

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
January 5, 2020**

**A. CALL TO ORDER**

The meeting of the Lynnwood Public Facilities District was called to order at 6:02 p.m. by Board Chair Wally Webster II. The meeting took place electronically. A conference call number was published in the agenda to enable public participation.

**Board Members Present**

*Wally Webster II, Chair  
Taylor Nordby, Vice Chair  
Shawn Walker, Secretary  
Rosario Reyes  
Loren Simmonds  
Corbitt Loch, Interim Treasurer (ex-officio)*

**Others**

*Janet Pope, PFD Executive Director  
Kim Koronko, PFD Finance Analyst  
Matt Hendricks, PFD Attorney  
Sara Blayne, LCC General Manager  
Councilmember Ian Cotton  
David Kleitsch, City of Lynnwood*

**B. APPROVAL OF AGENDA**

Board Member Simmonds moved, seconded by Board Member Nordby, to approve the agenda as presented. Motion passed, unanimously.

**C. ANNOUNCEMENTS & COMMUNICATIONS**

ED Pope relayed minutes will be provided at the next meeting.

**D. CONSENT AGENDA**

Questions and discussion followed regarding items highlighted in yellow that are not regular monthly expenses, potential reimbursement of legal fees and back rent received from Chuck E Cheese, invoice for painting of the post office, whether lease agreements address landlord or tenant obligations such as painting, determining whether the PFD can be reimbursed for the post office interior painting, requiring a tenant to provide bids and describe why they believed something was a landlord expense, potholes that need to be filled in the post office parking lot, reimbursement of the environmental consultation related to the BP Arco area, and whether the expenditure for bento boxes would be capitalized.

Board Member Nordby moved, seconded by Board Member Reyes, to approve the Accounts Payable Report in the amount of \$146,931 Motion passed, unanimously.

**E. BUSINESS ITEMS**

**1. 2020 Income/Expense Statement through November 30<sup>th</sup>**

FA Koronko reviewed the statement, reporting that the convention center is on track with their projections, PFD revenues and plaza revenues have been received as expected, plaza expenses are at a minimum, receipt of Chuck E. Cheese back rent, and reimbursement of COVID-related purchases by Snohomish County CARES Act funding.

**2. Convention Center Update**

GM Blayne provided survey scores and comments from events that were held during the interim period when small events were allowed, survey results from event attendees, yearend

The Lynnwood PFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board

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projections, purchases that will be reimbursed by Snohomish County CARES Act funding, inquiries for social versus business events, updated COVID guidelines expected later this week, trends and what to expect in the future document provided to the PFD Board, installation of a new art exhibit and six month extension of the existing art exhibit, 5-year financial forecast, 2021 booking pace, wedding inquiries for summer, bookings in March/April/May, bookings for 2022, and marketing plans to extend booking window to 2023.

**3. Board Calendar 2021**

ED Pope advised the calendar for 2021 has PFD Board meetings on the first Tuesday of each month; the July meeting is moved to the first Monday, the August meeting may be canceled, and a Board retreat is scheduled on a Friday in October.

Board Member Reyes moved, seconded by Board Member Nordby, to approve board calendar for 2021. Motion passed, unanimously.

**4. Board Committees**

Chair Webster advised the committees and descriptions will be on the February agenda for approval. He invited board members to identify committees they wanted to serve on and to chair. ED Pope advised the bylaws state the chair can establish committees and appoint chairs. Resolutions in 2014 established budget, real estate, personnel and art committees and a 2016 resolution established an investment committee. A resolution will be adopted at the February meeting to approve the new board committees and delete any old committees. The organizational chart includes plaza, master planning, finance and public relations committees. Recognizing board members' capacity, she anticipated only a master planning committee and a finance/investment/budget committee.

Questions and discussion followed regarding whether a plaza and master planning committee would have overlap, intent to distribute workloads among the committees, two board members per committee, whether a board member needed to chair committees, preference to have a board member chair committees, having more than one city representative on committees, subject matter experts and representatives on committees, potential cost to have representatives attend committee meetings, committees being advisory and not allowed to vote, inviting experts and representatives to committee meetings rather than expecting them attend on a regular basis, potentially appointing an alternate board member to a committee, requirement to notice a committee meeting that had three board members in attendance, and appointing the chair as the alternate on both committees.

**5. Board Officers Discussion**

Election of officers for 2021 will occur at the February meeting.

**F. EXECUTIVE DIRECTOR REPORT**

ED Pope reported on the need for the retaining wall to move forward quickly, the leak in the Silver Platters roof, ongoing HVAC issues in offices above Chuck E. Cheese building and in the post office building, and water that accumulated on the loading dock next to Olympus Spa following a rainstorm. In addition to back rent from Chuck E. Cheese, she was hopeful the PFD would be reimbursed for legal fees. Department of Ecology advised \$200,000 was available instead of only \$160,000. She will be applying for a \$400,000 DOE remedial action grant.

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ED Pope reported on discussions with the financial software consultant and improvements the new software will provide. She anticipated having the consultant make a presentation at the next PFD Board meeting. She recommended drafting financial policies rather than establish practices via resolutions.

Questions and discussion followed regarding involving the environmental consultants in writing the grant, identifying promotional hosting in a resolution or in the financial policies, hiring a property management firm, allocating staff time to property management, tasks a property management firm would address, hiring an employee versus a property management company, resources for identifying a property management firm, and utilizing ASM for property management.

**G. UPDATES ON CITY PLANNING**

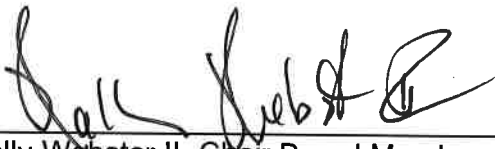
Director Kleitsch reported on Sound Transit work on 44<sup>th</sup>, relaying the girders will be installed in January, pouring of the garage footings is 50% complete, construction of the garage is expected by the end of first quarter, work on a trestle over Scriber Creek began during the 2020 fish window and the girders and columns will be completed during next year's fish window, planning for the guideway route and station alignment for the ST3 Everett link extension begins this month, construction continues on Home Depot and new buildings at the mall, policy development is underway (housing action plan, South Lynnwood Plan, 194<sup>th</sup> and its relationship to the city center plan), and two auto dealerships are proposed for Highway 99. The Council approved the creation of the Development & Business Services Department, the budget includes funding for the department, and Council confirmed his appointment as the department director. He responded to questions regarding the number of housing units anticipated to be developed in 2021, the Housing Action Plan and housing affordability, construction timeline to widen 196<sup>th</sup>, and potential for aesthetic similarities on 196<sup>th</sup> and the mall.

**H. COMMENTS FROM COUNCILMEMBER COTTON**

Councilmember Cotton reported with the budget completed last year, efforts this year will be related to policies. He referred to the Housing Acting Plan and facilitating the missing middle. Housing will be a major topic at the Council's upcoming retreat. He urged everyone to continue to stay safe and expressed his appreciation for the board's efforts.

**ADJOURNMENT**

Meeting adjourned at 7:24 p.m.



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Wally Webster II, Chair Board Member



**January 5, 2021 - Accounts Payable**

**Payments to be signed by Janet Pope, Executive Director**

<b>Convention Plaza Expenses</b>	<b>Check #</b>	<b>Amount</b>	<b>Description</b>
Pacific Air Control	7944	548.91	HVAC contract - Kona Kitchen
Pacific Air Control	7944	1,192.76	HVAC contract - Qtrly Maintenance CEC Bldg & SP/USPS E
PQT Construction	7953	99.74	Install motion sensor light
PQT Construction	7945	4,276.90	Interior painting of USPS
Valley Electric Inc.	7949	1,068.82	Parking lot light repairs
Purcell Legal & Mediation Services	7954	1,085.00	CEC Bankruptcy
Purcell Legal & Mediation Services	7954	1,050.00	Real estate issues
Reed Smith LLP	7955	885.50	CEC Bankruptcy
Reed Smith LLP	7959	790.50	CEC Bankruptcy
Jani-King of Western Wa	7942	34.00	Can liners
Jani-King of Western Wa	7942	242.00	Janitorial services-upper offices - December
Lynnwood Convention Center	7952	616.34	Parking lot labor/trash liners - Oct
Lynnwood Convention Center	7952	551.54	Parking lot labor/trash liners - Nov
Kimberley Koronko	7958	7.46	Keys for Old Longs Drugs
Monarch Landscaping	7943	1,370.42	Monthly maintenance landscaping
Puget Sound Energy	7946	222.39	Natural gas upper offices
Snohomish County PUD	7947	88.43	Natural gas -old Long's Drug
Waste Management	7950	2,084.61	Garbage svc-SP/USPS
Waste Management	7950	2,473.44	Garbage svc-Strip Mall
Waste Management	7950	1,140.27	Garbage svc-CEC Bldg
Zipty Fiber	7951	445.00	Elevator telephone - May thru Nov
Zipty Fiber	7961	117.54	Elevator telephone - Dec
Snohomish County PUD	7956	9.73	Sign lighting
Snohomish County PUD	7956	9.73	Sign lighting
Snohomish County PUD	7956	181.98	Strip mall soffitt lighting
Snohomish County PUD	7956	726.27	CEC Bldg 2nd floor lighting
Snohomish County PUD	7956	565.28	CEC Bldg Office HVAC
Snohomish County PUD	7956	76.67	Large sign on 36th
Snohomish County PUD	7956	39.88	CEC sign near 37th
Snohomish County PUD	7956	52.05	Sp/USPS bldg soffit lighting
Snohomish County PUD	7956	225.97	Parking lot lighting
Snohomish County PUD	7956	262.48	Parking lot lighting
Snohomish County PUD	7956	86.16	CEC bldg soffit lighting
Snohomish County PUD	7956	134.07	Elevator CEC bldg
Snohomish County PUD	7960	135.60	Old Longs/warehouse lighting
Transblue	7948	285.77	Lot sweeping - June
Transblue	7948	285.77	Lot sweeping - Dec
<b>Subtotal</b>		<b>23,468.98</b>	

<b>PFD Operations</b>	<b>Check #</b>	<b>Amount</b>	<b>Description</b>
Hendricks-Bennett, PLLC	8619	5,720.00	General Counsel
Joyce, Ziker Partners	8617	3,000.00	Environmental Consultation - BP/Arco Remediation
Pacific Air Control	8620	1,738.14	Repair work to PFD HVAC
WA State Dept of Transportation	8610	455.00	Annual Permit
Freheit Architecture	8615	923.50	Bldg Assessment Phase
Geoengineers	8616	4,781.25	Environmental Consultation - BP/Arco Remediation
Edward Don & Company	8621	6,685.96	Bento Boxes for LCC
Edward Don & Company	8621	4,661.69	Bento box lids for LCC
Allstream	8614	87.70	Phone line for security system
Canon Financial Services	8611	110.98	Printer, scanner, copier lease - November
Health Care Authority	8605	1,682.04	Health care benefits
WA State Dept of Retirement System	8609	3,758.48	PERS contributions
Puget Sound Energy	8607	233.55	PFD office Natural Gas
Jani-King	8606	95.00	PFD office cleaning
Northshore Business Service	8613	165.60	Prepare board meeting minutes
US Bank - Credit Card	8618	287.80	Ring Central & MSFT Internet, Office Supp
EFTPS	12/15/2020	3,078.47	Federal payroll taxes
EFTPS	12/31/2020	3,171.03	Federal payroll taxes
<b>Subtotal</b>		<b>40,636.19</b>	

<b>LCC Operations</b>	<b>Check #</b>	<b>Amount</b>	<b>Description</b>
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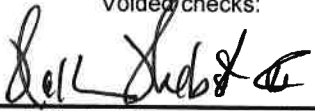
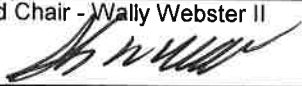
**January 5, 2021 - Accounts Payable**

Lynnwood Convention Center	8612	60,000.00	Transfer funds
Monarch Landscaping	7943	913.62	Monthly maintenance landscaping
Transblue	7948	190.51	Lot sweeping - June
Transblue	7948	190.51	Lot sweeping - Dec
SMG	8608	10,000.00	Management Fee - Dec
<b>Subtotal</b>		<b>71,294.64</b>	
<b>Subtotal</b>		-	
<b>NET PAYROLL</b>		11,531.85	J Pope & K Koronko
<b>TOTAL FOR ALL EXPENDITURES</b>		<b>146,931.66</b>	

The following checks are approved for payment as required by the BARS manual

Payroll warrant numbers: 122001 through 122004

Voided checks: 7957

	<u>1/10/2021</u>
Board Chair - Wally Webster II	Date
	<u>1/10/21</u>
Secretary - Shawn Walker	Date