048 3222**

**PASSCODE: 574216**

**ONE TAP MOBILE**

**+12532158782,,81580483222#,,,,\*574216# US (TACOMA)**

<b>BOARD</b>	<b>STAFF/OTHER</b>
Rosario Reyes, Chair	Janet Pope, Executive Director, Lynnwood PFD
Taylor Nordby, Vice-Chair	Josh Cain, Financial Analyst, Lynnwood PFD-Absent
Shawn Walker- Secretary	Matt Hendricks, Attorney, Lynnwood PFD
Michelle Meyer, Treasurer (ex-officio)	David Kleitsch, City of Lynnwood
Wally Webster II	Julieta Altamirano-Crosby, Lynnwood City Council
Mike Miller	Dan Fenton, JLL
	Juliet Velazquez, JLL
	Greg Whitney, JLL
	Francesca Howard, JLL
	Dave Anderson, OVG
	Kelly Carr, OVG
	Erin Jepson, General Manager LCC

<b>Time</b>	<b>Action Items</b>	<b>Presenters</b>
10:00	<b>A. Call to Order</b>	Secretary Walker
	Roll Call	Secretary Walker
10:02	<b>B. Approval of Agenda</b>	Secretary Walker
	<b>Motion: Motion to Approve Agenda*</b>	
10:04	<b>C. Announcements &amp; Communications</b>	ED Pope/ Secretary Walker
	Introduction of New General Manager Erin Jepson	
	<b>D. Consent Agenda</b>	
10:10	Approve Minutes of June 7 <sup>th</sup> , 2022*	Secretary Walker
	<b>Motion to Approve Minutes from June 7th</b>	Board
10:12	Accounts Payable, Plaza Maintenance Report*	ED Pope
	<b>Motion to Approve Accounts Payable Report</b>	Board
	<b>E. Business Items</b>	
10:15	Cash Flow Report*	ED Pope
10:20	New Bond Purchase*	ED Pope
10:25	KPI Dashboard*	Dan Fenton/ Juliet Velazquez
10:40	LCC Sales & Marketing Plan*	Kelly Carr/ Dan Fenton/ED Pope
	<b>Motion to Approve Sales &amp; Marketing Plan for LCC</b>	Board

Future Meeting Dates  
 Next Board Meetings  
 Tuesday September 6th  
**No August Board Meeting**

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11:00	Capital Needs Request	Kelly Carr
	<b>Motion to Approve Capital Needs Request for LCC</b>	Board
11:10	New Customer Relationship Management Software*	Dan Fenton
	<b>Motion to Approve Purchase of CRM Software</b>	Board
11:20	LCC Rental and Food and Beverage Increases*	Kelly Carr
	<b>Motion to Approve Rate Increases for the LCC</b>	Board
11:35	Master Planning Committee Update	Greg Whitney/Dan Fenton/ED Pope
11:55	ED Report Questions Only	ED Pope
12:00	<b>F. Updates on City Planning</b>	Director Kleitsch
12:05	<b>G. Comments from CM Altamirano-Crosby</b>	CM Altamirano-Crosby
12:10	<b>H. Board Comments for the Good of the Order</b>	PFD Board
12:15	<b>Adjournment</b>	Secretary Walker

\*= materials attached

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