

**LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
December 15, 2020**

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:09 p.m. by Board Chair Wally Webster II. A quorum was not present when the meeting was called to order. 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 (joined at 6:20 p.m.)
Sonja Springer, Treasurer (ex-officio)

Others

Janet Pope, PFD Executive Director
Kim Koronko, PFD Finance Analyst
Matt Hendricks, PFD Attorney
David Kleitsch, City of Lynnwood

Board Members Excused

Rosario Reyes
Loren Simmonds

B. RECOGNITION OF FD SPRINGER

ED Pope recognized FD Springer for her assistance and wished her the best in her retirement. FD Springer commented on her role with the PFD. The City has three finalists for the Finance Director position and hope to have someone in place by March 2021. FA Koronko commented on the opportunity to work with FD Springer at the City and PFD. FD Springer recommended the PFD contact their financial advisor about refinancing debt due to historical low rates. Chair Webster expressed a special thank you to FD Springer for her assistance.

[Quorum established with the arrival of Board Member Walker.]

C. APPROVAL OF AGENDA

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

Board Member Nordby expressed her appreciation for everything FD Springer has done for the City and the PFD. Board Member Walker expressed his appreciation for FD Springer's viewpoints on accounting.

D. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope reported she and FA Koronko will be out of the office much of next week and very limited hours the following week.

Chair Webster announced the January meeting will include election of officers and the February meeting will include appointment of committees.

E. BUSINESS ITEMS

1. Budget Amendment for CAM Formula

EP Pope advised a revised budget was sent to the board with the change in the CAM fees along with a list of current CAM fees and the increase by tenant.

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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Board Member Nordby moved, seconded by Board Member Walker, to approve the budget amendment. Motion passed, unanimously.

2. Approval of Contract Extension for Lynnwood Convention Center

ED Pope described revisions to the contract, advising the contract has been approved by Attorney Matt Hendricks.

Board Member Walker moved, seconded by Board Member Nordby, to approve the convention center contact extension. Motion passed, unanimously.

Holiday and New Year wishes were exchanged as well as congratulations to David Kleitsch on his appointment as Development & Business Services Director.

ADJOURNMENT

Meeting adjourned at 6:36 p.m.



Wally Webster II, Chair Board Member