

LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
May 5, 2020

**A. CALL TO ORDER**

The meeting of the Lynnwood Public Facilities District was called to order at 6:00 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.

**B. Board Members Present**

Wally Webster II, Chair  
Taylor Nordby, Vice Chair  
Shawn Walker, Secretary  
Rosario Reyes  
Loren Simmonds  
Sonja Springer, ex-officio Treasurer

**Others**

Grant Dull, PFD Executive Director  
Judy Powell, PFD Finance Analyst  
Matt Hendricks, PFD Attorney  
Sara Blayne, LCC General Manager  
Council Member Ian Cotton  
David Kleitsch, City of Lynnwood  
Tracey Morrison, LCC Finance Director  
Janet Pope, PFD Executive Director

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**BOARD MEMBER WEBSTER ANNOUNCED THAT THE PFD WAS IN COMPLIANCE WITH GOVERNOR INSLEE'S EXECUTIVE ORDER 20-28.**

**C. AGENDA**

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

**D. MINUTES**

Board Member Walker moved, seconded by Board Member Reyes, to approve the April 7 and 21, 2020 minutes as presented. Motion passed, unanimously.

**E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS**

The Board acknowledge ED Dull's service to the PFD for the past 17 years.

**F. CONSENT AGENDA**

Board Member Reyes moved, seconded by Board Member Simmonds, to approve the Accounts Payable Report in the amount of \$183,997.81. Motion passed, unanimously.

**G. BUSINESS ITEMS**

**1. PRESENTATION OF 1<sup>ST</sup> QUARTER FINANCIALS**

FA Powell provided an overview of the first quarter financial statements:

- LCC required a subsidy of \$227,950, which is \$256,980 more than budget.
- LCC generated an estimated 3,361 hotel room nights and \$3.7 million in direct and indirect economic impact for the first quarter.
- Convention Plaza lease revenue is running 1% ahead of budget and CAM expenses are running 22% more than budget.
- Sales tax received in April for sales in February decreased 1.47% from STLY.

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**2. CONVENTION CENTER REPORT**

GM Blayne provided an overview of ASM Global's projections for the LCC's financial response to COVID-19.

**3. CAPITAL PURCHASE REQUEST – BENTO BOXES**

Motion made by Board Member Reyes, seconded by Board Member Nordby, to approve the purchase of the Bento Boxes not to exceed \$14,000. Motion passed, unanimously.

**4. CAPITAL PROJECT REQUEST – LCC KITCHEN FLOOR REPLACEMENT**

Motion made by Board Member Walker, seconded by Board Member Rosario, to approve the Kitchen Floor Replacement not to exceed \$90,000. Motion passed, unanimously.

**5. CAPITAL PURCHASE REQUEST – SNEEZE GUARDS**

Motion made by Board Member Simmonds, seconded by Board Member Walker, to approve the Sneeze Guard purchase not to exceed \$12,000. Motion passed, unanimously.

**6. ELECTRONIC SIGNATURE RESOLUTION 20-02**

Motion made by Board Member Nordby, seconded by Board Member Simmonds, to adopt resolution 20-02 authorizing the use of electronic signature technology as authorized by State law. Motion passed, unanimously.

**H. EXECUTIVE DIRECTOR REPORT**

ED Pope presented on her onboarding activities and that the audit entrance conference was held on April 23<sup>rd</sup>.

**I. COMMENTS FROM DIRECTOR DAVID KLEITSCH**

David Kleitsch updated the Board on different projects going on within the City.

**J. OLD BUSINESS/NEW BUSINESS**

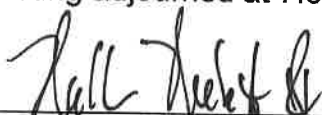
Board Chair requested to schedule a Special Board Meeting May 19, 2020 at 6:00.

**K. EXECUTIVE SESSION**

The Board went into Executive Session at 7:45 pm for 10 minutes as authorized by RCW42.30.110(1)(c) real estate matters. At 7:55 pm, the Board came out of Executive Session. No action was taken.

**ADJOURN**

Meeting adjourned at 7:55pm.

  
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Wally Webster II, Chair Board Member