

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
November 10, 2020**

**A. CALL TO ORDER**

The meeting of the Lynnwood Public Facilities District was called to order at 6:03 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  
Shawn Walker, Secretary  
Rosario Reyes  
Loren Simmonds

**Board Member Excused**

Taylor Nordby, Vice Chair

**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  
Tracey Morrison, LCC Finance Director  
Corbitt Loch, City of Lynnwood  
Doug Purcell, Purcell Legal & Mediation Services

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**B. APPROVAL OF AGENDA**

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

**1. Minutes**

Board Member Reyes moved, seconded by Board Member Walker, to approve the September 1, 2020 minutes as presented. Motion passed, unanimously.

Board Member Walker moved, seconded by Board Member Reyes, to approve the October 6, 2020 minutes as presented. Motion passed, unanimously.

**C. ANNOUNCEMENTS & COMMUNICATIONS**

ED Pope asked for feedback on the September 1, 2020 minutes prepared by the contract minute taker. Board Members were satisfied with the level of detail.

**D. CONSENT AGENDA**

Board Member Walker moved, seconded by Reyes, to approve the Accounts Payable Report in the amount of \$2,496,752. Motion passed, unanimously.

**E. BUSINESS ITEMS**

**1. Convention Center Lighting**

ED Pope reported this is a proposed contract for holiday lights on the convention center, maximum of \$6,000. If the holiday lighting is not approved, the contract will be renewed for the same amount as last year. Discussion followed regarding a suggestion to coordinate holiday lighting with other city facilities, lighting installed by city crews, and whether there could be less lighting for a lower

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cost. Board Members expressed their preference to save money and do no lighting or less lighting at a reduced cost.

## **2. Quarterly Financials**

ED Pope reviewed the quarterly financials, highlighting PFD revenue streams that are down 5% from budget and 4% from last year, PFD expenses down 23% from budget and 7% from last year, and Plaza income down 9%. She reported business meetings have been allowed to reopen so conservative forecast for revenue from that source, COVID cases are increasing and future shutdowns are a possibility, another tenant has asked for rent assistance, two tenants are paying base rent but not deferred rent, legal fees related to a tenant may impact the overall budget, active convention employees continue on a 4-day work week, retaining wall needs to be repaired asap, could cost as much as \$550,000, work may begin in 2020 which will dramatically affecting the 2020 budget, 50+ hourly and 9 manager level convention center employees have been laid off or resigned due to COVID, 2 salary employees remain on furlough with a slow return to work, 2021 budget discussion at next week's meeting, all contingency funds for repairs have been removed from the 2020 budget, still doing preventative maintenance required by local authorities (e.g. elevator inspection), and all other maintenance has been postponed.

Board Chair Webster commended FA Koronko, ED Pope, GM Blayne, FD Morrison and other staff for their due diligence managing expenses. He reminded of the importance of managing expenses and acknowledged their efforts to make that happen. Staff responded to a question regarding the incentive fee.

ED Pope referenced the investment report that was included with the quarterly financials. The report includes all bonds, maturity dates, and other investments. Board Chair Webster explained the PFD's portfolio basically follows the city's.

## **3. Convention Center Update**

GM Blayne referred to Q3 financials, highlighting less than a \$1,000 difference in Q3 2020 compared to Q3 2019, \$818,000 deficit year-to-date, on track or slightly better than 2020 projections, projected \$1.1 million deficit at yearend. She described the reopening of the facility to meetings and four meetings have been held. The facility received GBAC Star Accreditation (third party accreditation for sanitation and cleaning standards); Meydenbauer Center was the first to receive this award and Lynnwood Convention Center was the second. The governor is considering reducing capacity from 30% to 25%.

Questions and discussion followed regarding analysis staff does to determine whether to accept a meeting booking, inquiries that have been declined, staff's inventory of stored food and beverages, and appreciation to the team for their efforts.

## **F. EXECUTIVE DIRECTOR REPORT - None**

## **G. UPDATES ON CITY PLANNING**

David Kleitsch reported the city's budget process includes a proposed reorganization of economic and community development. Sound Transit is moving forward, the station and garage are under construction. The city will begin preliminary planning with Sound Transit on ST3 in January 2021. Staff had a preliminary conversation with representatives of Alderwood Mall regarding a preliminary

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master plan for the mall and the surrounding area; a meeting with Sound Transit and the mall owner is planned in December. Approximately 1100 apartment units are under construction in the regional growth area. A mixed use project at 40<sup>th</sup> & 198<sup>th</sup> (Lynnwood 40<sup>th</sup>) has submitted for design review permit and several projects are planned on Highway 99.

Discussion followed regarding buildings to be demolished at 200<sup>th</sup> & 44<sup>th</sup> for temporary Sound Transit construction parking that will be available for redevelopment once the Sound Transit garage opens.

**H. COMMENTS FROM COUNCILMEMBER COTTON**

Councilmember Cotton relayed the Council is deliberating on the biennial budget, the city's third biennial BFO budget.

**I. EXECUTIVE SESSION: REAL ESTATE MATTERS AND REVIEW PERFORMANCE OF A PUBLICLY BID CONTRACT**

The Board went into Executive Session at 6:50 p.m. for 30 minutes as authorized by RCW42.30.110(1)(b) regarding real estate matters and as authorized by RCW42.30.110(1)(d) to review the performance of a publicly bid contract. At 7:20 p.m., the executive session was extended for 20 minutes. At 7:40, the executive session was extended to 8:00 p.m. The executive session concluded at 8:00 p.m.

The meeting was reconvened at 8:00 p.m.

**J. BUSINESS MATTERS CONTINUED**

**1. Board Committee Structure**

Chair Webster explained he did not appoint committee members in 2020 because board members all were new. This board has now been in place two years. Board members have agreed to the committee structure with the understanding there is no duplication of effort between committees and the PFD Board.

Board Member Reyes moved, seconded by Board Member Simmonds, to approve the committee structure for 2021. Motion passed, unanimously.

Chair Webster invited board members to contact him with input on the committees they wished to serve on. Committee members will be appointed at the next meeting for 2021.

**ADJOURNMENT**

Meeting adjourned at 8:07 p.m.



Wally Webster II, Chair Board Member